



ATTACHMENTS

Ordinary Meeting of Council

Tuesday 28 June 2016

6.00pm

City of Albany Council Chambers

ORDINARY COUNCIL MEETING
ATTACHMENTS – 28/06/2016

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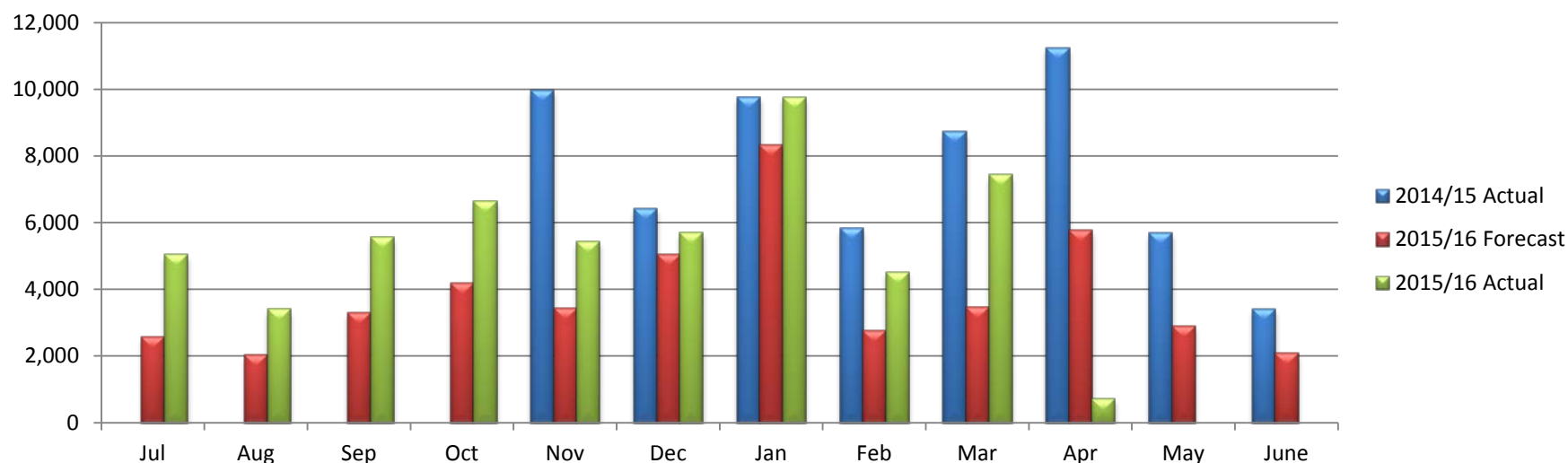
Albany Heritage Park

Statistics Report July 2015 to March 2016

National Anzac Centre Visitation Summary

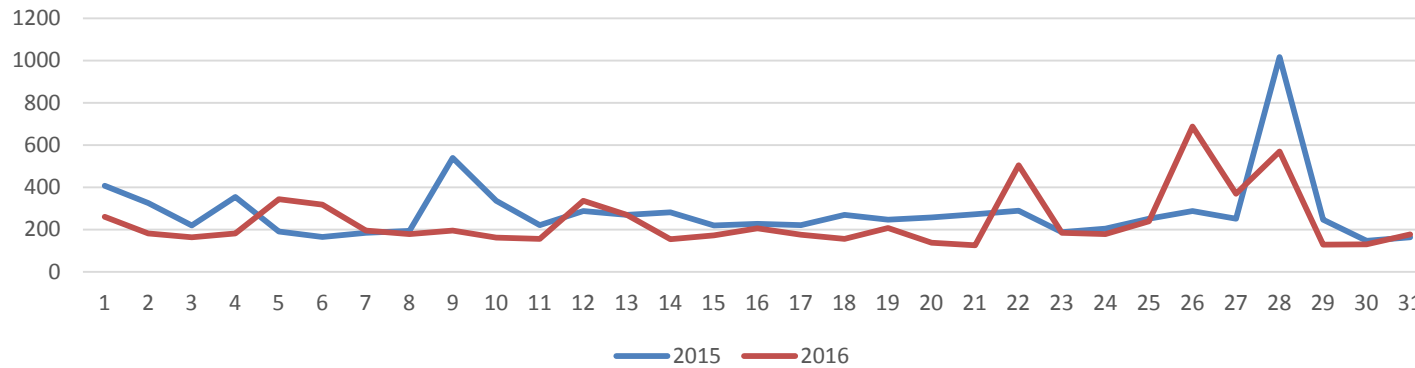
Running total since opening to 31 March 2016 – 114 748

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2014/15 Actual	0	0	0	0	10 001	6 433	9 778	5 855	8 735
2015/16 Forecast	2 598	2 032	3 309	4 205	3 455	5 067	8 339	2 755	3 475
2015/16 Actual	5 047	3 402	5 575	6 646	5 442	5 714	9 777	4 526	7 444
%	194%	167%	168%	158%	158%	113%	117%	164%	214%
Daily Target	84	66	110	136	115	168	269	95	112
Days Below Target	7	1	2	0	1	19	11	0	0



Note: April figures are at the time of producing this report (5 April).

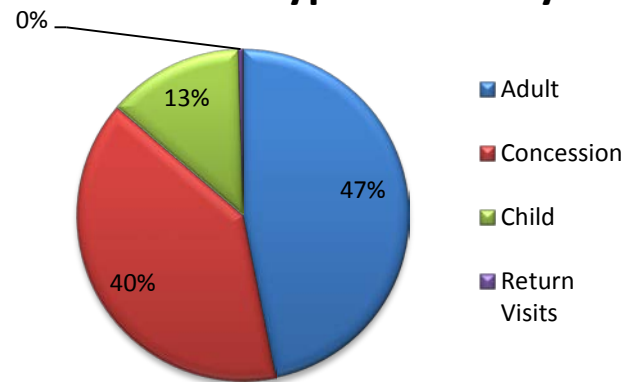
March Attendance Detail



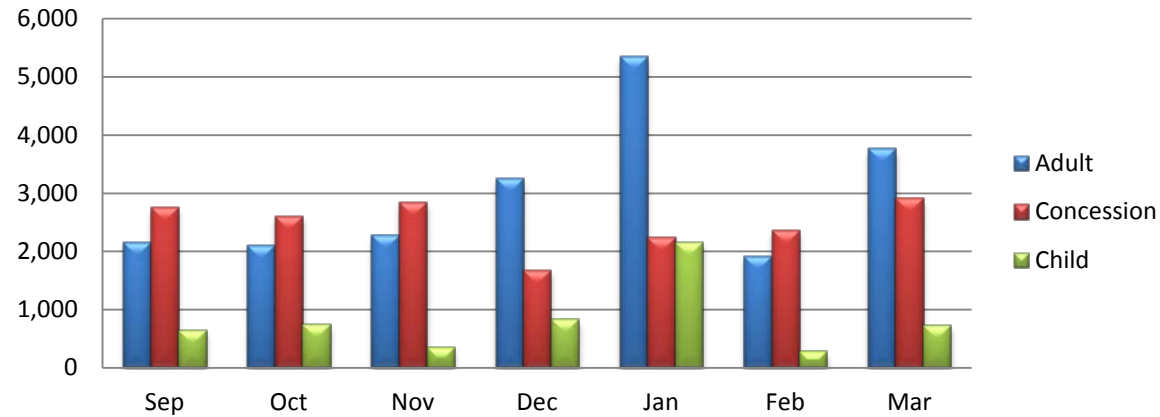
National Anzac Centre Visitation Type Summary

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adult	2 432	1 416	2 161	2 117	2 287	3 266	5 349	1 914	3 769
Concession	1 706	1 698	2 759	2 610	2 848	1 682	2 245	2 366	2 925
Child	941	313	640	753	355	833	2 161	280	741
Return Visits	15	9	28	18	28	17	76	20	15

Visitation Type Summary



Ticket Type Comparison



National Anzac Centre Visitation Type Detail

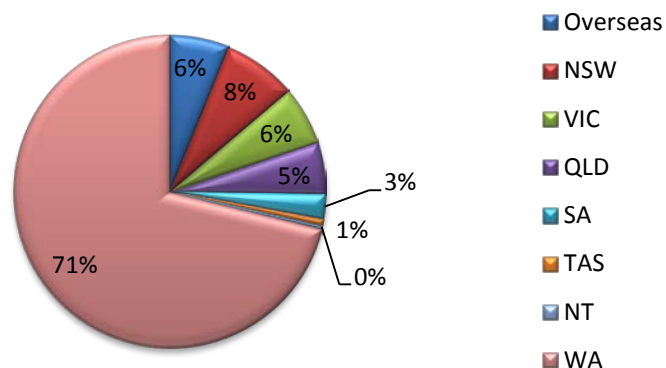
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adult	2 362	1 337	2 057	2 057	2 065	2 892	4 963	1 866	3 334
Concession	1 591	1 595	2 677	2 427	2 671	1 510	2 127	2 237	2 792
Child (5-15)	463	95	241	311	89	384	1 023	45	257
Child Extra	386	75	204	258	70	304	899	40	212
Child (4 & under)	89	51	48	56	63	105	236	30	92
DVA Card	44	42	48	51	76	50	50	55	80
RAC 20% Discount	51	45	17	115	87	103	63	66	50
Free	12	32	72	46	50	31	29	36	53
Tour Group	40	37	22	0	163	278	342	0	376
School Group	0	90	147	128	133	39	0	164	180

Princess Royal Fortress Tour Participation

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2014/15 Tours Held	0	0	0	0	40	84	92	79	81
2014/15 Attendance	0	0	0	0	406	1028	1720	1209	1272
2015/16 Tours Held	53	50	38	33	26	28	30	30	32
2015/16 Attendance	669	479	527	450	394	342	435	483	498

National Anzac Centre Visitation by Location

Visitation by Location



Detailed Breakdown

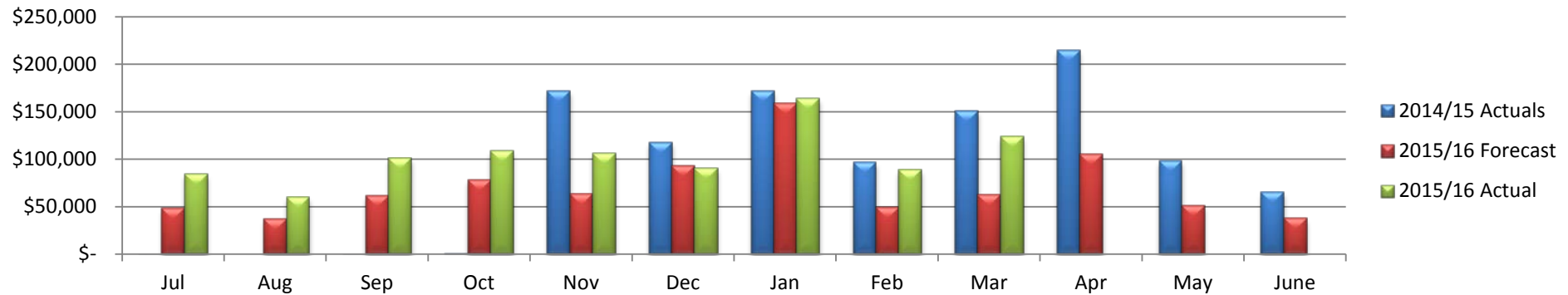
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Overseas	82	94	130	151	433	294	335	359	407
Australia	3374	2179	3492	3773	3324	3629	7310	3092	4982

NZ	30	44	55	10	25	36	32	14	60
USA	4	15	3	21	40	4	17	10	36
UK	22	8	53	90	288	152	175	209	234
Other	26	27	19	30	80	102	111	126	77

NSW	197	270	567	446	355	203	322	168	350
VIC	236	264	500	276	234	186	239	115	229
QLD	124	167	371	358	266	165	160	144	259
SA	95	115	164	150	99	56	100	52	119
TAS	35	46	46	43	29	6	18	10	24
NT	12	9	8	9	11	39	20	7	3
WA	2675	1308	1836	2491	2330	2974	6451	2596	3998

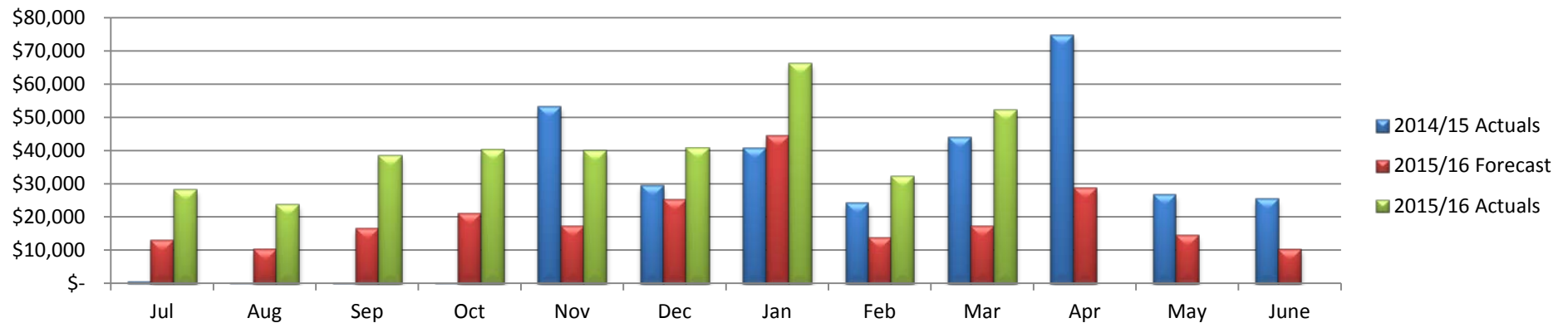
National Anzac Centre Ticket Revenue

Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2014/15 Actuals	\$ 15	\$ -	\$ 255	\$ 804	\$172 438	\$118 181	\$172 543	\$ 97 135	\$151 575
2015/16 Forecast	\$ 48 724	\$ 37 419	\$ 61 629	\$ 78 755	\$ 63 498	\$ 93 457	\$158 908	\$ 49 682	\$ 62 351
2015/16 Actual	\$ 84 293	\$ 60 195	\$101 570	\$109 167	\$106 681	\$ 90 995	\$164 611	\$ 89 408	\$123 967



Forts Store Revenue

Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2014/15 Actuals	\$ 582	\$ 109	\$ 164	\$ 109	\$ 53 318	\$ 29 651	\$ 40 839	\$ 24 309	\$ 44 060
2015/16 Forecast	\$ 12 989	\$ 10 160	\$ 16 545	\$ 21 025	\$ 17 274	\$ 25 337	\$ 44 487	\$ 13 773	\$ 17 374
2015/16 Actuals	\$ 28 258	\$ 23 755	\$ 38 520	\$ 40 292	\$ 40 124	\$ 40 912	\$ 66 393	\$ 32 343	\$ 52 312



Year To Date Financial Variance

Annual Budget	YTD Actual	YTD Variance
\$256,386 Loss	\$356,202 Profit	\$526,765

Expenditure	YTD Budget	YTD Actual	\$YTD Variance
Total	\$1,021,261	\$888,327	\$132,934
Income	YTD Budget	YTD Actual	\$YTD Variance
Total	\$984,397	\$1,368,928	\$384,531

Key Variances Notes:

Expenditure: Over Budget

- Employee Costs \$27,531 above budget
- Forts Ground Maintenance \$26,348

Expenditure: Under Budget.

- Curatorial Services \$62,527
- Building Maintenance \$32,209
- Forts Building Maintenance \$48,531

Income: Over Budget

- NAC Entry Sales \$286,642.
- NAC Forts Merchandise \$186,824

Income: Under Budget.

- Rental and lease Income \$34,714
- NAC Sponsorship \$25,000
- Friends of NAC \$27,000



Offices: 102 North Road, Yakamia
Postal Address: PO Box 484, ALBANY WA 6331
Telephone: (08) 9841 9333
Facsimile: (08) 9841 4099

BRIEFING NOTE

TO : Community Services Committee

FROM : Adam Cousins
Acting Community Services Executive Director
Tammy Flett
Senior Community Development Officer

DATE : 27 May 2016

SYNERGY REF : CS.PLA.2/BF16654558

SUBJECT : Connected Communities 2014-2018 Report on Progress

ATTACHMENTS : 1.Connected Communities 2014-2018 Detailed Progress Update
2. 2015-16 Connected Communities Strategy Highlights

OVERVIEW

Significant progress against the key objectives within the Connected Communities 2014-2018 strategy has been completed.

This briefing note provides an overview of those achievements, with more detailed reporting and project highlights in the attached documents.

BACKGROUND

The 'Connected Communities 2014-2018' community development strategy was adopted by Council in July 2014. The strategy was the result of extensive consultation and directs the activity of the Community Development Team as well as other related community development activities.

The strategy has four key themes:

- Safe Communities;
- Inclusive Communities;
- Connected Communities; and
- Sustainable Communities.

12 key objectives were identified across the key themes with a total of 29 strategies to be delivered under the strategy.

PROGRESS 2014-2016

Since adoption, significant progress has been made including:

- 7 strategies fully delivered
- 18 strategies in progress and on track for completion
- 4 strategies are on hold and will be delivered in 2016/17.

A number of the strategies in progress and on track for completion are also ongoing initiatives as indicated in the attached report.

KEY ACHIEVEMENTS

A number of projects/initiatives were successfully delivered which exceeded expectations including:

- Age Friendly Community Plan – provides a framework for the City to become a more inclusive and welcoming environment for older people;
- 'All Welcome' Project – project to improve access and inclusion within the CBD;
- Community Funding Program – review of policy and guidelines;
- #couches4poverty (Anti-Poverty Week awareness raising initiative) – used couches as a means of raising awareness of the causes and consequences of poverty;
- Easy Movers – falls prevention program for seniors pilot which is now an ongoing program at ALAC;
- Establishment of Lockyer Community Hub – Lockyer Action Network is now working on a number of initiatives within the Lockyer community;
- MAD Youth Event Program – pilot monthly Saturday night affordable activity for young people aged 10-17;
- Neighbour Day – initiative to build connections between neighbours;
- Rio Tinto Partnership – enabled the employment of a Youth Development Officer trainee.

See attached annual report highlights for detailed information on each of the above initiatives.

CHALLENGES

- Grants/External Funding – as both the state and federal governments consolidate their funding streams, the amount of funding available for projects is becoming smaller and more competitive.
- Capacity of partner organisations – majority of projects and initiatives are delivered in partnership with services and community organisations. With the changing funding environment and ageing volunteer bases the ability of these organisations to partner with the City on projects and initiatives is reduced.

FOCUS AREAS FOR 2016-2018

- Youth Strategy – to be developed based on the principles for Youth Friendly Cities;
- Youth Initiatives – initiatives and events as per the youth strategy once adopted;
- Age Friendly Albany – deliver some of the key initiatives within the Age Friendly Albany plan;
- Web resources – community venues database and community group directories to be available online through the website;
- Partnerships – build on existing partnerships with community groups, agencies and Rio Tinto to continue to deliver projects and initiatives;
- Community Hubs – evaluate the success of the Lockyer Hub and expand the program to include Spencer Park.

COMMENT

Significant progress against the Connected Community Development Strategy has been completed to date, with the remaining strategies a focus area for 2016/17.

Adam Cousins
Acting Community Services Executive Director

Date

Comments _____

Connected Communities 2014-2018 Community Development Strategy Progress Report May 2016

Legend:	Complete		In progress/ on track		Critical issues		Parked/ on hold	
Objective		Strategy		Project Status	Activities Since Adoption			
Theme 1: Safe Communities								
1.1 To be perceived as a safe community to live and work.	1.1.1 Add questions relating to community safety in the City's bi-annual community perception survey.			Complete: Safety question included in 2015 survey. Next Perception Survey due to be distribute in 2017.				
	1.1.2 Increase awareness of Albany's crime statistics.			eWatch sent out monthly/bi-monthly in partnership with Albany Police. Newsletter provides a link for subscribers to review crime statistics for Great Southern by suburb.				
1.2 To engage youth in positive activities.	1.2.1 Continue to support the Strike II youth drop-in service.			Sufficient funding secured to continue program in 2016. Juvenile crime remaining very low. 2015 saw record attendances to the program with 3777 attendances to the program with an average 50% indigenous participation each night.				
	1.2.2 Develop and implement programs for youth at risk of offending.			MAD youth event program (April 2015-March 2016) – funded by WA Police. (See highlights) Over 1200 young people participated in the 12 events. Significant decrease in juvenile contacts over the nights the events were held.				
				DRUMBEAT program to be delivered from Albany PCYC July 2016 – June 2017 targeting at risk and marginalised young people.				
1.3 To increase knowledge of emergency preparedness among vulnerable members of the community	1.3.1 Develop and implement education and awareness initiatives to increase knowledge of emergency preparedness.			Program delivered to Albany Probus club, RAAFA Village and Bethel Independent Living Units in partnership with emergency services team.				
1.4 To increase knowledge and awareness of transport-related safety.	1.4.1 Participate in White Ribbon Day each year.			Now known as 'Road Ribbons for Road Safety' Ribbons distributed at North Road, VAC, Albany Heritage Park, Day care Social media campaign delivered and articles printed by Albany Advertiser.				
	1.4.2 Develop and implement a pedestrian safety awareness campaign.			Seniors Safety Brochure printed and distributed. Workshops on pedestrian safety held at Baptistcare, RAAFA Village and Yakamia Gardens. Safety brochure available on City website.				
Theme 2: Inclusive Communities								
2.1 To be an age-friendly community.	2.1.1 Develop and implement an Age Friendly Communities Plan for the City.			Age Friendly Communities Plan adopted by Council in February 2016.				
				LGMA Age Friendly Communities network meeting held in Albany April 2016.				

			Innovative fall prevention program for seniors piloted, and now an ongoing program through ALAC.
	2.1.2 Review the Youth Advisory Committee to determine its effectiveness as a representative model for youth engagement.		Draft interim report completed following consultation with young people aged 12-25.
2.2 To be an inclusive and accessible community.	2.2.1 Support community groups and clubs to make their facilities and activities more accessible and inclusive to all.		Inclusive club resource developed in partnership with Princess Royal Sailing Club. Resource is available to sporting clubs across WA. Delivered 2 inclusive clubs workshops to local sporting clubs. 2x All Abilities Days held at ALAC for clubs to showcase their accessible programs.
			Partnership with AFL to deliver pilot Footy Champs program. Program is now a regular Saturday morning activity.
	2.2.2 Work in partnership with identified CaLD communities to reduce barriers to participation in community life.		Engaging CALD volunteers training delivered by Volunteer WA in partnership with CoA and Albany & Regional Volunteer Service.
			2x Colourfest Film Festival held at the Library during Harmony Week in 2015 & 2016.
	2.2.3 Work with retail and small business stakeholders to increase awareness of barriers to physical access to their premises.		Hosted a 'Welcome Picnic' for newly arrived migrants to Albany held in April 2016 in partnership with the Great Southern Migrant Services.
			'All Welcome' developed to engage local businesses to improve access and inclusion in CBD for people with a disability. Self-audit tool kit developed for businesses to assess their accessibility. Workshops to improve their knowledge and understanding of access and inclusion will be delivered in June 2016. Project funded by Disability Services Commission
	2.2.4 Continue to ensure the initiatives in the City's Access and Inclusion Plan 2012-2017 are implemented.		Ongoing project. 2014/15 report submitted to Disability Services Commission.
2.3 To contribute to the development of local responses to housing stress.	2.3.1 Collaborate with relevant stakeholders to develop effective programs and services to support those vulnerable to housing stress.		#couches4poverty activity held during Poverty Week to raise awareness of the impact and causes of poverty in partnership with Anglicare, Albany Youth Support Association, Shalom House, Albany PCYC Strike Program, Southern Aboriginal Corporation, Dan Murphys, Albany Public Library, Foodbank, Vancouver Arts Centre.
			Regular attendance at GS Homelessness Forum by Community Development staff.
	2.3.2 Increase the capacity of the City to advocate for diverse housing developments that are accessible to a variety of household types, lifestyle choices and income levels.		2016/17 focus area. Participation through the review of the review of the Albany Local Planning Strategy has a focus area on housing.
Theme 3: Connected Communities			

3.1 To create inclusive and dynamic community spaces for linking people, activities and events.	3.1.1 Undertake an audit of the community spaces within the City's municipal boundary, and promote these facilities to the public.		Database has been developed and updates will be completed by 30 June. Community Development Team will work with IT team to have the information available on our website.
	3.1.2 Ensure information relating to City programs, services and events is available and easily accessible to the community.		Community development team regularly update City of Albany website and provide communications team with content for social media posts and radio interviews.
	3.1.3 Develop, implement and review the establishment of neighbourhood 'hubs' activities to link residents to their local community.		Lockyer Neighbourhood Hub established and the 'Lockyer Action Network' formed by residents. The group has held a Family Fun Day and is organising street clean up days, guest speakers and plan to change the wider perception of Lockyer to a more positive view. A Spencer Park hub will be developed in 2017.
	3.1.4 In partnership with relevant Progress Associations, deliver events in at least two rural communities each year.		2014/15 – Outdoor cinema nights held in Redmond and Manypeaks.
			2015/16 Lower Kalgan – provided assistance to increase the capacity of the group to deliver their annual Pumpkin Festival through support to create promotional material, traffic management plans and additional marquees to provide cover for volunteers manning stalls. ~ 2000 people attended the event. Bornholm/Kronkup – team will be providing assistance to increase the capacity of the group to deliver their 'Dinner Dance in June. 2016/17 the program will include Napier and Elleker Progress Associations.
3.2 To improve connection between people and places within the City.	3.2.1 Work with relevant stakeholders to increase opportunities for active transport across the City.		Active transport map being produced by Rec services Community Development team work to support the work of the travel smart officer.
	3.2.2 Advocate for improvements to Albany's public transport system so it provides a reliable, convenient and accessible way for the community to move around the city.		Ongoing
Theme 4: Sustainable Communities			
4.1 To promote the uptake of low consumption lifestyles and environmentally aware practices.	4.1.1 Promote availability of purpose funding and other schemes designed to increase community uptake of renewable energy and water sources.		Increased community awareness of available funding sources, leading to an increased uptake of funding for renewable energy installations. Emails are regularly sent out through the Community Development database of new funding opportunities.
	4.1.2 Promote and increase awareness of existing community gardens and associated facilities.		Community Development Team working with the RCNC Garden to relocate to their new grounds in Lockyer. Their activities promoted via email networks and CoA social media.

	4.1.3 Promote and support opportunities for the community to connect with local producers, market gardeners and farmers.		2016/17 activity
	4.1.4 Encourage local community groups to enter awards recognising environmental sustainability.		Ongoing
4.2 To increase community use of the City's developed reserves and parks.	4.2.1 Work in partnership with the Developed Reserves team to coordinate an audit of the facilities available in the City's parks and make this information available to the public.		2016/17 activity
4.3 To increase the governance, planning, program delivery and volunteer management capacity of community groups and organisations within the City.	4.3.1 Develop and implement an annual program of capacity building workshops for community groups and clubs.		2014/15 <ul style="list-style-type: none"> • Peter Kenyon Workshop – Community Builders Program • Volunteering WA – National Standards, Volunteer Management Workshops • Inclusive Clubs workshops • Grant funding workshops
			2015/16 <ul style="list-style-type: none"> • Volunteering WA – Grant writing, managing difficult behaviours, Volunteer Management • Natalie Bramble (June 2016) – social media, events on a \$0 budget and marketing for community organisations.
	4.3.2 Review and update the Community Funding and Event Sponsorship program to continue the policy beyond 2015-16.		New policy developed and adopted by Council.
	4.4.3 Promote the services of local community groups and clubs to help increase membership.		2016/17 - Working with IT for inclusion in new website along with venues database and information on local parks.

Other activities:

- Rio Tinto Partnership
- Youth Friendly Communities Grant
- Neighbour Day

MAD YOUTH EVENT PROGRAM

Safe Communities, 1.2 To engage youth in positive activities

CONNECTED COMMUNITIES 2014-2018 PROJECT HIGHLIGHTS

Background

Feedback from young people was that there was very little affordable activities to do on weekends.

Project Overview

The pilot 12 month project was developed with the Vancouver Arts Centre, Albany Public Library, Albany Leisure & Aquatic Centre, and local Police. Activities were to be

- Free or less than \$5
- Cover a range of activities to appeal to a range of young people and to see what activities were most popular
- Transport home to be provided.

The program included:

- April 2015 - Pool Party
- May 2015 – MAD-D
- June 2015 – Games Zone
- July 2015 – Roller Rave
- August 2015 – Indoor Cinema Night
- September 2015 - Pool Party
- October 2015 – Chipolatas performance
- November 2015 – Games Zone
- December 2015 – MAD-D
- January 2016 – Sk8, Scooter & BMX Competition
- February 2016 – Silent Disco
- March 2016 – Underage Nightclub

Budget

\$24,932 (WA Police Crime Prevention Grant)
\$ 10,000 in-kind support (venue, officer time)

Partner Organisations

WA Police
Albany PCYC

Key Outcomes

- Over 1200 young people attended the events
- Police report a significant reduction in juvenile contacts on nights the program operated compared to previous 12 month period.
- Police report a reduction in juvenile offences during the 12 months the program operated compared to the previous 12 month period.



Community Services Committee
7 June 2016

CONNECTED COMMUNITIES 2014-2018 PROJECT HIGHLIGHTS

Age Friendly Albany Plan

Inclusive Communities, 2.1 To be an age-friendly community.

Background

The City committed to be an age friendly community, one which promotes active ageing to optimise opportunities for health, participation and security to enhance people's quality of life as they age.

Active ageing is a lifelong process, and the World Health Organization has led the way in identifying the unique features that make cities 'age friendly'. In WA over 60 local governments have committed to implement age friendly planning.

Project Overview

The Age Friendly Albany Plan 2016-2020 was developed following extensive consultation with seniors, aged care providers and relevant stakeholders. A snapshot of those consulted and some key results is below.

The City's Plan focuses on four key outcome areas as an initial start:

- Outdoor Spaces & Buildings
- Transportation
- Information, Communication & Engagement
- Respect, Social Participation & Inclusion

The Plan will be progressively implemented over the next four years.

Budget

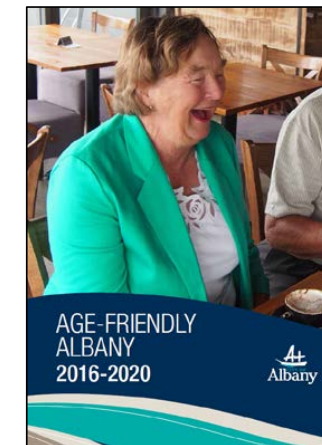
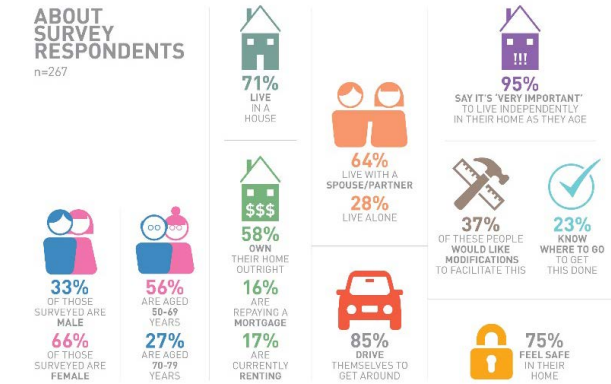
Officer time

Key Outcomes

Greater awareness of, and commitment across the organisation to implementing age-friendly planning has been a key outcome of this project. The practise of community development is inherently capacity building in nature, and this can be in an external as well as internal context.

The Local Government Managers Australia (WA) Age Friendly Communities Network hosted its first regional forum in Albany. This was a highly successful day, attended by over 30 participants from across the Great Southern. Feedback from those attending was very positive, and as a consequence it is intended to hold a joint Age Friendly Communities and Community Development Network forum in 2017 in Albany.

Albany Public Library participated in a pilot project to become a dementia friendly civic space. Their involvement in this Alzheimer's Australia initiative has seen improvements to the physical space of the building, customer service, its catalogue, and programs offered.



Community Services Committee
7 June 2016

CONNECTED COMMUNITIES 2014-2018
PROJECT HIGHLIGHTS

EASY MOVERS FALLS PREVENTION PROGRAM

Inclusive Communities, 2.1 To be an age-friendly community.

Background

Stay on Your Feet is a falls prevention program for seniors funded through the Injury Control Council of WA. The program supports innovative and sustainable programs for seniors living independently who have had a fall or are at risk of falling.

Project Overview

The City implemented a trial strength and balance program for aged pension cardholders aged 65 + years.

This program is the first of its kind delivered in Albany in that it is supervised and delivered entirely by trained volunteer Peer Leaders. Participants have their own exercise program developed according to their own needs by allied health professionals. They come to classes 3 times per week and complete their program in a supportive environment.

Partners

WA Country Health Service
Albany Leisure & Aquatic Centre

Budget

- \$ 4,905 Funded by Injury Control Council.
- In-kind support by Albany Leisure and Aquatic Centre.

Key Outcomes

Strength and balance tests completed pre, midway and post program completion showed significant improvement, as highlighted in Figures 1 and 2 for program advancement. Importantly all participants said their feeling and seeing improvement in their strength and balance, as well as the informal social environment of the classes were key motivating factors to continue the classes.

Curtin University injury prevention researchers recently interviewed Easy Movers participants and Peer Leaders and have concluded that Easy Movers is the 'gold standard' when it comes to peer-led seniors falls prevention initiatives.

Easy Movers will likely be the benchmark for forthcoming Injury Control Council-developed peer-led programs.

EASY MOVERS
REDUCE YOUR RISK OF FALLS

Exercise Program
Percentages
Commencement

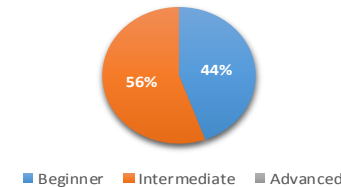


Figure 1

Exercise Program
Percentages
End

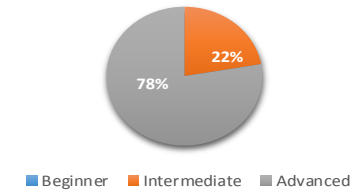
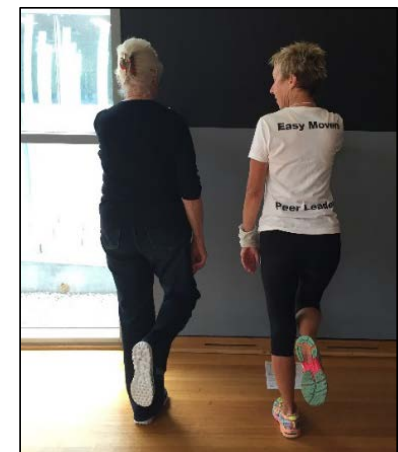


Figure 2



Community Services Committee
7 June 2016

CONNECTED COMMUNITIES 2014-2018
PROJECT HIGHLIGHTS

RIO TINTO PARTNERSHIP

Inclusive Communities, 2.2 To be an inclusive and accessible community

Background

Following on from a successful partnership for Anzac Albany, Rio Tinto approached the City of Albany with a funding proposal for the creation of a youth development officer trainee. Similar positions had been created and funded by Rio Tinto in Busselton, Broome and Geraldton .

Project Overview

The City employed a .08FTE trainee Youth Development officer who will work with the Community Development Team to increase delivery in the youth space while completing a Certificate III in Business Administration.

Additional funding was sourced through the Department for Local Government & Communities for the consultation and establishment of a Youth Strategy based on the principles for a Youth Friendly Community.

Project Partners

Rio Tinto & ArtsReady

Budget

\$ 9,600 Rio Tinto
\$ 2,000 Department Local Government & Communities
\$ 12,325 (over 2015/16 & 2016/17)

Anticipated Key Outcomes

- Delivery of a youth strategy to guide the activities of the trainee youth development officer and to clearly define the City's role in the youth space.
- Increase the number of you initiatives and events targeting young people
- Contribute to the training and development of a young person.

RioTinto



Community Services Committee

CONNECTED COMMUNITIES 2014-2018
PROJECT HIGHLIGHTS

ALL WELCOME BUSINESS ACCESS AND INCLUSION

Inclusive Communities, 2.2.3 Work with retail and small business stakeholders to increase awareness of access and inclusion barriers.

Background

The City's Access and Inclusion Working Group has identified the retail sector as an area which could benefit from greater awareness of barriers to access and inclusion in their premises. The City was successful in applying for a grant to develop this project.

Project Overview

All Welcome is a partnership with the Albany Chamber of Commerce and Industry and focuses on the following areas:

- Business self assessment checklist to use on their premises;
- Workshops to improve understanding of removing identified barriers;
- Recognition program for participating businesses.

The self assessment checklist was developed in collaboration with staff in Building Services and Major Projects. Independent Living Centre are contracted to deliver the workshops.

Project Partners

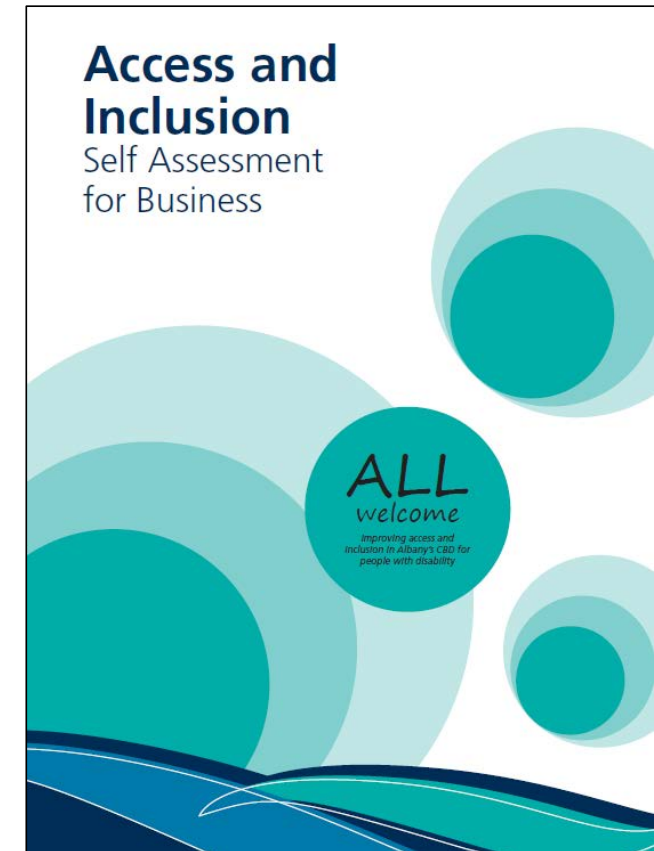
Disability Services Commission
Albany Chamber of Commerce and Industry
People with disability, their families and carers.

Budget

\$ 12,700 Disability Services Commission
\$ 2,000 City of Albany
Officer time

Anticipated Key Outcomes

- Increased understanding of access and inclusion barriers in retail outlets by local retailers.
- Commitment by local retailers to improve disability access and inclusion.
- People with disability, seniors and parents with prams feel more welcome and included in local retail outlets.



Community Services Committee
7 June 2016

#couches4poverty

Inclusive Communities, 2.3.1 Collaborate with relevant stakeholders to develop effective programs and services to support those vulnerable to housing stress.

Background

Anti-Poverty Week aims to raise the awareness of the causes and consequences of poverty and how it impacts on our communities.

The #couches4poverty project was the outcome of an initial brainstorm of how we could raise awareness in our community.

People who experience homelessness often sleep on the couches of family and friends to avoid sleeping rough, the couch was seen to be an effective means to raise awareness.

Project Overview

Couch covers were decorated by various agencies. Couches featured personal stories of those affected by poverty, and some included statistical data on poverty in our community.

These couches were then placed around various agencies in town and promoted via the #couches4poverty map.

Partners

Albany Public Library, Vancouver Arts Centre Southern Aboriginal Corporation, Shalom House, Anglicare, Foodbank, Albany Youth Support Association (Open Access), Albany PCYC Strike Program, Dan Murphys.

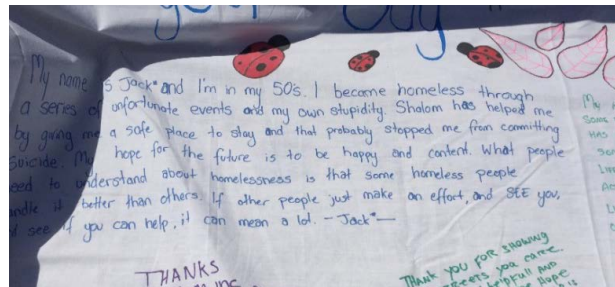
Budget

\$ 1,200 for couch covers, pens and moving of couches

5 couches were donated for the project by community members

Key Outcomes

- Project received national radio coverage and was promoted by the Anti-Poverty Week National committee.
- #couches4poverty is now a national initiative.
- Exact numbers of people visiting the couch is unknown, but was a talking point around Albany.
- City of Albany staff donated non perishable food items to Foodbank and the Albany Public Library acted as a collection point during the week.



Community Services Committee

7 June 2016

CONNECTED COMMUNITIES 2014-2018
PROJECT HIGHLIGHTS

NEIGHBOUR DAY

Connected Communities, 3.1 To create inclusive and dynamic community spaces for linking people, activities and events.

Background

Neighbour Day aims to build connections between neighbours and make people feel safer and more connected to their communities.

Project Overview

In 2015, the City produced Neighbour Day resource packs which included:

- Neighbour Day Planning Guide
- Neighbour Day invitations
- Neighbour Day event registration form

Registered events were also eligible to receive a free cricket wicket wheelie bin sticker and the use of an activity bag (cricket bat, ball, totem tennis, etc.)

In 2016, \$100 food vouchers were made available to community groups to encourage groups to hold events with their surrounding communities.

Project Partners

Relationships Australia (national organising body)

Budget

\$ 1,000 sundry costs

Key Outcomes

- 2015 there were eight neighbour day events were registered with events in Torbay, Redmond, Yakamia, Lockyer & Lower King.
- 2016 saw another nine events registered with events in Redmond, Lockyer, Yakamia, Spencer Park, Frenchman Bay.
- Relationships Australia has used the resources developed to support other council's with their neighbour day activities and to demonstrate at conferences how councils can encourage participation within their communities.



Community Services Committee
7 June 2016

CONNECTED COMMUNITIES 2014-2018
PROJECT HIGHLIGHTS

LOCKYER COMMUNITY HUB

Connected Communities, 3.1.3 Develop, implement and review the establishment of neighbourhood 'hub' activities to link residents to their local community.

Background

Many people feel disconnected from the communities in which they live and this leads to social isolation and feeling less 'safe' within their streets.

Lockyer was identified as the pilot suburb as it was the suburb of highest disadvantage, and also the suburb with the most opportunity for change.

Project Overview

The community development team held a 'community conversation' with residents in October 2015.

Residents had the opportunity share concerns and ideas on how Lockyer could be improved. The 'Lockyer Action Network' (LAN) was formed from this initial activity.

With support from the community development team, the group has a terms of reference and appointed a committee.

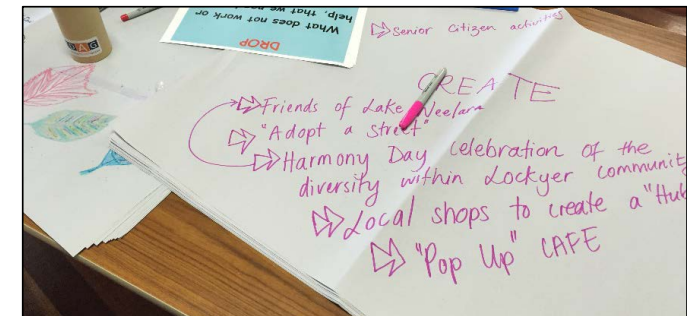
The group now meets on the second Sunday of each month at the Girl Guide Hall and is looking to expand it's membership base.

Budget

\$ 4,000 Funding support for LAN initiatives
\$ 4,000 in-kind support (venue, officer time)

Key Outcomes

- Over 25 people attended the initial community conversation.
- The LAN has met monthly since November 2015
- January 2015 the LAN ran a free Family Fun Day with an estimated 1500 people visiting throughout the day.
- Held a 'Clean up Australia Day' busy bee at Lake Weerlara
- Holding monthly street clean up days to engage with residents.



Community Services Committee
7 June 2016

COMMUNITY FUNDING

Connected Communities, 4.3.2 Review and update the Community Funding and Event Sponsorship program to continue beyond 2015-16.

CONNECTED COMMUNITIES 2014-2018 PROJECT HIGHLIGHTS

Background

The City's Community Funding and Event Sponsorship ran for three years, ending on 30 June 2016. An evaluation of this program was completed and presented to Council along with a revised policy for adoption at its October 2015 OCM.

Project Scope

The evaluation focused on two funding streams only: Community Event Sponsorship and Community Enterprise Grants. The scope included the policy framework, quality and quantity of applications received, applicant feedback, how funding was advertised and promoted, cultural and community expectations, achievement against policy objectives, challenges, successes and innovations, and financial considerations.

Evaluation Outcomes

The evaluation highlighted a number of areas where improvements could be made to the City's policy. Chiefly these centered around simplifying the policy framework, reducing and inclusion of a 'quick response' fund for smaller requests. Council has adopted a new Community Funding Policy for which applications for the annual grant round have just been finalised and applicants advised.

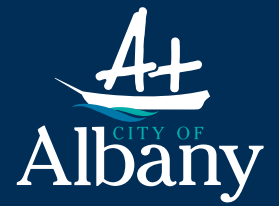
Community Funding Key Outcomes

- 97 applications received over three years.
- Requests for funding amounted to almost \$230,000, of which approximately \$118,000 was allocated.
- Notable activities funded include:
 - Carols by Candlelight;
 - Harmony Day Bazaar;
 - Wellstead Harvest Festival;
 - Festival of the Sea;
 - Youth arts programs;
 - Harbour Swim.



Community Services Committee
7 June 2016

PUBLIC HEALTH PLAN 2016 - 2020





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Consultant: Stoneham and Associates

www.stonehamandassociates.com.au

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102 North Road, Yakamia, WA 6330.
Phone: (08) 9841 9333

Acknowledgement

The City of Albany would like to thank the community members and stakeholders who kindly contributed to the consultation that informed the development of this Plan.

Acknowledgement of Country

The City of Albany acknowledges the Noongar people as the Traditional Owners of the country within the Council's boundaries. Today they remain the custodians of the cultural heritage of this land. The City also acknowledges that many Aboriginal and Torres Strait Islander people have lived, worked and contributed to the cultural heritage of the Great Southern region.

Message From The Mayor

Through our Public Health Plan we are looking to map out a brighter future for our City. This will benefit our children and future generations.



Like many of you, I have lived in Albany for most of my life. Over the years I have seen our community grow, and have proudly welcomed new residents to Albany. One of my early memories was everyone talking about Albany's potential.

We are still talking about Albany's potential, and it is now time to realise that potential. Through our Public Health Plan we are looking to map out a brighter future for our City. This will benefit our children and future generations. We encourage you to participate in our Plan for the future.

This is why we are looking to hear from you and understand what you believe we should be doing to secure our future. This is not about the things we can't achieve, but rather about the positive things we can do to realise Albany's potential, such as developing a public health plan to improve the health and wellbeing of the people of Albany.

Our City and surrounding communities are important to us and your feedback and ideas are highly valued. I encourage you to contribute to and be a part of Albany's bright future.

To be signed when endorsed by Council

Dennis Wellington
Mayor of Albany

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1.0 Introduction

The City of Albany's Public Health Plan (PHP) is a five year strategic plan providing a framework to improve the health and wellbeing of its community. The plan aligns with the City of Albany's Strategic Plan and provides direction and framework for other plans and policies, such as the Age Friendly Plan, Local Planning Scheme, etc.

This local plan aims to identify actions to prevent or minimise public health risks, as well as promote and advance health and wellbeing for all people living in the community.

Acting at a community level, the City of Albany (the City) contributes to health and wellbeing in many ways including urban planning, the provision of public open space, parks and facilities, connecting communities, promoting safe environments, ensuring high levels of hygiene in food premises, the provision of bike and footpaths and many other strategies that enable residents to actively participate and enjoy their local community. This plan has been developed to align with the WA Public Health Bill. (2014)

The Public Health Bill states that each local government must develop a public health plan that must be part of the overall strategic and corporate planning and reporting framework.

This Bill updates the roles and responsibilities of Western Australian Local Governments and requires them to address environmental determinants of

health including any external agent (biological, chemical, physical, social, or cultural) that can be causally linked to a change in health status. The Bill acknowledges the holistic view of health and requires the integration of environmental and social factors that affect health and wellbeing and allow it to prosper.

This social model of health is a conceptual framework for thinking holistically about health. It encourages local government to address the many social, cultural, environmental, biological, political and economic determinants of health that affect their resident's health and wellbeing. There is a large body of evidence that shows that what contributes to our health and wellbeing is broad and includes issues such as the quality and quantity of the food we eat, the amount of exercise we do, whether we have friends and family to support us, whether we live free of violence and discrimination and whether we smoke or misuse alcohol and other drugs. These are individual lifestyle factors that can directly influence the risk of a person developing chronic illness during their lifetime such as cardiovascular disease, mental health problems, diabetes or cancer.

These lifestyle risk factors are in turn strongly influenced by the natural, built, social and economic environments in which we live. Walkable neighbourhoods, affordable appropriate housing, access to public transport, sport and recreational facilities, social opportunities to connect to others

Executive Summary

The purpose of this Public Health Plan (PHP) is to protect, improve and promote public health and wellbeing amongst all residents in the City of Albany. It aims to support all members of the community, across all life stages to achieve good health and wellbeing outcomes across a range of identified priority health issues.

The plan focuses on what Council can do directly within its functions and capacity, and takes a holistic view of health which is influenced by the interconnections between our social, cultural, economic and physical environments. Within those environments Council, often in partnership with the community or with other agencies, can create and maintain positive health and wellbeing outcomes, particularly for those most vulnerable and in need of support.

The Plan has been developed using an extensive process of consultation. This consultation of both community issues and evidence has resulted in the identification of a number of public health priorities and a plan of action.

The development of this Plan has used an evidenced-based framework, supported by a sound understanding and acknowledgement of the many factors in our environment that affect health and wellbeing.

The methodology used to develop this Plan included a policy alignment process to identify existing public health priorities within the City, the identification of community needs and aspirations, involvement of City of Albany staff to identify local public health risks, advice from key stakeholders on the issues affecting their clients and communities and the integration of local health data.

Through this process a list of seven priority health issues were identified:

- Environmental health protection
- Healthy nutrition and access to healthy, affordable foods
- Getting people more active
- Mental health
- Alcohol access, advertising and consumption
- Ageing population
- Starting from within the City of Albany

For those seven identified [priority health issues strategies and actions have been identified and fit under the broad priority pillars of: Environmental Health Protection, Healthy Lifestyles – Healthy Nutrition, Getting People Active, Reducing Alcohol Related Harm, Enhanced Community Lifestyle.

These pillars start within the City of Albany.



in the community, access to natural spaces, having a job, and being safe in our neighbourhoods and homes are referred to as social determinants of health.

The City, through the development of this plan, recognises that working to address all of these factors using a holistic approach will have the greatest impact on health and wellbeing.

This plan does not address any clinical treatment of health issues. Instead it focuses on aspects of the environment that are promoting ill health. This plan has a prevention focus which advocates for an approach that goes beyond encouraging individuals to change their attitudes and lifestyles, and focuses on the environment in which they live and work to provide the skills and support needed to lead a healthy, happy and long life.

Other key principles of the Bill include:

- Evidence based decision making;
- An emphasis on prevention rather than remedial works; and
- Collaboration with internal and external partners to achieve optimum health and wellbeing.

At the City of Albany, the Public Health Plan will guide policy development directions and, where possible, alignment of annual budget requests with the Plan's health priorities will occur. This will also present a stronger case for State and Federal government funding opportunities. Service providers and community groups may use the Plan when deciding and developing programs or projects to submit to the City for funding. Residents and key stakeholders can use the reports and associated data and evidence to understand how the City of Albany has selected the public health priorities and the City's role in promoting and protecting the health of the Albany community.

The City understands that many factors affecting health fall outside the scope of local government and acknowledge that the delivery of many health services is facilitated by external agencies. Where relevant, the City has identified potential partnerships with other government agencies, service providers, local organisations, non-government agencies and the community to advocate for improved services or to build

relationships to address the emerging public health risks in the community.

Accordingly, this Plan acknowledges the need for close and collaborative partnerships between key players to:

- Maximise the effectiveness of resources and integrated approaches to provide services, programs, amenities and leadership and advocacy opportunities that will support the Plan's health initiatives;
- Use of innovation to engage and link with diverse communities and encouraging them to participate and play an active role in decisions and solutions to improve health and wellbeing outcomes; and
- Develop internal organisational systems that support an integrated and collaborative approach to health and wellbeing across Departments.

It is expected that implementation of the Public Health Plan will occur through:

- The implementation of actions directly identified in this document, and
- The development and subsequent implementation of a range of action plans, the review of existing plans, or through future plans that may be called for, which reflect the policy directions and community issues identified in the Public Health Plan.

The City will measure and report against an agreed range of community health and wellbeing indicators to track outcomes over time.

This report will focus on improvements to health and wellbeing, partnerships and communication within the City of Albany.

Central to the development of this plan is an acknowledgement of the need and value of integrated health planning and strong partnerships in the City of Albany. The nature of the plan is dynamic, reflecting a commitment to work with partner organisations to progressively address priority health and wellbeing issues and to develop and implement a number of strategies under this Plan.



Enhanced Community Lifestyle

Strategic Objective 1

Provide and support social opportunities that enhance community cohesion including those for an ageing population

Strategic Objective 2

Promote mental health and wellbeing through collaborative partnerships

Chronic Disease Prevention

Strategic Objective 1

Increase opportunities and support available for residents to lead healthy, active lifestyles

Strategic Objective 2

Provide a local environment that enhances community health and wellbeing

Strategic Objective 3

Advocate to external bodies to reduce negative impact on community health and wellbeing

Environmental Health Protection

Strategic Objective 1

Protect and enhance human health through disease prevention and the creation of environments supportive of health

Strategic Objective 2

Expand the primary role of the Environmental Health Officer to incorporate health promotion principles

Strategic Objective 3

Manage environmental health risks that have the potential to affect the community as a result of emergency events

Starting from within - The City of Albany as a Role Model

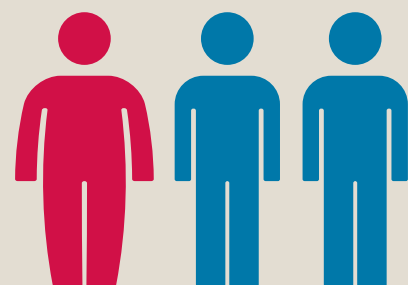
Strategic Objective 1

Make health everyone's business within the City of Albany Services

Strategic Objective 2

Provide and support opportunities that encourage and promote City of Albany staff to lead a healthy lifestyle

1.1 Health & Wellbeing



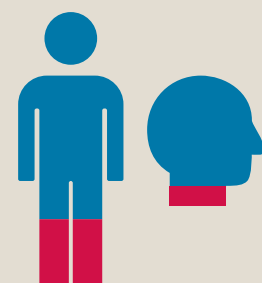
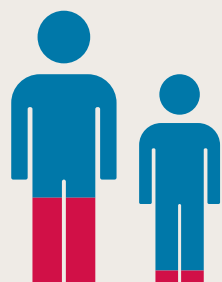
Almost one in three adults (30.5%) were classified as obese and more than another one in three (39.0%) overweight in terms of height to weight ratios.



One in ten (9.8%) adults suffer from asthma.

One in four (26.8%), higher than the state average (19.6%), suffer from arthritis.

In the Great Southern almost one in ten children (9.2%) were classified as obese and another two in ten overweight (18.0%).



One in four adults (24.8%) reported an injury requiring treatment in the last year. One in seven (13.8%) reported a current mental health problem.

The population of the City is 37,233 (ABS 2015), with an annual growth rate of 1.4%. The proportion of males to females is similar, with 49.3% males and 50.7% females.

The average age of an Albany resident is 41 years, however the City boasts a higher than state average for people aged between 5-19 years of age (1.4% above the state average) and 50-85 year age groups (7.4% above the state average).

The size of Albany's ageing population is noteworthy.

There is a small Aboriginal and Torres Strait Islander population representing 3.2 per cent of the population, with the average age of an Aboriginal and Torres Strait Islander resident being 22 years.

Over three-quarters of the Albany population (76.2%) were born in Australia and 90.3 per cent speak only English at home.

Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-Economic Disadvantage scores are calculated by the ABS from responses to the Census.

A score below 1000 indicates an area is relatively disadvantaged. The City of Albany SEIFA score is 987.4. It has been shown that more disadvantaged areas have higher proportions of reported ill health or risk factors for ill health.

The Great Southern (GS) region comprises of Albany, Denmark, Mount Barker, Katanning, Kojonup and Gnowangerup, while the South West (SW) covers three health subregions: the Wheatbelt, Great Southern and South West.

1.2 Why Do We Need It?

Based purely on the data presented in the previous section, there are many opportunities to improve the health and wellbeing of Albany residents. For example, over three-quarters of the people surveyed in the City of Albany do not meet minimum physical activity guidelines. Community members identified a lack of time and access as the main reasons for not participating in physical activities.

As a result of poor public transport infrastructure and connections, Albany is a city dependent upon cars for transport.

Transport advocacy could therefore be a key strategy to improve physical activity, access to services and other health and wellbeing outcomes.

With 47% of adults reporting they do not consume the recommended fruit consumption per day, and 88% of adults reporting they do not consume the recommended vegetable intake, there is a need to increase access to fresh, affordable and wherever possible, local produce.

Ensuring residents have the skills to cook healthy and nutritious meals, understand what is healthy and are able to access healthy foods could therefore be priority actions.

Although smoking rates in WA are declining, with one in 7 adults smoking, there remains a need

to ensure that smoke free areas and events are coordinated by the City on an ongoing basis, and ongoing encouragement of external event organisers to do the same.

The Great Southern Health Profile (2015) lists the six most common causes of avoidable death as:

- Ischaemic heart disease
- Chronic Obstructive Pulmonary Disease (COPD)
- Lung Cancer
- Colorectal Cancer
- Breast Cancer
- Alcohol related diseases

It is worth noting that the top three as exacerbated by smoking tobacco.

Albany is experiencing ageing population growth, the population aged 65 years and over is projected to increase between 2014 and 2026 by 58% (5,553) for the Lower Great Southern health district.

Ensuring local services cater for the ageing population, and promoting social connections and intergenerational linkages, will be an ongoing priority for the City.

There is also a higher than state average population for people aged 5 to 19 years, so services and activities targeting younger people are also important to consider.



2.0 Methodology

In line with the Public Health Bill, this plan was developed using an evidence based framework. The public health needs were identified through:

- The examination of local data relating to health status, safety and crime and health determinants;
- Alignment of existing public health priorities within the City; and
- Consultation with staff members, external stakeholders and community members of all ages. A total of 165 adults, 26 young people, 70 staff members and 22 external agencies were consulted.

The public health objectives and policy priorities for the promotion and protection of public health and the development and delivery of public health services were developed during a consultative workshop. Priority

setting processes were directed by evidence and a set of criteria to create the public health priorities.

These public health priorities and identified actions were assessed against existing City strategies and initiatives and aligned where appropriate. This process also acted to develop a greater understanding across all areas of Council of how to impact positively on community health and wellbeing.

To ensure a comprehensive picture of public health risks within the City were identified, the evidence was categorised into the following:

Strong Evidence

Indicates a strategy is supported by a pattern of evidence from peer reviewed journals, state or nationally agreed Plans (e.g. ANPHA, enHealth, WA Health Promotion Strategic Plan).

Emerging Evidence

Indicates strategies are supported by an emerging pattern of research.

Best Practice

Indicates strategies without formal evidence base, yet theory, common understandings of behaviour and experience from existing practice indicate these measures will likely increase health and wellbeing.



3.0 The City's Role

The City of Albany provides for a diverse range of community health and wellbeing needs through all of its service areas, many of which are statutory responsibilities.

The City of Albany plays an important role, in partnership with others, in creating a healthy, active, safe and sustainable community. Council's role in supporting the health and wellbeing of individuals and families includes:

- Providing high quality public infrastructure;
- Providing, and supporting other agencies to provide, a range of community and health services and information;
- Monitoring, preventing and controlling environmental health risks, diseases and health issues of vulnerable population groups;
- Developing and enforcing contemporary public health standards;
- Maintaining a clean and sanitary public environment;
- Supporting and encouraging community participation in activities that promote good health and wellbeing, such as sport and recreation;
- Fostering partnerships between health and wellbeing related organisations

The City's responsibilities for health can be further classified into the following five areas with specific examples under each category:

Health protection (regulation of tobacco, alcohol, food safety, control of insects and vectors, pollution/waste, noise, air quality)

- Compliance (regulations)
- Alcohol management
- Food security services – food safety,
- Skin penetration
- Swimming pool enforcement (fencing, water quality)
- Public buildings (safety, fire, etc.)
- Noise
- Waste Water Management e.g septic
- Vectors of disease e.g. mosquitoes, flies, rats, etc.
- Waste management

Public health emergency management (disaster planning, response and recovery, pandemic planning)

- Disaster preparedness
- Disaster relief
- Disaster planning
- Fire breaks

Health improvement/development (promoting healthy lifestyles, opportunities for social connection and decision making, arts, sport, culture and recreational participation)

- Provision of the Leisure Centre and leisure services
- Community safety
- Child care centres, Art Galleries and the Library
- Public events – Christmas, ANZAC, Australia Day (including approvals)
- Neighbour Day
- Ensuring connected communities

Increasing health and wellbeing awareness

- Marketing
- Communication via social media, print media, face to face
- Information on services in the community
- Advocacy
- Leadership

Planning for healthy environments

- Land use planning – including Public Open Space Strategies
- Parks, trails and paths

The City of Albany has responsibilities under more than 40 different West Australian Acts, including land use planning, building control, public health services, food, domestic animal control, litter control, parking and roads and traffic.



4.0 Public Health Priorities

Aligned With The City Of Albany Community Strategic Plan

City's Mission

Albany – To be Western Australia's most sought-after and unique regional City to work, live and visit

The City's commitment to the community is reflected in the Community Strategic Plan (2014), 'Albany 2023', which outlines the vision, strategies, initiatives and proposed outcomes for the future. The health plan aligns strongly with all five future directions detailed in the Community Strategic Plan.

The plan aims to meet our communities needs while also addressing the expectations of State government; requiring all local government authorities to develop a strategy and planning document that reflects community and local government aspirations and priorities over a period of 10+ years.

Reviewed regularly, the plan provides the framework within which funding and resource allocations are made.

The plan includes five specific key themes including:

- Smart, prosperous and growing community
- Clean, green and sustainable community
- A connected built environment
- A sense of community
- Civic leadership

Three key themes relate specifically to health and wellbeing and will align with the Public Health Plan.

These are elaborated on below.

A Connected Built Environment

To advocate for, plan and build friendly and connected communities by:

- designing connected, accessible communities, supported by essential services, central amenities, and related infrastructure
- transforming our CBD into a family friendly area that provides a unique retail and visitor experience

To develop and implement planning strategies that support people of all ages and backgrounds by:

- working with relevant agencies to promote active, healthy lifestyles within our community
- developing facilities and activities that enable active and passive recreation

A Sense of Community

To build resilient and cohesive communities with a strong sense of community spirit by:

- encouraging and supporting community groups and initiatives to help people to work together for the benefit of our community.

- encouraging and supporting volunteering and participation in community activities.
- engaging with and supporting outlying rural and farming communities.

To create interesting places, spaces and events that reflect our community's identity, diversity and heritage by:

- coordinating and supporting festivals, events and activities that strengthen our sense of identity and celebrate our history and heritage.
- improving the amenity of community spaces to promote participation and wellbeing.
- encouraging and supporting communities to take ownership of cultural initiatives and events.

Civic Leadership

To engage effectively with our community by:

- using community engagement forums and processes as part of everything we do.
- improving the way we interact with our community so that they are actively involved in decision making that affects them.
- using communication methods and tools relevant to our stakeholders and our community.

Council documents that directly informed the Public Health Plan included the following:

- **Environmental Policy**
- Focus on climate change, ecological footprint & biodiversity
- Green initiatives, community education
- **Graffiti Management Policy**
- Focus on removal, community education and providing appropriate recreational activities
- **Public Open Space (POS) Policy**
- sufficient POS is provided for the enjoyment of local residents in areas of the City subject to infill subdivision provides a set of
- guidelines as to when Council will request the provision of POS, whether through land acquisition or a cash-in-lieu

To develop and support a healthy inclusive and accessible community by:

- providing facilities, services and information that are accessible to all members of our community.
- reducing barriers to participation and encouraging all sectors of our community to participate in community and civic life.
- recognising the importance of, and promoting community safety.

- contribution, for subdivisions creating between 3 and 5 lots
- provides guidance and direction to the development industry and the community in relation to POS contributions for subdivisions creating between 3 and 5 lots
- **Public Open Space – Recreation & Sporting Policy (Draft)**
- suitable amount of recreation and sporting space is provided within existing and future residential areas
- suitable amount of cash to buy land for recreation and sporting space or to develop infrastructure within parkland areas is provided
- improvement of the quality, diversity and function of recreation and sporting spaces
- improvement of access (paths) to and within recreation and sporting spaces
- **Sun Protection Policy**
- Outdoor worker focus rather than a community focus
- **Trading in Public Places Policy**
- Itinerant vendors, markets, food vans etc.

4.1 Public Health Research Priorities

The Healthy Futures Forum Regional Research Priorities Workshop was held on Thursday February 19th, 2015 in Albany.

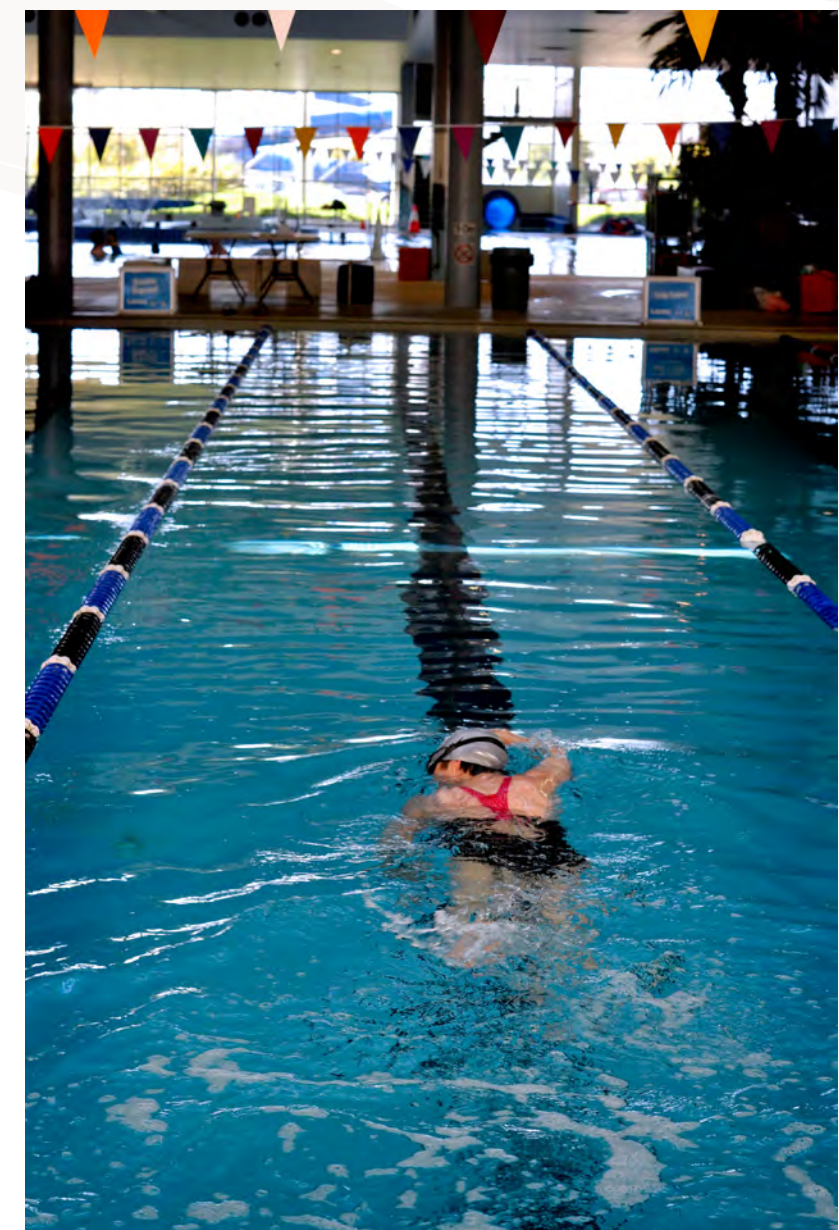
The event was organised jointly by a committee consisting of the Great Southern Science Council and South West WA Medicare Local, with the aim to identify future health research priorities for the region.

The workshop, and follow up submission and voting process, identified six priority areas for future research in the region.

These were:

1. Improving the quality of life for older people living in the Great Southern region
2. Supporting recruitment and retention of allied health professionals in the Great Southern region
3. Develop a high-level network to oversee community and system- wide approaches to health promotion
4. Adopt a social determinants approach to promote better health among disadvantaged groups in the community
5. Develop a better understanding of the nature of the relationship between environmental factors, and their impact on human health
6. Develop partnerships to reduce drug and alcohol abuse

Although external to the City of Albany, these research priorities provide an opportunity for partnerships into the future that will promote or increase the health and wellbeing of the Albany community.



4.2 Public Health Priorities

Working within the context of the City strategies, the evidence and consultation data gathered, and as an acknowledgement of the external public health priorities as described above, consensus was reached on the seven most locally significant public health issues to be addressed by the City in the next three years. These priorities are:

- Healthy nutrition and ease access to healthy foods – inclusive of access to healthy and fresh foods that are of good quality and are affordable, promoting wherever possible, locally grown produce, food preparation knowledge and skills, healthy catering policies
- Getting people more active more often
- Promoting mental health and social connections
- Reducing alcohol related harm
- Addressing service provision and activities for an ageing population
- Environmental health protection

Four priority public health issues have been aligned with four key pillars for the Public Health Plan. These pillars are:

1. Environmental Health Protection,
2. Chronic Disease Prevention
3. Enhanced Community Lifestyle
4. Starting from Within – City of Albany as a Role Model

Under each pillar, strategic objectives outline more specific goals, and specific action statements fall under each strategic objective.

As the City of Albany's role will vary in relation to each of the pillars, the key role/s that the City will play are categorised into the following approaches:

- Policy and planning;
- Advocacy and leadership;
- Organisational development;
- Service provision; and
- Information, engagement and awareness.

In the context of new Local Government Integrated Planning and Reporting process the Public Health Plan (2016-2020), sits as one of the informing strategies to the Strategic Community Plan and Corporate Business Plan (2014-2018).

Outcomes from community consultation undertaken by strategic planning and research company 'Catalyse' in 2015 stated that "Albany residents say the construction of cycle ways and footpaths should be the City of Albany's top priority and 93% of the population views the City as a good place to live" according to a community perception report.

Consultation undertaken by Stoneham and Associates for the City of Albany Public Health Plan identified similar findings as outlined on the following page in précis form.

Community (n=167; adults)	Responses
What we value about living in Albany	<ul style="list-style-type: none"> → The natural environment (81.4%) → A great place to live and work (46.2%) → Sense of community (23.4%) → I can live close to where I work (22.8%) → Caring and cohesive community (20.7%)
Top four public health issues	<ul style="list-style-type: none"> → Ageing population (30.5%) → Alcohol misuse (28.6%) → Mental health (28.6%) → Getting people active (25.7%)
How to develop neighbourhoods and environments that promote health	<ul style="list-style-type: none"> → Maintain existing cycle paths and walkways (45.8%) → Provide more cycle paths (45.0%) → Ask the community what is needed on a regular basis (28.1%)
What can the City do to protect and enhance the community's health?	<ul style="list-style-type: none"> → Advocate for renewable and sustainable energy sources (40.0%) → Addressing alcohol and drug misuse in the community (31.0%) → Advocating for better access to medical services (27.6%)
If I were Mayor I would....	<ul style="list-style-type: none"> → Provide more health promotion programs/ prevention focus → Encourage people to be active → Provide and promote fresh food over fast food → Reduce alcohol and drugs → Promote positive mental health → Deal with aged care issues → Provide affordable housing



5.0 Implementation,

Implementation and monitoring of the Public Health Plan will be overseen by the City of Albany's Environmental Health Team, but requires the execution of actions by relevant departments and support of senior management across the City of Albany.

The development of a regional Public Health Stakeholder group will assist with the implementation of the plan. This group will have both internal and external representation and will meet on a regular basis to contribute to the assessment of progression and review of ongoing application of the plan.

Review and evaluation of the Public Health Plan will occur as required under the Public Health Bill 2014 - Part 6 Public Health Plans section 42 (5 and 6).

An annual review will be scheduled to monitor the implementation of the Plan to ensure:

- Implementation is progressing to schedule;
- Actions are producing the anticipated outcomes;
- Needs and demographics of the Albany community are consistent;
- Required adjustments can be made to the Public Health Plan to meet any change in community need.

The progress of the plan will be reported to the Council every 12 months and reported in the City's Annual Report. Regular reporting to the WA Health Department on risk management practices to address local public health risks will also be a key outcome.

At the end of the five years, as in line with the Public Health Bill, a full outcome evaluation will be undertaken and a new three year plan established, or prior if required, when the Public Health Bill is enacted.

This Public Health Plan serves as a working and reference document for each City of Albany Department. Priorities and actions link to business unit work plans wherever possible, making ongoing monitoring a high priority.

Findings from the annual review of the Public Health Plan will be disseminated across the City to the community, key stakeholders and service providers at the conclusion of each reporting period.

6.0 Action Plan

The overarching theme within this plan is to drive, in partnership with local stakeholders, a system-wide approach to promoting healthy lifestyles for the Albany community.

6.1 Environmental Health Protection

The field of Environmental Health sits within the broader scope of Public Health, which is concerned with preventing disease, prolonging life and promoting health.

Environmental Health addresses many aspects of human health, including quality of life determinants such as physical, chemical, biological, social and psychosocial factors in the environment. It also refers to the theory and practice of assessing, correcting, controlling and preventing those factors in the environment that can potentially adversely affect the health of present and future generations.

Essentially Environmental Health practices work toward creating and maintaining environments that promote good public health within the community. It goes beyond the basic health requirements, such as clean water, clean air and safe food and uses innovative strategies to create safe and supportive environments and informed and skilled residents.

The core values of the City of Albany Organisational Improvement Plan relevant to the provision of Environmental Health are to:

- Strive for business excellence and continuous improvement;
- Be open and honest in all our dealings; and
- Respect community needs.

Strategic Objectives

Strategic Objective 1

Protect and enhance human health through disease prevention and the creation of environments supportive of health

Strategic Objective 2

Expand the primary role of the Environmental Health Officers (referred to as Health Services) to incorporate health promotion principles

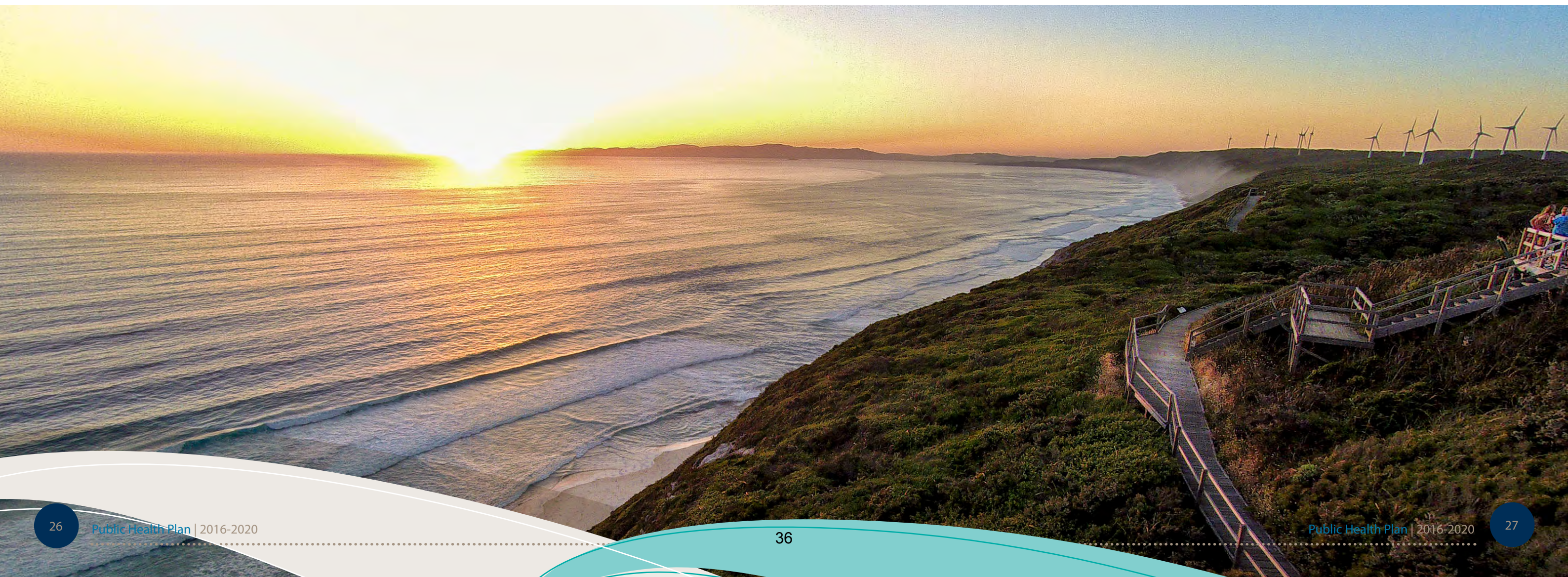
Strategic Objective 3

Manage environmental health risks that have the potential to affect the community as a result of emergency events

			Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Key Actions	Key Outcomes	Responsibility									
Continue to monitor and report on all non- scheme drinking water and aquatic facility waters highlighting any areas of high risk	→ Water monitored regularly with results plotted to indicate areas of high risk and future investment	Health Services						X			No direct cost Staff time
Develop a City Policy regarding management of risks associated with handling and disposal of asbestos and lead the policy implementation process through Council	→ Policy developed and endorsed by Council	Health Services				X					No direct cost Staff time
Use effective negotiation skills and an evidence based framework to resolve the majority of noise complaints, in preference to using the sound level meter	→ Noise complaints managed effectively and in a timely and non-confrontational manner	Health Services					X	X			No direct cost Staff time
	→ Staff regularly attend Noise Authorised Officer refresher training										
Determine the likelihood of mosquito borne diseases across the City and facilitate appropriate management strategies using evidence and a risk assessment framework	→ Analysis completed, high risk areas mapped and interventions planned to prevent mosquito borne diseases	Health Services					X	X			Staff time Resource
Strategic Objective 1: Protect and enhance human health through disease prevention and the creation of environments supportive of health											
Review the food business risk classification process to enable the risk classification to be increased or decreased based on performance history	→ Implementation of adjustable risk classification process based on performance history	Health Services				X		X			No direct cost Staff time
	→ Incorporation of modified risk identification fee structure in annual budget and reporting schemes										
Ensure all food businesses servicing vulnerable populations submit verified Food Safety Plans as required under the Food Standards Code *	→ All food safety plans completed and verified with regular monitoring and reporting	Health Services				X	X		X		No direct cost Staff time
Continue the Food Surveillance - chemical and bacteriological sampling program with LHAAC, with active involvement in the more innovative sampling schemes (e.g. meat pie content, local fruit and veg, etc.), providing feedback to residents and business operators (including primary producers)	→ City actively involved in sampling	Health Services				X		X	X	X	Annual
	→ City proposing ideas for innovative sampling										
	→ Residents and business operators informed of results of relevance										
Support relevant agencies with health promotion and education programs aimed at the prevention of notifiable diseases	→ Material incorporated into community education resources	Health Services								X	No direct cost

Key Actions	Key Outcomes	Responsibility	Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Strategic Objective 2: Expand the primary role of the Environmental Health Officers to incorporate health promotion principle											
Promote food hygiene training program for local food businesses	→ Training program is an integral component of the City’s incentive based food safety management program	Health Services				X		X			Annual registration fee
Advocate for a health impact assessment process to be integrated into the existing Technical Assessment Group (TAG) processes	→ Health impact assessment framework integrating evidence and risk developed and integrated	Health Services							X		No direct cost
Prepare an annual Public Health Report against the Public Health Plan in accordance with the requirements of the Health Act/ Public Health Bill	→ Annual report developed and disseminated	Health Services				X					No direct cost Staff time
Continue to actively participate in Public Health stakeholder meetings with a purpose of encouraging people to work together, reduce duplication and jointly submit funding applications and ensure local government issues are considered	→ PH stakeholder meetings convened twice yearly with wide representation → Aim to have at least one submission submitted annually	Health Services						X	X	X	Staff time Meeting costs (if host)
Raise the community profile of the Environmental Health business unit and increase the resources to fund environmental health activities	→ Aim to submit to PHAIWA Local Government Report Card Awards from 2015 onwards → Application to Healthway for the Healthy Local Government funding to support relevant strategies listed in this Plan	Health Services				X			X		No direct cost Staff time
Develop and maintain a ‘Service Delivery Plan’ for the Environmental Health Team	→ Identify mandatory work areas → Manage trends (Development Applications, complaints, etc) → Prioritise work based on risk and resource availability	Health Services					X	X			Staff time

Key Actions	Key Outcomes	Responsibility	Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Strategic Objective 3: Manage environmental health risks that have the potential to affect the community as a result of emergency events											
Provide support for the development and implementation of public health emergency management arrangements	<div>→ 'Environmental Health Emergency Management support Plan' developed</div> <div>→ Health Service Department support to the City's Local Emergency Management Arrangements is formalised</div>	Health Services				X	X			X	Staff time
Identify and describe vulnerable groups in the region at risk of death and illness due to the effects of heatwaves, bushfires and other natural disasters	<div>→ Vulnerable groups identified</div> <div>→ Information available to these groups in forms appropriate to their needs</div>	Health Services						X			Staff time Resource



6.2 Chronic Disease Prevention

The overarching theme within this plan is to drive, in partnership with local stakeholders, a system-wide approach to promoting healthy lifestyles for the Albany community.

The average life expectancy for most Western Australians is longer than ever before. This increased longevity is due to successful disease control measures, safer living and working conditions, better nutrition, and a reduction in smoking. Yet chronic diseases such as obesity, cancers and heart disease are major contributors to the total burden of disease, and are the leading cause of potentially avoidable deaths in WA. Overall, most people have at least one risk factor. Most (just over 90%) fail to consume the recommended amounts of vegetables each day and about 50% do not consume the recommended amounts of fruit. This is important because people with low intakes of fruit and vegetables have higher risks of certain chronic diseases. These risk factors are reflected locally with 35% of the Albany population surveyed

not consuming enough fruit and 78% of people not consuming enough vegetable for health benefits.

Almost 60% of Australians do not undertake sufficient physical activity to incur health benefits, such as maintaining healthy body weight and a healthy musculoskeletal system. Sufficient activity is defined as at least 150 minutes in 1 week over at least 5 sessions. A sedentary lifestyle is increasingly recognised as being detrimental to health, as it can contribute towards many chronic diseases as well as an increased risk of mortality.

More than 80% of Australians spend more than 3 hours each day sitting during their leisure time, regardless of whether they undertake sufficient physical activity.

In Albany, over three quarters of adults who were consulted did not undertake enough physical activity for health benefits. Furthermore, in the Great Southern in 2009, 32% of adults and 7% of children were classified as being obese.

In 2011, one half (51%) of Western Australians aged 16 and over reported being diagnosed with at least one chronic health condition or having been injured in the past year.

In the Great Southern in 2009, 25% of adults reported an injury requiring medical attention and 15% reported a current mental health condition.

Taking into account combinations of risk factors an individual has can assist those who advise about lifestyle behaviours provide highly targeted and appropriate strategies for change.

Research indicates that those who consume alcohol at risky levels are more likely to report daily smoking than those who do not. Daily smoking is also more commonly reported by those who have insufficient levels of physical activity. For people who are obese, high blood pressure is more common as a co-risk factor than for people who are not obese.

Research also indicates that people who live in areas of more socioeconomic disadvantage are more likely to take part in risky health behaviours, and this is also true for combinations of risk factor behaviours.

Strategic Objective 1

Increase opportunities and support available for residents to lead healthy, active lifestyles

Strategic Objective 2

Provide a local environment that enhances community health and wellbeing

Strategic Objective 3

Advocate to external bodies to reduce negative impacts on community health and wellbeing

Key Actions	Key Outcomes	Responsibility	Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Strategic Objective 1: Increase opportunities and support available for residents to lead healthy, active lifestyles											
Link with appropriate local, state and federal health promotion bodies/ campaigns to increase community awareness health risks and opportunities to adoptive healthy lifestyles	<div>→ Partnerships established with key organisations to locally administer campaigns/initiatives</div> <div>→ Messages promoted to residents via appropriate City mechanisms</div>	Health Services				X		X		X	Staff time
Regularly consult with the community about City of Albany health and wellbeing priorities	<div>→ Community Consultation Policy developed</div> <div>→ Community consulted on specific and general health and wellbeing issues every 3 years</div> <div>→ Trends identified and used in decision making processes</div>	Health Services					X			X	
Encourage residents to participate in physical activity through the delivery of a variety initiatives*	<div>→ Funding secured through grants, partnership development and/or corporate sponsorship</div> <div>→ Place based physical activity opportunities delivered</div> <div>→ Recreational facilities and existing services promoted</div> <div>→ Promote activities during low UV periods</div>							X		X	<div>Staff time</div> <div>Subject to external funding</div>
Strategic Objective 2: Provide a local environment that enhances community health and wellbeing											
Incorporate ‘healthy active by design’ principles into urban design and increase awareness of principles by Council staff, community members/ key stakeholders and developers	<div>→ Key staff trained in healthy by design concepts</div> <div>→ Healthy by design principles integrated into relevant Council policies</div>	Planning				X	X				<div>Staff time</div> <div>Training costs</div>
Review the CoA sponsorship/signage policy to ensure that City owned facilities do not display fast food/alcohol signage	<div>→ Advertising and signage policies are reviewed</div> <div>→ Prioritise seeking sponsorship from other than fast food companies</div>					X			X		Staff time
Ensure all leases of City owned sporting facilities/public places such as halls include a phrase discouraging fast food advertising and prohibiting tobacco, alcohol and gambling advertising	<div>→ Review all leases and encourage associations/clubs to review advertising and signage at events</div>	Corporate Services				X			X		Staff time

			Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Key Actions	Key Outcomes	Responsibility									
Strategic Objective 2: Provide a local environment that enhances community health and wellbeing											
Support and encourage all sporting associations to develop and implement a healthy food policy for catering and kiosks	→ Increase in the number of associations/clubs with a healthy food policy	Health Services							X	X	Staff time
Support and encourage ongoing access to healthy and affordable food options within the City	→ Promotion of donations of surplus food to appropriate programs (e.g. Foodbank)								X	X	Staff time
Promote and increase awareness of existing community gardens and associated facilities	→ Continue to support and promote community gardens → Ensure that community gardens are accessible to all members of the community	Community Development						X		X	Staff time
Reduce community exposure to environmental tobacco smoke through enforcement of tobacco legislation & regulation *	→ Continue to vigorously enforce the legislation to reduce access of tobacco to minors → Commence planning for a smoke free shopping precinct → Smoke free policy for all council events and facilities is ratified → Extend smoking restrictions on all playgrounds and beaches → Increase education in regards to smoking restrictions	Health Services				X		X			Staff time
Develop and implement the Alcohol Management Framework. Encourage City Planners to utilise the Guide for Alcohol Outlets resource to investigate ways to reduce alcohol harm and outlets in the Albany community	→ Alcohol supply, demand and harm mapping document completed → Information used Council wide to inform policy and decisions → Alcohol harm minimisation recommendations established → Promote responsible service of alcohol outside and away from just licensed venues as a priority strategy for the Albany Liquor Accord → City to partner and support key agencies to implement best practice health promotion programs, to encourage access to healthy and affordable food options and reduce harm from alcohol → Develop a City wide alcohol policy for all venues, services and facilities	Health Services				X		X			Staff time

			Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Key Actions	Key Outcomes	Responsibility									
Strategic Objective 2: Provide a local environment that enhances community health and wellbeing											
Create environments that are supportive of people being active (connection with Strategy 8.2.2.1)	<div>→ Audit all walking paths, trails and cycle paths to ensure they are in good condition to avoid injury and are well maintained regularly</div> <div>→ Review the location of existing cycle and walking paths. Install additional paths as required</div> <div>→ Increase the promotion of existing walking trails and paths, such as the Luke Penn Walk</div> <div>→ Increase number of signposts providing information related to distances between major sights or destinations</div> <div>→ Ensure adequate lighting, seating, shade (natural and manmade, also for minders), water taps, bins, etc.</div> <div>→ Promote and encourage people to use tools such as Map My Walk</div> <div>→ Review CoA Reserves for improvements in signage and knowledge so people are aware of the access available to them</div> <div>→ Increase the promotion of safe dog walking parks (designated with facilities)</div> <div>→ When planning or renovating playgrounds, use local demographics to inform the style of playground equipment and consider alternatives to traditional equipment</div>	Reserves				X		X		X	Staff time
Identify appropriate locations to install additional free outdoor gym equipment based on access, usage and local demographics	<div>→ Additional equipment installed where appropriate with adequate facilities including shade, water, seating, etc.</div>	Recreation Services Reserves						X		X	Staff time
Actively promote existing campaigns that encourage physical activity	<div>→ Regularly offer initiatives that are run by other stakeholders throughout the City</div>	Recreation Services								X	Staff time
Continue to implement parking strategy and investigate the reduction of parking spaces on York St to encourage pedestrian access.	<div>→ Reduce the number of cars within the CBD to increase pedestrianism</div> <div>→ Move parking to CBD edges and create external access to parking (not from York Street)</div>	Works and Services Development Services				X		X			Staff time
City to organise local events to promote physical activity of local residents and visitors	<div>→ Increase the promotion of existing events in Albany that promote physical activity such as triathlons, marathons, or events such as ‘Wavefest’ with a view to increase community participation</div>	Recreation Services Events								X	

			Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Key Actions	Key Outcomes	Responsibility									
Strategic Objective 3: Advocate to external bodies to reduce negative impacts on community health and wellbeing											
Identify and promote cooking and kitchen skills education sessions for those most vulnerable	→ Linkages forged → Existing programs identified and promoted	Community								X	Staff time
Advocate for healthy eating options in the City of Albany	→ Actively investigate fast food planning applications to assess opportunities to restrict the location of these premises close to residential suburbs and schools → Media involved when appropriate → Submissions available on file → Review need and placement of vending machines → Review the food available at venues (ALAC Cafe)	Health Services Planning Recreation Services ALAC							X		Staff time
Identify options to provide increased, free or subsidised use of ALAC for at risk and groups with low socioeconomic status	→ Options identified and promoted within the community and to relevant agencies/groups	Recreation Services ALAC							X	X	Staff time



6.3 Enhanced Community Lifestyle

Community connectedness relates to a person's sense of belonging within their community. It is closely linked to quality of life and general wellbeing.

Community connectedness involves areas of life such as relationships and friendship networks, self-esteem and day to day support networks. The connections we have with our community enrich our lives. They are likely to provide us with a sense of belonging, a purpose, an identity, a support network and many opportunities to learn. We build our connections to community over a life time and we may belong to several communities i.e. our local community, our work community, our school community or our church community.

The City of Albany can play an important role in providing and advocating for community care services, as well as other events or activities that enable older people to remain living in their own homes and stay active in their communities or that may involve youth to show that they are valued, supported and celebrated within our community.

Strategic Objectives

Strategic Objective 1

Provide and support social opportunities that enhance community cohesion including those for an ageing population

Strategic Objective 2

Promote mental health and wellbeing through collaborative partnerships

Key Actions	Key Outcomes	Responsibility	Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Strategic Objective 1: Provide and support social opportunities that enhance community cohesion including those for an ageing population											
Coordinate and suport affordable community events and initiatives to promote and celebrate community cohesion*	<div>→ Delivery and promotion of community events schedule</div> <div>→ Identify additional community cohesion initiatives</div>							X		X	Existing budget Staff time
Support and promote special awareness weeks and events	<div>→ Local organisations/services identified</div> <div>→ Partnerships to jointly plan/ promote activities and services are formalised</div>									X	Staff time
Map suburbs in Albany that have higher than average ageing populations and ensure targeted services and relevant information is provided to these areas	<div>→ Map is developed and made available to all relevant services</div>							X		X	Staff time
Increase the promotion of the City’s services and facilities that already target vulnerable populations e.g. exercise classes, learning opportunities, etc.	<div>→ Services identified and promoted within the community</div> <div>→ Partnerships to promote services are formalised</div>	Health Services								X	Staff time
Implement the Age-friendly Albany plan for the City that includes advocating for better services for ageing residents	<div>→ Plan is promoted and disseminated widely within local organisations and services as well as to the community</div> <div>→ Partnerships to jointly plan/ promote activities and services are formalised</div>						X		X	X	Staff time
Strategic Objective 2: Promote mental health and wellbeing through collaborative partnerships											
Work jointly with key stakeholders to identify, support and implement mental health promotion initiatives	<div>→ Local organisations/services identified</div> <div>→ Partnerships to jointly plan/ promote mentally healthy activities and services are formalised for all age groups, including youth</div> <div>→ Mental Health to be ongoing item at relevent stakeholder group meeting agendas</div>							X	X	X	Staff time
Promote and implement activities and campaigns that enhance positive mental health	<div>→ Support local activities that promote positive mental health messages and activities</div>	Health Services								X	Staff time
Promote capacity building events	<div>→ Local events/organisations/services identified</div> <div>→ Partnerships to jointly promote capacity building events and activities are formalised</div>	Health Services								X	Staff time

6.4 Starting From Within

The City of Albany as a Public Role Model

It is important for the City of Albany to demonstrate that it is invested in, and committed to, the health of their residents. As such, the City will lead by example. The City believes strongly that staff are their number one asset and should be supported to lead healthy and productive lives. Participation in health promoting activities through a workplace health program will allow staff members to develop knowledge, self-management and coping skills as well as build a social support network amongst co-workers and supervisors.

As a key Employer of Choice, the City of Albany will benefit from workplace health programs through enhanced productivity, decreased employee absenteeism, and lower insurance and workers compensation costs. A comprehensive set of strategies is listed below to promote employee health, including policy and environmental strategies. There is a benefit by having the ability to reach most if not all employees at the worksite simultaneously.

These strategies will create a culture of health and make the healthy choice the easy choice for employees.

Additionally, these strategies will ensure the City attracts high quality employees and maintain existing staff productivity and morale levels.

Strategic Objectives

Strategic Objective 1

Make health everyone's business within the City of Albany Services

Strategic Objective 2

Provide and support opportunities that encourage and promote City of Albany staff to be lead a healthy lifestyle

Key Actions	Key Outcomes	Responsibility	Timeline			Role of the City					
			2016/17	2017/18	2018/19	Policy/ Planning	Organisation Development	Service	Influencing	Information	Resource
Strategic Objective 1: Make health everyone’s business within the City of Albany Services											
Facilitate a process within the organisation so that health is everyone’s business and is embedded within core services	Develop a strategy for health to be included across all City business and services using a Health in All Policies approach (ref: http://apps.who.int/iris/bitstre	Health Services Human Resources				X					Staff time
Increase the awareness of the implications of healthy living among all council officers and Elected Members	→ Organisation health and wellbeing policy developed → Increase the promotion of the benefits of healthy lifestyles to officers and Elected Members	Health Services Recreation Services				X	X			X	Staff time
Continue with the implementation of the Aboriginal Accord	→ Implement an organisation- wide strategy for cultural awareness training						X		X	X	Staff time
Strategic Objective 2: Provide and support opportunities that encourage and promote City of Albany staff to be lead a healthy lifestyle											
Be a role model of a ‘healthy employer’ and support other employers to tackle health inequalities by taking action to develop a healthy workforce	→ Develop and implement a healthy catering policy for all Council functions and meetings → Develop a responsible alcohol policy for all Council events, gatherings and community events → Plan and deliver community events that are alcohol and smoke free. → Encourage and support staff to stop smoking → Encourage and support staff to be ‘Sun Smart’ → Offer incentives and opportunities for staff to be more physically active → Encourage and support staff to enter CoA teams in corporate challenges or community events	Health Services				X	X		X	X	Staff time
Expand the existing staff health and wellbeing initiatives	→ Identify additional health and wellbeing initiatives for staff						X		X	X	Staff time

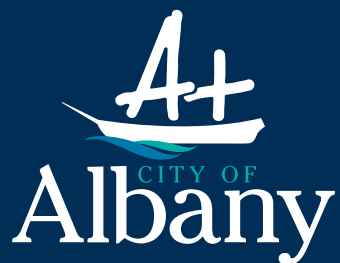


List of Acronyms

ABC	Act Belong Commit - Mentally Healthy WA	PHAIWA	Public Health Advocacy Institute Western Australia
ANZAC	Australia and New Zealand Army Corps	PH	Public Health
CBD	Central Business District	PHU	Public Health Unit
CCWA	Cancer Council Western Australia	PIA	Planning Institute of Australia
CoA	City of Albany	POS	Public Open Space
EH	Environmental Health	SW	South West
GSSC	Great Southern Science Council	TAG	Technical Assessment Group
LHAAC	Local Health Authorities Analytical Committee	VAC	Vancouver Arts Centre
		WA	Western Australia

Thank you for your interest in the City of Albany's Public Health Plan.

This Plan will be regularly reviewed and updated, in line with the outcomes of the 'Action Plan' and will be a vital document for future planning at the City of Albany.



City of Albany
102 North Road Yakamia
PO Box 484, Albany, WA 6331
Tel: (08) 9841 9333
Fax: (08) 9841 4099
www.albany.wa.gov.au

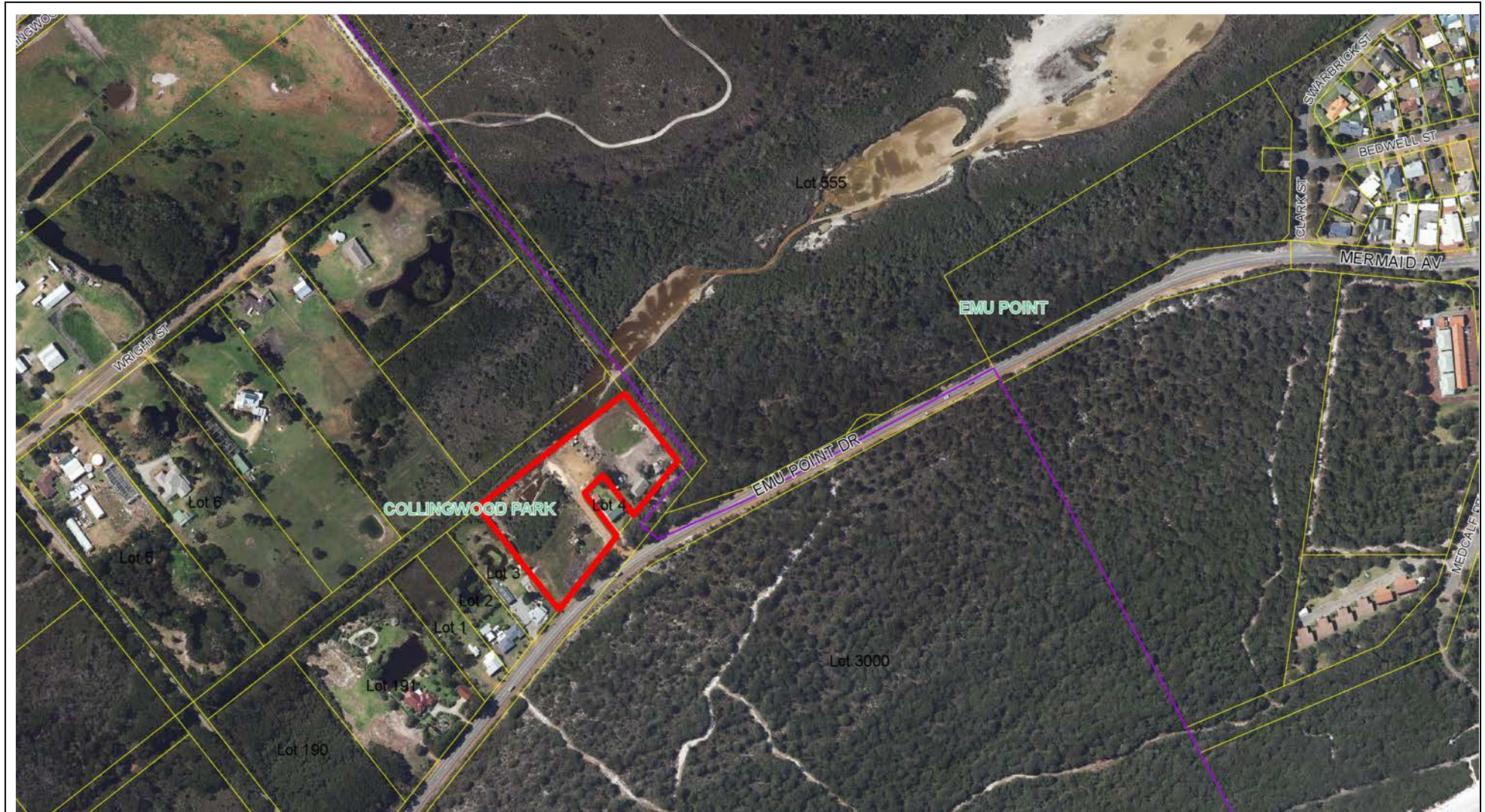
Synergy Ref: NS1439711

Adoption Date:

Adoption Reference:

CITY OF ALBANY
PUBLIC HEALTH PLAN
SCHEDULE OF SUBMISSIONS

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
1		Introduction to the Albany Roller Derby League (ARDL) with information in regards accreditation, policies and also limitations that they have experienced.	Copy of letter forwarded to Manager Recreation Services in regards to feedback about access to ALAC. Information incorporated into final version of PHP.	The submission of support and provision of information is noted.
2		Provision of up-to-date statistics and feedback in regards to information provided in the Draft PHP.	Information and up-to-date statistical data incorporated into final version of PHP.	The submission of support and provision of information is noted.
3		Feedback in regards to importance of including youth in events; and ensuring they are valued and recognised as a vital part of our community.	Copy of letter forwarded to CoA Events Team and Community Development in regards to feedback about youth involvement in events. Information incorporated into final version of PHP.	The submission of support and provision of information is noted.
4		Provision of up-to-date statistics and feedback in regards to information provided in the Draft PHP. Support for overarching theme and collaboration between agencies.	Information and up-to-date statistical data incorporated into final version of PHP.	The submission of support and provision of information is noted.



Area Plan

1:5000





Site Plan

1:1500





City of Albany Records
ICR16219851
A145789
20 APR 2016
PLA;MPS;SPLAN3

MANAGEMENT PLAN

321 Emu Point Dve, Collingwood Park.

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XX:
X:
XX+Vol:

We Franz Giuseppe & Kelli Joanne Liva have run as an established Albany Business for 10 years as Albany Driveways & Carparks.

All of our work is done offsite, with vehicles leaving in the morning and returning upon job completion.

We are currently parking vehicles at the property.

We would like to establish a dam and raise the height of the block to enable us to plant lawn and landscape the area. The dam would also be used and an emergency water supply as we are adjacent to the reserve as part of our fire plan.

We do not have :

Customers visiting our property, Retail or Wholesale sales, Outside phone line or paging system, Signage or displays, Staff, Deliveries of any materials, or Manufacture any products.

Mechanical works and heavy duty cleaning are done offsite at appropriate businesses.

MANAGEMENT PLAN

321 Emu Point Dve, Collingwood Park.

VEHICLE LIST

Business Use

Isuzu 5 tonne truck
4.5 tonne trailer
Hanta Asphalt Paver
Sakai Roller
Single axle trailer with bitumen tank attached.

Block Use

Single axle trailer with water cube and pump. (Fire fighting unit & water trees)
Unlicensed 2 tonne tip truck

Joint Use

Hyundai Bobcat (Firebreaks)
Hino 6 wheel tip truck
Isuzu Small truck



Landscaping Plan

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LEGEND

- - Peppermint trees
- - Melaleuca's
- * - Garden Shrubs for House

○ Existing screening plants.

Running a business from home

FG & KJ Liva
321 Emu Point Dve
Albany. WA 6330

We currently operate a partnership as Albany Driveways & Carparks from 321 Emu Point Dve, Collingwood Park. We do not employ additional staff.

Our business consists of travelling to our clients.

It does not involve retail sale, display or hire of goods. No advertising is displayed and customer contact is by phone only. Customer correspondence is through out Post Office Box, not our personal address.

Please find enclosed plan showing area size and current undertaking of land improvement and block amenity. We currently own two trucks greater than 3.5 tonne and various other equipment which is parked/stored on our block. Traffic flow is not affected as we travel to our clients, returning home once completed. At most 2 trucks leaving and returning daily.

We have no delivery of materials as we pick up as needed. Our main use is for vehicle parking and once shed is constructed, these will be screened from neighbourhood.

Our home business does not involve an essential service of greater capacity than normally required.

Yours faithfully

REDACTED

FG Liva.

KJ Liva

EMO POINT DRIVE

NEIGHBOUR

CURRENT
PLANTING
OF TREES

LOT
355

CURRENT
PLANTING
OF TREES

PROPOSED
SITE

28/10/15.

321 Emu Point Ave.
Albany.

I WISH TO APPLY FOR PLANNING SCHEME
CONSENT TO CONSTRUCT A DAM ON MY
PROPERTY FOR PRIVATE USE, WATER
SUPPLY ON LAND.

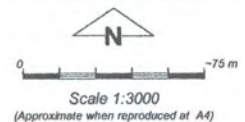
REDACTED



LEGEND

- Road Centrelines
- Local Government Authorities
- Cadastre for labelling
- Clearing Instruments
- Areas Approved to Clear

Handwritten:
 Dami
 Location
 Approx 24m x 57m



Geocentric Datum Australia 1994

Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

Handwritten signature: M Warnock Date 29/5/14

Officer with delegated authority under Section 20 of the Environmental Protection Act 1986

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.



Government of Western Australia
 Department of Environment Regulation
 WA Crown Copyright 2002

* Project Data is denoted by asterisk. This data has not been quality assured. Please contact map author for details.





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25/05/2016

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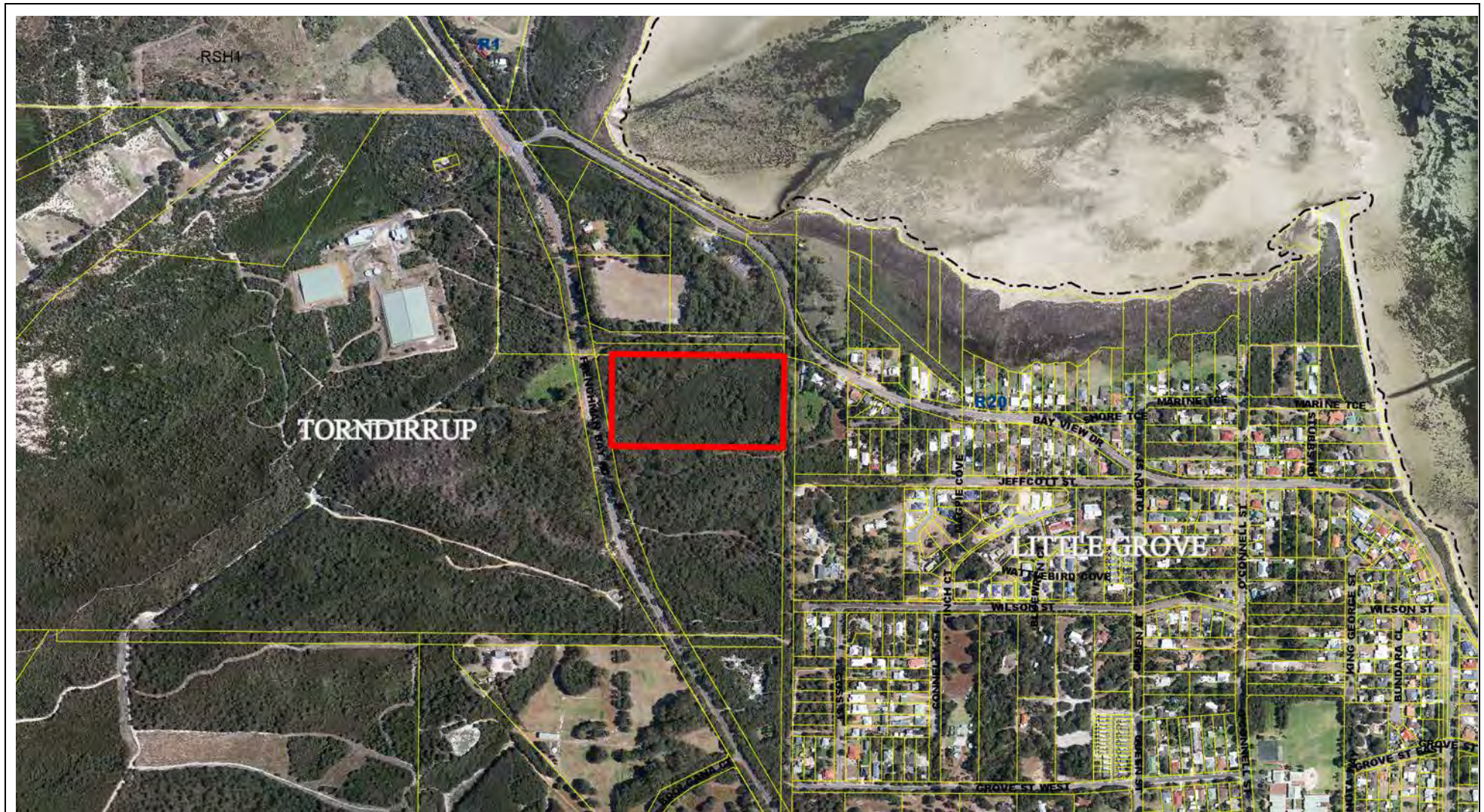
Local Planning Scheme No. 1
Application: Dam and Home Business - P2150548
Schedule of Submissions for Lot 355 Collingwood Park 6330 WA

Issue	Officer Comment
<p>The potential for oil, diesel and other contaminants reaching the nearby waterway through spills, leakages and washing down.</p> <p>Is EPA approval required?</p> <p>Servicing of the machinery on the site will increase the risk and likelihood of spillage occurring.</p>	<p>The proposal does not involve the storage or mixing of bitumen on the site.</p> <p>The applicant has stated and confirmed through the management statement that all vehicles are washed down off site at commercial vehicle washing facilities which have the appropriate separator systems. This would be recommended as an ongoing condition of use.</p> <p>Department of Water provided comment on the application and advised that standard surface water management procedures will be suitable.</p> <p>In order to mitigate potential leaks and spillages it would be recommended as a condition of consent that a bunded area be established which is sealed to contain any spills.</p> <p>It has been recommended that an ongoing condition be applied requiring compliance with the setbacks for the storage of any materials.</p> <p>EPA approval is not required on the basis that there is no mixing or storage of bitumen on site. This will be applied as an ongoing condition to be complied with. Approval has only been sought for</p>

Issue	Officer Comment
	<p>truck storage. A specific approval would be required for the industry to mix and prepare bitumen on site.</p> <p>The applicant has stated that mechanical works are undertaken off site by an appropriate business which has suitable facilities. This can be reinforced by a condition prohibiting the servicing of heavy vehicles on the site.</p>
Truck movements will pose an amenity and safety issue.	<p>The City of Albany does not have the statutory authority to impose a restriction on the use of an 'as of right' vehicle on a road. If the applicant proposes to use vehicles in excess of 'as of right' specifications they will be obligated to apply for permission with Main Roads Western Australia.</p>
<p>The proposed land use is not compatible with the current zoning of the land.</p> <p>How has the City proposed to change the zoning of the land to industrial</p> <p>An alternative zoning for the land should be pursued</p>	<p>The subject lot is zoned 'General Agriculture' under Local Planning Scheme No.1 both land uses are classified as "D" within this zone.</p> <p>For clarification – the applications before Council are not to change the zoning of the land. Approval has only been sought for truck storage and earthworks. A specific approval would be required for the industry to mix and prepare bitumen on site. It is unlikely the city would be able to consider such a proposal under the current "General Agricultural" zoning.</p>

Issue	Officer Comment
	<p>If a rezoning was to be considered, it would be required to address the larger area. Broad scale zoning changes which are not landowner driven would require careful preparation and consultation in order to determine the most appropriate zoning.</p>
<p>Issues with the granting of clearing permit and compliance with the clearing permit.</p>	<p>Clearing of native vegetation is controlled at a State level through the Department of Environmental Regulation. The landowner applied for, and was granted a clearing permit for a section of vegetation on the western quadrant of the property. Given that the clearing permit has already been granted the City of Albany does not have the statutory authority to revoke the approval. The current approval expires on 28 June, 2016.</p> <p>The applicant has submitted a landscaping plan which details screen planting and also planting around the proposed dam area.</p>
<p>Potential detrimental impacts on amenity (Noise/Dust/ Visual).</p>	<p>Any operations would be subject to ongoing compliance with the Environmental Protection (Noise) Regulations 1997.</p> <p>The City of Albany can apply conditions on any approval limiting the hours of operation on the site.</p> <p>In terms of visual impact, the applicant has submitted a landscaping plan which would be required to be implemented and maintained as a condition of approval .The proposed conditions and management plans mitigate the concerns raised. Furthermore, the propose</p>

Issue	Officer Comment
	<p>machinery storage area is at the rear of the property which also has existing screening vegetation on the verge.</p> <p>The applicant has also proposed to screen the driveway with vegetation.</p>
<p>Potential flooding issues</p> <p>Alteration of Ground levels</p>	<p>City of Albany engineers have attended the site and reviewed the work undertaken on the property in the scope of the district drainage function of the area.</p>



Location Plan

1:10000



APPLICATION OF LOCAL DEVELOPMENT PLAN

Local Planning Scheme No. 1, the R-Codes and the relevant City of Albany policies are varied in the following manner:

GENERAL PROVISIONS

The requirements of the R-Codes and Local Planning Scheme No.1 shall be satisfied in all other matters.

BUILDINGS & FENCING

1. All habitable dwellings located on Lots A, B and C to be contained within habitable building envelopes.
2. Non-habitable buildings and structures to be contained within the building envelope, and no closer than 6 metres from any dwelling or habitable building.
3. Dwellings and/or outbuildings shall not exceed 7.5 metres in height which is measured vertically from the natural ground level.
4. All dwellings, outbuildings and other structures (such as water tanks) shall be designed and constructed of materials which allows them to blend into the landscape of the site.
5. Boundary fencing shall be of a rural construction comprising of posts and wire or similar materials.

DRIVEWAYS

6. Location of driveways to Lots A, B and C shall comply generally with this Local Development Plan.
7. Driveways to be constructed to a minimum width of 4 metres, with a clearance of 1 metre to each side to provide 6 metres of horizontal clearance. Standard of construction to be to the satisfaction of the City of Albany.
8. Vertical clearance of 4.5 metres to be maintained above driveways at all times.

FIRE MANAGEMENT

9. Emergency Access Ways (EAW) to be constructed to a minimum trafficable surface of 6 metres, with a minimum vertical clearance of 4.5 metres to be maintained at all times.
10. Gates are to be a minimum width of 3.6 metres, and not locked or obstructed for emergency access.
11. Signage to be provided to EAW gates noting "Emergency Access Only", with design and construction to be approved by the City of Albany.
12. Fire breaks to be slashed and maintained to a maximum height of 50mm, and 6 metre width. Firebreaks to be maintained by individual lot owners to the City of Albany satisfaction.
13. The low fuel zones must be maintained in a low fuel state and fulfil the following conditions:
 - a. Bushfire fuels must be maintained below 2 tonnes per hectare;
 - b. Grass heights to be maintained below 50 millimetres in height;
 - c. Tree (crowns) to be a minimum of 10 metres apart; and
 - d. All dead plant material to be removed from the low fuel zone.
14. Further fire protection measures to be in accordance with the Approved Bushfire Management Plan

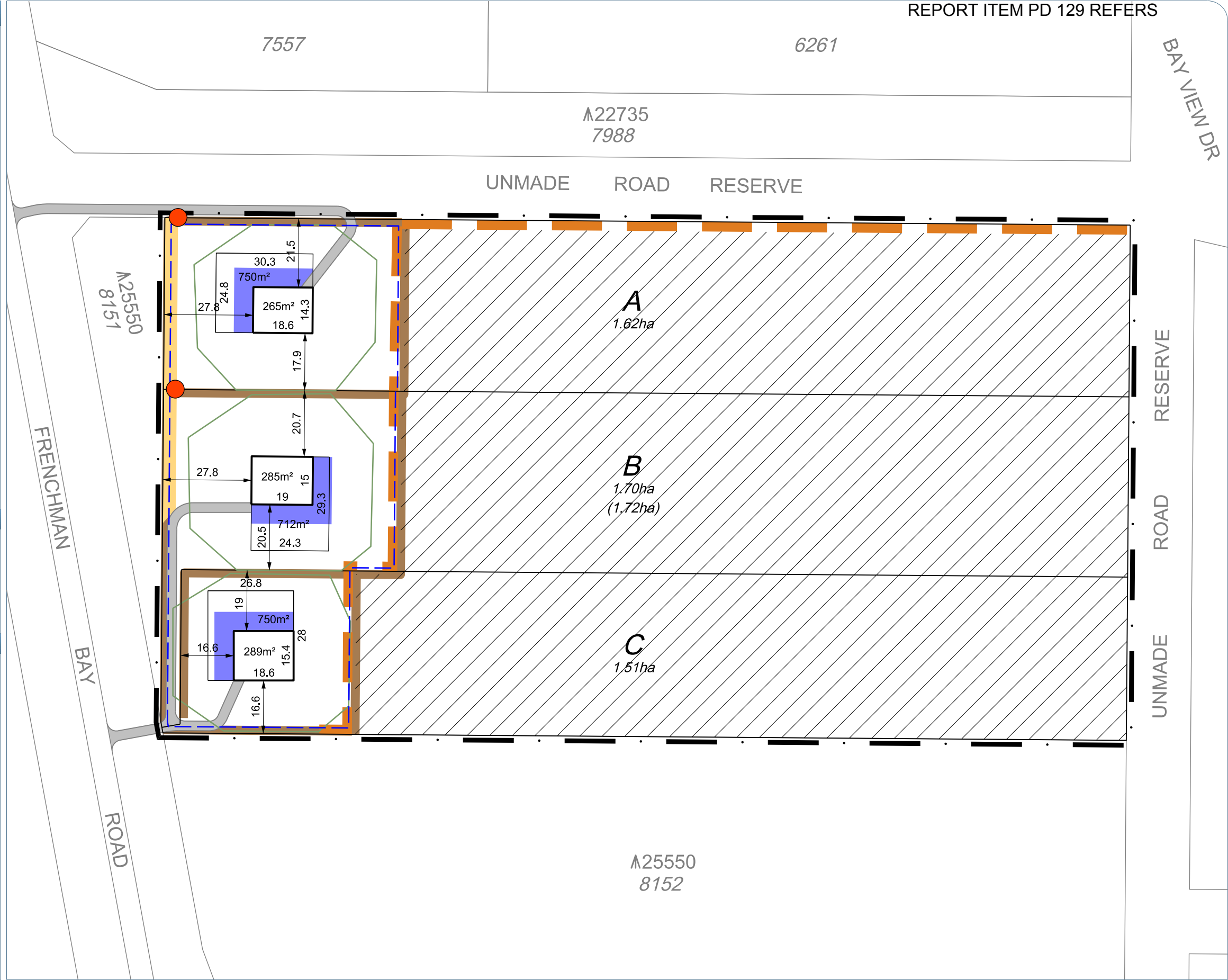
APPROVAL

This LDP has been approved by the City of Albany in accordance with clause 52 (1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015.

Signature Date

LEGEND

- Lots Subject to this LDP
- Development Envelope
- Habitable Building Area
- Area of Conservation Covenant
- 6m Building Exclusion Zone
- Asset Protection Zone
- Low Fuel Zone
- 6m Wide Fire Break
- Emergency Access Way
- Fencing
- Gate



LOCAL DEVELOPMENT PLAN

Lot 3134 on DP 81327
Frenchman Bay Road, TORNDIRRUP

Plan No. | 14472-12C
Date | 15/04/16
Drawn | JV
Checked | DC
Revision | B

ALBANY OFFICE:
116 Serpentine Road,
ALBANY WA 6330
T: 08 9841 7333 F: 08 9841 3643
E: albany@harleydykstra.com.au
W: www.harleydykstra.com.au
Offices also at Bunbury,
Busselton, Kelmscott and Perth

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Scale | 1:1250@A3
0 10m 20m 30m

NOTE: This plan has been prepared for planning purposes. Areas, Contours and Dimensions shown are subject to survey





Planning & Development Services

City of Albany
Policy

Development Approval Exemption

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8.	Policy Provisions.....	Error! Bookmark not defined.

1. POLICY STATEMENT

In accordance with the City of Albany *Local Planning Scheme 1*, clause 5.5.3.2, any development (apart from home office) in the 'Future Urban' zone requires the planning approval of the Local Government.

The *Planning and Development Regulations 2015* states at clause 61(1)(i):

61. Development for which development approval not required

- (1) *Development approval of the local government is not required for the following works —*
 - (i) *the carrying out of any other works specified in a local planning policy or local development plan that applies to the development as works that do not require development approval.*

2. OBJECTIVES

The purpose of this policy is to exempt specified development from requiring a development approval where:

- a. Development will be on a lot that is zoned 'Future Urban';
- b. An R-Code density has been defined as a component of an endorsed structure plan; and
- c. The works satisfy the deemed-to-comply requirements of the R-Codes.

3. SCOPE

This policy applies to the following specified works:

- single house;
- ancillary dwelling;
- outbuilding;
- external fixture;
- patio;
- pergola;
- veranda;
- garage;
- carport; or
- swimming pool.

4. LEGISLATIVE AND STRATEGIC CONTEXT

City of Albany Legislation/Strategy/Policy	State Legislation
<p><i>Community Strategic Plan, Albany 2023</i></p> <p>Section 3 of the <i>Community Strategic Plan, Albany 2023</i> recommends the following deliverables:</p> <ul style="list-style-type: none"> • A connected Built Environment; and • Connected and interesting precincts. 	<p><i>Planning and Development Regulations 2015</i></p> <p>Schedule 2, cl.61(1)(i)</p> <p>61 Development for which development approval not required</p> <p>(1) Development approval of the local government is not required for the following works —</p> <p>(i) the carrying out of any other works specified in a local planning policy or local development plan that applies to the development as works that do not require development approval;</p>
<p><i>Local Planning Scheme No. 1</i></p> <p>5.5.3 Future Urban Zone</p> <p>5.5.3.1 Notwithstanding any other requirement of the Scheme, for any lot within the Future Urban zone, the Local Government may only permit the following land uses:</p> <ul style="list-style-type: none"> • Single House/Relocated Dwelling; • Ancillary Accommodation; • Bed & Breakfast/Farmstay; • Home Business; • Home Occupation; • Home Office; • Industry – Cottage; • Rural Pursuit; • Telecommunications Infrastructure; and • Public Utility <p>unless a Structure Plan has been prepared and adopted under clause 5.9 of the Scheme.</p> <p>5.5.3.2 Apart from Home Office, all land uses mentioned in clause 5.5.3.1 and any development requires the planning approval of the Local Government and no land use or development shall be permitted if, in the opinion of the Local</p>	<p><i>Planning and Development Regulations 2015</i></p> <p>Schedule 2, cl.61(1)(c)</p> <p>61 Development for which development approval not required</p> <p>(1) Development approval of the local government is not required for the following works —</p> <p>(c) the erection or extension of a single house on a lot if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is —</p> <p>(i) entered in the Register of Heritage Places under the <i>Heritage of Western Australia Act 1990</i>; or</p> <p>(ii) the subject of an order under the <i>Heritage of Western Australia Act 1990</i> Part 6; or</p> <p>(iii) included on a heritage list prepared in accordance with this Scheme; or</p> <p>(iv) within an area designated under the Scheme as a heritage area; or</p> <p>(v) the subject of a heritage agreement entered into under the</p>

<p>Government, such use or development would adversely impact on the potential of the land for future urban purposes.</p> <p>8.2 Permitted Development</p> <p>Except as otherwise provided in the Scheme, for the purposes of the Scheme the following development does not require the planning approval of Local Government:</p> <p>(c) The erection on a lot of a Single House including any ancillary outbuildings and swimming pools, except where:</p> <p>(ii) The proposal requires the exercise of discretion by the Local Government under the Scheme to vary the provisions of the <i>Residential Design Codes</i> or Scheme;</p>	<p><i>Heritage of Western Australia Act 1990 section 29;</i></p>
--	--

5. REVIEW POSITION AND DATE

This policy was adopted on XXXXX.

This policy may be suitable for review every five years.

6. ASSOCIATED DOCUMENTS

1. *Planning and Development (Local Planning Schemes) Regulations 2015*
2. *Local Planning Scheme No. 1*
3. *Local Planning Policy Manual*
 - *South Lockyer Structure Plan*
 - *Little Grove Structure Plan*
 - *Structure Plan – McKail – Boundary, Le Grande and Flemington*
 - *Outline Development Plan – Big Grove*
 - *Outline Development Plan – Catalina*
 - *Bayonet Head Interim Outline Development Plan*
 - *Brooks Garden Outline Development Plan*
 - *Lots 1, 2 & 3 South Coast Highway, McKail Structure Plan*
 - *Outline Development Plan – Morgan Place*

7. DEFINITIONS

R-Codes means the *Residential Design Codes* prepared by the Western Australian Planning Commission under section 26 of the *Planning and Development Act 2005*, as amended from time to time.

8. POLICY PROVISION

Development approval of the local government is not required for the erection or extension of a single house, ancillary dwelling, outbuilding, external fixture, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool, in the 'Future Urban' zone, where an R-Code has been specified by an endorsed structure plan and the development satisfies the deemed-to-comply requirements of the R-Codes.

Document Approval			
Document Development Officer:		Document Owner:	
Senior Planning Officer – Strategic Planning Planning Officer		Executive Director Planning and Development	
Document Control			
File Number - Document Type:		CM.STD.7 – Policy	
Synergy Reference Number:		XXXXXXX	
Meta Data: Key Search Terms		Local Planning; Policy; Development Approval; Not Required	
Status of Document:		Draft	
Document file details:		Location of Document: N:	
Quality Assurance:		Executive Management Team; Planning and Development Committee; Council	
Distribution:		Public Document	
Document Revision History			
Version	Author	Version Description	Date Completed
Draft v0.1	Senior Planning Officer – Strategic Planning Planning Officer	Initial draft for consultation.	19/02/2016
Draft v0.1	Senior Planning Officer – Strategic Planning Planning Officer	Draft submitted for Council approval, following public advertising.	13/05/2016

CITY OF ALBANY

LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 14

MINISTER FOR PLANNING

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

LOCAL AUTHORITY:	CITY OF ALBANY
DESCRIPTION OF LOCAL PLANNING SCHEME:	LOCAL PLANNING SCHEME No. 1
TYPE OF SCHEME:	DISTRICT SCHEME
SERIAL No. OF AMENDMENT:	AMENDMENT No. 14

PROPOSAL:

To rezone Lots 1447, 3, and 72 Frederick Street, Albany from the 'Residential' zone and Lot 1411 from the 'Parks and recreation' reserve, to the 'Regional Centre Mixed Use' zone.

LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 14

CONTENTS

1. RESOLUTION
2. REPORT
3. EXECUTION

PLANNING AND DEVELOPMENT ACT 2005

**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME**

CITY OF ALBANY

LOCAL PLANNING SCHEME No. 1

DISTRICT SCHEME

AMENDMENT No. 14

RESOLVED that the local government pursuant to Section 72 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. *Rezoning Lots 1447, 3, and 72 Frederick Street, Albany from the 'Residential' zone to the 'Regional Centre Mixed Use' zone;*
2. *Rezoning Lot 1411 Frederick Street, Albany from the 'Parks and recreation' reserve to the 'Regional Centre Mixed Use' zone; and*
3. *Amending the Scheme maps accordingly.*

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason.

The proposed zoning of 'Regional Centre Mixed Use' is a logical rounding off of the existing zone which has been used around the periphery of the 'Regional Centre' zone and will encourage the renovation of buildings with heritage significance.

Dated this _____ day of _____

CHIEF EXECUTIVE OFFICER

CITY OF ALBANY

LOCAL PLANNING SCHEME NO. 1

AMENDMENT NO. 14

**PROPOSED REZONING: LOTS 1447, 3, 72 & 1411
FREDERICK STREET, ALBANY**

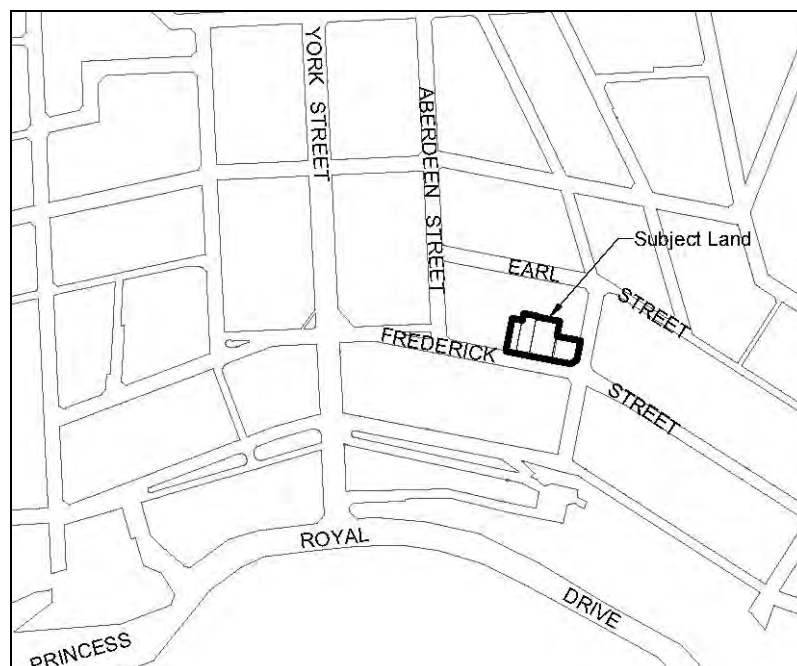
PLANNING REPORT

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1. INTRODUCTION

The owners of Lots 1447, 3, & 72 Frederick Street, Albany wish to rezone their properties, which adjoin each other, from the 'Residential' zone to the 'Regional Centre Mixed Use' zone. The properties are underutilised and together with the unsightly sheds to the rear, fall well short of their potential to contribute to the vitality and streetscape of the city centre. The City of Albany also proposes to rezone Lot 1411 Frederick Street, which contains the recently restored Albany Co-operative Society Ltd building, from the 'Parks and recreation' reserve to the 'Regional Centre Mixed Use' zone;



Location Plan

The following report provides background information in support of the proposal to rezone the properties to the 'Regional Centre Mixed Use' zone.

2. LOCATION, AREA AND ZONING

The four lots are located on the north side of Frederick Street within what could be described as the immediate periphery of the CBD.



Site Plan



View looking east along Frederick Street, the subject land is on the left.

Lot 1447 is 529m² in area and has been developed as a carpark and is used by the office building Frederick House which is located immediately to the west.



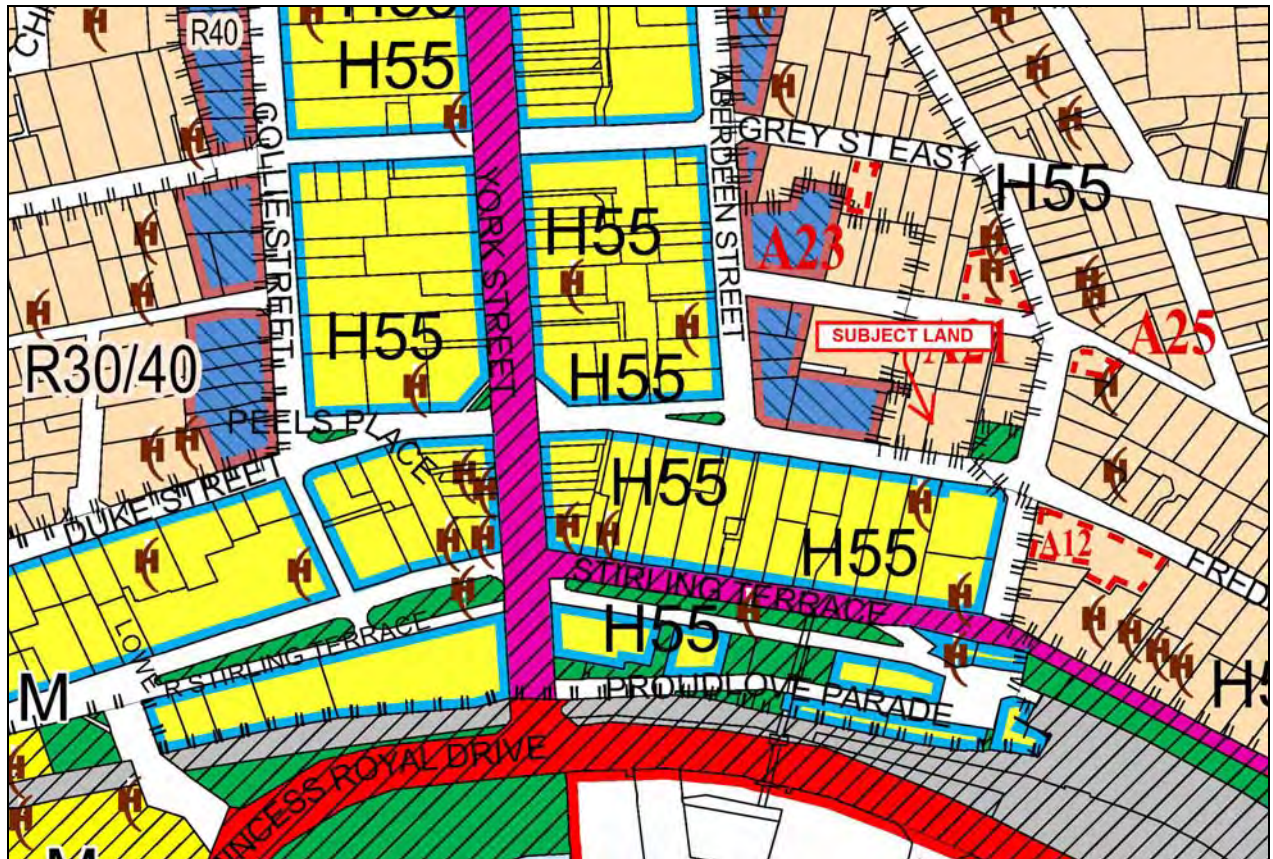
Lot 3 is 906m² and has been developed with a cottage and a large shed to the rear. It is currently rented out as a residential dwelling.



Lot 72 is 1518m² in area and has also been developed with a cottage and shed to the rear. While it has been previously used as a professional office, it has been vacant for several years.



As noted in the introduction, three of the properties are currently zoned 'Residential' with an R30/60 density code and one is reserved 'Parks and recreation'.



Extract of LPS 1 Zoning Map

For properties with a dual coding R30/60 LPS1 notes that the density for residential uses is R30 however, Local Government may grant approval for an increase in density up to the higher code of R60 where the development in the opinion of Local Government:

- retains an existing house which has historic character, is worthy of retention and positively contributes to the existing streetscape;
- the new dwelling units have architectural elements which complement the existing historic/character dwelling creating an integrated design;
- retains an existing house which is worthy of retention, positively contributes to the existing streetscape, and is of excellent quality with a maintenance standard equal to that of a new dwelling unit (or conversely is substantially upgraded to have a maintenance standard equal to that of a new dwelling);

- d) the new dwelling units and existing dwelling have common architectural elements creating an integrated design; and
- e) has a high level of compliance with any relevant Local Planning Policy or Character Precinct Guidelines adopted by the Local Government.

A number of scheme provisions apply where the increased density code is sought and include:

- the existing building being worthy of retention;
- upgrading of the retained building;
- design requirements;
- relaxation of minimum site area per dwelling;
- lodgement of a restrictive covenant or heritage agreement; and
- site and building requirements.

Frederick Street abuts the southern boundary of the subject land and provides access to the properties. On the southern side of Frederick Street, the land is zoned 'Regional Centre' and has been developed with a motel, cafe, restaurant and car parking. The café, which was previously a liquor store for the Royal George Hotel, is of particular note in terms of its heritage and street scape significance. The restoration of the two cottages, the subject of this application, will complement the recently upgraded café.



3. SITE DESCRIPTION & SURROUNDING DEVELOPMENT

The land slopes from a high point on the north east corner of the property of 25m AHD to a low point of 16m AHD in the south west corner. The slope is moderate averaging approximately 1:8. Harbour views are available from the properties, particularly from the higher elevations to the rear.

Land to the north of the subject land has been developed with single residential housing, apart from one lot, which is vacant, and are zoned 'Residential' with an R30/60 density coding. While the size of the lots and condition of the housing would appear to support redevelopment to at least the R30 Density, it is pertinent to note that the fibro cottage on Lot 2 Spencer Street has recently been significantly renovated instead.

To the west is a large office complex known as 'Frederick House' and this is zoned 'Regional Centre Mixed Use'. Part of this property extends along the northern boundary of Lot 1447 and is used for car parking and storage. As mentioned above, Lot 1447 has been developed for car parking for 'Frederick House'.

To the east is Lot 1411 which contains a building dating back to 1870 which is now vested in the City of Albany. It has recently been refurbished and will be used to accommodate a number of community groups. The land is currently designated as 'Parks and recreation' reserve and Council consider it would be more appropriately zoned 'Regional Centre Mixed Use' zone given its proposed use.



To the north of Lot 1411 is a single residence which is zoned the same as the other properties that front both Spencer Street and Earl Street.



Site Plan – surrounding land

4. HERITAGE SIGNIFICANCE

Both the premises on Lots 3 and 72 are included within the City of Albany's Municipal Heritage Inventory. Lot 3 is designated in Management Category 'B' and the inventory notes that it is one of a significant group of houses in Frederick Street with considerable heritage value. The small scale and simple Late Victorian/Early Federation design of the house add to the heritage character of the surrounding buildings.

The management recommendations require a more detailed Heritage Assessment/Impact Statement to be undertaken before approval is given for any development. Incentives to promote heritage conservation are also recommended.

The building on Lot 72 is designated Management Category 'C' and like the property on Lot 3 is one of a significant group of houses on Frederick Street. A Heritage Assessment/Impact Statement will be required before approval is given for development and a photographic record of the place made prior to development

The Albany Co-operative Society Ltd building is designated Management Category 'C' and has recently undergone extensive restoration and now contributes significantly to the streetscape.

5. SERVICES & INFRASTRUCTURE

All four properties have access to Frederick Street which is sealed, kerbed and drained. Access to all essential services such as scheme water, sewer, overhead power, telecommunications and gas is available.

6. PLANNING CONTEXT

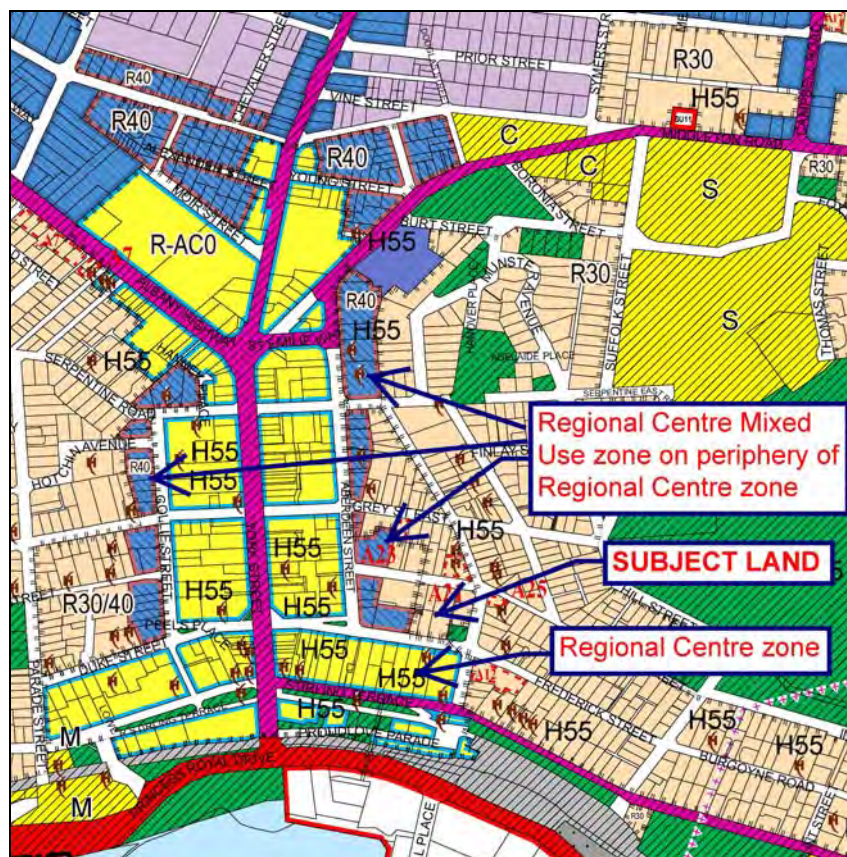
Key planning documents that guide and control development within the City of Albany are the Albany Local Planning Strategy (ALPS) and the Local planning scheme No. 1 (LPS1). These two documents are supported by strategies and policies such as the Albany Central Area Masterplan 2010, the Albany Municipal Heritage Inventory and Activity Centres Planning Strategy.

ALPS provides the planning context for the future growth of Albany and Section 5.2 'Commerce' sets out the 'Actions' required to maintain the viability of the City Centre.

Section 5.2.2 'Other Business Activities' recommends that:

- Encourage in the LPS1 development/redevelopment of offices in the CBD; and
- Locate smaller offices and consulting rooms as incremental extensions on the periphery of the CBD to reduce strip development along Middleton Road.

The second recommendation is pertinent to the subject land. As previously noted, the dwelling on Lot 72 has already been used as 'consulting rooms' and this scheme amendment will effectively extend the potential commercial use of the building.



‘Consulting rooms’ only allow for a maximum of two practitioners to operate which is a significant constraint given that the premises are capable of accommodating many more than two people. The dwelling on Lot 72 has been converted to office use and currently has four offices and a large amenity area with an overall floor area of 138.3m². It has been available for lease for several years and the fact that no more than 2 practitioners can be accommodated under the current zone has no doubt contributed to the lack of interest in the property.

An important planning consideration is the need to consolidate the central business district (CBD) while at the same time allowing it to accommodate the demand for more retail and office floor space. The CBD is surrounded to the east and west by residential areas which have significant townscape and heritage attributes that need to be protected. A balance needs to be achieved between allowing the CBD to grow and ensure that the residential areas are protected. Increasing the density of the residential areas in proximity to the CBD will help to support its economic viability. Redevelopment needs to ensure that the character of the surrounding areas is protected and enhanced, at the same time encouraging increased residential density in appropriate areas.

The designation of the ‘Regional Centre Mixed Use’ zone around the ‘Regional Centre’ zone recognises the existing conversion of predominantly residential dwellings for commercial use and allows for and encourages higher density residential development to occur in a mixed use format.

As outlined in Section 2.0, the LPS1 encourages retention of heritage buildings and allows for the residential density to be increased from R30 to R60 where the heritage values are protected. The rezoning of the subject land to ‘Regional centre Mixed Use’ while retaining the R30/60 density code is entirely in accord with the objectives of the Albany Central Area Master Plan 2010, which aims to promote additional residential and mixed use developments.

The subject land is considered ideal in this regard given its proximity to the ‘Regional Centre’ zone and the logic of extending the ‘Regional Centre Mixed Use’ zone which it also abuts. The two heritage cottages are in need of a face lift. The sheds to the rear are unattractive and their removal will facilitate redevelopment of the properties.

Lots 3, 72 and 1411 have ample room to provide for access and car parking which will be required to service the intensification of activity.

Overall the area is ripe for restoration and redevelopment. The restoration of the Co-operative Society Ltd building provides a good example of what can be achieved.

7. AMENDMENT PROPOSAL

The Proposal to rezone Lots 1447, 3 and 72 Frederick Street, Albany from the 'Residential' zone to 'Regional Centre Mixed use' zone will enable the existing residential dwellings to be used for a variety of commercial uses including:

- Lunch bar
- Medical centre
- Office
- Restaurant

Under the 'Residential' zone only 'Consulting Rooms' may be permitted at Council's discretion. As only two practitioners are permitted under the definition of 'Consulting Rooms' it is not a viable commercial proposition given the location next to and opposite the 'CBD'. This no doubt contributes to the fact that the premises on Lot 72 have been unable to attract a lessee for a number of years.

A concept plan has been prepared which demonstrates how the properties can be developed under the proposed change of zoning. Refer Concept Plan overleaf. While there are a number of options, this proposal demonstrates how a mix of commercial and residential units could be accommodated on the site without having to demolish the existing cottages which have some heritage value and contribute to the established urban character and streetscape.

Key elements of the Concept Plan include:

- Retention of the existing heritage cottages and refurbishment to complement similar restoration of heritage buildings within Frederick Street.
- While the objective is to allow Lots 3 and 72 to be independently developed, coordination of access to and from the properties will be mutually beneficial and minimise the amount of land required for driveways. This will in turn allow more land to be available for additional development and/or car parking. The owners of the properties have agreed to enter into reciprocal rights of agreement which will provide for one way access to both properties. Refer Indicative Concept Plan (ICP).

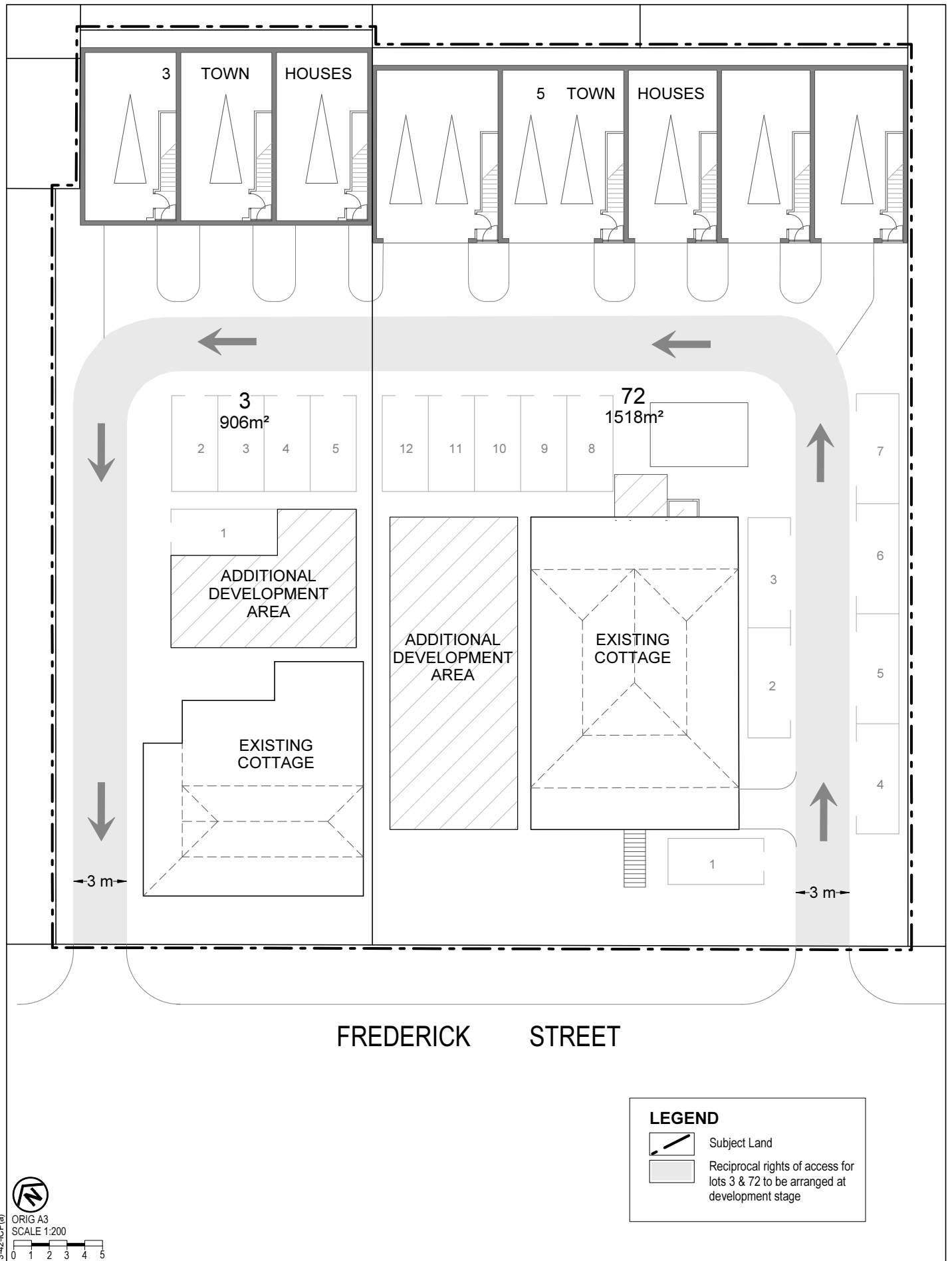
The owners have entered into a legal agreement which will guarantee that the access will be constructed at such time as development proceeds on either of the properties. Once the access is in place development can occur independently on each lot.

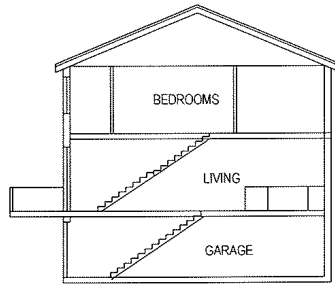
- The ICP suggests that residential units can be constructed to the rear of both properties based on the R60 density code. This would allow for five units to be constructed on Lot 72, consisting of 3 two bedroom units with a single garage and 2 three bedroom units with a double garage. On Lot 3, 3 two bedroom units are shown with single garages. The units are two storey with under croft garages. Refer Concept Elevations Plan.

Located on the more elevated land to the rear of the site, the units will have views of Princess Royal Harbour.

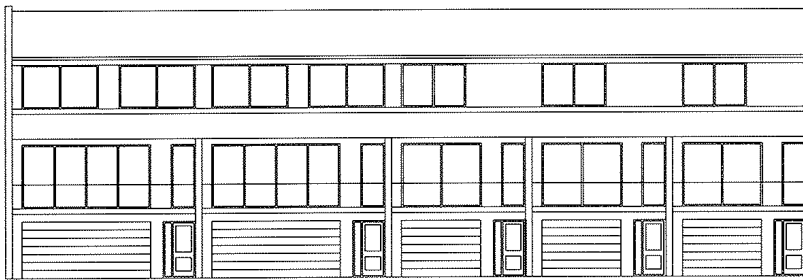
- Additional development space is shown adjacent to both cottages and could be used for extensions of permitted commercial use of the cottages, such as offices or café/restaurant or alternatively for additional residential units. Provision of car parking will need to be considered depending on the proposed mix of uses at the development stage. Lot 72 in particular has the ability to provide sufficient car parking to support a mix of uses.

In the case of the Albany Co-operative Society Ltd building, rezoning from “Parks and recreation” reserve to ‘Regional Centre Mixed Use’ zone is a logical extension of the zone to the corner of Frederick Street and Spencer Street. It will also more closely reflect the future use of the building.

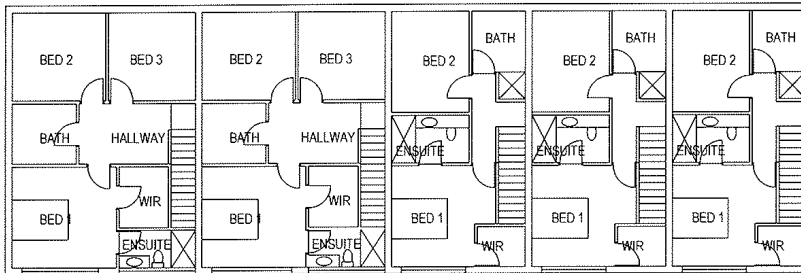




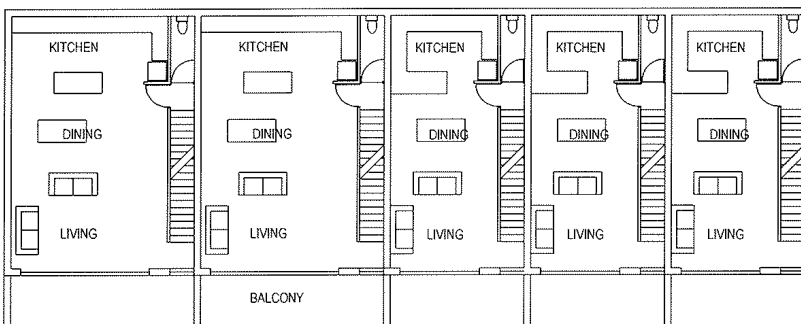
INDICATIVE SECTION



SOUTH ELEVATION



SECOND FLOOR PLAN



FIRST FLOOR PLAN

8. CONCLUSION

Lots 1447, 3, 72 and 1411 Frederick Street are located opposite the 'Regional Centre' zone and abut the 'Regional Centre Mixed Use' zone. Lot 1447 currently provides car parking for the offices located immediately to the east and the premises on Lot 72 have been used as 'Consulting Rooms' in the past. Lot 1411 has already been restored and will be used as offices for various community groups. Zoning the four properties 'Regional Centre Mixed Use' is logical as it is a zone that has been used around the periphery of the 'Regional Centre' zone.

Rezoning will encourage the renovation of the two buildings on Lots 3 and 72 which have some heritage significance. Their renovation will contribute to the recent improvements carried out to buildings in Frederick Street and together will create an attractive streetscape of heritage buildings. This in turn will create the amenity to encourage redevelopment of land to the rear of the cottages for housing at the R60 density code. This will help to establish a more vibrant city centre and support local businesses in the area.

PLANNING AND DEVELOPMENT ACT 2005

CITY OF ALBANY

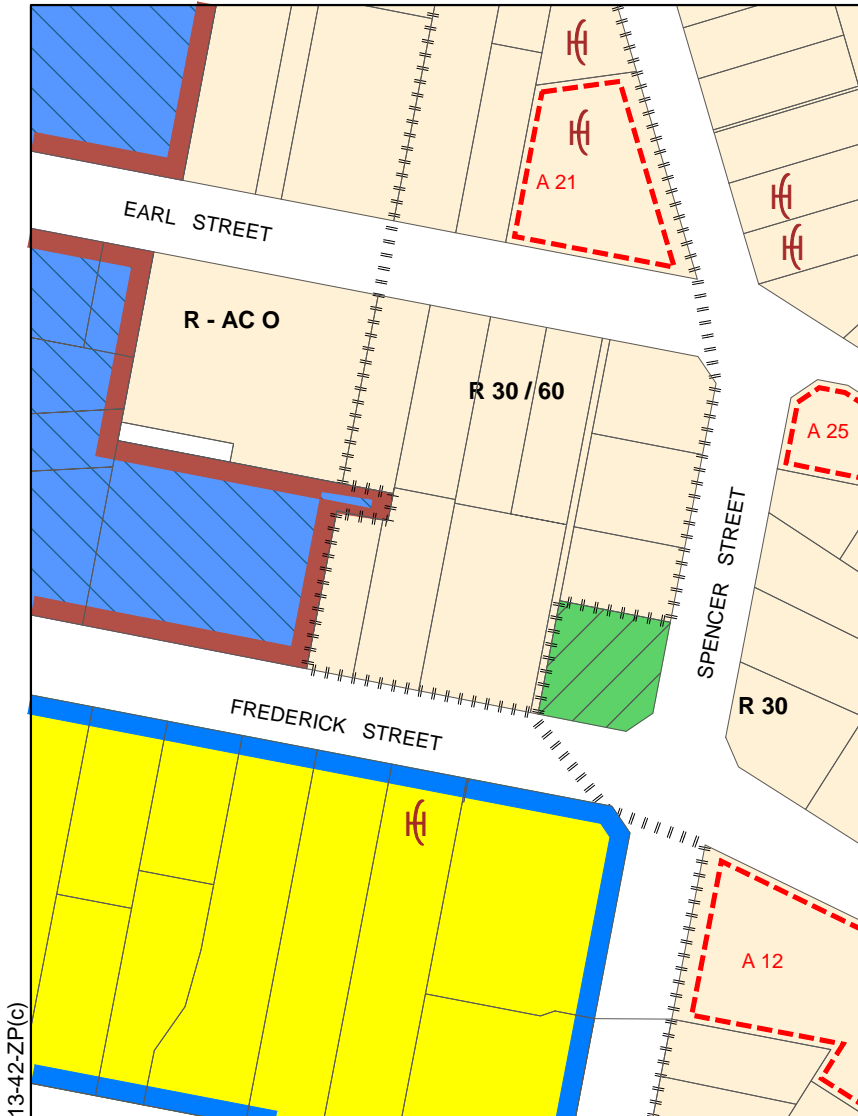
LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 14

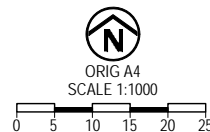
The City of Albany under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. *Rezoning Lots 1447, 3, and 72 Frederick Street, Albany from the 'Residential' zone to the 'Regional Centre Mixed Use' zone;*
2. *Rezoning Lot 1411 Frederick Street, Albany from the 'Parks and recreation' reserve to the 'Regional Centre Mixed Use' zone; and*
3. *Amending the Scheme maps accordingly.*

Existing Zoning



- LOCAL SCHEME RESERVES**
- Parks & Recreation
- LOCAL SCHEME ZONES**
- Regional Centre
 - Regional Centre Mixed Use
 - Residential
- OTHER CATEGORIES**
- R 30** R Code Boundary
 - A 25** Additional Use
 - Place of heritage value - buildings



Proposed Zoning



REPORT ITEM PD131 REFERS

ADOPTION

Adopted by resolution of the Council of the City of Albany at the Meeting of the Council held on the _____ day of _____ 20____.

Mayor

Chief Executive Officer

FINAL APPROVAL

Adopted for final approval by resolution of the City of Albany at the Meeting of the Council held on the _____ day of _____ 20____ and the Common Seal of the City of Albany was hereunto affixed by the authority of a resolution of the Council in the presence of:

Mayor

Chief Executive Officer

Recommended/Submitted for Final Approval

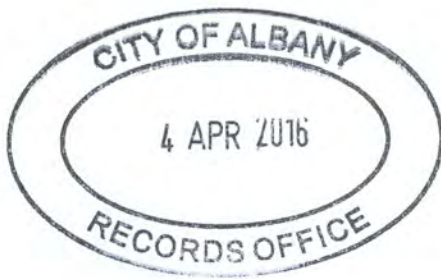
**Delegated Under S.16
of the PD Act 2005**

Date

Final Approval Granted

Minister for Planning

Date



Andrew Sharpe
Chief Executive Officer
City of Albany
PO Box 484
Albany WA 6331

City of Albany Records
Doc No: ICR16217918
File: LAMD19
Date: 04 APR 2016
Officer: PLA,MPS

Attention: Alex Bott

Attach:
Box:
Vol:
Box+Vol

Dear Alex

Scheme Amendment No. 19 to the City of Albany Local Planning Scheme No. 1

I refer to recent correspondence and discussions regarding the above.

On behalf of our client, Nigel and Leah Ryde, Edge Planning & Property seek the Council's adoption of an amendment to the *City of Albany Local Planning Scheme No. 1* from Future Urban zone to Residential R20, Residential R25 and Residential R30, Parks and Recreation reserve, Local Road reserve and Public Use – Pump Station reserve. As you are aware, Hans and Margaret Vermeulen also support the scheme amendment request.

The amendment formalises zoning and reservation consistent with the *Brooks Garden Outline Development Plan* and the approved Local Development Plan for Lot 1005 Catalina Road. Formalising the zoning and reservation will give greater certainty to land use permissibility and set out intended publicly managed land.

In support of the request, please find attached three scheme amendment documents. Our client will shortly pay the City's scheme amendment processing fee.

Please contact me on 0409107336 or steve@edgeplanning.com.au should you have any questions, seek clarification or require additional information.

On behalf of our client, Edge Planning & Property trust the City will positively consider the request and we look forward to Council's adoption of the amendment.

Yours sincerely

Steve Thompson
PARTNER

4 April 2016



www.edgeplanning.com.au
134 Hare Street, Mount Clarence, Albany, WA 6330
M: 0409107336 E: steve@edgeplanning.com.au
ABN: 51 473 192 534

City of Albany
Local Planning Scheme No. 1
Scheme Amendment No. 19

April 2016

Prepared by



www.edgeplanning.com.au

PLANNING AND DEVELOPMENT ACT 2005**RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME****CITY OF ALBANY LOCAL PLANNING SCHEME No. 1****AMENDMENT No. 19**

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by:

1. Rezoning Lot 1005 Catalina Road, Lange from 'Future Urban' to 'Residential R25';
2. Rezoning Lots 25, 29, portions of Lots 60 and 9101 on Deposited Plan 406224 and Lots 6, 91, 93, 97, 98, 100 and 101 on Deposited Plan 73991 from 'Future Urban' to 'Residential R30';
3. Rezoning Lots 23, 24, 26, 27, 28, 30, 31, 52 to 59, 92 and portions of Lots 60 and 9101 on Deposited Plan 406224 and Lots 94, 95, 96, 99 and 102 on Deposited Plan 73991 from 'Future Urban' to 'Residential R20';
4. Designating portions of Lot 9101 on Deposited Plan 406224 as 'Parks and Recreation' reserve and 'Local Road' reserve;
5. Designating Vaughan Vista, Isongerup Street and Brooks Garden Boulevard as 'Local Road' reserves;
6. Designating a portion of Brooks Garden Boulevard as 'Public Use – Pump Station' reserve; and
7. Amending the Scheme Maps accordingly.

The amendment is a basic amendment in accordance with part (g) of the basic amendment definition contained in Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Dated this day of 20.....

.....
CHIEF EXECUTIVE OFFICER

LPS1 Amendment No. 19

Contents

Section No.	Heading	Page No.
1.0	Introduction	4
2.0	Background	4
3.0	Planning Framework	4
4.0	Conclusion	4
Figures		
1	Location Plan	
2	Local Development Plan – Lot 1005 Catalina Road	
3	Brooks Garden Outline Development Plan	

AMENDMENT REPORT

1.0 Introduction

The City of Albany seeks the support of the Western Australian Planning Commission and the approval of the Honourable Minister for Planning to the proposed Scheme Amendment.

The amendment formalises zoning and reservation consistent with the *Brooks Garden Outline Development Plan* and the approved Local Development Plan for Lot 1005 Catalina Road. Formalising the zoning and reservation will give greater certainty to land use permissibility and set out intended publicly managed land.

The amendment is a basic amendment, in accordance with part (g) of the basic amendment definition contained in Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (The 'Regulations').

2.0 Background

The amendment site is outlined in Figure 1 and is located approximately 3.5 kilometres north of the Albany city centre.

3.0 Planning framework

The amendment is consistent with the planning framework including relevant State, regional and local strategies and policies. At a local level, the amendment is consistent with:

- the *City of Albany Local Planning Scheme No. 1* (LPS1) which zones the site as 'Future Urban';
- the *City of Albany Local Planning Strategy* which classifies the site as 'urban' on Strategic Plan – Urban;
- the *Catalina Central Planning Framework* – which applies to Lot 1005 Catalina Road;
- the Local Development Plan for Lot 1005 Catalina Road - the Council at its meeting on 15 December 2015 approved a Local Development Plan for 35 residential lots with a R25 density (see Figure 2); and
- the *Brooks Garden Outline Development Plan* (see Figure 3).

Within the Future Urban zone of LPS1, an R-Code allocation has been defined through an adopted Structure Plan rather than the Scheme Map. Under the Regulations, such Structure Plans no longer have the force and effect of the Scheme.

4.0 CONCLUSION

The proposed scheme amendment will formalise zoning and reservation consistent with endorsed and approved plans.












PLANNING AND DEVELOPMENT ACT 2005**CITY OF ALBANY****LOCAL PLANNING SCHEME No. 1****AMENDMENT No. 19**

The City of Albany under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above local planning scheme by:

1. Rezoning Lot Rezoning Lot 1005 Catalina Road, Lange from 'Future Urban' to 'Residential R25';
2. Rezoning Lots 25, 29, portions of Lots 60 and 9101 on Deposited Plan 406224 and Lots 6, 91, 93, 97, 98, 100 and 101 on Deposited Plan 73991 from 'Future Urban' to 'Residential R30';
3. Rezoning Lots 23, 24, 26, 27, 28, 30, 31, 52 to 59, 92 and portions of Lots 60 and 9101 on Deposited Plan 406224 and Lots 94, 95, 96, 99 and 102 on Deposited Plan 73991 from 'Future Urban' to 'Residential R20';
4. Designating portions of Lot 9101 on Deposited Plan 406224 as 'Parks and Recreation' reserve and 'Local Road' reserve;
5. Designating Vaughan Vista, Isongerup Street and Brooks Garden Boulevard as 'Local Road' reserves;
6. Designating a portion of Brooks Garden Boulevard as 'Public Use – Pump Station' reserve; and
7. Amending the Scheme Maps accordingly.



EXISTING SCHEME MAP

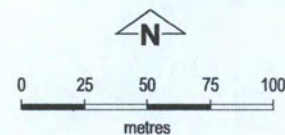
- | | | | |
|--|--------------------------|---|---------------|
|  | Cadastre with Lot number |  | Residential |
|  | Scheme boundary | LPS Reserves | |
|  | R Codes |  | Local road |
| LPS Zones | |  | Priority road |
|  | Future urban |  | Public use |
|  | General agriculture | | |
|  | Highway commercial | | |
|  | Neighbourhood centre | | |

Department of
Planning

Produced by GeoSpatial Research and Modelling,
Department of Planning, Perth WA
Base Information supplied by Western Australian
Land Information Authority LI 782-2015-1

City of Albany
Local Planning Scheme No. 1
Amendment No. 19

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VIA STRA DRIVE

BROOKS GARDEN BOULEVARD

STIRLING VIEW DRIVE

CATALINA ROAD

Legend

☐ Cadastre with Lot number

R Code amendments

LPS Zones and Reserves Amendments

☐ Local road Parks and recreation Public use

Residential

Department of
Planning

City of Albany

Local Planning Scheme No. 1

Amendment No. 19

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A horizontal scale bar with markings at 0, 25, 50, 75, and 100. The word "metres" is written below the bar.

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

Supported for submission to the Minister for Planning for approval by resolution of the City of Albany at the Meeting of the Council held on the and the Common Seal of the City of Albany was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....
DELEGATED UNDER S.16 OF
THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

FIGURE 1

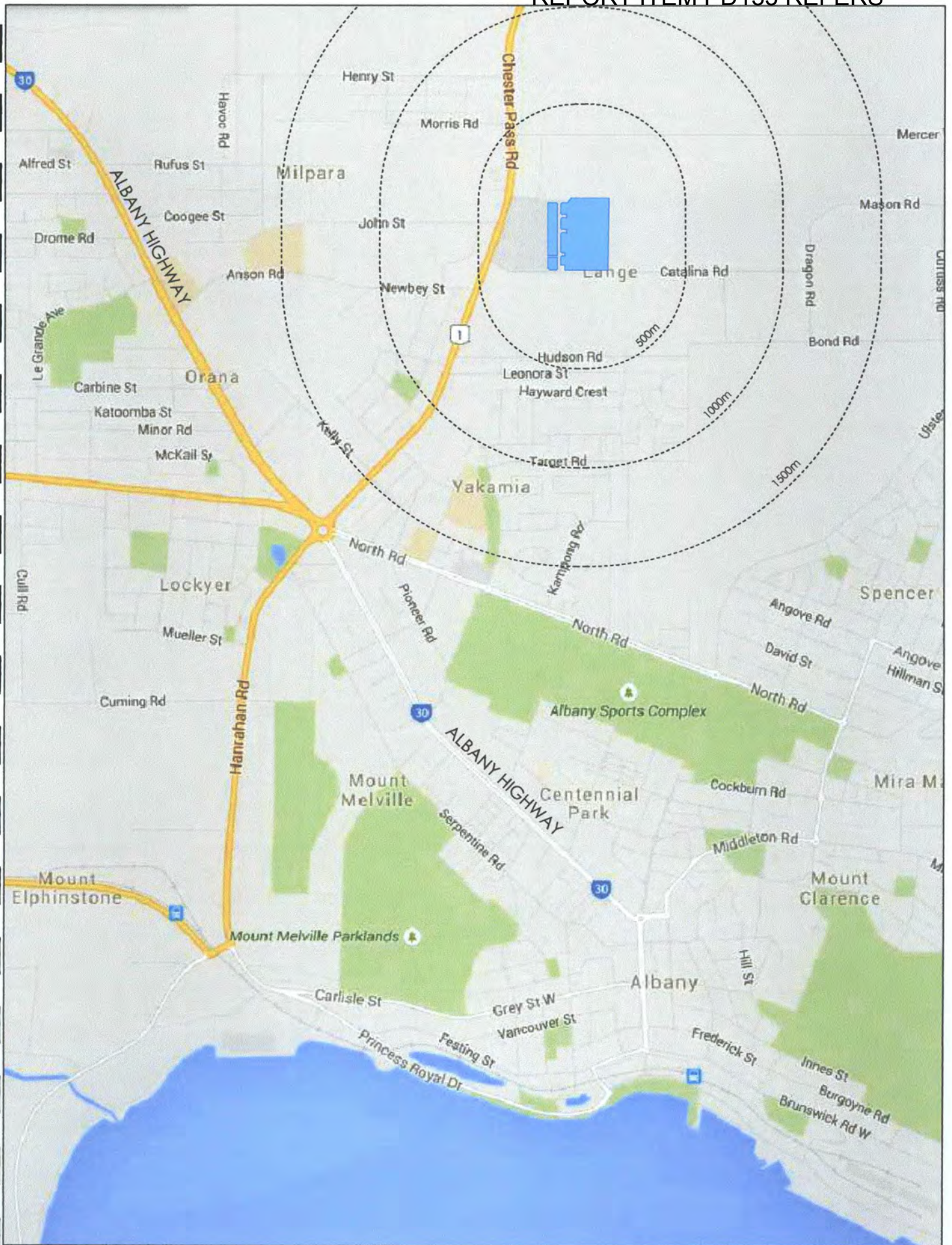


FIGURE 1
LOCATION PLAN
City of Albany

FIGURE 2

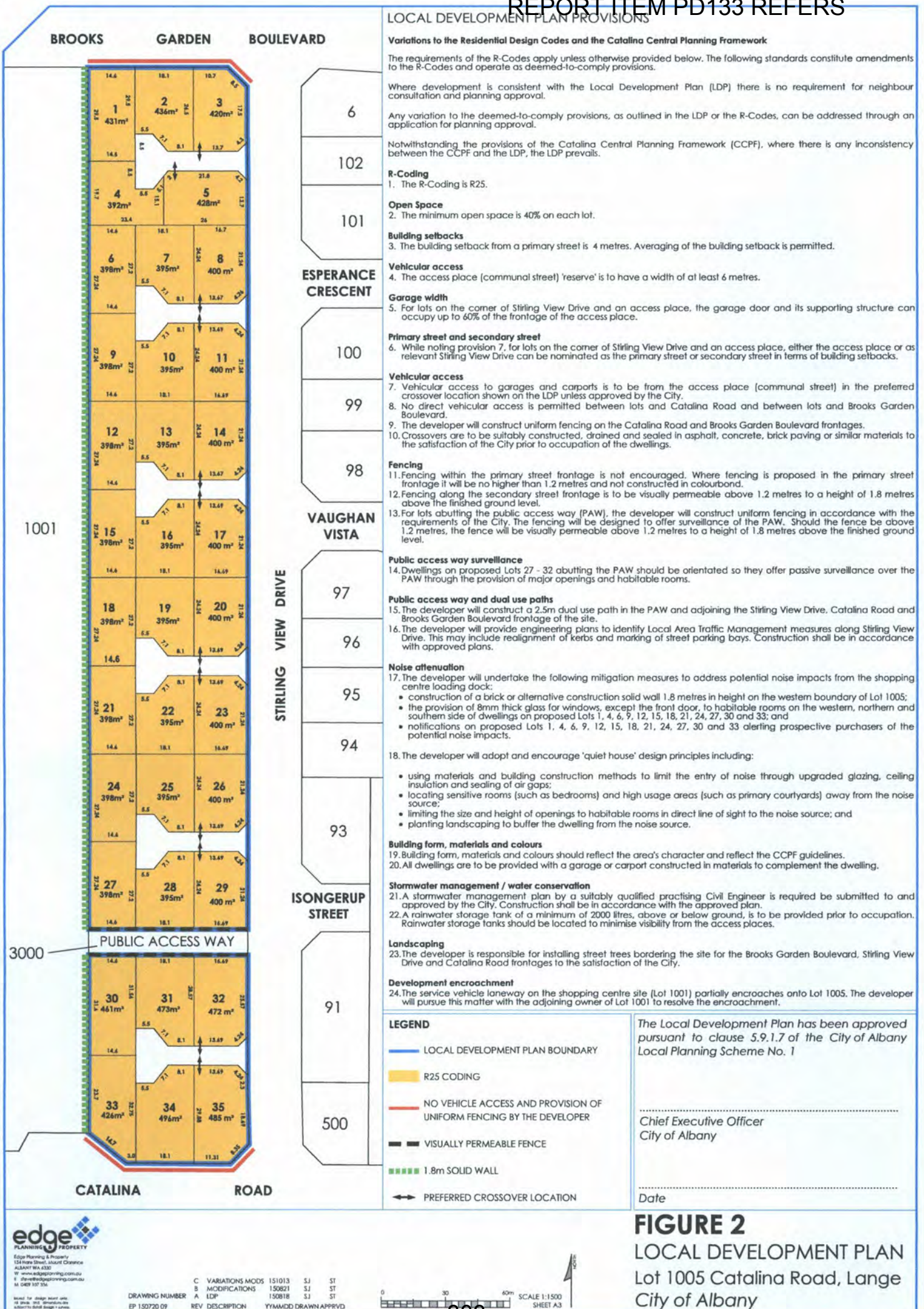
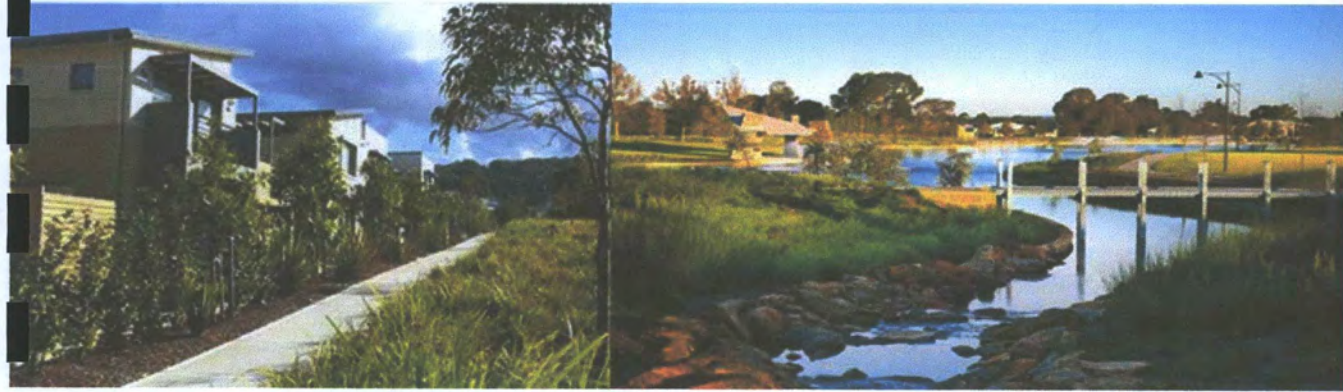


FIGURE 3



Planning & Development Services

City of Albany
Policy

BROOKS GARDEN OUTLINE DEVELOPMENT PLAN

BROOKS GARDEN OUTLINE DEVELOPMENT PLAN

Subdivision and Development

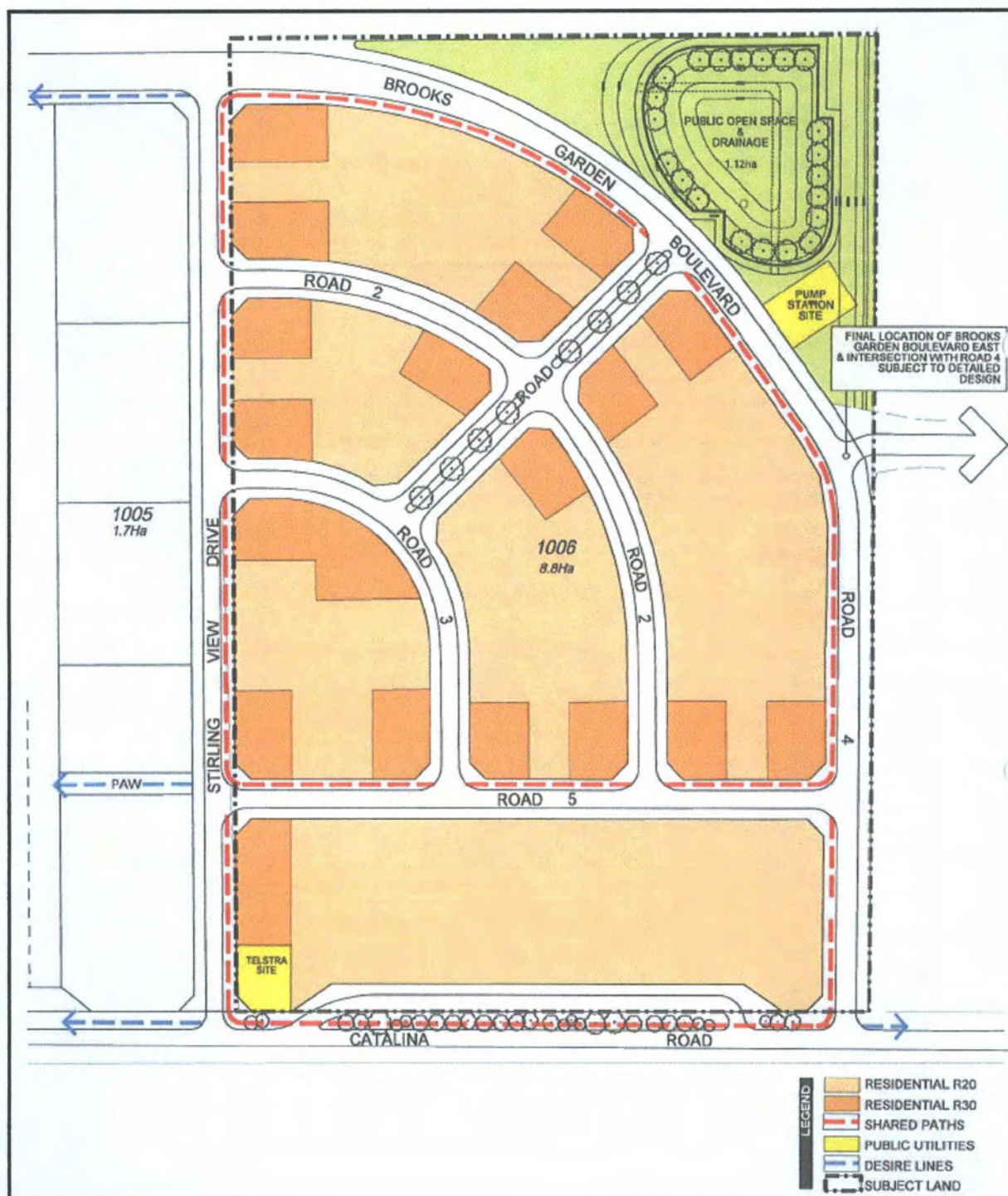
Subdivision and development will be in accordance with the Outline Development Plan shown in **Figure 7**. It is noted that the WAPC must have due regard to the provisions of the ODP, and may only approve a subdivision that conflicts with the Plan in very limited circumstances. Notwithstanding, the movement systems, general configuration and zonings will be determined by the ODP.

Residential Development will be determined through the application of the Residential Design Codes in accordance with the density coding applicable in the ODP.

Subdivision

Proposals for subdivision to the Residential R30 density may be supported by Council where the following requirements are satisfied:

- a) The proposal is supported by a Detailed Area Plan to the satisfaction of Council addressing:
 - Solar Orientation;
 - Zero lot lines;
 - Garaging and access;
 - R-Code variations; and
 - Frontage to both streets
- b) A presumption against battle axe lots applies. Each lot is to have a minimum frontage of 10 metres, unless rear lane access is provided.



CITY OF ALBANY LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 16

SCHEDULE OF SUBMISSIONS AND MODIFICATIONS

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
1	Environmental Protection Authority Locked Bag 33 Cloisters Square PERTH WA 6850	The Environmental Protection Authority (EPA) considers that the proposed scheme amendment should not be assessed under Part IV Division 3 of the <i>Environmental Protection Act 1986</i> (EP Act) and that it is not necessary to provide any advice or recommendations.	Nil.	The submission of no recommendation necessary is noted.
2	Telstra Locked Bag 2525 PERTH WA 6001	Telstra has no objection.	Nil.	The submission of no objection is noted.
3	Main Roads WA PO Box 503 Albany WA 6331	<p>Main Roads has no in principle objection to the proposed re-zoning of the above lots but has concerns regarding the vicinity of the proposed Albany Ring Road alignment to any proposed development of the above lots. In regards to this proposal Main Roads will seek the following conditions to any planning applications affecting Lots 9 & 110 George Street and Lot 16 South Coast Highway:</p> <p>1) Pursuant to section 150 of the Planning and Development Act 2005, a restrictive covenant is to be placed on the Certificate of Title of all lots adjoining George St (future Albany Ring Road) preventing motor vehicle access</p>	Nil.	The submission of support and recommended subdivision conditions are noted.

CITY OF ALBANY LOCAL PLANNING SCHEME No. 16 REPORT ITEM PD134 REFERS

AMENDMENT No. 16

SCHEDULE OF SUBMISSIONS AND MODIFICATIONS

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
		<p>onto George Street. This shall be recorded on the Deposited Plan.</p> <p>2) Pursuant to section 150 of the Planning and Development Act 2005, a restrictive covenant is to be placed on the Certificate of Title of all lots adjoining South Coast Highway (South Western Highway) allowing a single crossover motor vehicle access onto South Coast Highway. This shall be recorded on the Deposited Plan.</p> <p>3) Pursuant to section 70A of the Transfer of Land Act 1893 (as amended), a notification is to be placed on the Certificates of Title of the proposed lots located advising that</p> <p>the " The lots are situated in the vicinity of a transport corridor and is currently affected, or may be in the future be affected by transport noise". This shall be recorded on the Deposited Plan.</p> <p>In relation to condition 1 above:</p> <ul style="list-style-type: none"> • At the time of subdivision it will 		

CITY OF ALBANY LOCAL PLANNING SCHEME No. 16 REPORT ITEM PD134 REFERS

AMENDMENT No. 16

SCHEDULE OF SUBMISSIONS AND MODIFICATIONS

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
		<p>be the applicant's responsibility to close all access to George Street and construct access roads to gain access from an extended Pearsons Place.</p> <ul style="list-style-type: none"> All works associated with the above shall be at the applicant's expense. <p>In relation to Condition 2 above:</p> <ul style="list-style-type: none"> Only a single access from South Coast Highway to the proposed lots 16A, 16B and 16C shall be approved. As the development of lots 16A, 16B and 16C shall constitute a change of use of the crossover to South Coast Highway the applicant will be required to apply for an amended access (change of use), upgrades may be required. All works associated with the above shall be at the applicant's expense. <p>In relation to Condition 3 above:</p> <ul style="list-style-type: none"> Main Roads has supplied Ayton 		

CITY OF ALBANY LOCAL PLANNING SCHEME No. 16 REPORT ITEM PD134 REFERS

AMENDMENT No. 16

SCHEDULE OF SUBMISSIONS AND MODIFICATIONS

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
		<p>Baesjou Planning with the projected (based on the current concept plans) 2026 Ring Road noise level contour drawing for the area subject to re-zoning.</p> <ul style="list-style-type: none"> All proposed dwellings must be designed and constructed to meet or exceed the noise mitigation measures as detailed in the State Planning Policy 5.4 "Road and Rail Transport Noise and Freight Considerations in Land Use Planning" (please note that in the City of Albany correspondence on this matter State Planning Policy 5.5 is incorrectly stated). 		
4	ATCO Gas	ATCO Gas has no objection to the proposed amendment as ATCO Gas does not have any infrastructure within the application area.	Nil.	The submission is noted.
5		<p>We purchased our property, number 1 Pearson Place, Gledhow, in 2009. At the time, we were very concerned about living on a three road gravel frontage. Before we purchased the property, we took the time to ring council and were assured that these</p>	<p>The sealing of roads is generally a consideration made at the subdivision stage.</p> <p>It would be a requirement of subdivision that that the Pearson place</p>	The submission is noted.

CITY OF ALBANY LOCAL PLANNING SCHEME No. 16 REPORT ITEM PD134 REFERS

AMENDMENT No. 16

SCHEDULE OF SUBMISSIONS AND MODIFICATIONS

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
		<p>roads were on the list to seal in the next year. It was also noted in our Scheme amendment request, that part of the money that we paid for our block, could go to the sealing of the road. To date this has not happened. A real shame that we can no longer take someone's word, for what they say.</p> <p>We therefore urge council if they allow the new subdivision to take place, that sealing the roads is part of the conditions in the beginning stages. We have four young children and can't even allow them to play near the boundaries of our property, due to the number of hoons who loose it on the gravel and end up in the ditches, through fences and against trees . Due to this, we don't allow our children to walk or bike on the road either .Such a shame, as we choose this location to raise a family.</p> <p>We have rang council twice during the time of submissions, for Lots 5 Lowanna Drive, Lots 9 and 10 George street and Lot 16 south Coast Hwy and were told that due to this being a subdivision, sealed roads would be needed. We were also told that this was too early to write in about this. We have chosen to any way and plead with you to understand our frustrations.</p>	<p>be sealed and a contribution for Charles St requested as a condition of subdivision.</p>	

CITY OF ALBANY LOCAL PLANNING SCHEME No. 16 REPORT ITEM PD134 REFERS

AMENDMENT No. 16

SCHEDULE OF SUBMISSIONS AND MODIFICATIONS

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
6		<p>When Pearson place was created I enquired to the City the Status of the road and received the enclosed document (copy of original subdivision guide plan).</p> <p>The words “to link with future subdivision in accord with the Precinct Structure Plan”</p> <p>The alignment of Pearson place meets the junction of Lots 9 and 10 George St, allowing them access to the east, as I believe they will be denied access to the ring road.</p> <p>If the owners of 9 and 10 George st are rezoned and wish to subdivide according to the guide plan, then Pearson Place would have to come through our lot 4 Lowanna drive to make this happen. While we are not interest in subdividing our lots at this time, it would be prudent to consider it for rezoning – to give some comfort to the owners of lots 9 and 10 George St. We would not object to this if it were dealt with directly between ourselves and the City.</p>	<p>The lots fronting the future ring road alignment will be prohibited from gaining access to George St and will require agreement from owner of lot 4 Lowanna drive. At the time of subdivision the owners of the lots fronting George St will be required to negotiate will the owner of Lot 4 to secure road access. The road access will not require lot 4 to be rezoned in order to be designated as road during the subdivision process.</p> <p>In the future the owner of lot 4 could apply for a rezoning to be consistent with the surrounding area. If required the City could potentially normalise the zoning as part of an omnibus in the future.</p>	The submission is noted.

CITY OF ALBANY LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 9

SCHEDULE OF MODIFICATIONS

No.	Summary of Submission(s)	Recommended Modification
1	<ul style="list-style-type: none"> • <i>Local Planning Scheme No. 1</i> uses the term 'Building Envelope' not ' Dwelling Envelope'. ' Dwelling Envelope' is therefore inconsistent with your scheme and cannot be cross referenced to the other relevant provisions, particularly 5.8.3. • Schedule 14 (and the Scheme in general) uses bracketed numbers. • More appropriate to modify existing provisions for 'Rural Residential' zone Area No. 22 (see below) than to introduce new provisions. • Point iv. of the amendment resolution should clearly state that this is an <i>additional</i> subdivision guide plan. • An additional point needs to be included in the resolution stating that the amendment proposes to change the designation of Lots 200 & 201 and Lot 9000 Pearson Place from 'Rural Residential' zone Area No. 16 to 'Rural Residential' zone Area No. 22. • The area of each parent lot to be acquired by Main Roads WA should be shown as a single lot for that purpose. The proposed lots on the subdivision guide plan should then be adjusted to meet the one hectare minimum lot size after this land has been excised. • The existing lots in 'Rural Residential' zone Area No. 22 are all connected to reticulated water and water is available to the proposed lots. The connection to reticulated water will be expected at subdivision stage. 	<p>The proposed amendment to Schedule 4 – Special Use Zones is modified as follows:</p> <ul style="list-style-type: none"> • On the subdivision guide plan (structure plan) dwelling envelopes are to be called Building Envelopes and new provision 5.(e) allows for non-habitable buildings/structures outside the building envelope and therefore within the acoustic setback subject to accommodating the other setback requirements. • Provision numbering protocol to follow that of Schedule 14. • The proposal relies on existing provisions 5.(a) and 5.(b) and introduces new provisions 5.(c), 5.(d) & 5.(e) to deal with acoustic construction per <i>State Planning Plan 5.4</i>, the single crossover for Lots 16a, b & c; and the need to allow for non-habitable buildings within the acoustic setback. • Resolution Point iii. Deletes the reference to George Street from 5.(a)(i). • Resolution Point v. states that this is an additional Subdivision Guide Plan for Area 22. • Resolution Point vi. transfers Lots 9000, 200 & 201 Pearson Place from 'Rural Residential' zone Area No. 16 to 'Rural Residential' zone Area No. 22. • The area Main Roads WA needs from each lot is shown on the subdivision guide plan (structure plan) as a single parcel with the area noted. • Clause 5.5.13.2.10 and 5.6.9 of the Scheme allow for reticulated water connections where available, or, an on-lot water storage system where reticulated water is not available. Text is included in

CITY OF ALBANY LOCAL PLANNING SCHEME No. 9
AMENDMENT No. 9
SCHEDULE OF MODIFICATIONS

No.	Summary of Submission(s)	Recommended Modification
		<p>the document referring to and explaining this. Development of one hectare lots do not specifically need reticulated water to be functional and usable. Indeed putting water onto such large lots can encourage overuse in watering large gardens and thus put pressure on this valuable resource.</p> <ul style="list-style-type: none"> • Resolution Point iv. Includes provisions under new provision 6. These cover restrictive covenants for lots adjoining the ring road, closure of accesses and use of internal roads, the single crossover for Lot 16 and the need for a notification advising of transport corridor proximity.

SUBDIVISION
GUIDE PLAN

Lowanna Drive & Charles Street
Gledhow, City of Albany

Plan No. 13-48-SGP(d)

NOTES

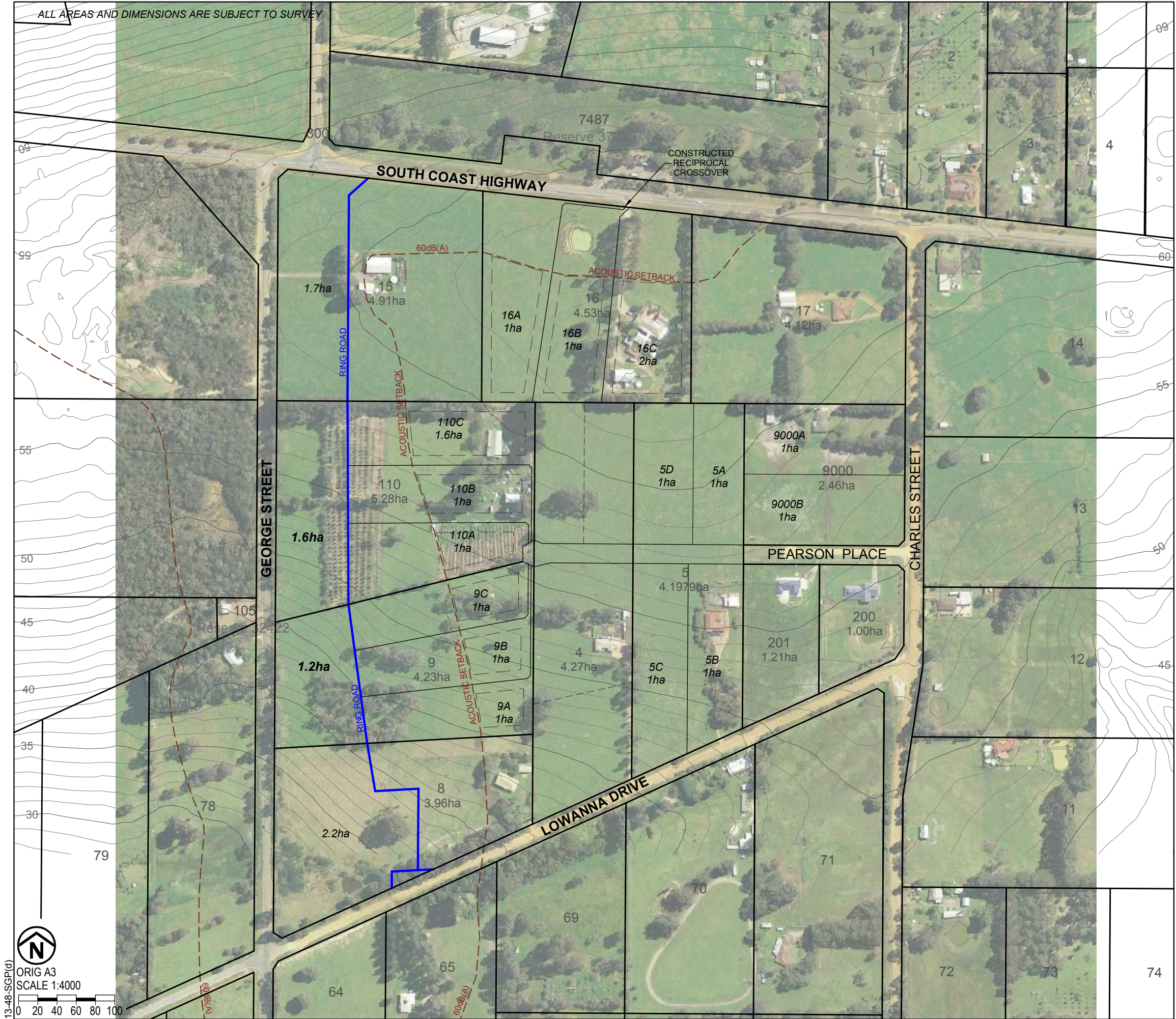
- 1. No dwellings permitted west of Acoustic Setback.
- 2. Ring Road Reserve to be acquired by MRWA.
- 3. Access restrictions apply to George Street and South Coast Highway.
- 4. Subdivision layout on Lot 4 as a guide only.
- 5. Access to Lots 16A, B & C via a single reciprocal crossover. Alternative access to the highway is not permitted.

LEGEND

- Existing Lot Boundaries
- Proposed Lot Boundaries
- Possible Future Lot Boundaries
- Building Envelope

ADOPTED BY RESOLUTION OF THE COUNCIL OF THE _____ OF _____
AT THE _____ COUNCIL MEETING
ON THE _____ DAY OF _____
CHIEF EXECUTIVE OFFICER _____

AYTON BAESJOU
PLANNING
11 Duke Street
Albany WA 6330
Ph 9842 2304 Fax 9842 8494



CITY OF ALBANY

LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 9

AYTON BAESJOU

P L A N N I N G

ABN: 15 061 140 172

11 Duke Street
Albany WA 6330
Ph 9842 2304 Fax 9842 8494

MINISTER FOR PLANNING

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

LOCAL AUTHORITY:	CITY OF ALBANY
DESCRIPTION OF LOCAL PLANNING SCHEME:	LOCAL PLANNING SCHEME No. 1
TYPE OF SCHEME:	DISTRICT SCHEME
SERIAL No. OF AMENDMENT:	AMENDMENT No. 9

PROPOSAL:

To rezone Lot 5 Lowanna Drive, Lots 9 & 110 George Street and Lot 16 South Coast Highway, Gledhow from the 'General Agriculture' zone to the 'Rural Residential' zone.

LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 9

CONTENTS

1. RESOLUTION
2. REPORT
3. EXECUTION

PLANNING AND DEVELOPMENT ACT 2005

**RESOLUTION DECIDING TO AMEND A
LOCAL PLANNING SCHEME**

CITY OF ALBANY

LOCAL PLANNING SCHEME No. 1

DISTRICT SCHEME

AMENDMENT No. 9

RESOLVED that the Council, in pursuance of Section 75 of the Planning and Development Act 2005, amend the above local planning scheme by:

Rezoning Lot 5 Lowanna Drive, Lots 9 & 110 George Street and Lot 16 South Coast Highway, Gledhow from the 'General Agriculture' zone to the 'Rural Residential' zone.

Dated this _____ day of _____

CHIEF EXECUTIVE OFFICER

CITY OF ALBANY

LOCAL PLANNING SCHEME NO. 1

AMENDMENT NO. 9

Lot 5 Lowanna Drive, Lots 9 & 110 George Street and
Lot 16 South Coast Highway, Gledhow.

PLANNING REPORT

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2.2 SURROUNDING LAND USE AND ZONING.....	2
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7. DEVELOPMENT PROPOSAL.....	12
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1. INTRODUCTION

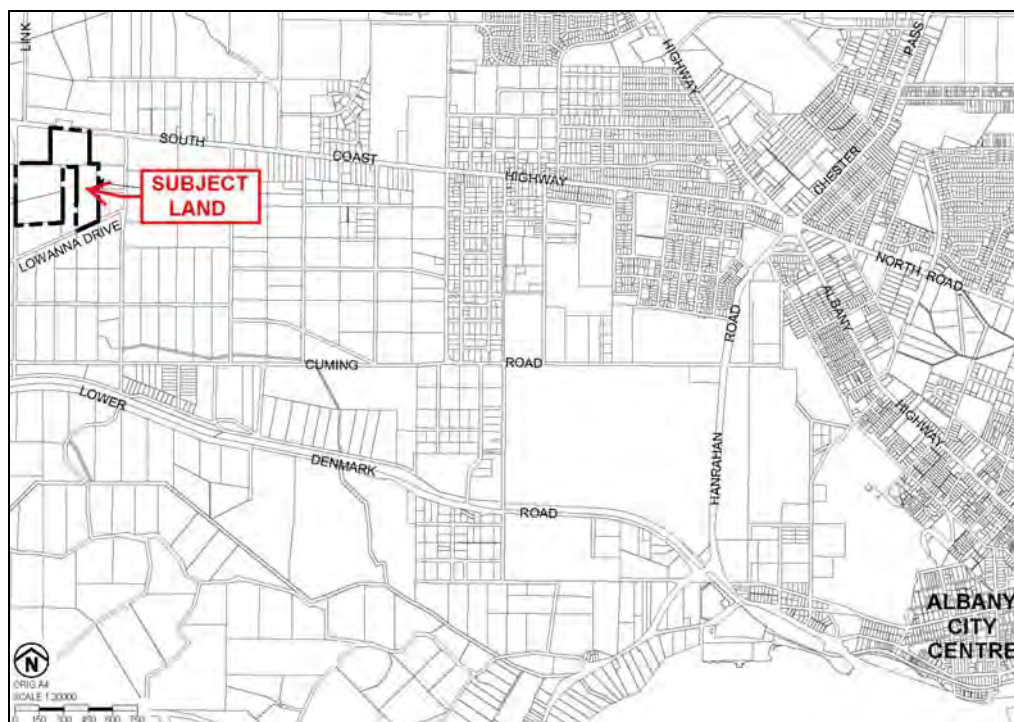
Following the designation of land located within the area bounded by Lowanna Drive, Charles Street, George Street and South Coast Highway for rural residential purposes, a number of landowners propose to rezone the land from 'General Agriculture' zone to the 'Rural Residential' zone.

The following report provides the background information, associated planning issues and justification in support of the rezoning.

2. BACKGROUND

2.1 Location, Area & Zoning

The subject land is located within the south east corner of South Coast Highway and George Street and bounded to the south by Lowanna Drive and to the east by Charles Street. The precinct is approximately 7.5km north west of the CBD. Refer Location Plan.



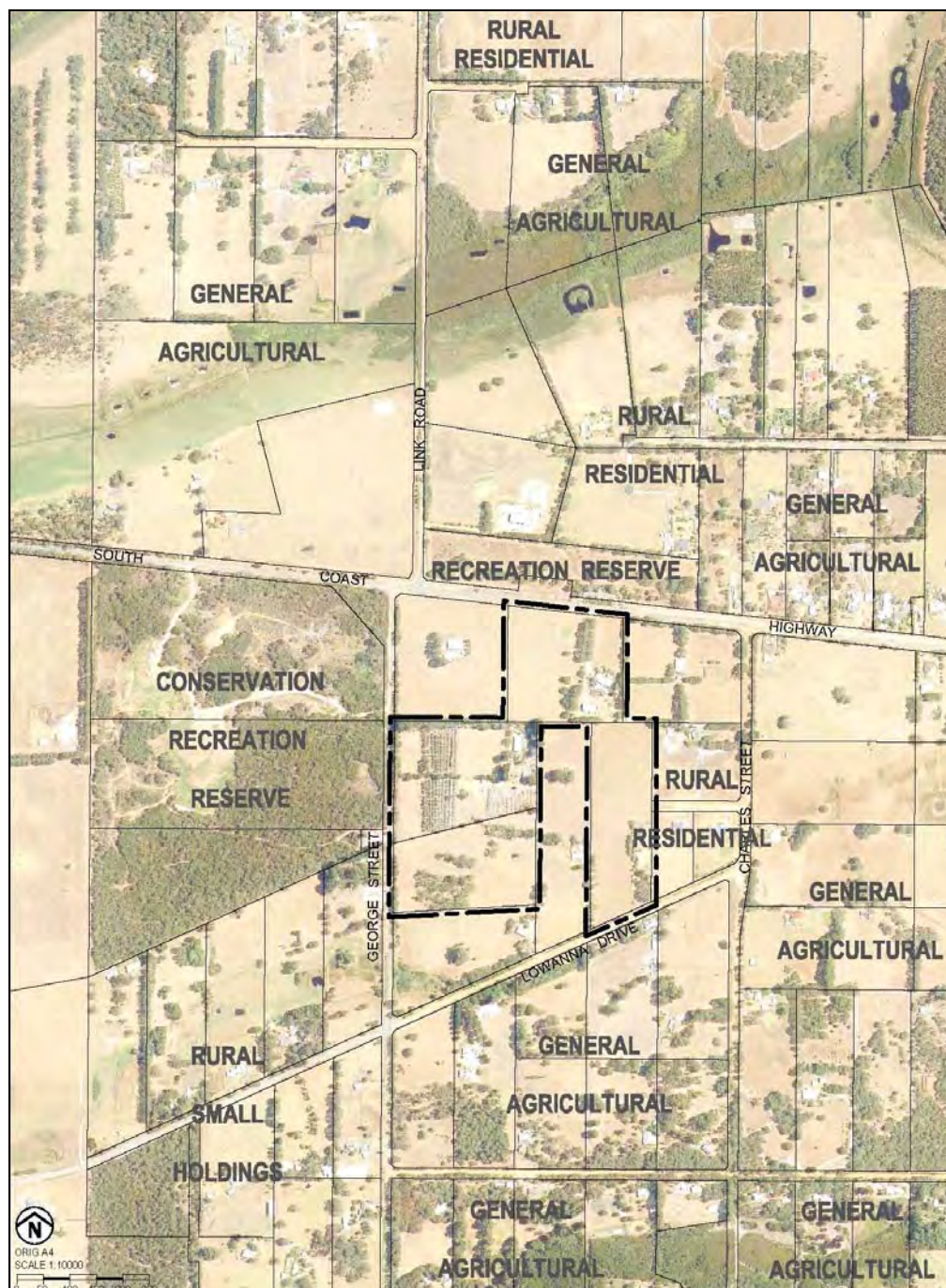
Location Plan

The precinct contains eight lots ranging in size from 4.1ha to 5.28 ha with an overall area of 31.5ha. All lots are currently zoned 'General Agriculture' under provisions of the City of Albany's Local Planning Scheme Number 1.

2.2 Surrounding Land Use and Zoning

Surrounding land use consists predominantly of rural small holdings which are used to agist cattle, sheep and horses. A reserve of the western side of George Street contains remnant vegetation and gravel excavations

In the south east corner of the precinct, approximately 4ha of land has previously been zoned 'Rural Residential' with a one hectare lot size. To the north of South Coast Highway a number of parcels of land have also been similarly zoned.



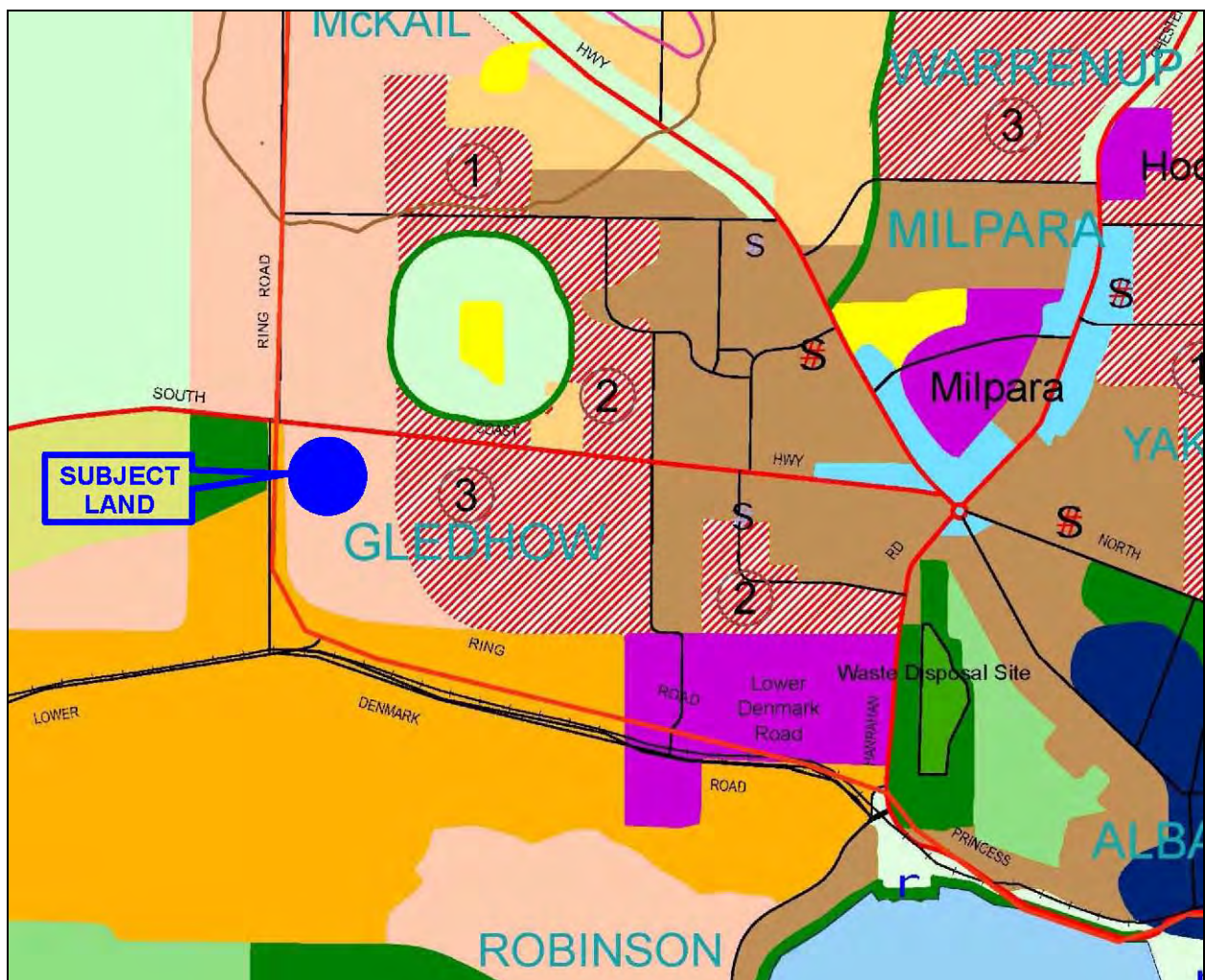
Plan – Surrounding Land Use and Zoning

3. PLANNING CONTEXT

The Albany Local Planning Strategy and Local Planning Scheme No. 1 are the key documents which guide the future development and management of the subject land.

3.1 Albany Local Planning Strategy

The Albany Local Planning Strategy (ALPS) designates the land as 'Rural Residential' and also depicts the conceptual alignment of the proposed Albany Ring Road which will run along the eastern side of Link Road and George Street.



Excerpt from Albany Local Planning Strategy Map 9B

3.2 Local Planning Scheme No. 1

The City of Albany's Local Planning Scheme No. 1 (LPSNo.1) is the statutory scheme which determines the zoning of the land within the City and provides the development control provisions relating to the various zones. Section 5.5.13 of the Scheme sets out the provisions relating to the 'Rural Residential' zone. These include provisions relating to:

- Building Design, Materials and Colours.
- Fire Protection.
- Building Envelopes.
- Fencing.
- Remnant Vegetation Protection and Clearing Controls.
- Tree Planting.
- Keeping of Animals.
- Dams, Soaks and Bores.
- Effluent Disposal.
- Water Supply.
- Electricity Supply.
- Stormwater Management and Drainage.
- Roads and Battle-axe Access.
- Notification of Prospective Purchasers.

In addition to the comprehensive list of provisions noted above, the Scheme provides for special provisions relating to proposed areas of rural residential development to be incorporated into Schedule 14 of the Scheme Text.

4. SITE DESCRIPTION

The northern portion of the precinct, predominantly Lots 15, 16 & 17 consist of a flat ridge top at 60 metres AHD which starts to fall gently to the west and south at George Street and to the south east at Charles Street. Lots 5, 110 and 9 encompass the mid slopes which fall away to the south with gentle slopes ranging from 1:14 to 1:17. The south west corner of the precinct falls moderately away to the south west at 1:12.5 to a low point of 32 metres AHD.

The area is well drained and with the exception of a minor drainage line which runs east west through the south west corner of Lot 9, there are no drainage lines, creeks or wetlands located within the area.

The whole area has been cleared and developed with pasture with only a small area of degraded parkland cleared remnant vegetation remaining on Lot 9. The only other vegetation consists of shelter belt and individual trees.

The predominant soil type within the area consists of sandy laterite gravel over deep yellow silt subsoil, which in places, have a clay induration layer in the upper 300mm. The clay enriched zone can cause reduced permeability. These soils are well known for their nutrient (particularly phosphorus) retaining qualities. They have high Phosphate Retention Indices (PRI) of 5-10 in the surface horizons and 20-50 in the sub soils.

The soils are generally suitable for conventional and alternative septic systems. Any conventional leach drains may require semi inversion and should be installed to City of Albany installation guidelines.

Table 1 below, summarises the soil properties in the area.

Table 1.

Land Qualities	Local Soils (Dc)	Land Qualities	Local Soils (Dc)
Water Erosion Risk	V Low	Soil Workability	Poor
Wind Erosion Risk	Mod	Nutrient Availability	Low
Microbial Purification Ability	Low	Nutrient Retention Ability	M High
Water Pollution Risk OF	Mod	Topsoil Nutrient Retention	Mod
Water Pollution Risk SD	Low	Moisture Availability	Mod
Ease of Excavation	Low	Rooting Condition	Mod
Inundation Risk	MH	Salinity Risk	NS
Flood Risk	N	Exposure Factor	Low
Foundation Soundness	Fair	Wind Erodibility	High
Slope Instability	N	Water Erodibility	Mod
Soil Absorption Ability	V Low	Soil Resistance	Mod
Subsoil Water Retention	High	Rain Acceptance	Mod

Source: COA Environmental Report 1992 – AGC Woodward-Clyde Pty Ltd

As a part of the East Gledhow Structure Plan Project a site and land capability assessment was completed for the subject land.

The relevant conclusions and recommendations are:

Conclusions

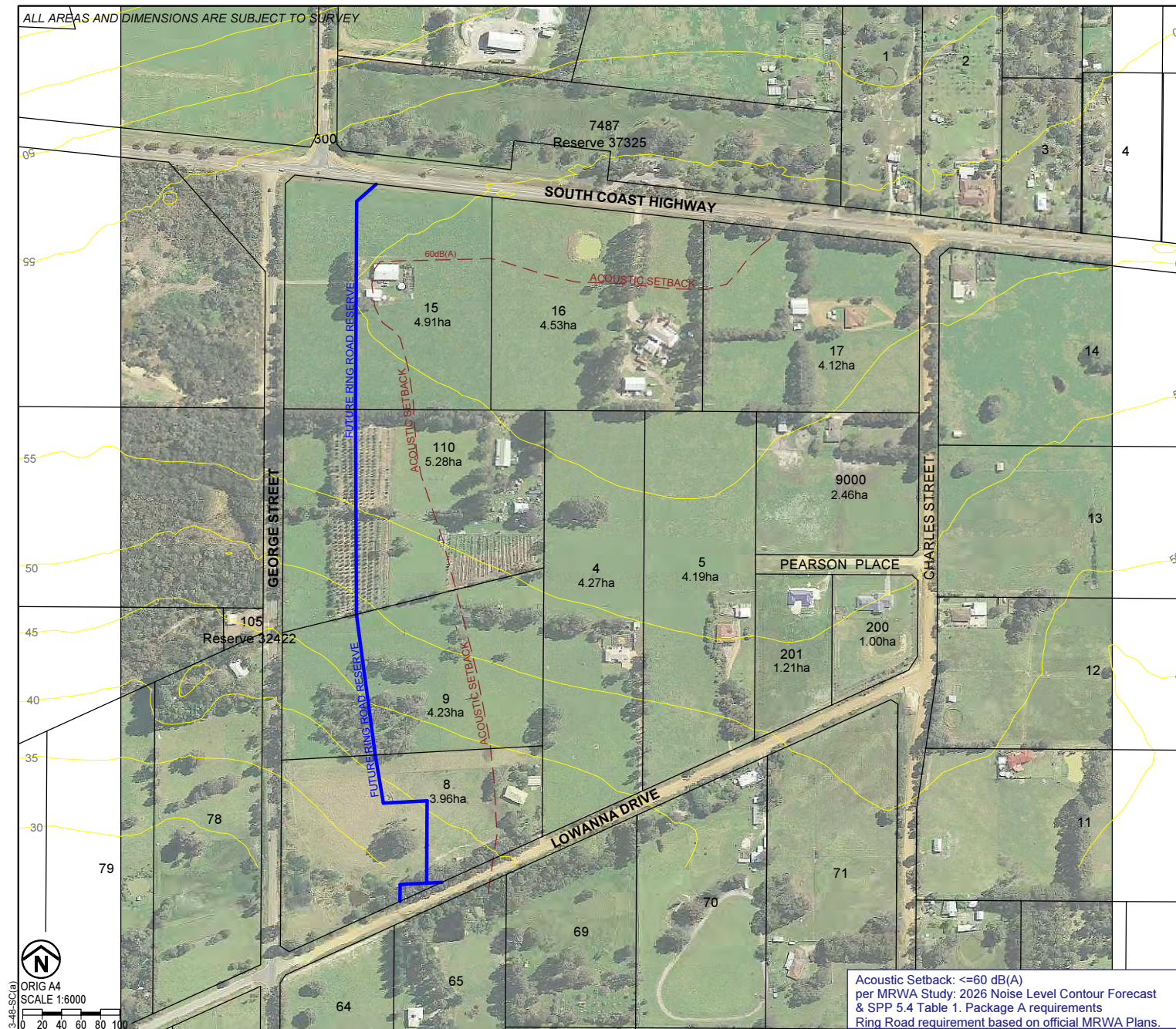
- *The risk of acid sulphate condition occurring on the Development Area is assessed as minimal to nil.*
- *The soils have good foundation stability and inconsistencies can be adequately managed through normal design and construction techniques.*
- *The remnant vegetation on the development area is very scattered with only one main area centres on Lots 10 & 26 in the central part, between Moortown and Balston Roads. Several small remnants occur along Sydney Street. (NB; All these areas are off site).*
- *The soils have inherently high phosphate retention and good ability for nitrogen management.*

Recommendations

- *Consider the use of rainwater tanks.*
- *Require onsite stormwater retention and disposal to soak wells on individual lots.*
- *Do not load water as large point sources behind retaining walls that are based on more clay rich subsoils between 0.5 – 1.0metres depth. It is better to distribute the water loading.*
- *Break the clay enriched subsoil horizon between 0.5 – 1.0 metres deep where soakwells, detention basins or other seepage devices are used, on soils north of Frederick Street.*
- *Use swale drains, shallow detention and infiltration basins that are landscaped into road verges and vegetated or park land wherever possible.*

Source: Landform Research East Gledhow Land Capability and Geotechnical Assessment 2009

SITE CHARACTERISTICS Lowanna Drive & Charles Street Gledhow, City of Albany



5. SERVICES AND INFRASTRUCTURE

5.1 Roads

The subject land is currently serviced by George Street which has been constructed to a bitumen standard and runs down the western boundary; South Coast Highway, also to a bitumen standard along the northern boundary. In addition, Lowanna Drive and Charles Street run along the southern and eastern boundaries and are constructed to an all-weather gravel standard. The existing pocket of rural residential development on the corner of Lowanna Drive and Charles Street has a short cul de sac which runs off Charles Street and has been developed to an all-weather gravel standard.

In terms of access to the proposed development, the main constraint relates to the proposal to construct a regional 'ring road' which will run north and south through the area, immediately east of George Street. Preliminary land requirements to accommodate the ring road provided by the Main Roads WA (MRWA) indicate that between 73.6 to 105 metres of land will need to be acquired from properties abutting George Street. Additional land will also be required in the vicinity of George Street/ Lowanna Drive intersection.

Acoustic noise levels have also been prepared based on forecast long term road usage. This will require proposed housing to be additionally set back. Refer to plan showing the land requirements and acoustic setback.

The acoustic setback is drawn from MRWA modelling and ensures dwellings can be readily developed within the State Planning Policy 5.4 Noise Limit of 60dB(A) via the application of standard Deemed to Comply Package A requirements (reproduced below).

Area type	Orientation	Package A measures
Indoors		
Bedrooms	Facing road/rail corridor	<ul style="list-style-type: none"> • 6 mm laminated glazing • Casement or awning windows • No external doors • Closed eaves • No vents to outside walls/eaves • Mechanical ventilation/airconditioning (see 4.5.3)
	Side-on to corridor	<ul style="list-style-type: none"> • 6 mm laminated glazing • Closed eaves • Mechanical ventilation/airconditioning
	Away from corridor	No requirements
Living and work areas ⁵	Facing corridor	<ul style="list-style-type: none"> • 6 mm laminated glazing • Casement or awning windows • 35 mm (minimum) solid core external doors with acoustic seals⁶ • Sliding doors must be fitted with acoustic seals • Closed eaves • No vents to outside walls/eaves • Mechanical ventilation/airconditioning
	Side-on to corridor	<ul style="list-style-type: none"> • 6 mm glazing • Closed eaves • Mechanical ventilation/airconditioning
	Away from corridor	No requirements
Other indoor areas	Any	No requirements
Outdoors		
Outdoor living area ⁷	Facing corridor	<ul style="list-style-type: none"> • Minimum 2.0 m high solid fence (e.g. Hardifence, pinelap, or Colorbond) • Picket fences are not acceptable
	Side-on to corridor	
	Away from corridor	No requirements

⁵ These deemed-to-comply guidelines adopt the definitions of indoor spaces used in AS 2107-2000. A comparable description for bedrooms, living and work areas is that defined by the Building Guide of Australia as a "habitable room". The Building Guide of Australia may be referenced if greater clarity is needed. A living or work area can be taken to mean any "habitable room" other than a bedroom. Note that there are no noise insulation requirements for utility areas such as bathrooms. The Building Guide of Australia describes these utility spaces as "non-habitable rooms".

⁶ Glazing panels are acceptable in external doors facing the transport corridor. However these must meet the minimum glazing requirements.

⁷ The Policy requires that at least one outdoor living area be reasonably protected from transport noise. The protected area should meet the minimum space requirements for outdoor living areas, as defined in the Residential Design Codes of Western Australia.

Specific management provision/s will be required within the scheme to ensure these policy measures apply to development on the affected lots.

5.2 Drainage

The site drains to the south and south west. All lots are large enough to permit onsite management of stormwater generated from hard surfaces.

Road drainage is managed via low impact swale drains which also prove effective with the low density rural residential nature of the area.

5.3 Water Services (Potable & Effluent Disposal)

Although reticulated water supplies exist in the Charles Street and Lowanna Drive road reserves, most lots satisfactorily rely on roof runoff and storage for potable supplies. This remains an option for future development.

There is no deep sewer available in the area and there are no plans for extension to the area. Lots rely on onsite treatment units, predominantly conventional septic tanks with alternating leach drains.

5.4 Power & Telecommunications Services

The area is served by a network of existing overhead three and single phase HV distribution lines. Lot connections are in the main overhead, requiring undergrounding at the time of redevelopment.

The area has access to both landline and mobile telecommunications services.

6. OPPORTUNITIES AND CONSTRAINTS

Constraints include:

- Protection of the future ring road alignment for future acquisition.
- Protection of the future ring road acoustic buffer and ensuring development on adjoining lots are adequately set back and positioned so that high amenity outdoor living areas are created.
- The need for internal lot access roads/driveways with no direct access available from George Street. Access control for South Coast Highway.
- The existing fragmented nature of the area with lot sizes that constrain future subdivision options.

Opportunities include:

- Water, power and telecommunications services exist.
- Low density of development both existing and proposed.
- Local roads available to provide for future access. Ability to minimise and control access to South Coast Highway.
- Rural Residential zone and amenity already established in the area and can be readily extended to other lots in the precinct in future planning processes.
- Area is already serviced by local refuse collection services and school bus services.
- The area is within ideal proximities for local and regional services and facilities.
- Gentle slopes across the site and soil qualities couple with the low density of development to allow low impact onsite stormwater management and effluent disposal.

7. DEVELOPMENT PROPOSAL

7.1 Zoning & Lot Size

This proposal will transfer the lots from the General Agriculture zone to the Rural Residential zone. This action allows the adoption of a Subdivision Guide Plan and special provisions that will be used by council to guide the proposed limited subdivision of the land and the development of those few new lots.

Commensurate with Scheme requirements for the Rural Residential zone, the minimum lot size will be 1ha. This allows for a spacious residential environment continuing with the semi rural amenity of the area. It also guarantees sufficient lot are so as to support dwelling development and onsite management of storm and waste water.

7.2 Roads & Servicing

Reticulated water connections can be provided on Charles Street and Lowanna Drive and underground power connections will be required for all new lots.

Lots will need to be provided with constructed road frontage. For lots fronting existing Charles Street and Lowanna Drive this should be by a road contribution made to council at the time of subdivision. In accord with established practice, this contribution should reflect 50% of the cost to council of upgrading the road frontage of the subject lot.

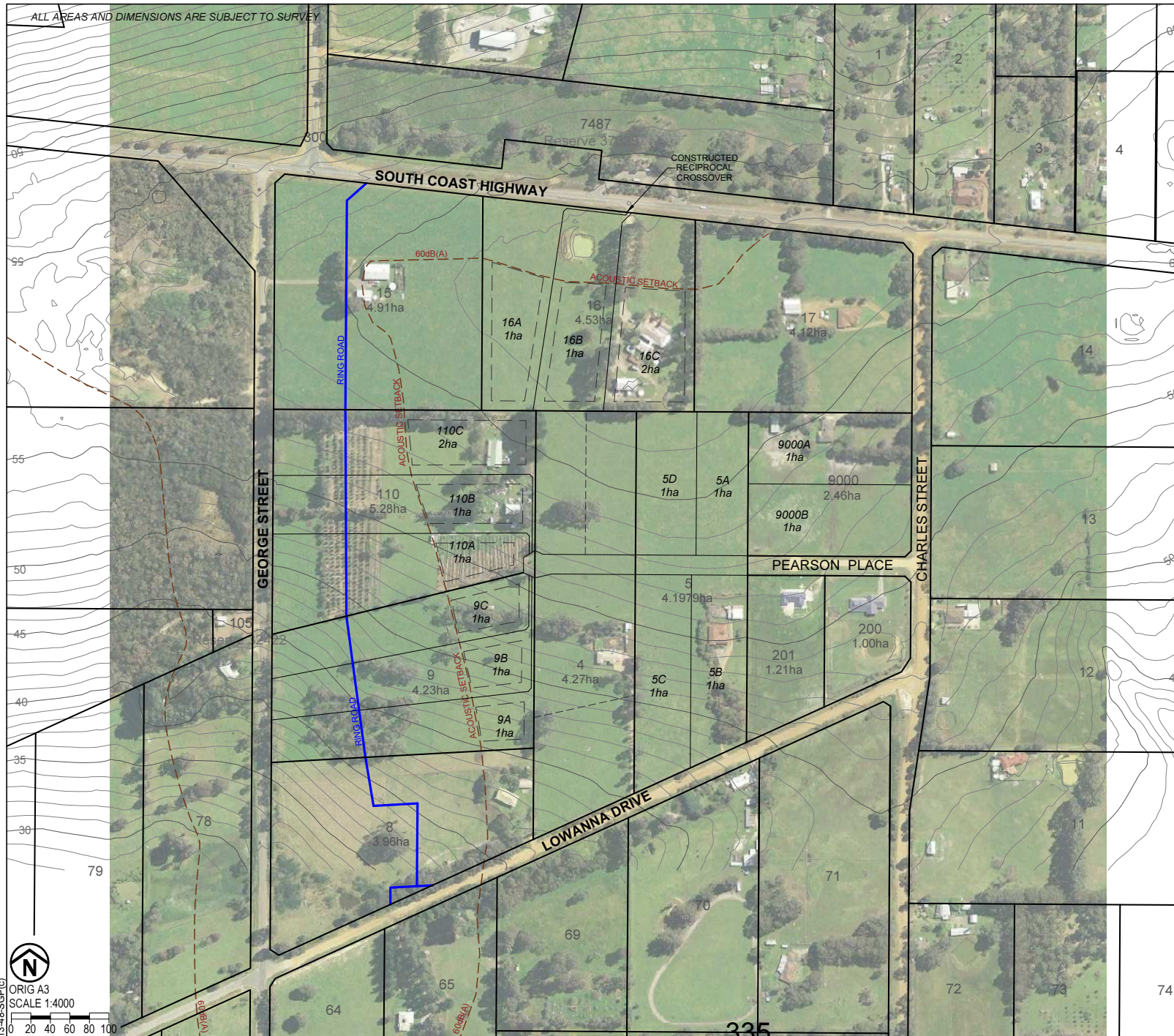
New internal roads will need to be wholly provided and constructed by subdividers at the time of the subdivision of accessing/fronting lots. This can be managed via coordination and agreement between adjoining subdividers or by individual extension and construction. Claims for proportional reimbursement may then be made by the constructing subdivider under s159 of the Planning and Development Act 2005 at the time of adjoining subdivision.

Where adjoining battleaxe legs are shown in the same ownership, reciprocal rights of access should be used so as to allow a single joint use driveway to be constructed.

SUBDIVISION GUIDE PLAN

Lowanna Drive & Charles Street
Gledhow, City of Albany

13-48-SGP(c)



NOTES

1. No dwellings permitted west of.
Acoustic Setback (Ref Provision 6a)
2. Ring Road Reserve to be acquired by MRWA.
3. Access restrictions apply to George Street
and South Coast Highway.
4. Subdivision layout on Lot 4 as a guide only.
5. Access to Lots 16A, B & C via a single
reciprocal crossover. Alternative access to the
highway is not permitted

LEGEND

- Existing Lot Boundaries
- Proposed Lot Boundaries
- Possible Future Lot Boundaries
- Dwelling Envelopes

ADOPTED BY RESOLUTION OF THE COUNCIL OF THE

OF

AT THE COUNCIL MEETING

ON THE DAY OF

CHIEF EXECUTIVE OFFICER

AYTON BAESJOU
PLANNING

11 Duke Street
Albany WA 6330
Ph 9842 2304 Fax 9842 8494

7.3 Future Ring Road

Regarding the future Ring Road and its impacts/requirements, the Subdivision Guide Plan and Special Provisions provide the following:

- Identification of the future Ring Road reserve for future acquisition when deemed necessary.
- Protection of the ring road setback and the acoustic setback as a residential development exclusion area and further protection of the lot and residential amenity by the application of established site layout policy.

7.4 Fire Safety

The area is extensively cleared managed pasture and as a result has low hazard and risk levels. This couples with the future provision of street fire hydrants on extended water mains to ensure no special fire safety measures are necessary.

Council will continue to apply the general fire safety requirements of the Scheme and the annual notice, which includes requirements for:

- Property boundary firebreaks.
- Internal firebreaks around individual hazards (i.e. fuel/fodder storage).
- General site management - low fuel loadings.
- Installation and maintenance of 20m wide building protection zone/s.

7.5 Rural Residential Zone 22

The scheme already includes Rural Residential Zone 22 in the locality. This zone has provisions requiring a Subdivision Guide Plan and other general rural residential subdivision and development control mechanisms such as lot size control, general setback requirements, permissible land uses and site activities, building envelope requirements. These are all sufficient to cover the proposed development.

As a result and to avoid the need to create another zone area within the Scheme, it is proposed to include the land within Rural Residential Zone 22. Along with the additional Subdivision Guide Plan it will only be necessary to include some additional provision/s relating to protection of the ring road reserve and its acoustic setback.

8. CONCLUSION

The amendment/rezoning proposal is a simple one providing for a small number of low density rural residential lots to be developed to provide for a form of subdivision and development already established and popular in the locality. This is achieved whilst maintaining consistency with the Albany Local Planning Strategy and while providing for the protection of the future ring road and site sensitive development generally.

As a result, the proposal has clear merit and accords with principals of orderly and proper planning.

PLANNING AND DEVELOPMENT ACT 2005

CITY OF ALBANY

LOCAL PLANNING SCHEME No. 1

AMENDMENT No. 9

The City of Albany under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

- i. Rezoning Lot 5 Lowanna Drive, Lots 9 & 110 George Street and Lot 16 South Coast Highway, Gledhow from the 'General Agriculture' zone to the 'Rural Residential' zone.*
- ii. Including Lots Lot 5 Lowanna Drive, Lots 9 & 110 George Street and Lot 16 South Coast Highway, Gledhow within Rural Residential Zone No. 22 of Schedule 14.*
- iii. Including the following special provisions within Schedule 14; Rural Residential Zone No. 22:*
 - 6a. Dwellings on Lots 9 & 110 George Street and Lot 16 South Coast Highway, Gledhow shall be located within the Dwelling Envelope as shown on the Subdivision Guide Plan.*
 - 6b. On Lots 9 & 110 George Street and Lot 16 South Coast Highway, Gledhow the development of dwellings shall meet or exceed Package A Deemed to Comply measures within State Planning Policy 5.5 Implementation Guidelines.*
 - 6c. On Lots 9 & 110 George Street and Lot 16 South Coast Highway, Gledhow all buildings shall be set back a minimum of 20m from the future ring road reserve and South Coast Highway.*
 - 6d. All access to Lots 16a, 16b & 16c is to be via a single constructed crossover.*
- iv. Including the following plan as a Subdivision Guide Plan (13-48-SGP(c)) for Rural Residential Zone No. 22.*
- v. Amending the Scheme accordingly.*

SUBDIVISION
GUIDE PLAN

Lowanna Drive & Charles Street
Gledhow, City of Albany

13-48-SGP(c)

NOTES

- 1. No dwellings permitted west of. Acoustic Setback (Ref Provision 6a)
- 2. Ring Road Reserve to be acquired by MRWA.
- 3. Access restrictions apply to George Street and South Coast Highway.
- 4. Subdivision layout on Lot 4 as a guide only.
- 5. Access to Lots 16A, B & C via a single reciprocal crossover. Alternative access to the highway is not permitted

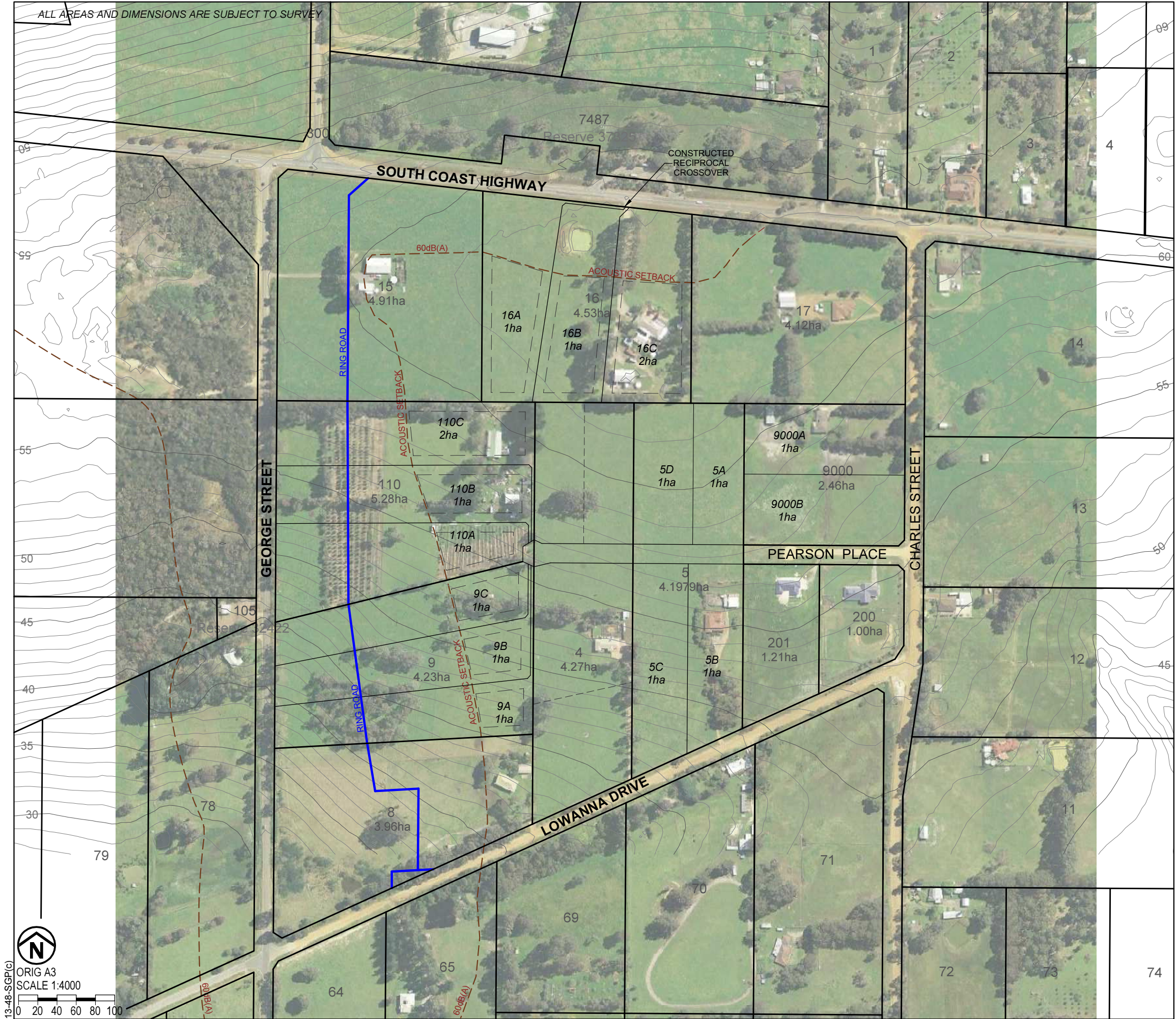
LEGEND

- Existing Lot Boundaries
- Proposed Lot Boundaries
- Possible Future Lot Boundaries
- Dwelling Envelopes

ADOPTED BY RESOLUTION OF THE COUNCIL OF THE _____ OF _____
AT THE _____ COUNCIL MEETING
ON THE _____ DAY OF _____
CHIEF EXECUTIVE OFFICER _____

AYTON BAESJOU
PLANNING



11 Duke Street
Albany WA 6330
Ph 9842 2304 Fax 9842 8494






Existing Zoning

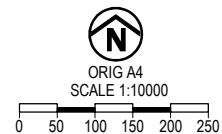


LOCAL SCHEME RESERVES

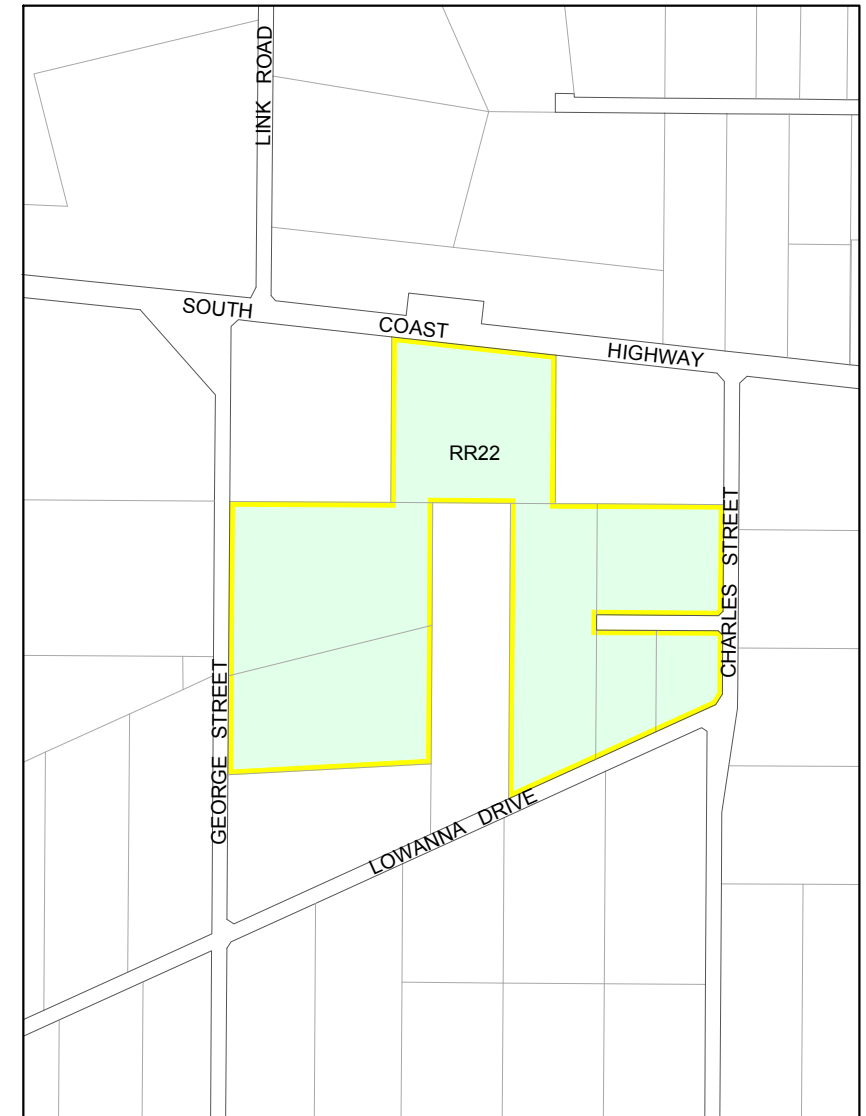
-  Parks & Recreation Reserve
-  Major Road Reserve

ZONES

-  General Agriculture
-  Rural Residential
-  Rural Small Holding



Proposed Zoning



REPORT ITEM PD134 REFERS

ADOPTION

Adopted by resolution of the Council of the City of Albany at the Meeting of the Council held on the _____ day of _____ 20____.

Mayor

Chief Executive Officer

FINAL APPROVAL

Adopted for final approval by resolution of the City of Albany at the Meeting of the Council held on the _____ day of _____ 20_____ and the Common Seal of the City of Albany was hereunto affixed by the authority of a resolution of the Council in the presence of:

Mayor

Chief Executive Officer

Recommended/Submitted for Final Approval

**Delegated Under S.16
of the PD Act 2005**

Date

Final Approval Granted

Minister for Planning

Date

CITY OF ALBANY

REPORT

To : His Worship the Mayor and Councillors

From : Information Officer - Development Services

Subject : Building Activity – May 2016

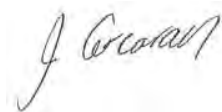
Date : 1 June 2016

1. In May 2016, ninety four (94) building permits were issued for building activity worth \$9,889,104, including three (3) demolition licences.

It is brought to Council's attention that these figures include building licences:
160342: New two Storey Dwelling, Shed & Retaining Walls –
Estimated Value \$ 1,146,186.

160327: Warehouse Units – Estimated Value \$1,100,000.

2. The two (2) attached graphs compare the current City activity with the past five (5) fiscal years. One compares the value of activity, while the other compares the number of dwelling units.
3. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
4. Attached are the details of the permits issued for May, the 11th month of activity in the City of Albany for the financial year 2015/16.



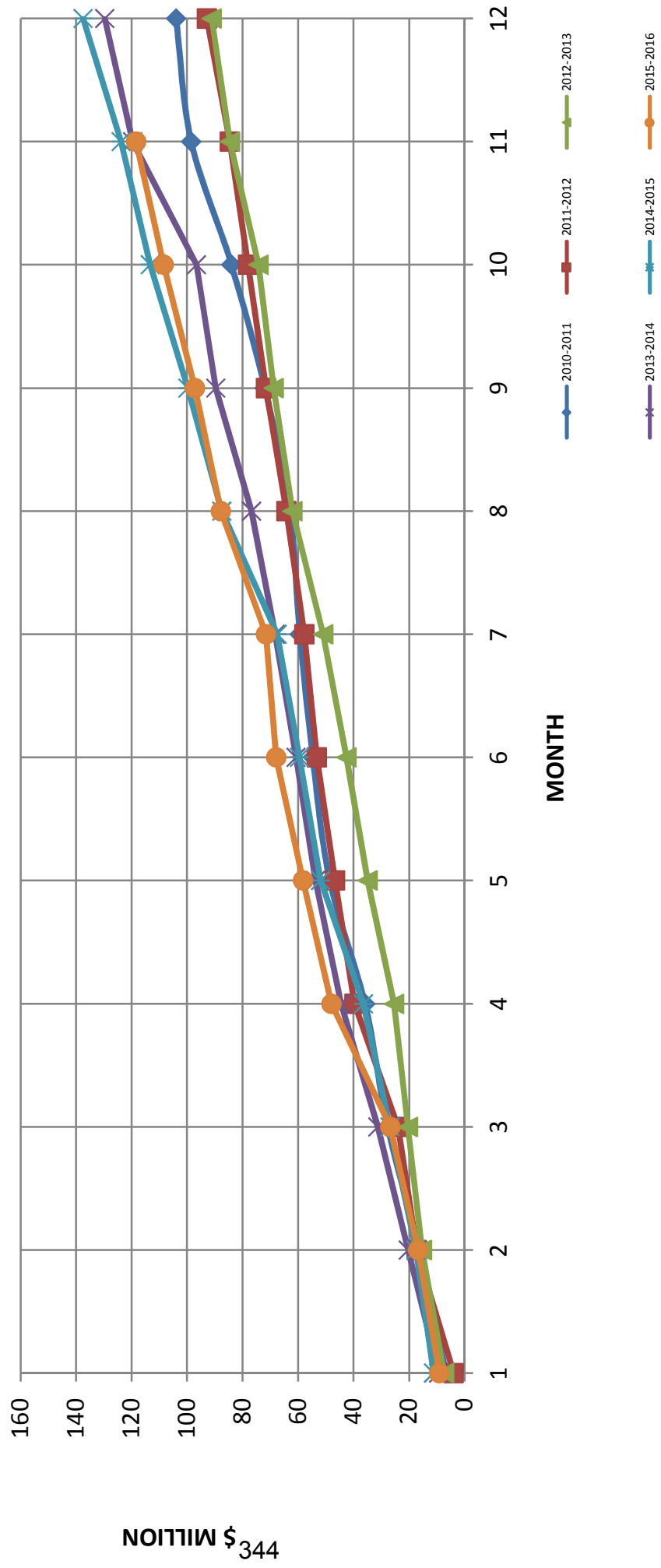
Jasmin Corcoran
Information Officer – Development Services

CITY OF ALBANY

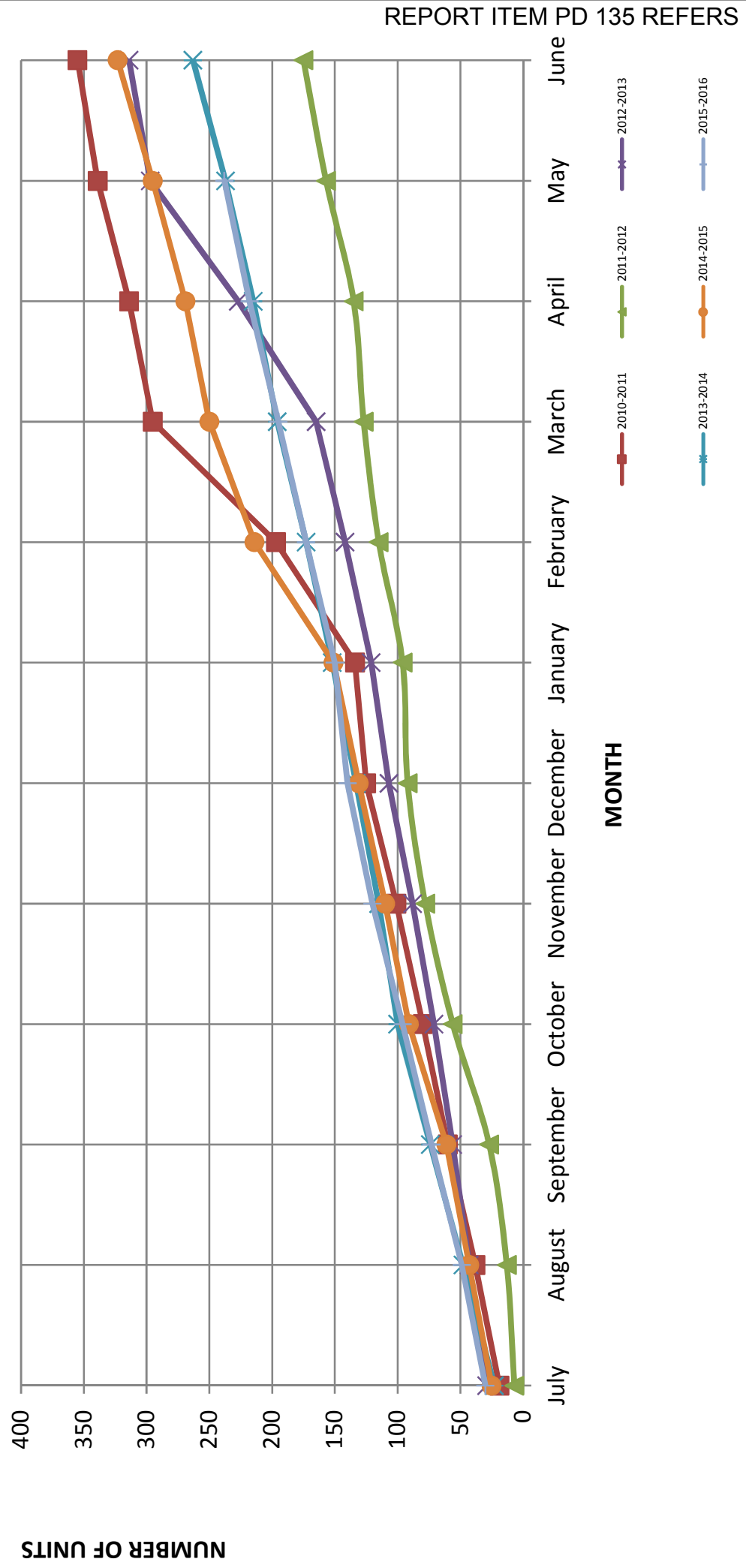
BUILDING CONSTRUCTION STATISTICS FOR 2015 - 2016

2015-2016	SINGLE DWELLING No	\$ Value	GROUP DWELLING No	\$ Value	DOMESTIC/ OUTBUILDINGS No	\$ Value	ADDITIONS/ DWELLINGS No	\$ Value	HOTEL/ MOTEL No	\$ Value	NEW COMMERCIAL No	\$ Value	ADDITIONS/ COMMERCIAL No	\$ Value	OTHER No	\$ Value	TOTAL \$ VALUE
JULY	28	7,117,017	2	225,000	30	16	254,515	32	977,600	1	300,000		1	96,690	13	118,559	9,089,381
AUGUST	17	4,441,634	2	547,778	19	18	350,537	26	1,846,383			1	75,000	258,500	10	157,970	7,677,802
SEPTEMBER	24	7,374,036	2	794,000	26	21	340,781	21	601,808	1	200,000	1	45,650	510,200	14	182,550	10,049,025
OCTOBER	23	6,013,165	0		23	23	379,547	30	572,822	0		2	13,408,604	672,000	6	78,668	21,124,806
NOVEMBER	23	6,208,747	1	288,000	24	14	195,300	27	734,539	0		6	2,721,392	5,000	10	132,050	10,285,028
DECEMBER	17	4,513,970	3	328,131	20	22	472,300	20	1,067,267	1	2,500	7	3,079,300	158,426	6	75,700	9,697,594
JANUARY	10	2,636,883	0		10	8	153,095	12	224,436	0		0		189,755	4	506,371	3,710,540
FEBRUARY	20	6,809,731	3	633,000	23	13	270,480	32	1,076,739	0		2	6,879,205	388,389	8	167,400	16,224,944
MARCH	20	6,793,636	2	63,216	22	8	126,435	30	927,302	0		3	399,638	931,382	9	93,850	9,335,459
APRIL	21	6,652,580	2	523,407	23	21	459,762	31	1,986,644	0	0	4	1,030,000	627,806	5	64,154	11,344,353
MAY	19	7,007,447	1	15,000	20	22	467,800	20	620,341	0	0	4	1,237,500	259,486	14	281,530	9,889,104
JUNE																	
TOTALS TO DATE	222	65,568,846	18	3,417,532	240	186	3,470,552	281	10,635,881	3	502,500	30	28,876,289	4,097,634	99	1,858,802	118,428,036

BUILDING ACTIVITY \$M Value



DWELLING UNITS



BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

Applications determined for May 2016

Application Number	Builder	Description of Application	Street Address	Suburb
160322	ALBANY SIGNS	ILLUMINATED SIGN -	YORK STREET	ALBANY
160402	PLUNKETT HOMES	UNDER AWNING	MYOLA DRIVE	KALGAN
		AMENDMENT TO		
		ORIGINAL BP160220 -		
	(1903) PTY LTD	ADDITIONAL WINDOW TO		
160333	CREATIVE CHOICE	MASTER	CAMPBELL ROAD	SPENCER PARK
		PARTIAL DEMOLITION/		
		REMOVAL OF ASBESTOS		
	SERVICES	FROM DWELLING AND SH		
160346	BUILDING APPROVAL	BUILDING APPROVAL	WINDSOR ROAD	WELLSTEAD
		CERTIFICATE - CARPORT		
	CERTIFICATE	EXTENSION & SEMI ENC		
160399	OUTDOOR WORLD	PATIO - UNCERTIFIED	SERPENTINE ROAD	MOUNT
	ALBANY			MELVILLE
160341	AUSCAN	CARPORT - UNCERTIFIED	ARDROSS CRESCENT	COLLINGWOOD
	CONSTRUCTION			PARK
160373	CERTIFICATE OF	CERTIFICATE OF DESIGN		
		COMPLIANCE - 26		
	DESIGN COMPLIANCE	STATION STREET MARBLE		
160296	MATSON	PATIO - UNCERTIFIED	WATERS ROAD	BAYONET HEAD
	FABRICATIONS			
160340	AUSCAN	PATIO - UNCERTIFIED	GERDES WAY	MCKAIL
	CONSTRUCTION			
160382	JOHN MITCHELL	ALTERATION/ADDITIONS	FLINDERS PARADE	MIDDLETON
		OF EXISTING LOOKOUT -		
		CERTIFIED		BEACH
160348	MATSON	PATIO - UNCERTIFIED	CATALINA ROAD	LANGE
	FABRICATIONS			
160350	MATSON	SHED - UNCERTIFIED	BAGNALL PARKWAY	LANGE
	FABRICATIONS			
160404	OWNER BUILDER	PATIO - UNCERTIFIED	ROCKY CROSSING ROAD	WARRENUP
160355	DUNKELD	PATIO - UNCERTIFIED	BON ACCORD ROAD	LOWER KING
	CONSTRUCTION PTY			
	LTD			
160394	COLIN BRINHAM	RETAINING WALLS -	BARDLEY ROAD	SPENCER PARK
	FENCING & RETAINING			
	WALLS	UNCERTIFIED		
160176	WILDWOOD BUILDING	SHED - UNCERTIFIED	MIRAMAR ROAD	MIRA MAR
	COMPANY PTY LTD			
160398	TURPS STEEL	PATIO - UNCERTIFIED	GOLF LINKS ROAD	MIDDLETON
	FABRICATIONS			BEACH
160329	METROOF ALBANY	GARAGE - UNCERTIFIED	GLADVILLE ROAD	MCKAIL
160411	OWNER BUILDER	110116 LTR RAINWATER	TROTTER GROVE	ROBINSON
		TANK		
160325	MCB CONSTRUCTION	SHED - UNCERTIFIED	GODDARD WAY	MCKAIL
	PTY LTD			
160392	OWNER BUILDER	SHED - UNCERTIFIED	SOUTH COAST HIGHWAY	KALGAN
160343	RETAINING AND	RETAINING WALL -	ULSTER ROAD	YAKAMIA
	PAVING WORLD	UNCERTIFIED		

Application Number	Builder	Description of Application	Street Address	Suburb
160347	MATSON	SHED - UNCERTIFIED	HART VIEW	KING RIVER
160374	FABRICATIONS CERTIFICATE OF	CERTIFICATE DESIGN COMPLIANCE - 2 CONTEST STREET		
160358	DESIGN COMPLIANCE RANBUILD GREAT	GARAGE - UNCERTIFIED	COCKBURN ROAD	MIRA MAR
160395	SOUTHERN ALBANY ALLWAY	RE-ROOF - UNCERTIFIED	TANGOVE ROAD	SPENCER PARK
160397	ROOFING PTY LTD TURPS STEEL	PATIO - UNCERTIFIED	TULSTER ROAD	COLLINGWOOD
160401	FABRICATIONS CHARLES WALMSLEY	RELOCATED DOMESTIC	ROBINSON ROAD	HEIGHTS ROBINSON
160408	SHED - UNCERTIFIED WA COUNTRY	RETAINING WALLS - UNCERTIFIED	BURGOYNE ROAD	ALBANY
160344	BUILDERS PTY LTD OWNER BUILDER	RETAINING WALL - UNCERTIFIED	MOUNT BOYLE ROAD	KALGAN
160335	OWNER BUILDER	ANCILLARY ACCOMMODATION - UNCERTIFIED	WALFORD ROAD	KALGAN
160376	OWNER BUILDER	SHED & PATIO - UNCERTIFIED	WINDLASS LANE	BAYONET HEAD
160421	NIELSEN KAJ & EVELYN	RE-ROOF FROM TILES TO	GARDEN STREET	MIDDLETON
160363	MARGARET PATRICIA RANBUILD GREAT	IRON - UNCERTIFIED SHED - UNCERTIFIED	OSPREY HEIGHTS	BEACH KALGAN
160365	SOUTHERN DOWNRITE	DEMOLITON HOUSE &	HUNTER STREET	EMU POINT
160349	DEMOLITION MATSON	SHED - UNCERTIFIED GARAGE - UNCERTIFIED	HENRY STREET	MILPARA
160380	FABRICATIONS ALBANY	SHED - UNCERTIFIED	FRENCHMAN BAY ROAD	ROBINSON
130171	CONSTRUCTION & FRANCESCO CUSCUNA	SHOP FITOUT - SHOP 12 - CERTIFIED	LOWER KING ROAD	BAYONET HEAD
160291	ADAM DONALD SISMAN	ALTERATIONS/ADDITIONS (KITCHEN & EN-SUITE) - UNCERTIFIED	FRENCHMAN BAY ROAD	ROBINSON
160287	K WORT	MACHINERY SHED - UNCERTIFIED	THOMPSON ROAD	LOWLANDS
160370	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	LOWANNA DRIVE	MARBELUP
160390	OWNER BUILDER	SHED - UNCERTIFIED	LAITHWOOD CIRCUIT	MARBELUP
160403	OWNER BUILDER	DOUBLE BRICK FREE STANDING GARAGE - UNCERTIFIED	ALFRED STREET	MCKAIL
160416	TURPS STEEL FABRICATIONS	SHED - UNCERTIFIED	FRENCHMAN BAY ROAD	ROBINSON
160407	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	LOWANNA DRIVE	MARBELUP
160354	DUNKELD CONSTRUCTION PTY LTD	SHED - UNCERTIFIED	LAKE SEPPINGS DRIVE	MIRA MAR
160361	JOHN MITCHELL	SINGLE CUBICLE PUBLIC TOILET FACILITY - CERTIFIED	FRENCHMAN BAY ROAD	TORNDIRUP

Application Number	Builder	Description of Application	Street Address	Suburb
160331	TECTONICS CONSTRUCTIONS GROUP PTY LTD	SHED - UNCERTIFIED	MORILLA ROAD	LOWER KING
160383	JOHN MITCHELL	ADDITION OF TIMBER RAMP TO EXISTING LOOKOUT - CERTIFIED	FLINDERS PARADE	MIDDLETON
160381	CERTIFICATE OF	CERTIFICATE OF DESIGN COMPLIANCE - VEHICLE WASHDOWN AREA	ALLERTON STREET	BEACH ROBINSON
160415	KOSTERS STEEL CONSTRUCTION PTY LTD	WASHDOWN AREA - CERTIFIED	ALLERTON STREET	ROBINSON
160345	NORMAN WALLIS	SHED - UNCERTIFIED	MOUNT BOYLE ROAD	KALGAN
160371	KOSTER'S OUTDOOR PTY LTD	NEW DOMESTIC SHED - UNCERTIFIED	COOPER WAY	YAKAMIA
160304	KEIRON BENSON	RETAINING WALLS VEHICLE CROSSOVERS & SITE WORKS - UNCERTIFIED	MORLEY PLACE	MIDDLETON
160336	RYDE BUILDING COMPANY PTY LTD	SHED - UNCERTIFIED	MEAD ROAD	BEACH KALGAN
160368	MCB CONSTRUCTION PTY LTD	ADDITION - ROOF OVER EXISTING BALCONY - UNCERTIFIED	HANSON STREET	MIRA MAR
160388	ALEXANDER HUMBLE	SHED - CERTIFIED	DOWN ROAD	DROME
160324	BAROVEN PTY LTD	COMPLETION OF RELOCATED TRANSPORTABLE OFFICE	ALBANY HIGHWAY	DROME
160359	DUNKELD CONSTRUCTION PTY LTD	SHED - UNCERTIFIED	ALBANY HIGHWAY	REDMOND
160393	JOHN BOCCAMAZZO	ALTERATIONS TO EXISTING SINGLE STOREY RESIDENTIAL DWELLING (R)	ROBERT STREET	MOUNT
160410	BLUE WATER TANKS	3 X WATER TANKS - CERTIFIED	CAPE RICKE ROAD	CLARENCE METTLER
160268	ANTHONY ROY & DEBRA ANN DOCKING	RELOCATED PARK HOME TO BE USED AS CARETAKERS RESIDENCE	FRENCHMAN BAY ROAD	BIG GROVE
160369	WREN (WA) PTY LTD	RE-ROOF OF EMU POINT BOWLING CLUB - CERTIFIED	BIRSS STREET	EMU POINT
160366	ALEXANDER HUMBLE	ELECTRICAL STORE AND TWO SWITCH ROOMS	DOWN ROAD	DROME
160249	RYDE BUILDING COMPANY PTY LTD	ALTERATIONS TO EXISTING SHOP - CONVERT TO CHILDRENS PLAY CEN	CHESTER PASS ROAD	LANGE
160360	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	GREYHOUND CIRCLE	GLEDDHOW
160332	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	GRESHAM TERRACE	BAYONET HEAD
160337	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	O'CONNELL STREET	LITTLE GROVE
160357	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	MINOR ROAD	ORANA

Application Number	Builder	Description of Application	Street Address	Suburb
160385	KDS BUILDING SERVICES PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING - CERTIFIED	WALFORD ROAD	KALGAN
160362	PLUNKETT HOMES (1903) PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED	GALLE STREET	YAKAMIA
160316	SHANE COLE ANTHONY ORZEL	NEW DWELLING - UNCERTIFIED	ALFRED STREET	MCKAIL
160314	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	LINK ROAD	MCKAIL
160375	WAUTERS ENTERPRISES PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED	BAGNALL PARKWAY	LANGE
160315	WREN (WA) PTY LTD	DWELLING ATTACHED GARAGE ALFRESCO DECK & WATER TANK - NEW DWELLING -	AJANA DRIVE	MARBELUP
160326	POCOCK BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	VAUGHAN VISTA	LANGE
160303	J & TW DEKKER PTY LTD	NEW DWELLING - GARAGE & ALFRESCO - UNCERTIFIED	MCWHAE DRIVE	SPENCER PARK
160379	KDS BUILDING SERVICES PTY LTD	NEW DWELLING - CERTIFIED	ETHEREAL DRIVE	MCKAIL
160391	WREN (WA) PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED	AJANA DRIVE	MARBELUP
160387	WA COUNTRY BUILDERS PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING & RAINWATER TANK - UN	MORILLA ROAD	LOWER KING
160334	ANTHONY ROY & DEBRA ANN DOCKING	ALTERATIONS/ADDITIONS TO EXISTING RESIDENCE - UNCERTIFIED	DUKE STREET	ALBANY
160364	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING & SHED - UNCERTIFIED	GREENWOOD DRIVE	WILLYUNG
160351	GREGORY LEEDER	3 STOREY DWELLING GARAGE ALFRESCO DECK & RETAINING WALL - UN	WARBURTON STREET	MIDDLETON
160378	WA COUNTRY BUILDERS PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED	FRENCHMAN BAY ROAD	BEACH MOUNT
160327	BAROVEN PTY LTD	WAREHOUSE UNITS - CONCRETE FLOOR TILT UP CONCRETE WALLS - C	NEWBEY STREET	ELPHINSTONE MILPARA
160342	WA COUNTRY BUILDERS PTY LTD	NEW TWO STOREY DWELLING SHED & RETAINING WALLS - UNCERTIFIED	BURGOYNE ROAD	ALBANY
160338	ALBANY SCAFFOLD HIRE	ERECT SCAFFOLDING	STIRLING TERRACE	ALBANY
160339	ALBANY SCAFFOLD HIRE	ERECT SCAFFOLDING	DUKE STREET	ALBANY
160352	OCCUPANCY PERMIT	OCCUPANCY PERMIT - MENS SHED	SANFORD ROAD	CENTENNIAL PARK

Application Number	Builder	Description of Application	Street Address	Suburb
160353	OCCUPANCY PERMIT	OCCUPANCY PERMIT - STORAGE SHED WAREHOUSE WITH OFFICE	VINE STREET	CENTENNIAL PARK
160356	WARREN BENNET HOMES PTY LTD	FULL DEMOLITION OF DWELLING	AFFLECK ROAD	KALGAN
160405	OCCUPANCY PERMIT	OCCUPANCY PERMIT - 3 X INDUSTRIAL UNITS	PRIOR STREET	CENTENNIAL PARK
160409	OCCUPANCY PERMIT	OCCUPANCY PERMIT - BAYONET HEAD SHOPPING CENTRE - SUPERMARKE	LOWER KING ROAD	BAYONET HEAD

CITY OF ALBANY

REPORT

To : His Worship the Mayor and Councillors

From : Administration Officer - Planning

Subject : Development Application Approvals – May 2016

Date : 1 June 2016

1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of May 2016.
2. Within this period 59 Development applications were determined, of these;
 - 50 Development applications were approved under delegated authority;
 - 1 Development application was approved by Council;
 - 1 Development Application was Compliance Achieved;
 - 1 Development Application was Deferred;
 - 4 Development applications were cancelled; and
 - 2 Development applications were withdrawn.



Kandi Smith
Administration Officer – Planning

<u>DEVELOPMENT APPLICATION APPROVALS ISSUED UNDER DELEGATED AUTHORITY</u>							
Applications determined for May 2016							
Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160101	29/02/2016	Grey Street East	Albany	Single House - Design Codes Assessment	Delegate Approved	10/05/2016	Alex Bott
P2160235	27/04/2016	Burgoyne Road	Albany	Single House - Retaining Wall (Residential Design Codes Assessment)	Delegate Approved	23/05/2016	Jessica Anderson
P2160258	10/05/2016	Princess Royal Drive	Albany	Development - Retaining Walls Pathways Seating and Gardens	Delegate Approved	24/05/2016	Taylor Gunn
P2160260	10/05/2016	Stirling Terrace	Albany	Shop - Thai Massage	Delegate Approved	26/05/2016	Taylor Gunn
P2160261	11/05/2016	Hill Street	Albany	Single House - Earthworks in Excess of 600mm (Retaining Walls)	Delegate Approved	31/05/2016	Alex Bott
P2160256	9/05/2016	Westall Street	Bayonet Head	Single House - Addition Carport (Residential Design Codes Assessment)	Delegate Approved	17/05/2016	Jessica Anderson
P2160110	3/03/2016	Frenchman Bay Road	Big Grove	Use not listed - Caretaker Park Home	Delegate Approved	5/05/2016	Alex Bott
P2160262	13/05/2016	Albany Highway	Centennial Park	Motel - Minor Additions & Alterations	Delegate Approved	24/05/2016	Taylor Gunn
P285339	31/10/2008	Middleton Road	Centennial Park	Consulting Rooms (Dental Surgery)	Cancelled	5/05/2016	Tom Wenbourne
P2160263	16/05/2016	Emu Point Drive	Collingwood Park	Single House - Alterations & Additions (Bedrooms Bathroom Patio & Garage)	Delegate Approved	30/05/2016	Jessica Anderson
P2160225	22/04/2016	Down Road	Drome	Industry - General (Additions - Cellar)	Delegate Approved	4/05/2016	Taylor Gunn
P2160215	20/04/2016	Birss Street	Emu Point	Caravan Park - Additions/Alterations	Delegate Approved	4/05/2016	Taylor Gunn
P2160209	19/04/2016	Carter Street	Gledhow	Single House - Design Codes Assessment	Delegate Approved	27/05/2016	Taylor Gunn
P2160278	24/05/2016	South Coast Highway	Green Range	Community Purpose - Disability Access Ramp Steps Terrace and Walkway	Delegate Approved	31/05/2016	Jessica Anderson
P2160230	26/04/2016	South Coast Highway	Kalgan	Single House - Outbuilding	Delegate Approved	2/05/2016	Jessica Anderson
P2160241	29/04/2016	Osprey Heights	Kalgan	Outbuilding	Delegate Approved	4/05/2016	Adrian Nicoll
P2160250	4/05/2016	Mean Road	Kalgan	Single House - Outbuilding	Delegate Approved	9/05/2016	Jessica Anderson

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160252	5/05/2016	Hunton Road	Kalgan	Single House - Additions & Alterations	Approved	9/05/2016	Alex Bott
P2160233	27/04/2016	Norwood Road	King River	Club Premises - Addition (Outbuilding)	Delegate Approved	4/05/2016	Adrian Nicoll
P2160246	3/05/2016	O'Connell Street	Little Grove	Single House (Design Codes Assessment)	Delegate Approved	5/05/2016	Jessica Anderson
P2160158	23/03/2016	Nanarup Road	Lower King	Single House	Delegate Approved	27/05/2016	Alex Bott
P2150166	30/03/2015	Lower King Road	Lower King	Owner: D & R Wheatcroft	Cancelled	24/05/2016	
P2150228	5/05/2015	Koonwarra Close	Lower King	Single House - Additions (Design Codes Assessment)	Cancelled	24/05/2016	Craig McMurtrie
P2160239	28/04/2016	Thompson Road	Lowlands	Outbuilding (Machinery Shed)	Delegate Approved	2/05/2016	Jessica Anderson
P2160236	28/04/2016	Laithwood Circuit	Marbelup	Outbuilding	Delegate Approved	2/05/2016	Jessica Anderson
P2160247	3/05/2016	Lowanna Drive	Marbelup	Single House - (Outbuilding)	Delegate Approved	5/05/2016	Jessica Anderson
P2160248	3/05/2016	Lowanna Drive	Marbelup	Single House - Outbuilding	Delegate Approved	17/05/2016	Jessica Anderson
P2160242	2/05/2016	Morgan Road	McKail	Ancillary Accommodation and Outbuilding	Delegate Approved	16/05/2016	Jessica Anderson
P2160281	25/05/2016	Cape Riche Road	Mettler	Camping Ground - Public Toilet Upgrade (x 3 Water Tank Stands)	Delegate Approved	31/05/2016	Adrian Nicoll
P2160179	5/04/2016	Morley Place	Middleton Beach	Grouped Dwelling	Delegate Approved	13/05/2016	Alex Bott
P2160175	5/04/2016	Merrifield Street	Milpara	Non-Conforming Use - Place of Worship - Additions (meeting room amenities and parking)	Delegate Approved	5/05/2016	Taylor Gunn
P2160234	27/04/2016	Greenshields Street	Mira Mar	Holiday Accommodation	Delegate Approved	27/05/2016	Taylor Gunn
P2130094	6/03/2013	Middleton Road	Mira Mar	Cultural Use (Mother's Day Concert)	Withdrawn	5/05/2016	Tom Wenbourne
P2150395	30/07/2015	Beauchamp Street	Mira Mar	Use Not Listed - Outdoor Events	Delegate Approved	17/05/2016	Craig McMurtrie
P2150482	16/09/2015	Drew Street	Mira Mar	Single House - Additions and Alterations (Design Codes Assessment)	Delegate Approved	6/05/2016	Taylor Gunn
P2160268	18/05/2016	Munster Avenue	Mount Clarence	Single House - Additions (Carport)	Delegate Approved	26/05/2016	Jessica Anderson
P2160273	23/05/2016	Reserve	Mount Clarence	Development - Footpath	Delegate Approved	25/05/2016	Taylor Gunn
P2150408	5/08/2015	Frenchman Bay Road	Mount Elphinstone	Single House	Delegate Approved	9/05/2016	Alex Bott
P2160142	17/03/2016	Jeffries Street	Mount Melville	Single House - Retaining Wall (Design Codes Assessment)	Delegate Approved	30/05/2016	Adrian Nicoll
P2160026	27/01/2016	Albany Highway	Orana	Change of Use - Function Centre to Shop	Delegate Approved	3/05/2016	Alex Bott
P2160220	21/04/2016	Albany Highway	Orana	Cinema - Additions (Deck)	Delegate Approved	3/05/2016	Jessica Anderson
P2160257	9/05/2016	Brunswick Road	Port Albany	Single House - Addition (Patio)	Delegate Approved	11/05/2016	Taylor Gunn

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160243	2/05/2016	Harding Road	Robinson	Single House - Outbuilding	Delegate Approved	5/05/2016	Jessica Anderson
P2160244	3/05/2016	Rowney Road	Robinson	Single House - Addition (Patio)	Delegate Approved	4/05/2016	Taylor Gunn
P2160275	23/05/2016	Princess Avenue	Robinson	Single House - Outbuilding & Rural Pursuit (1 stable)	Delegate Approved	31/05/2016	Jessica Anderson
P2160232	27/04/2016	Hillman Street	Spencer Park	Single House - Design Codes Assessment	Delegate Approved	23/05/2016	Jessica Anderson
P2160270	20/05/2016	Campbell Road	Spencer Park	Single House - Patio (Residential Design Codes Assessment)	Delegate Approved	23/05/2016	Jessica Anderson
P2160264	17/05/2016	Martins Road	Torndirrup	Extractive - Industry (Lime)	Delegate Approved	26/05/2016	Jessica Anderson
P2160240	29/04/2016	Chester Pass Road	Walmsley	Warehouse and Storage	Delegate Approved	5/05/2016	Jessica Anderson
P2160271	20/05/2016	Catling Close	Warrenup	Single House	Delegate Approved	23/05/2016	Jessica Anderson
P2160276	23/05/2016	Deloraine Drive	Warrenup	Home Occupation - (art craft and woodwork)	Withdrawn	26/05/2016	Adrian Nicoll
P2160216	20/04/2016	Windsor Road	Wellstead	Change of Use - Place of Worship to Dwelling and Temporary Seacontainer	Delegate Approved	10/05/2016	Taylor Gunn
P2160245	3/05/2016	Greenwood Drive	Willyung	Single House & Outbuilding	Delegate Approved	6/05/2016	Alex Bott
P2160266	17/05/2016	Willow Place	Willyung	Single House - Outbuilding	Delegate Approved	26/05/2016	Taylor Gunn
P2160269	18/05/2016	Greenwood Drive	Willyung	Single House - Retaining Wall	Delegate Approved	26/05/2016	Jessica Anderson
P2150155	26/03/2015	Nevile Rise	Willyung	Owner: R Bradley	Cancelled	24/05/2016	
P2160080	19/02/2016	Sydney Street	Yakamia	Educational Establishment	Delegate Approved	10/05/2016	Alex Bott
P2150265	22/05/2015	Ulster Road	Yakamia	Compliance - Unauthorised Home Business	Compliance Achieved	9/05/2016	Tom Wenbourne
P2150053	4/02/2015	Dawson Road	Youngs Siding	Industry - Extractive (Gravel)	Deferred	30/05/2016	Jessica Anderson

City of Albany
MONTHLY FINANCIAL REPORT
For the Period Ended 30th April 2016

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Compilation Report

Statement of Financial Activity

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Note 2 Net Current Funding Position

Note 3 Cash and Investments

Note 3A Cash and Investments- Graphical Representation

Note 4 Receivables

Note 5 Capital Acquisitions

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

Report Purpose

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

Overview

No matters of significance are noted.

Statement of Financial Activity by reporting nature or type

Is presented on page 3 and shows a surplus For the Period Ended 30th April 2016 of \$12,854,865.

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

Preparation

Prepared by: S Beech
Reviewed by: D Olde
Date prepared: 17/05/2016

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

	Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues								
Rate Revenue		\$ 32 446 624	\$ 32 556 624	\$ 32 472 898	\$ 32 508 353	\$ 35 455	0.1%	
Grants & Subsidies		2 861 525	2 836 948	2 158 144	2 115 589	(42 555)	(2.0%)	
Contributions, Donations & Reimbursements		503 577	534 577	474 220	645 982	171 762	26.6%	▲
Profit on Asset Disposal		778 817	778 817	684 863	714 616	29 753	4.2%	
Fees and Charges		16 773 408	16 768 318	14 873 098	15 456 586	583 488	3.8%	▲
Interest Earnings		1 067 515	1 117 515	1 019 245	1 034 817	15 572	1.5%	
Other Revenue		367 000	510 196	448 906	428 981	(19 925)	(4.6%)	
Total		54 798 466	55 102 995	52 131 374	52 904 924	738 094		
Operating Expense								
Employee Costs		(24 064 424)	(24 116 400)	(20 014 410)	(19 453 054)	561 356	2.9%	▼
Materials and Contracts		(18 217 273)	(18 648 099)	(13 909 646)	(11 372 300)	2 537 346	22.3%	▼
Utilities Charges		(1 880 911)	(1 880 911)	(1 505 527)	(1 179 214)	326 313	27.7%	▼
Depreciation (Non-Current Assets)		(15 906 098)	(17 913 197)	(14 944 087)	(14 073 722)	870 365	6.2%	▼
Interest Expenses		(1 031 072)	(1 031 072)	(565 168)	(553 534)	11 634	2.1%	
Insurance Expenses		(807 919)	(807 919)	(807 919)	(812 181)	(4 262)	(0.5%)	
Loss on Asset Disposal		(2 801)	(2 801)	0	(169 985)	(169 985)	(100.0%)	▲
Other Expenditure		(2 438 340)	(2 648 540)	(2 058 355)	(1 920 391)	137 964	7.2%	▼
Less Allocated to Infrastructure		864 475	862 475	719 740	1 325 580	605 840	45.7%	▲
Total		(63 484 363)	(66 186 464)	(53 085 372)	(48 208 800)	4 876 572		
Contributions for the Development of Assets								
Grants & Subsidies		20 498 747	21 854 986	10 178 670	7 041 545	(3 137 125)	(44.6%)	▼
Contributions, Donations & Reimbursements		613 000	656 333	116 969	394 679	277 710	70.4%	▲
Net Operating Result		12 425 850	11 427 850	9 341 641	12 132 347	2 477 541		
Funding Balance Adjustment								
Add Back Depreciation		15 906 098	17 913 197	14 944 087	14 073 722	(870 365)	(6.2%)	▼
Adjust (Profit)/Loss on Asset Disposal		(776 016)	(776 016)	(684 863)	(544 631)	(140 232)	(25.7%)	▼
Funds Demanded From Operations		27 555 932	28 565 031	23 600 865	25 661 439	2 060 574		
Capital Revenues								
Proceeds from Disposal of Assets		1 528 590	1 528 590	1 182 443	1 039 439	(143 004)	(13.8%)	▼
Total		1 528 590	1 528 590	1 182 443	1 039 439	(143 004)		
Acquisition of Fixed Assets								
Land and Buildings	5	(5 475 609)	(5 783 865)	(2 458 591)	(1 414 584)	1 044 007	73.8%	▼
Plant and Equipment	5	(5 082 613)	(5 105 004)	(3 542 836)	(3 192 335)	350 501	11.0%	▼
Furniture and Equipment	5	(801 493)	(801 493)	(503 264)	(253 432)	249 832	98.6%	▼
Infrastructure Assets - Roads	5	(5 163 717)	(6 342 760)	(5 042 553)	(4 310 985)	731 568	17.0%	▼
Infrastructure Assets - Other	5	(23 044 151)	(23 685 373)	(13 734 447)	(9 515 031)	4 219 416	44.3%	▼
Total		(39 567 583)	(41 718 495)	(25 281 691)	(18 686 366)	6 595 325		
Financing/Borrowing								
Debt Redemption		(1 819 703)	(1 819 703)	(1 039 434)	(1 052 027)	(12 593)	(1.2%)	
Loan Drawn Down		600 000	600 000	(10)	0	10	100.0%	
Total		(1 219 703)	(1 219 703)	(1 039 444)	(1 052 027)	(12 583)		
Demand for Resources		(11 702 764)	(12 844 578)	(1 537 827)	6 962 485	8 500 312		
Restricted Funding Movements								
Opening Funding Surplus(Deficit)		3 149 428	3 183 413	3 183 413	3 183 417	4	0.0%	
Restricted Cash Utilised		2 712 556	2 712 556	2 708 963	2 708 963	0	0.0%	
Transfer to Reserves		(12 688 843)	(12 725 093)	0	0	0		
Transfer from Reserves		18 529 625	19 675 435	0	0	0		
Closing Funding Surplus(Deficit)	2	0	1 731	4 354 549	12 854 865	8 500 316		

REPORT ITEM CSF 243 REFERS

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

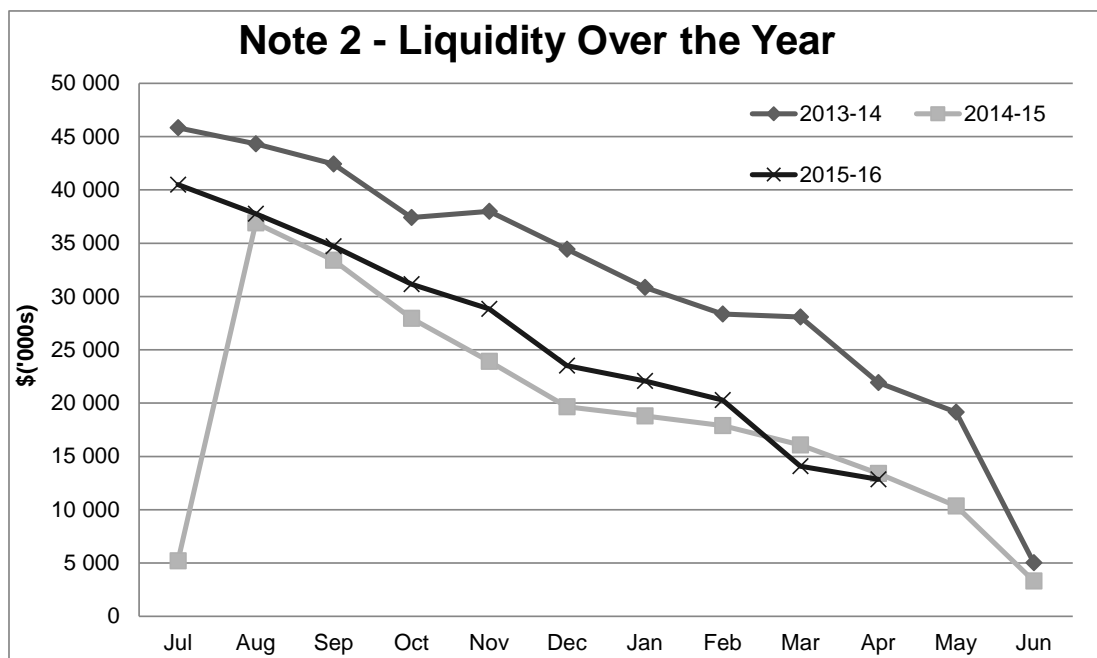
Note 1: EXPLANATION OF MATERIAL VARIANCES IN EXCESS OF \$50,000

	Var.	Var.	Timing/ Permanent	Explanation of Variance
1.1 Operating Revenues	\$			
Rate Revenue	35 455			No material variance.
Grants & Subsidies	(42 555)			No material variance.
Contributions, Donations & Reimbursements	171 762	▲	Timing	\$100k contribution as per renewed Cleanaway contract.
Profit on Asset Disposal	29 753			No material variance.
Fees and Charges	583 488	▲	Timing	Higher than forecasted revenue taken at several business units including NAC and refuse sites.
Interest Earnings	15 572			No material variance.
Other Revenue	(19 925)			No material variance.
1.2 Operating Expense				
Employee Costs	561 356	▼	Timing	Part of the variance due to a number of vacant budgeted positions being filled during the year or yet to be filled. \$250k due to increased employee expenditure on capital projects as reflected in the Less Allocated to Infrastructure variance. No material variances at the end of year are expected.
Materials and Contracts	2 537 346	▼	Timing	A number of projects yet to commence, expected to be closer to budget as projects commence. \$1.3 million committed in purchase orders.
Utilities Charges	326 313	▼	Timing	Timing of receipt of invoices. No material variances at the end of year are expected.
Depreciation (Non-Current Assets)	870 365	▼	Timing	Timing difference due to new acquisitions/projects not yet added to asset register. No material variances at the end of year are expected.
Interest Expenses	11 634			No material variance.
Insurance Expenses	(4 262)			No material variance.
Loss on Asset Disposal	(169 985)	▲	Permanent	Land sale \$10k, held at higher value based on square meterage - land found to be too narrow to develop, wouldn't meet residential design codes and no reticulated sewer. Only option to sell to adjoining neighbour. Non cash item.
Other Expenditure	137 964	▼	Permanent	Variance due to the actual expenditure for several events occurring under Material and Contracts instead of Other Expenditure.
Less Allocated to Infrastructure	605 840	▲	Timing	Increased allocation of works to capital works.
1.3 Contributions for the Development of Assets				
Grants & Subsidies	(3 137 125)	▼	Timing	Receipt of Centennial Park grants expected to be spread across 15/16 and 16/17 financial years.
Contributions, Donations & Reimbursements	277 710	▲	Timing	DFES contributed asset.
1.4 Funding Balance Adjustment				
Add Back Depreciation	(870 365)	▼	Timing	Timing difference due to new acquisitions/projects not yet added to asset register. No material variances at the end of year are expected.
Adjust (Profit)/Loss on Asset Disposal	(140 232)	▼	Permanent	Land sale \$10k, held at higher value based on square meterage - land found to be too narrow to develop, wouldn't meet residential design codes and no reticulated sewer. Only option to sell to adjoining neighbour. Non cash item.
1.5 Capital Revenues				
Proceeds from Disposal of Assets	(143 004)	▼	Timing	No material variance.
1.6 Acquisition of Fixed Assets				
Land and Buildings	1 044 007	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects.
Plant and Equipment	350 501	▼	Timing	Timing of plant replacement. \$1.2 million committed in purchase orders.
Furniture and Equipment	249 832	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects.
Infrastructure Assets - Roads	731 568	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects. \$650K committed in purchase orders.
Infrastructure Assets - Other	4 219 416	▼	Timing	Majority of this variance is due to Centennial Park project which will be proportionally carried forward to the 16/17 annual budget.
1.7 Financing/Borrowing				
Debt Redemption	(12 593)			No material variance.
Loan Drawn Down	10			No material variance.
1.8 Restricted Funding Movements				
Opening Funding Surplus(Deficit)	4			No material variance.
Restricted Cash Utilised - Loan	0			No material variance.
Transfer to Reserves	0			No material variance.
Transfer from Reserves	0			No material variance.

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

Note 2: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2015-16			
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	10 575 919	13 811 439	13 922 655
Cash Restricted	17 027 563	17 024 771	13 335 715
Receivable - Rates and Rubbish	1 509 882	1 920 327	1 687 267
Receivables - Other	4 920 742	1 674 286	2 506 609
Investments - LG Unit Trust Shares	205 605	205 605	232 551
Accrued Income	122 988	86 491	132 534
Prepaid Expenses	21 895	21 895	9 012
Investment Land	303 950	303 950	359 512
Stock on Hand	869 096	816 988	688 475
	35 557 641	35 865 752	32 874 330
Less: Current Liabilities			
Payables	(2 199 437)	(1 294 448)	(1 660 244)
Income in advance	(56 020)	(67 025)	(38 337)
Provisions	(3 877 935)	(3 874 069)	(3 350 459)
Retentions	(195 171)	(191 576)	(260 441)
	(6 328 563)	(5 427 118)	(5 309 481)
Add Back: Loans	805 700	883 876	642 804
Less: Cash Restricted	(16 670 358)	(16 670 358)	(13 108 475)
Unutilised - Loan	0	0	(1 057 394)
Investment land	(303 950)	(303 950)	(359 512)
Investments - LG Unit Trust Shares	(205 605)	(205 605)	(232 551)
Net Current Funding Position	12 854 865	14 142 597	13 449 721



Comments - Net Current Funding Position

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

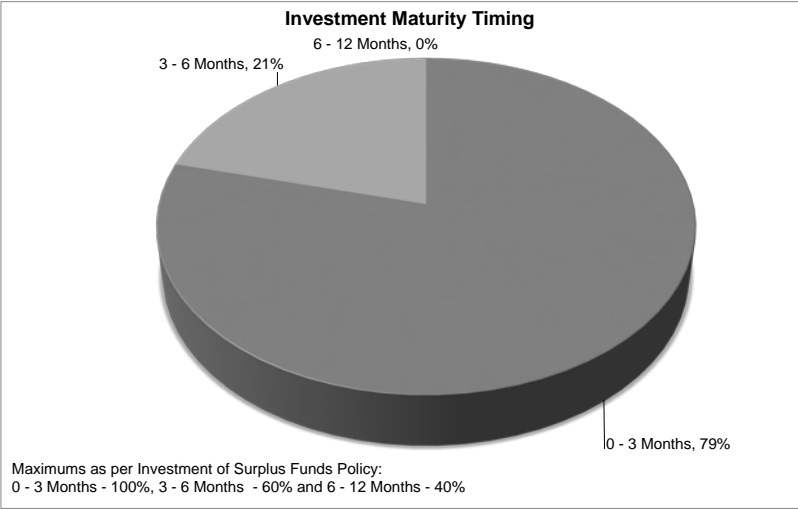
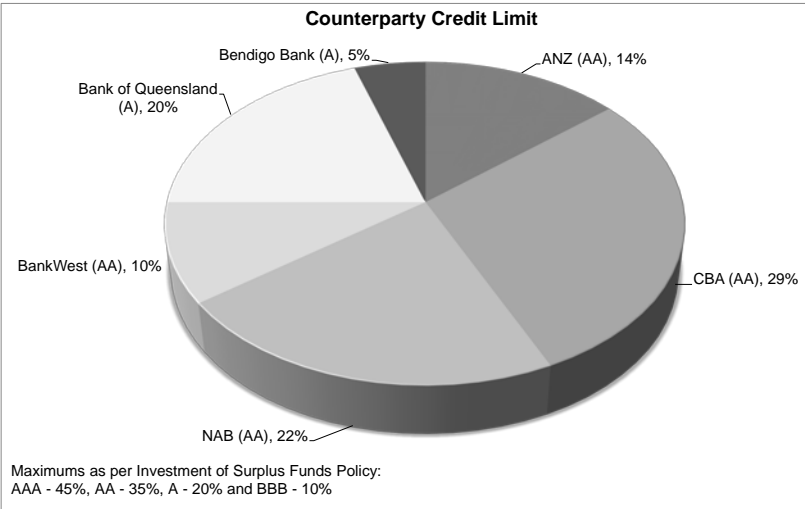
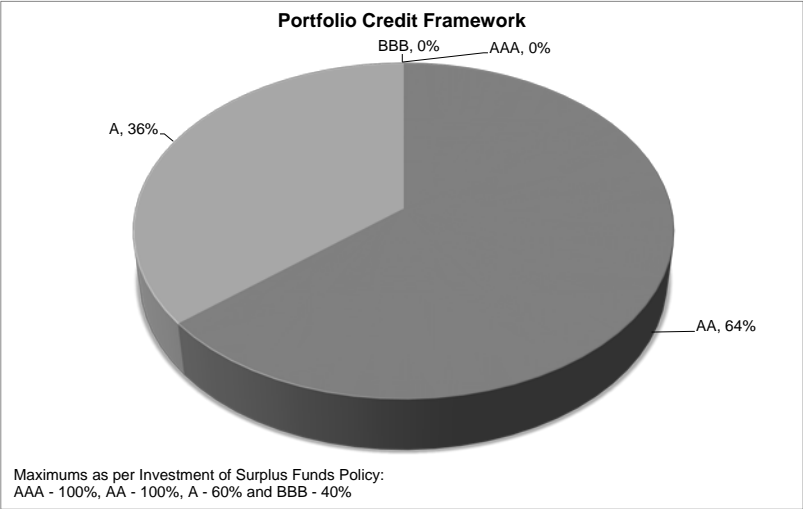
Note 3: CASH INVESTMENTS

Deposit Ref	Institution	Rating	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Expected Interest	Amount Invested (Days)			Comparative rate		Budget v Actual			
								0 - 3 Months	3 - 6 Months	6 - 12 Months	Prior Month Interest Rate	Interest Rate at time of Report	Year to Date Budget	Year to Date Actual	Var.\$	
General Municipal																
B33822504	CBA	AA	08/03/2016	90	2.95%	1 000 000	7 274	1 000 000			2.95%	2.95%				
525332622	NAB	AA	21/03/2016	60	2.80%	1 000 000	4 603	1 000 000			2.80%	2.80%				
526340472	NAB	AA	21/04/2016	32	2.37%	1 000 000	2 078	1 000 000			2.37%	2.37%				
388918	Bank of Queensland	A	23/02/2016	90	2.95%	1 000 000	7 274	1 000 000			2.95%	2.95%				
B33822504	CBA	AA	21/04/2016	32	2.35%	1 000 000	2 060	1 000 000			2.35%	2.35%				
1723357	Bendgio	A	23/02/2016	90	2.35%	1 000 000	5 795	1 000 000			2.35%	2.35%				
						Subtotal	6 000 000	29 083	6 000 000	0	0			540 800	357 680	(183 120)
Restricted																
377463	Bank of Queensland	A	02/12/2015	183	3.00%	2 500 000	37 603	2 500 000			3.00%	3.00%				
44117906	BankWest	AA	02/03/2016	92	2.95%	2 000 000	14 871				2.95%	2.95%				
392423749	NAB	AA	22/02/2016	91	3.00%	2 500 000	18 699		2 000 000		2.95%	2.95%				
973669843	ANZ	AA	01/03/2016	92	2.95%	3 000 000	22 307		2 000 000		2.90%	2.90%				
B33822504	CBA	AA	05/02/2016	90	2.90%	2 000 000	14 301		2 000 000		2.95%	2.95%				
B33822504	CBA	AA	08/03/2016	90	2.95%	2 000 000	14 548	1 000 000			2.95%	2.95%				
388921	Bank of Queensland	A	23/02/2016	90	2.95%	1 000 000	7 274				2.95%	2.95%				
						Subtotal	15 000 000	129 603	12 500 000	2 500 000	0			182 600	364 286	181 686
						Total Funds Invested	21 000 000	158 686	18 500 000	2 500 000	0			723 400	721 966	(1 434)

Comments/Notes - Cash Investments

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

Note 3A: GRAPHICAL REPRESENTATION - CASH INVESTMENTS



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

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

Opening Arrears Previous Years

Rates Levied this year

Refuse Levied

ESL Levied

Other Charges Levied

Less Collections to date

Equals Current Outstanding

Total Rates & Charges Collectable

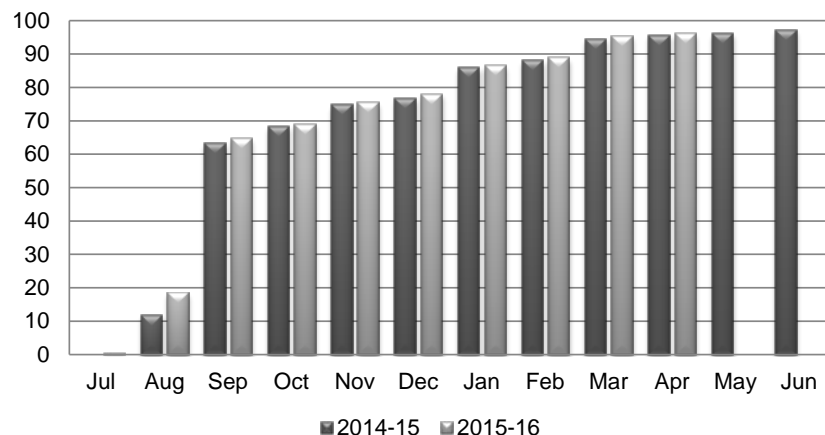
% Collected

Current 2015-16	Previous 2014-15	Total
\$	\$	\$
	1 068 405	1 068 405
32 508 353		32 508 353
5 606 461		5 606 461
2 488 112		2 488 112
401 124		401 124
(39 722 950)	(839 623)	(40 562 573)
1 281 101	228 782	1 509 882
		1 509 882
		96.41%

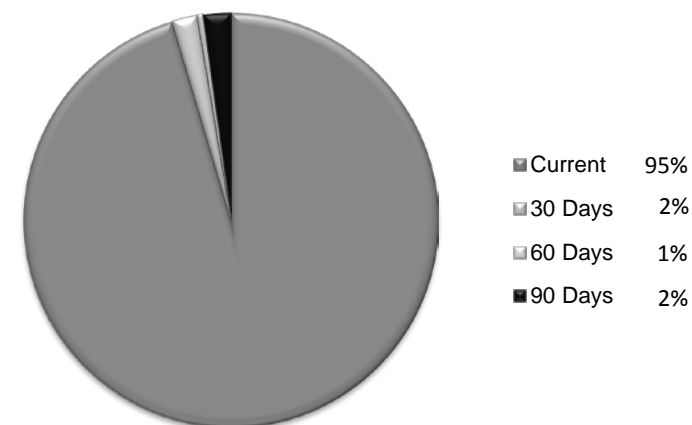
Receivables - General

Current	30 Days	60 Days	90 Days
\$	\$	\$	\$
3 892 644	80 539	20 269	86 039
Total Outstanding			4 079 491

Amounts shown above include GST (where applicable)

Note 4 - Rates & Refuse % Collected

Comments/Notes - Receivables Rates and Refuse

Note 4 - Accounts Receivable (non-rates)

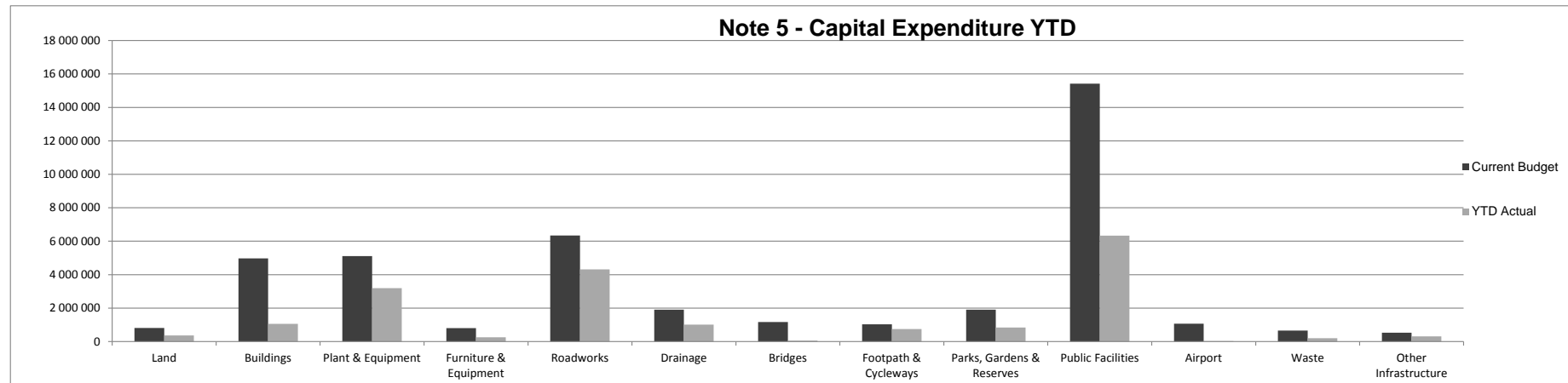
Comments/Notes - Receivables General

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

Note 5: CAPITAL ACQUISITIONS

Contributions Information					Summary Acquisitions					
Grants	Reserves	Borrowing	Restricted	Total		Original Budget	Current Budget	YTD Budget	Actual	Variance
\$	\$	\$		\$		\$			\$	\$
0	0	0	0	0	Property, Plant & Equipment					
2 458 000	595 000	0	0	3 053 000	Land	513 516	809 100	619 100	360 635	(258 465) ▼
0	1 009 485	0	520 000	1 529 485	Buildings	4 962 093	4 974 765	1 839 491	1 053 949	(785 542) ▼
0	268 688	0	0	268 688	Plant & Equipment	5 082 613	5 105 004	3 542 836	3 192 335	(350 501) ▼
					Furniture & Equipment	801 493	801 493	503 264	253 432	(249 832) ▼
					Infrastructure					
3 521 492	272 000	0	0	3 793 492	Roadworks	5 163 717	6 342 760	5 042 553	4 310 985	(731 568) ▼
350 000	0	0	0	350 000	Drainage	1 905 071	1 905 071	1 454 002	1 009 538	(444 464) ▼
1 140 000	26 331	0	0	1 166 331	Bridges	1 166 331	1 166 331	0	58 321	58 321 ▲
246 650	0	0	0	246 650	Footpath & Cycleways	1 031 112	1 031 120	881 281	751 190	(130 091) ▼
497 798	0	0	0	497 798	Parks, Gardens & Reserves	1 636 208	1 908 983	1 597 134	836 588	(760 546) ▼
12 272 807	50 000	600 000	2 192 556	15 115 363	Public Facilities	15 429 039	15 422 214	8 602 097	6 327 027	(2 275 070) ▼
575 000	495 000	0	0	1 070 000	Airport	1 070 000	1 070 000	483 650	22 860	(460 790) ▼
0	581 390	0	0	581 390	Waste	581 390	653 154	288 152	195 731	(92 421) ▼
230 000	0	0	0	230 000	Other Infrastructure	225 000	528 500	428 131	313 775	(114 356) ▼
21 291 747	3 297 894	600 000	2 712 556	27 902 197	Totals	39 567 583	41 718 495	25 281 691	18 686 366	(6 595 325)

Comments - Capital Acquisitions



TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

EFT/CHQ	Date	Name	Description	Amount
EFT107675	28/04/2016	MARBELUP INVESTMENTS PTY LTD	Defect Liability Bond Return	46 594.80
EFT108222	12/05/2016	PAUL & BEVERLEY MANASSAH	Return of Unfinished Works Bond	5 005.00
			Total	\$ 51 599.80

MASTERCARD TRANSACTIONS - APRIL 2016

Date	Payee	Description	Amount
30/03/2016	REGIONAL EXPRESS AIRLINES	Flights - P Nielsen - Albany to Perth Return - State Libraries WA Conference	422.13
04/03/2016	REGIONAL EXPRESS AIRLINES	Flights - C Woods - Albany to Perth Return - Tourism Destination Marketing	442.16
07/04/2016	FRASER SUITES PERTH	Accommodation - C Woods - Tourism Destination Marketing	324.55
08/04/2016	REGIONAL EXPRESS AIRLINES	Flights - M Webster - Perth to Albany Return - Form in Public Event	201.06
13/04/2016	EB GAMES	Material Supplies - National Youth Week	627.95
16/04/2016	QANTAS AIRWAYS	Flights - Brisbane to Perth Return - F Meyer - ALAC Team Leader Recruitment	874.99
18/04/2016	REGIONAL EXPRESS AIRLINES	Flights - Perth to Albany Return - F Meyer - ALAC Team Leader Recruitment	489.55
29/04/2016	REGIONAL EXPRESS AIRLINES	Flights - SE Shaw - Albany to Perth Return - Regional Centres Workshop	464.63
30/03/2016	PEPPERS MANTRA	Accommodation - SE Shaw - Regional Centres Workshop	229.50
03/04/2016	AURUM RESIDENCES - REDCLIFFE	Accommodation - D Putland - Regionalism 2.0	220.00
09/04/2016	QUEST WODONGA - VIC	Accommodation - D Putland - Regionalism 2.0	309.47
25/03/2016	REGIONAL EXPRESS AIRLINES	Flights - V Webster - Citizenship Training	352.27
31/03/2016	COTTESLOE BEACH HOTEL	Accommodation - N Walker - Various Meetings	440.00
01/04/2016	REGIONAL EXPRESS AIRLINES	Flights - M Randall - Various Meetings	487.10
07/04/2016	HILTON PARMELIA	Accommodation - A Sharpe - Various Meetings	222.30
07/04/2016	HILTON PARMELIA	Accommodation - D Wellington - Various Meetings	228.38
25/03/2016	REGIONAL EXPRESS AIRLINES	Flights - JE Gray & M Cole - Albany to Perth Return - IPR Meeting	839.37
25/03/2016	SWIFTYPE.COM	Monthly Website Fee - March to April	333.11
24/04/2016	SWIFTYPE.COM	Monthly Website Fee - April to May	323.17
09/04/2016	QUEST WODONGA - VIC	Accommodation - D Wellington - Regionalism 2.0	356.30
VARIOUS	SUNDRY < \$ 200.00		2 955.39
Total			\$ 11 143.38

PAYROLL 16/04/2016 - 15/05/2016

Date	Description	Amount
21/04/2016	COA - Salaries	\$ 2 896.11
21/04/2016	COA - Salaries	\$ 347.46
28/04/2016	COA - Salaries	\$ 585 353.92
02/05/2016	COA - Salaries	\$ 1 432.80
12/05/2015	COA - Salaries	\$ 630 357.14
Total		\$ 1 220 387.43

REPORT ITEM CSF 244 REFERS

Chq	Date	Name	Description	REPORT ITEM CSF 244 REFERS	Amount
31125	21/04/2016	LETS PLAY	Niki Buchan Workshop		220.00
31126	21/04/2016	WA GENEALOGICAL SOCIETY INC	Annual Subscription 2016/2017		90.00
31127	21/04/2016	HIGHWAY WRECKERS	Towing Services		132.00
31128	21/04/2016	MANYPEAKS GENERAL STORE	Diesel Fuel Purchases		91.60
31129	21/04/2016	PETTY CASH - ALBANY AQUATIC AND LEISURE CENTRE	Petty Cash Reimbursement		162.45
31130	21/04/2016	PORTNER PRESS PTY LTD	Employment Law Update		97.00
31131	21/04/2016	COMMISSIONER OF STATE REVENUE	Rates Refund For Assessment		101.06
31132	21/04/2016	TELSTRA CORPORATION LIMITED	Telephone Charges		19 710.52
31133	21/04/2016	WATER CORPORATION	Water Charges		2 267.69
31134	28/04/2016	P & B KERR	Crossover Subsidy		155.60
31135	28/04/2016	T & S KNUIMAN	Crossover Subsidy		229.22
31136	28/04/2016	J BELLANGER	Development Application Refund		147.00
31137	28/04/2016	WOLTERS KLUWER	FBT Compliance Guide 2016		105.00
31138	28/04/2016	POPOCK BUILDING COMPANY PTY LTD	Development Application Refund		877.06
31139	28/04/2016	DEPARTMENT OF TRANSPORT	Jetty Renewal Fee Jetty		76.30
31140	28/04/2016	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges		93.00
31141	28/04/2016	PORTNER PRESS PTY LTD	Health & Safety 2016 Update		693.00
31142	28/04/2016	SUSAN CAROL ANGIN	Art Tutoring		900.00
31143	28/04/2016	TARGET AUSTRALIA PTY LTD	Material Supply - Literature		51.50
31144	28/04/2016	WATER CORPORATION	Water Charges		4 981.23
31149	05/05/2016	I TWENTYMAN	Refund		103.60
31151	05/05/2016	S REITSMA	Crossover Subsidy		255.73
31152	05/05/2016	S MORGAN	Crossover Subsidy		57.95
31153	05/05/2016	DEPARTMENT OF TRANSPORT	Amazing Albany Number Plates		200.00
31154	05/05/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration		565.50
31155	05/05/2016	PETTY CASH - ALBANY PUBLIC LIBRARY	Petty Cash April 2016		390.10
31156	05/05/2016	TELSTRA CORPORATION LIMITED	Telephone Charges		14 284.58
31157	05/05/2016	VODAFONE PTY LTD	Telecommunications Charges		146.97
31158	05/05/2016	WATER CORPORATION	Water Charges		2 465.89
31162	12/05/2016	C LIRON	Crossover Subsidy		158.55
31163	12/05/2016	B & P MANASSAH	Crossover Subsidy		417.69
31164	12/05/2016	NULLAKAI VETERINARY SERVICES	Veterinary Services		240.00
31169	12/05/2016	COMMISSIONER OF POLICE	Return of Unspent Grant Funds		898.00
31170	12/05/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration		52.80
31171	12/05/2016	TELSTRA CORPORATION LIMITED	Telephone Charges		189.62
31172	12/05/2016	WATER CORPORATION	Water Charges		320.51

TOTALS

51 928.72

EFT	Date	Name	Description	REPORT ITEM CSF 244 REFERENCE	Amount
EFT107518	18/04/2016	WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising		3 277.40
EFT107519	19/04/2016	SELEX SYSTEMS INTERGRATION INC	Material Supply - IT Equipment		686.72
EFT107520	21/04/2016	ABA SECURITY	Security Services		309.14
EFT107521	21/04/2016	AD CONTRACTORS PTY LTD	Material Supply - Emulsion		512.05
EFT107522	21/04/2016	ADVERTISER PRINT	Printing Services		200.00
EFT107523	21/04/2016	ALBANY INDUSTRIAL SERVICES PTY LTD	Heavy Equipment Hire		6 575.80
EFT107524	21/04/2016	ALBANY FARM TREE NURSERY	Material Supply - Trees		748.32
EFT107525	21/04/2016	ALBANY V-BELT AND RUBBER	Plant Maintenance		635.74
EFT107526	21/04/2016	ALBANY POWDER COATERS	Powder Coating Services		1 100.00
EFT107527	21/04/2016	ALBANY REFRIGERATION	HVAC - Repairs & Maintenance		322.06
EFT107528	21/04/2016	ALBANY GOLF CLUB	Community Sports Funding - Albany Golf Club Shed Project		25 000.00
EFT107529	21/04/2016	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Waste Services		535.00
EFT107530	21/04/2016	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies		1 291.70
EFT107531	21/04/2016	ALBANY MILK DISTRIBUTORS	Milk Deliveries		51.98
EFT107532	21/04/2016	ALBANY LEGAL PTY LTD	Professional Services		1 689.47
EFT107533	21/04/2016	ALBANY IRRIGATION & DRILLING	Material Supply - Irrigation Equipment		944.40
EFT107534	21/04/2016	ALBANY RECORDS MANAGEMENT	Material Supply - Archive Boxes		299.12
EFT107535	21/04/2016	ALBANY MATTRESS CLEANING	Cleaning Services		160.00
EFT107536	21/04/2016	ALD FUEL INJECTION SERVICES	Plant Parts/Repairs		2 566.30
EFT107537	21/04/2016	ALEX J ROLPH CONTRACTING	Skate Competition Prizes		669.90
EFT107538	21/04/2016	A TOLEDO	Rates Refund		139.51
EFT107539	21/04/2016	ATC WORK SMART	Casual Staff/Apprentice Fees		25 358.69
EFT107540	21/04/2016	BADGEMATE	Staff Name Badges		107.48
EFT107541	21/04/2016	BAKERS FOOD & FUEL	Material Supply - Food - Prescribed Burn		228.24
EFT107542	21/04/2016	BALL BODY BUILDERS	Material Supply - Concrete Pipe		97 777.66
EFT107543	21/04/2016	BAREFOOT CLOTHING MANUFACTURERS	Uniforms		89.65
EFT107544	21/04/2016	BENNETTS BATTERIES	Material Supply - Oil		1 654.40
EFT107545	21/04/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services		5 556.03
EFT107546	21/04/2016	BEST OFFICE SYSTEMS	Photocopier Charges		2 474.65
EFT107547	21/04/2016	BLACK AND WHITE CONCRETING	Installation - Concrete Cricket Pitch		5 790.00
EFT107548	21/04/2016	BLACKWOODS	Material Supply - Sign		30.27
EFT107549	21/04/2016	ALBANY PA AND LIGHTING (KEVIN BLYTH)	Equipment Hire		177.00
EFT107550	21/04/2016	CATHERINE DEBRA BRAMLEY	Community Leadership Grant 2015/16		350.00
EFT107551	21/04/2016	BENAJMIN JAMES BROWN	Community Leadership Grant 2015/16		350.00
EFT107552	21/04/2016	BUNNINGS GROUP LIMITED	Material Supply - Building Material		173.90
EFT107553	21/04/2016	CAMTRANS ALBANY PTY LTD	Material Supply - Brick Paving		3 158.40
EFT107554	21/04/2016	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Design & Construction Services		54 170.56
EFT107555	21/04/2016	M CASTLEHOW	Rates Refund		274.04
EFT107556	21/04/2016	CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT	Building Estimation Services		495.00
EFT107557	21/04/2016	CLARK TYRES	Supply & Installation of Tyres		760.00
EFT107558	21/04/2016	BIS CLEANAWAY LIMITED	Rubbish Removal Contract		708.84
EFT107559	21/04/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries		439.40
EFT107560	21/04/2016	CONNECTION REALTY	Rates Refund		914.88
EFT107561	21/04/2016	COURIER AUSTRALIA	Freight Charges		554.45
EFT107562	21/04/2016	ALBANY SIGNS	Material Supply - Signs		55.00

EFT107563	21/04/2016 HOLCIM (AUSTRALIA) PTY LTD
EFT107564	21/04/2016 DEFIBTECH
EFT107565	21/04/2016 LANDGATE - PROPERTY & VALUATIONS
EFT107566	21/04/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY
EFT107567	21/04/2016 STEVEN JOHN DOUGHERTY
EFT107568	21/04/2016 DYLAN'S ON THE TERRACE
EFT107569	21/04/2016 DY-MARK (AUST) PTY LTD
EFT107570	21/04/2016 ECOTECH PTY LTD
EFT107571	21/04/2016 EDGE PLANNING & PROPERTY
EFT107572	21/04/2016 ALBANY ENGINEERING COMPANY
EFT107573	21/04/2016 EVERTRANS
EFT107574	21/04/2016 THE FIXUPPERY
EFT107575	21/04/2016 T FLETT
EFT107576	21/04/2016 TAMMIE FLOWER
EFT107577	21/04/2016 SOUTHERN ELECTRICS
EFT107578	21/04/2016 FREMANTLE ARTS CENTRE PRESS
EFT107579	21/04/2016 GALLERY WORKS
EFT107580	21/04/2016 GRANDE FOOD SERVICE
EFT107581	21/04/2016 GREAT SOUTHERN GROUP TRAINING INC
EFT107582	21/04/2016 GREAT SOUTHERN INSTITUTE OF TECHNOLOGY
EFT107583	21/04/2016 GREAT SOUTHERN PEST AND WEED CONTROL
EFT107584	21/04/2016 GSP WORKFORCE
EFT107585	21/04/2016 GREAT SOUTHERN SUPPLIES
EFT107586	21/04/2016 GREEN MAN MEDIA PRODUCTIONS
EFT107587	21/04/2016 KATHY GRIFFITHS
EFT107588	21/04/2016 GSM AUTO ELECTRICAL
EFT107589	21/04/2016 PROTECTOR FIRE SERVICES PTY LTD
EFT107590	21/04/2016 H AND H ARCHITECTS
EFT107591	21/04/2016 ICS GROUP AUTO ELECTRICAL
EFT107592	21/04/2016 INFORMA AUSTRALIA PTY LTD
EFT107593	21/04/2016 STATEWIDE RACKING & STORAGE SOLUTIONS
EFT107594	21/04/2016 ITOMIC WEB SPECIALISTS
EFT107595	21/04/2016 JACK THE CHIPPER
EFT107596	21/04/2016 KESTON TECHNOLOGIES PTY LTD
EFT107597	21/04/2016 KMART ALBANY
EFT107598	21/04/2016 LEASE CHOICE
EFT107599	21/04/2016 LEEP DISPLAYS
EFT107600	21/04/2016 LINCOLN AND GOMM WINES
EFT107601	21/04/2016 DEPARTMENT OF LOCAL GOVERNMENT
EFT107602	21/04/2016 M & B SALES PTY LTD
EFT107603	21/04/2016 BUCHER MUNICIPAL PTY LTD
EFT107604	21/04/2016 MAIN ROADS
EFT107605	21/04/2016 ALBANY CITY MOTORS
EFT107606	21/04/2016 MARSHALL MOWERS
EFT107607	21/04/2016 VICKI MICHELLE MARTIN
EFT107608	21/04/2016 INCH BY INCH HEALTH AND FITNESS
EFT107609	21/04/2016 MARSH ADVERTISING AGENCIES

Material Supply - Concrete Paths	5 969.17
Material Supply - Defibrillator Pad	129.25
Title Searches	4 023.60
Cleaning Supplies	163.00
Equipment Hire	750.00
Catering	875.60
Material Supply - Line Marking Paint	515.33
Monthly Reporting Costs	341.00
Professional Services	4 400.00
Fabrication - Footing for Play Equipment	252.89
Vehicle Repairs/Maintenance	2 204.40
Cleaning Services	256.00
Staff Reimbursements	59.00
Fitness Instruction	495.00
Alarm Call Out	114.82
Merchandise Order - NAC	733.95
Merchandise Order - NAC	585.00
Catering Supplies	195.24
Casual Staff/Apprentice Fees	8 952.44
Course Fees	4 621.88
Pest Control	248.60
Gardening Services	97.50
Cleaning Supplies	695.96
Multimedia Services	2 750.00
Merchandise Order - AVC	378.00
Vehicle Parts/Maintenance	62.46
Material Supply - Hose Fittings	759.00
Professional Services	275.00
Vehicle Repairs/Maintenance	96.25
Material Supply - Literature	264.00
Material Supply - Workbench	997.00
Professional Services - Web Design	24 480.00
Mulching Services	635.25
Professional Services	5 149.38
Staff Recognition Scheme	939.00
Monthly Lease Photocopiers	1 246.83
Material Supply - Signs	955.00
Equipment Hire	200.00
Refund	23 159.40
Material Supply - Timber	499.31
Material Supply - Wire Brush	1 980.00
Rates Refund	417.43
Vehicle Parts	16.08
Gardening Equipment	100.00
Fitness Instruction	360.00
Fitness Instruction	45.00
Advertising	544.50

REPORT ITEM CSF 244 REFERS

EFT107610	21/04/2016 JAMES MCLEAN - SCULPTURAL TIMBER CREATIONS
EFT107611	21/04/2016 ALANA JADE MCLEAN
EFT107612	21/04/2016 MIDALIA STEEL PTY LTD
EFT107613	21/04/2016 B MOODY
EFT107614	21/04/2016 MOSTERT, DJ & H
EFT107615	21/04/2016 NURRUNGA COMMUNICATIONS
EFT107616	21/04/2016 NEVILLES HARDWARE & BUILDING SUPPLIES
EFT107617	21/04/2016 NIKANA CONTRACTING PTY LTD
EFT107618	21/04/2016 NLC PTY LTD
EFT107619	21/04/2016 OCP SALES
EFT107620	21/04/2016 OFFICEWORKS SUPERSTORES PTY LTD
EFT107621	21/04/2016 CHRISTOPHER O'KEEFE
EFT107622	21/04/2016 ORANA CINEMAS ALBANY PTY LTD
EFT107623	21/04/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD
EFT107624	21/04/2016 PERTH SAFETY PRODUCTS PTY LTD
EFT107625	21/04/2016 P I PRODUCTS PTY LTD
EFT107626	21/04/2016 PLASTICS PLUS
EFT107627	21/04/2016 @THE POOLSIDE
EFT107628	21/04/2016 KRISTIE PORTER
EFT107629	21/04/2016 POWERHOUSE ARCHITECTURAL DRAFTING
EFT107630	21/04/2016 C PRAGNELL
EFT107631	21/04/2016 RAMPED TECHNOLOGY
EFT107632	21/04/2016 REECE PTY LTD
EFT107633	21/04/2016 REPLICA MEDALS & RIBBONS PTY LTD
EFT107634	21/04/2016 RICOH
EFT107635	21/04/2016 RISING SIGNS
EFT107636	21/04/2016 ROYALS SAINTS NETBALL CLUB
EFT107637	21/04/2016 SERENA MCLAUCHLAN
EFT107638	21/04/2016 SCRIBE PUBLICATIONS PTY LTD
EFT107639	21/04/2016 SKILL HIRE WA PTY LTD
EFT107640	21/04/2016 SKIPPER TRANSPORT PARTS
EFT107641	21/04/2016 SMITHS ALUMINIUM AND 4WD CENTRE
EFT107642	21/04/2016 SMITH CONSTRUCTIONS ALBANY PTY LTD
EFT107643	21/04/2016 SOUTHERN TOOL & FASTENER CO
EFT107644	21/04/2016 SOUTHCOAST SECURITY SERVICE
EFT107645	21/04/2016 SPUR OF THE MOMENT DESIGN
EFT107646	21/04/2016 STEWART AND HEATON CLOTHING PTY LTD
EFT107647	21/04/2016 STIRLING PRINT
EFT107648	21/04/2016 ST JOHN AMBULANCE ASSOCIATION WA INC
EFT107649	21/04/2016 STORM OFFICE NATIONAL
EFT107650	21/04/2016 SUNNY INDUSTRIAL BRUSHWARE
EFT107651	21/04/2016 ALBANY LOCK SERVICE
EFT107652	21/04/2016 T & C SUPPLIES
EFT107653	21/04/2016 T-QUIP
EFT107654	21/04/2016 CALIBRE CONSULTING (AUST) PTY LTD
EFT107655	21/04/2016 ANDREA LEE TICKELL
EFT107656	21/04/2016 CAROLINE ELLEN TOMPKIN

Additional Bracing Work - Ayres Park Upgrade	1 597.20
Community Leadership Grant 2015/16	350.00
Material Supply - Steel	1 463.00
Refund	123.30
Merchandise Order - AVC	10.00
Radio Installation	719.29
Hardware Supplies	2 815.70
Rubbish Removal	1 562.00
Novated Lease Expenses - April	615.31
Radio Equipment	2 452.97
Printing & Laminating	708.26
Professional Services	1 155.00
Advertising	3 300.00
Road Construction & Widening	118 446.60
Material Supply - Posts	1 643.40
Material Supply - Bin Lift	3 137.52
Material Supply - Gloves	39.60
Refreshments	48.00
Fitness Instruction	315.00
Professional Services	5 940.00
Rates Refund	41.08
Professional Services	12 614.25
Plumbing Supplies	15 933.82
Merchandise Order - NAC	881.18
Photocopier Charges	24 610.38
Signage	891.00
Kidsport Vouchers	3 375.00
Design Services - FORM Ephemeral Seine	1 385.38
Merchandise Order - NAC	535.47
Casual Staff/Apprentice Fees	5 238.46
Vehicle Parts	110.88
Fabrication - Planter Box	1 833.00
Construction Services - CPSP	97 244.43
Hardware Supplies/Tools	28.34
Security Services	158.40
Design Services	6 600.00
Material Supply - Safety Clothing	2 792.48
Printing Services	375.00
First Aid Training	2 805.00
Office Supplies	42.55
Material Supply - Road Sweep Brush	1 714.90
Lock Services	2 357.51
Hardware Supplies/Tools	551.21
Material Supply - Air Filter	182.55
Professional Services	3 300.00
Fitness Instruction	225.00
Fitness Instruction	135.00

REPORT ITEM CSF 244 REFERS

EFT107657	21/04/2016 COMFORT INN ALBANY
EFT107658	21/04/2016 TRUCKLINE
EFT107659	21/04/2016 VOEGELER CREATIONS
EFT107660	21/04/2016 ALBANY & GREAT SOUTHERN WEEKENDER
EFT107661	21/04/2016 NICOLE WEEDEN
EFT107662	21/04/2016 LANDMARK LIMITED
EFT107663	21/04/2016 WESTSHRED DOCUMENT DISPOSAL
EFT107664	21/04/2016 WOOLWORTHS LIMITED
EFT107665	21/04/2016 WOODLANDS DISTRIBUTORS AND AGENCIES
EFT107666	21/04/2016 WORLD MANAGER PTY LTD
EFT107667	21/04/2016 ZENITH LAUNDRY
DD23450.2	21/04/2016 CBUS
DD23457.1	21/04/2016 REST SUPERANNUATION
EFT107668	22/04/2016 G BIDDULPH
EFT107669	22/04/2016 GREAT SOUTHERN SAND & LANDSCAPING SUPPLIES
EFT107670	22/04/2016 LEO ROLPH
EFT107671	22/04/2016 MARIANTHE LOUCATARIS
EFT107672	22/04/2016 MENTAL MEDIA PTY LTD
EFT107673	22/04/2016 SHIRE OF EAST PILBARA
EFT107674	22/04/2016 TECTONICS CONSTRUCTION GROUP PTY LTD
EFT107676	28/04/2016 3D CATERING
EFT107677	28/04/2016 ABA SECURITY
EFT107678	28/04/2016 ACORN TREES AND STUMPS
EFT107679	28/04/2016 AD CONTRACTORS PTY LTD
EFT107680	28/04/2016 D ADELINE
EFT107681	28/04/2016 ADVERTISER PRINT
EFT107682	28/04/2016 ALBANY INDUSTRIAL SERVICES PTY LTD
EFT107683	28/04/2016 OPTEON
EFT107684	28/04/2016 ALBANY V-BELT AND RUBBER
EFT107685	28/04/2016 ALBANY SWEEP CLEAN
EFT107686	28/04/2016 ALBANY STATIONERS
EFT107687	28/04/2016 ALBANY INDOOR PLANT HIRE
EFT107688	28/04/2016 ALBANY CHAMBER OF COMMERCE AND INDUSTRY
EFT107689	28/04/2016 ALBANY GAS CENTRE PTY LTD
EFT107690	28/04/2016 SOUTHERN PORTS AUTHORITY - PORT OF ALBANY
EFT107691	28/04/2016 TRICOAST CIVIL
EFT107692	28/04/2016 ALBANY REFRIGERATION
EFT107693	28/04/2016 ALBANY OFFICE PRODUCTS DEPOT
EFT107694	28/04/2016 ALBANY RECORDS MANAGEMENT
EFT107695	28/04/2016 ALBANY MATTRESS CLEANING
EFT107696	28/04/2016 CICERO MANAGEMENT PTY LTD - ALEX HOTEL
EFT107697	28/04/2016 A CARMICHAEL
EFT107698	28/04/2016 APPRENTICE & TRAINEESHIP COMPANY
EFT107699	28/04/2016 ASHDENE MANUFACTURING PTY LTD
EFT107700	28/04/2016 ATC WORK SMART
EFT107701	28/04/2016 ALBANY AUTOSPARK
EFT107702	28/04/2016 BADGEMATE

Accommodation - In-House Trainor	REPORT ITEM CSF 244 REFERS	161.50
Vehicle Parts		43.49
Merchandise Order - NAC		820.00
Advertising		880.00
Community Leadership Grant 2015/16		350.00
Material Supply - Cleaning Products		1 496.00
Document Disposal		60.50
Groceries		124.20
Material Supply - Cleaning Products		10 995.60
Software Licence Fees		2 640.00
Laundry Services/Hire		51.93
Payroll Deductions		123.41
Superannuation Contributions	-	193.27
Staff Reimbursements		71.00
Road Construction & Widening		32 548.84
Skate Competition Prizes		669.90
Professional Services - Events		2 000.00
Professional Services		5 500.00
Professional Services - Design Certification		300.00
Construction Services - CPSP		292 058.95
Catering		585.00
Security Services		343.36
Power Line Clearance		275.00
Equipment Hire		20 238.05
Staff Reimbursements		131.99
Printing Services		88.00
Equipment Hire		5 183.20
Professional Services		550.00
Vehicle Supplies		233.79
Cleaning Services		2 707.50
Stationery Supplies		40.40
Indoor Plant Hire		1 054.02
Advertising		503.07
Plumbing Services		176.00
Annual Lease - Shark Barrier		11.00
Capital Works Construction		129 632.80
Refrigeration & Air-conditioning Repairs/Maintenance		1 133.00
Stationery Supplies		1 060.20
Storage Services		407.00
Cleaning Services		180.00
Accommodation		405.00
Staff Reimbursements		79.80
Casual Staff/Apprentice Fees		774.18
Merchandise Order - NAC		3 685.13
Casual Staff/Apprentice Fees		933.72
Vehicle Repairs/Parts		63.00
Staff Name Badges		236.50

EFT107703	28/04/2016 BAKERS DELIGHT
EFT107704	28/04/2016 BT EQUIPMENT PTY LTD
EFT107705	28/04/2016 BAREFOOT CLOTHING MANUFACTURERS
EFT107706	28/04/2016 BARKERS TRENCHING SERVICES
EFT107707	28/04/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD
EFT107708	28/04/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD
EFT107709	28/04/2016 BEST OFFICE SYSTEMS
EFT107710	28/04/2016 BEWITCHED CLEANING SERVICES
EFT107711	28/04/2016 BIG SKY PUBLISHING
EFT107712	28/04/2016 THE BIGNELL BROTHERS
EFT107713	28/04/2016 ALBANY PA AND LIGHTING
EFT107714	28/04/2016 ALBANY BOBCAT SERVICES
EFT107715	28/04/2016 MARGIT ANNETTE BONDIN
EFT107716	28/04/2016 BRANDNET PTY LTD T/AS MILITARY SHOP
EFT107717	28/04/2016 BRANDCONNECT
EFT107718	28/04/2016 BUNNINGS GROUP LIMITED
EFT107719	28/04/2016 DENIS BUNN UPHOLSTERER
EFT107720	28/04/2016 TESSA PATERSON
EFT107721	28/04/2016 C&C MACHINERY CENTRE
EFT107722	28/04/2016 CALIBRE CARE
EFT107723	28/04/2016 CALDWELL LAND SURVEYS PTY LTD
EFT107724	28/04/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD
EFT107725	28/04/2016 CAMTRANS ALBANY PTY LTD
EFT107726	28/04/2016 CAMLYN SPRINGS WATER DISTRIBUTORS
EFT107727	28/04/2016 CAMPING KAYAKS & 4 X 4
EFT107728	28/04/2016 JOHN CARBERRY
EFT107729	28/04/2016 J & S CASTLEHOW ELECTRICAL SERVICES
EFT107730	28/04/2016 CHADSON ENGINEERING PTY LTD
EFT107731	28/04/2016 CHRISTOPHER BURNELL
EFT107732	28/04/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD
EFT107733	28/04/2016 COURIER AUSTRALIA
EFT107734	28/04/2016 ALBANY SIGNS
EFT107735	28/04/2016 HOLCIM (AUSTRALIA) PTY LTD
EFT107736	28/04/2016 AL CURNOW HYDRAULICS
EFT107737	28/04/2016 CUTTING EDGES PTY LTD
EFT107738	28/04/2016 Z HARFIELD
EFT107739	28/04/2016 CGS QUALITY CLEANING
EFT107740	28/04/2016 DE LAGE LANDEN PTY LIMITED
EFT107741	28/04/2016 DENMARK CO-OPERATIVE CO LTD
EFT107742	28/04/2016 LANDGATE - PROPERTY & VALUATIONS
EFT107743	28/04/2016 DEPARTMENT OF PARKS AND WILDLIFE
EFT107744	28/04/2016 JANINE DETERMES
EFT107745	28/04/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY
EFT107746	28/04/2016 EASIFLEET MANAGEMENT
EFT107747	28/04/2016 ELLEKER GENERAL STORE
EFT107748	28/04/2016 EMU POINT CAFE
EFT107749	28/04/2016 EYERITE SIGNS

Groceries	REPORT ITEM CSF 244 REFERS	87.50
Material Supply - Replacement Seatbelt		385.25
Uniforms		650.05
Drilling Services		412.50
Traffic Control Services		21 445.42
Equipment Hire		138.60
Material Supply - Thermal Docket Printers		978.00
Cleaning Services		363.00
Merchandise Order - NAC		1 154.63
Performance at Youth Fest		100.00
Equipment Hire		366.00
Equipment Hire		2 103.75
Fauna Survey		500.00
Merchandise Order - NAC		92.00
Printing Services		1 314.72
Material Supply - Brackets		503.69
Material Supply - Office Chairs		240.00
Delivery Services		90.00
Supply & Deliver - Tractor		241 033.00
Material Supply - Cleaning Equipment		36.30
Survey & Design Services		19 539.00
Litres Diesel Fuel For Depot		14 093.49
Material Supply - Brick Paving		22 635.20
Water Container Refills		1 574.00
Material Supply - Mosquito Program Equipment		554.80
Events Assistance - FORM		1 325.00
Electrical Repairs/Maintenance		7 712.73
Material Supply - Pool Maintenance		649.55
Supply & Install - Stone Planters		54 267.50
Groceries		304.60
Freight Charges		236.08
Material Supply - Signs		181.50
Material Supply - Washed Blue Metal		13 045.11
Vehicle Parts/Maintenance		249.06
Material Supply - Grader Blades		1 890.13
Rates Refund		1 249.00
Cleaning Contract		40 068.55
Monthly Rental		7 186.30
Material Supply - Hydrochlorite		66.00
Land Enquiry		319.80
National Park Passes		4 158.00
Fitness Instruction		180.00
Material Supply - Cleaning Supplies		310.50
Vehicle Lease Rental & Fees		7 364.94
Diesel Fuel Purchases		41.00
Reimbursement		642.61
Material Supply - Signs		1 546.57

EFT107750	28/04/2016 THE FIXUPPERY	Cleaning	REPORT ITEM CSF 244 REFERS	2 048.90
EFT107751	28/04/2016 ALL TRUCK REPAIRS	Vehicle Supplies		1 146.52
EFT107752	28/04/2016 TAMMIE FLOWER	Fitness Instruction		225.00
EFT107753	28/04/2016 FORPARK AUSTRALIA	Equipment Hire		318.73
EFT107754	28/04/2016 SOUTHERN ELECTRICS	Electrical Installations		16 867.72
EFT107755	28/04/2016 FREMANTLE ARTS CENTRE PRESS	Merchandise Order - AVC		917.44
EFT107756	28/04/2016 GALLERY 500	Art Supplies		93.00
EFT107757	28/04/2016 BILL GIBBS EXCAVATIONS	Equipment Hire		1 188.00
EFT107758	28/04/2016 GLASS & GLAZING ALBANY	Supply & Install - Windows		641.63
EFT107759	28/04/2016 GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance - Shark Barrier - One Year		2 750.00
EFT107760	28/04/2016 GNOWERAN SPRAYING	Spraying Services		8 971.59
EFT107761	28/04/2016 GOLD MX & FLY FM	Advertising		506.00
EFT107762	28/04/2016 GREEN SKILLS INCORPORATED	Casual Staff/Apprentice Fees		4 948.57
EFT107763	28/04/2016 GREAT SOUTHERN PEST AND WEED CONTROL	Pest Control		220.00
EFT107764	28/04/2016 SOUTHERN SHARPENING SERVICES	Merchandise Order - NAC		55.00
EFT107765	28/04/2016 GSP WORKFORCE	Casual Staff/Apprentice Fees		160.00
EFT107766	28/04/2016 GREAT SOUTHERN SAND & LANDSCAPING SUPPLIES	Equipment Hire		46 921.00
EFT107767	28/04/2016 GREAT SOUTHERN SUPPLIES	Material Supply - Cleaning Products		4 034.27
EFT107768	28/04/2016 GREENACRES TURF GROUP	Material Supply - Turf		12 249.00
EFT107769	28/04/2016 GRESLEY ABAS PTY LTD	Consultancy Services - CPSP		79 069.12
EFT107770	28/04/2016 HARVEY NORMAN ALBANY	Freight Charges		25.00
EFT107771	28/04/2016 HOOGEN & CO	Line Marking		715.00
EFT107772	28/04/2016 HOT HOUSE FLOWERS	Material Supply - Flowers		100.00
EFT107773	28/04/2016 H AND H ARCHITECTS	Professional Services		1 669.20
EFT107774	28/04/2016 ICKY FINKS WAREHOUSE SALES	Material Supply - Diaries		117.92
EFT107775	28/04/2016 IDENTITY CREATIVE	Design Services		1 245.75
EFT107776	28/04/2016 JACK THE CHIPPER	Mulching Services		635.25
EFT107777	28/04/2016 JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Material Supply - Filters		277.27
EFT107778	28/04/2016 JMG BUILDING SURVEYORS	Survey & Design Services		330.00
EFT107779	28/04/2016 JOCK'S COMMERCIAL MOWING	Contract Mowing		8 195.70
EFT107780	28/04/2016 KESTON TECHNOLOGIES PTY LTD	Professional Services		407.00
EFT107781	28/04/2016 GEORGIA ROBYN KIDMAN	Fitness Instruction		180.00
EFT107782	28/04/2016 KLB SYSTEMS	Product Replacement - Insurance Claim		4 202.00
EFT107783	28/04/2016 KOSTER'S OUTDOOR PTY LTD	Refund		147.00
EFT107784	28/04/2016 CAMERON LANGRIDGE	Merchandise Order - NAC		35.40
EFT107785	28/04/2016 DAVID LEECH	Merchandise Order - AVC		270.00
EFT107786	28/04/2016 LOCAL GOVERNMENT MANAGERS AUSTRALIA	Conference Registration		990.00
EFT107787	28/04/2016 LORLAINE DISTRIBUTORS PTY LTD	Material Supply - Cleaning Products		62.20
EFT107788	28/04/2016 LOWER KING LIQUOR & GENERAL STORE	Material Supply - Alcohol		590.91
EFT107789	28/04/2016 ALBANY EVENT HIRE	Equipment Hire		128.00
EFT107790	28/04/2016 ALBANY CITY MOTORS	Vehicle Parts/Repairs		238.37
EFT107791	28/04/2016 MANDALAY TECHNOLOGIES PTY LTD	Software Subscription		2 829.75
EFT107792	28/04/2016 MARKETFORCE LIMITED	Advertising		3 526.89
EFT107793	28/04/2016 VICKI MICHELLE MARTIN	Fitness Instruction		270.00
EFT107794	28/04/2016 INCH BY INCH HEALTH AND FITNESS	Fitness Instruction		45.00
EFT107795	28/04/2016 MCKAILS GENERAL STORE	Catering		256.96
EFT107796	28/04/2016 MCLEODS	Professional Services		2 108.70

EFT107797	28/04/2016 METROOF ALBANY
EFT107798	28/04/2016 MIDALIA STEEL PTY LTD
EFT107799	28/04/2016 MJB INDUSTRIES PTY LTD
EFT107800	28/04/2016 MODERN TEACHING AIDS PTY LTD
EFT107801	28/04/2016 BEST ELECTRICAL ALBANY PTY LTD
EFT107802	28/04/2016 NATALIE RADIVOJEVIC
EFT107803	28/04/2016 PN & ER NEWMAN QUALITY CONCRETE PRODUCTS
EFT107804	28/04/2016 P NIELSEN
EFT107805	28/04/2016 OCP SALES
EFT107806	28/04/2016 OFFICEWORKS SUPERSTORES PTY LTD
EFT107807	28/04/2016 IXOM
EFT107808	28/04/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD
EFT107809	28/04/2016 PAULS PET FOOD
EFT107810	28/04/2016 K PEARS
EFT107811	28/04/2016 PERTH SAFETY PRODUCTS PTY LTD
EFT107812	28/04/2016 PFD FOOD SERVICES PTY LTD
EFT107813	28/04/2016 PHOTOTONE
EFT107814	28/04/2016 4 STEEL SUPPLIES
EFT107815	28/04/2016 PRINT IDEAS PTY LTD T/AS ART GUIDE AUSTRALIA
EFT107816	28/04/2016 PROTECTOR ALSAFE INDUSTRIES PTY LTD
EFT107817	28/04/2016 PROLUDIC PTY LTD
EFT107818	28/04/2016 PUBLIC LIBRARIES AUSTRALIA LTD
EFT107819	28/04/2016 K QUINLAN
EFT107820	28/04/2016 RADIOWEST BROADCASTERS PTY LTD
EFT107821	28/04/2016 REXEL AUSTRALIA
EFT107822	28/04/2016 SOUTH COAST COUNSELLING SERVICES
EFT107823	28/04/2016 CHRISTINE MARY SARGENT
EFT107824	28/04/2016 SKILL HIRE WA PTY LTD
EFT107825	28/04/2016 SMITHS ALUMINIUM AND 4WD CENTRE
EFT107826	28/04/2016 SOUTHCOAST SECURITY SERVICE
EFT107827	28/04/2016 SPUR OF THE MOMENT DESIGN
EFT107828	28/04/2016 STEWART AND HEATON CLOTHING PTY LTD
EFT107829	28/04/2016 C STEPHENSON
EFT107830	28/04/2016 STIRLING PRINT
EFT107831	28/04/2016 ST JOHN AMBULANCE ASSOCIATION WA INC
EFT107832	28/04/2016 STORM OFFICE NATIONAL
EFT107833	28/04/2016 SUNNY SIGN COMPANY
EFT107834	28/04/2016 ALBANY LOCK SERVICE
EFT107835	28/04/2016 ALBANY IGA
EFT107836	28/04/2016 T & C SUPPLIES
EFT107837	28/04/2016 TALIS CONSULTANTS PTY LTD
EFT107838	28/04/2016 TELSTRA DAMAGE COST RECOVERY & MANAGEMENT
EFT107839	28/04/2016 NAKED BEAN COFFEE ROASTERS
EFT107840	28/04/2016 THINKWATER ALBANY
EFT107841	28/04/2016 TOTALLY CONFIDENTIAL RECORDS MANAGEMENT
EFT107842	28/04/2016 TOTAL SECURITY SYSTEMS
EFT107843	28/04/2016 TRAILBLAZERS

	REPORT ITEM CSF 244 REFERS	
Material Supply - Weld Mesh		47.49
Steel Supplies		57.04
Material Supply - Concrete Pipes	20	347.80
Material Supply - Teaching Aids		53.68
Electrical Repairs/Maintenance		92.00
Adhesion Leaf Installation In York Street		800.00
Material Supply - Concrete Products	7	208.25
Staff Reimbursements		57.65
Repairs & Maintenance - Radio Equipment		280.57
Material Supply - Memory Cards		454.78
Material Supply - Chlorine		348.50
Material Supply - Washed Blue Metal	11	396.46
Material Supply - Animal Food		134.00
Rates Refund		105.80
Material Supply - Street Blades	3	124.00
Catering		109.15
Digitisation Service		76.00
Material Supply - Steel Pipe	1	738.06
Advertising		572.00
Material Supply - Safety Goggles		224.62
Play Ground Equipment	38	393.70
Subscription - PLA Econnect April Subscription		209.55
Staff Reimbursements		186.00
Advertising	1	111.00
Material Supply - Plastic Communications Pit		158.40
EAP Counselling Services		250.00
Fitness Instruction		180.00
Casual Staff/Apprentice Fees	6	914.75
Construct & Install - Piper Covers		120.00
Security Services		528.00
Design & Printing Services	1	032.90
Uniforms		606.96
Rates Refund		369.37
Printing Services		608.20
Material Supply - Defibrillator Pads		105.00
Stationery Supplies		42.00
Material Supply - Signs	3	343.45
Lock Supplies/Services		694.50
Groceries		147.64
Hardware/Tool Supplies	1	069.15
Professional Services	1	301.18
Repairs	2	676.20
Coffee Supplies		160.00
Material Supply - Irrigation Equipment	3	089.71
Material Supply - Archive Boxes		396.00
Security Services - CCTV Infrastructure	33	560.78
Material Supply - Marquee		588.00

EFT107844	28/04/2016 CAROLYN FRANCIS TRAPNELL
EFT107845	28/04/2016 TRAFFIC FORCE
EFT107846	28/04/2016 THE TROPHY SHOP
EFT107847	28/04/2016 ALBANY TYREPOWER
EFT107848	28/04/2016 MOORE STEPHENS PTY LTD
EFT107849	28/04/2016 UNITED BOOK DISTRIBUTORS
EFT107850	28/04/2016 VANCOUVER WASTE SERVICES PTY LTD
EFT107851	28/04/2016 ALBANY VETERINARY HOSPITAL PTY LTD
EFT107852	28/04/2016 IT VISION AUSTRALIA PTY LTD
EFT107853	28/04/2016 VRBAN HOMES
EFT107854	28/04/2016 WAFFLES GALORE
EFT107855	28/04/2016 RT & JR WALKER
EFT107856	28/04/2016 JULIA WARREN
EFT107857	28/04/2016 WESTRAC EQUIPMENT PTY LTD
EFT107858	28/04/2016 LANDMARK LIMITED
EFT107859	28/04/2016 WEST COAST ANALYTICAL SERVICES
EFT107860	28/04/2016 WEST-OZ WEB SERVICES
EFT107861	28/04/2016 R WESTERN
EFT107862	28/04/2016 WISE HIRE
EFT107863	28/04/2016 WOOD AND GRIEVE ENGINEERS
EFT107864	28/04/2016 ZENITH LAUNDRY
EFT107865	02/05/2016 WESTERN AUSTRALIAN TREASURY CORPORATION
EFT107866	05/05/2016 ACORN TREES AND STUMPS
EFT107867	05/05/2016 AD CONTRACTORS PTY LTD
EFT107868	05/05/2016 ALBANY INDUSTRIAL SERVICES PTY LTD
EFT107869	05/05/2016 OPTEON (ALBANY AND GREAT SOUTHERN WA)
EFT107870	05/05/2016 ALBANY FARM TREE NURSERY
EFT107871	05/05/2016 ALBANY TV SERVICES
EFT107872	05/05/2016 ALBANY COMMUNITY HOSPICE
EFT107873	05/05/2016 ALBANY REFRIGERATION
EFT107874	05/05/2016 ALBANY SCREEN PRINTERS
EFT107875	05/05/2016 ALBANY OFFICE PRODUCTS DEPOT
EFT107876	05/05/2016 ALBANY MILK DISTRIBUTORS
EFT107877	05/05/2016 ALBANY LEGAL PTY LTD
EFT107878	05/05/2016 ALBANY COMMUNITY FOUNDATION
EFT107879	05/05/2016 ALBANY RECORDS MANAGEMENT
EFT107880	05/05/2016 ALBANY AUTOS
EFT107881	05/05/2016 ALBANY MATTRESS CLEANING
EFT107882	05/05/2016 ALINTA
EFT107883	05/05/2016 AMPHIBIAN PLUMBING AND GAS
EFT107884	05/05/2016 PAPERBARK MERCHANTS
EFT107885	05/05/2016 APPRENTICE & TRAINEESHIP COMPANY
EFT107886	05/05/2016 ATC WORK SMART
EFT107887	05/05/2016 AUSTRALIAN TAXATION OFFICE
EFT107888	05/05/2016 AUSTRALIAN SERVICES UNION WA BRANCH
EFT107889	05/05/2016 AUSTRALIAN ASPHALT PAVEMENT ASSOCIATION
EFT107890	05/05/2016 AUSTRALIAN FINE JEWELLERY PTY LTD

Merchandise Order - NAC	REPORT ITEM CSF 244 REFERS 3 910.00
Traffic Control Services	616.00
Material Supply - Memorial Plaque	17.70
Supply & Installation of Tyres	35.00
Professional Services	660.00
Merchandise Order - NAC	1 012.43
Waste Collection	22 248.30
Veterinary Services	80.55
Onsite Software Upgrade & Consultancy	16 965.37
Rates Refund	374.04
Catering	414.00
Merchandise Order - NAC	476.00
Fitness Instruction	495.00
Material Supply - Filters & SOS Kits	1 424.68
Material Supply - Strainer Assemblies	2 399.16
Waste Facility Water Monitoring Services	3 496.50
Completed Bookings Marketing Fee	859.55
Rates Refund	354.26
Material Supply - Pedestrian Barriers	8 452.50
Drainage Superintendence	4 517.70
Laundry Services/Hire	100.35
Loan Payment	48 683.34
Mulching Services	19 882.50
Road Construction & Widening	192 268.62
Equipment Hire	138.60
Professional Services	1 210.00
Material Supply - Plants	1 646.25
Programming Services	300.00
Payroll Deductions	74.00
Refrigeration & Air-conditioning Repairs/Maintenance	297.00
Printing Services	408.00
Stationery Supplies	870.85
Milk Deliveries	546.49
Professional Services	440.00
Payroll Deductions	10.00
Storage of Archive Boxes	629.48
Vehicle Purchase	39 017.90
Cleaning Services	180.00
Gas Usage Charges	266.05
Plumbing Repairs & Maintenance	6 911.40
Material Supply - Literature	367.10
Casual Staff/Apprentice Fees	1 533.18
Casual Staff/Apprentice Fees	15 182.65
Payroll Deductions	346 173.73
Payroll Deductions	3 826.80
Training Course Registration	1 995.00
Merchandise Order - NAC	594.65

EFT107891	05/05/2016	BADGEMATE
EFT107892	05/05/2016	BAKERS DELIGHT
EFT107893	05/05/2016	BALL BODY BUILDERS
EFT107894	05/05/2016	BT EQUIPMENT PTY LTD
EFT107895	05/05/2016	BAREFOOT CLOTHING MANUFACTURERS
EFT107896	05/05/2016	BARKERS TRENCHING SERVICES
EFT107897	05/05/2016	BENARA NURSERIES
EFT107898	05/05/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD
EFT107899	05/05/2016	BERTOLA HIRE SERVICES ALBANY PTY LTD
EFT107900	05/05/2016	BEST OFFICE SYSTEMS
EFT107901	05/05/2016	BEWITCHED CLEANING SERVICES
EFT107902	05/05/2016	BLACKWOODS
EFT107903	05/05/2016	BLOOMIN FLOWERS
EFT107904	05/05/2016	ALBANY PA AND LIGHTING (KEVIN BLYTH)
EFT107905	05/05/2016	ALBANY BOBCAT SERVICES
EFT107906	05/05/2016	AIR BP
EFT107907	05/05/2016	BRANDNET PTY LTD T/AS MILITARY SHOP
EFT107908	05/05/2016	B ARIS
EFT107909	05/05/2016	CONSTRUCTION TRAINING FUND
EFT107910	05/05/2016	BUILDING COMMISSION
EFT107911	05/05/2016	CAMTRANS ALBANY PTY LTD
EFT107912	05/05/2016	LYNLEY CAMPBELL
EFT107913	05/05/2016	J & S CASTLEHOW ELECTRICAL SERVICES
EFT107914	05/05/2016	EWAN CATTO
EFT107915	05/05/2016	CENTRAL ANIMAL RECORDS (AUST) PTY LTD
EFT107916	05/05/2016	ALLYSON CHARLES
EFT107917	05/05/2016	CHILD SUPPORT AGENCY
EFT107918	05/05/2016	CLARK TYRES
EFT107919	05/05/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD
EFT107920	05/05/2016	ALBANY SIGNS
EFT107921	05/05/2016	AL CURNOW HYDRAULICS
EFT107922	05/05/2016	DEFIBTECH
EFT107923	05/05/2016	DEPARTMENT OF TRANSPORT
EFT107924	05/05/2016	DEPARTMENT OF ENVIRONMENT REGULATION
EFT107925	05/05/2016	JANINE DETERMES
EFT107926	05/05/2016	DYLANSON THE TERRACE
EFT107927	05/05/2016	EVERTRANS
EFT107928	05/05/2016	EYERITE SIGNS
EFT107929	05/05/2016	ALL TRUCK REPAIRS
EFT107930	05/05/2016	TAMMIE FLOWER
EFT107931	05/05/2016	SOUTHERN ELECTRICS
EFT107932	05/05/2016	GALLERY 500
EFT107933	05/05/2016	GALAFREY WINES
EFT107934	05/05/2016	GEOFABRICS AUSTRALASIA PTY LTD
EFT107935	05/05/2016	GLOBAL MARINE ENCLOSURES PTY LTD
EFT107936	05/05/2016	GOLDEN WATTLE HOOKERS
EFT107937	05/05/2016	GORDON WALMSLEY PTY LTD

Staff Name Badges	REPORT ITEM CSF 244 REFERS	
Groceries		15.00
Equipment Hire		1 804.00
Material Supply - Vehicle Parts		2 576.36
Uniforms		190.40
Trenching Services		11 110.00
Material Supply - Plant		1 454.04
Traffic Control Services		1 876.41
Equipment Hire		392.00
Equipment Hire		210.00
Cleaning Services		99.00
Material Supply - Sharps Container		23.19
Material Supply - Anzac Wreaths		400.00
ANZAC Weekend Programming		89.00
Equipment Hire		654.50
Material Supply - Aviation Petroleum		243.54
Merchandise Order - NAC		1 126.71
Staff Reimbursements		80.00
CTF Levy Remitted		21 363.35
BSL Levy Remitted		17 602.53
Material Supply - Concrete Paving		7 165.18
FORM Public - Installation Services		800.00
Electrical Installations - CPSP		370 568.13
FORM Public - Installation Services		325.00
Subscription - CAR		601.60
FORM Public - Site Services		350.00
Payroll Deductions		1 698.52
Supply & Installation of Tyres		760.00
Groceries		45.53
Material Supply - Signs		22.00
Mechanical Repairs/Maintenance		1 299.56
Material Supply - Defibrillators		324.42
Vehicle Search Fees		107.20
Annual Licence Fee - Albany Refuse Site		10 909.88
Fitness Instruction		180.00
Catering		418.00
Supply & Delivery - Tandem Axle Truck Body		56 980.00
Material Supply - Signs		14 340.70
Vehicle Repairs/Maintenance		434.52
Fitness Instruction		360.00
Electrical Repairs/Maintenance		4 942.81
Gift Vouchers		150.00
Material Supply - Alcohol		652.74
Freight Charges		1 210.00
Maintenance - Shark Barrier - One Year		2 750.00
Artist Fee Public Great Southern 2016 Program		500.00
Road Construction		28 232.00

EFT107938	05/05/2016 SOUTHERN SHARPENING SERVICES
EFT107939	05/05/2016 GREAT SOUTHERN SUPPLIES
EFT107940	05/05/2016 GREAT SOUTHERN WINE PRODUCERS ASSOCIATION
EFT107941	05/05/2016 GREAT SOUTHERN BEARINGS
EFT107942	05/05/2016 GREAT SOUTHERN TURF
EFT107943	05/05/2016 GREENMAN TRADING COMPANY
EFT107944	05/05/2016 GREAT SOUTHERN BOUNDARIES
EFT107945	05/05/2016 GREAT SOUTHERN TAEKWONDO
EFT107946	05/05/2016 HAEFELI-LYSNAR
EFT107947	05/05/2016 JUSTIN HANNIG
EFT107948	05/05/2016 PROTECTOR FIRE SERVICES PTY LTD
EFT107949	05/05/2016 FIRST NATIONAL REAL ESTATE
EFT107950	05/05/2016 HBF HEALTH LIMITED
EFT107951	05/05/2016 HELEN MUNT
EFT107952	05/05/2016 SHANNON LOVELADY
EFT107953	05/05/2016 TARYN HUMPHRIES
EFT107954	05/05/2016 HYDROWEST PLUMBING SERVICES
EFT107955	05/05/2016 ICKY FINKS WAREHOUSE SALES
EFT107956	05/05/2016 IMAGE BOLLARDS PTY LTD
EFT107957	05/05/2016 STATEWIDE RACKING & STORAGE SOLUTIONS
EFT107958	05/05/2016 ALBANY MAPPING AND SURVEYING SERVICES
EFT107959	05/05/2016 JILL O'MEEHAN
EFT107960	05/05/2016 JUST A CALL DELIVERIES
EFT107961	05/05/2016 GEORGIA ROBYN KIDMAN
EFT107962	05/05/2016 KLB SYSTEMS
EFT107963	05/05/2016 THE LAKE HOUSE DENMARK
EFT107964	05/05/2016 LGIS RISK MANAGEMENT
EFT107965	05/05/2016 LINCOLN AND GOMM WINES
EFT107966	05/05/2016 LORLAINE DISTRIBUTORS PTY LTD
EFT107967	05/05/2016 LOWE PTY LTD
EFT107968	05/05/2016 M2 TECHNOLOGY PTY LTD
EFT107969	05/05/2016 M & A STEEL FABRICATION
EFT107970	05/05/2016 M AND B SALES PTY LTD
EFT107971	05/05/2016 ALBANY EVENT HIRE
EFT107972	05/05/2016 ALBANY CITY MOTORS
EFT107973	05/05/2016 MARKETFORCE LIMITED
EFT107974	05/05/2016 INCH BY INCH HEALTH AND FITNESS
EFT107975	05/05/2016 E MAY
EFT107976	05/05/2016 METROOF ALBANY
EFT107977	05/05/2016 DEPARTMENT OF SPORT AND RECREATION
EFT107978	05/05/2016 MONTEFALCO VINEYARD
EFT107979	05/05/2016 I MOOLMAN
EFT107980	05/05/2016 NURRUNGA COMMUNICATIONS
EFT107981	05/05/2016 LYNDIA MYRA MOYLAN
EFT107982	05/05/2016 LGIS INSURANCE BROKING
EFT107983	05/05/2016 ALBANY NEWS DELIVERY
EFT107984	05/05/2016 NLC PTY LTD

Fire Panel Testing	REPORT ITEM CSF 244 REFERS	420.70
Material Supply - Cleaning Products		1 057.60
Corporate Gifts		786.46
Material Supply - Bearings		354.60
Material Supply - Turf		3 000.00
Arborist Services		825.00
Supply & Install - Fencing		5 703.50
Kidsport Vouchers		392.00
Material Supply - Battery Components		585.75
FORM Public - Site Services		555.00
Fire Equipment Maintenance		433.40
Storage Unit Rental		2 002.22
Payroll Deductions		364.80
Professional Services - Heritage Survey		2 211.00
Library Presentation On Gallipoli Dead Project		350.00
Community Leadership Grant 2015/16		700.00
Plumbing Repairs & Maintenance		8 443.60
Material Supply - Binder & Paint		128.13
Material Supply - Concrete Wheel Stop & Fittings		3 465.00
Material Supply - Slotwall Mounted Fittings		992.00
Surveying Services		3 119.33
Design Services - FORM Ephemeral Seine		800.00
Internal Mail Deliveries		1 085.59
Fitness Instruction		180.00
Material Supply - Cash Drawer		81.40
Merchandise Order - NAC		99.00
Mental Health Awareness Training Managers & Staff 2016		5 572.68
Material Supply - Alcohol		200.08
Material Supply - Methylated Spirits		279.70
Rates Refund		2 271.50
On Hold Service Agreement		264.00
Steel Fabrication Services		1 551.00
Material Supply - Timber		163.57
Equipment Hire		1 098.90
Car Maintenance		102.91
Advertising		334.40
Fitness Instruction		45.00
Staff Reimbursements		82.00
Material Supply - Flashing & Fittings		658.97
Accommodation for Heritage Festival		891.00
Material Supply - Alcohol		792.00
Staff Reimbursements		82.00
Supply & Installation - Radio Equipment		2 174.77
Imagination Ensemble School Holiday		1 328.00
Insurance Policy		976.44
Newspaper Deliveries		25.04
Novated Lease Payments		615.31

EFT107985	05/05/2016 OCS SERVICES PTY LTD
EFT107986	05/05/2016 SANDRA O'DOHERTY
EFT107987	05/05/2016 OFFICEWORKS SUPERSTORES PTY LTD
EFT107988	05/05/2016 ORIGIN ENERGY
EFT107989	05/05/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD
EFT107990	05/05/2016 PEERLESS JAL PTY LTD
EFT107991	05/05/2016 PENNANT HOUSE
EFT107992	05/05/2016 PENROSE PROFESSIONAL LAWN CARE
EFT107993	05/05/2016 PAV EVENTS (FORMERLY PERTH AUDIO VISUAL)
EFT107994	05/05/2016 PERTH SAFETY PRODUCTS PTY LTD
EFT107995	05/05/2016 PILA GROUP PTY LTD
EFT107996	05/05/2016 PLASTICS PLUS
EFT107997	05/05/2016 PLANT SUPPLY COMPANY
EFT107998	05/05/2016 KRISTIE PORTER
EFT108000	05/05/2016 RAINBOW COAST NEIGHBOURHOOD CENTRE
EFT108001	05/05/2016 REECE PTY LTD
EFT108002	05/05/2016 RIVER HILL CONTRACTING PTY LTD
EFT108003	05/05/2016 ROAD 'N' FIELD SPANNERS
EFT108004	05/05/2016 ROYAL HASKONING
EFT108005	05/05/2016 CHILD AUSTRALIA
EFT108006	05/05/2016 BG, E AND KE RUSS
EFT108007	05/05/2016 SERENA MCLAUCHLAN
EFT108008	05/05/2016 CHRISTINE MARY SARGENT
EFT108009	05/05/2016 SEASHORE ENGINEERING PTY LTD
EFT108010	05/05/2016 SKILL HIRE WA PTY LTD
EFT108011	05/05/2016 SOUTHCOAST SECURITY SERVICE
EFT108012	05/05/2016 SOUTH COAST DIVING SUPPLIES
EFT108013	05/05/2016 SOUTH COAST PROGRESS ASSOCIATION
EFT108014	05/05/2016 SOUTH COAST CRANE HIRE
EFT108015	05/05/2016 GARY OWEN SPENCE
EFT108016	05/05/2016 SPORT AND RECREATION SURFACES
EFT108017	05/05/2016 ALBANY VOLUNTEER STATE EMERGENCY SERVICE
EFT108018	05/05/2016 STATEWIDE BEARINGS
EFT108019	05/05/2016 STATS
EFT108020	05/05/2016 STIRLING PRINT
EFT108021	05/05/2016 ALBANY LOCK SERVICE
EFT108022	05/05/2016 SYNERGY
EFT108023	05/05/2016 T & C SUPPLIES
EFT108024	05/05/2016 TEEDE MORRIS & CO
EFT108025	05/05/2016 ALBANY BEACHSIDE ACCOMMODATION
EFT108026	05/05/2016 THINKWATER ALBANY
EFT108027	05/05/2016 TIM WATERS DESIGN
EFT108028	05/05/2016 TIM FRANKLIN ENGINEERING
EFT108029	05/05/2016 CAROLINE ELLEN TOMPKIN
EFT108030	05/05/2016 TRUCKLINE
EFT108031	05/05/2016 UNITED BOOK DISTRIBUTORS
EFT108032	05/05/2016 ALBANY & GREAT SOUTHERN WEEKENDER

Cleaning Services	REPORT ITEM CSF 244 REFERS	27 615.03
Materials For Puppet Workshop At Vancouver Street Festival		200.00
Office Accessories		522.00
Bulk Gas Supplies		10 204.55
Material Supply - Compaction Sand		4 237.06
Material Supply - Soil Remover		159.59
Material Supply - Australian Flag		572.00
Lawn Mowing Services		264.00
Outdoor Screen Hire & Rigging - Links Audio & Delivery Costs		27 733.75
Material Supply - Signs		1 212.20
Equipment Hire - Temporary Fencing		52 833.00
Miscellaneous Maintenance Items		121.22
Material Supply - Plants		937.75
Fitness Instruction		765.00
Translation Services - Welcome Picnic		65.00
Material Supply - Drainage		3 366.58
Boundary Fencing		3 300.00
Truck Repairs & Maintenance		5 474.96
Albany Artificial Surf Reef Feasibility Study - Monitoring		9 922.00
Staff Training		240.00
Repairs & Maintenance - Drain		715.00
Anzac Day Programming Field Of Gratitude		126.45
Fitness Instruction		90.00
Professional Services		17 887.10
Casual Staff/Apprentice Fees		3 632.14
Security Services		2 952.40
Underwater Surveying Service		2 618.00
Support For Rural Communities Funding		1 785.00
Equipment Hire		7 051.00
Lawn Mowing Services		230.00
Maintenance - Hockey Turf		3 630.00
Standard LGGS Allocation		11 856.71
Vehicle Parts		3.52
Retaining Wall Stabilisation & Drainage Works		257 812.50
Printing Services		1 920.00
Lock Supplies/Services		69.40
Grouped Electricity Account Charges		40 063.28
Hardware/Tool Supplies		1 355.23
Catering		240.00
Booking Error Refund		187.00
Irrigation Supplies		907.89
Design Services		8 589.35
HVAC Service Fee Proposal		1 760.00
Fitness Instruction		135.00
Oversize Banner Reflective		350.92
Merchandise Order - NAC		1 389.47
Advertising		8 525.66

EFT108033	05/05/2016 WELLSTEAD PUBLIC LIBRARY
EFT108034	05/05/2016 WESTERBERG PANEL BEATERS
EFT108035	05/05/2016 WESTRAC EQUIPMENT PTY LTD
EFT108036	05/05/2016 WEST AUSTRALIAN NEWSPAPERS LIMITED
EFT108037	05/05/2016 WESTERN AUSTRALIAN MUSEUM - ALBANY
EFT108038	05/05/2016 NICOLETTE MULCAHY
EFT108039	05/05/2016 TEENA-LOUISE WILLIAMS
EFT108040	05/05/2016 S WISEMAN
EFT108041	05/05/2016 WIZID PTY LTD
EFT108042	05/05/2016 WOOLWORTHS LIMITED
EFT108043	05/05/2016 ZENITH LAUNDRY
EFT108044	06/05/2016 MCPHARLIN ENTERPRISES PTY LTD
EFT108045	12/05/2016 JADES @ 14 PEELS PLACE
EFT108046	12/05/2016 ABA SECURITY
EFT108047	12/05/2016 ABLE VISION
EFT108048	12/05/2016 ACME DRYCLEANER & LAUNDRY SERVICES
EFT108049	12/05/2016 ACTIV FOUNDATION INC.
EFT108050	12/05/2016 AD CONTRACTORS PTY LTD
EFT108051	12/05/2016 ADVERTISER PRINT
EFT108052	12/05/2016 AERODROME MANAGEMENT SERVICES PTY LTD
EFT108053	12/05/2016 AFRIKAN TRIBAL
EFT108054	12/05/2016 ALBANY CITY LAWNS
EFT108055	12/05/2016 ALBANY PRINTERS
EFT108056	12/05/2016 ALBANY V-BELT AND RUBBER
EFT108057	12/05/2016 ALBANY REFRIGERATION
EFT108058	12/05/2016 ALBANY LANDSCAPE SUPPLIES
EFT108059	12/05/2016 ALBANY OFFICE PRODUCTS DEPOT
EFT108060	12/05/2016 ALBANY PSYCHOLOGICAL SERVICES
EFT108061	12/05/2016 ALBANY CENTRAL CABINETS
EFT108062	12/05/2016 ALBANY MILK DISTRIBUTORS
EFT108063	12/05/2016 ALBANY LEGAL PTY LTD
EFT108064	12/05/2016 ALBANY IRRIGATION & DRILLING
EFT108065	12/05/2016 ALBANY RECORDS MANAGEMENT
EFT108066	12/05/2016 ALBANY POTTERY GROUP INC
EFT108067	12/05/2016 ALINTA
EFT108068	12/05/2016 AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION
EFT108069	12/05/2016 ATCO GAS AUSTRALIA PTY LTD
EFT108070	12/05/2016 AMPHIBIAN PLUMBING AND GAS
EFT108071	12/05/2016 ARDESS NURSERY
EFT108072	12/05/2016 ATC WORK SMART
EFT108073	12/05/2016 ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC
EFT108074	12/05/2016 AUSTRALIAN FINE JEWELLERY PTY LTD
EFT108075	12/05/2016 AVENTEDGE PTE LTD
EFT108076	12/05/2016 BAKERS FOOD & FUEL
EFT108077	12/05/2016 BAREFOOT CLOTHING MANUFACTURERS
EFT108078	12/05/2016 BARRETT'S MINI EARTHMOVING & CHIPPING
EFT108079	12/05/2016 BARTHOLOMEWS MEADERY

	REPORT ITEM CSF 244 REFERS	
Telephone Calls And Printing		12.20
Towing Services		100.00
Vehicle Parts		1 812.66
Advertising		10 821.55
Brig Amity Management Fees		880.00
Councillor Allowance		2 184.17
Cleaning Services		320.00
Staff Reimbursements		260.00
Wristbands - Multi Colours		987.42
Groceries		62.76
Laundry Services/Hire		14.18
Albany Sportsperson Of The Years Awards		1 500.00
Catering		326.00
Inspection & Repairs - Automatic Door		214.24
Equipment Hire		3 146.00
Cleaning Services		16.50
Material Supply - Rags		90.00
Correction to Allocation of Works Completed		7 773.55
Printing Services		200.00
Aerodrome Reporting/Work Safety Officer Training		7 703.48
African Drumming Workshop		450.00
Mowing Services		1 397.00
Material Supply - Manual Receipt Books		495.00
Vehicle Parts		4 249.10
Refrigeration & Air-conditioning Repairs/Maintenance		682.87
Material Supply - Landscaping Products		1 008.00
Stationery Supplies		5 369.85
EAP Consultation Fees		440.00
Installation of Cabinets		245.30
Milk Deliveries		9.15
Professional Services		262 401.04
Material Supply - Irrigation Equipment		27 700.15
Storage of Archive Boxes		400.40
Hosting of Workshop		300.00
Gas Usage Charges		88.50
Albany Public Library - Institutional		1 480.00
Plumbing Repairs & Maintenance		366.00
Plumbing Repairs & Maintenance		3 538.00
Material Supply - Plants		97.20
Casual Staff/Apprentice Fees		16 844.18
Corporate Membership		220.00
Merchandise Order		26.18
Training Course Registration		1 204.50
Catering		196.65
Uniforms		515.65
Arborist Services		620.00
Merchandise Order - NAC		158.04

EFT108080	12/05/2016 BENNETTS BATTERIES	Material Supply - Grease	REPORT ITEM CSF 244 REFERS	435.60
EFT108081	12/05/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services		2 943.33
EFT108082	12/05/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire		257.40
EFT108083	12/05/2016 BEST OFFICE SYSTEMS	Photocopier Charges		2 695.03
EFT108084	12/05/2016 BLACKWOODS	Material Supply - PPE		586.96
EFT108085	12/05/2016 ALBANY PA AND LIGHTING (KEVIN BLYTH)	Equipment Hire		2 420.00
EFT108086	12/05/2016 BMT OCEANICA PTY LTD	Equipment Hire		385.00
EFT108087	12/05/2016 ALBANY BOBCAT SERVICES	Equipment Hire		3 412.75
EFT108088	12/05/2016 BOC GASES AUSTRALIA LIMITED	Container Service Rental		125.71
EFT108089	12/05/2016 COLIN BRINHAM FENCING & RETAINING WALLS	Supply & Install - Fencing		27 934.50
EFT108090	12/05/2016 BUNNINGS GROUP LIMITED	Hardware Supplies		17.48
EFT108091	12/05/2016 AYSHA AMANI BUTCHER	Performance Fees		2 200.00
EFT108092	12/05/2016 TESSA PATERSON	Delivery Services		90.00
EFT108093	12/05/2016 CALIBRE CARE	Material Supply - Cleaning Products		108.90
EFT108094	12/05/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Fuel - Extra Low Sulfur Diesel		10 006.81
EFT108095	12/05/2016 CAMTRANS ALBANY PTY LTD	Material Supply - Concrete		24 434.40
EFT108096	12/05/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services		9 846.05
EFT108097	12/05/2016 MAGIQ SOFTWARE LTD	Magiq Performance Software - Licence Fee		7 513.00
EFT108098	12/05/2016 CLEANAWAY PTY LIMITED	Rubbish Removal Contract		4 466.30
EFT108099	12/05/2016 COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire		53.69
EFT108100	12/05/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries		215.34
EFT108101	12/05/2016 CONSTRUCTION EQUIPMENT AUSTRALIA	Vehicle Parts		18.68
EFT108102	12/05/2016 COOKS TOURS PTY LTD	Advertising		590.00
EFT108103	12/05/2016 LESTER COYNE	Welcome To The Country Address		500.00
EFT108104	12/05/2016 HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Concrete		8 646.48
EFT108105	12/05/2016 THE LAMINEX GROUP (CULLITY'S)	Material Supply - Decking		326.05
EFT108106	12/05/2016 JAMES FRANCIS CUMBERLAND-BROWN	Merchandise Order - AVC		430.00
EFT108107	12/05/2016 AL CURNOW HYDRAULICS	Vehicle Parts/Maintenance		286.17
EFT108108	12/05/2016 DE JONGE MECHANICAL REPAIRS	Mechanical Repairs/Maintenance		2 488.00
EFT108109	12/05/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY	Material Supply - Cleaning Products		861.95
EFT108110	12/05/2016 DIGITAL EDUCATION SERVICES	Material Supply - Literature		120.00
EFT108111	12/05/2016 DISTINCTLY TRAVEL MANAGEMENT PTY LTD	Professional Services		3 751.00
EFT108112	12/05/2016 TJ & GJ DOYLE	Community Leadership Grant 2015/16		350.00
EFT108113	12/05/2016 DYLAN'S ON THE TERRACE	Catering		1 842.40
EFT108114	12/05/2016 EASIFLEET MANAGEMENT	Motor Vehicle Lease Rental		7 364.94
EFT108115	12/05/2016 EYERITE SIGNS	Material Supply - Signs		537.90
EFT108116	12/05/2016 SPRINGDALE FELTING	Merchandise Order - NAC		570.00
EFT108117	12/05/2016 CAROLYN FLETT LEADLIGHTS	Merchandise Order - AVC		130.00
EFT108118	12/05/2016 FLIPS ELECTRICS	Electrical Repairs/Maintenance		297.00
EFT108119	12/05/2016 TAMMIE FLOWER	Fitness Instruction		360.00
EFT108120	12/05/2016 GOLDEN WEST NETWORK PTY LTD	Advertising		1 100.00
EFT108121	12/05/2016 GORDON WALMSLEY PTY LTD	Supply & Install - Asphalt		12 152.50
EFT108122	12/05/2016 GRANDE FOOD SERVICE	Material Supply - Drinking Water		29.55
EFT108123	12/05/2016 GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees		5 375.86
EFT108124	12/05/2016 GREEN SKILLS INCORPORATED	Trail Works		14 094.44
EFT108125	12/05/2016 SOUTHERN SHARPENING SERVICES	Annual Hydrant Flow Test		750.00
EFT108126	12/05/2016 GREAT SOUTHERN SUPPLIES	Material Supply - Cleaning Products		1 173.13

EFT108127	12/05/2016 GREAT SOUTHERN BEARINGS	Material Supply - Bearings	REPORT ITEM CSF 244 REFERS	124.28
EFT108128	12/05/2016 GREAT SOUTHERN DISTILLING COMPANY PTY LTD	Corporate Gift		325.55
EFT108129	12/05/2016 GREEN MAN MEDIA PRODUCTIONS	Multimedia Services		522.50
EFT108130	12/05/2016 GT BEARING AND ENGINEERING SUPPLIES	Vehicle Parts		250.00
EFT108131	12/05/2016 PROTECTOR FIRE SERVICES PTY LTD	Material Supply - Fire Back Packs		1 413.50
EFT108132	12/05/2016 HELEN MUNT	Provision of Heritage Advisory		627.08
EFT108133	12/05/2016 H AND H ARCHITECTS	Professional Services		440.00
EFT108134	12/05/2016 HYPERSTAGE	Equipment Hire		870.00
EFT108135	12/05/2016 IDENTITY CREATIVE	Design Services		357.50
EFT108136	12/05/2016 ITOMIC WEB SPECIALISTS	Wordpress Licence Contract		4 980.00
EFT108137	12/05/2016 ALBANY MAPPING AND SURVEYING SERVICES	Surveying Services		15 686.00
EFT108138	12/05/2016 JETBLACK MC	Supply of Advertisement		66.00
EFT108139	12/05/2016 PETER KEELAN	Performance at Vancouver Festival		550.00
EFT108140	12/05/2016 GEORGIA ROBYN KIDMAN	Fitness Instruction		270.00
EFT108141	12/05/2016 LA FREEGARD	Mulching Services		7 672.50
EFT108142	12/05/2016 LEO ROLPH	Performance at FORM - Public		200.00
EFT108143	12/05/2016 LOCKEEZ LUNCHBAR	Catering		250.00
EFT108144	12/05/2016 LORLAINE DISTRIBUTORS PTY LTD	Material Supply - Cleaning Products		823.40
EFT108145	12/05/2016 M AND B SALES PTY LTD	Material Supply - Timber		810.09
EFT108146	12/05/2016 RL & KJ MACKENZIE (GLENORAN LEATHER)	Merchandise Order - AVC		125.20
EFT108147	12/05/2016 ALBANY EVENT HIRE	Equipment Hire		624.00
EFT108148	12/05/2016 ALBANY CITY MOTORS	Vehicle Parts/Repairs		138.58
EFT108149	12/05/2016 VICKI MICHELLE MARTIN	Fitness Instruction		765.00
EFT108150	12/05/2016 INCH BY INCH HEALTH AND FITNESS	Fitness Instruction		45.00
EFT108151	12/05/2016 JAMES MCLEAN - SCULPTURAL TIMBER CREATIONS	Works Undertaken Bracing Climbing Frame		4 000.80
EFT108152	12/05/2016 MERRIFIELD REAL ESTATE	Storage Unit Rental		200.00
EFT108153	12/05/2016 METROOF ALBANY	Material Supply - Roofing Materials		869.35
EFT108154	12/05/2016 METCO FARM	Merchandise Order - Library		177.10
EFT108155	12/05/2016 MIDALIA STEEL PTY LTD	Material Supply - Steel		118.82
EFT108156	12/05/2016 NEVILLES HARDWARE & BUILDING SUPPLIES	Material Supply - Hardware Products		952.60
EFT108157	12/05/2016 ALBANY NEWS DELIVERY	News Paper Delivery Period		218.94
EFT108158	12/05/2016 OFFICEWORKS SUPERSTORES PTY LTD	Material Supply - IT Equipment		541.31
EFT108159	12/05/2016 OKEEFE'S PAINTS	Material Supply - Paint & Painting Equipment		1 764.36
EFT108160	12/05/2016 ORANJE TRACTOR	Parking - Vancouver Street Festival		220.00
EFT108161	12/05/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Road Construction & Widening		276 846.16
EFT108162	12/05/2016 PAUL ARMSTRONG PANELBEATERS	Motor Vehicle Repairs - Insurance Excess		300.00
EFT108163	12/05/2016 PC MACHINERY PTY LTD	Plant Repairs & Maintenance		54.45
EFT108164	12/05/2016 PENNANT HOUSE	Printing Services		207.90
EFT108165	12/05/2016 AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	Background Music Licence Fees		286.45
EFT108166	12/05/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Signs		55.00
EFT108167	12/05/2016 FULTON HOGAN INDUSTRIES	Road Construction & Sealing		107 534.79
EFT108168	12/05/2016 4 STEEL SUPPLIES	Material Supply - Galvanised Pipes		392.70
EFT108169	12/05/2016 PLANT SUPPLY COMPANY	Material Supply - Trees: Melaleuca Quinquenervia.		14 432.00
EFT108170	12/05/2016 KRISTIE PORTER	Fitness Instruction		495.00
EFT108171	12/05/2016 PROTECTOR ALSAFE INDUSTRIES PTY LTD	Material Supply - Fire PPE		107.27
EFT108172	12/05/2016 RAILWAYS FOOTBALL CLUB	Kidsport Vouchers		1 180.00
EFT108173	12/05/2016 RED DOT STORE	Anzac Weekend Programming Portable Lighting For Dawn Service		89.82

EFT108174	12/05/2016 REECE PTY LTD
EFT108175	12/05/2016 W P REID
EFT108176	12/05/2016 REPLICA MEDALS & RIBBONS PTY LTD
EFT108177	12/05/2016 SERENA MCLAUCHLAN
EFT108178	12/05/2016 CHRISTINE MARY SARGENT
EFT108179	12/05/2016 THE SILVER LINING
EFT108180	12/05/2016 S KLOSE
EFT108181	12/05/2016 SKILL HIRE WA PTY LTD
EFT108182	12/05/2016 SKIPPER TRANSPORT PARTS
EFT108183	12/05/2016 SLAP MY THIGHS AND CALL ME BARBRA
EFT108184	12/05/2016 SMITHS ALUMINIUM AND 4WD CENTRE
EFT108185	12/05/2016 SMITH CONSTRUCTIONS ALBANY PTY LTD
EFT108186	12/05/2016 SOUTHERN TOOL & FASTENER CO
EFT108187	12/05/2016 SOUTHCOAST SECURITY SERVICE
EFT108188	12/05/2016 SOUTHERN EDGE ARTS INC
EFT108189	12/05/2016 SOUTH COAST CRANE HIRE
EFT108190	12/05/2016 NICOLE SPANBROEK
EFT108191	12/05/2016 STATEWIDE BUILDING CERTIFICATION WA
EFT108192	12/05/2016 STEWART AND HEATON CLOTHING PTY LTD
EFT108193	12/05/2016 ST JOHN AMBULANCE ASSOCIATION WA INC
EFT108194	12/05/2016 ALBANY LOCK SERVICE
EFT108195	12/05/2016 SUPLIME STAND UP PADDLEBOARD SCHOOL
EFT108196	12/05/2016 SYNERGY
EFT108197	12/05/2016 SYNERGY ENTERPRISES (WA) PTY LTD
EFT108198	12/05/2016 T & C SUPPLIES
EFT108199	12/05/2016 TECTONICS CONSTRUCTION GROUP PTY LTD
EFT108200	12/05/2016 TEEDE MORRIS & CO
EFT108201	12/05/2016 TOLL FAST
EFT108202	12/05/2016 CAROLINE ELLEN TOMPKIN
EFT108203	12/05/2016 ALBANY TYREPOWER
EFT108204	12/05/2016 MOORE STEPHENS PTY LTD
EFT108205	12/05/2016 UMBRELLA ENTERTAINMENT PTY LTD
EFT108206	12/05/2016 UNITED BOOK DISTRIBUTORS
EFT108207	12/05/2016 VANCOUVER WASTE SERVICES PTY LTD
EFT108208	12/05/2016 J VERMEULEN
EFT108209	12/05/2016 WAFFLES GALORE
EFT108210	12/05/2016 WRITING WA INC
EFT108211	12/05/2016 ALBANY & GREAT SOUTHERN WEEKENDER
EFT108212	12/05/2016 LANDMARK LIMITED
EFT108213	12/05/2016 WESTERN AUSTRALIAN MUSEUM
EFT108214	12/05/2016 WEST CAPE HOWE WINES
EFT108215	12/05/2016 WHITFIELD ESTATE & PAWPRINT CHOCOLATE
EFT108216	12/05/2016 WISHART
EFT108217	12/05/2016 WREN OIL
EFT108218	12/05/2016 ZENITH LAUNDRY
EFT108219	12/05/2016 W P REID
EFT108220	12/05/2016 SHIRE OF EAST PILBARA

Material Supply - PVC Pipe	REPORT ITEM CSF 244 REFERS13 269.78
Construction Works - York Street Upgrade	1 930.50
Merchandise Order - NAC	103.68
Vancouver Street Festival - Eco Drying Cubby Workshop	477.50
Fitness Instruction	90.00
Photographic Services	200.00
Staff Reimbursements	164.20
Casual Staff/Apprentice Fees	11 845.39
Material Supply - Vehicle Parts	591.76
Performance Vancouver Street Festival	600.00
Material Supply - SHS Aluminium	88.00
Construction - Centennial Park Sporting Precinct	517 963.12
Material Supply - Hardware Supplies	595.58
Security Services	21 067.85
Kidsport Payment	1 630.00
Equipment Hire	2 200.00
Performance Vancouver Street Festival	500.00
Building Certification	627.00
Material Supply - Uniforms	2 263.23
Training	165.00
Security Services	358.50
Ellen Cove Swimming Enclosure Inspection Services	480.00
Streetlight Charges	61 597.40
Entertainment - Great Southern Wrap Party	350.00
Hardware/Tool Supplies	1 104.50
Construction - Centennial Park Sporting Precinct	224 685.91
Catering	1 120.00
Delivery Services	1 284.99
Fitness Instruction	135.00
Supply & Installation of Tyres	1 616.00
Interim Audit Fee	23 908.48
Merchandise Order - NAC	640.63
Merchandise Order - NAC	162.44
Material Supply - Compaction Sand	7.13
Rates Refund	536.90
Catering	54.50
Annual Membership Renewal For The Calendar Year 2016	135.00
Advertising	960.50
Material Supply - Fertiliser	2 254.96
NAC Website Editing	703.16
Material Supply - Wine - Form Public Bar	513.68
Merchandise Order - NAC	636.14
Rates Refund	834.28
Oil Waste Disposal	335.50
Linen Hire	116.76
Construction - York Street Upgrade	31 574.31
Certificate Of Design	150.00

EFT108221	12/05/2016 SYNERGY
DD23486.1	26/04/2016 WA LOCAL GOVT SUPERANNUATION
DD23486.2	26/04/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL
DD23486.3	26/04/2016 ASGARD
DD23486.4	26/04/2016 BT SUPER FOR LIFE
DD23486.5	26/04/2016 AMP SUPERANNUATION SAVINGS
DD23486.6	26/04/2016 TAL SUPERANNUATION LIMITED
DD23486.7	26/04/2016 WEALTH PERSONAL SUPER AND PERSONAL
DD23486.8	26/04/2016 WEALTH PERSONAL SUPER AND PERSONAL
DD23486.9	26/04/2016 BT SUPER FOR LIFE
DD23494.1	26/04/2016 WA LOCAL GOVT SUPERANNUATION
DD23486.10	26/04/2016 NATIONAL MUTUAL RETIREMENT FUND
DD23486.11	26/04/2016 HOSTPLUS PTY LTD
DD23486.12	26/04/2016 PRIME SUPER
DD23486.13	26/04/2016 MLC MASTERKEY BUSINESS SUPER
DD23486.14	26/04/2016 BANSOTT SUPER FUND
DD23486.15	26/04/2016 SUPERWRAP PERSONAL SUPER PLAN
DD23486.16	26/04/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL
DD23486.17	26/04/2016 OAK TREE SUPERANNUATION FUND
DD23486.18	26/04/2016 FIRST SUPER
DD23486.19	26/04/2016 ABUNDANT SPERANNUATION FUND
DD23486.20	26/04/2016 CARE SUPER PTY LTD
DD23486.21	26/04/2016 FIRST STATE SUPER
DD23486.22	26/04/2016 WATER CORPORATION SUPERANNUATION PLAN
DD23486.23	26/04/2016 AUSTRALIAN SUPER
DD23486.24	26/04/2016 SPECTRUM SUPER 2
DD23486.25	26/04/2016 SUPERWRAP PERSONAL SUPER
DD23486.26	26/04/2016 NORTH PERSONAL SUPERANNUATION
DD23486.27	26/04/2016 AJW SUPERANNUATION FUND
DD23486.28	26/04/2016 MLC MASTERKEY SUPERANNUATION GOLD STAR
DD23486.29	26/04/2016 TTCSL ATF CRUELTY FREE SUPER
DD23486.30	26/04/2016 BENDIGO SMARTSTART SUPER
DD23486.31	26/04/2016 SUNSUPER SUPERANNUATION
DD23486.32	26/04/2016 LOCAL GOVERNMENT SUPER
DD23486.33	26/04/2016 IOOF EMPLOYEE SUPER
DD23486.34	26/04/2016 AUSTRALIAN ETHICAL SUPERANNUATION FUND
DD23486.35	26/04/2016 RUSSELL SUPERSOLUTION
DD23486.36	26/04/2016 ASGARD
DD23486.37	26/04/2016 DESMO SUPERANNUATION FUND
DD23486.38	26/04/2016 ONEPATH MASTERFUND
DD23486.39	26/04/2016 CBUS
DD23486.40	26/04/2016 UNI SUPER
DD23486.41	26/04/2016 MTAA SUPERANNUATION FUND
DD23486.42	26/04/2016 THE UNIVERSAL SUPER SCHEME
DD23486.43	26/04/2016 MACAULAY SUPER FUND
DD23486.44	26/04/2016 AMP SUPERANNUATION SAVINGS
DD23486.45	26/04/2016 HESTA SUPER FUND

Auxiliary Lighting Charges - Streetlights	REPORT ITEM CSF 244 REFERS 2	198.35
Payroll Deductions		76 218.60
Superannuation Contributions		461.54
Superannuation Contributions		836.20
Superannuation Contributions		146.55
Superannuation Contributions		257.54
Superannuation Contributions		198.39
Superannuation Contributions		132.37
Superannuation Contributions		83.60
Superannuation Contributions		275.95
Superannuation Contributions		52.45
Superannuation Contributions		121.56
Superannuation Contributions		211.65
Superannuation Contributions		438.86
Superannuation Contributions		258.51
Superannuation Contributions		308.53
Superannuation Contributions		407.13
Superannuation Contributions		492.45
Superannuation Contributions		88.05
Superannuation Contributions		196.30
Payroll Deductions		409.29
Superannuation Contributions		189.96
Superannuation Contributions		620.63
Superannuation Contributions		237.13
Payroll Deductions		6 207.53
Superannuation Contributions		316.60
Superannuation Contributions		237.16
Superannuation Contributions		196.30
Superannuation Contributions		239.71
Superannuation Contributions		562.90
Superannuation Contributions		109.20
Superannuation Contributions		53.42
Superannuation Contributions		514.80
Payroll Deductions		518.00
Superannuation Contributions		252.36
Superannuation Contributions		255.85
Superannuation Contributions		202.58
Superannuation Contributions		192.38
Superannuation Contributions		172.90
Superannuation Contributions		154.41
Payroll Deductions		466.79
Superannuation Contributions		139.84
Superannuation Contributions		196.25
Superannuation Contributions		187.21
Superannuation Contributions		182.66
Superannuation Contributions		735.33
Superannuation Contributions		642.52

DD23533.44	10/05/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	REPORT ITEM CSF 244 REFERS	735.33
DD23533.45	10/05/2016 HESTA SUPER FUND	Superannuation Contributions		607.01
DD23533.46	10/05/2016 KEZ AND JOHN MITCHELL SUPERANNUATION FUND	Superannuation Contributions		268.46
DD23533.47	10/05/2016 NORTH PERSONAL SUPERANNUATION	Payroll Deductions		15.40
DD23533.48	10/05/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions		1 330.10
DD23533.49	10/05/2016 REST SUPERANNUATION	Superannuation Contributions		3 436.00
DD23533.50	10/05/2016 WEALTH PERSONAL SUPER AND PERSONAL	Payroll Deductions		224.85
<u>TOTALS</u>				6 058 204.82

Document Number	Description	DATE SENT RECEIVED
EDR1653584	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEVELOPMENT APPLICATION TO RELOCATE LONG STAY UNITS AND BUILD NEW ANNEXES AT EMU BEACH HOLIDAY PARK PARTIES: DEPARTMENT OF ENVIRONMENT SIGNED BY THE CEO 1 COPY.	20/04/2016
EDR1653651	COPY OF EXECUTED DOCUMENT ITEM: OCM 22.03.2016 ITEM WS102 RE: AWARD OF TENDER C16005 SUPPLY AND INSTALLATION OF IRRIGATION FOR CENTENNIAL PARK EASTERN PRECINCT PARTIES: HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD SIGNED BY THE CEO 1 COPY.	22/04/2016
EDR1653665	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEVELOPMENT APPLICATION TO RE ROOF THE ALBANY BOWLING CLUB AT 2 - 6 BIRSS STREET EMU POINT PARTIES: N/A SIGNED BY THE CEO 1 COPY.	22/04/2016
EDR1653727	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUILDING APPLICATION FOR TRANSPORTABLE OFFICE AND PREFABRICATED UAT FACILITY AT ALBANY AIRPORT PARTIES: N/A SIGNED BY THE CEO 1 COPY	28/04/2016
EDR1653728	COPY OF EXECUTED DOCUMENT ITEM: OCM 26.05.2015 ITEM CSF169 RE: REGIONAL ROAD GROUP FUNDING PARTIES: MAIN ROADS WA SIGNED BY THE CEO AND MAYOR 3 COPIES.	28/04/2016

Document Number	Description	DATE SENT RECEIVED
EDR1653798	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: WATERWISE COUNCIL AGREEMENT - MEMORANDUM OF UNDERSTANDING BETWEEN WATER CORPORATION AND CITY OF ALBANY PARTIES: WATER CORPORATION SIGNED BY THE CEO 1 COPY	02/05/2016
EDR1653808	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:RECOVERY EXERCISE AND WORKSHOP, ALBANY, DENMARK, PLANTAGENET, JERRAMUNGUP, GNOWANGERUP PARTIES: STATE EMERGENCY MANAGEMENT COMMITTEE SIGNED BY THE CEO 2 COPY	02/05/2016
EDR1653809	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:BUILDING OF LOCAL COMMUNITY AWARENESS AND RESILIENCE PARTIES: STATE EMERGENCY MANAGEMENT COMMITTEE SIGNED BY THE CEO 1 COPY	02/05/2016
EDR1653867	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:RETAINING WALL AND BACK FILL BUILT ON VERGE TO ALLOW A TRAFFICABLE CROSSOVER ONTO LOT 51 MORLEY PLACE PARTIES: N/A SIGNED BY THE CEO 1 COPY	05/05/2016
EDR1653871	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:TRAVEL SMART INITIATIVE - WAYFINDING SIGNAGE WITH MAIN ROADS LOGO WILL BE PLACED ON THE WALKING/CYCLING PATHS AT STRATEGIC POINTS AROUND THE COA NOTIFYING PASSERS-BY THE DISTANCE IN MINUTES TO KEY PUBLIC AREAS PARTIES: MAIN ROADS WESTERN AUSTRALIA SIGNED BY THE CEO 1 COPY	05/05/2016

Document Number	Description	DATE SENT RECEIVED
EDR1653872	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:ALBANY TRAVEL SMART TO SCHOOLS PROFESSIONAL DEVELOPMENT WORKSHOP - DoT TEACHER RELIEF CONTRIBUTION PARTIES: DEPARTMENT OF TRANSPORT SIGNED BY THE CEO 1 COPY	05/05/2016
EDR1653911	COPY OF EXECUTED DOCUMENT ITEM: OCM 22.03.2016 ITEM WS102 RE:AWARD OF TENDER C16006 SPORTS FIELD LIGHTING AND POWER INSTALLATION - CENTENNIAL PARK EASTERN PRECINCT PARTIES: J & S CASTELHOW ELECTRICAL SERVICES SIGNED BY THE CEO 1 COPY	09/05/2016
EDR1653914	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:DEVELOPMENT APPLICATION AT 256-270 STIRLING TERRACE (QUEENS PARK) PROPOSING TO RESTORE AND IMPROVE THE AREA THROUGH LANDSCAPING AND ACCESS WAYS PARTIES: LANDGATE VESTING SIGNED BY THE CEO 1 COPY	09/05/2016
EDR1653915	COPY OF EXECUTED DOCUMENT ITEM: OCM 15.03.2011 ITEM 4.6V RE:3 NEW LIGHT TANKERS FOR KALGAN, TORBAY AND YOUNG'S BUSH FIRE BRIGADE PARTIES: DEPARTMENT OF FIRE AND EMERGENCY SERVICE SIGNED BY THE CEO 1 COPY	09/05/2016
EDR1653986	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR GRANT OF PLANNING SCHEME - EXTRACTIVE INDUSTRY LICENCE FOR COA LINE STONE PIT ON MARTIN ROAD PARTIES: N/A SIGNED BY THE CEO 1 COPY	12/05/2016

Document Number	Description	DATE SENT RECEIVED
EDR1653988	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR BUILDING PERMIT - RE-ROOF EMU POINT BOWLING CLUB PARTIES: N/A SIGNED BY THE CEO 1 COPY	12/05/2016
EDR1653989	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR BUILDING PERMIT FOR PERMANENT CARAVAN ANNEX AT EMU POINT CARAVAN PARK PARTIES:N/A SIGNED BY THE CEO 1 COPY	12/05/2016
EDR1653994	COPY OF EXECUTED DOCUMENT ITEM: OCM 15.03.2011 ITEM 3.3 RE: BUILDING PERMIT FOR THE CONSTRUCTION OF THREE WATER TANKS AND STANDS AS PART OF THE IMPROVEMENT TO THE EXISTING CAPE RICHE CAMPGROUND PUBLIC TOILET FACILITY PARTIES: N/A SIGNED BY THE CEO 1 COPY	12/05/2016
NCSR1653686	COPY OF COMMON SEAL ITEM: OCM 03/09/2014 ITEM PD051 OCM 23/02/2016 ITEM PD113 RE:TRANSFER OF PORTION OF LOT 3000 EMU POINT DRIVE, COLLINGWOOD PARK FROM THE "PARKS AND RECREATION" LOCAL SCHEME RESERVE TO THE "FUTURE URBAN ZONE" PARTIES: WESTERN AUSTRALIAN LAND AUTHORITY SIGNED BY THE CEO AND MAYOR 3 COPIES.	26/04/2016

Document Number	Description	DATE SENT RECEIVED
NCSR1653725	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE: RENT REVIEW ON LEASE OVER PORTION CROWN RESERVE 42964 EMU POINT MARINA PARTIES: DARREN AND LINDA RUSSELL (TRADING AS EMU POINT SLIPWAY SERVICES & EMU POINT SHIPWRIGHT / BOAT BUILDERS) SIGNED BY THE CEO AND MAYOR 3 COPIES.	28/04/2016
NCSR1653726	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE: DEED OF VARIATION OF LEASE - APPROVAL TO VARY THE RENT FROM MINIMUM RATE TO PEPPERCORN RENT GRANTED TO THE KING RIVER HORSE AND PONY CLUB INC. FOR LEASED PREMISES ON PORTION CROWN RESERVE 1189. LEASE RENTAL \$10 PER ANNUM PLUS GST PARTIES: KING RIVER HORSE AND PONY CLUB INCORPORATED SIGNED BY THE CEO AND MAYOR 2 COPIES.	28/04/2016
NCSR1653881	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE: SURRENDER OF COMMUNITY LEASE TO AUSTRALIAN NAVY CADETS- NAVY LEAGUE OF AUSTRALIA OVER RESERVE 35157 TO ALLOW FOR A LEASE RENEWAL TO BE ENTERED INTO WITH THE AUSTRALIAN NAVY CADETS - COMMONWEALTH OF AUSTRALIA / DEPARTMENT OF DEFENCE FOR A TERM OF TEN YEARS PARTIES: AUSTRALIAN NAVY CADETS (NAVY LEAGUE OF AUSTRALIA - SURRENDER OF LEASE) AUSTRALIAN NAVY CADETS (COMMONWEALTH OF AUSTRALIA / DEPARTMENT OF DEFENCE - DEED OF LEASE) SIGNED BY THE CEO AND MAYOR 5 COPIES.	05/05/2016

Document Number	Description	DATE SENT RECEIVED
NCSR1653912	COPY OF COMMON SEAL ITEM: OCM 26.04.2016 ITEM CSF233 RE:SIGNED DOCUMENTS FOR LAND SALE AND TRANSFER OF 5 BETHEL WAY PARTIES: G & P WALTON (SELLERS) SIGNED BY THE CEO 1 COPY	09/05/2016
NCSR1653913	COPY OF COMMON SEAL ITEM: OCM 22.03.2016 ITEM WS102 RE:SIGNING OF CONTRACTS FOR C16005 - SUPPLY AND INSTALLATION OF IRRIGATION FOR CENTENNIAL PARK EASTERN PRECINCT PARTIES: HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD SIGNED BY THE CEO 1 COPY	09/05/2016
NCSR1653958	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE:ASSIGNMENT OF LEASE OVER LEASE PREMISES KNOWN AS THREE ANCHORS BEING 2 FLINDERS PARADE MIDDLETON BEACH PARTIES: ASSIGNOR: THREE ANCHORS PTY LTD ASSIGNEE: DK HOSPITALITY #2 PTY LTD SIGNED BY THE CEO 1 COPY	10/05/2016
NCSR1653960	COPY OF COMMON SEAL ITEM: OCM 25.08.2015 ITEM CSF188 OCM 26.05.2015 ITEM CSF169 RE: CONSENT FROM MINISTER FOR LANDS FOR LEASE AND LICENCE ON ACCOMMODATION WITH THE FISHING INDUSTRY (LEASE) OVER LOT 2 ON PORTION CROWN RESERVE 878 PARTIES: BEACH FISHING PTY LTD TRADING AS WESTERBERG BROS. (TONY DAVID WESTERBERG & JEFFREY NEIL WESTERBERG - DIRECTOR AND GUARANTOR) SIGNED BY THE CEO AND MAYOR 2 COPIES	10/05/2016

Document Number	Description	DATE SENT RECEIVED
NCSR1653961	<p>COPY OF COMMON SEAL ITEM: OCM 27.10.2015 ITEM PD099 OCM 22.03.2016 ITEM PD117 RE: MODIFYING SCHEDULE 4 - SPECIAL USE ZONES NO SU17, CONDITION 1 TO INCLUDE PARK HOME PARK - LAND USE WITH "D" PERMISSIBILITY AND INSERT NEW CONDITION 6 PARTIES: PORTSTYLE ENTERPRISES PTY LTD SIGNED BY THE CEO AND MAYOR 3 COPIES</p>	10/05/2016

Council Policy: Purchasing Policy (Tenders and Quotes)

1. Policy Statement

The following protocols * will apply to each category:

Category	Value (exc. GST)	Minimum Protocol
Minor Purchase	\$0-\$2,000	1 Verbal Quote
Minor Quotation	\$2,001-\$5,000	2 Verbal Quotes
Intermediate Quotation	\$5,001-\$30,000	2 Written Quotes
Major Quotation	\$30,001-\$150,000 **	3 Written Quotes
Major Purchase (Tender)	Over \$150,000 **	In accordance with Division 2 – Section 11 of the <i>Local Government (Functions and General) Regulations 1996</i>

* If a purchase is made and the minimum protocol for quotations is not met, a file note signed by the Executive Director needs to be completed, detailing the reasons for not meeting the protocol. In this instance a copy of the file note will be forwarded to the Executive Director Corporate Services or appointed delegate.

** The City of Albany Buy Local Policy is to apply to both Major Quotations (\$30,001-\$150,000) and Major Purchases (Tenders) (over \$150,000).

Purchasing Protocol does not apply where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements.

The Chief Executive Officer has delegated authority from Council to undertake purchases of goods and services up to the value of \$500,000, and \$1,000,000 where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements.

2. Objective

To provide best value to Council, and equity and transparency to suppliers of the City's goods and services.

To ensure consistency for all purchasing activities that integrates within all the City of Albany operational areas.

To provide a preference to organisations that:

- Demonstrate high levels of Corporate Social Responsibility (CSR) including supporting people with disabilities or special needs, or contributions to the community such as sponsorships or donations
- Have in place or are prepared to consider implementing employment strategies and programs for Indigenous people
- Demonstrate sustainable business practices
- Supply Australian made products

3. Scope

Applies to all staff with the authority to purchase goods and services.

All officers and employees of the City of Albany shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City.

4. Panels of Pre-Qualified Suppliers

Factors to be considered by the City when establishing a panel of pre-qualified suppliers would include (but are not necessarily limited to) circumstances where:

- There are numerous potential suppliers in the local and regional market sector/s
- The purchasing activity under the intended Panel is assessed as being of a low to medium risk
- The Panel will streamline and improve procurement processes
- The City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel

Should the City determine that it is beneficial to create a Panel, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*. This ensures that clear and consistent information is communicated to all suppliers, including selection criteria, conditions of contract, specifications and price schedules (as required).

Pre-Qualified Suppliers will be appointed to the Panel based on their suitability to provide the goods and/or services as per the weighted evaluation criteria. The number of suppliers appointed to a Panel will be dependent on requirements.

Panelists will be ranked based on value for money and suitability, and engaged based on their ranking as well as other factors such as availability, familiarity with a particular project and/or specialist requirements.

The City may engage non Panel members as required, subject to normal quotation and tendering requirements as per the Regulations.

5. Records Management

All records associated with **all purchasing** categories will be recorded and retained in line with the provisions of the *State Records Act 2000*, including:

- *Tender documentation;*
- *Internal documentation;*
- *Evaluation documentation;*
- *Enquiry and response documentation;*
- *Notification and award documentation;*
- *Quotation documentation;*
- *File Notes; and*
- *Order forms and requisitions.*

6. Legislative and Strategic Context

To provide compliance with the *Local Government Act 1995* ("the Act") and the *Local Government (Functions and General) Regulations 1996* ("the Regulations").

7. Review Position and Date

Executive Director Corporate Services to review annually.

8. Associated Documents

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*
- *Tender/Contract procedure*
- *Quotation procedure*
- *Evaluation procedure (Tenders and Quotations)*
- *City of Albany Buy Local Policy*

9. Definitions

- **Minor Purchase:** A purchase up to and including \$2,000
- **Minor Quotation:** A purchase from \$2,001 to \$5,000
- **Intermediate Quotation:** A purchase from \$5,001 to \$30,000
- **Major Quotation:** A purchase from \$30,001 to \$150,000
- **Major Purchase:** A purchase over \$150,000 (Tender)

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Procurement Officer		Executive Director Corporate Services	
Document Control			
File Number - Document Type:	CM.STD. 7 – Council Policy		
Synergy Reference Number:	NP072938_8		
Meta Data: Key Search Terms	Purchasing, Tenders, Quotations, Buy Local, Goods, Services		
Status of Document:	Reviewed by Procurement Team/EDCS		
Document file details:	Location of Document: Intranet, Extranet N:\General\Governance\Corporate Documents		
Quality Assurance:	Procurement Team, Executive Management Team		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Chief Executive Officer	Adoption Ref: OCM 20/05/08 Item 12.2.1	20/05/2008
2.0	Chief Executive Officer	Revised, changed policy for minor quotes to two written quotes. Adoption Ref: OCM 19/01/10 Item 16.5.1	19/01/2010
3.0	Chief Executive Officer	Reformatted. Amendment, changed policy for minor purchases to one written quote. Adoption Ref: OCM 18/05/10 Item 16.4.1	18/05/2010
4.0	Chief Executive Officer	Fully reviewed by Audit & Finance Committee. Adoption Ref: OCM 19/02/13 Item 1.1	19/02/2013
5.0	Manager Governance & Risk Management	Reformatted for review by Procurement Team and Document Owner	28/04/2014
5.1	Deputy Chief Executive Officer	Draft Version to EMT for Review	03/07/2014
5.2	Deputy Chief Executive Officer	Presented to and endorsed by Council. Adoption Ref: OCM 26/08/2014 CSF109	26/08/2014
6.0	Executive Director Corporate Services	Reviewed by Procurement Team/EDCS	10/05/2016
6.1	Executive Director Corporate Services	Presented to and endorsed by Council. Adoption Ref: OCM xx/xx/2016 CSFxxx	



Council Policy: Buy Local Policy (Regional Price Preference)

1. Policy Statement

- 1.1 A price preference will apply to quotations of \$30,000 value or greater, and all tenders invited by the City of Albany, for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular quotation or tender.

- 1.2 The following levels of preference will be applied under this policy:

Goods or Services up to a maximum price reduction of \$50,000:

- 10% to businesses located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).

Construction (building) services up to a maximum price reduction of \$50,000:

- 5% to businesses located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).

Goods or Services, including construction (building) services, up to a maximum price reduction of \$500,000, if Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by Council:

- 10% to businesses located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).

- 1.3 The levels of preference outlined in 1.2 above, will be applied as either a regional business preference or as a regional content preference:

Regional Business Preference

This preference enables businesses/contractors within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area) to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

To qualify as a local business/contractor, a supplier must meet the following conditions:

- A permanent office in the Prescribed Area for at least six (6) months prior to bids being sought
- Permanent staff based in the Prescribed Area
- That bidding and management/delivery of the majority of the quotation/contract outcomes will be carried out from their business location in the Prescribed Area

The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.2 of this policy.

Regional Content Preference

REPORT ITEM CSF247 REFERS TO

This preference provides an incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the Prescribed Area. The preference applies to the value of the goods, materials or services purchased and used in the Albany region, and are referred to as "Regional Content". The preference percentages are as set out in section 1.2 of this policy.

Please note: Travel and accommodation costs associated with sending Staff/Sub Contractors from outside the Prescribed Area to work on a regional contract, are not considered regional content and are not eligible for the "Regional Content Preference".

Businesses wishing to claim any of the above price preferences, must complete a preference questionnaire/response form that is distributed with each quotation of \$30,000 value or greater, and is also included in tender documentation. Eligible businesses within the Prescribed Area must clearly state their full business location and postal address.

Businesses outside the Prescribed Area, who claim that they will use regional businesses (Regional Content) in the delivery of the contract outcomes, may be required, as part of the contract conditions, to demonstrate that they have actually used them.

- 1.4 It should be noted that price is only one factor to be considered when the City of Albany assesses quotations and tender submissions. Value for Money principles will be used to achieve the best possible outcome for every dollar spent by the City of Albany. This is achieved by assessing against weighted Evaluation Criteria rather than simply selecting the lowest purchase price.

EXAMPLES OF THE APPLICATION OF THE REGIONAL PRICE PREFERENCE POLICY

Example 1

Consider a scenario where the following three tenders, to supply goods or services, are received by a local government that has chosen a 10% rate of preference.

- Tender 1 is from a regional tenderer (as defined by the Council in its policy).
- Tender 2 is from a metropolitan based firm and uses goods and services sourced from the metropolitan area.
- Tender 3 is from a metropolitan based firm but uses \$50,000 worth of goods and services sourced from the region defined in the local government's regional price preference policy.

Tenders Received	Price of Tender	Price Reduction at 10% rate of preference	Adjusted price used for evaluation purposes
Tender 1	\$100,000	\$10,000 (10% of \$100,000)	\$90,000 (i.e. \$100,000 less \$10,000)
Tender 2	\$95,000	No preference applicable	\$95,000
Tender 3	\$97,500	\$5,000 (10% of \$50,000)	\$92,500 (i.e. \$97,500 less \$5,000)

As can be seen from the table, in terms of price, the tender from the regional tenderer (Tender 1) is the most advantageous once the preference has been applied.

Example 2

REPORT ITEM CSF247 REFERS TO

This example highlights how the **maximum price reduction** affects the assessment of tenders. The following is a scenario where tenders are called to supply construction (building) services by a local government that has chosen a 5% rate of preference.

- Tender 1 is from a regional tenderer.
- Tender 2 is from a metropolitan based firm that sources materials from the metropolitan area.

Tenders Received	Price of Tender	Price Reduction at 5% rate of preference	Adjusted price used for evaluation purposes
Tender 1	\$1,200,000	Less 5% of \$1,200,000 = \$60,000. However the maximum price reduction is limited to \$50,000.	\$1,150,000 (i.e. \$1,200,000 less \$50,000)
Tender 2	\$1,145,000	No preference applicable	\$1,145,000

In this case, in terms of price alone, Tender 2 is the most advantageous.

However, it is important to emphasise that price is only one of the criteria used to determine a successful tenderer. Nonetheless, when the tenders are assessed against all the tender criteria, the adjusted price is the one to be used. That is, the price following the application of any preference.

2 Objective

To seek to maximise the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the City of Albany.

3 Scope

The Policy is to apply to quotations of \$30,000 value or greater (Major Quotations), and all Tenders invited by the City of Albany, for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular tender. Major Quotations and Tenders are dealt with jointly by the Responsible Officer for that Quotation/Tender (various Departments across the organisation) and Procurement Officer (Corporate Services).

4 Legislative and Strategic Context

In February 2000, the *Local Government (Functions and General) Regulations 1996* were amended to allow non-metropolitan local governments to offer a price preference to regional suppliers when deciding which Quotation/Tender to accept. A price preference can only be applied if a local government authority has adopted a regional price preference policy.

5 Review Position and Date

Executive Director Corporate Services to review annually.

6 Associated Documents

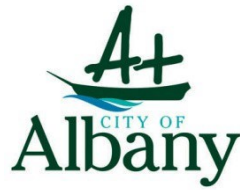
REPORT ITEM CSF247 REFERS TO

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*
- Tender/Contract procedure
- Quotation procedure
- Evaluation procedure (Tenders and Quotations)
- Purchasing Policy (Tenders and Quotations)

7 Definitions

- ***Local business/Contractor*** must meet the following conditions:
 - A permanent office in the Prescribed Area for at least six (6) months prior to bids being sought
 - Permanent staff based in the Prescribed Area
 - That bidding and management/delivery of the majority of the Contract outcomes will be carried out from their business location in the Prescribed Area
- ***Prescribed Area:*** Municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup.
- ***Regional Business Preference:*** Incentive for businesses/contractors located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).
- ***Regional Content Preference:*** Incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the Prescribed Area. *Travel and accommodation costs are not included.*

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Procurement Officer		Executive Director Corporate Services	
Document Control			
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1.0	Chief Executive Officer	Original Policy adopted 18/07/01. Revised by Audit and Finance Committee on 26/11/12. Presented and adopted by Council. Adoption Ref: OCM 19/02/13 Item 1.1	19/02/2013
2.0	Manager Governance & Risk Management	Reformatted for review by Procurement Team and Document Owner	28/04/2014
2.1	Deputy Chief Executive Officer	Draft Version to EMT for Review. Only minor formatting amendments made and the inclusion of document approval and revision history.	03/07/2014
2.2	Deputy Chief Executive Officer	Reviewed and approved under delegation by CEO.	12/08/2014
3.0	Deputy Chief Executive Officer	Minor amendment. Reviewed and approved under delegation by CEO.	16/03/2015
4.0	Executive Director Corporate Services	Reviewed by Procurement Team/EDCS	19/02/2016
4.1	Executive Director Corporate Services	Presented to and endorsed by Council. Adoption Ref: OCM xx/xx/2016 CSFxxx	



Council Register

Register of Delegations

Introduction

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

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

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

When perusing the Delegations of Authority, please be aware that some delegations are ongoing. Others give Delegated Authority to make a decision for a "one of" specific reason.

Once exercised, "one of" delegations are removed from the current Delegations Register and transferred to the Central Records System for permanent retention.

Please ask our Customer Services staff if you would like to view the Delegations of Authority register.

The Delegations of Authority Register is maintained by Office of the Chief Executive Officer.

Statutory Requirements

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

A local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in s5.43

Limits of delegations to the Chief Executive Officer

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

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

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

Limits of delegations to Committees

Sections s5.16 and s5.17 of the Act enables the delegation of some powers and duties to a committee:

- Which may be in writing and be general or as otherwise provided in the instrument of delegation;
- Which have effect for the period of time specified or if no period specified, indefinitely;
- But cannot include any power or duty that requires a decision of an absolute majority or a 75% majority of the Council, or any powers or duties that can be delegated to the CEO under Division 4, etc”
- Under the provisions of section 5.46 of the Act, delegations must be reviewed at least once every financial year.

Register of, Records Relevant to, Delegations

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

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

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

Transfer of Authority Due to Absence

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

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

Document Approval			
Document Development Officer:		Document Owner: (Member of EMT)	
Manager Governance & Risk Management		Chief Executive Officer	
Document Control			
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Version	Author	Version Description	Date Completed
1.0	Chief Executive Officer	Adoption Ref: OCM 17/07/2012 Report Item 1.4.	17/07/2012
2.0	CEO	Adoption Ref: OCM 18/09/2012 Report Item 1.1.	18/09/2012
3.0	Executive Director Corporate Services	Adoption Ref: OCM 16/04/2013 Item 4.5 (Amendment)	16/04/2013
4.0	Executive Director Planning & Development	Adoption Ref: OCM 18/06/2013 Item 2.9 (Amendment)	16/04/2013
5.0	Manager Governance & Risk Management	Adoption Ref: OCM 24/03/2015 Report Item WS068.	24/03/2015
6.0	Manager Governance & Risk Management	Prepared for Council review and adoption. Report CSF169.	13/05/2015
7.0	Manager Governance & Risk Management	Adoption Ref: OCM 26/05/2015 Report Item CSF169.	26/05/2015

Document Revision History			
Version	Author	Version Description	Date Completed
7.1	Manager Governance & Risk Management	<p>Amendment: Minor administrative amendment to delegation: 2015:019 – Property Management, Lease and Licences, being: Function (8): <i>Approve requests to assign existing leases or sub-leases, provided there being no variation to the principle terms of the current lease conditions.</i></p> <p>Function (9): <i>Approve requests for a sub-lease/sub-licence where there is a current lease/licence in place.</i></p> <p>Condition (a): <i>(iii)(a.): written rental valuation specified to be current. (iv) & (v) deleted.</i></p> <p>Condition (b): Appended with additional condition: <i>(i) To comply with legislative or other statutory or governmental authority requirements issued from time to time.</i></p> <p>Redefined lease area: <i>(ii) Leased area: (a) <u>Increase not exceeding being no more or no less than 10 % or 100m² of the existing areas, whichever is the greater;</u></i></p> <p>Appended with additional sub-condition (ii)(b): <i>Any reduction to the existing lease area.</i></p> <p>Appended with additional detail: <i>(iii) Permitted Use provided their being: a. No change to the primary use and in accordance with the <u>Management Order of the land (if applicable).</u></i></p> <p>Appended with additional condition: <i>(iii) Guarantee and Indemnity or Insurance, provided Council interests remain protected.</i></p> <p>Condition (d): <i>Reference amended to Authorisation items (3 & 4). All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.</i></p> <p>Policy Position Reference amended: <i>Council Policy: Buy Local (Regional Price Preference) Policy, Council Policy: Property Management – Leases and Licences.</i></p>	8/06/2015
7.2	Manager Governance & Risk Management	Inclusion of new position title: Office of CEO: Executive Director Economic Development and Commercial Services	23/07/2015
7.3	Manager Governance & Risk Management	<p>Amendment: Amendments made to reflect changes to organisational structure and assigned functions.</p> <ul style="list-style-type: none"> - Reference to Deputy CEO removed from Delegations Register. - Title: Planning & Development Engineer updated to reflect new title, being: Manager Building and Engineering Services - Changes made to reflect new role and assigned function of the Executive Director Economic Development & Commercial Services. - 2015:001 – Title Amended: Terms “applicable” replaced by term “associated”. - 2015:004 – Term “should” replaced with “must”. - 2015:013 – Spending Limits amended: Cat B assigned to Executive Director Corporate Services, Cat C assigned to Executive Director Economic Development and Commercial Services. - 2015: 017- Compensation threshold amended from \$10,000 to \$1,000. - 2015:020 – Events Team Leader assigned delegation. - 2015:035 – Crown Reserves assigned to Executive Director Works & Services and Manager Reserves. 	24/08/2015

Document Revision History (continued)				REPORT ITEM CSF248 REFERS			
Version	Author	Version Description			Date Completed		
7.4	Manager Governance & Risk Management	Amendment: Reformatted, updated to reflect changes made to titles and new designated officer positions: <ul style="list-style-type: none"> • Senior Building Compliance Officer to Development Building Compliance Officer(s). • Manager ALAC to Team Leader ALAC • Coordinator Environmental Health to Manager Environmental Health • Manager Albany Heritage Park • Club Development Officer • Land Officer now reports to the Manager Building and Engineering Services • Updated to include receipt of gift and travel contributions. 			15/03/2016		
7.5	Manager Governance & Risk Management	Amendment: Amended in accordance with Council Resolution CSF238 to reflect new organisational structure and employee titles, being: <ul style="list-style-type: none"> • Executive Manager Community Services • Executive Director Development Services • Executive Director Commercial Services Noting: <ul style="list-style-type: none"> • The Albany Regional Day Care reports to ED Commercial Services; and • The Facilitator Strategy & Improvement reports to the ED Corporate Services. 			27/04/2016		
7.6	Manager Governance & Risk Management	Fully revised for review by the Corporate Services & Finance Committee. Changes, being: <ul style="list-style-type: none"> • Delegation 2016:018: Variation extended to Manager City Engineering & Engineering Officers with set limitations. • Delegation 2016:027: The power to enter property without the consent of the owner (1) is only to be enacted once verbal approval has been given by Executive Director and/or Line Manager • Delegation 2016:046: Includes the delegated power to authorise road usage requests. • Delegation 2016:013: Amended to include Executive Manager level. 			05/05/2016		
7.7	Manager Governance & Risk Management	Proposed amendments: <ul style="list-style-type: none"> • Delegation 2016:028: Subdivision of Land <p><i>Remove the following condition: Where the delegate is intending to not support the application all Elected Members must first be notified in writing of the application and the rationale for the intension to not support the application and give at least three business days for Elected Members to consider whether or not to request the application be referred to Council for consideration.</i></p> <p><u>Reason(s):</u> The City is not the decision maker in this process. A recommendation to refuse is made only in accordance with the R codes, Local Planning Scheme and Council Policy. It is also impractical given the time frames.</p> <ul style="list-style-type: none"> • Delegation 2016:028: Planning Development Act & Regulations <p><u>New:</u> (1) Approve or Refuse Local Development Plans (LDPs) after appropriate consultation and where it is unlikely to have an adverse impact on the local area.</p> <p><i>Condition: Local Development Plans (LDPs) (1). This delegation is limited to the Executive Director Development Services or CEO. If utilised Council is to be advised.</i></p> <p><u>Reason:</u> LDPs must be prepared in accordance with the City's Local Planning Scheme (LPS1).</p>			02/06/2016		

Document Revision History <i>(continued)</i>			
Version	Author	Version Description	Date Completed
7.7	Manager Governance & Risk Management	<p>Delegation 2016:009: Extended to the Manager Ranger and Emergency Services (1, 2 & 3 only).</p> <p>Reason: As this is something that occurs on an occasional basis and allow the review to be conducted by the Executive Director if required.</p>	14/06/2016
7.8	Manager Governance & Risk Management	<p>Approved and recommend by the Corporate Service & Finance Committee for Council adoption.</p>	17/06/2018

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Attachment A – Designated Persons Table

Attachment B – Local Law Register

Local Government Act 1995

2016:001 - LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS*(Additional Power, Deal with Objections, Grant Time Extensions)***Delegated Power:** Power to:

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

Notes:

- (i) *If a person who is given a notice under s3.25 of the Act fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of as a debt due from the person who failed to comply with the notice.*
- (ii) *If a debt (other than a rate or service charge) remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.*

Condition of Delegation:

- (a) The power to authorise persons is limited to Executive Directors and above and must be given in writing.
- (b) A person who is authorised to give an infringement notice under s9.16 of the Act is not eligible to be an authorised person for the purposes extending time or withdrawal.
- (c) The power to direct (additional powers) is limited to Executive Directors and above and the following designated positions:
 - Manager Planning Services
 - Manager Ranger & Emergency Services
 - Manager Building and Engineering Services
 - Manager City Engineering
- (d) The power to deal with objections and granting extension of time is limited to Executive Directors and above and the following designated positions:
 - Manager Governance & Risk Management
 - Manager Finance

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 - Functions of local governments, Division 2 - Legislative functions of local governments, Subdivision 1 — Local laws made under this Act, s3.25 (Notices requiring certain things to be done by owner or occupier of land), s3.26 (Additional powers when notices given)
- Part 9 - Miscellaneous provisions, Division 1 - Objections and review, s9.5 (Objection may be lodged), s9.6 (Dealing with objection), s9.7 (Review), s9.9 (Suspension of effect of decision)
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management).

Report Requirement: Report to file.

Designated Persons: Listed at attachment A (Designated Persons Register) and B (Local Laws Register).

Local Government Act 1995

2016:002 - CORPORATE DOCUMENTS & BRANDING

Delegated Power: Power to:

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

Note: It is the role of Council to determine local government's policies.

Condition of Delegation:

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

Legislative or Policy Reference:

- **Local Government Act 1995:** s2.7 (Role of council) (2)(b), s3.1 (General function); s5.41 (Functions of CEO).

Policy Position: Council Policy: Corporate Document Policy

Report Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
 - Stake Holder Relations Manager
- Executive Manager Community Services
 - Manager Communications & Events
- Executive Director Corporate Services
 - Manager Governance & Risk Management
- Executive Director Development Services
- Executive Director Works & Services
- Executive Director Commercial Services

2016:003 - PUBLIC RELATIONS, MEDIA RELEASES & MAKE COMMENT TO MEDIA

Delegated Power: Power to:

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

Condition of Delegation:

(a)The power to authorise persons is limited to Executive Directors and above.

Legislative or Policy Reference:

- **Local Government Act 1995:** s5.41 (Functions of CEO) (d)&(f)

Report Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
 - Stakeholder Relations Manager
- Executive Manager Community Services
 - Manager Communications & Events
- Executive Director Commercial Services
 - Manager Tourism & Development Services
 - Manager Recreational Services
 - Manager Day Care Services
- Executive Director Corporate Services
- Executive Director Development Services
- Executive Director Works & Services

2016:004 - POWER TO REMOVE, IMPOUND & DISPOSE PROPERTY

Delegated Power: Power to:

1. Dispose surplus plant, equipment and material.
2. Sell or otherwise dispose:
 - a. any goods that have been confiscated subject to s3.47(1) of the Local Government Act 1995 (the Act);
 - b. impounded goods that have not been collected within the period specified in s3.42(1)b. , s3.47(2b) or s3.44 of the Act;
 - c. any vehicle that has not been collected within two months of a notice having been given under s3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck; and
 - d. artworks, not exceeding \$5,000.
3. Determine that court action be taken to recover impounding expenses in accordance with s3.48 of the Act.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Disposal of surplus plant, equipment and material is subject to the CEO providing Elected Members with two weeks written notice with any intention to do so:
 - The CEO may either proceed with such a sale or if appropriate instead donate the property available for sale to suitable not for profit community groups or Schools;
 - In the absence of any sale being made, it shall be at the absolute discretion of the CEO to dispose of any surplus goods, plant and equipment in any manner thought fit by the CEO.
- (b) All goods, plant and equipment with an estimated market value above \$1000 must be:
 - Advertised for sale in a local newspaper; or
 - Sold by public auction; or Offered for sale by public tender.
- (c) All goods, plant and equipment with an estimated market value of \$1000 or less shall be:
 - Advertised for sale in an email or notice sent to all staff; or
 - Offered for sale by seeking bids from staff with a one week closing date for bids to be lodged with the CEO.
- (d) The team that administers the impounding cannot administer the disposal.
- (e) The CEO shall approve any legal action and sign any legal documents.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.39(Power to remove and impound), s3.40(Vehicle may be removed if goods to be impounded are in or on vehicle), s3.40A (Abandoned vehicle wreck may be taken), s3.43(Impounded non-perishable goods, court may confiscate), s3.47(Confiscated or uncollected goods, disposal of), s3.48(Impounding expenses, recovery of), s3.58(Disposing of property).

Report Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
- Executive Director Corporate Services
- Executive Director Commercial Services
 - Manager Tourism & Development Services (2 only)
- Executive Director Works & Services
 - Manager City Operations (1 & 2 only)
- Executive Director Development Services
 - Manager Ranger & Emergency Services (2a,b,c only)
 - Manager Planning Services (2a,b only)
 - Senior Planning Officer - Statutory Planning & Compliance (2a,b only)
 - Manager Building and Engineering Services (2a,b only)
 - Development Compliance Officer (2a,b only)

REPORT ITEM CSF248 REFERS
Local Government Act 1995

**2016:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR
MANAGEMENT**

Delegated Power: Power to:

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

CEO FUNCTION: Authority to:

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

Condition of Delegation:

- (a) Appointment subject to funding being available in the City's Annual Budget.
- (b) Structure changes must be approved by the relevant Executive Director.
- (c) Appointment and dismissal of:

- permanent employees; and
- casual employees;

must be conducted in consultation with Manager Human Resource and/or delegate.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.1 (General Function), s3.18 (Performing Executive Functions), s3.21 (Duties when performing functions), s5.2 (Administration of local governments), s5.36 (Local government employees), s5.39 (Contracts for CEO and senior employees) - (1a)(a), s5.41 (Functions of CEO), s5.42(Delegation of some powers and duties to CEO)

Reporting Requirement: Human Resources Team to report to the Corporate Services & Finance Committee monthly.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services (3,4 only)
 - Manager Library Services (3 only) limited to casual employees only
 - Vancouver Arts Centre Coordinator (3 only) limited to casual employees only
- Executive Director Corporate Services (3, 4 only)
 - Manager Human Resources (3,4 only)
- Executive Director Commercial Services (3,4 only)
 - Manager Tourism & Development Services (3 only), limited to casual employees only
 - Manager Recreation Services (3 only), limited to casual employees only
 - Team Leader Albany Leisure & Aquatic Centre (3 only), limited to casual employees only
 - Manager Albany Day Care Services (3 only), limited to casual employees only
 - Manager Albany Heritage Park (3 only), limited to casual employees only
- Executive Director Works & Services (3,4 only)
 - Manager City Operations (3 only), limited to casual employees only
 - Manager City Engineering (3 only), limited to casual employees only
 - Manager City Reserves (3 only), limited to casual employees only
- Executive Director Development Services (3,4 only)
 - Manager Ranger & Emergency Services (3 only), limited to casual employees only.

Local Government Act 1995

2016:006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY

(Common Seal, Deeds, Agreements)

Delegated Power: Power to:

1. Execute a document on behalf of the City where there is a requirement for the document to be executed as a deed, pursuant to s9.49A(5) of the Act;
2. Affix the Council's Common Seal to documents, pursuant to s9.49A(2) of the Act; and
3. Sign documents on behalf of the local government for all matters arising under delegated authority given by the Council under s5.42 and s9.49A(4) of the Act and generally as is necessary or appropriate in reasonably carrying out his or her function under the Act or under any written law.

Condition of Delegation:

- (a) Power to sub-delegate: In accordance with s5.43(ha) of the Act, the Chief Executive Officer or Acting Chief Executive Officer, appointed in writing, is NOT authorised to delegate this function;
- (b) Compliance with Council Policy: Use of Common Seal Policy.

Legislative or Policy Reference:

- **Local Government Act 1995**: s2.5 (Local governments created as bodies corporate), s5.42 (Delegation of some powers and duties to CEO), s5.43 (Limits on delegations to CEO)(ha), s9.49A (Execution of documents) (2)(4)(5)
- **Local Government (Functions and General) Regulations 1996**: r.34 (Common seal, unauthorised use of)
- **Fire and Emergency Services Authority of Western Australia Act 1998**: Part 6A — Emergency services levy, Division 9 — ESL agreements, s36ZJ (ESL agreement, nature of etc.), s36ZK (Part 6A modified for ESL agreement (Sch. 1A))
- **Rates and Charges (Rebates and Deferments) Act 1992**: s.16 (Claims by administrative authorities)

Policy Position: Council Policy: Use of Common Seal Policy

Reporting Requirement: Report to Council monthly.

Designated Persons:

- Mayor
- Chief Executive Officer

Local Government Act 1995

**2016:007 - DEALING WITH AN OBJECTION, EXTENSION OF TIME,
SUSPENDING A DECISION**

Delegated Power: Power to:

1. Administer the suspension of effect of decision (including the advising of an outcome of an objection when a decision is made under the Local Government Act 1995).
2. Receive an objection and grant an extension of time for an objection to be lodged.
3. Deal with an Objection of a decision made by the City of Albany, under authority of the Local Government Act 1995, any local law or regulation.

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.50A (1), Part 9 - Miscellaneous provisions, Division 1 - Objections and review, s9.5 (Objection may be lodged), s9.6 (Dealing with objection), s9.7 (Review), s9.9 (Suspension of effect of decision)
- **Local Government (Functions and General) Regulations 1996:** r.6 (3)(Transitional provisions about road closures)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
- Executive Director Development Services
 - Manager Planning Services
- Executive Director Works & Services
- Executive Director Corporate Services
 - Manager Finance
- Executive Director Commercial Services

Local Government Act 1995

2016:008 - LEGAL PROCEEDINGS

(Approve Representation & Legal Expenses)

Delegated Power: Power to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, Subdivision 1 — Miscellaneous provisions about enforcement, s9.10(Appointment of authorised persons)(1)(2), s9.29 (Representing local government in court)(2).
 - Part 6 — Financial management, Division 6 — Rates and service charges, Subdivision 5 — Recovery of unpaid rates and service charges, s6.56(Rates or service charges recoverable in court)(1)(2)

Policy Position: Council Policy: Legal Representation for Elected Members, Employees and Volunteers

Reporting Requirement: Governance & Risk Management Team to report quarterly to the Audit & Risk Committee.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (2 only)
 - Manager Finance (2 only)
- Executive Director Development Services
 - Manager Ranger & Emergency Services (2 only)
 - Team Leader Ranger Services (2 only)
- Executive Director Works & Services
- Executive Director Commercial Services

Local Government Act 1995

2016:009 - GRANT FUNDING, DONATIONS, SPONSORSHIP*(Sponsorship through the waiver of fees & charges)***Delegated Power:** Power to:

1. Authorise donations, grants, sponsorship, financial assistance (waive fees and charges), under the Local Government Act 1995, s6.7(2) and s6.12(1)(2)&(3).
2. Apply for grant and subsidy applications on behalf of the City of Albany.
3. Waive fees for goods, services and charges.
4. Determine eligibility of charitable or benevolent community based organisations within the City of Albany to qualify for the Waste Services Subsidy.

Building Specific:

5. Waive, increase, reduce or refund the payment of building service application fees in the following circumstances:
 - a. Application is cancelled prior to final determination.
 - b. Applicant has requested a renewal of an expired decision.
 - c. For a request for the City to provide a Certificate in respect to a proposed development that is not part of a statutory application.
 - d. Any major development made on behalf of local government or government department where most of the assessment has already been carried out.
6. Authorise persons to administer any or all of the above functions.

Note: A local government cannot delegate to a CEO the power under section 9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government.

Condition of Delegation:

(a) This authorisation:

- does not extend to statutory charges, the municipal rate or service charges incorporated within the rate notice.
- Subject to:
 - Conditions contained in Council Policies;
 - Funding being allocated in the City's Annual Budget; and
 - Funding/Donations limited to \$10,000.

(b) Any waiver, reduction or refund of a fee shall be based on the following criteria:

- The proposal not being intended to be a money making venture for the benefit of the organisation.
- The cost of work undertaken by the City of Albany.
- The application is on behalf of a non-profit or charitable organisation or be reflective of the benefit of the proposal to the community.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.1 (General function), s5.42 (Delegation of some powers and duties to CEO), s5.43 (Limits on delegations to CEO) (ha), s5.44 (CEO may delegate powers and duties to other employees), s6.7 (Municipal fund) (2), s6.12 (Power to defer, grant discounts, waive or write off debts)(1)(2) & (3), s9.49A (Execution of documents)
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management), r.12 (Payments from municipal fund or trust fund, restrictions on making), r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)

Policy Positions: Council Policy – Community Financial Assistance & Events Funding Program Policy, City's Annual Budget

Reporting Requirement: Report to file.

2016:009 (continued)

Designated Positions:

- Chief Executive Officer
- Executive Manager Community Services
 - Manager Library Services (1 only)
- Executive Director Corporate Services
 - Revenue Development Officer (1 only)
- Executive Director Commercial Services
 - Manager Tourism & Development Services (1 only)
 - Manager Albany Heritage Park (1 only)
 - Manager Recreation Services (1 only)
- Executive Director Development Services
 - Manager Planning Services (1, 2 & 3 only)
 - Manager Ranger and Emergency Services (1, 2 & 3 only)
- Executive Director Works & Services
 - Manager City Engineering
 - Manager City Operations

(Recover Overdue Library Books and Other Loaned Items)

Delegated Power: Power to:

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

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Local Government Act 1995:** s6.10 (Financial management regulations)
- **Local Government (Financial Management) Regulation 1996:** r.5 (CEO's duties as to financial management)

Reporting Requirement: Report to file.

Designated Positions:

- Chief Executive Officer
- Executive Manager Community Services
 - Manager Library Services

Local Government Act 1995 & Trustees Act 1962

2016:011 - POWER TO INVEST

(Investment of Municipal Funds)

Delegated Power: Power to:

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

Condition of Delegation:

(a) Compliance with Council Policies:

- Council Policy: Investment of Surplus Funds Policy
- Council Policy: Cash/Investment Backing for Reserve Accounts Policy

Legislative or Policy Reference:

- **Local Government Act 1995:** s6.14 (Power to invest)
- **Local Government (Financial Management) Regulation 1996:** r.19 (Investments, control procedures for), r.38 (Reserve accounts, information about in annual financial report) (1)(f)
- **Trustees Act 1962:** Part III (Investments)

Report Requirement: Report to Council monthly.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance

Local Government Act 1995

2016:012 - TAKE POSSESSION OF LAND & APPLY CAVEATS**Delegated Power:** Power to:

1. Make an agreement with a person for payment of rates and service charges, pursuant to the Local Government Act 1995, s6.49.
2. Determine whether to amend the rate record for the preceding five years, pursuant to the Local Government Act 1995, s6.39.
3. Unpaid rates and service charges:
 - a. Take possession of land and hold land to secure unpaid rates or service charges:
 - (i) from time to time lease the land;
 - (ii) sell the land;
 - (iii) cause the land to be transferred to the Crown; or
 - (iv) cause the land to be transferred to itself.
 - b. Lodge a caveat on a property to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.
4. Revoke a payment by instalment option for rates and service charges and/or the additional charge.
5. Withdraw a caveat that has been lodged on a property, where the purpose for which the caveat was lodged has been satisfied, or the temporary withdrawal and re-lodging of the caveat will allow dealings on a title.
6. Apply a Gross Rental Valuation (GRV) rating to areas.
7. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Authorisation (2): Must be for the purpose of correcting a financial administrative error.
- (b) Authorisation (3): Unpaid rates and service charges:
- Rates or service charges to be unpaid for at least 3 years.
 - On taking possession of any land staff is to notify the owner of the land such notification as is prescribed.
 - Affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
 - The designated officer (delegate) must, at least once, attempt under s6.56 of the Local Government Act 1995 to recover money due in a court of competent jurisdiction.
 - Power of sale of land must be conducted in accordance with Schedule 6.3 of the Local Government Act 1995.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 6 — Financial management, s6.32 (Rates and service charges), s6.39(Rate record)(2), s6.45 (Options for payment of rates or service charges), s6.49 (Agreement as to payment of rates and service charges) s6.56 (Rates or service charges recoverable in court), s6.64 (Actions to be taken) Schedule 6.3 - Provisions relating to sale or transfer of land where rates or service charges unpaid
- **Bush Fires Act 1954:** s33(8) (Local government may require occupier of land to plough or clear fire-break)

Report Requirement: Report to the Corporate Services & Finance Committee.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance
- Executive Director Development Services (3b and 5 only)
- Executive Director Works & Services (3b and 5 only)

2016:013 - PAYMENT OF MUNICIPAL FUNDS*(Purchase Orders, Petty Cash, Allowances)***Delegated Power:** Power to:

1. Approve requisitions and purchase orders for the supply of goods and services.
2. Approve Payments from the Municipal Fund and Trust Fund and Signing of Requisition and Purchase Orders.
3. Issue Petty Cash Advances (up to \$1000.00).
4. Make a cash advance to a person in respect of an expense for which the person can be reimbursed, in accordance with the Local Government Act 1995, Division 8 of Part 5.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) As per the requirements of the Local Government (Financial Management) Regulations 1996, r.13.
- (b) Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council.
- (c) The following spending limits apply:

Category A = Chief Executive Officer
 Category B = Executive Director Works & Services
 Category B = Executive Director Corporate Services
 Category C = Executive Director Development Services
 Category C = Executive Director Commercial Services
 Category C = Executive Manager Community Services
 Category D = Managers, Assistant Managers
 Category E = Team Leaders, Coordinators, Personal Assistant to Mayor and Councillors
 Category F = Officers

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

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

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 - Functions of local governments, s3.1 (General function), Part 5 - Administration, s5.98 (Fees etc. for council members), Part 6 - General financial provisions, s6.10 (Financial management regulations)
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management), r.8 (Separate bank etc. accounts required for some moneys) r.11 (Payments, procedures for making etc.), r.12 (Payments from municipal fund or trust fund, restrictions on making) (1)(a), r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)

Report Requirement: Report to Council monthly.

Designated Persons:

- Chief Executive Officer (Cat A)
- Executive Manager Community Services (Cat C)
 - Personal Assistant to Mayor and Councillors (4 only) (Cat E)
- Executive Director Corporate Services (Cat A)
 - Manager Finance (Cat C)
 - Manager Governance & Risk Management (1 & 2 only) (Cat D)
- Executive Director Works & Services (Cat B)
 - Manager City Engineering (Cat C)
 - Manager City Operations (Cat C)
- Executive Director Development Services (Cat C)
- Executive Director Commercial Services (Cat C)

Designated Positions:

- Managers (3 only) (Cat D)
- Assistant Managers (3 only) (Cat D)
- Coordinators & Team Leaders (Cat E)
- Officers (Cat F)

Delegated Power: Nil

CEO FUNCTION: Authorisation to:

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

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Freedom of Information Act 1992:** s3 (Objects of Act), s4 (Agencies, duties of when applying Act)
- **Local Government Act 1995:** s5.94 (Public can inspect certain local government information)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (1 only)
 - Councillor Liaison & Research Officer (Principal FOI Officer) (1 only)
 - Information Technology (IT) Manager (1 only)

Delegated Power: Nil.

CEO FUNCTION: Authorisation to:

1. Electoral Rolls & Enrolment Eligibility. Prepare an owners and occupiers roll for an election and decide whether or not a claim made for enrolment eligibility is to be accepted or rejected.
2. Dispose Election Records. Undertake the duties of the Chief Executive Officer as provided in regulation 82(4) of the Local Government (Elections) Regulations 1997, that is to undertake or to supervise the destruction of any election material).
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Authorisation 3 limited to the Chief Executive Officer.

Legislative or Policy Reference:

- **Local Government Act 1995:** s4.32 (Eligibility to enrol under s. 4.30, how to claim) (4) (5); s4.41(Owners and occupiers roll) (1);
- **Local Government (Elections) Regulations 1997:** r.82 (Keeping election papers - s4.84(a)) (4).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (1 & 2 only)
 - Councillor Liaison & Research Officer (1 & 2 only)
 - Manager Finance (1 only)
 - Senior Rates Officer (1 only)
 - Rates Officers (1 only)

Local Government Act 1995

2016:016 – GIFT & TRAVEL CONTRIBUTIONS, PRIMARY & ANNUAL RETURNS

(Acknowledgement of Receipt)

Delegated Power: Nil.

CEO FUNCTION:

1. Authority to acknowledge the receipt of Primary and Annual Returns in accordance with s5.77 of the Local Government Act 1995 (the Act).
2. Authority to acknowledge and receipt of declarations of gifts and travel in accordance with sections 5.82 and 5.83 of the Act.

Condition of Delegation:

- (a) Compliance with the City Procedure: Suggested Procedure and Timeline for Lodgement of Financial Interest Returns.
- (b) All acknowledgements to be communicated by email copied to CEO and Manager Governance & Risk Management or Mayor if applicable.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 5 — Administration, s5.77 (Acknowledging receipt of returns), s5.82 (What is a gift); s5.83 (What is a contribution to travel)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
 - Manager Governance & Risk Management
 - Councillor Liaison & Research Officer

REPORT ITEM CSF248 REFERS

Local Government Act 1995
2016:017 - COMPENSATION
(Public Liability Claims)

Delegated Power: Power to:

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

Notes:

- i. A local government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in subsection (5) of s3.22, or in Schedule 3.1 or Schedule 3.2 of the Act.*
- ii. s3.22 does not limit section s9.57 of the Act.*

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, Subdivision 1 — Performing executive functions; s3.22 (Compensation); s3.51 (Affected owners to be notified of certain proposals)(2)(b); s9.57 (Local government protected from certain liability)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (1 only)

Local Government Act 1995

2016:018 - CHOICE OF TENDER, AWARD CONTRACT*(Procurement of Goods, Services, Heavy Plant and Fleet Vehicles)***Delegated Power:** Power to:

1. Award a tender or contract.
2. Vary, extend or renew a contract or tender.
3. Vary the requirements before entering into contract, in accordance with functions provided for in r.20 and specifically r.20 (2) of the Local Government (Functions and General) Regulations 1996.
4. With the approval of the tenderer, make a variation in the contract for goods or services before the City enters the contract with the successful tenderer, in accordance with the Local Government (Functions and General) Regulations 1996, r.20(1).
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a)Quotations and tenders called are to comply with Council's:

- Purchasing Policy (Tenders & Quotes); and
- Buy Local (Regional Price Preference) Policy.

(b)Contract value determined by delegation 2016:013 Payments from Municipal Fund

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.18 (Performing executive functions) (2); s3.57 (Tenders for providing goods or services) (1); s5.41 (Functions of CEO)(d); s5.43 (Limits on delegations to CEO)(b)
- **Local Government (Functions and General) Regulations 1996:** r.11 (When tenders have to be publicly invited)(1)(2)(f); r.14 (Publicly inviting tenders, requirements for)(2a); r.15 (Minimum time to be allowed for submitting tenders); r.16 (Receiving and opening tenders, procedure for); r.17 (Tenders register); r.18 (Rejecting and accepting tenders); r.19 (Tenderers to be notified of outcome); r.20 (Variation of requirements before entry into contract); r.21 (Limiting who can tender, procedure for); r.22 (Minimum time to be allowed for submitting expressions of interest); r.23 (Rejecting and accepting expressions of interest to be acceptable tenderer); r.24 (People who submitted expression of interest to be notified of outcome)

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

- Chief Executive Officer
- Executive Manager Community Services (Exempt: 1)
- Executive Director Corporate Services
 - Manager Finance (2 & 3 only)
 - Procurement Officers (2 & 3 only)
- Executive Director Commercial Services (Exempt: 1)
- Executive Director Development Services (Exempt: 1)
- Executive Director Works & Services (Exempt: 1)
 - Manager City Engineering (2,3 & 4 only) (limited to \$50,000 for variation approval)
 - Senior Civil Engineering Officer – Roads (2,3 & 4 only) (limited to \$10,000 for variation approval)
 - Senior Civil Engineering Officer – Drainage (2,3 & 4 only) (limited to \$10,000 for variation approval)

2016:019 - PROPERTY MANAGEMENT, LEASES AND LICENCES**Delegated Power:** Power to:

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

Condition of Delegation:

- (a) **Process leases and licences** (1) Authority to process matters relating to Leases and Licences, as follows:
 - (i) Settled terms and conditions to be approved by the delegate as soon as practicable;
 - (ii) Definition of lessee includes a licensee where the context permits;
 - (iii) Where the lessee disputes the market rent increase, the delegate may negotiate a lesser increase to lease/licence rent subject to:
 - the lessee providing to the City at the lessee's cost, a current written rental valuation undertaken by a licensed Valuer on or prior to the date upon which the increased rent is to apply; or
 - the City and the lessee reaching agreement on a new lease/licence rental that is not less than 80% of the market rate as determined by the City's Valuer to a maximum amount of \$5,000 per annum.
- (b) **Variation of existing lease/licence** terms subject to (2)(6):
 - (i) To comply with legislative or other statutory or government authority requirements issued from time to time.
 - (ii) Leased area:
 - Increase not exceeding 10% or 100m² of the existing area, whichever is the greater;
 - Any reduction to the existing lease area.
 - (iii) Permitted Use provided there being:
 - no change to the primary use and in accordance with the Management Order over the land (if applicable).
 - proposed amendment is ancillary to the existing permitted use; and
 - has local authority planning approval (if required).
 - (iv) Guarantee & Indemnity or Insurance provided Council interests remain protected.
- (c) **Approve requests** (3) Compliance with Council Policy Property Management – Leases and Licences is required.
- (d) **Approve new and renew requests** (3 & 4) All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.58 (Disposing of property)
- **Land Administration Act 1997:** Part 6 (Sales, lease, licences, etc. of Crown land)

Policy Position: Council Policy: Property Management – Leases and Licences

Reporting Requirement: Report to Council monthly. *Note: All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.*

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services

2016:020 - PROPERTY MANAGEMENT

(Public Facilities, Municipal Halls, Parks, Reserves, Hire, Fees, Selling Goods)

Delegated Power: Power to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.54 (Reserves under control of a local government); s6.12 (Power to defer, grant discounts, waive or write off debts) (1)(b) (3)

Local Law: Local Government Property Local Law 2011

Policy Position: Council Policy: Service and Tourist Signs Policy

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
 - Manager Library Services
 - Manager Communications & Events
 - Events Team Leader (Exempt 2 & 3)
- Executive Director Corporate Services
- Executive Director Commercial Services
 - Manager Tourism & Development Services
 - Manager Albany Heritage Park
 - Manager Recreation Services
 - Club Development Officers (Exempt 2 & 3)
 - Team Leader Albany Leisure & Aquatic Centre (Exempt 2 & 3)
- Executive Director Works & Services
 - Manager Reserves (Exempt 2 & 3)

Local Government Act 1995

2016:021 - OBJECTION TO RATE RECORD, RELEASE INFORMATION**Delegated Power:** Power to:

1. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to the Local Government Act 1995, s6.76(5).
2. Grant an extension to the time to make an objection, pursuant to the Local Government Act 1995, s6.76(4).
3. Consider applications to release information detailed in section 5.94 m. of the Local Government Act 1995, subject to:
 - a. Applications being submitted in the form prescribed from time to time; and
 - b. A Statutory Declaration being completed.
4. Authorise persons to administer any or all of the above functions.

Notes:

- i. *A local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.*
- ii. *A local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.*

Condition of Delegation:

- (a) An extension will only be granted for a maximum period of 30 days.
- (b) If the authorised persons are not satisfied that the information will not be used for commercial purposes the application for information shall be rejected.

Legislative or Policy Reference:

- **Local Government Act 1995:** s5.94 (Public can inspect certain local government information); s5.95 (Limits on right to inspect local government information); s5.96 (Copies of information to be available); s6.76 (Grounds of objection)(4)(5).
- **Local Government (Administration) Regulations 1996:** r.29B (Copies of certain information not to be provided (Act s. 5.96))

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

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance (1, 2 & 3 only)
 - Rates Officer (3 only)
 - Manager Governance & Risk Management (3 only)
 - Councillor Liaison & Research Officer (3 only)

Local Government Act 1995

2016:022 - RATES & RECOVER DEBT, WRITE OFF RATE DEBT, EXEMPTIONS**Delegated Power:** Power to:

1. Waive, grant concessions or write off any amount of money owed to the City, pursuant to the Local Government Act 1995, s6.12(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. Instruct the City's Debt Recovery Agent to proceed against land and/or property for unpaid rates through the Magistrate's Court.
4. Approve Rate Exemptions. Consider and approve applications for exemption under s6.26 of the Local Government Act 1995, subject to applications being submitted in writing and proof of ownership.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:**(a) Write Off Debt** (monies owed):

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

(b) Rate Debt Recovery(3):

- Rates or service charges to be unpaid.
- A General Procedure Claim and Property Seizure & Sale Order through the Magistrate's Court has been served on the ratepayer.
- Property Seizure & Sale Order to be lodged on the land title.
- Proceed to sell the land through the Bailiff's Office.

(c) Approve Rate Exemption(4). If the delegates are not satisfied that the use of the property is exempt under s6.26, of the Act, the application must be referred to the Chief Executive Officer.**Legislative or Policy Reference:**

- **Local Government Act 1995:** s6.12 (Power to defer, grant discounts, waive or write off debts) (1)(c); s6.26 (Rateable land); s6.56 (Rates or service charges recoverable in court); s6.64 (Actions to be taken); s6.66 (Effect of lease); s6.68 (Exercise of power to sell land)

Reporting Requirement: Report to file and to Council annually.**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance
 - Rates Officers (2 only)

Building Act 2011 & Strata Titles Act 1985

2016:023 - BUILDING ACT 2011 & STRATA TITLES ACT 1985

(Occupancy Permit, Building Approval, Certificate for Strata Scheme, Plan of Re-Subdivision)

Delegated Power: Council designates the following position to discharge duties, under s50 of the Building Act 2011, subject to conditions:

Chief Executive Officer; Executive Director Development Services; Manager Planning Services; Senior Planning Officer, Manager Building & Engineering Services, Coordinator Building Services; Senior Building Surveyors; Building Surveyors

Power under s50 of the Building Act 2011:

1. Grant:
 - a. an Occupancy Permit for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(a) ; or
 - b. a building Approval Certificate for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(b), wherein the opinion of the Chief Executive Officer:
 - (i) The buildings shown on the strata plan are first inspected to ensure compliance with approved building plans and specifications; and
 - (ii) The buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act 1985.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a)**Occupancy Permit** (1). Also satisfied that:

- (i) separate occupation of the proposed lots will not contravene the provisions of any local planning scheme in force under the Planning and Development Act 2005;
- (ii) any consent or approval required under any such local planning scheme or under the provisions of the last-mentioned Act relating to any interim development order, has been given in relation to the separate occupation of the proposed lots; and
- (iii) the development of the parcel as a whole, the building and the proposed subdivision of the parcel into lots for separate occupation will not interfere with the existing or likely future amenity of the neighbourhood, having regard to the circumstances of the case and to the public interest.

(b)**Approval Certificate** (2). Power to determine applications for the issuing of a certificate of approval under the Building Act 2011, s50 for a plan of subdivision, re-subdivision or consolidation, except those applications that:

- (i) propose the creation of a vacant lot;
- (ii) proposed vacant air strata's in multi-tiered strata scheme developments;
- (iii) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to:
 - a type of development; and/or
 - land within an area;
 which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

(c) A local government that exercises the power referred to in clause 1(b)(ii) above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of delegation at the conclusion of each financial year in the format prescribed by the WAPC.

2016:023 (continued)

Legislative or Policy Reference:

- **Building Act 2011:** s50 (Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision)
- **Strata Titles Act 1985:** Part II (Strata schemes and survey-strata schemes, Division 1 — Creation of lots and common property); s5B (Further provisions as to registration of plans) (2)(a), (2)(b).

Reporting Requirement: Report to Council monthly.

Designated Positions:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Building & Engineering Services (1a & 1b only)
 - Coordinator Building Services (1a & 1b only)
 - Senior Building Surveyor (1a & 1b only)
 - Building Surveyor (1a & 1b only)

2016:024 - BUILDING ACT 2011

(Administration and Compliance Powers)

Delegated Power: Power to:

1. Appoint authorised persons: to administer the Building Act 2011 (the Building Act) and sign the certificate of appointment.
2. Commence Prosecutions pursuant to s139 of the Building Act.
3. Conduct duties as an authorised person pursuant to s96 of the Building Act:
 - a. Enter and inspect buildings (completed or not) and land;
 - b. Serve requirements on an owner or builder imposing requirements as to the manner of carrying out such operations or earthworks for the purpose of minimising such damage, under the Building Act.
4. Serve Notices:
 - a. To stop unlawful work in accordance with s191 of the Building Act;
 - b. Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act;
 - c. On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, s192 & s193;
 - d. On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act;
 - e. On the owner or occupier of a uncompleted building, in accordance with s195 of the Building Act.
5. Permits:
 - a. Approve or refuse to approve plans and specifications for a Building Permit submitted under s20 of the Building Act;
 - b. Approve or refuse to approve plans and specifications for a Demolition Permit submitted under s21 of the Building Act;
 - c. Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act;
 - d. Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act.

Condition of Delegation:

(a)Authorisation (1) & (3): Authorised Persons:

- Appointed authorised person must hold a current authority card.
- An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.

(b)Authorisation (2) is restricted to Executive Director or above.

(c)Authorisation (4) Serve Notices:

- Executive Director to sign the Notice.
- Notice must be in accordance with prescribed content.

(d)In undertaking the functions of these delegations, Building Surveyors must:

- Be employed by the City of Albany in accordance with s5.36 of the Local Government Act 1995.
- Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.

Legislative or Policy Reference:

- **Building Act 2011:** s20 (Grant of building permit); s21 (Grant of demolition permit); s22 (Further grounds for not granting an application); s58 (Grant of occupancy permit, building approval certificate); s65 (Extension of period of duration); s96 (Authorised persons); s110 (Building orders); s117 (Revocation of building order); s127 (Delegation: special permit authorities and local governments); s139 (Presumptions about authority to do certain things); s191 (Notices to stop unlawful work); s192 (Dangerous buildings); s193 (Neglected buildings); s194 (Dilapidated buildings); s195 (Uncompleted buildings)
- **Building Services (Registration) Act 2011**
- **Building Services (Registration) Regulations 2011:** r.6 (Classes of building service practitioner and building service contractor)
- **Building Regulations 2012:** Part 10 - Infringement Notices; r69 (Prescribed offences and modified penalties); r70 (Approved officers and authorised officers)
- **Local Government Act 1995:** s5.36 (Local government employees)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer (1, 2 & 4 only)
- Executive Director Development Services ((1, 2 & 4 only)
 - Manager Building and Engineering Services (3 only)
 - Coordinator Building Services (3, 4 & 5 only)
 - Senior Building Surveyor (3, 4 & 5 only)
 - Building Surveyors (3 & 5 only)
 - Development Compliance Officer (3 & 4 only)

Building Act 2011
2016:025 - SWIMMING POOLS

Delegated Power: Council designates the following positions under the Building Act 2011, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Planning Services, Senior Planning Officer - Statutory Planning & Compliance, Manager Environmental Health, Manager Building & Engineering Services, Coordinator Building Services, Development Compliance Officer, Senior Building Surveyors, Building Surveyors

Power to:

1. Enter and inspect land and swimming pools, issue notices and take out such measures with or without assistants as considered necessary in order to prevent the swimming pool from being a danger to persons who may enter upon the land.
2. Inspect private swimming pools and enforce the provisions of the Building Act 2011 and associated regulations and standards.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Enter and inspect land and swimming pools:

- Must hold a current authority card, compliant with the transitional provisions prescribed in the regulations.
- An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.

(b) Inspect private swimming pools:

- Executive Director to sign any Prosecution Notices.
- The inspection that is to be conducted at the completion of building work for an enclosure of a private swimming pool is an inspection to assess whether the pool enclosure complies with the requirements in regulation 50.

Legislative or Policy Reference:

- **Building Act 2011**
- **Building Regulations 2012:** Division 2 — Kinds of applications for occupancy permits and building approval certificates, r.50 (Application for occupancy permit), Division 3 — Making and dealing with applications for occupancy permits and building approval certificates, r.54 (Manner of application)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Environmental Health (1 & 2 only)
 - Manager Planning Services
 - Senior Planning Officer - Statutory Planning & Compliance
 - Manager Building and Engineering Services
 - Development Compliance Officer (1 & 2 only)
 - Coordinator Building Services (1 & 2 only)
 - Senior Building Surveyors (1 & 2 only)
 - Building Surveyors (1 & 2 only)

Local Government Act 1995

2016:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND**Delegated Power:** Power to:Schedule 3.1 - Powers under notices to owners or occupiers of land

1. Issue notices in writing requiring the person to do anything, but not limited to, the following:
 - a. prevent water from dripping or running from a building;
 - b. placing a number on a property to indicate an address;
 - c. repair a public thoroughfare;
 - d. ensure that land that adjoins a public thoroughfare is suitably enclosed;
 - e. ensure that land adjoining a public thoroughfare is not overgrown;
 - f. removing a tree or part that is obstructing a thoroughfare;
 - g. make safe anything that is obstructing a private thoroughfare;
 - h. ensure unsightly (i.e. recyclable material) land is enclosed;
 - i. ensure overgrown vegetation, rubbish or disused material is removed from land;
 - j. ensure that graffiti is obliterated;
 - k. ensuring that a tree that may endanger any person or private property is made safe (dangerous tree);
 - l. taking specified measures to prevent damage to the public or property from high wind activity;
 - m. remove bees, wasps and other similar animals that are a danger or nuisance;
 - n. ensure that unsightly dilapidated or dangerous fences are modified or repaired; and take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance.

Schedule 3.2 - Particular things local governments can do on land even though it is not local government property

2. Carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to act:
 - a. Carry out works for the drainage of land;
 - b. Do earthworks or other works on land for preventing or reducing flooding;
 - c. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate;
 - d. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel that is required for making or repairing a thoroughfare, bridge, culvert, fence, or gate;
 - e. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare;
 - f. Place on land signs to indicate the names of public thoroughfares;
 - g. Make safe a tree that presents serious and immediate danger to life or property;
 - h. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier;
 - i. Obtain drainage easements;
 - j. Fuel Reduction Activities (slashing, mulching).

Condition of Delegation: The authorised persons must document how they formed the opinion that the things to be performed are necessary to protect and/or enhance the health, safety or amenity of the persons or property in the district or to remove a nuisance.

2016:026 (continued)

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land); s3.27 (Particular things local governments can do on land that is not local government property); s3.36 (Opening fences); Schedule 3.1 - Powers under notices; Division 1 (Things a notice may require to be done); Schedule 3.2 - Particular things local governments can do on land even though it is not local government property.
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.13 (Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3))

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services (1e,f,g,h,i,l,m,n,o & 2j only)
 - Manager Planning Services (1e,f,g,h,i,l,m,n,o & 2j only)
 - Senior Planning Officer - Statutory Planning & Compliance (1e,f,g,h,i,l,m,n,o & 2j only)
 - Manager Building and Engineering Services (1a,d,l,n only)
 - Development Compliance Officer (1a,d,l,n only)
 - Coordinator Building Services (1n,l only)
 - Manager Environmental Health (1h,m,o only)
 - Manager Ranger & Emergency Services (1e,f,g,i,l,m & 2 j only)
 - Team Leader Ranger Services (1e,f,g,i,l,m & 2 j only)
 - Rangers (1e,f,g,i,l,m & 2j only)
- Executive Director Works & Services (1a,b,c,d,e,f,g,i,j,k,l,n & 2 only)
 - Manager City Reserves (1f, k & 2 only)
 - Manager City Engineering (1a,b,c,d,e,g,j,k,l,n & 2 only)
 - Manager City Operations (1a,b,c,d,e,g,j,k,l,n & 2 only)

Local Government Act 1995

2016:027 - DESIGNATE PROSECUTION OFFICERS & POWER OF ENTRY**Delegated Power:** Power to:

1. Authorise a local government person to lawfully enter land or premises or thing without the consent of the owner or occupier.
2. Lawfully enter land, premises or thing unless the owner or occupier or a person authorised by the owner or occupier objects to the entry.
3. Appoint Prosecution Officers for Fines, Penalties and Infringement Notices under the Enforcement Act 1994 (including Provide written notice to the Registrar designating those officers that are Prosecution Officers for the purposes of the Fines, Penalties and Infringement Notices Enforcement Act 1994, Section 13(2).

Condition of Delegation:

- (a) The power to enter property without the consent of the owner (1) is only to be enacted once verbal approval has been given by Executive Director and/or Line Manager.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, Subdivision 3 — Powers of entry; s3.28 (When this Subdivision applies); s3.31(General procedure for entering property) (2); s3.32 (Notice of entry)
- **Fines, Penalties and Infringement Notices Enforcement Act 1994:** s13(Approved prosecuting authorities and officers) (2)

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

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services (1 & 2 only)
 - Team Leader Ranger Services (2 only)
 - Manager Planning Services (1 & 2 only)
 - Senior Planning Officer - Statutory Planning & Compliance (1 & 2 only)
 - Senior Planners (2 only)
 - Manager Environmental Health (1 & 2 only)
 - Environmental Health Officers & Technicians (2 only)
 - Manager Building and Engineering Services(1 & 2 only)
 - Development Compliance Officer (1 & 2 only)
 - Coordinator Building Services (1 & 2 only)
 - Senior Building Surveyors (2 only)
 - Building Surveyors (2 only)
- Executive Director Works & Services
 - Manager City Engineering (2 only)
 - Manager City Reserves (2 only)

Local Government Act 1995
2016:028 - SUBDIVISION OF LAND

Delegated Power: Power to:

1. Approve subdivision and development that does not comply with Council engineering design guidelines, however satisfies sound engineering principles.
2. Exercise discretion and to make recommendations to the Department of Planning and/or the Western Australian Planning Commission on applications for subdivisions, amalgamation, survey strata and strata of land.
3. Authorise matters relating to the performance of Council's functions with regard to subdivision (including strata and survey strata) applications.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) The application complies with the provisions of the:

- Local Planning Scheme (LPS1);
- Residential Design Codes;
- Building Code of Australia;
- Building Regulations of Western Australia; and
- City of Albany Policies and Local Laws.

(b) The provision of truncations where necessary, must be to the satisfaction of the Executive Director Development Services and documented on the appropriate file and record.

(c) Any Applications where the recommendations would be inconsistent with the objectives of Local Planning Scheme (LPS1), a relevant structure plan, outline development plan, policy or strategy to be referred to Council.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land); Schedule 3.1 — Powers under notices to owners or occupiers of land

Policy Position: City Guideline: Subdivision and Development Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Building and Engineering Services
 - Manager Planning Services
 - Senior Planning Officers (2 & 3 only)
 - Planning Officers (2 & 3 only)

REPORT ITEM CSF248 REFERS

Bush Fire Act 1954
2016:029 - BUSH FIRE ACT 1954
(Administer & Compliance)

Delegated Power: Council Designates the following positions to issue notices and enforce the Bush Fire Act 1954, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Community Emergency Services Manager - CESM, Team Leader Ranger Services, Rangers, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer

Power to:

1. Issue directions to Bush Fire Brigades (includes authority to issue direction regarding burning bush on, or at the margin of, streets, roads and ways under the care, control and management of the local government and give direction to Bush Fire Control Officers, appointed under the Bush Fires Act 1954).
2. Appoint Fire Control Officers & define areas of responsibility (includes the authority to appoint Fire Control Officers, the Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers in accordance with s48 of the Bush Fires Act 1954).
3. Approve Fire Hazard Reduction by Burning Applications (includes Authority to endorse applications submitted for hazard reduction by burning on any land in the district, at the request of the owner or occupier of the land).
4. Give Notice to Install Firebreaks around Properties (includes Authority to take measures for preventing a bush fire, including requiring firebreaks (fire access tracks) around properties).
5. Prosecute and Serve Infringement Notices (Consider allegations and issue infringement notices committed against the Bush Fires Act 1954).
6. Vary Prohibited and Restricted Burning Times. (including Authority to Vary Prohibited Burning Times, in accordance with s17(7) and (8), of the Bush Fires Act 1954: shortening, extending, suspending or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times).

Condition of Delegation:

- (a) Issue direction to a registered Bush Fire Brigade: Having reasonably sought information prior to issuing directions and so satisfying themselves that direction is needed.
- (b) Prior to persons appointed as Rangers instigating proceedings in a Court of Competent jurisdiction the section Manager is to be consulted.
- (c) Appointed persons must be qualified in accordance with DFES prescribed qualifications.
- (d) The Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers who shall be first, second in seniority of those officer, and subject thereto may determine the respective seniority of the other Bush Fire Control Officers appointed.
- (e) Appointments must be published in a newspaper circulating in the district and Government Gazette.
- (f) Approve Fire Hazard Reduction by Burning Applications: DFES and DPaW must be consulted.
- (g) Give Notice to Install Firebreaks Around Properties: Prevention measure and fire breaks (fire access tracks) are to be in accordance with the City of Albany Fire Management Requirements Notice (s33 of the Bush Fires Act 1954).
- (h) Vary Prohibited and Restricted Burning Times: The Officer in charge of the regional offices of the Department of Parks & Wildlife (DPaW) and Department of Fire and Emergency Services (DFES) are to be consulted before the authority under this delegation is exercised.
- (i) A notice signed by the CEO is to be published in accordance with the Act for all variations.

2016:029 (continued)

Legislative or Policy Reference:

- **Bush Fires Act 1954:** s17 (Prohibited burning times may be declared by Minister)(7)(8)(10), s18 (Restricted burning times may be declared by FES commissioner)(5)(a), s33 (Local government may require occupier of land to plough or clear fire-break) (6), s38 (Local government may appoint bush fire control officer) s48 (Delegation by local governments)(1), s59 (Prosecution of offences)(3), s59A (Alternative procedure — infringement notices)(2)
- **Fire & Emergency Services Act 1998:** Part 3, s12 (2)(e)(f)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services (Exempt 2)
 - Community Emergency Services Manager (CESM) (Exempt 2 & 5)
 - Team Leader Ranger Services (4 & 5 only)
 - Rangers (4 & 5 only)
- Chief Bush Fire Control Officer (1 only)
- Deputy Chief Bush Fire Control Officer (1 only)

REPORT ITEM CSF248 REFERS
Caravan Parks & Camping Grounds Act 1995
Control of Vehicles (Off-Road Areas) Act 1978
2016:030 - CONTROL OF VEHICLES & CAMPING ON PUBLIC LAND

Delegated Power: Council designates the following positions to issue notices and enforce the Caravan Parks and Camping Grounds Act 1995, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Team Leader Ranger Services, Rangers

Power to:

1. Enforce the Control of Vehicles (Off Road Areas) Act 1978:
 - a. s6(1) Driving or use of off-road vehicle in area other than private land by consent or permitted area;
 - b. s6(2) Driving or use of vehicle in prohibited area;
 - c. s6(4)a. Using or driving an off-road vehicle in a manner which creates or causes undue or excessive noise;
 - d. s6(4)b. Using or driving off-road vehicle not fitted with an efficient silencing device;
 - e. s7(2) Failure to register vehicle or driving or use of unregistered vehicle;
 - f. s10 Knowingly permitting under-age person to be in charge of vehicle;
 - g. s19(3) Destroying, etc., notice or mark identifying permitted or prohibited area;
 - h. s37(8) Illegal removal of infringement notice from vehicle;
 - i. s38(10) Use of vehicle contrary to prohibition of use notice;
 - j. s38(10) Removal, damage or obliteration of or to prohibition of use notice attached to vehicle.
2. Declare that a vehicle is an abandoned vehicle wreck under s3.40A(4) of the Local Government Act 1995.

Notes:

- i. *Appointment of Designated Officers:* *The Caravan Parks and Camping Grounds Act 1995 does not contain a head of power to delegate the appointment of authorised persons to the CEO.*
- ii. *Designated officers are empowered to sign documents, enter and inspect a facility, caravan or camp, issue and withdraw notices, extend the payment date for modified penalties, and initiate appropriate legal action on behalf of the City of Albany when a breach of the Caravan Parks and Camping Grounds Act 1995 and related legislation warrants such action.*

Condition of Delegation:

- (a) The power to prosecute any person is only exercised by agreement of the Executive Director Development Services or Manager Ranger & Emergency Services.
- (b) A withdrawal notice shall be signed by a person appointed in writing to withdraw infringement notices by the public authority.
- (c) The person who issues an infringement under s23(2) must not withdraw the infringement under s23(7).

Legislative or Policy Reference:

- **Control of Vehicles (Off-Road Areas) Act 1978:** s5 (Local government's functions) (1)(5), s38 (Authorised officers, who are, functions of etc.), Caravan Parks & Camping Grounds Act 1995: s17 (Appointment of authorised person), s18 (Powers of entry), s22 (Legal proceedings to be taken by authorised person), s23 (Infringement notices)
- **Local Government Act 1995:** s3.40A (Abandoned vehicle wreck may be taken) (4).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services
 - Team Leader Ranger Services
 - Rangers

2016:031 - ANIMAL CONTROL

(Cats & Dogs, Stock)

Delegated Power: Council designates the following positions to administer enforce the Cat Act 2011, Dog Act 1978 and Local Government (Miscellaneous Provisions) Act 1960, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Team Leader Ranger Services, All Rangers, Customer Service Officers

Power to:

1. Register, seize, detain and dispose a dog or cat.
2. Register a dog or cat.
3. Declare a Dog Dangerous in accordance with s33E and s33F of the Dog Act 1976.
4. Consent for a Dog to be destroyed in accordance with s33G of the Dog Act 1976.
5. Impound Stock, Dispose Sick or Injured Impounded Animals, Remove and Impound
6. Goods (including Animals) under the Local Government (Miscellaneous Provisions) Act 1960.
7. Appoint persons, establish and operate cat management facilities under the Cat Act 2011.
8. Appoint persons, establish and operate dog management facilities under s11 the Dog Act 1976.
9. Establish public pounds under the Local Government (Miscellaneous Provisions) Act 1960.

Note: For the purpose of Part XX of the Local Government (Miscellaneous Provisions) Act 1960, a local government is to be regarded as the owner and occupier of streets, ways, reserves, bridges, ferries, foreshores, jetties, wharves, other public places, and unenclosed land abutting them within its district.

Condition of Delegation:

- (a) Withdrawal of an Infringement Notice can only to be approved by the Chief Executive Officer, Executive Director Corporate Services, Executive Director Development Services or the Manager Ranger & Emergency Services.
- (b) Authorisation under the Dog Act 1976 must be from Council.
- (c) Gazettal of appointment is required.

Legislative or Policy Reference:

- **Cat Act 2011:** s42 (Administration by local governments), s44 (Delegation by local government), s45 (Delegation by CEO of local government), s48 (Authorised persons)
- **Cat Regulations 2012:** r.30 (Modified penalties (s. 63(2)))
- **Cat (Uniform Local Provisions) Regulations 2013:** r.3 (These regulations operate as local laws)
- **Dog Act 1976:** s10AA (Delegation of local government powers and duties), s11 (Staff and services), s29 (Power to seize dogs) (1), s30A (Operator of dog management facility may have dog micro chipped at owner's expense), s33E (Individual dog may be declared to be dangerous dog (declared))* , s33G (Seizure and destruction), s48 (Regulations to operate as local laws)
- **Dog Regulations 2013:** r.33 (Modified penalties for offences under the principal Act), r.36 (Dog Regulations 1976 repealed)
- **Local Government Act 1995:** s3.39 (Power to remove and impound), s3.48 (Impounding expenses, recovery of),
- **Local Government (Miscellaneous Provisions) Act 1960:** r.449 (Pounds, establishing; pound keepers and rangers, appointing)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services (Exempt 3)
 - Team Leader Ranger Services (Exempt 3)
 - Rangers (1, 2, 5 & 7 only)
 - Customer Service Officers (2 only)

Emergency Management Act 2005, Bush Fire Act 1954

Fire & Emergency Services Act 1998

2016:032 - EMERGENCY MANAGEMENT

(Administer & Compliance)

Delegated Power: Council designates the following positions to administer and enforce the Emergency Management Act 2005, Bush Fire Act 1954, and Fire & Emergency Services Act 1998, subject to conditions:

Chief Executive Officer, Executive Directors, Manager Ranger & Emergency Services
Community Emergency Services Manager - CESM , Emergency Management Team Leader

Power to:

1. Authorise persons under the Emergency Management Act 2005.
2. Authorise persons to perform all powers and duties relating to Emergency Management under s48 of the Bush Fires Act 1954 relating to emergency management of fire and the operational and strategic preparedness to manage such emergencies.
3. Assist Emergency Services & engage contractors.

Notes: Under section 36 of the Emergency Management Act 2005 it is a function of local government to:

- (i) Subject to this act, to ensure that effective emergency management arrangements are prepared and maintained for its district;*
- (ii) To manage recovery following an emergency affecting the community in its district; and*
- (iii) To perform other functions given to the local government under this Act to have Local Emergency Arrangements.*

Condition of Delegation:

- (a) If potential engagement cost exceeds allocated budget, the designated officer as soon as reasonably possible is to contact with the Chief Executive Officer before engaging private contractors or incurring any expenses.
- (b) Excludes powers and duties that are prescribed in the Act that must be appointed by the local government.

Legislative or Policy Reference:

- **Emergency Management Act 2005:** s36 (Functions of Local Government), s37 (Local emergency coordinators), s38 (Local emergency management committees) and s39 (Functions of local emergency management committees)
- **Fire & Emergency Services Act 1998:** Part 3, s12 (2)(e)(f)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
- Executive Director Corporate Services
- Executive Director Works & Services
- Executive Director Development Services
 - Manager Ranger & Emergency Services
 - Community Emergency Services Manager (CESM)
 - Emergency Management Team Leader

Local Government Act 1995, Food Act 2008, Health Act 1911, Litter Act 1979

2016:033 - PUBLIC HEALTH

(Administer & Compliance)

Delegated Power: Council designates the following positions to administer and enforce the Local Government Act 1995, Food Act 2008, Health Act 1911, Litter Act 1979, subject to conditions:

- (a) The Executive Director Development Services, responsible for authorised officers, to be a 'Designated Officer' to extend and revoke 'infringement notices' under the provisions of s126(6)&(7) of the Food Act 2008 and instigate prosecutions under the Food Act 2008;
- (b) The Chief Executive Officer as the 'Designated Officer' to receive payment from 'infringement notices' under the provisions of s126(3)&(13);
- (c) The City's Manager Environmental Health as a 'Designated Officer' for the purposes of issuing 'infringement notices' under the provisions of s126(2)&(3) of the Food Act 2008;
- (d) The City's Environmental Health Officers as 'Authorised Officers' for the purposes of The Food Act 2008, under the provisions of s38 and s122b. of the Act;

Power to:

Food Act 2008 and Health Act 1911:

1. Appoint authorised persons, to Issue Infringement Notices, Initiate Prosecutions, Designate Environmental Health Officers, Issue Certificates of Authorisation, Withdrawal and Extend Infringements under the Food Act 2008 and Health Act 1911.
2. Designated Officer to issue 'prohibition notices';
3. Litter Act 1979.
4. Enforce the Litter Act 1979 and withdrawal infringements issued under s30(4) of the Litter Act 1979, being:
 - a. s23 Littering — cigarette butt;
 - b. s23 Littering — any other litter;
 - c. s24 Breaking glass, metal or earthenware;
 - d. s24A(1) Bill posting;
 - e. s24A(2) Bill posting on a vehicle;
 - f. r.6 Deposit of domestic or commercial waste in a public litter receptacle; and
 - g. r.8 Transporting load inadequately secured.

Notes:

- (i) *For the purposes of the Litter Act 1979 an authorised officer is:*
 - *any member of the Police Force;*
 - *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to a person by the appointment; within the district of a local government, any person who is:*
 - *a member of the council of the local government;*
 - *an employee of the local government; or*
 - *an honorary inspector appointed by the local government under s27AA;*
- (ii) *An infringement notice may, whether or not the prescribed penalty has been paid, be withdrawn, at any time within 28 days after the service of the notice, by the sending of a notice, in the prescribed form, to the alleged offender at his last known place of residence or business, advising the alleged offender that the infringement notice has been withdrawn, and, in that event, the amount of any prescribed penalty that has been paid shall be refunded.*
- (iii) *For the purpose of the Food Act 2008 and Food Regulations 2009, Council is exercising its power of delegation under Section 122.*

Condition of Delegation: A person who is authorised to give infringement notices is not eligible to be an authorised person for the purposes of withdrawal.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, Subdivision 1 — Miscellaneous provisions about enforcement, s9.10 (Appointment of authorised persons) (1)
- **Food Act 2008:** s122(1)(a) - Designated Non Environmental Health Officers, s122(3) - Maintain the Register of Authorised Officers, s123(1) - Issue Certificates of Authority to Authorised Officers, and s126(3) - Payment of Infringement Notices
- **Food Regulations 2009:** r.5 (Appropriate enforcement agency: local government- s.8)
- **Health Act 1911:** s26 (Powers of local government), s28 (Appointments to be approved)
- **Litter Act 1979:** s26 (Authorised officers, appointment and jurisdiction of etc.) (1)(c), s27 (Authorised officers, powers of); s27AA (Honorary inspectors, appointment of), s30 (Infringement notices)
- **Litter Regulations 1981:** r.6 Deposit of domestic or commercial waste in a public litter receptacle; and r.8 Transporting load inadequately secured.

Local Laws: Health Local Laws 2001, Health (Eating-Houses and Itinerant Food Vendors) Local Laws 2001.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer (All), function (b) as designated.
- Executive Director Development Services (All), function (a) as designated.
 - Manager Ranger & Emergency Services (3 only)
 - Team Leader Ranger Services (3 only)
 - Rangers (3 only)
 - Manager Environmental Health (3), function (c) as designated, only.
 - Environmental Health Officers (3), function (d) as designated, only.

Environmental Protection Act 1986

2016:034 - ILLEGAL DUMPING AND NOISE

Delegated Power: Council designates the following positions to administer and enforce the Environmental Protection Act 1986 in accordance with the conditions specified:

Chief Executive Officer, Executive Director Development Services, Manager Environmental Health, Environmental Health Officers, Manager Ranger & Emergency Services, Team Leader Ranger Services, Rangers, Executive Director Works & Services, Manager City Reserves

Power to:

1. Exercise the powers and discharge the duties of the local government under the Environmental Protection Act 1986:
 - a. s79 (Noise); and
 - b. s49A (Dumping Waste).
2. Authorise persons to administer any or all of the above functions.

Notes:

- (i) *A prosecution for an offence under section 79 (Noise) may be instituted by a police officer, or the Chief Executive Officer of a local government, acting with the consent of the CEO of the Department of Environment Regulation.*
- (ii) *The delegated power (authorisation) under section 49A (dumping waste) must be delegated from the CEO of the Department of Environment Regulation and the hold the prescribed authority card.*
- (iii) *Delegation 52 (19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;*
- (iv) *Delegation 112 (20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations; and c. Delegation 119 (16 May 2014) - local government CEO and Environmental Health Officers have powers in relation to noise management plans for construction work on construction sites under noise regulation 13.*
- (v) *Authorisation must be endorsed by CEO of Department of Environment.*
- (vi) *Barking dogs are administered under the Dog Act 1976.*

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Environmental Protection Act 1986:** s20. (Delegation by CEO), s65. (Environmental protection notices, issue and effect of)
- **Environmental Protection (Noise) Regulations 1997**
- **Environmental Protection Regulations 1987**

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Environmental Health (Exempt 2)
 - Environmental Health Officers (Exempt 2)
 - Manager Ranger & Emergency Services (1b only)
 - Team Leader Ranger Services (1b only)
 - Rangers (1b only)
- Executive Director Works & Services (1b only)
 - Manager City Reserves (1b only)

Land Administration Act 1997

2016:035 - CROWN RESERVES, STREET NAMES

Delegated Power: Council designates the following positions to administer and enforce the Land Administration Act 1997, subject to conditions:

Chief Executive Officer, Executive Director Corporate Services , Senior Land Officer, Executive Director Development Services, Land Officer, Executive Director Works & Services and Manager City Reserves.

Power to:

1. Process requests related to Crown Reserves, pursuant to s3.54 of the Local Government Act 1995 and Part 4 of the Land Administration Act 1997.
2. Comment on requests to lease Crown land, where the State manages the lease, pursuant to Part 6 of the Land Administration Act 1997.
3. Forward recommendations of street names to the Geographic Names Committee, Western Australia, under s26A of the Land Administration Act 1997.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Process requests related to Crown Reserves (1) Authority to process matters relating to Crown Reserves, as follows:
 - (i) Requests to the Minister for Lands to create a new reserve or transfer Crown land from one form to another (i.e. road reserve to Crown reserve; excision of road reserve from Crown reserve etc.);
 - (ii) Change of purpose of a Crown reserve;
 - (iii) Changes to reserve boundaries;
 - (iv) Acceptance of a management order, where the City is currently managing the land or can do so within existing operational budgets; and
 - (v) Requests to lease Crown land, where no structure will be built (i.e. leases managed by the State, pastoral leases etc).
- (b) Comment on requests to lease Crown Land (2) Compliance with the following documents is necessary:
 - (i) Local Planning Scheme & Strategies;
 - (ii) Adopted Asset Management Plans (Roads; Reserves: Natural and Developed; Drainage); and
 - (iii) City of Albany Bushfire Strategy.
- (c) The revocation of a management order of an existing City managed reserve or cancellation of an existing Crown reserve shall be considered by Council.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.54 (Reserves under control of a local government)
- **Land Administration Act 1997:** Part 2 — General administration, Division 3 – General, s26A (New subdivisions, names of roads and areas in), Part 4 — Reserves, Part 6 — Sales, leases, licences, etc. Of Crown land

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Senior Land Officer (1 only)
- Executive Director Development Services
 - Manager Planning Services (1, 2 & 3 only)
 - Manager Building and Engineering Services (1 only)
 - Land Officer (1 only)
- Executive Director Works & Services
 - Manager City Reserves (1 only)

Land Administration Act 1997

2016:036 - LAND RESUMPTION, ROADS, DRAINAGE, FOOTPATHS, ROAD DEDICATIONS & CLOSURES**Delegated Power:** Power to:

1. Obtain land for the City's infrastructure (roads, drainage, footpaths etc).
2. Road dedications and closures: Action requests to the Minister for Lands to dedicate land as a road and indemnify the Minister against any claims for compensation;
3. Initiate the public advertising period for the closure of road reserves.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Obtain land for the City's infrastructure (1):
 - (i) All land taking to be based on sound engineering principles, taking into account existing and future road and drainage systems;
 - (ii) Compensation for the resumption of private land shall be based initially on an independent valuation obtained from a licensed valuer;
 - (iii) Compensation to a maximum of \$100,000 dollars and within the confines of relevant budget allowances may be negotiated without referral to Council;
 - (iv) Landowners are to enter into Consent to Taking by Agreement for the land to be resumed and agreeing to the compensation amount and any other special conditions;
 - (v) No payment of compensation is to be paid for the land resumption until a caveat has been placed on title registering the City's interest or the final deposited plan is lodged in order for dealings.
- (b) Road dedications and closures (2):
 - (i) Requests to dedicate land as a road reserve shall comply with the following conditions:
 - Land is being used as part of an existing road or right of way; and
 - Land is to be acquired for road widening as part of a land resumption process.
 - (ii) Initiation of the public advertising for road closure shall only be actioned where it is identified that the road or right of way is surplus to current requirements and is not required as part of the future planning and development of an area.
 - (iii) Council to make the final decision on a road closure request following the advertising period, irrespective of whether submissions have been received.

Legislative or Policy Reference:

- **Land Administration Act 1997:** Part 5 — Roads, Part 9 — Compulsory acquisition of interests in land, Part 10 — Compensation.

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

- Chief Executive Officer
- Executive Director Corporate Services
- Executive Director Development Services
 - Manager Building and Engineering Services (3 & 4 only)
 - Land Officer (3 & 4 only)

Dangerous Goods Safety Act 2004

2016:037 - BLASTING IN TOWN SITE AND FIRE WORKS

Delegated Power: Council designates the following positions to administer and discharge the City of Albany duties under the Dangerous Goods Safety Act 2004, subject to conditions:

Chief Executive Officer and Executive Director Development Services

Power to:

1. Grant permission of the local government to allow blasting within a town site in accordance with the Dangerous Goods Safety (Explosives) Regulations 2007, Part 12, Division 4.
2. Approve a Fire Works Application.
3. Authorise persons to administer any or all of the above functions.

Note: In accordance with section 131 of the Dangerous Goods Safety (Explosive) Regulations 2007, a person who wishes to use an explosive in a town site to blast rock or similar solid material, must obtain a written permit to do so from the local authority.

Condition of Delegation:

- (a) Consultation must be conducted with DFES (FRS district) and the Chief Bush Fire Control Officer (All other areas in municipality), prior to any approval being given.
- (b) The fireworks notice must be in an approved form and contain the following information:
 - (i) the details of the fireworks operator licence that the person holds;
 - (ii) the required details of the firework that will be used;
 - (iii) the date and time when the firework will be used;
 - (iv) where the firework will be used;
 - (v) the purpose of using the firework; and
 - (vi) must be a licensed operator.
- (c) In accordance with r.131 (6), on receipt of an application for blasting operations within a town site, the local authority may:
 - (i) Issue a notice that prohibits the explosion;
 - (ii) Issue a permit for the explosion; or
 - (iii) Issue a permit for the explosion that contains reasonable conditions to ensure the safety of people and or property, to ensure such people are notified of the proposed explosion and to reduce the potential disturbance.
- (d) Regulation 131(7) states that a local government shall not grant a permit unless it is satisfied that public risk insurance is in place of at least \$5,000,000 or such higher amount as the local government decides is reasonable.

Legislative or Policy Reference:

- **Dangerous Goods Safety Act 2004**
- **Dangerous Goods Safety (Explosives) Regulations 2007:** Part 12 — Use of explosives other than fireworks, Division 4 — Using explosives to blast, damage, destroy or demolish, r131 (Blasting in town site, permit required for), Part 13 — Use of fireworks, Division 4 — Fireworks events, r139 (Using certain fireworks outdoors other than at fireworks events).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services (1 & 2 only)

Liquor Control Act 1988

2016:038 - LIQUOR LICENSING AND CONTROL

Delegated Power: Council designates the following positions to administer and discharge the City of Albany's duties under the Liquor Control Act 1988 in accordance with the conditions specified:

Chief Executive Officer, Executive Director Development Services, Manager Planning Services and Manager Environmental Health.

Power to:

1. Enforce all local authority responsibilities under the Liquor Licensing Act 1988 and Liquor Control Act 1988 pursuant to s39 and s40 of the Liquor Control Act 1988;
2. Issue a s39 certificate; and
3. Issue a s40 certificate.

Note: The Liquor Control Act 1988 does not contain a head of power to delegate the appointment of authorised persons to the CEO.

Condition of Delegation:

Enforcement (1) subject to compliance with the Local Planning Scheme (LPS1).

Legislative or Policy Reference:

- **Liquor Licensing Act 1988**
- **Liquor Control Act 1988:** s39 (Certificate of local government as to whether premises comply with laws) and s40 (Certificate of planning authority as to whether use of premises complies with planning laws).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Planning Services (3 only)
 - Manager Environmental Health (1 & 2 only)

2016:039 - DEVELOPMENT CONTROL, COMPLIANCE, LEGAL ACTION**Delegated Power:** Power to:

1. Deal with unauthorised development. Give written direction regarding unauthorised development and remove or alter unauthorised development pursuant to s214 and s215 of the Planning & Development Act 2005.
2. Deal with development control, enforcement and legal action (including appeals and SAT matters).
3. Exercise discretion and to approve and apply conditions to planning applications and building licences under the City's Local Planning Scheme (LPS1), Residential Design Codes and Building Code of Australia;
4. Authorise persons to enter premises under the Local Planning Scheme (LPS1);
5. Implement enforcement and legal proceeding matters under the Planning and Development Act 2005, Part 13;
6. Implement matters delegated to the City of Albany under the Planning and Development Act 2005;
7. Exercise discretion when issuing, withdrawing, amending notices and requisitions pursuant to Part 13 of the Planning and Development Act 2005 and the provisions the City's Local Planning Scheme;
8. Exercise discretion and to respond to appeals lodged with the State Administrative Tribunal (SAT) for:
 - a. The determination of planning application appeals under Part 14 of the Planning and Development Act 2005, and the City's Local Planning Scheme (LPS1);
 - b. The determination of building application appeals;
 - c. The determination of 'without prejudice' conditions;
 - d. Prosecute under the Planning and Development Act 2005, Part 13;
 - e. Make recommendations for appointment of consultants/legal representatives for SAT Matters; and
 - f. Mediate matters before the State Administrative Tribunal (SAT).
9. Take action for departure from the requirements and provisions of the City's Local Planning Scheme (LPS1), including the Planning and Development Act 2005, Part 13.
10. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Development Control, Enforcement and Legal Action (including Appeals and SAT Matters):
 - The Executive Director Development Services shall sign any Prosecution Notices;
 - Quotations are to be obtained and a recommendation is to be provided to the CEO for approval of consultants for all matters which are appealed to the SAT;
- (b) "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination;
- (c) Representation is only exercised after consultation with the Executive Director Development Services (or in his/her absence), the approval of the CEO.
- (d) Any third party action against the City must be reported to the City's insurer.

Legislative or Policy Reference:

- **Planning & Development Act 2005:** Part 13 — Enforcement and legal proceedings, s214 (Illegal development, responsible authority's powers as to), s215 (Illegal development, responsible authority's powers to remove etc.), Part 14 — Applications for review

2016:039 (continued)

Policy Position: Local Planning Scheme (LPS1).

Reporting Requirement: Report to file. *Note: "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination.*

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager of Planning Services (1, 2, 3 & 8c, 8f only)
 - Senior Planning Officer Statutory Planning & Compliance (1, 2, 3, 8c & 8f only)
 - Manager Building and Engineering Services (1, 2, 8b & 8c only)
 - Coordinator Building Services (1 & 2, & 8b only)
 - Development Compliance Officer ((1, 2 & 8b only)

Planning & Development Act 2005

2016:040 - PLANNING & DEVELOPMENT ACT 2005*(Administration and Appointment of Authorised Persons)*

Delegated Power: Council designates the following positions to administer and enforce the Planning and Development Act 2005, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Planning Services

Power to:

1. Approve or Refuse Local Development Plans (LDPs) after appropriate consultation and where it is unlikely to have an adverse impact on the local area;
2. Appoint persons to administer the Planning and Development Act 2005;
3. Pursuant to s234 of the Planning and Development Act 2005, appoint designated persons to enforce the following sections:
 - a. 228 (Giving of infringement notice)
 - b. 229 (Content of infringement notice)
 - c. 230 (Extension of time)
 - d. 231 (Withdrawal of infringement notice)
4. Approve and decline development applications under the City's Local Planning Scheme (LPS1).
5. Approve development applications with minor variation to Policies and Guidelines.
6. Determine whether to vary a Planning Scheme policy, guideline or provision and/or grant approval with or without conditions.

Condition of Delegation:

- (a) **Local Development Plans (LDPs) (1).** This delegation is limited to the Executive Director Development Services or CEO. If utilised Council is to be advised;
- (b) **Appoint Persons (2).** Appointed persons must be:
 - a. Approved by the Executive Director Development Services and/or Manager Planning Services;
 - b. Based on experience and qualifications held; and
 - c. Are to be in writing and filed on the appropriate record and the person's personal record.
- (c) **Appointment of designated officers to enforce (2)** The Executive Director Development Services is to approve any legal action and sign any Requirements Prosecution Notices;
- (d) **Approve and decline development applications (3)** Planning Infringement Notices Planning and Development Act 2005, sections: s228, s229, s230 or s231:
 - **Level 1** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time), and s231 (Withdrawal of infringement notice);
 - **Level 2 & 3** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time);

Designated level assigned to position:

- **Level 1**– Executive Director Development Services, Manager Planning Services
 - **Level 2 & 3** – Senior Project Planner, Senior Planning Officer, Senior Planning Officer - Statutory Planning & Compliance, Planning Officers.
- (e) **Approval of development applications with minor variations (4).** Approval of development applications with minor variation to Policies and Guidelines are to be determined by the Executive Director Development Services after adjacent landowners, ward Councillors, and in some matters the community generally have been consulted and the concerns raised have been “adequately addressed” in the following ways:
- Where no submissions were received the application can be determined on its merits;
 - Where Submissions objecting or seeking changes to the proposal were lodged, but were non-substantive, and subject to further liaison with the person(s) who lodged the submission prior to determining the application the Executive Director Development Services shall determine if it warrants Council's consideration;

- Where Submissions were lodged with substantive arguments against the proposal then the Executive Director Development Services may refuse the application or refer the application to Council for determination.

Legislative or Policy Reference:

- **Planning and Development Act 2005:** s234 (Designated persons, appointment of)
- **Local Government Act 1995:** s5.42 (Delegation of some powers and duties to CEO), s9.10(Appointment of authorised persons) (1)

Policy Position: Local Planning Scheme (LPS1)

Reporting Requirement: Report to file and Council monthly.

Designated Persons:

- **Chief Executive Officer**
- **Level 1** - Development application up to prescribed amount that requires referral to the Development Assessment Panel (DAP), includes authority to refuse an application, approve non-conforming land use, permit a change in land use, and approve commercial and residential applications.
 - **Executive Director Development Services**
 - **Manager Planning Services**
- **Level 2** - Development applications limited to \$1.5 million, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Senior Planning Officers**
- **Level 3** - Development applications limited to \$1 million, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Planning Officers**
- **Level 4** - Development applications limited to \$750 thousand, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Planning Officers**
 - **Designated Planning Technical Officer**
- **Level 5** - Development application limited to \$500 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
 - **Designated Planning Technical Officers**
- **Level 6** - Development application limited to \$350 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
 - **Designated Planning Technical Officers**

Delegated Power: Power to:

1. Serve notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, the Local Government (Uniform Local Provisions) Regulations 1996,r.21 and Local Government Act 1995, s3.25(1)b. .
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Persons being local government employees.
- (b) Each person so authorised is to be issued with a certificate stating that the person is so authorised.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, s3.24 (Authorising persons under this Subdivision), s3.25 (Notices requiring certain things to be done by owner or occupier of land)(1)(b); Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, s9.10 (Appointment of authorised persons)
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.21 (Wind erosion and sand drifts — Sch. 9.1 cl. 12)

Local Law: Sand Drift Prevention and Abatement Local Law 2009.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering (1 only)
 - Manager City Operations (1 only)
- Executive Director Development Services
 - Manager Building and Engineering Services (1 only)
 - Development Compliance Officer (1 only)
 - Manager Environmental Health (1 only)
 - Environmental Health Officers (1 only)
 - Environmental Health Technicians (1 only)

Local Government Act 1995

2016:042 - ACTIVITIES ON PUBLIC LAND

(Close Thoroughfares, Road Reserves, Footpaths, Tracks, Right-of-Way, Alternations & Additions to City Premises)

Delegated Power: Power to:

1. Stop and mitigate dangerous excavation in or near public thoroughfares (i.e. Roads, Paths, and Tracks).
2. Exercise additional powers when giving a notice under s3.25 of the Act (specifically Schedule 3.1).
3. Obstructing or encroaching on public thoroughfare; Gates and other devices across public thoroughfares; Dangerous excavation in or near public thoroughfare; Constructing private works on, over, or under public places, etc)
4. Approve Private Works On, Over Or Under Public Places Close a thoroughfare, wholly or partially (period not exceeding four weeks)
5. Closing Certain Thoroughfares to Vehicles (period exceeding 4 Weeks)
6. Partial Closure of Thoroughfare for Repairs and Maintenance (i.e. Roads, Paths, Tracks)
7. Authorise the encroachment of a public thoroughfare.
8. Obstruct a Public Thoroughfare (i.e. Roads, Paths, Tracks)
9. Provide a gate or other device across a public thoroughfare or serve a Notice to Request the owner or occupier to repair a gate or fence.
10. Serves Notices and take action for offences relating to the protection of thoroughfares from water damage (i.e. Roads, Paths, Tracks).
11. Serve notices and take action to prevent damage to footpaths.
12. Issue a licence to deposit material on street.
13. Determine materials to be used in the road reserve (grant approval for the type and standard of material to be used in structures, including footpaths and road pavements, within the road reserve).
14. Grant permission to a person to alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.
15. Approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, the Local Government (Uniform Local Provisions) Regulations 1996, Regulation 12(1).
16. Manage Rights-of-Way, including paving, drainage and placement and/or removal of obstructions.
17. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Nil.**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land), s3.26 (Additional powers when notices given), s3.50A (Partial closure of thoroughfare for repairs or maintenance), s3.50 (Closing certain thoroughfares to vehicles) - (1a) (4) (6), s3.54 (Reserves under control of a local government), Schedule 3.1 - Powers under notices
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management)
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.6 (Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)), r.7 (Encroaching on public thoroughfare — Sch. 9.1 cl. 3(2)); r.8 (Separating land from public thoroughfare — Sch. 9.1 cl. 4), r.11 (Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6), r.12 (Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)), r.14 (Role of Commissioner of Main Roads in some cases — Sch. 9.1 cl. 7(2)), r.17 (Private works on, over, or under public places — Sch. 9.1 cl. 8), r.18 (Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9), r.19 (Protection of thoroughfares from water damage — Sch. 9.1 cl. 10)

2016:042 (continued)

Local Laws: Local Government Property Local Law 2011 and Activities on Thoroughfares and Public Place and Trading Local Law 2011.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
- Executive Director Works & Services
 - Manager City Engineering (Exempt 2, 15 & 16)
 - Manager City Operations (Exempt 2, 15 & 16)
 - Manager City Reserves (4, 5, 6, 8, 9 & 13 only)
- Executive Director Development Services
 - Manager Ranger & Emergency Services (4 & 8 only)
 - Manager Building and Engineering Services (2,3,4 & 11 only)
 - Development Compliance Officer (2,3,4 & 11 only)
 - Manager Planning Services (2,3,4 & 11 only)
 - Senior Planning Officer - Statutory Planning & Compliance (2,3,4 & 11 only)

**2016:043 - APPROVE PUBLIC WORKS, STREET LIGHTING, VERGE
DEVELOPMENT**

Delegated Power: Power to:

1. Grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
2. Serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
3. Upgrade Existing Street Lights and Underground Power:
 - a. Assess street lighting requests and designs, in relation to the functional road hierarchy, throughout the municipality;
 - b. Approve the installation of additional or higher rated lamps for street light upgrading if considered appropriate;
 - c. Approve the issuing of works orders to Western Power for the undergrounding or other modifications to power supplies;
 - d. Approve the upgrading of street lighting; and
 - e. Approve the consequential increased tariff, associated with approved Council projects.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:**(a) Grant approval and impose conditions (1):**

- That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree.
- The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined.
- If there are objections to the proposal, it be referred to the Council for determination.

(b) Serve notices (2): Chief Executive Officer to sign any Notices.**(c) Existing street lights and underground power (3):** That the works are associated with projects that has obtained the approval of the Council as necessary and is within the approved budget allocation.**Legislative or Policy Reference:**

- **Local Government Act 1995:** Part 3 - Functions of local government, Schedule 9.1 - Certain matter for which Governor may make regulations, Clause 8 (Private works on, over, or under public places)

Local Laws: Local Government Property Local Law 2011, Activities on Thoroughfares and Public Place and Trading Local Law 2011

Policy Positions: Council Policy: Memorial Plaque and Seat Policy & City Guideline: Verge Development Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering (1, 2 & 4 only)
 - Manager City Operations (1 & 2 only)
- Executive Director Development Services
 - Manager Building and Engineering Services (1 only)
 - Development Compliance Officer (1 only)

Local Government Act 1995

2016:044 - PARKING, TRAFFIC MANAGEMENT, BUS SHELTERS & SEATS
(Amendments to Parking Schemes)

Delegated Power: Power to:

1. Approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations, ACROD bays and the designation of visitor and authorised vehicle parking.
2. Investigate and develop traffic management treatment proposals and Local Area Traffic Management Scheme proposals in order to identify and address traffic related issues.
3. Locate bus shelters and seats.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Traffic management treatment** (2) During the course of investigation contact to be made with the residents/residential groups, as appropriate, to:
- identify problems and issues;
 - establish objects of traffic management and develop plans of alternative treatments;
 - evaluate alternative treatments and refine selected plan;
 - All alternative routes with regard to road construction or re-construction shall be investigated as part of the design process;
 - The selected plan with the proposed traffic treatment to then be presented to the Council for approval.
- (b) Where it is only necessary to consider remedial action, the Council's approval is not required.
- (c) **Bus shelters and seats** (3): Consultation must be conducted with local residents and Bus Operators, taking into consideration:
- adjacent land use(s);
 - type and number of existing and likely future patrons;
 - the number of and areas served by the bus routes;
 - frequency of bus services; and
 - the above is inserted as a condition of approval.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 - Functions of local government, Schedule 9.1 - Certain matter for which Governor may make regulations, Clause 1 (Parking for the disabled), Clause 2 (Disturbing local government land or anything on it)

Local Law: Parking and Parking Facilities Amendment Local Law 2012.

Policy Position: City of Albany Local Parking Schemes.

Reporting Requirement: Report to file. *Note: The traffic management treatment plan to be presented to Council for approval.*

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering
 - Senior Civil Engineering Officer - Roads (2 only)

Local Government Act 1995

2016:045 - PUBLIC UTILITY SERVICE WORK ORDERS

(Approve Disturbance of Public Land)

Delegated Power: Power to:

1. Interfere with soil or take anything from local government land in accordance with the Local Government (Uniform Local Provisions) Regulations 1996 and s3.25(1)b. of the Act.
2. Approve and issue works orders to public utility service authorities for service modifications or upgrading associated approved projects.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Compliance with City Guideline: Environmental Code of Conduct Guidelines.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land) (1)(b), Schedule 3.1 - Powers under notices to owners or occupiers of land
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.5 (Interfering with, or taking from, local government land) (1)

Policy Position: City Guideline: Environmental Code of Conduct Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering
 - Manager City Operations
 - Manager City Reserves

Road Traffic Act 1974, Local Government Act 1995
2016:046 - WET WEATHER ROAD CLOSURE

Delegated Power: Power to:

1. Close Roads;
2. Define and impose conditions for road use;
3. Authorise Road Usage Requests; and
4. Authorise persons to administer any or all of the above functions.

Note: Under s3.50 of the Local Government Act 1995, the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements.

Condition of Delegation:

- (a) Install "Road Closed" signs where possible; and
- (b) Providing an information bulletin to affected agencies, distributed via email, local radio and by posting on the City of Albany website.
- (c) This delegations applies to:
 - (i) vehicles with a Gross Vehicle Mass of 4.5 tonne or greater;
 - (ii) vehicles which travel over road under the care and control of the City of Albany.
 - (iii) Local traffic (For example: where a resident is situated on a road which has been closed) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
- (d) Affected agencies shall include but are not limited to:
 - (i) Heavy Haulage carriers;
 - (ii) Main Road Western Australia;
 - (iii) Neighbouring Local Authorities;
 - (iv) Department of Transport; and
 - (v) Local residents.
- (e) Conditions do not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Subdivision 5 — Certain provisions about thoroughfares, s3.50 (Closing certain thoroughfares to vehicles)
- **Road Traffic Act 1974:** Part VI — Miscellaneous, s84 (Damage to road etc. by vehicle, liability for)

Local Law: City of Albany Activities on Thoroughfares and Public Places and Trading Local Law 2011

Council Policy Position: Council Policy: Wet Weather Road Closure

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering
 - Manager City Operations
 - Manager City Reserves

Local Government Act 1995

2016:047 - PUBLIC RESERVE MANAGEMENT

(Street Scape, Tree Planting, Pruning, Removal, Picking Flora)

Delegated Power: Power to:

1. Provide for the management, planting, pruning and removal of street trees in order to enhance the streetscapes and not detract from the community landscape requirements.
2. Approve and refuse applications to pick flora from City of Albany vested reserves and road reserves for educational and scientific purposes in accordance with the conditions imposed by the Local Government Act 1995, Land Administration Act 1997, Parks & Reserves Act 1895, Wildlife Conservations Act 1950.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Compliance with Council Policies and Guidelines.

Legislative or Policy Reference:

- **Local Government Act 1995:** Schedule 3.2 — Particular things local governments can do on land even though it is not local government property; s3.54 (Reserves under control of a local government)
- **Land Administration Act 1997**
- **Parks & Reserves Act 1895**
- **Wildlife Conservations Act 1950**

Local Law: Local Government Property Local Law

Policy Positions:

- Council Policy: Street Trees
- City Guideline: Street Trees

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Reserves

[illegible]

[illegible]

Delegation No: 2016:001													
<div>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions)</div> <div>Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.</div> <div>Legend: X = Assigned, Blank = Not assigned</div>													
	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
OFFICE OF THE CEO DIRECTORATE													
Mayor & Councillors											X		
Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X	X
Personal Assistant to Mayor & Councillors													
Major Project Team													
Manager Major Projects													
Community Services & Development Teams													
Executive Manager Community Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Coordinator Noongar Engagement													
Community Development Officers													
Communications & Event Management Teams													
Manager Communications & Events	X						X						
Events Team Leader, Coordinator & Events Officers	X						X						
Stakeholder Relations Function													
Stakeholder Relations Manager													
Library													
Manager Library Services	X						X						
Vancouver Arts Centre													
Vancouver Arts Centre Coordinator	X						X						

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
CORPORATE SERVICES DIRECTORATE													
Executive Director Corporate Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Land Administration													
Senior Land Officer													
Governance, Risk, Insurance & IT Services Teams													
Manager Governance & Risk	X	X	X	X	X	X	X	X	X	X	X	X	X
Information Manager													
Councillor Liaison & Research Officer (Principal FOI Officer)													
Human Resources Team													
Manager Human Resources													
Occupational Health & Safety Advisor													
Finance, Procurement, Property & Leasing, and Rates Teams													
Manager Finance	X					X	X						
Procurement Officers													
Senior Rates Officer & Rates Officers													
Team Leader Property & Leasing	X					X	X						
Property Officer	X					X	X						
Revenue Development Officer													

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
DEVELOPMENT SERVICES DIRECTORATE													
Executive Director Development	X	X	X	X	X	X	X	X	X	X	X	X	X
Planning Services Team													
Manager Planning Services	X		X	X			X			X			
Senior Planning Officer Statutory Planning & Compliance	X		X	X			X			X			
Senior Planning Officers			X	X			X			X			
Planning Officers			X	X			X			X			
Ranger & Emergency Services Team													
Manager Ranger & Emergency Services	X	X				X	X	X		X			
Team Leader Ranger Services	X	X				X	X	X		X			
Rangers	X	X				X	X	X		X			
Customer Service Officers													
Community Emergency Safety Manager (CESM)													
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO													
Environmental Health Team													
Manager Environmental Health	X	X	X		X				X				
Environmental Health Officers	X	X	X		X				X				
Environmental Health Technicians	X	X	X		X				X				
Building & Engineering Services Team													
Manager Building & Engineering Services	X		X	X			X		X	X			
Coordinator Building Services	X		X	X			X		X	X			
Development Compliance Officers	X		X	X			X		X	X			
Senior Building Surveyors	X		X	X			X		X	X			
Building Surveyors	X		X	X			X		X	X			
Land Officers													

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
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WORKS & SERVICES DIRECTORATE													
Executive Director Works & Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Engineering & City Assets Teams													
Manager City Engineering	X			X		X	X	X	X	X			
Senior Civil Engineering Officer Roads	X			X		X	X	X	X	X			
Operations, Waste Management Teams													
Manager City Operations	X			X		X	X	X	X	X			
Coordinator Waste Management							X						X
Reserves Management Teams													
Manager City Reserves							X			X			

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
COMMERCIAL SERVICES DIRECTORATE													
Executive Director Commercial Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Albany Heritage Park & National Anzac Centre													
Manager Albany Heritage Park	X						X	X					
Assistant Manager Albany Heritage Park	X						X	X					
Tourism & Development Services													
Manager Tourism & Development Services	X					X	X					X	
Airport													
Senior Reporting Officer Albany Airport	X						X						
Albany Visitors Centre													
Team Leader Albany Visitor Centre							X						
Day Care Centre													
Manager Day Care Services							X						
Recreational Services													
Manager Recreation Services	X						X						
Club Development Officers	X						X						
Albany Leisure & Aquatic Centre (ALAC)													
Team Leader Albany Leisure & Aquatic Centre	X						X						
Administration Team Coordinator	X						X						
Health & Fitness Coordinator	X						X						
Aquatic Team Coordinator	X						X						

Council Policy – Enterprise Risk Management

1. Executive Summary

- (1) The purpose of implementing enterprise risk management at the City of Albany is to develop a culture, processes and structures that are directed towards the effective management of risks that may present potential adverse effects and opportunities to the strategic, operational and project functions and objectives of the organisation. It is also designed to reduce the potential cost of risks from adverse incidents by reducing liability, litigation, exposure to loss and to mitigate and control this loss.
- (2) The key principles that drive the City of Albany's risk management are:
 - Creates value
 - Becomes an integral part of our organisational processes and practices
 - Aids in our decision making based on best available information
 - Explicitly addresses uncertainty
 - Is systematic and structured
 - Can be tailored to suit our organisations structure and capacity
 - Takes into account cultural and social aspects of our staff
 - Is transparent and inclusive throughout the organisation
 - Is dynamic, iterative and responsive to change in the organisation
 - Delivers continual improvement and enhancement of processes and practices in the organisation

2. Policy Statement

- (1) The City of Albany is committed to the effective risk management of its internal and external functions, services, processes and practices and will implement the AS/NZS ISO 31000:2009 risk management standard as a platform for this.
- (2) Risk management for the City of Albany is the systematic application of AS/NZS31000:2009 in association with organisational policies, procedures and practices to establish context, identify risks, analyse, and evaluate those risks and develop treatments for those risks.
- (3) These stages of the risk management process will be well supported by initial and on-going communication and consultation among all key stakeholders, further complemented by the monitoring and review of the implemented risk treatments and their effectiveness.
- (4) Risk Management will form part of the City of Albany's strategic, operational, project and line management responsibilities and will be integrated into its planning and continual improvement processes.

3. Objectives

- (1) To communicate the Council's holistic approach to risk management to all key stakeholders.

- (2) To protect and enhance the reputation of the Council and the City, demonstrating their robust corporate governance, timely and efficient delivery of services and fulfilment of the City's strategic objectives.
- (3) To adhere to and implement the Risk Management Standard AS/NZS ISO 31000:2009 in all aspects of business management practices in the organisation.
- (4) To define the Council's level of risk tolerance and risk appetite, ensuring that all key risks are adequately managed
- (5) To ensure all employees are made aware of the need to manage risk and to promote a culture of participation in the process

4. Definitions

- **EMT:**Executive Management Team.
- **Risk:** The effect of uncertainty on objectives.
- **Risk Management:** The culture, processes and structures directed towards realising potential opportunities whilst managing adverse effects.
- **Risk Management Process:** Coordinated activities to direct and control an organisation in regard to risk.
- **RMO:** Risk Management Officer.

5. Scope

- (1) The responsibility of Risk Management will fall on all levels of the organisation including Council, EMT, Audit and Risk Committee, RMO and staff.

Council is responsible for:

- Ensuring that a Risk Management Policy has been developed and adopted throughout the City;
 - Establishing the risk tolerance level of the City; and
 - Mandating the risk management framework.
- (2) Supporting the risk management program in terms of endorsing the necessary resources to effectively implement and manage this program

6. Consultation and Communication

- (1) Effective and open communication and consultation with internal and external stakeholders during all stages of the risk management process is crucial, as each stakeholder will have a varying perception of risk and their decisions will be based on this.
- (2) A consultation and communication process will be developed which will encompass all levels of the organisation to ensure stakeholders impacted by decisions have had sufficient chance to comment and provide feedback prior to implementation.

7. Training and Development

- (1) Education and further professional development in the areas of risk management will be supported by EMT.
- (2) Staff assigned to training, workshops and other means of learning will be expected to participate and contribute to the outcomes.
- (3) All new staff and Elected Members are required to attend a risk management induction.
- (4) Refresher training will be provided to all staff on a yearly or more frequent as needs basis.

8. Monitor and Review

- (1) The City of Albany shall implement and integrate an audit program process to report on the achievements of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.
- (2) The RMO will ensure that the risk management process, meetings and all other risk related documents will be stored in an adequate records management system.
- (3) **Internal Auditing.** Implementation of an internal auditing program is to be completed by the RMO in partnership with the [Manager Governance & Risk Management](#) on an annual cycle or more frequently as directed by the Chief Executive Officer on an as needed basis.
- (4) The internal audit process will test the controls set in place by each directorate and will be supported by the assessment of key performance indicators set by the EMT.
- (5) **External Auditing.** Any external auditing will be undertaken routinely, either as set out in the [Local Government \(Financial Management\) Regulations 1996](#) (Section 5: Financial management duties of the CEO) or on the direction of Council if required.

9. Legislative and Strategic Context

This policy position relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):

- **Key Theme:** 5. Civic Leadership
- **Strategic Objective:** 5.1 To establish and maintain sound business and governance structures.
- **Strategic Initiative:** Nil.

10. Review Position and Date

Council to review on or before December 2013.

11. Associated Documents

- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- *Local Government Act 1995*
- Enterprise Risk Management Framework
- Ordinary Council Meeting Agenda Template (Risk Identification & Mitigation)
- Enterprise Risk Management Information Sheet and Terminology
- Enterprise Risk Management Process Map
- Enterprise Risk Management Audit Procedure
- Risk Register Template
- Record Management Procedure

Version Control

Version	Date	Status	Distribution	Comment
0.1	20/09/2011	Draft – Version 1	Internal Document / EMT	Prepared by: Risk Management Officer (RMO)
0.2	26/03/2012	Draft – Version 2	Internal Document / Audit & Finance Committee	Endorsed and Recommend to be adopted
1	17/04/2012	Adopted	Public Document / Ordinary Council Meeting	Adopted by Council: OCM 17/4/2012
1.1	19/04/2012	Amended	Public Document	Revised. Formatting only.
1.2	07/11/2013	Amended	Public Document	Administrative Correction: a. Designated Officer title change to: Manager Governance and Risk Management; b. Auditing reference correction: <i>Local Government (Financial Management) Regulations 1996</i> . c. Updated legislative and strategic context in accordance with City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017.

1.0 POLICY

The Enterprise Risk Management (ERM) Framework details how risk is managed at the City of Albany.

Risk assessments will be carried out using the risk management process of the Australian Standard for Risk *AS/NZS ISO: 31000:2009 Risk Management - Principles and Guideline*.

2.0 RISK MANAGEMENT FRAMEWORK BENEFITS

This Framework provides a consistent process that enables continual improvement in decision making, and insight into organisational risks and their impacts.

3.0 DEFINITIONS (AS/NZS ISO 31000:2009)

- ☐ **Risk management:** culture, processes and structures directed towards realising potential opportunities whilst managing adverse effects
- ☐ **Risk:** effect of uncertainty on objectives
- ☐ **Likelihood:** chance/probability/frequency of an event occurring
- ☐ **Consequence:** outcome of an event
- ☐ **Risk analysis:** systematic use of available information to determine how often specified events may occur and the magnitude of their consequences
- ☐ **Risk Treatments:** the provision of policies, standards and procedures or actions to eliminate or minimise adverse risks
- ☐ **Residual risk:** remaining level of risk after risk treatment
- ☐ **Risk tolerance:** level of risk/residual risk that the City is willing to accept for every day work, projects or events

4.0 STAFF RESPONSIBILITIES

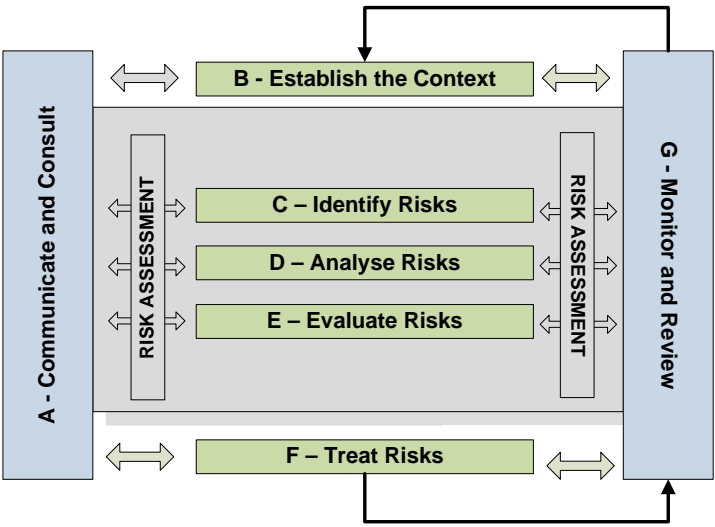
The City of Albany’s ERM policy identifies the following responsibilities for all staff:

- ☐ Ensuring that risks in the work area are identified and managed
- ☐ Proactively working with supervisors in reducing risk in your work area
- ☐ Escalating risk where necessary

5.0 RISK MANAGEMENT PROCESS

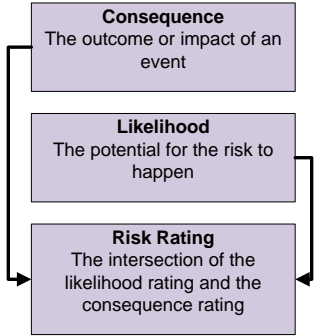
As part of preparing to undertake daily business tasks, planning and implementing projects and events or coordinating the delivery of business units services, it is imperative that all staff recognise risks that may impact their deliverables to both internal and external stakeholders.

Risk Management Process Overview



- A - Communicate and Consult.** Provide, share and obtain information with internal and external stakeholders during all stages of the risk management process.
- B - Establish the Context.** Define both internal and external factors to the City that may have an effect on the risk management process such as risk source and risk type.

- C - Identify Risks.** Recognise and adequately describe risks in their day-to-day business routines.
- D - Analyse Risks.** Three steps to analyse risk. More detail is provided at section 6.0 – ANALYSE RISKS.



- E - Evaluate Risks.** Evaluating the risk will take into account the City’s risk tolerance rating as and the return on investment in managing the risk.

RISK ACCEPTANCE CRITERIA				
From the risk’s rating, is the Management/Executive/Council willing to accept this risk?				
Who will be responsible for accepting the level of risk?				
Level of Risk	Description	When is the risk acceptable?	Who is responsible	Timeframe for Action
Low (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures.	Responsible Officer (as per risk register)	Review controls every 6 months OR As per risk register
Medium (5–9)	Monitor	Risk acceptable by observing, assessing and improving current controls and Council procedures.	Responsible Officer (as per risk register)	Review controls every 3 months OR As per risk register
High (10 –16)	Urgent Attention Required	Risk acceptable by establishing and implementing new controls.	Executive Directors and CEO	Controls implemented within two weeks of reporting Review controls every month
Extreme (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority.	Audit & Risk Committee and Council	Controls implemented within 1 week of reporting Review of controls every 2 weeks

- F – Treat Risks.** Introduce the appropriate risk control measure. For example: For people, health and safety use the hierarchy of controls below:
- ☐ **Eliminate the Hazard.** For example: Engage specialist contractor for large tree pruning.
 - ☐ **Substitute the Hazard.** For example: Replace ladder with scissor lift, substitute solvent based paint with water based paint.
 - ☐ **Engineering Controls.** For example: Reverse alarms/lights fitted to plant, exhaust ventilation to remove fumes.
 - ☐ **Administrative Controls.** For example: Job rotation, work instructions, safety inspections.
 - ☐ **Personal Protective Equipment (PPE).** For example: Hearing protection devices, respirators, hard hats.

- G - Monitor and Review.** This stage of the process will assess the implemented treatments to ascertain their effectiveness and alignment to the City’s risk tolerance ratings. The review may be in the form of self-assessments of risk registers and treatment plans and internal quality assurance audit of the risk management process.

6.0 ANALYSE RISKS

a. Consequences

Risk Category / Level	Insignificant	Minor	Moderate	Major	Severe
Business Interruption (as defined in Business Continuity Plan) or:	Less than 2 hours, No material service interruption.	2 to 4 hours, Short term, temporary interruption, backlog cleared < 1 day.	5 to 10 hours, medium term, temporary interruption, backlog cleared by additional resources.	11 to 24 hours, prolonged interruption of services, additional resources, performance affected.	More than 24 hours, indeterminate prolonged interruption of services, non –performance.
Community	Little or no disruption to the community.	Minor disruptions to the nearby community.	Significant disruption to the nearby community.	Substantiated disruptions to the wider spread community.	Major/multiple disruptions to the widespread community.
Environment	Little impact on environment.	Minor impact to the environment.	Environmental damage requiring restitution or internal cleanup.	Significant breach of legislation/significant contamination or damage requiring third party	Major breach of legislation or extensive environmental damage requiring third party investigation.
Financial	Less than \$5,000	\$5,000 to \$20,000	\$20,000 to \$50,000	\$50,000 to \$150,000	More than \$150,000
Legal & Compliance	Minor regulation breach.	Minor legal implications, non compliance and breach of regulations.	Serious breach of regulations, with investigation and report by 3 rd party, Prosecution and fines imposed.	Major litigation & class action against Council and responsible officers. Prosecution and fines imposed.	Custodial sentencing for responsible officers, multiple class actions and high end penalties.
Organisation’s Operations	Small impact on organisation’s deliverables.	Inconvenient delays in achieving deliverables.	Significant delays to achieving deliverables.	Non achievement of major organisation deliverables.	Non achievement of all organisations deliverables.
People Health & Safety	No injuries or injuries but not requiring first aid treatment, no leave taken.	First aid treatment required by first aid officer, sick leave, short term impact, recovery 1 to 3 weeks.	Onsite medical treatment by ambulance personnel longer term illness, recovery 1 to 6 months.	Extensive injuries requiring hospital admission, severe trauma, extended incapacity.	Death(s) or severe permanent injuries, mass hospitalisation, Post-traumatic Stress Disorder.
Property	Inconsequential or no damage to property.	Localised damage rectified by internal arrangements.	Localised damage rectified by internal and external arrangements.	Significant property damage requiring external resources.	Extensive property damage resulting in prolonged period of recovery.
Reputation	Unsubstantiated, low impact, low profile, no news item.	Substantiated low impact, low news profile.	Substantiated public embarrassment, moderate impact, and moderate news profile.	Substantiated public embarrassment, high impact news profile, third party actions.	Substantiated public embarrassment, very high multiple impacts, high widespread multiple news profile.

b. Likelihood Ratings

LIKELIHOOD TABLE				
Level	Description	Examples	Operational Frequency	Project Frequency
A	Almost Certain	Expected to occur in most circumstances	More than once in 12 months	Greater than 90% chance of occurrence
B	Likely	Will probably occur in most circumstances	At least once in 12 months	60% - 90% chance of occurrence
C	Possible	Should occur at some time	At least once in three years.	40% - 60% chance of occurrence
D	Unlikely	Could occur at some time	At least once in ten years	10% - 40% chance of occurrence
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.	Less than 10% chance of occurrence

c. Risk Rating Matrix

LIKELIHOOD		CONSEQUENCES				
		1	2	3	4	5
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
5	ALMOST CERTAIN	MEDIUM (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
4	LIKELY	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	EXTREME (20)
3	POSSIBLE	LOW (3)	MEDIUM (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
2	UNLIKELY	LOW (2)	LOW (4)	MEDIUM (6)	MEDIUM (8)	HIGH (10)
1	RARE	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MEDIUM (5)

d. Risk Categories. The City of Albany has defined its critical success factors and consequences in terms of impact on delivering the City's strategic, operational and project functions:

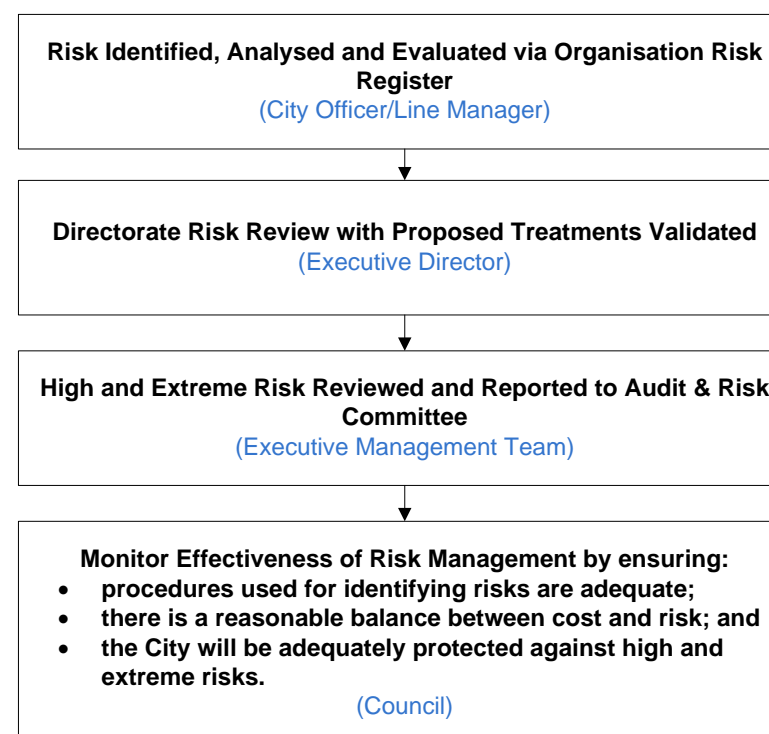
- **Business Interruption.** The interruption and non-performance of functions by the Council.
- **Community.** Community risk arises from inadequate or unclear communications of Council activities and plans to the local community members or a lack of consultation between Council and ratepayers.
- **Environment.** Environmental risks arise from poor or inadequate practices and systems when working in the environment.
- **Finance.** Financial and Budgetary risks arise from the misuse and/or poor management of annual budget, government grants and funding.
- **Legal and Compliance.** Legal implications and breaches, including fines and custodial sentencing and compliance with legislation and Local Laws.
- **Organisational Operations.** Operational and Resourcing risks arise from failed day-to-day business practices, processes, systems and personnel.
- **People Health and Safety.** Occupational Safety and Health (OSH) of our own staff and that of our contractors, volunteers and members of the public. These risks arise from failing to adhere to the City's OSH Policy and failure to report and manage known hazards.
- **Property.** Damage to Council property arising from mismanagement, vandalism and lack of security.
- **Reputation.** Political and Reputational risks arise from implementing incorrect decisions of Council and Executive, failing to adhere to legislation, misuse of public funds and acting unethically in business dealings.

e. Level of Impact. The definitions below relate to the consequence table:

- **Insignificant.** Possible impact at a business unit or project level but no impact on organisation.
- **Minor.** Minimal impact on business unit or project and minor impact on organisation.
- **Moderate.** Considerable loss to project, business unit and/or and moderate impact on the organisation.
- **Major.** Significant impact on both project and/or organisation operations.
- **Severe.** Project or business unit failure with significant or catastrophic impact on organisation.

7.0 RISK REVIEW & REPORTING STRUCTURE

Risk reporting demonstrates that key risks are effectively managed and controlled to either mitigate their impact or exploit their outcomes as opportunities for growth.

**a. Risk Reporting Categories.** Reporting of risks in the City of Albany will come under two main organisational functions.

- **Strategic.** Risks that effect the achievement of the Organisation vision and objectives in the Strategic Plan.
- **Operational.** Risk of loss resulting from inadequate or failed internal processes, people and systems, or from external events.

b. Risk Review Time Line

- **Monthly** - Managers report to their Executive Director.
- **Monthly** – Executive Directors report high and extreme risks to the Executive Management Team (EMT).
- **Quarterly** – EMT report of high and extreme strategic risks to Audit and Risk Committee.

FURTHER RESOURCES

Further information refer to ERM Policy and ERM Information Sheet for further details contact: Risk Management & Insurance Officer 9841 9347 or via email: staff@albany.wa.gov.au



Enterprise Risk Management Framework

Version 020– 17 June 2016

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City of Albany 2016

102 North Road, Yakamia WA 6330 | PO Box 484 Albany WA 6331
Tel: (08) 9841 9333 | Fax: (08) 9841 4099 | Website: www.albany.wa.gov.au

Council Policy – Risk & Opportunity Management

POLICY STATEMENT

1. This policy confirms the City of Albany's commitment to adopting a strategic, consistent and structured approach to risk management in order to achieve an appropriate balance between realising opportunities for gains and mitigating losses. It upholds the International Standard on Risk Management (ISO 31000) which provides the overall framework for risk management.
2. Council recognises that risk management is an integral part of all Council activities.
3. Council is committed to effective risk and opportunity management to:
 - a. improve its ability to deliver community priorities, service delivery and outcomes for the City of Albany;
 - b. maximise opportunities and minimise the impact and likelihood of risk;
 - c. protect its employees, assets, liabilities and its community by avoiding or mitigating losses; and
 - d. provide greater certainty for our employees, residents, stakeholders and the community in which we operate by understanding and managing our risks.

OBJECTIVE

4. Seek to:
 - a. ensure that as far as reasonably practicable, City of Albany operations do not place people, property, or the environment at unacceptable levels of risk or harm;
 - b. add value to all the activities of the City of Albany;
 - c. assist in achieving the Council's goals and deliver programs and services within a tolerable level of risk;
 - d. embed risk and opportunity management into all management activities, critical business systems and processes; and
 - e. ensure all risks are consistently assessed and managed within the City of Albany's Enterprise Risk Management Framework;

SCOPE

Roles and Responsibilities

5. Risk Management falls on all levels of the organisation including Council, the Executive Management Team (EMT), staff and persons who perform functions or deliver services on behalf of the City.
 - a. **Council** is responsible for ensuring that Council strategy and operations are managed within an effective risk management framework.
 - b. The **Audit & Risk Committee**, working with the Executive Management is responsible for reviewing:
 - (i) the risk management framework.

- (ii) the risk exposure of Council and recommending to Council the level of risk tolerance.

Chief Executive Officer & Delegated Officers

6. The Chief Executive Officer and delegated officers are accountable for the implementation and maintenance of risk management policies and processes across the organisation. They are ultimately responsible for ensuring that strategic risks are regularly reviewed.
7. All staff, including volunteers are responsible for applying risk management practices in their area of work and ensuring that all staff are aware of all types of risks associated with City of Albany operations and escalating where necessary.
8. Under delegation from the Chief Executive Officer:
 - a. Each member of the Executive Management Team (EMT) is accountable for implementing the risk management practices in their area of responsibility. This includes ensuring that risks are identified, managed, reviewed and updated regularly.
 - b. Managers, Team Leaders, staff and volunteers are responsible for the implementation of risk management practices within their particular areas of responsibility. They are responsible for reviewing and updating their allocated risks.
 - c. The Manager Governance & Risk Management is responsible for overseeing the development, facilitation and implementation of a risk management culture, framework and strategy, including training and awareness across the organisation.

Monitoring, evaluation and review

9. To effectively implement this policy, an Enterprise Risk Management (ERM) Framework as the principal guiding document has been adopted.
10. The ERM Framework details how risk is managed at the City of Albany.
11. Risk assessment will be carried out using the risk management process detailed in the Standard.
12. **Internal Auditing.** An annual internal auditing program is to be established which will test the controls set in place by each directorate and be assessed against the key performance indicators set by the EMT.
13. **External Auditing.** Any external auditing will be undertaken routinely, in accordance with the *Local Government (Financial Management) Regulations 1996*.

Training and continuous improvement

14. Education and further professional development in the areas of risk management will be supported.
15. Persons who perform functions or deliver services on behalf of the City Staff are:
 - a. required to attend risk management induction;
 - b. required to attend regular refresher training; and
 - c. expected to participate and contribute to the outcomes of training.

Consultation and Communication

16. Effective and open communication and consultation with internal and external stakeholders during all stages of the risk management process is crucial, as each stakeholder will have a varying perception of risk and their decisions will be based on this.
17. A consultation and communication process will be developed which will encompass all levels of the organisation to ensure stakeholders impacted by decisions have had sufficient chance to comment and provide feedback prior to implementation.

LEGISLATIVE AND STRATEGIC CONTEXT

18. There is no legislative provision that specifically requires Councils to implement risk management. However there are references within *the Local Government Act 1995* ("the Act") that require Councils to adopt appropriate policies, practices and procedures that ensure their assets are protected through sound administrative management.
19. In addition, each Council's Audit Committee is responsible for 'reviewing the adequacy of accounting, internal control, reporting and other financial management systems and practices of the Council on a regular basis.
20. Specifically, under Regulation 17 of the *Local Government (Audit) Regulations 1996* it is a responsibility of the Audit & Risk Committee to receive the CEO reviews conducted on the appropriateness of systems and procedures in relation to risk management, internal control and legislative compliance.

REVIEW POSITION AND DATE

- This policy and framework is to be reviewed by the Document Owner annually.

ASSOCIATED DOCUMENTS

- Risk Management Standard [AS/NZS ISO 31000:2009](#)

DEFINITIONS

Term	Meaning
Risk	The effect of uncertainty on objectives.
Likelihood:	The chance/probability/frequency of an event occurring.
Consequence:	The outcome of an event.
Risk analysis:	The systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Treatment:	The provision of policies, standards and procedures or actions to eliminate or minimise adverse risks.
Residual Risk:	The remaining level of risk after risk treatment.
Risk Tolerance:	The level of risk/residual risk that the City of Albany is willing to accept for every day work, projects or events.
Strategic Risk	Strategic risks are risks that could affect the achievement of the organisations vision and strategic objectives.
Operational Risk	Operational risks are those which could impact on the organisations effectiveness and efficiency.
Risk Management	<p>Risk management is the term applied to a logical and systematic method of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise losses and maximise opportunities.</p> <p>Risk management should be based on the Australian Standard AS/NZS ISO 31 000: Risk Management – Principles and Guidelines (“the Standard”). The Standard defines risk as “the effect of uncertainty on objectives.” Risk management is defined as “co-ordinated activities to direct and control an organisation with regard to risk.”</p> <p>Simply defined as: “culture, processes and structures directed towards realising potential opportunities whilst managing adverse effects”.</p>
	<p>Risk & Opportunity Management in a project context:</p> <ul style="list-style-type: none"> • Risk Management: Risk management can be described as the process of proactively working with stakeholders to minimise the risks and maximise the opportunity associated with project decisions. • Opportunity Management: Opportunity management is the process that converts the chance to decisiveness and is increasingly becoming embedded in the culture of organisations as they mature and broaden their understanding of the value that managing uncertainty can bring. For positive risk or opportunity management to be effective in creating or protecting value it must be an integral part of the management processes, be embedded in the culture and practices of the organisation, be tailored to the business process of the organisation, and comply with the risk management principles outlined in ISO 31000. <p>Where risk management seeks to understand what might go badly in a project, opportunity management looks for what might go better.</p>

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Manager Governance & Risk Management		Executive Director Corporate Services	
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