



ATTACHMENTS

Ordinary Meeting of Council

Tuesday 28 March 2023

ORDINARY COUNCIL MEETING
ATTACHMENTS – 28/03/2023

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CITY OF ALBANY
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 JANUARY 2023

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

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**CITY OF ALBANY
COMPILATION REPORT
FOR THE PERIOD ENDED 31 JANUARY 2023**

Report Purpose

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

Overview

No significant matters are noted.

Statement of Financial Activity by reporting nature or type

Shows a Closing Funding Position for the period ended 31 January 2023 of \$25,553,435.

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

Preparation

Prepared by: P. Martin
Financial Services Coordinator

Reviewed by: S. Van Nierop
Manager Finance

Date prepared: 27-Feb-2023

CITY OF ALBANY
STATEMENT OF FINANCIAL ACTIVITY
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 JANUARY 2023

	Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a) /(a)	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		42,130,150	42,130,150	42,062,942	42,111,035	48,093	0%	
Operating grants, subsidies and contributions		4,850,431	5,630,233	2,341,817	2,332,486	(9,331)	(0%)	
Fees and charges		19,750,395	19,779,592	12,728,990	13,571,310	842,320	7%	▲
Profit on asset disposal		9,348	9,348	-	24,668	24,668	0%	
Interest Earnings		619,802	1,249,802	864,760	1,371,220	506,460	59%	▲
Other Revenue		194,946	194,946	87,425	200,377	112,952	129%	▲
		67,555,072	68,994,071	58,085,934	59,611,096			
Expenditure from operating activities								
Employee costs		(30,602,671)	(30,681,671)	(17,669,419)	(16,798,280)	871,139	(5%)	▼
Materials and contracts		(20,843,395)	(20,967,008)	(11,302,755)	(10,777,348)	525,407	(5%)	▼
Utility charges		(1,808,128)	(1,808,128)	(1,021,617)	(1,105,392)	(83,775)	8%	
Depreciation on non-current assets		(17,889,792)	(17,889,792)	(10,504,254)	(10,793,435)	(289,181)	3%	▲
Finance costs		(508,471)	(508,471)	(170,359)	(185,252)	(14,893)	9%	
Insurance expenses		(821,692)	(821,692)	(456,700)	(486,692)	(29,992)	7%	
Loss on asset disposal		(512,080)	(512,080)	(137,203)	(69,028)	68,175	(50%)	
Other expenditure		(3,463,109)	(3,438,109)	(1,714,661)	(1,660,470)	54,191	(3%)	
		(76,449,338)	(76,626,951)	(42,976,968)	(41,875,897)			
Non-cash amounts excluded from operating activities								
Add: Depreciation on assets		17,889,792	17,889,792	10,504,254	10,793,435	289,181	3%	▲
Add: Loss on disposal of assets		512,080	512,080	137,203	69,028	(68,175)	(50%)	
Less: Profit of disposal of assets		(9,348)	(9,348)	-	(24,668)	(24,668)	0%	
Add: Implicit Interest		184,709	184,709	10,449	9,483	(966)	(9%)	
		18,577,233	18,577,233	10,651,906	10,847,279			
Amount attributable to operating activities		9,682,967	10,944,353	25,760,872	28,582,479			
INVESTING ACTIVITIES								
Non-operating grants, subsidies and contributions		28,540,751	27,827,538	2,619,744	3,332,355	712,611	27%	▲
Proceeds from disposal of assets		1,031,000	1,031,000	412,503	105,547	(306,956)	(74%)	▼
Purchase of property, plant and equipment	5	(13,831,810)	(13,539,999)	(5,587,845)	(3,696,551)	1,891,294	(34%)	▲
Purchase and construction of infrastructure	5	(42,408,902)	(40,635,924)	(19,668,443)	(6,886,816)	12,781,627	(65%)	▲
Non-current to current movement		-	-	-	14,955	14,955	100%	
Amount attributable to investing activities		(26,668,961)	(25,317,385)	(22,224,041)	(7,130,511)			
FINANCING ACTIVITIES								
Repayment of borrowings		(2,020,083)	(2,020,083)	(998,697)	(998,752)	(55)	0%	
Proceeds from borrowings		1,495,000	1,495,000	-	-	-		
Proceeds from self-supporting loans		14,163	14,163	7,026	7,026	-	0%	
Payments for principal portion of lease liabilities		(189,578)	(189,578)	(110,544)	(110,212)	332	(0%)	
Transfers to reserves (restricted assets)		(15,012,910)	(17,191,821)	-	-	-		
Transfers from reserves (restricted assets)		26,596,380	26,979,726	-	-	-		
Amount attributable to financing activities		10,882,972	9,087,407	(1,102,215)	(1,101,938)			
Surplus/(Deficit) for current financial year		(6,103,022)	(5,285,625)	2,434,616	20,350,030			
Surplus/(Deficit) at start of financial year		6,103,022	5,285,625	5,285,625	5,203,405	(82,220)	(2%)	
Surplus/(Deficit): closing funding position		-	-	7,720,241	25,553,435			

CITY OF ALBANY

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JANUARY 2023

BASIS OF PREPARATION

BASIS OF PREPARATION

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

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2023

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

NOTE 1 EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000				
	Var. \$	Var. %	Var.	Timing/ Permanent
Explanation of Variance				
OPERATING ACTIVITIES				
Revenue from operating activities				
Rates	48,093	0%		
Operating grants, subsidies and contributions	(9,331)	0%		
Fees and charges	842,320	7% ▲		Timing
Profit on Asset disposal	24,668	0%		
Interest earnings	506,460	59% ▲		Timing
Other revenue	112,952	129% ▲		Timing
Expenditure from operating activities				
Employee costs	871,139	-5% ▼		Timing / Permanent

NOTE 1 (Continued)

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Expenditure from operating activities (continued)					
Materials and contracts	525,407	-5%	▼	Timing	Materials and contracts expenditure recognised for the period ending 31 Jan FY22/23 is tracking ↓\$573k (-5.31%) relative to the same period in FY21/22 & ↑\$3.44m (31.95%) relative to the same period in FY20/21. Current underspend against YTD budget is comprised of variances exhibited in 306 budgeted line items. Notable variances are observed in Coastal Monitoring Programs: Actual \$71k vs Budget \$239k (↓\$168k or -70.40%) & Recreation Strategic Planning: Actual \$9k vs Budget \$147k (↓\$139k or -94.20%).
Utility charges	(83,775)	8%			No material variance noted.
Depreciation on non-current assets	(289,181)	3%	▲	Timing	Variance is resultant from an increase in depreciation charges following the revaluation of Infrastructure and Building type assets conducted for the period ending 30 June 2022. Variance is to be addressed in the December Budget Review (CCS506).
Finance costs	(14,893)	9%			No material variance noted.
Insurance expenses	(29,992)	7%			No material variance noted.
Loss on asset disposal	68,175	-50%			No material variance noted.
Other expenditure	54,191	-3%			No material variance noted.
Non-cash amounts excluded from operating activities					
Add: Depreciation on assets	289,181	3%	▲	Timing	Variance is resultant from an increase in depreciation charges following the revaluation of Infrastructure and Building type assets conducted for the period ending 30 June 2022. Variance is to be addressed in the December Budget Review (CCS506).
Add: Loss on disposal of assets	(68,175)	-50%			No material variance noted.
Less: Profit of disposal of assets	(24,668)	0%			No material variance noted.
Movement in Value of Investments	-	0%			No material variance noted.
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	712,611	27%	▲	Timing	Income recognition for non-operating grants is directly tied to the achievement of milestones for projects reported in the City's capital works budget under note 5. Reporting variances to budget will exist at various stages throughout the reporting period.

NOTE 1 (Continued)

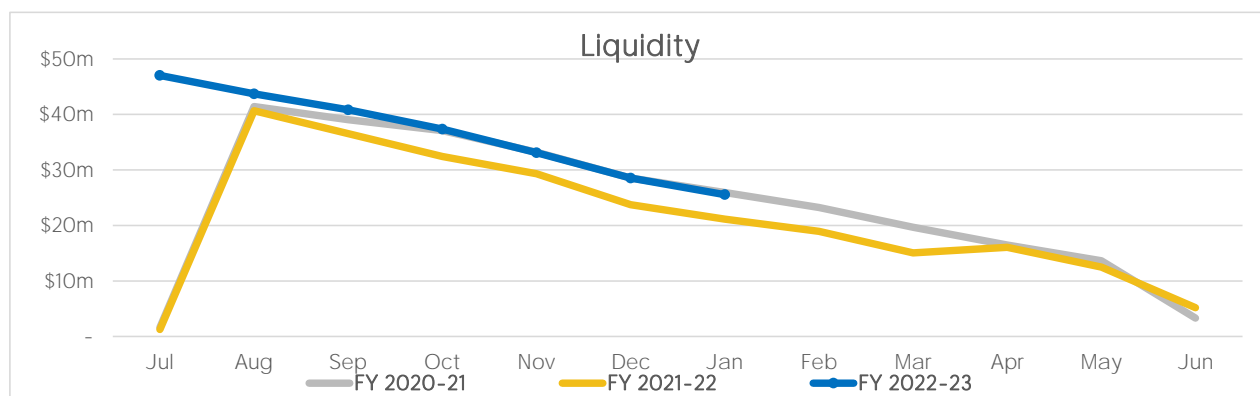
EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
INVESTING ACTIVITIES (continued)					
Proceeds from disposal of assets	(306,956)	-74%	▼	Timing	YTD PPE disposals made in accordance with the City's fleet replacement program are lower than prescribed in the budget. The timing of disposals is largely influenced by the availability of new vehicles & heavy plant, noted global supply shortages in these markets are likely to impact on actual to budget performance throughout the reporting period.
Purchase of property, plant and equipment	1,891,294	-34%	▲	Timing / Permanent	Variance is attributable to the timing of expenditure to budget phasing for multiple projects. Several major projects are still in the planning & design phase. Purchasing activity has increased in this space & it is anticipated that project expenditure will gain traction in the coming months. Surf Life Saving Club (Current Budget \$2.74m / YTD Budget \$287k vs Actual \$58k) and Kalgan BFB Facility (Current Budget \$563k & YTD Budget \$328k vs Actual \$0) are noted projects.
Purchase and construction of infrastructure	12,781,627	-65%	▲	Timing / Permanent	Variance is attributable to the timing of expenditure to budget phasing for projects in all classes of infrastructure. Works have commenced on several core road projects & it is expected that recorded expenditure will begin to increase in-line with project milestones. Multiple variances to be addressed in the December Budget Review (CCS506).
Non-current to current movement	14,955	100%			No material variance noted.
FINANCING ACTIVITIES					
Repayment of borrowings	(55)	0%			No material variance noted.
Proceeds from borrowings	-				No material variance noted.
Proceeds from self-supporting loans	-	0%			No material variance noted.
Payments for principal portion of lease liabilities	332	0%			No material variance noted.
Restricted Cash Utilised	-				No material variance noted.
Transfers to reserves (restricted assets)	-				No material variance noted.
Transfers from reserves (restricted assets)	-				No material variance noted.
Surplus/(Deficit) at start of financial year	(82,220)	-2%		Permanent	No material variance noted. Variance is to be addressed in the December Budget Review (CCS506).

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

NOTE 2
NET CURRENT FUNDING POSITION

	Ref Note	FOR THE PERIOD ENDED 31 JANUARY 2023	FOR THE PERIOD ENDED 31 DECEMBER 2022	FOR THE PERIOD ENDED 31 JANUARY 2022
		\$	\$	\$
Current Assets				
Cash - Unrestricted		35,658,809	35,473,989	29,885,559
Cash - Restricted		41,648,813	41,486,158	37,288,393
Trade Receivables - Rates and Rubbish	4	7,530,117	11,481,623	7,217,954
Trade Receivables - Other		1,202,992	1,278,432	1,442,844
Inventories		748,315	688,343	1,107,441
Grants Receivable		968,370	968,370	-
Other Current Assets		2,136,895	2,168,224	717,658
Other Financial Assets - Self Supporting Loan		7,137	7,137	6,918
		89,901,447	93,552,277	77,666,767
Less: Current Liabilities				
Trade & Other Payables		(8,557,849)	(8,129,969)	(7,854,076)
Contract Liabilities		(8,000,559)	(8,889,137)	(5,591,133)
ROU Liabilities		(79,366)	(95,175)	(183,570)
Borrowings		(1,021,332)	(1,140,851)	(1,220,633)
Provisions		(6,588,763)	(6,792,649)	(5,856,358)
		(24,247,870)	(25,047,782)	(20,705,770)
Adjustments				
Add Back: Borrowings		1,021,332	1,140,851	1,220,633
Add Back: ROU liabilities		79,366	95,175	183,570
Add Back: Head-lease liability amortisation		96	48	-
Add Back: Implicit Interest		9,483	8,193	-
(Less): Cash Backed Reserves		(41,203,283)	(41,203,283)	(37,224,752)
(Less): Other Financial Assets - Self Supporting Loan		(7,137)	(7,137)	(6,918)
		(40,100,143)	(39,966,152)	(35,827,467)
Net Current Funding Position		25,553,435	28,538,343	21,133,530

**COMMENTS:**

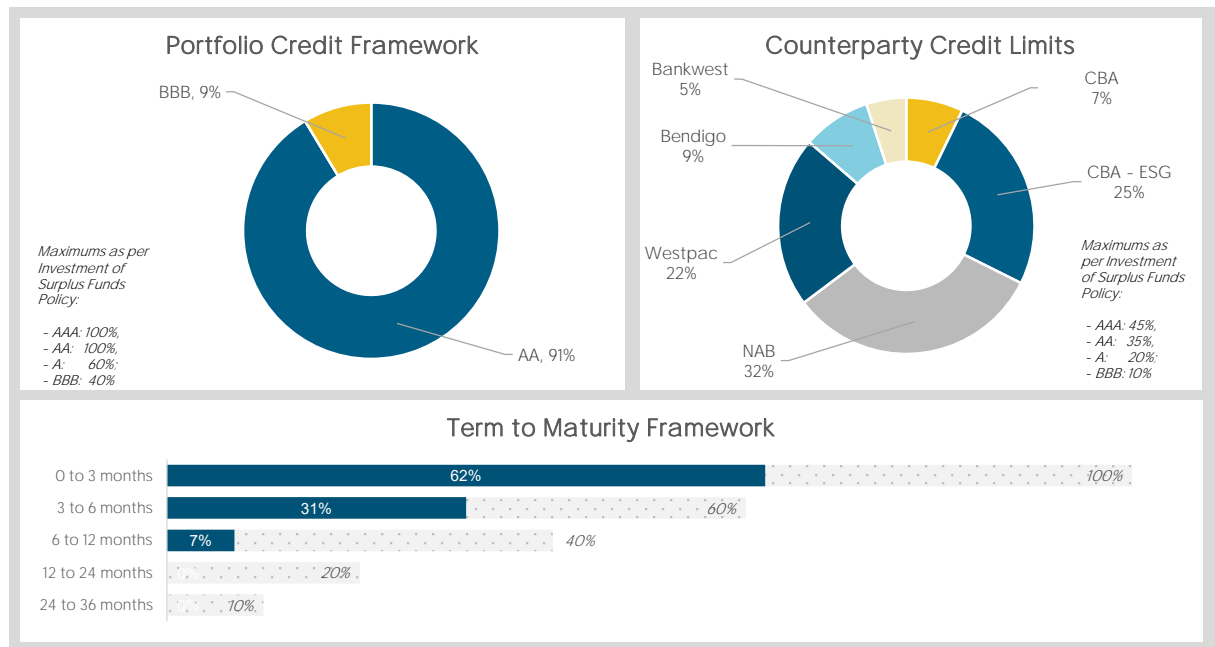
The Net Current Funding Position for the reporting period ending 31 Jan 2023 is ↑\$4.42m (17.30%) relative to the same period in FY21/22 and ↓\$368k (-1.44%) relative to the same period in FY20/21.

The year-on-year improvement in liquidity is attributable to increased revenue generated from rates, fees & charges and lower expenditure recorded under materials & contracts.

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

NOTE 3
CASH INVESTMENTS

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	NAB	AA	3.55%	11-Oct-22	08-Feb-23	3 to 6 months	3,000,000	35,014
General Municipal	Westpac	AA	2.85%	11-Oct-22	11-Feb-23	3 to 6 months	3,000,000	28,812
General Municipal	CBA - ESG	AA	3.33%	25-Nov-22	24-Feb-23	0 to 3 months	5,500,000	45,662
General Municipal	Bendigo	BBB	3.55%	15-Dec-22	15-Mar-23	0 to 3 months	2,000,000	17,507
General Municipal	CBA - ESG	AA	3.61%	20-Dec-22	20-Mar-23	0 to 3 months	3,000,000	26,704
General Municipal	Westpac	AA	3.05%	01-Nov-22	01-Apr-23	3 to 6 months	2,000,000	25,236
General Municipal	CBA	AA	3.73%	12-Jan-23	12-Apr-23	0 to 3 months	3,000,000	27,592
General Municipal	Bendigo	BBB	3.75%	13-Jan-23	13-Apr-23	0 to 3 months	2,000,000	18,493
General Municipal	NAB	AA	3.93%	20-Sep-22	18-Apr-23	6 to 12 months	3,000,000	67,833
General Municipal	CBA	AA	4.05%	19-Jan-23	18-Apr-23	0 to 3 months	2,000,000	19,751
							28,500,000	312,603
Restricted	Bendigo	BBB	2.45%	09-May-22	03-Feb-23	6 to 12 months	2,000,000	36,247
Restricted	CBA - ESG	AA	3.28%	10-Nov-22	10-Feb-23	0 to 3 months	2,000,000	16,535
Restricted	NAB	AA	3.70%	21-Nov-22	20-Feb-23	0 to 3 months	6,500,000	59,960
Restricted	Bankwest	AA	2.80%	26-Oct-22	27-Feb-23	3 to 6 months	3,500,000	33,293
Restricted	NAB	AA	3.80%	08-Dec-22	08-Mar-23	0 to 3 months	6,000,000	56,219
Restricted	NAB	AA	3.85%	28-Dec-22	28-Mar-23	0 to 3 months	4,000,000	37,973
Restricted	CBA - ESG	AA	3.72%	06-Jan-23	06-Apr-23	0 to 3 months	7,000,000	64,208
Restricted	Westpac	AA	3.10%	09-Nov-22	09-Apr-23	3 to 6 months	2,000,000	25,649
Restricted	Westpac	AA	3.70%	12-Dec-22	12-Apr-23	3 to 6 months	3,000,000	36,797
Restricted	Westpac	AA	4.00%	30-Jan-23	30-May-23	3 to 6 months	5,000,000	65,753
							41,000,000	432,635
Weighted Average Interest Rate:			3.55%					
							Total:	69,500,000
								745,238



COMMENTS:

Year-on-year movement in cash investment portfolio:

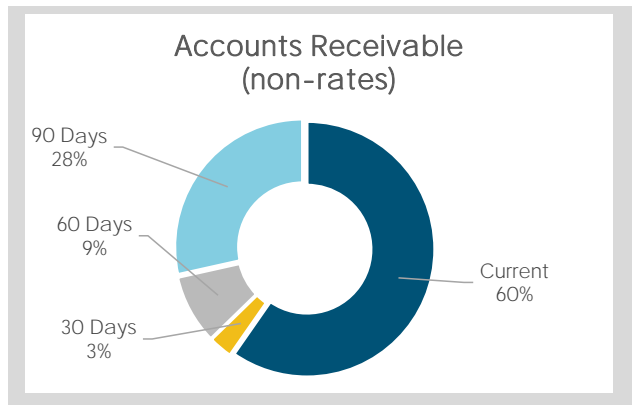
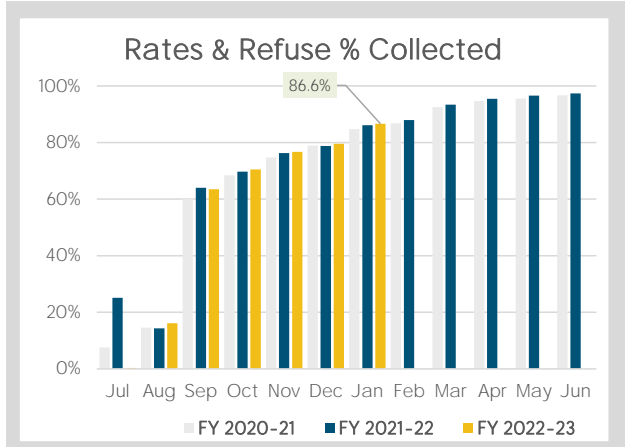
	FY22/23	FY21/22	\$ MVT	% MVT
Municipal	\$28.5m	\$23.0m	\$5.5m	23.91%
Reserve	\$41.0m	\$36.0m	\$5.0m	13.89%
Total	\$69.5m	\$59.0m	\$10.5m	17.80%
Average Return	3.55%	0.37%		3.19%

No significant matters noted.

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

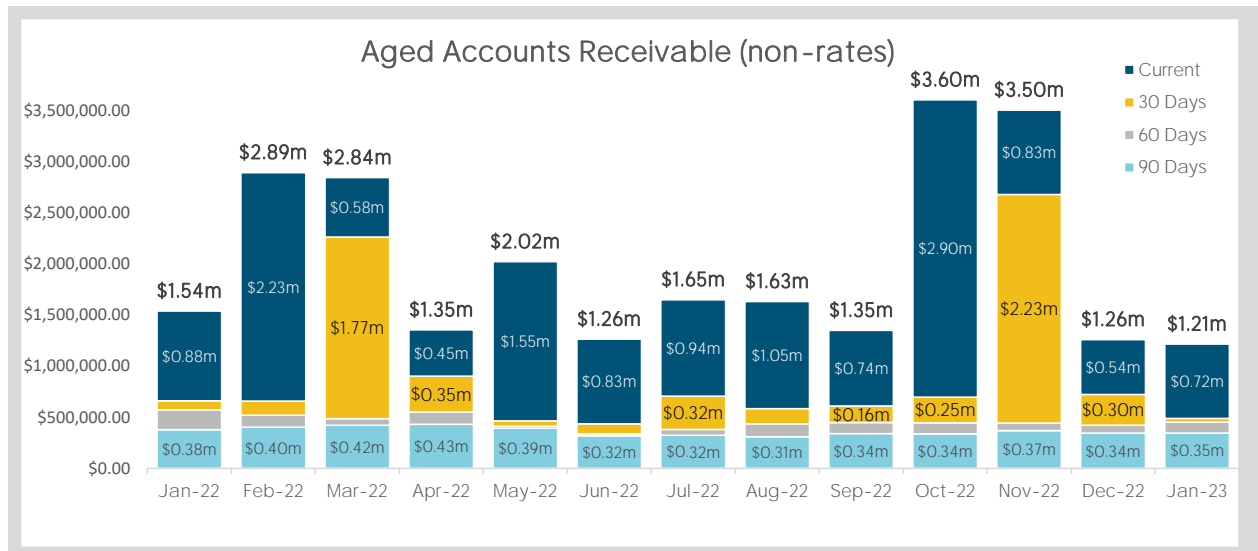
NOTE 4
RECEIVABLES

Rates & Refuse % Collected	\$
Opening Arrears Previous Years	1,361,272
Rates Levied	42,111,035
Refuse Levied	8,252,980
ESL Levied	4,205,785
Other Charges Levied	312,751
Amount Levied	56,243,824
(Less): Collections	(48,713,706)
Total Rates & Charges Collectable	7,530,117
<i>% Collected</i>	<i>86.6%</i>



Accounts Receivable (non-rates)	\$	%
Current	724,106	60%
30 Days	36,718	3%
60 Days	106,860	9%
90 Days	345,676	28%
Total	1,213,360	100%

Amounts shown above include GST (where applicable)

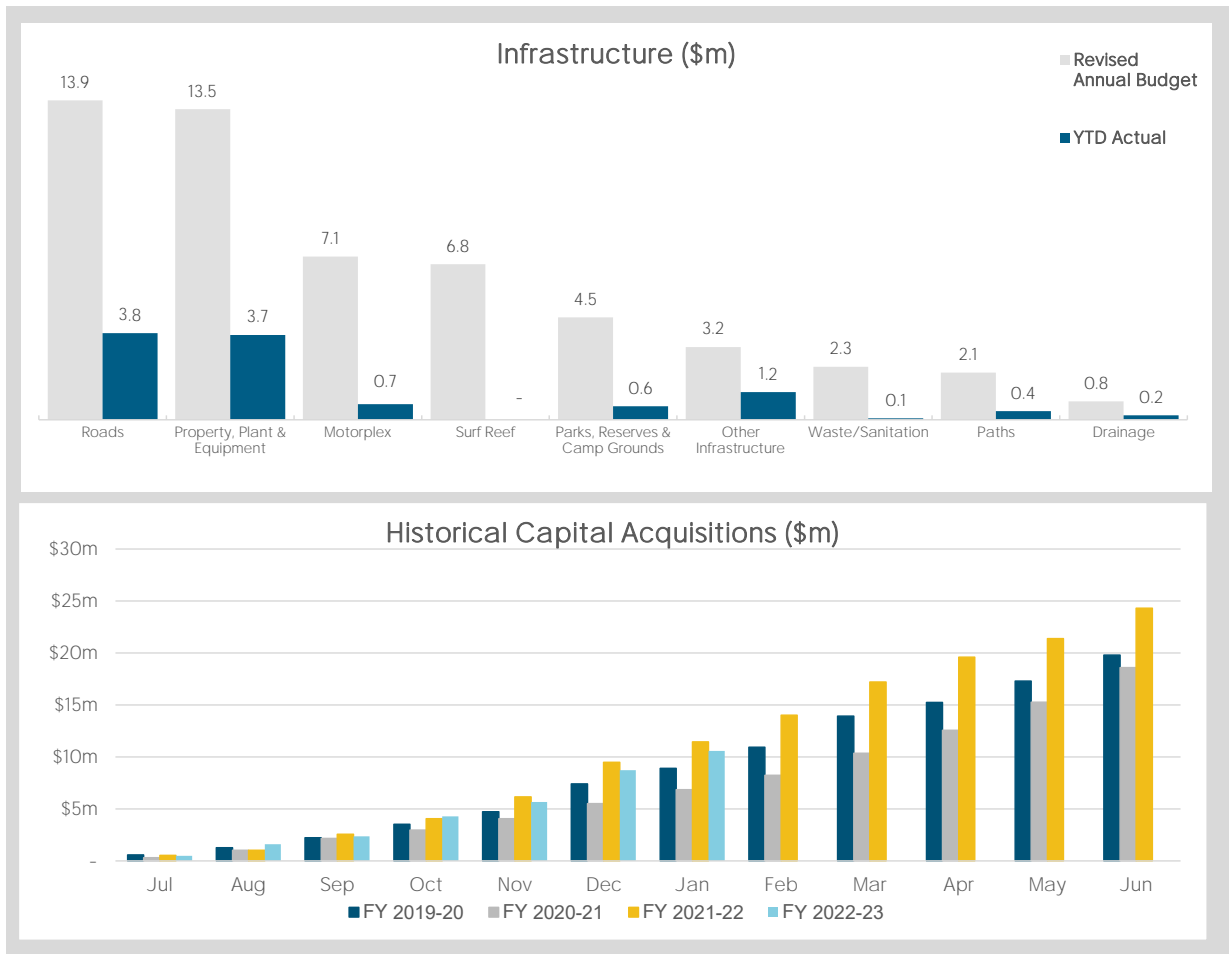


COMMENTS:
No significant matters noted.

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2023

NOTE 5
CAPITAL ACQUISITIONS

Capital Acquisitions	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
Roads	14,583,223	13,931,230	9,245,455	3,777,127	(5,468,328)	(59%)	▼
Property, Plant & Equipment	13,831,810	13,539,999	5,587,845	3,696,551	(1,891,294)	(34%)	▼
Motorplex	7,119,502	7,117,125	2,642,640	683,265	(1,959,375)	(74%)	▼
Surf Reef	6,781,998	6,781,998	1,129,881	0	(1,129,881)	(100%)	▼
Parks, Reserves & Camp Grounds	4,788,031	4,461,621	2,941,258	587,422	(2,353,836)	(80%)	▼
Other Infrastructure	3,467,697	3,170,829	2,252,943	1,205,315	(1,047,628)	(47%)	▼
Waste/Sanitation	2,310,605	2,310,198	1,015,952	66,661	(949,291)	(93%)	▼
Paths	2,515,590	2,058,000	1,366,067	374,947	(991,120)	(73%)	▼
Drainage	842,256	804,923	440,314	192,078	(248,236)	(56%)	▼
Total Capital Acquisitions	56,240,712	54,175,923	26,622,355	10,583,367	(16,038,988)	(60%)	▼

**COMMENTS:**

Total Capital Acquisitions of \$10.58m for the period ending 31 Jan 2023 are ↓\$869k (-8.22%) compared to the equivalent reporting period in FY21/22 where total Capital Acquisitions recorded were \$11.45m.

YTD Budget of \$26.62m vs Actual \$10.58m (↓\$16.04m or -60.25%) is partially addressed in the December Budget Review (CCS 506). Major variances which are predominantly due to budget phasing against project timing are likely to persist throughout the remainder of the reporting period.

CITY of ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 31 JANUARY 2023

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
13/01/2023	SP MINUS 18	Pronoun Badges	\$ 75.00
13/01/2023	SURVEYMONK	Annual Subscription	\$ 384.00
16/01/2023	NESPRESSO	Coffee Pods	\$ 237.00
18/01/2023	SIX DEGREES ALBANY	Refreshments - A Sharpe, N Watson, P Camins & M Giffellon - Shire of Bridgetown-Greenbushes	\$ 48.00
18/01/2023	SIX DEGREES ALBANY	Lunch - A Sharpe, N Watson, P Camins & M Giffellon - Shire of Bridgetown-Greenbushes	\$ 232.00
19/01/2023	DOMES ALBANY	Refreshments - A Sharpe, Deputy Mayor S Smith & Mayor D Wellington	\$ 16.35
24/01/2023	HILTON GARDEN INN ALBANY	Accommodation - Australia Day Ambassador	\$ 262.89
24/01/2023	HILTON GARDEN INN ALBANY	Accommodation - Australia Day Ambassador	\$ 262.89
12/01/2023	DEPARTMENT OF PRIMARY PERTH	Registration - Rangers Team	\$ 76.50
12/01/2023	REGIONAL EXPRESS	Flights - Cost to be Recouped	\$ 440.66
12/01/2023	QUEST SOUTH PERTH FORESHORE	Accommodation - C Fasolo & K Cooper - Cruise Meeting - Cost to be Recouped	\$ 489.00
13/01/2023	FLIGHTWARE LLC	Commercial Data Report	\$ 654.41
13/01/2023	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 16.36
19/01/2023	SAI GLOBAL	Matterport Floorplan bundle	\$ 157.15
23/01/2023	ASIC	Business Name Renewal - National Anzac Centre	\$ 92.00
24/01/2023	REGIONAL EXPRESS	Flights - S Van Nierop - Finance Conference	\$ 406.76
02/01/2023	GOOGLE ADS	National Anzac Centre - Advertising	\$ 1.34
04/01/2023	REZDY	Monthly Subscription - Rezdy - National Anzac Centre	\$ 277.75
05/01/2023	MAILCHIMP	Monthly Marketing Plan - Communications	\$ 770.41
07/01/2023	FACEBOOK	Advertising	\$ 122.88
08/01/2023	SOUNDTRACK YOUR BRAND	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service	\$ 37.18
08/01/2023	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 0.93
08/01/2023	WIX	Premium Events Calendar Subscription - National Anzac Centre Website	\$ 7.30
11/01/2023	PSA RADICAL FITNESS	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service - KIMAX	\$ 19.95
12/01/2023	KATES PLACE	Meeting Expense - N Watson & J Gardner - GSDC	\$ 14.80
17/01/2023	DEPARTMENT OF RACING	Occasional Liquor Licence - Albany Town Hall - WA Women in Jazz	\$ 57.00
17/01/2023	ZOOBEAN	1 of 3 Year license for Beanstack Reading Program until Nov 2023 - Library	\$ 2,010.36
17/01/2023	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 50.26
18/01/2023	ANACONDA	Gift Voucher - School Activity Program - Community Development	\$ 25.00
19/01/2023	WA NEWS	Image Purchase - Museum Display - Albany Heritage Park	\$ 284.90
20/01/2023	REGIONAL EXPRESS	Flights - K Baker & A Patching - WA Museum Visit - NAC	\$ 1,337.76
20/01/2023	REZDY	Rezdy Booking Account - Albany Visitors Centre	\$ 16.76
21/01/2023	WIX	Monthly Subscription - City of Albany Events App Charge	\$ 7.41
23/01/2023	THREE ANCHORS	Meeting Expense - N Watson & F Van Der Horst	\$ 10.07

CITY of ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 31 JANUARY 2023

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
23/01/2023	HAZ BEANZ	Meeting Expense - N Watson & L Condon	\$ 7.50
23/01/2023	CAFÉ ESPRESSO ONE	Meeting Expense - N Watson & D Dymond - Albany Entertainment Centre	\$ 10.00
24/01/2023	CAFÉ ESPRESSO ONE	Meeting Expense - N Watson & T Flett	\$ 10.00
25/01/2023	REGIONAL EXPRESS	Flights - S Majidi - PLWA Meeting	\$ 593.56
25/01/2023	ZOOM	Monthly Charge - Zoom Conferencing & Webinar - Corporate Services	\$ 181.94
31/12/2022	WIX	Premium Membership Subscription - Great Southern Creative Exchange Website	\$ 32.79
31/12/2022	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 0.82
06/01/2023	DROPBOX	Business Standard Plan	\$ 302.50
13/01/2023	SKYMESH	Monthly fee for Cape Riche Internet Service	\$ 54.95
24/01/2023	ASIC	ASIC Company Search	\$ 9.00
			\$ 10,106.09

CITY of ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

PAYROLL TRANSACTIONS

DATE	DESCRIPTION	AMOUNT
16/01/2023	Superannuation	\$ 142,161.31
25/01/2023	Salaries	\$ 741,980.54
27/01/2023	Superannuation	\$ 141,005.24
31/01/2023	Salaries	\$ 1,862.07
09/02/2023	Salaries	\$ 725,811.41
15/02/2023	Superannuation	\$ 145,413.50
		\$ 1,898,234.07

CHEQUE TRANSACTIONS

DATE	CHEQUE	NAME	DESCRIPTION	AMOUNT
32768	08/02/2023	AUSTRALASIAN SOLICITORS PTY LTD TRUST ACCOUNT	Settlement Costs - Land Acquisition	\$ 26,000.00
32769	09/02/2023	ALBANY PLAZA PHARMACY	Medical Supplies	\$ 178.20
				\$ 26,178.20

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164569	02/02/2023	@THE POOLSIDE	Catering	\$ 230.65
EFT164765	09/02/2023	@THE POOLSIDE	Catering	\$ 625.70
EFT164328	19/01/2023	35 DEGREES SOUTH	Surveying Services	\$ 1,565.30
EFT164708	02/02/2023	4 STEEL SUPPLIES	Building Maintenance Supplies	\$ 30.00
EFT164908	09/02/2023	4 STEEL SUPPLIES	Building Maintenance Supplies	\$ 154.00
EFT164292	19/01/2023	56 SOUTH PTY LTD	Construction Services	\$ 11,055.00
EFT164302	19/01/2023	A BELL	Rates Refund	\$ 533.55
EFT164656	02/02/2023	A LACY	Rates Refund	\$ 1,500.00
EFT164746	09/02/2023	A OFFIN	Reusable Nappy Incentive	\$ 97.42
EFT164519	27/01/2023	A SEIDL	Refund	\$ 30.00
EFT164279	19/01/2023	ABBHEY'S EARTHMOVING SERVICES	Landscape Maintenance Services	\$ 2,973.00
EFT164741	09/02/2023	ABBHEY'S EARTHMOVING SERVICES	Landscape Maintenance Services	\$ 1,529.00
EFT164281	19/01/2023	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C20016(A)	\$ 52,529.03
EFT164545	02/02/2023	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C20016(A)	\$ 52,274.80
EFT164743	09/02/2023	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C20016(A)	\$ 43,039.85
EFT164304	19/01/2023	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Management	\$ 1,480.88
EFT164282	19/01/2023	ADVERTISER PRINT	Printing Services	\$ 162.00
EFT164547	02/02/2023	ADVERTISER PRINT	Printing Services	\$ 513.00
EFT164744	09/02/2023	ADVERTISER PRINT	Printing Services	\$ 5,494.00
EFT164548	02/02/2023	AECAA PTY LTD	Vehicle Parts / Maintenance	\$ 153.12
EFT164354	19/01/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Parts And Repairs	\$ 1,393.09
EFT164643	02/02/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Parts And Repairs	\$ 1,693.79
EFT164831	09/02/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Parts And Repairs	\$ 3,341.91
EFT164798	09/02/2023	AL CURNOW HYDRAULICS	Vehicle Parts/ Maintenance	\$ 588.95
EFT164760	09/02/2023	ALBANY ALLSOILS LANDSCAPE SUPPLIES	Landscaping Supplies	\$ 785.00
EFT164761	09/02/2023	ALBANY ART CAFE & WORKSHOPS	Event Services / Supplies	\$ 1,445.00
EFT164559	02/02/2023	ALBANY ART GROUP INC	Artwork Sales	\$ 85.00
EFT164344	19/01/2023	ALBANY ASPHALT SERVICES	Asphalt Works C22011(A)	\$ 31,012.00
EFT164289	19/01/2023	ALBANY AUTO ONE	Vehicle Parts / Maintenance	\$ 789.00
EFT164448	27/01/2023	ALBANY AUTO ONE	Vehicle Parts / Maintenance	\$ 111.00
EFT164555	02/02/2023	ALBANY AUTO ONE	Vehicle Parts / Maintenance	\$ 430.00
EFT164752	09/02/2023	ALBANY AUTO ONE	Vehicle Parts / Maintenance	\$ 492.20
EFT164450	27/01/2023	ALBANY AUTOS	Vehicle Purchase P22010	\$ 35,832.38
EFT164316	19/01/2023	ALBANY CARWASH OPERATIONS	Car Wash Tokens	\$ 135.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164665	02/02/2023	ALBANY CITY MOTORS	Vehicle Parts / Maintenance	\$ 2,115.12
EFT164853	09/02/2023	ALBANY CITY MOTORS	Vehicle Parts / Maintenance	\$ 329.56
EFT164291	19/01/2023	ALBANY COMMUNITY FOUNDATION	Payroll deductions	\$ 5.00
EFT164449	27/01/2023	ALBANY COMMUNITY FOUNDATION	Payroll deductions	\$ 5.00
EFT164286	19/01/2023	ALBANY COMMUNITY HOSPICE	Payroll deductions	\$ 15.00
EFT164446	27/01/2023	ALBANY COMMUNITY HOSPICE	Payroll deductions	\$ 10.00
EFT164751	09/02/2023	ALBANY COMMUNITY RADIO T/AS GREAT SOUTHERN	Advertising	\$ 404.80
EFT164336	19/01/2023	ALBANY ENGINEERING COMPANY	Plant Parts And Repairs / Hardware Supplies	\$ 2,178.00
EFT164809	09/02/2023	ALBANY ENGINEERING COMPANY	Plant Parts And Repairs / Hardware Supplies	\$ 654.49
EFT164852	09/02/2023	ALBANY EVENT HIRE	Event Hire	\$ 17,292.25
EFT164558	02/02/2023	ALBANY FORMWORK	Plant and Equipment Hire	\$ 4,180.00
EFT164551	02/02/2023	ALBANY INDOOR PLANT HIRE AND SALES	Hire Of Indoor Plants	\$ 492.80
EFT164560	02/02/2023	ALBANY IRRIGATION & DRILLING	Irrigation Parts / Maintenance	\$ 7,642.30
EFT164758	09/02/2023	ALBANY IRRIGATION & DRILLING	Irrigation Parts / Maintenance	\$ 1,647.22
EFT164284	19/01/2023	ALBANY IT	IT Services	\$ 1,392.18
EFT164288	19/01/2023	ALBANY LANDSCAPE SUPPLIES	Landscaping Supplies	\$ 770.00
EFT164557	02/02/2023	ALBANY LASERSCAPE	Laserscape Event Sessions	\$ 1,350.00
EFT164755	09/02/2023	ALBANY LASERSCAPE	Laserscape Event Sessions	\$ 1,100.00
EFT164421	19/01/2023	ALBANY LOCK & SECURITY	Locksmith / Security Services PSP008-010	\$ 3,192.19
EFT164526	27/01/2023	ALBANY LOCK & SECURITY	Locksmith / Security Services PSP008-010	\$ 2,723.32
EFT164710	02/02/2023	ALBANY LOCK & SECURITY	Locksmith / Security Services PSP008-010	\$ 381.60
EFT164911	09/02/2023	ALBANY LOCK & SECURITY	Locksmith / Security Services PSP008-010	\$ 9,754.92
EFT164757	09/02/2023	ALBANY MILK DISTRIBUTORS	Milk Delivery	\$ 656.66
EFT164387	19/01/2023	ALBANY NEWS DELIVERY	Newspaper Delivery	\$ 84.04
EFT164509	27/01/2023	ALBANY NEWS DELIVERY	Newspaper Delivery	\$ 90.24
EFT164678	02/02/2023	ALBANY NEWS DELIVERY	Newspaper Delivery	\$ 91.53
EFT164865	09/02/2023	ALBANY NEWS DELIVERY	Newspaper Delivery	\$ 125.68
EFT164290	19/01/2023	ALBANY OFFICE PRODUCTS DEPOT	Office Supplies / Stationery	\$ 1,995.10
EFT164556	02/02/2023	ALBANY OFFICE PRODUCTS DEPOT	Office Supplies / Stationery	\$ 316.10
EFT164754	09/02/2023	ALBANY OFFICE PRODUCTS DEPOT	Office Supplies / Stationery	\$ 7,316.57
EFT164750	09/02/2023	ALBANY PANEL BEATERS AND SPRAY PAINTERS	Vehicle Repair Services	\$ 300.00
EFT164512	27/01/2023	ALBANY PLUMBING AND GAS	Plumbing Services / Supplies C21006	\$ 160.15
EFT164686	02/02/2023	ALBANY PLUMBING AND GAS	Plumbing Services / Supplies C21006	\$ 765.50
EFT164880	09/02/2023	ALBANY PLUMBING AND GAS	Plumbing Services / Supplies C21006	\$ 1,190.25

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164756	09/02/2023	ALBANY QUALITY LAWNMOWING	Lawn Mowing Services	\$ 130.00
EFT164384	19/01/2023	ALBANY RADIO COMMUNICATIONS	Communication Equipment	\$ 1,740.26
EFT164759	09/02/2023	ALBANY RECORDS MANAGEMENT	Storage Services	\$ 1,740.15
EFT164287	19/01/2023	ALBANY RETRAVISION	IT Equipment	\$ 248.00
EFT164553	02/02/2023	ALBANY RSL SUB BRANCH	Traffic Management Plan	\$ 385.00
EFT164554	02/02/2023	ALBANY SCREENPRINTERS	Printing Of Shirts	\$ 2,397.00
EFT164326	19/01/2023	ALBANY SIGNS	Signage / Printing Services	\$ 896.50
EFT164599	02/02/2023	ALBANY SIGNS	Signage / Printing Services	\$ 1,276.00
EFT164795	09/02/2023	ALBANY SIGNS	Signage / Printing Services	\$ 308.00
EFT164447	27/01/2023	ALBANY SPEEDWAY CLUB INC	Regional Events Sponsorship	\$ 13,200.00
EFT164749	09/02/2023	ALBANY SWEEP CLEAN	Sweeping Services	\$ 10,579.00
EFT164561	02/02/2023	ALBANY TANKS	Supply And Deliver Water	\$ 800.00
EFT164285	19/01/2023	ALBANY TOYOTA	Vehicle Parts / Maintenance	\$ 803.53
EFT164445	27/01/2023	ALBANY TOYOTA	Vehicle Purchase P22026	\$ 72,638.87
EFT164747	09/02/2023	ALBANY TOYOTA	Vehicle Parts / Maintenance	\$ 683.99
EFT164723	02/02/2023	ALBANY TYREPOWER	Tyre Maintenance / Supply	\$ 6,844.10
EFT164922	09/02/2023	ALBANY TYREPOWER	Tyre Maintenance / Supply	\$ 1,086.60
EFT164748	09/02/2023	ALBANY V-BELT AND RUBBER	Vehicle Parts / Maintenance	\$ 1,751.58
EFT164562	02/02/2023	ALBANY WACKY GOLF	Event Hire Services	\$ 1,500.00
EFT164753	09/02/2023	ALBANY WINDOWS	Window Repairs	\$ 3,032.00
EFT164451	27/01/2023	ALINTA	Gas Charges	\$ 107.90
EFT164563	02/02/2023	ALINTA	Gas Charges	\$ 34.40
EFT164550	02/02/2023	ALBANY BRAKE AND CLUTCH	Vehicle Parts / Maintenance	\$ 13.00
EFT164475	27/01/2023	AMANDA CRUSE	Mayor And Councillor Allowance	\$ 3,001.67
EFT164565	02/02/2023	AMITY HEALTH LIMITED	EAP Services	\$ 209.00
EFT164762	09/02/2023	AMITY HEALTH LIMITED	EAP Services	\$ 148.50
EFT164589	02/02/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 25,269.56
EFT164786	09/02/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 28,884.32
EFT164785	09/02/2023	AMPOL LIMITED	Ampol Card Purchases	\$ 10,523.55
EFT164366	19/01/2023	AMY LOUISE KERR	Workshop Presentation	\$ 190.00
EFT164807	09/02/2023	ANGELA EDWARDS	Cleaning Services Q21020	\$ 1,697.00
EFT164295	19/01/2023	ANNETTE DAVIS	Review Services	\$ 490.00
EFT164692	02/02/2023	ARCHERY SKIRMISH & BUBBLE BASH SOCCER	Event Hire Services	\$ 4,300.00
EFT164764	09/02/2023	ARDESS NURSERY	Plant Supplies	\$ 592.85

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164297	19/01/2023	ATC WORK SMART	Casual Labour / Apprentices	\$ 11,443.44
EFT164452	27/01/2023	ATC WORK SMART	Casual Labour / Apprentices	\$ 10,394.45
EFT164568	02/02/2023	ATC WORK SMART	Casual Labour / Apprentices	\$ 26,702.64
EFT164661	02/02/2023	AUS LOCALS PTY LTD TRADING AS THE LOCALS	Stock Items - Visitor Centre	\$ 390.47
EFT164767	09/02/2023	AUSCOINSWEST	Stock Items - Forts Store	\$ 1,280.40
EFT164437	19/01/2023	AUSSIE BROADBAND LIMITED	Internet Services	\$ 656.00
EFT164280	19/01/2023	AUSSIE BUSH CABINS PTY LTD	Refund	\$ 346.01
EFT164453	27/01/2023	AUSTRALIA POST	Postage	\$ 5,983.64
EFT164766	09/02/2023	AUSTRALIA POST	Postage	\$ 1,959.47
EFT164763	09/02/2023	APARC	Monthly Service Cost	\$ 42.50
EFT164299	19/01/2023	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll deductions	\$ 1,565.80
EFT164455	27/01/2023	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll deductions	\$ 1,539.90
EFT164298	19/01/2023	AUSTRALIAN TAXATION OFFICE	Payroll deductions	\$ 226,263.35
EFT164454	27/01/2023	AUSTRALIAN TAXATION OFFICE	Payroll deductions	\$ 224,977.51
EFT164570	02/02/2023	AUSTRALIAN TAXATION OFFICE	Payroll deductions	\$ 560.00
EFT164564	02/02/2023	B ALLEN	Rates Refund	\$ 149.80
EFT164773	09/02/2023	B O'MEARA	Staff Reimbursement	\$ 60.50
EFT164778	09/02/2023	B TOGHER	Refund	\$ 30.00
EFT164768	09/02/2023	BADGEMATE	Badge Printing Services	\$ 86.14
EFT164456	27/01/2023	BAKERS FOOD & FUEL	Refreshments - Bush Fire Event	\$ 2,050.24
EFT164571	02/02/2023	BAKERS FOOD & FUEL	Refreshments - Bush Fire Event	\$ 641.18
EFT164769	09/02/2023	BAKERS FOOD & FUEL	Refreshments - Bush Fire Event	\$ 483.98
EFT164770	09/02/2023	BARRICADES MEDIA PTY LTD	Advertising	\$ 1,406.00
EFT164301	19/01/2023	BATTERY WORLD	Plant Parts	\$ 236.95
EFT164574	02/02/2023	BELL ART AUSTRALIA	Stock Items - Visitor Centre	\$ 1,143.42
EFT164303	19/01/2023	BENNETTS BATTERIES	Plant Parts And Repairs	\$ 228.80
EFT164575	02/02/2023	BENNETTS BATTERIES	Plant Parts And Repairs	\$ 924.00
EFT164772	09/02/2023	BENNETTS BATTERIES	Plant Parts And Repairs	\$ 132.00
EFT164508	27/01/2023	BEST ELECTRICAL ALBANY PTY LTD	Plant Parts And Repairs	\$ 561.50
EFT164460	27/01/2023	BETHEL CHRISTIAN SCHOOL INCORPORATED	Refund	\$ 1,740.00
EFT164577	02/02/2023	BETTER WORLD ARTS PTY LTD	Stock Items - Forts Store	\$ 807.31
EFT164578	02/02/2023	BIBBULMUN TRACK FOUNDATION	Stock Items - Visitor Centre	\$ 416.70
EFT164486	27/01/2023	BILL GIBBS EXCAVATIONS	Plant And Equipment Hire	\$ 27,472.50
EFT164307	19/01/2023	BLOOMIN FLOWERS SPENCER PARK	Flowers	\$ 335.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164308	19/01/2023	BOC GASES AUSTRALIA LIMITED	Container Hire	\$ 109.44
EFT164775	09/02/2023	BOND ELECTRICS	6 Monthly Service - Airport Conveyor	\$ 6,044.50
EFT164776	09/02/2023	BOOEASY AUSTRALIA PTY LTD	Bookeasy Fees	\$ 970.44
EFT164309	19/01/2023	BP BIRD PLUMBING & GAS PTY LTD	Service Oil Separator	\$ 122.50
EFT164777	09/02/2023	BP BIRD PLUMBING & GAS PTY LTD	Service Oil Separator	\$ 125.00
EFT164682	02/02/2023	BRAYDEN JOHN PARKER	Garden Maintenance	\$ 520.00
EFT164583	02/02/2023	BREAKSEA INCORPORATED	Regional Events Sponsorship	\$ 12,000.00
EFT164310	19/01/2023	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$ 117.15
EFT164584	02/02/2023	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$ 424.91
EFT164662	02/02/2023	BUCHER MUNICIPAL PTY LTD	Vehicle Parts / Maintenance	\$ 62.68
EFT164311	19/01/2023	BUILDING & CONSTRUCTION INDUSTRY	BCITF Levy Payments	\$ 8,349.85
EFT164779	09/02/2023	BUILDING & CONSTRUCTION INDUSTRY	BCITF Levy Payments	\$ 3,277.90
EFT164462	27/01/2023	BULLET GLASS COMPANY	Stock Items - Forts Store	\$ 197.00
EFT164585	02/02/2023	BULLET GLASS COMPANY	Stock Items - Forts Store	\$ 1,995.00
EFT164781	09/02/2023	BULLIVANTS HANDLING SAFETY	Inspection Services	\$ 3,689.08
EFT164313	19/01/2023	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$ 435.84
EFT164463	27/01/2023	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$ 256.75
EFT164586	02/02/2023	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$ 1,912.20
EFT164782	09/02/2023	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$ 1,498.36
EFT164587	02/02/2023	BUNNS VINEYARD	Refreshments	\$ 325.50
EFT164783	09/02/2023	C & C MACHINERY CENTRE	Hardware Supplies / Tools	\$ 775.20
EFT164588	02/02/2023	CABCHARGE PAYMENTS PTY LTD	Cab Fares	\$ 90.25
EFT164314	19/01/2023	CALIBRE CARE	Annual Service	\$ 300.00
EFT164315	19/01/2023	CAMLIN SPRINGS	Water Refills	\$ 270.00
EFT164590	02/02/2023	CARICATURES BY TEL	Entertainment Services	\$ 1,490.00
EFT164593	02/02/2023	CENTENNIAL STADIUM INC	Electricity Charges	\$ 195.37
EFT164318	19/01/2023	CENTIGRADE SERVICES PTY LTD	Maintenance Services C21008	\$ 14,498.11
EFT164466	27/01/2023	CENTIGRADE SERVICES PTY LTD	Maintenance Services C21008	\$ 22,624.13
EFT164592	02/02/2023	CENTIGRADE SERVICES PTY LTD	Maintenance Services C21008	\$ 10,750.94
EFT164788	09/02/2023	CENTIGRADE SERVICES PTY LTD	Maintenance Services C21008	\$ 5,303.95
EFT164329	19/01/2023	CGS QUALITY CLEANING	Cleaning Services C20008 / C14036	\$ 14,120.33
EFT164801	09/02/2023	CGS QUALITY CLEANING	Cleaning Services C20008 / C14036	\$ 45,800.16
EFT164594	02/02/2023	CHADSON ENGINEERING PTY LTD	Parts / Maintenance	\$ 2,068.00
EFT164789	09/02/2023	CHESTERPASS LUNCH BAR	Catering	\$ 132.80

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164319	19/01/2023	CHILD SUPPORT AGENCY	Payroll deductions	\$ 668.09
EFT164468	27/01/2023	CHILD SUPPORT AGENCY	Payroll deductions	\$ 668.09
EFT164320	19/01/2023	CHILDREN'S BOOK COUNCIL OF AUSTRALIA	Annual Membership CBCWA	\$ 75.00
EFT164531	27/01/2023	CHRIS THOMSON	Mayor And Councillor Allowance	\$ 3,001.67
EFT164469	27/01/2023	CINEFEST OZ	Funding Payment	\$ 27,500.00
EFT164791	09/02/2023	CITY OF WANNEROO	Peer Review Services	\$ 3,031.47
EFT164321	19/01/2023	CIVIL & STRUCTURAL ENGINEERS	Site Inspection	\$ 3,140.50
EFT164595	02/02/2023	CLARK EQUIPMENT SALES PTY LTD	Vehicle Parts / Maintenance	\$ 1,635.46
EFT164790	09/02/2023	CLAUDIA SIMPSON	Professional Services	\$ 975.00
EFT164322	19/01/2023	CLEANAWAY PTY LIMITED	Waste Disposal Services P14021 / P20020	\$ 994.51
EFT164470	27/01/2023	CLEANAWAY PTY LIMITED	Waste Disposal Services P14021 / P20020	\$ 243,231.58
EFT164596	02/02/2023	CLEANAWAY PTY LIMITED	Waste Disposal Services P14021 / P20020	\$ 72,217.59
EFT164792	09/02/2023	CLEANAWAY PTY LIMITED	Waste Disposal Services P14021 / P20020	\$ 4,700.76
EFT164597	02/02/2023	CLIMATECLEVER	Partnership Program Fee	\$ 935.00
EFT164552	02/02/2023	COASTAL CRANES ALBANY	Plant And Equipment Hire	\$ 379.50
EFT164793	09/02/2023	COATES HIRE OPERATIONS PTY LIMITED	Plant And Equipment Hire	\$ 165.33
EFT164323	19/01/2023	COHERA-TECH PTY LTD	Subscription Renewal	\$ 500.00
EFT164324	19/01/2023	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 337.95
EFT164471	27/01/2023	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 27.39
EFT164598	02/02/2023	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 274.34
EFT164794	09/02/2023	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 28.30
EFT164784	09/02/2023	COMMERCIAL AQUATICS AUSTRALIA (WA)	Preventative Maintenance Q22028	\$ 10,252.00
EFT164325	19/01/2023	COMMON GROUND TRAILS PTY LTD	Design Services	\$ 671.00
EFT164796	09/02/2023	CREATIONS HOMES PTY LTD	Construction Services C21015	\$ 24,072.50
EFT164327	19/01/2023	D & K ENGINEERING	Fabrication Services	\$ 4,260.97
EFT164601	02/02/2023	D & K ENGINEERING	Fabrication Services	\$ 8,664.51
EFT164799	09/02/2023	D & K ENGINEERING	Fabrication Services	\$ 3,808.20
EFT164546	02/02/2023	D ADELINE	Staff Reimbursement	\$ 9.99
EFT164625	02/02/2023	D GODDARD	Rates Refund	\$ 876.47
EFT164800	09/02/2023	D MADDAMS	Refund	\$ 102.00
EFT164714	02/02/2023	D TADJ	Rates Refund	\$ 18,062.60
EFT164293	19/01/2023	DA CHRISTIE PTY LTD	Subscription Fee	\$ 3,162.72
EFT164603	02/02/2023	DATA COM SYSTEMS (AU) PTY LTD	Software Subscription	\$ 2,650.09
EFT164502	27/01/2023	DAVID LEECH	Stock Items - Forts Store	\$ 300.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164657	02/02/2023	DAVID LEECH	Stock Items - Forts Store	\$ 207.00
EFT164474	27/01/2023	DELMA BAESJOU	Mayor And Councillor Allowance	\$ 3,001.67
EFT164549	02/02/2023	DELTA AGRIBUSINESS PTY LTD	Fuel	\$ 70.39
EFT164745	09/02/2023	DELTA AGRIBUSINESS PTY LTD	Fuel	\$ 152.38
EFT164283	19/01/2023	DELTA AGRIBUSINESS PTY LTD	Refreshments	\$ 597.20
EFT164394	19/01/2023	DELTA AGRIBUSINESS T/A PETER GRAHAM CO	Hardware Supplies / Tools	\$ 1,529.80
EFT164684	02/02/2023	DELTA AGRIBUSINESS T/A PETER GRAHAM CO	Hardware Supplies / Tools	\$ 3,117.72
EFT164875	09/02/2023	DELTA AGRIBUSINESS T/A PETER GRAHAM CO	Hardware Supplies / Tools	\$ 10,340.52
EFT164539	27/01/2023	DENNIS WELLINGTON	Mayor And Councillor Allowance	\$ 12,020.93
EFT164606	02/02/2023	DEPARTMENT OF BIODIVERSITY CONSERVATION	Park Pass Sales	\$ 2,237.13
EFT164803	09/02/2023	DEPARTMENT OF BIODIVERSITY CONSERVATION	Park Pass Sales	\$ 1,055.29
EFT164312	19/01/2023	DEPARTMENT OF MINES, INDUSTRY REG	BSL Levy Collected	\$ 14,968.49
EFT164780	09/02/2023	DEPARTMENT OF MINES, INDUSTRY REG	BSL Levy Collected	\$ 8,769.48
EFT164477	27/01/2023	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DAP / Lease Expenses	\$ 367.68
EFT164605	02/02/2023	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DAP / Lease Expenses	\$ 8,977.00
EFT164415	19/01/2023	DEPARTMENT OF THE PREMIER & CABINET	Advertising	\$ 93.60
EFT164331	19/01/2023	DEPARTMENT OF TRANSPORT	Disclosure Of Information Fees	\$ 73.80
EFT164936	09/02/2023	DIANNE LYN WOLFER	Stock Items - Library	\$ 27.00
EFT164607	02/02/2023	DISCOVERY BAY TOURISM PRECINCT LTD	REZDY Tours	\$ 102.00
EFT164333	19/01/2023	DJL ELECTRICAL CONTRACTING	Electrical / Testing and Tagging Services Q21057	\$ 1,173.15
EFT164478	27/01/2023	DJL ELECTRICAL CONTRACTING	Electrical / Testing and Tagging Services Q21057	\$ 6,155.95
EFT164608	02/02/2023	DJL ELECTRICAL CONTRACTING	Electrical / Testing and Tagging Services Q21057	\$ 552.20
EFT164805	09/02/2023	DJL ELECTRICAL CONTRACTING	Electrical / Testing and Tagging Services Q21057	\$ 1,951.36
EFT164610	02/02/2023	DOMINO'S PIZZA	Refreshments	\$ 247.34
EFT164806	09/02/2023	DYLAN'S ON THE TERRACE	Catering	\$ 2,462.70
EFT164334	19/01/2023	EASI PACKAGING PTY LTD	Payroll deductions	\$ 11,103.20
EFT164479	27/01/2023	EASI PACKAGING PTY LTD	Payroll deductions	\$ 11,103.20
EFT164335	19/01/2023	EDEN GATE ESTATE	Stock Items - Visitor Centre	\$ 214.20
EFT164481	27/01/2023	ELLEKER PROGRESS & SPORTING ASS	Rural Community Halls Funding	\$ 5,000.00
EFT164480	27/01/2023	ELLEKER VOLUNTEER BUSHFIRE BRIGADE	Donation Towards Services	\$ 200.00
EFT164482	27/01/2023	EMERG SOLUTIONS PTY LTD	Annual Fee	\$ 165.00
EFT164513	27/01/2023	EMMA MARGARET POLETTE	Workshop Delivery	\$ 180.00
EFT164611	02/02/2023	ENVISION WARE PTY LTD	Software / Setup Services	\$ 2,088.90
EFT164337	19/01/2023	ERGOLINK	Industrial Chairs	\$ 725.60

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164338	19/01/2023	ERIC JOHN STEVENSON	Replica Firearm - Forts Display	\$ 300.00
EFT164339	19/01/2023	E-STRALIAN PTY LTD T/A SPARQUE	E-Bike Lease	\$ 584.33
EFT164612	02/02/2023	E-STRALIAN PTY LTD T/A SPARQUE	E-Bike Lease	\$ 584.33
EFT164340	19/01/2023	EVERTRANS	Vehicle Parts / Maintenance	\$ 6,160.00
EFT164613	02/02/2023	EYERITE SIGNS	Signage Maintenance / Supply	\$ 2,538.53
EFT164811	09/02/2023	EYERITE SIGNS	Signage Maintenance / Supply	\$ 12,246.08
EFT164615	02/02/2023	F E TECHNOLOGIES PTY LTD	IT Maintenance Services	\$ 943.80
EFT164715	02/02/2023	F TADJ	Rates Refund	\$ 2,890.05
EFT164483	27/01/2023	FARMERS CENTRE (1978) PTY LTD	Plant Parts And Supplies	\$ 439.06
EFT164614	02/02/2023	FARMERS CENTRE (1978) PTY LTD	Plant Parts And Supplies	\$ 25.00
EFT164491	27/01/2023	FIRST NATIONAL REAL ESTATE	Rental Charges	\$ 200.00
EFT164616	02/02/2023	FLEET FITNESS	Sports Equipment Maintenance Supplies	\$ 610.50
EFT164484	27/01/2023	FLEET NETWORK	Lease Charges	\$ 598.23
EFT164812	09/02/2023	FLEET NETWORK	Lease Charges	\$ 1,618.54
EFT164341	19/01/2023	FLIPS ELECTRICS	Electrical Services / Supplies	\$ 750.20
EFT164617	02/02/2023	FLIPS ELECTRICS	Electrical Services / Supplies	\$ 979.00
EFT164813	09/02/2023	FLOOD THE MOON	Performance Fee	\$ 500.00
EFT164485	27/01/2023	FLOURISH DESIGN BY MEL	Workshop Services	\$ 780.00
EFT164618	02/02/2023	FOUNDATION ELECTRICAL PTY LTD	Electrical Services	\$ 4,351.38
EFT164619	02/02/2023	FRANGIPANI FLORAL STUDIO	Flowers	\$ 87.00
EFT164620	02/02/2023	FRANKS LOADER SERVICES	Plant And Equipment Hire C22008(D)	\$ 9,792.55
EFT164814	09/02/2023	FRANKS LOADER SERVICES	Plant And Equipment Hire C22008(D)	\$ 15,037.54
EFT164342	19/01/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	Safety Equipment	\$ 137.50
EFT164815	09/02/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	Safety Equipment	\$ 1,793.31
EFT164878	09/02/2023	FULTON HOGAN INDUSTRIES	Road Resealing - Multiple Roads P22017	\$ 724,141.44
EFT164896	09/02/2023	G & L SHEETMETAL	Building Maintenance Materials	\$ 748.00
EFT164343	19/01/2023	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning / Hygiene Supplies / Services Q22034	\$ 3,429.23
EFT164818	09/02/2023	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning / Hygiene Supplies / Services Q22034	\$ 7,358.03
EFT164634	02/02/2023	G GREGSON	Rates Refund	\$ 598.34
EFT164348	19/01/2023	G GROSE	Rates Refund	\$ 1,700.00
EFT164427	19/01/2023	G TURNER	Staff Reimbursement	\$ 212.50
EFT164810	09/02/2023	GABRIEL EVANS	Workshops	\$ 550.00
EFT164816	09/02/2023	GIBSON INTERNATIONAL LTD	Maintenance Services	\$ 2,942.50
EFT164817	09/02/2023	GLASS SUPPLIERS	Replace Broken Window	\$ 563.00

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

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164438	19/01/2023	GLENDA WILLIAMS	Welcome To Country	\$ 300.00
EFT164624	02/02/2023	GLOBAL MARINE ENCLOSURES PTY LTD	Annual Maintenance Fees C20011	\$ 6,420.00
EFT164487	27/01/2023	GRANDE FOOD SERVICE PTY LTD	Catering	\$ 142.60
EFT164822	09/02/2023	GREAT SOUTHERN BOUNDARIES	Fencing Supply And Install	\$ 4,774.00
EFT164349	19/01/2023	GREAT SOUTHERN HEAVY DIESEL	Vehicle Parts / Maintenance	\$ 2,846.25
EFT164635	02/02/2023	GREAT SOUTHERN HEAVY DIESEL	Vehicle Parts / Maintenance	\$ 3,542.00
EFT164823	09/02/2023	GREAT SOUTHERN HEAVY DIESEL	Vehicle Parts / Maintenance	\$ 8,349.00
EFT164633	02/02/2023	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Disposal Services Q22009	\$ 3,277.50
EFT164821	09/02/2023	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Disposal Services Q22009	\$ 848.00
EFT164346	19/01/2023	GREAT SOUTHERN PEST & WEED CONTROL	Pest Management Services Q21021	\$ 601.25
EFT164819	09/02/2023	GREAT SOUTHERN PEST & WEED CONTROL	Pest Management Services Q21021	\$ 1,166.25
EFT164347	19/01/2023	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene Supplies	\$ 3,808.65
EFT164488	27/01/2023	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene Supplies	\$ 318.70
EFT164631	02/02/2023	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene Supplies	\$ 986.12
EFT164820	09/02/2023	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene Supplies	\$ 15,994.08
EFT164300	19/01/2023	GREAT SOUTHERN TREE CARE PTY LTD	Vegetation Management Services C21005(B)	\$ 605.00
EFT164573	02/02/2023	GREAT SOUTHERN TREE CARE PTY LTD	Vegetation Management Services C21005(B)	\$ 3,248.00
EFT164632	02/02/2023	GREAT SOUTHERN TURF	Turf Supply Q21001	\$ 2,970.00
EFT164489	27/01/2023	GREEN MAN MEDIA PRODUCTIONS	Advertising	\$ 1,990.00
EFT164630	02/02/2023	GREEN RANGE COUNTRY CLUB INC	Drought Funding	\$ 7,710.70
EFT164345	19/01/2023	GREEN SKILLS INCORPORATED	Vegetation Management Services C22010(A)	\$ 9,156.23
EFT164628	02/02/2023	GREEN SKILLS INCORPORATED	Vegetation Management Services C22010(A)	\$ 4,844.72
EFT164524	27/01/2023	GREGORY BRIAN STOCKS	Mayor And Councillor Allowance	\$ 3,001.67
EFT164350	19/01/2023	GSM AUTO ELECTRICAL	Vehicle Parts / Maintenance	\$ 69.00
EFT164636	02/02/2023	GUAPA SUDAKA T/A PAELLA2U	Catering	\$ 1,280.00
EFT164685	02/02/2023	HANSON CONSTRUCTION MATERIALS PTY LTD	Concreting Supplies C22007	\$ 5,375.52
EFT164879	09/02/2023	HANSON CONSTRUCTION MATERIALS PTY LTD	Concreting Supplies C22007	\$ 1,701.82
EFT164638	02/02/2023	HAREWOOD ESTATE	Refreshments	\$ 201.60
EFT164639	02/02/2023	HAVOC BUILDERS PTY LTD	Building Services C21014	\$ 9,487.17
EFT164693	02/02/2023	SOUTH COAST COUNSELLING SERVICES	EAP Services	\$ 250.00
EFT164640	02/02/2023	HEALING HANDS WILDLIFE CARE	Community Development Grant	\$ 1,000.00
EFT164826	09/02/2023	HELEN MUNT	Heritage Advisory Services	\$ 2,073.50
EFT164873	09/02/2023	HELEN PARRY	Stock Items - Box Office	\$ 100.00
EFT164355	19/01/2023	HHG LEGAL GROUP	Legal Fees	\$ 330.00

CITY OF ALBANY
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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164492	27/01/2023	HHG LEGAL GROUP	Legal Fees	\$ 2,704.96
EFT164644	02/02/2023	HHG LEGAL GROUP	Legal Fees	\$ 412.50
EFT164832	09/02/2023	HHG LEGAL GROUP	Legal Fees	\$ 3,535.40
EFT164353	19/01/2023	HIDEWOOD QUALITY PRINTERS	Printing Services	\$ 336.60
EFT164641	02/02/2023	HIDEWOOD QUALITY PRINTERS	Printing Services	\$ 251.90
EFT164828	09/02/2023	HOBBS PAINTING AND DECORATING	Painting Services / Supplies Q22023	\$ 30,426.00
EFT164797	09/02/2023	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies / Products	\$ 2,282.28
EFT164830	09/02/2023	HOST CORPORATION PTY LTD	Lifting Equipment	\$ 770.00
EFT164352	19/01/2023	HOWARD HEEREY	Art Sales	\$ 190.54
EFT164833	09/02/2023	HUDSON SEWAGE SERVICES	Quarterly Maintenance	\$ 337.00
EFT164356	19/01/2023	IAP2	Staff Training	\$ 595.00
EFT164493	27/01/2023	ICS GROUP AUTO ELECTRICAL & AIR CONDITIONING	Plant Repairs	\$ 715.00
EFT164357	19/01/2023	IMPACT SERVICES PTY LTD	Casual Labour / Apprentices	\$ 7,270.43
EFT164494	27/01/2023	IMPACT SERVICES PTY LTD	Casual Labour / Apprentices	\$ 1,456.92
EFT164645	02/02/2023	IMPACT SERVICES PTY LTD	Casual Labour / Apprentices	\$ 7,200.90
EFT164358	19/01/2023	INSTITUTE OF PUBLIC WORKS ENGINEERING	Membership Renewal	\$ 1,089.00
EFT164495	27/01/2023	INTERFIRE AGENCIES PTY LTD	Fire Safety PPE	\$ 3,051.62
EFT164359	19/01/2023	IPAR REHABILITATION PTY LTD	Medical Services	\$ 328.90
EFT164646	02/02/2023	IPAR REHABILITATION PTY LTD	Medical Services	\$ 657.80
EFT164622	02/02/2023	ISAAC GAFFNEY	Performance Fee	\$ 700.00
EFT164360	19/01/2023	ISENTIA PTY LTD	Media Services Fee	\$ 935.00
EFT164647	02/02/2023	IVENTURE WA PTY LTD	ASC Pass Sales	\$ 233.70
EFT164457	27/01/2023	J & PM BARBOUR	Stock Items - Visitor Centre	\$ 268.65
EFT164317	19/01/2023	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services / Supplies C21004	\$ 8,591.80
EFT164465	27/01/2023	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services / Supplies C21004	\$ 1,236.02
EFT164591	02/02/2023	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services / Supplies C21004	\$ 6,879.27
EFT164787	09/02/2023	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services / Supplies C21004	\$ 53,977.55
EFT164651	02/02/2023	KINSHIP CLEANING CO	Cleaning Services	\$ 198.00
EFT164771	09/02/2023	J BARRETT	Refund	\$ 140.00
EFT164825	09/02/2023	J HAWKE	Rates Refund	\$ 1,867.62
EFT164361	19/01/2023	J JAMIESON	Refund	\$ 80.00
EFT164363	19/01/2023	J JEFFERY	Rates Refund	\$ 796.50
EFT164375	19/01/2023	J MALANCZAK	Refund	\$ 80.00
EFT164719	02/02/2023	J TRIGWELL	Rates Refund	\$ 123.25

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

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164734	02/02/2023	J WHITTLE	Rates Refund	\$ 635.93
EFT164306	19/01/2023	J. BLACKWOOD & SON PTY LTD	Hardware / Safety Supplies	\$ 529.06
EFT164579	02/02/2023	J. BLACKWOOD & SON PTY LTD	Hardware / Safety Supplies	\$ 1,419.09
EFT164774	09/02/2023	J. BLACKWOOD & SON PTY LTD	Hardware / Safety Supplies	\$ 23,924.22
EFT164835	09/02/2023	JACKSON ENVIRONMENT AND PLANNING PTY LTD	Waste Gap Analysis Services	\$ 12,777.60
EFT164697	02/02/2023	JAMIE SHANE SCALLY	Entertainment Services	\$ 800.00
EFT164362	19/01/2023	JCA CONTRACTING SERVICES	Plant And Equipment Hire C22008(F)	\$ 5,632.00
EFT164496	27/01/2023	JCA CONTRACTING SERVICES	Plant And Equipment Hire C22008(F)	\$ 4,510.00
EFT164648	02/02/2023	JCA CONTRACTING SERVICES	Plant And Equipment Hire C22008(F)	\$ 6,259.00
EFT164842	09/02/2023	JD GOAD & SM PHILLIPS-MARTIN	Plant And Equipment Hire - Bush Fire Event	\$ 18,705.50
EFT164649	02/02/2023	JENNY FEAST PHOTOGRAPHY	Photography	\$ 985.62
EFT164518	27/01/2023	JESSICA RUGGERA	Instructor Services	\$ 225.00
EFT164364	19/01/2023	JETLINE KERBING CONTRACTORS	Kerbing Works C22011(E)	\$ 84,221.50
EFT164836	09/02/2023	JETLINE KERBING CONTRACTORS	Kerbing Works C22011(E)	\$ 117,991.94
EFT164576	02/02/2023	JHODI MAY BENNETT	Stock Items - Box Office	\$ 101.80
EFT164365	19/01/2023	JO JOES DIAL A PIZZA AND KEBAB	Refreshments	\$ 765.00
EFT164520	27/01/2023	JOHN SHANHUN	Mayor And Councillor Allowance	\$ 3,001.67
EFT164439	19/01/2023	JON WOOLF	Animal Collection Services Q21028	\$ 1,000.00
EFT164543	27/01/2023	JON WOOLF	Animal Collection Services Q21028	\$ 250.00
EFT164736	02/02/2023	JON WOOLF	Animal Collection Services Q21028	\$ 250.00
EFT164672	02/02/2023	JUNIPER MOIGNARD	Performance Fee	\$ 200.00
EFT164499	27/01/2023	JUST A CALL DELIVERIES	Internal Deliveries	\$ 942.37
EFT164498	27/01/2023	JUST SEW EMBROIDERY	Embroidery Services	\$ 124.30
EFT164650	02/02/2023	JUST SEW EMBROIDERY	Embroidery Services	\$ 486.58
EFT164837	09/02/2023	JUST SEW EMBROIDERY	Embroidery Services	\$ 127.60
EFT164580	02/02/2023	K BLASZKOW	Staff Reimbursement	\$ 53.40
EFT164621	02/02/2023	K GADOMSKI	Rates Refund	\$ 2,593.68
EFT164398	19/01/2023	K PYRZ-BROWN	Refund	\$ 80.00
EFT164838	09/02/2023	KALGAN QUEEN SCENIC CRUISES	REZDY Bookings	\$ 2,061.25
EFT164839	09/02/2023	KALGAN SETTLERS ASSOCIATION	Quick Response Grant	\$ 1,035.06
EFT164367	19/01/2023	KESTON ECONOMICS PTY LTD	Professional Services	\$ 7,000.40
EFT164804	09/02/2023	KEVIN VAN BUERLE T/AS SET APART DJ SERVICES	DJ Services	\$ 600.00
EFT164840	09/02/2023	KING RIVER VOLUNTEER BUSH FIRE BRIGADE	Event Fire Services	\$ 200.00
EFT164370	19/01/2023	KINGSPAN WATER & ENERGY PTY LTD	Water Tank Supply and Install	\$ 15,786.02

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

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164652	02/02/2023	KITE KINETICS	Workshop Presentation	\$ 3,170.00
EFT164368	19/01/2023	KLB SYSTEMS	IT Equipment / Software	\$ 966.90
EFT164500	27/01/2023	KLB SYSTEMS	IT Equipment / Software	\$ 3,168.00
EFT164653	02/02/2023	KLB SYSTEMS	IT Equipment / Software	\$ 1,001.00
EFT164369	19/01/2023	KMART ALBANY	Miscellaneous Supplies	\$ 111.00
EFT164501	27/01/2023	KMART ALBANY	Miscellaneous Supplies	\$ 25.00
EFT164654	02/02/2023	KMART ALBANY	Miscellaneous Supplies	\$ 104.00
EFT164841	09/02/2023	KMART ALBANY	Miscellaneous Supplies	\$ 140.00
EFT164843	09/02/2023	KOSTER'S OUTDOOR PTY LTD	Kind River Progress Association Art Shed - Drought Funding	\$ 15,000.00
EFT164642	02/02/2023	L HIGBID	Rates Refund	\$ 159.28
EFT164655	02/02/2023	LA FREEGARD	Slashing Services C20115(D)	\$ 49,420.00
EFT164371	19/01/2023	LAFITTE CLOTHING PTY LTD	Stock Items - Visitor Centre	\$ 472.01
EFT164330	19/01/2023	LANDGATE	Subscription Renewal / Interim Valuations	\$ 4,907.00
EFT164476	27/01/2023	LANDGATE	Subscription Renewal / Interim Valuations	\$ 358.48
EFT164604	02/02/2023	LANDGATE	Subscription Renewal / Interim Valuations	\$ 1,706.32
EFT164802	09/02/2023	LANDGATE	Subscription Renewal / Interim Valuations	\$ 310.20
EFT164533	27/01/2023	LAUREN ANNE TRUSCOTT	Stock Items - Box Office	\$ 432.70
EFT164919	09/02/2023	LAUREN ANNE TRUSCOTT	Stock Items - Box Office	\$ 319.90
EFT164372	19/01/2023	LEADING EDGE HI-FI ALBANY	Vehicle Parts / Maintenance	\$ 129.00
EFT164373	19/01/2023	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(C)	\$ 5,265.35
EFT164658	02/02/2023	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(C)	\$ 13,874.32
EFT164844	09/02/2023	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(C)	\$ 61,645.85
EFT164467	27/01/2023	LINDA CHAMBERS	Stock Items - Box Office	\$ 154.35
EFT164503	27/01/2023	LITTLE ALBANY FACTORY	Stock Items - Box Office	\$ 20.50
EFT164846	09/02/2023	LIVING TURF	Turf Seed	\$ 1,911.25
EFT164660	02/02/2023	LG PROFESSIONALS AUSTRALIA WA	Conference / Workshop Fees	\$ 1,290.00
EFT164847	09/02/2023	LG PROFESSIONALS AUSTRALIA WA	Conference / Workshop Fees	\$ 1,070.00
EFT164848	09/02/2023	LOCHNESS LANDSCAPE SERVICES	Verge Maintenance Q22032	\$ 18,190.00
EFT164504	27/01/2023	LOIS DRYGAN	Art Sales	\$ 160.00
EFT164872	09/02/2023	LUTZ AND SALLY PAMBERGER	EAP Services	\$ 418.00
EFT164845	09/02/2023	LIFE APPAREL CO	Stock Items - Forts Store	\$ 1,124.39
EFT164742	09/02/2023	M ADAMS	Rates Refund	\$ 796.50
EFT164566	02/02/2023	M AMOS	Rates Refund	\$ 251.30
EFT164851	09/02/2023	M AND B SALES PTY LTD	Building Maintenance Supplies	\$ 50.95

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164827	09/02/2023	M HENDERSON	Rates Refund	\$ 952.70
EFT164429	19/01/2023	M VICKERS	Rates Refund	\$ 759.95
EFT164850	09/02/2023	M2 TECHNOLOGY PTY LTD	On Hold Agreement	\$ 754.01
EFT164663	02/02/2023	MADCOW ENTERTAINMENT COMPANY OF WESTERN	Event Hire Services	\$ 6,335.00
EFT164664	02/02/2023	MAIN ROADS GREAT SOUTHERN REGION	Oversize Permit Fee	\$ 50.00
EFT164473	27/01/2023	MALCOLM TRAILL	Mayor And Councillor Allowance	\$ 3,001.67
EFT164855	09/02/2023	MANDALAY TECHNOLOGIES PTY LTD	Software Expenses	\$ 693.00
EFT164376	19/01/2023	MANOR HOUSE CONCEPTS	Safety Supplies	\$ 101.64
EFT164854	09/02/2023	MANYPEAKS COMMUNITY AND RECREATION	Rural Community Halls Funding	\$ 5,500.00
EFT164380	19/01/2023	MARIETTA MEHANNI	Workshop	\$ 180.00
EFT164668	02/02/2023	MARIETTA MEHANNI	Workshop	\$ 180.00
EFT164941	09/02/2023	MARK WYLDE	Building Maintenance Services	\$ 890.00
EFT164856	09/02/2023	MARKETFORCE LIMITED	Advertising Fee	\$ 1,296.24
EFT164377	19/01/2023	MARSHALL BATTERIES ALBANY	Solar Panels	\$ 250.00
EFT164666	02/02/2023	MATRIX PRODUCTIONS AUSTRALIA	Event Hire	\$ 3,069.00
EFT164459	27/01/2023	MATT BENSON-LIDHOLM JP	Mayor And Councillor Allowance	\$ 3,001.67
EFT164458	27/01/2023	MATTHEW BEAMISH	Event Services	\$ 750.00
EFT164505	27/01/2023	MC CIVIL CONTRACTORS	Road Construction C22013 / Water Cart Hire	\$ 74,815.30
EFT164857	09/02/2023	MC CIVIL CONTRACTORS	Road Construction C22013 / Water Cart Hire	\$ 6,072.00
EFT164858	09/02/2023	MCLEODS	Legal Fees	\$ 194.30
EFT164443	25/01/2023	MCR WORKPLACE INVESTIGATIONS	Investigative Services	\$ 6,920.00
EFT164506	27/01/2023	MEGA VISION SOUND & LIGHTING	Hire / Replacement Of Lighting Equipment	\$ 15,778.84
EFT164667	02/02/2023	MEGA VISION SOUND & LIGHTING	Hire / Replacement Of Lighting Equipment	\$ 20,612.18
EFT164859	09/02/2023	MENTAL MEDIA PTY LTD	Podcatcher Fee	\$ 3,347.30
EFT164860	09/02/2023	MESSAGE MEDIA / MESSAGE4U PTY LTD	Monthly Access Fee	\$ 42.90
EFT164861	09/02/2023	METROLL ALBANY	Building Maintenance Materials	\$ 571.34
EFT164381	19/01/2023	MIDDLETON BEACH BOWLING CLUB INC	CSRFF Grant Payment	\$ 9,589.80
EFT164582	02/02/2023	MILITARY SHOP	Stock Items - Forts Store	\$ 2,055.46
EFT164669	02/02/2023	MINTER ELLISON	Legal Fees	\$ 12,682.34
EFT164670	02/02/2023	MM DESIGNS	Stock Items - Visitor Centre	\$ 358.50
EFT164383	19/01/2023	MODERN TEACHING AIDS PTY LTD	Library / Day care Resources	\$ 54.95
EFT164507	27/01/2023	MODERN TEACHING AIDS PTY LTD	Library / Day care Resources	\$ 3,142.34
EFT164671	02/02/2023	MODERN TEACHING AIDS PTY LTD	Library / Day care Resources	\$ 633.43
EFT164863	09/02/2023	MODERN TEACHING AIDS PTY LTD	Library / Day care Resources	\$ 43.56

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

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164407	19/01/2023	MONTYS LEAP	Refreshments	\$ 870.01
EFT164673	02/02/2023	MOTEL LE GRANDE	Accommodation - Australia Day / Binalup Festival Contractors	\$ 750.00
EFT164675	02/02/2023	MULE CREATIVE	Photography	\$ 533.50
EFT164623	02/02/2023	N GILMOUR	Refund	\$ 80.00
EFT164516	27/01/2023	NADIA LORRAINE ROELOFS	Stock Items - Box Office	\$ 151.80
EFT164891	09/02/2023	NADIA LORRAINE ROELOFS	Stock Items - Box Office	\$ 149.10
EFT164864	09/02/2023	NATURALISTE CHARTERS	REZDY Tour Sales	\$ 2,601.00
EFT164676	02/02/2023	NATURE PLAY WA	Albany Nature Play Passports	\$ 2,420.00
EFT164385	19/01/2023	NEARMAP	Annual Subscription	\$ 21,728.30
EFT164386	19/01/2023	NEC AUSTRALIA PTY LTD	IT Equipment / Software	\$ 3,428.15
EFT164677	02/02/2023	NEWMAN'S QUALITY CONCRETE PRODUCTS	Concrete Supplies / Products	\$ 5,404.96
EFT164626	02/02/2023	NICHOLAS JOHN GORMAN	Skip Bin Hire	\$ 929.50
EFT164602	02/02/2023	NICOLE DANIELE T/A NRD CERAMICS	Stock Items - Box Office	\$ 186.00
EFT164679	02/02/2023	NORDIC FITNESS EQUIPMENT	Cleaning / Hygiene Supplies	\$ 1,260.00
EFT164867	09/02/2023	OCTAGON LIFTS PTY LTD	Lift Maintenance Q21008	\$ 5,247.00
EFT164388	19/01/2023	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies / Stationery	\$ 27.45
EFT164680	02/02/2023	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies / Stationery	\$ 1,279.90
EFT164868	09/02/2023	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies / Stationery	\$ 475.40
EFT164390	19/01/2023	O'KEEFE'S PAINTS	Paint / Painting Supplies	\$ 479.48
EFT164870	09/02/2023	O'KEEFE'S PAINTS	Paint / Painting Supplies	\$ 163.12
EFT164391	19/01/2023	ONEMUSIC AUSTRALIA	License Fee	\$ 1,621.43
EFT164510	27/01/2023	ORANA CINEMAS ALBANY PTY LTD	Gift Vouchers	\$ 104.00
EFT164374	19/01/2023	ORANJE TRACTOR WINE	Event Hire	\$ 410.00
EFT164659	02/02/2023	ORANJE TRACTOR WINE	Event Hire	\$ 410.00
EFT164389	19/01/2023	OUTDOORS GREAT SOUTHERN	Maintenance Service Contract / Event Services	\$ 360.80
EFT164869	09/02/2023	OUTDOORS GREAT SOUTHERN	Maintenance Service Contract / Event Services	\$ 2,876.50
EFT164511	27/01/2023	P ATTWELL	Refund	\$ 194.94
EFT164581	02/02/2023	P BOCKMAN	Staff Reimbursement	\$ 50.00
EFT164600	02/02/2023	P COX	Rates Refund	\$ 109.74
EFT164681	02/02/2023	PALMER EARTHMOVING - PALMER CIVIL CONSTRUCTION	Plant & Equipment Hire C20003(D) / Road Maintenance Materials C22008(G)	\$ 26,694.87
EFT164871	09/02/2023	PALMER EARTHMOVING - PALMER CIVIL CONSTRUCTION	Plant & Equipment Hire C20003(D) / Road Maintenance Materials C22008(G)	\$ 25,116.50
EFT164720	02/02/2023	PAMELA FOWLER THE TROPHY SHOP ALBANY	Engraved Medals	\$ 49.50

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164294	19/01/2023	PAPERBARK MERCHANTS	Gift Cards / Cards for Stock	\$ 100.00
EFT164567	02/02/2023	PAPERBARK MERCHANTS	Gift Cards / Cards for Stock	\$ 159.77
EFT164497	27/01/2023	PATRICK JENNINGS	Stock Items - Box Office	\$ 138.17
EFT164530	27/01/2023	PAUL TERRY	Mayor And Councillor Allowance	\$ 3,001.67
EFT164683	02/02/2023	PAV EVENTS	Hire Of Equipment	\$ 8,221.40
EFT164393	19/01/2023	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Services	\$ 363.00
EFT164874	09/02/2023	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Services	\$ 308.00
EFT164877	09/02/2023	PERTH INTERNATIONAL DANCE	Performance Fee	\$ 150.00
EFT164876	09/02/2023	PFD FOOD SERVICES PTY LTD	Refreshments	\$ 122.50
EFT164392	19/01/2023	PHOENIX CIVIL & EARTHMOVING PTY LTD	Construction Works - Motorplex C22002	\$ 237,595.51
EFT164515	27/01/2023	PIVOT SUPPORT SERVICES	Garden Maintenance Services	\$ 267.30
EFT164739	09/02/2023	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges	\$ 792.97
EFT164881	09/02/2023	PLANTAGENET PRODUCTION SERVICES	Event Equipment Hire	\$ 1,578.03
EFT164395	19/01/2023	PLASTICS PLUS	Green Bin	\$ 129.80
EFT164882	09/02/2023	PRATT TRANSPORT LOGISTICS	Plant And Equipment Hire	\$ 2,213.75
EFT164351	19/01/2023	PRIME MEDIA GROUP LTD	Advertising Services	\$ 3,143.80
EFT164883	09/02/2023	PRINCESS ROYAL SAILING CLUB	Event Services	\$ 750.00
EFT164688	02/02/2023	PRINTSYNC BUSINESS SOLUTIONS	Photocopying Charges	\$ 156.21
EFT164397	19/01/2023	PROTECTOR FIRE SERVICES	Fire Equipment Maintenance C20001	\$ 5,923.32
EFT164514	27/01/2023	PROTECTOR FIRE SERVICES	Fire Equipment Maintenance C20001	\$ 443.63
EFT164884	09/02/2023	PROTECTOR FIRE SERVICES	Fire Equipment Maintenance C20001	\$ 28.05
EFT164885	09/02/2023	QUALITY PRESS	Printing Services	\$ 323.40
EFT164399	19/01/2023	QUANTIFIED TREE RISK ASSESSMENT LTD	Registration Renewal	\$ 435.60
EFT164886	09/02/2023	QUICK SHOT COFFEE	Refreshments	\$ 45.00
EFT164674	02/02/2023	QUINTIS SANDALWOOD PTY LTD	Stock Items - Visitor Centre	\$ 378.31
EFT164689	02/02/2023	RAINBOW 7 CARPET CARE	Carpet Cleaning Services	\$ 1,317.00
EFT164690	02/02/2023	RAYS SPORTS POWER	Sports Equipment	\$ 842.40
EFT164400	19/01/2023	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 374.00
EFT164691	02/02/2023	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 374.00
EFT164887	09/02/2023	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 374.00
EFT164888	09/02/2023	REECE PTY LTD	Plumbing / Reticulation Supplies	\$ 105.67
EFT164401	19/01/2023	REPCO AUTO PARTS	Absorbent Dryorb	\$ 30.83
EFT164402	19/01/2023	REPLAS WA	Outdoor Furniture	\$ 3,469.48
EFT164889	09/02/2023	REXEL AUSTRALIA	Electrical Supplies	\$ 15.05

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164403	19/01/2023	R-GROUP INTERNATIONAL	Firewall Installation	\$ 141.06
EFT164890	09/02/2023	R-GROUP INTERNATIONAL	Firewall Installation	\$ 17,226.11
EFT164527	27/01/2023	ROBERT SUTTON	Mayor And Councillor Allowance	\$ 3,001.67
EFT164517	27/01/2023	ROOF SAFE PTY LTD	Certification Services	\$ 4,675.00
EFT164404	19/01/2023	ROPS ENGINEERING AUSTRALIA PTY LTD	Vehicle Parts / Maintenance	\$ 1,081.14
EFT164695	02/02/2023	RUSTYS MARINE	Plant Maintenance Supplies	\$ 53.95
EFT164808	09/02/2023	S EIKELBOOM	Refund	\$ 162.00
EFT164834	09/02/2023	S IRELAND	Refund	\$ 150.00
EFT164396	19/01/2023	S PLUG	Refund	\$ 130.00
EFT164698	02/02/2023	S SCHMIDT	Rates Refund	\$ 840.11
EFT164525	27/01/2023	S STOLTZE	Refund	\$ 150.00
EFT164521	27/01/2023	SANDIE SMITH	Mayor And Councillor Allowance	\$ 4,918.25
EFT164332	19/01/2023	SANDRA DIXON	EAP Services	\$ 180.00
EFT164696	02/02/2023	SANDSCULPTUREWA	Event Services	\$ 3,749.90
EFT164406	19/01/2023	SANITY MUSIC STORES PTY LTD	Purchase Of DVD's	\$ 30.00
EFT164699	02/02/2023	SECUREPAY PTY LTD	Gateway Annual Fee / Payment Fees	\$ 434.50
EFT164892	09/02/2023	SECUREPAY PTY LTD	Gateway Annual Fee / Payment Fees	\$ 39.66
EFT164700	02/02/2023	SEEK LIMITED	Job Advertising	\$ 1,441.00
EFT164893	09/02/2023	SEEK LIMITED	Job Advertising	\$ 984.50
EFT164894	09/02/2023	SG FLEET AUSTRALIA PTY LTD	Novated Lease Costs	\$ 1,414.33
EFT164920	09/02/2023	SIAN ELIZABETH TURNER	Purchase Of Books for Library	\$ 67.80
EFT164637	02/02/2023	SMITH CONSTRUCTIONS WA	Construction Works C21007	\$ 2,161.50
EFT164824	09/02/2023	SMITH CONSTRUCTIONS WA	Construction Works C21007	\$ 900.90
EFT164897	09/02/2023	SMITHS ALUMINIUM AND 4WD CENTRE	Vehicle Parts / Maintenance	\$ 3,456.00
EFT164408	19/01/2023	SOIL SOLUTIONS PTY LTD	Waste Disposal Services / Vegetation Management Materials C20019	\$ 336.90
EFT164701	02/02/2023	SOIL SOLUTIONS PTY LTD	Waste Disposal Services / Vegetation Management Materials C20019	\$ 99,981.60
EFT164898	09/02/2023	SOIL SOLUTIONS PTY LTD	Waste Disposal Services / Vegetation Management Materials C20019	\$ 157.78
EFT164409	19/01/2023	SOLV	Annual Licence Fee	\$ 5,940.00
EFT164410	19/01/2023	SOUTH COAST CRANE HIRE	Plant And Equipment Hire Q21053	\$ 654.50
EFT164522	27/01/2023	SOUTH COAST CRANE HIRE	Plant And Equipment Hire Q21053	\$ 275.00
EFT164704	02/02/2023	SOUTH COAST CRANE HIRE	Plant And Equipment Hire Q21053	\$ 819.50

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164902	09/02/2023	SOUTH COAST CRANE HIRE	Plant And Equipment Hire Q21053	\$ 1,504.25
EFT164901	09/02/2023	SOUTH COAST PROGRESS ASSOCIATION	Rural Community Halls Funding Program	\$ 5,000.00
EFT164627	02/02/2023	SOUTH REGIONAL TAFE	Course Fees	\$ 1,376.25
EFT164900	09/02/2023	SOUTHCOAST SECURITY SERVICE	Security Services C19018	\$ 27,771.98
EFT164411	19/01/2023	SOUTHERN CROSS AUSTEREO PTY LTD	Radio Advertising	\$ 1,210.00
EFT164903	09/02/2023	SOUTHERN CROSS AUSTEREO PTY LTD	Radio Advertising	\$ 1,881.00
EFT164703	02/02/2023	SOUTHERN EDGE ARTS INC	Performance Fees	\$ 1,320.00
EFT164629	02/02/2023	SOUTHERN SHARPENING SERVICES	Stock Items - Forts Store	\$ 915.00
EFT164705	02/02/2023	SOUTHERN SITE HIRE	Plant And Equipment Hire	\$ 4,493.15
EFT164702	02/02/2023	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$ 296.38
EFT164899	09/02/2023	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$ 803.84
EFT164904	09/02/2023	SPINDRIFT JAZZ QUARTET	Performance Fees	\$ 800.00
EFT164412	19/01/2023	SPM ASSETS PTY LTD	Software Subscription Licence	\$ 7,908.91
EFT164523	27/01/2023	SPOTLIGHT PTY LTD	Decorations	\$ 23.20
EFT164413	19/01/2023	SPOT-ON RADIATORS & MECHANICAL	Vehicle Parts / Maintenance	\$ 165.00
EFT164419	19/01/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Training / Supplies / Services	\$ 118.07
EFT164709	02/02/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Training / Supplies / Services	\$ 160.00
EFT164910	09/02/2023	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Training / Supplies / Services	\$ 1,198.53
EFT164906	09/02/2023	STANTEC AUSTRALIA PTY LTD	Design Services Q21025	\$ 2,066.75
EFT164414	19/01/2023	STAR SALES AND SERVICE	Hardware Supplies / Tools	\$ 1,650.00
EFT164706	02/02/2023	STAR SALES AND SERVICE	Hardware Supplies / Tools	\$ 567.70
EFT164416	19/01/2023	STATEWIDE BEARINGS	Hardware Supplies	\$ 209.74
EFT164905	09/02/2023	STATEWIDE BEARINGS	Hardware Supplies	\$ 8.25
EFT164417	19/01/2023	STATEWIDE BUILDING CERTIFICATION WA	Compliance / Assessment Services	\$ 550.00
EFT164707	02/02/2023	STATEWIDE BUILDING CERTIFICATION WA	Compliance / Assessment Services	\$ 1,210.00
EFT164490	27/01/2023	STEPHEN GRIMMER	Mayor And Councillor Allowance	\$ 4,066.77
EFT164418	19/01/2023	STEWART AND HEATON CLOTHING PTY LTD	Uniforms / PPE	\$ 4.99
EFT164907	09/02/2023	STEWART AND HEATON CLOTHING PTY LTD	Uniforms / PPE	\$ 91.04
EFT164909	09/02/2023	STIRLING PRINT	Printing Services	\$ 66.00
EFT164420	19/01/2023	STRATEGEN -JBSG	Revegetation Management Plant	\$ 17,215.00
EFT164687	02/02/2023	STRIKE POINT GRAPHIC DESIGN AND PRINTING	Printing Services	\$ 1,815.00
EFT164866	09/02/2023	SUPA IGA NORTH ROAD	Catering Supplies	\$ 325.29
EFT164711	02/02/2023	SUTTON'S CARPET CLEANING	Cleaning Services	\$ 825.00
EFT164422	19/01/2023	SYNERGY	Electricity Charges	\$ 17,402.08

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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164528	27/01/2023	SYNERGY	Electricity Charges	\$ 55,957.51
EFT164712	02/02/2023	SYNERGY	Electricity Charges	\$ 5,101.41
EFT164912	09/02/2023	SYNERGY	Electricity Charges	\$ 75,935.20
EFT164423	19/01/2023	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$ 1,754.49
EFT164529	27/01/2023	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$ 239.98
EFT164713	02/02/2023	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$ 548.81
EFT164913	09/02/2023	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$ 2,603.95
EFT164296	19/01/2023	T ARCHER	Refund	\$ 80.00
EFT164914	09/02/2023	T BRADLEY	Refund	\$ 219.45
EFT164472	27/01/2023	TANJA COLBY DESIGN	Stock Items - Forts Store	\$ 80.00
EFT164915	09/02/2023	TEEDE & CO - COFFEE HOUSE & CATERING	Catering	\$ 750.00
EFT164444	27/01/2023	TELSTRA	Mobile Phone Charges	\$ 7,977.71
EFT164740	09/02/2023	TELSTRA	Mobile Phone Charges	\$ 235.70
EFT164716	02/02/2023	THE 12 VOLT WORLD	Plant / Vehicle Parts	\$ 180.00
EFT164916	09/02/2023	THE 12 VOLT WORLD	Plant / Vehicle Parts	\$ 1,326.50
EFT164609	02/02/2023	THE DODGY BROS DODGEBALL COMPANY	Event Hire Services	\$ 4,383.50
EFT164829	09/02/2023	THE HOPPING KANGAROO PTY LTD	Stock Items - Forts Store	\$ 518.50
EFT164405	19/01/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Services / Registration Renewal / Safety Supplies	\$ 1,266.43
EFT164694	02/02/2023	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Services / Registration Renewal / Safety Supplies	\$ 1,562.44
EFT164717	02/02/2023	THE TOFFEE FACTORY	Stock Items - Forts Store	\$ 764.63
EFT164849	09/02/2023	LORLAINE DISTRIBUTORS	Cleaning / Hygiene Supplies	\$ 89.66
EFT164382	19/01/2023	M & M BLAKERS FAMILY TRUST	Art Sales	\$ 101.80
EFT164540	27/01/2023	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising / Newspaper Subscriptions	\$ 8,622.68
EFT164731	02/02/2023	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising / Newspaper Subscriptions	\$ 362.41
EFT164921	09/02/2023	THE WINDOW WASHER MAN	Cleaning Services Q22024	\$ 1,480.00
EFT164428	19/01/2023	THE WITCHY DJYPSIES	Performance Fees	\$ 6,000.00
EFT164917	09/02/2023	THINKWATER ALBANY	Supply And Install Tank	\$ 22,892.34
EFT164461	27/01/2023	THOMAS BROUGH	Mayor And Councillor Allowance	\$ 3,001.67
EFT164424	19/01/2023	TOLL TRANSPORT	Freight Charges	\$ 490.69
EFT164718	02/02/2023	TOLL TRANSPORT	Freight Charges	\$ 362.02
EFT164305	19/01/2023	TOM BENTLEY T/AS BENTO SKATE	Skateboarding Event services	\$ 3,933.20
EFT164918	09/02/2023	TOTAL GREEN RECYCLING	E-Waste Recycling	\$ 4,104.24
EFT164532	27/01/2023	TRAFFIC FORCE	Traffic Control C21002(A)	\$ 2,423.41
EFT164426	19/01/2023	TRUCK CENTRE WA PTY LTD	Vehicle Parts/ Maintenance	\$ 660.45

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164722	02/02/2023	TRUCK CENTRE WA PTY LTD	Vehicle Parts / Maintenance	\$ 2,913.15
EFT164425	19/01/2023	TRUCKLINE	Vehicle Parts / Maintenance	\$ 1,562.35
EFT164721	02/02/2023	TRUCKLINE	Vehicle Parts / Maintenance	\$ 68.15
EFT164572	02/02/2023	TUTT BRYANT EQUIPMENT	Plant Parts And Repairs	\$ 1,314.03
EFT164724	02/02/2023	UNITED BOOK DISTRIBUTORS	Stock Items - Forts Store	\$ 341.32
EFT164923	09/02/2023	UNITED BOOK DISTRIBUTORS	Stock Items - Forts Store	\$ 1,499.40
EFT164379	19/01/2023	V MARTIN	Staff Reimbursement	\$ 87.00
EFT164725	02/02/2023	VETERAN CAR CLUB OF WA (INC)	Delivery Services	\$ 1,300.00
EFT164726	02/02/2023	VINOFOOD PTY LTD	Stock Items - Forts Store	\$ 620.80
EFT164430	19/01/2023	VISUAL INSPIRATIONS AUSTRALIA PTY LTD	Purchase of Decorations	\$ 55,920.00
EFT164534	27/01/2023	VOEGELER CREATIONS	Stock Items - Forts Store	\$ 1,035.00
EFT164924	09/02/2023	VOEGELER CREATIONS	Stock Items - Forts Store	\$ 1,993.00
EFT164464	27/01/2023	WA BUSH HONEY	Stock Items - Visitor Centre	\$ 120.00
EFT164535	27/01/2023	WA HARDWOOD FLOORS	ALAC Stadium Floor Maintenance	\$ 11,400.00
EFT164436	19/01/2023	WA HOLIDAY GUIDE PTY LTD	Marketing Fee	\$ 868.95
EFT164933	09/02/2023	WA HOLIDAY GUIDE PTY LTD	Marketing Fee	\$ 2,635.55
EFT164431	19/01/2023	WA NATURALLY PUBLICATIONS	Stock Items - Visitor Centre	\$ 449.25
EFT164729	02/02/2023	WA NATURALLY PUBLICATIONS	Stock Items - Visitor Centre	\$ 143.59
EFT164728	02/02/2023	WANSLEA FAMILY SERVICES INCORPORATED	Event Services	\$ 550.00
EFT164278	19/01/2023	WATER CORPORATION	Water Charges	\$ 1,204.62
EFT164432	19/01/2023	WATER CORPORATION	Water Charges	\$ 19,802.81
EFT164536	27/01/2023	WATER CORPORATION	Water Charges	\$ 526.62
EFT164730	02/02/2023	WATER CORPORATION	Water Charges	\$ 7,158.53
EFT164925	09/02/2023	WATER CORPORATION	Water Charges	\$ 6,072.34
EFT164926	09/02/2023	WATER TECHNOLOGY PTY LTD	CHRMAP Coastal Hazard Risk Management Q21034	\$ 3,052.50
EFT164433	19/01/2023	WCP CIVIL PTY LTD	Traffic Control C21002(C) / Asphalt Works P22024	\$ 11,560.45
EFT164537	27/01/2023	WCP CIVIL PTY LTD	Traffic Control C21002(C) / Asphalt Works P22024	\$ 7,568.67
EFT164927	09/02/2023	WCP CIVIL PTY LTD	Traffic Control C21002(C) / Asphalt Works P22024	\$ 42,755.11
EFT164928	09/02/2023	WELLSTEAD COMMUNITY RESOURCE CENTRE	Community Development Funding	\$ 2,886.50
EFT164538	27/01/2023	WELLSTEAD PROGRESS ASSOCIATION	Community Hall Funding	\$ 5,500.00
EFT164434	19/01/2023	WELSH AIRCONDITIONING SERVICES	Refrigerant Reclaim	\$ 2,112.00
EFT164541	27/01/2023	WEST COAST ANALYTICAL SERVICES	Landfill Water Monitoring	\$ 1,400.00
EFT164727	02/02/2023	WA BASKETBALL FEDERATION	Referee Payment	\$ 436.36
EFT164932	09/02/2023	WA ELECTORAL COMMISSION	Extraordinary Election	\$ 22,323.98

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEBRUARY 2023

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT164930	09/02/2023	WALGA	Staff Training	\$ 1,540.00
EFT164732	02/02/2023	WESTERN AUSTRALIAN MUSEUM	Maintenance Services	\$ 24,247.00
EFT164435	19/01/2023	WESTRAC EQUIPMENT PTY LTD	Vehicle Parts / Maintenance	\$ 615.97
EFT164929	09/02/2023	WESTRAC EQUIPMENT PTY LTD	Vehicle Parts / Maintenance	\$ 1,623.61
EFT164931	09/02/2023	WESTSHRED DOCUMENT DISPOSAL	Document Disposal	\$ 332.20
EFT164934	09/02/2023	WHEATBELT SERVICES PTY LTD	Traffic Signage Materials	\$ 2,321.00
EFT164935	09/02/2023	WIN TELEVISION WA PTY LTD	Advertising	\$ 519.20
EFT164938	09/02/2023	WOODSLANE PTY LTD	Stock Items - Visitor Centre	\$ 1,200.72
EFT164542	27/01/2023	WOOLWORTHS GROUP LIMITED	Groceries	\$ 1,227.63
EFT164735	02/02/2023	WOOLWORTHS GROUP LIMITED	Groceries	\$ 684.24
EFT164937	09/02/2023	WOOLWORTHS GROUP LIMITED	Groceries	\$ 714.62
EFT164733	02/02/2023	WORKFORCE HEALTH ASSESSORS PTY LTD	Medical Assessment	\$ 462.00
EFT164940	09/02/2023	WORKLINK WA	Community Development Grant	\$ 1,980.00
EFT164737	02/02/2023	WREN OIL	Oil Waste Disposal	\$ 16.50
EFT164440	19/01/2023	WURTH AUSTRALIA PTY LTD	Vehicle Parts / Maintenance	\$ 297.43
EFT164939	09/02/2023	XAVIER WOOD	Performance Fees	\$ 400.00
EFT164378	19/01/2023	Y MARTIN	Refund	\$ 112.00
EFT164942	09/02/2023	YOUNGS SIDING COMMUNITY ASSOCIATION	Rural Community Halls Funding Program	\$ 2,750.00
EFT164544	27/01/2023	YOUTH AFFAIRS COUNCIL OF WA	Membership Renewal	\$ 299.99
EFT164441	19/01/2023	ZENITH LAUNDRY	Laundry Expenses	\$ 37.53
EFT164738	02/02/2023	ZENITH LAUNDRY	Laundry Expenses	\$ 11.17
EFT164943	09/02/2023	ZENITH LAUNDRY	Laundry Expenses	\$ 159.80
EFT164442	19/01/2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	Survey Services	\$ 2,828.76
				\$ 4,651,352.47

EXECUTED DOCUMENT AND COMMON SEAL RECORD

Document Number	Description	Date Sent / Received
EDR23159515	Copy of Executed Document Item: N/A Re: DLGSC \$15k+ grant application for elements of the Maritime festival 2023 requesting \$155,550. Parties: Application only Signed by: Andrew Sharpe Chief Executive Officer (online)	20/01/2023
EDR23159763	Copy of Executed Document Item: N/A Re: DLGSC leveraged creative cultural planning grant application for \$22,132 to deliver skills or professional development workshops and/or residencies for art and cultural practitioners as identified in the great southern region arts, culture and heritage strategy. Parties: Application only Signed by: Andrew Sharpe Chief Executive Officer (online)	27/01/2023
EDR23159791	Copy of Executed Document Items: N/A Re: Annual environmental report for Bakers Junction landfill - submission as part of licence conditions Parties: Department of Environment Regulations Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	30/01/2023
EDR23159832	Copy of Executed Document Item: N/A Re: The attached inactive records destruction schedule for December 2022 has been completed in accordance with general disposal authority (DA2015001) Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	31/01/2023
EDR23159894	Copy of Executed Document Item: N/A	01/02/2023

Document Number	Description	Date Sent / Received
	<p>Re: The Department of Water and Environmental Regulation has indicated that under the <i>Contaminated Sites Act 2003</i> the City is obliged to report the bakers Junction waste management facility as a suspected contamination site because it operated as an unlined landfill.</p> <p>Parties: N/A</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (1 copy)</p>	
EDR23159900	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: Application only Department of Planning, Lands and Heritage, Coastal Hazard risk management adaption plan (CHRMAP) for Oyster Harbour - grant funding of \$100,000 City of Albany funding \$100,000 in kind. Total project \$200,000.</p> <p>Parties: Application only - Department of Planning, Lands and Heritage.</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (online)</p>	01/02/2023
EDR23159902	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: 2nd funding claims for RPG'S - Albany Highway Slk 1.95-2.4 and Anson Road Slk 0.04-0.13</p> <p>Parties: Main Roads WA</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (1 copy)</p>	01/02/2023
EDR23160029	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: Award of WALGA Equote - P22043 supply and delivery of motor grader.</p> <p>Parties: AFGRI Equipment</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (1 copy)</p>	03/02/2023
EDR23160255	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: Heritage application Mary Thomson House</p> <p>Parties: N/A</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (1 copy)</p>	09/02/2023

Document Number	Description	Date Sent / Received
EDR23160258	Copy of Executed Document Item: N/A Re: Heritage application Town Hall. Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	09/02/2023
EDR23160290	Copy of Executed Document Item: N/A Re: MOU for Bulk Led Smart Control streetlighting Parties: Western Power, City of Cockburn, City of Melville, City of Kalgoorlie Boulder, City of Armadale. Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	09/02/2023
EDR23160302	Copy of Executed Document Item: N/A Re: Main Roads have been clearing up some road alignment anomalies along sections of South Coast Highway between intersection with Pfeiffer Road and Mettler Road (see previous council report IDS069 OCM 19/12/2017 attached). The sections of land that were dedicated as public road now need to be proclaimed pursuant to section 13 of the <i>Main Roads Act 1930</i> . Main roads have provided drawings of the proposed proclamations which now need the signature of the CEO, under delegated authority. Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (2 copies)	10/02/2023
EDR23160322	Copy of Executed Document Item: N/A Re: EOI to the National Disaster Ready fund via SEMC for Frenchman's Bay car park evacuation plan - grant 50/50 grant amount requested \$71.610. Parties: Application only Signed by: Andrew Sharpe Chief Executive Officer (online)	10/02/2023

Document Number	Description	Date Sent / Received
NCSR23159388	<p>Copy of Common Seal Document</p> <p>Item: N/A</p> <p>Re: Partial surrender of lease for a portion of Lot 5780 Down Road South, Drome - for Fire and Emergency access road.</p> <p>Parties: Plantation Energy Australia P/L</p> <p>Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 copies)</p>	18/01/2023
NCSR23159389	<p>Copy of Common Seal Document</p> <p>Item: N/A</p> <p>Re: A number of properties owned by the City of Albany have the proprietor registered as either the municipality of Albany, Town of Albany or Shire of Albany on the certificate of title. In order for any land dealings to be undertaken on these titles, Landgate requires proof that the city of Albany was formerly known by these previous names. A generic letter to Landgate to this effect has been drafted and needs the signature of the CEO and Mayor and affixing of the common seal.</p> <p>Parties: N/A</p> <p>Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (1 copy)</p>	18/01/2023
NCSR23160032	<p>Copy of Common Seal Document</p> <p>Item: N/A</p> <p>Re: Surrender of current Lotteries House lease and new lease over new area within lotteries house under delegated authority no:019. New lease term 2 years with 1 year further term option. New lease rental is \$13,752.47inc gst per annum. Deed of surrender of lease and new lease prepared at no cost to council.</p> <p>Parties: Nulsen Group Ltd in partnership with Outcare Ltd - surrender of lease. Peoplekind Group Ltd (new entity name) - new lease</p> <p>Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (surrender x 2/new lease x 2)</p>	03/02/2023

Document Number	Description	Date Sent / Received
NCSR23160035	Copy of Common Seal Document Item: N/A Re: Section 70a - WAPC 160470 - provision of 4.5m3 of detention storage prior to connection to City of Albany stormwater network. Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (1 copy)	03/02/2023
NCSR23160040	Copy of Common Seal Document Item: N/A Re: Section 70a - WAPC 160589 - provision of 4.5m3 of detention storage prior to connection to City of Albany stormwater network. Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (1 copy)	03/02/2023
NCSR23160146	Copy of Common Seal Document Item: N/A Re: Renewal telecommunications sub-lease between Albany City Radio Inc and the City of Albany. To secure City of Albany it equipment on the tower located on Mt Clarence. Lease term: 1 year + 1 year. Lease rent: \$11,225.83 plus gst per annum. Parties: Albany Community Radio Inc Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 copies)	07/02/2023
NCSR23160303	Copy of Common Seal Document Item: N/A Re: Signing of contracts for C22024 - purchase and removal of non-ferrous metals. Parties: Sims Metal.	10/02/2023

Document Number	Description	Date Sent / Received
	Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 copies)	
NCSR23160334	Copy of Common Seal Document Item: N/A Re: Replacement legal agreement in relation to authorising City of Albany to undertake works on the land in default of developer using bond paid by the developer. Agreement pursuant to condition 7 of P2160670 approved by state administrative tribunal for Nullaki lime pit. Parties: Great Southern Lime, Graeme Roberts & Camarri Nominees Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (4 copies)	10/02/2023
NCSR23160543	Copy of Common Seal Document Item: N/A Re: Agreement negotiated in accordance with council resolution OCM 27/7/2022 resolution CCS456, being: that council delegate authority to the CEO to negotiate this agreement with Rex in accordance with the conditions detailed in the confidential report. Parties: Regional Express Pty Ltd (Rex) Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (1 copy)	15/02/2023

Body Worn Camera Policy

Objective

To provide guidance and the framework for wearing, operating, activation, data storage and includes the use of recorded data of Body Worn Cameras (BWC) by City of Albany (City) Authorised Persons to support the execution of duty and daily engagement with the community.

BWC technology aims to promote and maintain a safe workplace for Authorised Persons by discouraging and documenting interactions with aggressive persons and provide the means and opportunity to capture admissions and visual evidence during investigations and interactions with members of the public in the context of day to day Municipal Law Enforcement taskings.

Scope

This policy applies to:

- City Authorised Persons trained in the use of and approved to wear BWCs by the Chief Executive Officer (CEO).
- Line Managers responsible for Authorised Persons and Information Technology (IT) Support Officers, insofar as they have supervisory and technical responsibilities in relation to BWC data storage and disposal.

Policy Statement

Policies and Procedures

Separate procedural guidelines (activation framework) have been developed to support the implementation of this policy and direct the wearing, use, auditing and management of BWCs and recorded data.

Recording an incident

Approved officers must activate BWC recording when it is safe and practicable to do so and when the approved person reasonably believes its use will:

- Provide transparency and a factual record of actions and events;
- Where they have reasonable concern for their safety or welfare (or that of another person);
- If an occupational violence incident occurs or their evaluation indicates the occurrence of an incident is imminent;
- To assist in capturing evidence of a breach of an Act, legislation, or local law the City is responsible for.
- Improve interaction with a member of the public or community; and
- As directed by their supervisor for purposes related to safety or welfare of employees or other persons, or for training purposes where none of the above apply and other persons have been informed the reason for the activation and are a party to the training.

Prior to activating the BWC recording, or as soon as practicable after the recording commences and it is safe to do so, the Authorised Person must verbally alert all parties in the immediate vicinity that the interaction is being recorded on a BWC. The alert should focus on the use of the device for the protection of all parties.

A BWC should only be de-activated where it is safe and practicable to do so and when the approved officer reasonably believes there is no longer an operational reason for its use.

BWC recording will not be activated except in accordance with this policy and the activation framework. If an authorised person becomes aware that recording has commenced inadvertently, the camera must be turned off immediately and the activation documented.

Wilfully activating the BWC recording for any unauthorised purpose may be deemed to be a criminal offence and may result in disciplinary and legal action.

Footage obtained through the use of a BWC is classed as a state record and can only be destroyed in accordance with the State Records Act 2000.

Access, use and disclosure of recorded data

Access to the original recorded data for the purpose of reviewing and extracting recorded data will be restricted to the approved officer, Ranger Coordinator, Manager of Public Health and Safety, or Designated Information Technology Manager, insofar as their technological responsibilities and as directed by the CEO.

Access to an extract of the recorded data for the purpose of viewing, copying or disclosing recorded data will be restricted to an approved officer, Ranger Coordinator, Manager of Public Health and Safety, and as directed by the CEO.

The *Surveillance Devices Act 1998* (SDA) defines a private conversation as any conversation carried on in circumstances that may reasonably be taken to indicate that any of the parties to the conversation desires it to be listened to only by themselves but does not include a conversation carried on in any circumstances in which the parties to the conversation ought reasonably to expect that the conversation may be overheard.

Private conversations may not be listened to by anyone other than those that were a party to it. To avoid recording any private conversation, approved officers must always verbally inform any person that they are being recorded, if there is a chance that the conversation could be considered private.

Legislative and Strategic Context

Because of its capacity to record audio-visual interactions in any setting, BWC use is regulated by the *Surveillance Devices Act 1998* (SDA).

This Act regulates the use of listening devices in respect of private conversations and optical surveillance devices in respect to private activities.

Recorded data from BWC becomes stored data the release of which is regulated by:

- *Surveillance Devices Act 1998*
- *State Records Act 2000*
- *Freedom of Information Act 1992*
- *Evidence Act 1906*
- *Criminal Procedure Act 2004*
- *Privacy Act 1988 (Cmth)*

This policy aligns with the City of Albany Strategic Community Plan 2032 objective 3.1 Improve Community Safety and managing risk by promoting workplace health and safety.

Review Position and Date

This policy position is to be reviewed by the document owner every three years.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- Activation Framework
- Training through ELMO
- Code of Conduct for Persons with Access to Recorded Material (Audio, CCTV, Camera Footage)
- Release Form for Recorded Material (CCTV, Surveillance Photographs, Audio) (30/06/2022)

Definitions

Key terms and acronyms used in the policy, and their definitions:

- **BWC** means Body Worn Camera and is a device that is worn on the person capable of recording both audio and visual images simultaneously.
- **Record**, in relation to a private conversation, includes a statement prepared from such a record and **to record** includes visual and sound recording. **Record** also includes, for the purpose of State Records Act 2000, anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and any thing on which information has been sorted or recorded, wither mechanically, magnetically, or electronically.
- **private conversation** means any conversation carried on in circumstances that may reasonably be taken to indicate that any of the parties to the conversation desires it to be listened to only by themselves, but does not include a conversation carried on in any circumstances in which the parties to the conversation ought reasonably to expect that the conversation may be overheard
- **private activity** means any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves, but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed
- **Authorised Audio & Visual Operations**, allows for the viewing and use of recorded material, with the condition that material is not to be used to 'Performance Manage' staff unless directed and authorised by the Manager People & Culture (Code of Conduct for Recorded Material acquired on city of Albany Property).

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Manager Public Health and Safety • Health Ranger Coordinator		Executive Director Corporate and Commercial Services • Corporate Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:			
Status of Document:	Administrative decision: Approved.		
Quality Assurance:	Public Health & Safety, Governance & Risk, Information Technology Team's		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
0.1	Ranger Coordinator	Draft Version 1 – Prepared for internal review	18/05/2022
0.2	Ranger Coordinator	Draft Version 2 – Amended post feedback from Governance & Risk and Public Health & Safety Teams.	22/08/2022
0.3	Ranger Coordinator	Draft Version 3 – Prepared for final review.	24/11/2022

Standard Operating Procedure on Body Worn Cameras

1.0 Objective

Standard Operating Procedures (SOP) manage the operational use of Body Worn Cameras (BWC) and related Recorded Data management systems for the City of Albany (City).

This document provides procedures and information relating to the use of BWCs, associated equipment and the subsequent management of stored recorded data.

2.0 Scope

This procedure applies to:

- City Authorised Persons trained in the use of and approved to wear BWCs by the Chief Executive Officer (CEO).
- Line Managers responsible for Authorised Persons and Information Technology (IT) Support Officers, insofar as they have supervisory and technical responsibilities in relation to BWC data storage and disposal.

3.0 Responsibility

This SOP is to be read in conjunction with the City of Albany Policy Document for Body Worn Cameras. Both the SOP and policy document apply to all Authorised Officers wearing the BWC as part of their Personal Protective Equipment (PPE).

All recordings produced by BWC are state records and must be managed in accordance with the *State Records Act 2000*.

BWC recordings are not exempt from Freedom of Information requests.

The decision to start or stop recording must be carried out in accordance with the Activation Framework.

The use of personal recording devices is not authorised.

BWC is only to be used as an overt (i.e., displayed) device.

Assigned responsibility actions follow:

- **Authorised Person** – responsible for the day-to-day use, security, storage and charging of BWCs and the downloading, storage, retrieval and lawful use and dissemination of recorded data.
- **Ranger Coordinator** – responsible for ensuring Rangers are using BWCs and associated recorded data in accordance with these Policy and Procedure documents and related legislation and receive adequate training in the use of BWC.
- **Manager of Public Health & Safety** – responsible owner of Policy and Procedure and the application of said policy and procedure.
- **Information Technology Support Officers** – responsible for maintenance of BWCs and associated equipment. Responsible for ensuring software and IT platforms required to store, access and review, copy and download of recorded data is operational and fit for purpose.

4.0 PROCEDURE

The City utilise the Axis W100 BWC in conjunction with the Milestone CCTV platform and XProtect Professional Interface (used for the City CCTV system).

AXIS W100 Body Worn Camera is an easy-to-use, lightweight and robust body worn camera with an operating time of over 12 hours at 1080p. It delivers sharp images even in challenging conditions and has dual microphones for excellent audio and noise suppression. AXIS W100 features the Klick Fast System, making it compatible with most available mounting options. The camera also features a GPS/GNSS receiver for location data, Bluetooth® Low Energy 4.1, IEEE 802.11b/g/n, and a 6-axis gyro and accelerometer. It has an operating time of up to 17 hours and dual microphones for noise suppression.

Please read the *daily user guide* (See Appendix 1) for instruction on using the Axis BWC device.

The BWC must be worn in a prominent location so the BWC is clearly visible to persons facing the Authorised Officer from front on.

At the commencement of each shift Authorised Officers will allocate themselves a BWC and will conduct maintenance checks and ensure adequate battery charge. Any malfunctioning BWC equipments is to be reported immediately to the Ranger Coordinator.

4.1 Activation Framework

The decision to start or stop recording with a BWC, rests with the Authorised Officer, having due regard to all the circumstances including information contained within the City BWC Policy document and these SOPs.

When a party to a conversation is alerted that the conversation is being recorded on a BWC, the conversation can no longer be considered private, likewise an activity. If any party does not wish to participate in the conversation or activity knowing that it is no longer private, they do not have to.

4.1.1 Recording Considerations

- BWC is only to be used as a **overt device**. The Surveillance Devices Act 1988 (SDA) restricts when and how listening and optical surveillance devices are used. Generally speaking, it is an offence to knowingly record private conversations and private activities to which you are not a party.
- Authorised Officers using BWC must always, unless it is impracticable or unsafe to do so, give reasonable verbal notification to persons present of the fact they are being recorded. An example of reasonable verbal notification could be:

'I am using a Body Worn Camera and we are currently being recorded.'

- It would be appropriate to gesture towards the device to reinforce this message, which may be especially relevant when dealing with vulnerable persons.
- When safe and practicable to do so, an Authorised Officer should introduce themselves formally and provide the time, date and location for the recording and request the person they are speaking to introduce themselves as well.
- Where practicable, restrict recording to events, individuals or areas where it is necessary to provide evidence relevant to the incident or when the Authorised Officer reasonably suspects an incident of occupational violence or aggression is imminent or is occurring.
- Do not use BWC to record an entire shift or patrol.
- It is expressly prohibited to use a surveillance device in change rooms, toilets and bathrooms.
- The likelihood of BWC inadvertently capturing background events and peripheral conversations will have to be managed.
- Should an investigation lead to a prosecution, all BWC recordings relating to the investigation are disclosable.

4.1.2 Activation

A BWC should be activated by an Authorised Officer where it is safe and practicable to do so and when its use will:

- Promote and maintain a safe work environment and reduce the risk of occupational aggression or violence.
- Assist in capturing evidence and/or facts pertinent to an operational matter, including a record of interview with a suspect.
- Provide transparency and a factual record of interactions between parties.
- When exercising a legislated or common law power.
- When executing a search warrant.

4.1.3 Ceasing a BWC recording

Authorised Officers, when it is safe and practicable to do so, shall stop recording when the reason(s) for activation is no longer applicable. Additionally, Authorised Officers shall stop recording when:

- The use of BWC may be causing an escalation of an incident, is obstructing or delaying the peaceful resolution of the incident.
- The Authorised Officer decides to cease recording after considering a request by a member of the public to stop.

4.1.4 When Not to Use a BWC

Authorised Officers should not start a BWC recording in circumstances including, but not limited to:

- When engaged in discussions concerning City Ranger methodology, covert operations (such as installation of Swann Outback cameras) or during briefings/debriefings.
- Where a reasonable expectation of privacy exists and the activation framework is not applicable (e.g. change rooms, toilets, internal City buildings and structures not accessible to the public).
- When undue distress is caused by the use of the BWC in recording a complainant.
- When obtaining a complainant or witness statement.

4.1.5 Request to Stop a Recording

When asked by a member of the public to stop a BWC recording, the Authorised Officer shall assess the situation (e.g. motivation, religious location or cultural reasons) against the Activation Framework. Authorised Officers should ask themselves:

- Am I collecting evidence under a legislated or common law power?
- Is an incident likely to occur (e.g. escalation of aggression) or is still occurring?
- Will the recording support best evidence and provide transparency of the Authorised Officer's interaction.

If the answer to any of these questions is yes, then the recording should be continued. If necessary the recording can be restricted or redacted.

4.1.6 End of Shift Procedure

At the end of each shift, Authorised Officers will:

- Utilise the Axis Docking Port to download any recorded data. Once the BWC is inserted correctly into the docking port, it will automatically commence downloading and recharging.
- Inspect the BWC for any damage.
- Identify and categorise BWC recordings.

4.2 Complainant and Witness Interaction

A BWC may capture a complainant or witnesses initial account of events, including their physical appearance and behaviour. A BWC recording does not negate the requirement to obtain a complainant or witness statement.

4.2.1 Refreshing Memory

If a complainant or witness statement was not obtained during the initial interaction and some time has passed before obtaining that statement, a complainant or witness may be shown their recorded account prior to giving their statement. They should only be shown their account.

In addition to the complainant/witness account of events, the statement should include:

- Date and time the complainant/witness account was initially captured by BWC
- A paragraph explaining the time/date they viewed the recording and the Authorised Officer showing the recording
- The BWC recording Synergy reference number
- An 'EXHIBIT' notation should be included in the margin of the statement next to mention of the BWC.

4.2.2 Suspect Interaction

A BWC may capture a suspect's spontaneous account, version of events, physical appearance and behaviour prior to the Authorised Officer having the opportunity to alert the person to the fact their interaction is being recorded and before the Authorised Officer can provide the verbal caution to the suspect.

An Authorised Officer who intends to question a suspect about an incident that may lead to an infringement or possible prosecution should always provide the caution and advise the suspect that the interaction is being recorded and that recording may be used in evidence at court.

Authorised Officers should ensure that any suspect interview is voluntary and fair.

4.3 Management of Digital Evidence

All BWC recordings should be considered as digital evidence.

At the completion of the Authorised Officers shift the BWC will be placed into the BWC docking station, which will automatically commence uploading recorded data to City Milestone CCTV server. BWC recordings have their own separate server within Milestone.

Review Position and Date

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

Enabling Legislation, Policy, or Guideline

Documents that have a bearing on this procedure and that may be useful reference material for users of this procedure, follow:

- Body Worn Camera Policy
- Attachment 1 – Axis body worn solution – User Guide



Axis User Guide.pdf

- Attachment 2 – BWC Training Questions

Document Approval			
Document Development Authorised Officer:		Document Owner:	
Ranger Coordinator		Manager Public Health & Safety	
Document Control			
File Number - Document Type:		CM.STD.8 – Procedure	
Document Reference Number:		(Created when cover sheet is created in Synergy Records Module)	
Status of Document:		Administrative decision: Draft	
Quality Assurance:		Ranger, Information Technology and Governance & Risk Teams	
Distribution:		Internal Document	
Document Revision History			
Version	Author	Version Description	Date Completed
0.1	Ranger Coordinator	Draft – v1: Prepared for internal stakeholder review.	24/11/2022
0.2	Ranger Coordinator	Draft – v1: Amended post review by Governance & Risk.	25/11/2022

Attachment 1 – Axis body worn solution – User Guide

Axis body worn solution

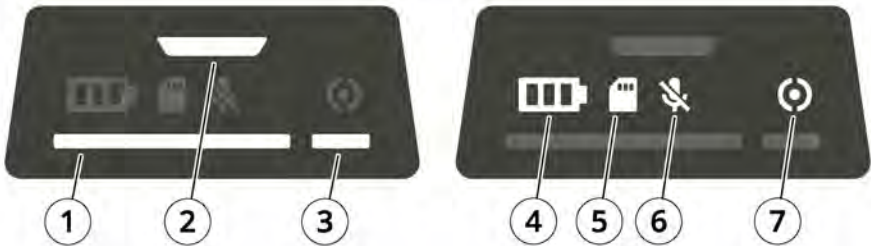
Camera user guide

Camera user guide

Product overview



- 1 Power button
- 2 Front recording indicator
- 3 Display
- 4 Top button
- 5 Function button
- 6 Camera lens
- 7 Front button



Axis body worn solution

Camera user guide

Number	Name	Description
1	Docking status	Green: Camera is ready to use (battery charged, files transferred, software up to date). Pulsing amber: Battery charging, file transfer, software update (any combination of) is ongoing.
2	Recording status	Red: Recording
3	Operation status	Green: Standby, ready to use Flashing green: Less than 0.5 hours of battery (red battery status) or storage (red storage status) left. Amber: Recording not possible (storage error, software error, or other operational error)
4	Battery status	Green: >1 hour left Amber: 0.5-1 hours left Red: 0-0.5 hours left
5	Storage status	Green: >1 hour of recording left Amber: 0.5-1 hours of recording left Red: 0-0.5 hours of recording left
6	Microphone	Lights up if you've turned off the microphone
7	Camera extension	Green: Camera extension connected Pulsing amber: Switching between camera sources when connecting the camera extension to the body worn camera. Recording is disabled. Red: Camera extension error

Daily use

I want to...	Action needed	Information
Turn on my camera	Press the power button.	The status LEDs pulse amber until the camera is ready for use. Then the operation status LED turns green. This takes about 15 s.
Turn off my camera	Press and hold the power button for 5 s.	The camera vibrates and beeps.
Start a recording	Press the front button once. 1	The camera vibrates, beeps and the front recording indicator turns on when the recording starts. 1
Stop a recording	Press the front button for at least 4 s.	The camera vibrates and beeps when the recording stops.

Axis body worn solution

Camera user guide

Turn off microphone (audio is on by default)	Press the function button for at least 3 s.	Microphone LED on.
Turn on microphone	Press the function button for at least 3 s.	Microphone LED off
Turn on silent mode	Press the top button for at least 3 s.	Turns off the display, front recording indicator, beep, and vibration.
Turn off silent mode	Press the top button for at least 3 s.	Turns on the display, front recording indicator, beep, and vibration.
Check remaining battery capacity	Press the top button and check the battery status on the display.	Green: >1 hour left Amber: 0.5–1 hours left Red: 0–0.5 hours left
Check remaining storage capacity	Press the top button and check the storage status on the display.	Green: > 1 hour of recording left Amber: 0.5–1 hours of recording left Red: 0–0.5 hours of recording left

1. This can be configured in AXIS Body Worn Manager.

Download and print the **AXIS W100 Daily Use Guide** to help the camera users in their daily work.



AXIS W100 Daily Use Guide



AXIS W100 Daily Use Guide

Starting a shift

We recommend checking a few things before starting a shift:

- Before you undock the camera, make sure that the docking status is green, which indicates that the battery is charged, all files are transferred, and that the software is up to date.

Axis body worn solution

Camera user guide

Note

If file transfer is not complete when you undock the camera, you must dock it to the same system controller at the end of the shift. A different system controller will not accept the camera. The storage LED lights up and the docking status LED flashes amber to indicate that you need to dock the camera in the system controller that was used initially for the file transfer.

- When you undock the camera, it restarts. This takes about 20 seconds, after which the camera is ready to use.
- Clean the window, using a dry, nonabrasive cloth. See *Cleaning* for more cleaning recommendations.

Ending a shift

Important

Always dock your body worn camera after a shift. This ensures that:

- the camera battery is charged before the next shift
- all content is uploaded to the system controller
- the camera's software is up to date
- camera settings and user configuration is synchronized with the system
- When you dock the camera, it restarts. After about 10 seconds the status LEDs start pulsing with amber light. After another 10 seconds the camera starts uploading content. The docking status LED shows amber light.
- It takes 3–6.5 hours to fully charge a depleted battery.
- The time to upload recorded video varies. For example, 12 hours of recorded video can take up to about 30 minutes to upload to the system controller, depending on the bitrate of the video recordings.

Note

If a camera is not docked for eight weeks, it's locked by the system for security reasons, see *Unlock cameras*.

Battery health

To ensure optimal battery capacity throughout the life of the product, follow these recommendations on normal use.

NOTICE

- Always use the camera within the operating temperature range -20°C (-4°F) to 55°C (131°F). Using the camera outside of the specified temperature range damages the battery.
- Always charge the camera within the charging temperature range -0°C (32°F) to 40°C (104°F). Charging the camera outside of the specified temperature range damages the battery.
- Do not leave the camera in your car. Temperatures in parked cars can exceed the specified temperature range.
- Always recharge a camera that is turned off with a low battery, as soon as possible. The battery discharges over time, which shortens the expected battery life.

To ensure optimal battery capacity throughout the life of the product, follow these recommendations on storage.

Attachment 2 – BWC Training Questions

BWC TRAINING QUESTIONS:

1. **Which Western Australian legislation defines the terms ‘Private Conversation’ and ‘Private Activity’?**
 - a. State Records Act 2000
 - b. Surveillance Devices Act 1998
 - c. Freedom of Information Act 1992
 - d. Interpretation Act 1984

2. **What is an Authorised Person and/or Officer in relation to the City of Albany Policy and Standard Operating Procedures for Body Worn Cameras?**
 - a. An officer authorised to issue infringements
 - b. An officer authorised under the Register of Delegations & Authorisations
 - c. An officer who has undertaken the training package in ELMO on the use and wearing of Body Worn Cameras
 - d. An officer authorised by the Chief Executive Officer of the City of Albany
 - e. Both c. & d.

3. **What should an Authorised Person and/or Officer do, when it is safe and practicable to do so, when activating a Body Worn Camera?**
 - a. Make sure the camera has sufficient charge in the battery to record the interaction.
 - b. Make sure they take the lens cap off before they activate the camera
 - c. Provide a verbal warning to all persons involved that the interaction is being recorded on a body worn camera.
 - d. Point or gesture at the body worn camera
 - e. Both c. & d.

4. **Where is an Authorised Person and / or Officer not allowed to activate a body worn camera?**
 - a. On approach to a person’s house to discuss a dog attack complaint
 - b. On attendance at the scene where it is alleged dogs have caused injury to livestock
 - c. When in a change room, bathroom, or toilet.
 - d. When taking an initial account from a complainant

5. **True or False – Body Worn Camera recordings are not exempt from Freedom of Information requests?**
 - a. True
 - b. False

6. True or False – Body Worn Cameras are a covert device

- a. True
- b. False

7. True or False – In the event of a prosecution in court, recordings from a body worn camera are disclosable?

- a. True
- b. False

8. When should Authorised Persons and/or Officers not start recording on their BWC?

- a. When engaged in conversations with colleagues about ranger investigation methodology or during normal office meetings and briefings
- b. Where a reasonable expectation of privacy exists and the activation framework is not applicable.
- c. When undue distress is caused by the use of the BWC in recording a complainant.
- d. When obtaining a complainant or witness statement
- e. All of the above



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

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2024

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

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

DLGSC Contact: Mel Eastough

Date: 24/2/2023

Office: Great Southern

Applicant's Details:

Organisation Name:	City of Albany				
Postal Address:	P O BOX 484				
Suburb:	ALBANY	State:	WA	Postcode:	6330
Street Address:	52-70 Barker Road				
Suburb:	ALBANY	State:	WA	Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Mitchell Green	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Recreation Services		
Business Phone:	(08) 6820 3437	Facsimile:	
Mobile Phone:	0450 472 208	Email:	Mitchell.green@albany.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 94 717 875 167	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #: N/A – LGA Application *	
Bank details:	Bank: Commonwealth	BSB: 066 500	A/c: 101 627 96

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Mitchell Green	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Recreation Services		
Business Phone:	(08) 6820 3437	Facsimile:	
Mobile Phone:	0450 472 208	Email:	Mitchell.green@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Youth Challenge Park - Multi-Use Outdoor Court Construction

Project Description:

The overarching vision of the proposed project is to construct a full-size multi use outdoor court which will ultimately complete the Youth Challenge Park and cement its position as a key asset to the City of Albany and Great Southern region.

The Youth Challenge Park, located within the Centennial Park Sporting Precinct is a contemporary, well-designed active sports and skills space (including, but not limited to a pump track, jump track and skills space), encouraging participation and catering to people of all ages and families.

This project will complete the Youth Challenge Park and will position its status within the Centennial Park Sporting Precinct as an anchor development in the creation of a youth hub and assisting in attracting and retaining young people in the region.

The intention of the project is to create a publically available multi-use court facility available for many different sports and activities. With no full-sized outdoor courts available to the public within the City of Albany, there is a need and a demand to do so. Indoor courts at Albany Leisure & Aquatic Centre are at capacity, and there are no other additional spaces available with many sports unable to utilise the centre when desired.

The publically available facility is to be made available free of charge (something ALAC cannot provide) and is intended to be shared by many groups including the City of Albany (Recreation Services), many local sporting organisations, and the wider general public (namely youth). The facility will support all genders, people with disability and people of all ages.

In undertaking the development, The City of Albany will be able to respond to a number of key challenges;

- To build on relationships and trust within the youth community
- Validation of youth needs and valuing young people as part of our community
- Healthy and active youth community with a range of options to participate/access an inclusive environment.
- A growing population, but with an historic trend for the outmigration of youth.

The project will leverage off a wide range of key assets, including Centennial Park Sporting Precinct, PCYC, Albany Men's Shed, the Albany Aquatic and Leisure Centre (ALAC), Scouts and the Little Athletics Club. This will provide critical linkages to enable optimised usage of a range of other assets and investments.

How did you establish a need for your project?

The City of Albany is highly committed to improving and developing a suite of assets that promote, and are accessible to, both the City and wider Great Southern region and community. As the premier sporting precinct for the region, and one of largest recreational reserves in Australia, the driving vision for the wider Centennial Park Sporting Precinct is to create an exceptional public domain that enhances the City's liveability, boosts the City's capacity to host sporting and tourism events, connects strategic community and economic development nodes within the City, supports the attraction and retention of families and youth into the region, and enhances opportunities to address the region's health imperatives.

The Centennial Park Sporting Precinct has developed in line with an overarching master plan, and the majority of the Western and Eastern Precincts have been completed since 2012, through a series of staged developments that have included multiple sports field enhancements to suit and attract state, national and international exhibition matches (AFL, soccer, hockey, etc.), new football club facilities, drainage and landscaping. The Central Precinct and Youth Hub are now the focus of future development to complete the wider Centennial Park vision.

The opportunity for the youth precinct and development aligns with the Youth Friendly Albany Strategy and the 4 key priorities;

1. Space and Place
2. Events and social inclusion
3. Youth engagement and inclusion
4. Employment, education and training

The facility is a priority given the demonstrated need voiced within the community at a series of community consultation workshops – below is a summary of consultation;

2016 – City of Albany, along with the City's Youth Advisory Council directed and led the consultation. 685 young people participated in the consultation through online surveys, face to face discussion and workshops.

2017 – Additional consultations for the Youth Strategy were undertaken with approximately 150 young people by face to face, online and through workshops. There were also workshops held with young people around proposed future park upgrades in the town.

These workshops were very well attended and in all of the workshops a need for multipurpose sporting and leisure infrastructure to exist within Albany to give young people the option of participating in social activities like, MTB, skating, basketball, table tennis, bike paths, seating, shade, art, performance and culture were intrinsic to their wellbeing.

2018 / 2019 – It was essential to conduct targeted engagement to ensure a meaningful outcome as traditional methods such as letters do not work with this community. This engagement was to confirm the scope of the facility

needed, particularly the need for pump track, dirt jump elements and a skate plaza and to seek feedback on other elements.

Additional to this consultation the following needs are also identified from a sport and recreation perspective;

- General demand for a place for sports teams and individuals to play/train.
- ALAC indoor facilities reaching capacity. Many sports are competing for the use of ALACs indoor facilities, with many associations/clubs/teams unable to utilise ALAC when desired.
- An additional multi-use outdoor facility will facilitate additional indoor capacity across the region.
- Feedback from Youth in the past has been that cost \$\$ is a barrier to participation in sport at ALAC, the provision of a full-sized outdoor court within the existing youth precinct will remove this barrier to participation.

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

- A basketball court only facility. Not financially viable with use primarily seasonal. Best to incorporate as many sports as possible to ensure maximum utilisation to ensure a financially viable complex for the community.
- Creating a brand-new facility – not likely to be successful for adequate funds to build a new facility within the Albany region. The development of existing infrastructure is more viable and will complement the existing assets within the Youth Challenge Park.

How will your project increase physical activity?

A range of benefits and impacts to physical activity are expected to result from the project:

- Provide the City of Albany with a full-sized outdoor court which is an alternative to ALAC Facilities
- The additional court space will provide increased participation in training, outdoor competitions, and social activities etc.
- It is expected the construction of the court will increase participation in both structured and passive activities will result from the Youth Challenge Park, resulting in improved physical fitness and health and improved social, analytical and life skills.
- Breakdown barriers of affordability and provide youth with a space to recreate within an existing youth precinct.
- The Youth Challenge Park facility once completed will provide a range of physical activities which will lead to healthy and active ageing, social connection and belonging.
- Public realm enhancement translating into a sense of worth and pride for the Youth.
- Event attraction to the Youth Challenge Park and surrounding future Youth Hub is poised to host a number of significant sport and youth events which will directly utilise the facilities and services provided. This will provide significant economic benefits to local and regional communities and businesses.

When complete the Youth Challenge Park will attract increased visitation and expenditure for the region, to address challenges of economic growth, diversification and harness opportunities. In turn, this will increase the capacity of the region create a richer, more balanced community by attracting new residents and retaining and better engaging existing residents, including youth.

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

The project will have a City of Albany management team comprising a Project Manager and Project Control Group (PCG). The Project Manager will have the overall responsibility for ensuring that the project meets the objectives set, dealing with operational day to day project-related issues. The management of the project will be supported by the use of project management tools to facilitate project management, co-ordination and dissemination of information among the project's governance structure and key stakeholders.

All works will be conducted in line with the City of Albany Asset Management, Communications, Quality Management and Procurement Policies. The new facilities will be City of Albany property and will be maintained through regular City process and maintenances plans, and an asset replacement fund will be established to support future replacements.

The basic operational management of the facilities is included in the City of Albany's Sporting Reserves Management Handbook and falls under the responsibility of the City's Reserve's Leading Hand Officer.

The Communications Plan will further the delivery of the project's key objectives by: (i) establishing a channel for communicating the project and its benefits to the community; (ii) collaborating with government agencies, Basketball and Netball associations and other stakeholders in the development of the project; (iii) developing a series of alliances with key trade organisations and trade stakeholders; and (iv) coordinating the gathering of data and information on the sector to ensure relevant benchmarking and transparency in the project's development.

During the Project Development phase, actions will be allocated and minuted to record the development of the project's management system. The procurement policy will attempt, where possible, to source construction materials and services from local providers with an aim to re-invest in the regional economy. Detailed copies of these plans and policies can be provided on request.

The DLGSCI Sports Dimensions Guide for Playing Areas for Sport and Recreation Facilities and Basketball/Netball Australia Community Facility Guidelines have and will continue to be consulted and adhered to during all design and development phases of the project.

Installation is expected take between 6 – 12 months depending on lead times and contractor availability.

Project location:	Youth Challenge Park, Centennial Park – Western Precinct, WA		
Land ownership:	Who owns the land on which your facility will be located? City of Albany Lease Expiry (if applicable): N/A		
Planning approvals		If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Please list any other approvals that are required? Not Applicable.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: PCYC and many other community stakeholders. Community stakeholders will include Basketball and Netball clubs.			

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

Sport/community organisation	% use of the facility	Hours per week
Netball (Clubs, Association, Casual)	40 %	30 Hours
Basketball (Clubs, Association, Casual)	60 %	50 Hours

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

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

2019/20	Basketball – 2295 Netball – 950	2020/21	Basketball – 2305 Netball – 985	2021/22	Basketball – 2321 Netball – 1115
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Basketball WA and Netball WA	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Anita Reca & Kelly Dominak	Date of contact: February 2023.

PROJECT DELIVERY

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

Task	Date
Attainment of Council approvals	June/July 2023
Preparation of tender/quotes for the major works contract	August 2023
Issuing of tender for major works	September 2023
Signing of major works contract	September 2023
Site works commence	October 2023
Construction of project starts	October 2023
Project 50% complete	December 2023
Project Completed	March/April 2024
Project hand over and acquittal	April/May 2024

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

Not Applicable – all works are to be completed as planned. New Facility and no specific deadlines are required to be met such as sporting seasons etc.

GST

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

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

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

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

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

APPLICANT'S CERTIFICATION

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

Name: _____

Position Held: _____

Signature: _____

Date: _____

LODGEMENT OF YOUR APPLICATION

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

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

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

Your application will be considered not eligible if:

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

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

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

PROJECT BUDGET

ESTIMATED EXPENDITURE

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

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
ie Electrical Works	25,000	27,500	B & S Electrical
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total			
Cost escalation			Please explain amount used
a) Total project expenditure			

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

PROJECT FUNDING

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

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

GST

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

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority:
--

Name of Applicant:

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

Section A

The CSRFF principles have been considered and the following assessment is provided:

(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

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

Section B

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

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

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

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

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

Signed**Position****Date**

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 March 2023**. Late applications cannot be accepted in any circumstances.

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GREAT SOUTHERN

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PEEL

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WHEATBELT – Narrogin

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

Objective

The objectives of this policy are to:

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

Policy Statements

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

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

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

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

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

A. Eligibility

Applicants for CSRFF and Club Night Lights Funding must:

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

Applicants for Capital Seed Funding must:

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

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

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

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

B. Financial Contribution

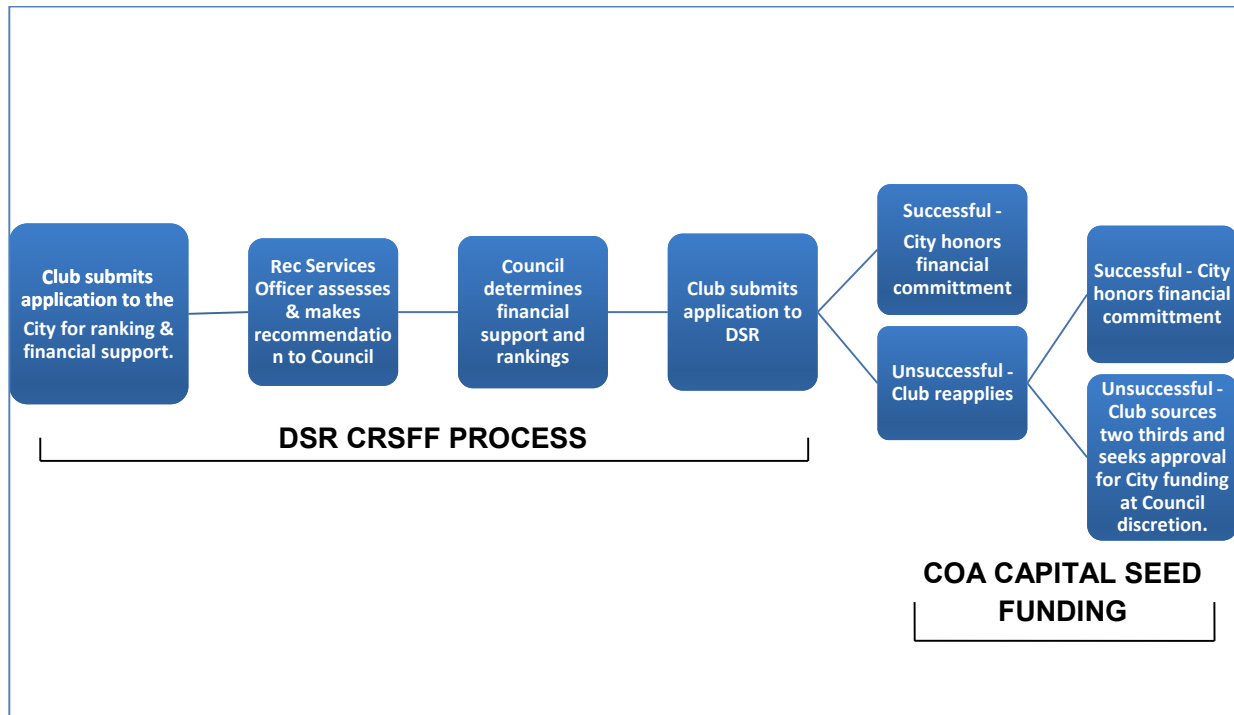
Local government is not obliged to contribute to any successful CSRFF and Club Night Lights projects.

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

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

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

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



C. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis. Funds allocated under this policy are able to be accessed up to 16 months from the date of allocation.

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

D. Out of Scope

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

Legislative and Strategic Context

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

Responsibility and Policy Custodian Review Position and Date

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

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

Associated Documents

All following documents relate to this policy:

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

Acronyms

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

Definitions: 1

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

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

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

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



Albany – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	
Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	No committees delegated power during the reporting period.
2	s5.16	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	N/A	



6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Published on the City's official website.
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	Fully reviewed by Council. Adoption Reference: OCM 22/03/2022 Resolution AR110.
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	
Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	Request to participate, not requested during this reporting period.
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	Disclosures of interest recorded in the front pages of the minutes and at the beginning of the associated report.
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	



5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Receipt of Primary and Annual Returns are acknowledged by email. File Reference: GO.CLS.67
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	Published on the City's official website.
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Published on the City's official website.
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	



15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Adoption Reference: OCM 27/04/2021 Resolution CCS339. Code of Conduct displayed on the City's official website. Copy attached to CAR Portal.
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Approved by CEO in consultation with Executive Management Team (EMT) at the EMT meeting held on 5 April 2022. Published on the intranet on 2 June 2022 and City's website on 3 June 2022.
Disposal of Property				
No	Reference	Question	Response	Comments



1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	

Elections

No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	File Reference: GO.CLS.74. No disclosures received at the 2022 Extraordinary Election.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	Electoral Gift Register published on the City's website.

Finance

No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	



2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No power delegated.
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	Appointment of ED Corporate & Commercial Services.
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	Did not recruit a CEO.
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	Did not recruit a CEO.



4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Appointment of ED Corporate & Commercial Services.
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	Recommendation was not rejected.

Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	N/A	The CEO is the complaints officer. Council has not appointed another designated senior employee to be its complaints officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	The Register of Complaints Resulting in Action is published on the City's official website.

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	



3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	



12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	Nil EOIs in 2022.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	Nil EOIs in 2022.
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	Nil EOIs in 2022.
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	



21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	
Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/08/2021 Adopted by Council on 24/8/21 Resolution CCS374.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	22/11/2022 Updated CBP Adopted by Council on 22/11/22 Resolution CCS492.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	
Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	Yes	23/08/2022 Audit & Risk Committee 05/05/2020 Report AR075; and Audit & Risk Committee Meeting 09/08/2022 Report AR120. OCM 23/08/2022 Resolution AR123
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to	Yes	23/08/2022 Audit & Risk Committee 03/05/2022 Report AR115 and Audit & Risk Committee Meeting 09/08/2022 Report AR121. OCM 23/08/2022 Resolution AR123



		31 December 2022? If yes, please provide date of council's resolution to accept the report.		
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?		Published on the City's official website. Document Title: Attendance at Events and Functions Policy
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Published on the City's official website. Document Title: Elected Member Professional Development & Training Policy.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes	Published on the City's official website. Document Title: Register of Elected Member Mandatory Training.
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer – Andrew Sharpe

Date

Mayor – Dennis Wellington

Date



City of Albany
Register

Register of Delegations & Authorisations

2023/2024

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

(Version: 15.0)

Introduction

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

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

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

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

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

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

Statutory Requirements

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

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

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

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

Limits of delegations to the Chief Executive Officer

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

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

Limits of delegations to Committees

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

The following conditions apply:

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

Register of, Records Relevant to, Delegations

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

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

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

Transfer of Authority Due to Absence

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

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

Compliance Function Line Managers (includes Coordinators) Authority

Delegated Authority:

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

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

This includes authority to waive associated fees and charges.

Associated Council Policy:

- Regulatory Compliance Policy & Guideline.

Authorised Person Identity Card and Appointment Certificate

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

Facility Emergency Management

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

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

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

Document Approval			
Document Development Officer:		Document Owners:	
Manager Governance & Risk		Chief Executive Officer	
Document Control			
File Number - Document Type:		PE.AUT.1 – Register of Delegations & Authorisations	
Document Reference Number:		PU221431	
Status of Document:		Council decision: Adopted.	
Quality Assurance:		Chief Executive Officer, Executive Management Team, Council Committee.	
Distribution:		Public Document	
Document Revision History			
Version	Author	Version Description	Date Completed
14.0	MGR	Fully reviewed by Council. Adoption Reference: OCM 22/03/2022 Resolution AR110. Synergy Reference: PU21752.	22/03/2022
14.1	MGR	Administrative amendment: _Attachment D – Policy Position Register updated to reflect review and amendment of the following policy positions: <ul style="list-style-type: none">• Cash / Investment Backing for Reserve Accounts Policy;• Clearing in Council Controlled Land Policy (Including Environmental Code of Conduct Guidelines);• Employee Code of Conduct;• Investment of Surplus Funds Policy; and• Long Term Borrowing Policy. _Minor formatting and position titles updated.	27/04/2022
14.2	MGR	Administrative amendment: _Delegation: 040: On request of Manager Planning & Building Services, limits of authorisation amended to reflect current economic climate. _Delegation 011: Investment of Municipal Funds title changed to Investment of Surplus Funds in line with the Council adopted policy position. Authorisation to enact, authorisation (1) extended to the Business Analyst / Management Accountant. Reference to the Trustees Act 1962 removed. _Synergy Reference: PU221061.	23/05/2022
14.3	MGR	Administrative amendment: _Delegation 022: Title amendment: <ul style="list-style-type: none">• From: 022 – Administer Rate Collection (Recover and Write Off Rate Debt, Administer Rating Exemptions)• To: 022 – Administer Rates & General Debt Recovery Activities (Administer the recovery, write-off, and exemptions relating to Rates & General Debt). _Delegation 026: Assigned to Senior Development Compliance Officer. _Delegation 040: Authority 2 amended to remove duplication and assign s231 to the Manager and Coordinators. _Delegation 009: Determine waste service subsidy assigned to Manager Operations and Coordinator Waste Operations. _Attachment B – Local Laws: Waste Local Law assigned to Manager Operations. _Synergy Reference: PU221134.	1/07/2022

Document Revision History			
Version	Author	Version Description	Date Completed
14.4	MGR	<p>Administrative amendment:</p> <p>_Delegation 035 – Creation and Change of Purpose of a Crown Reserve (Incl. Naming of Streets). Status: Withdrawn. This delegation has been found to directly conflict with its associated legislation in its entirety, and there's no ability provided for sub-delegation under in the supporting Regulations.</p> <p>_ The following delegations assigned to Authorised Persons (i.e., Contractors) for the purpose of animal control on City managed land.</p> <ul style="list-style-type: none"> • Delegation 001 – Appointment of Authorised Persons, appended with additional condition, being: <i>Condition (c): Authorisation involving animal control on land administered by the City must be approved by the CEO and/or Manager Governance & Risk in consultation with the Ranger Coordinator & Manager Reserves.</i> • Delegation 031 – Animal Control; and • Delegation 020 – Public Property & Land Management (Authority to administer and authorise use of Public Facilities, Reserves, Campgrounds & Event Approval) <p>_Attachment D – Policy Positions:</p> <ul style="list-style-type: none"> • Corporate Credit Card Usage Policy, reviewed and re-approved by Document Owner. • New Day Care Policy adopted by Council 24/05/2022 Resolution AR118. • Buy Local Policy reviewed and re-adopted by Council. OCM 27/09/2022 Resolution CCS469. <p>_Attachment C – Local Laws:</p> <ul style="list-style-type: none"> • Parking and Parking Facilities Local Law Determination – OCM 27/09/2022 Resolution CCS475. <p>_Synergy Reference: PU221347.</p>	12/10/2022
14.5	MGR	<p>Administrative amendment:</p> <p>_Attachment D – Policy Positions</p> <ul style="list-style-type: none"> • Pandemic Leave Policy, retired by CEO on 25/11/2022. <p>_Delegation 035 – Creation and Change of Purpose of a Crown Reserve (Incl. Naming of Streets): Reinstated.</p> <p>_Delegation 036 – Land Resumption, Road Dedications & Closures, Drainage and Footpaths. Status: Withdrawn. This delegation has been found to directly conflict with its associated legislation in its entirety, and there's no ability provided for sub-delegation under in the supporting Regulations.</p> <p>_Synergy Reference: PU221431.</p>	19/12/2022
14.6	MGR	<p>Administrative amendment:</p> <p>_Delegation 030 – Caravan Parks, Camping Grounds, Control of Vehicles (Including Camping on Public Land and Nature Based Camping). Authority (3): Powers of Entry and Inspection of Caravan Parks & Camping Grounds. Status: Extended to Ranger Team.</p> <p>_Synergy Reference: PU221431.</p>	20/12/2022
15.0	MGR	Prepared for Audit & Risk Committee and Council Review and re-adoption.	1/03/2023

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Attachments:

- Attachment A – Delegations Register – Assigned Authorised Persons
- Attachment B – Local Law Register – Assigned Authorised Persons
- Attachment C – Statutory Delegations – Assigned to local government
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Local Government Act 1995

001 – Appointment of Authorised Persons

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

Delegation: Authority to:

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

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

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

Condition of Delegation:

- (a) The power to authorise persons is limited to the Chief Executive Officer, Executive Directors and the Manager Governance & Risk and must be given in writing.
- (b) A person who is authorised to give an infringement notice under s9.16 of the Act is not eligible to be an authorised person for the purposes extending time or withdrawal.
- (c) Authorisation involving animal control on land administered by the City must be approved by the CEO and/or Manager Governance & Risk in consultation with the Ranger Coordinator & Manager Reserves.

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Financial Management) Regulations 1996:

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

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

Please refer to the specific delegation, being:

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

Report Requirement: Report to file.

Designated Persons:

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

The following positions are authorised to enact all listed authorities:

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

Authorised positions:

- Listed at Attachments A & B.

Local Government Act 1995
Planning & Development Act

002 – Corporate Documents & Branding

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

Delegation: Authority to:

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

Note:

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

Condition of Delegation:

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

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Planning & Development Act

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

Council Policy Position:

- Corporate Document Policy

Report Requirement: Report to file.

Designated Persons:

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

The following positions are authorised to enact all listed authorities:

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

Local Government Act 1995

003 – Make Official Public Statements & Information

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

Delegation: Authority to:

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

Condition of Delegation:

The power to authorise persons is limited to the CEO, Executive Directors and the Manager Community Relations.

Legislative or Policy Reference:

Local Government Act 1995:

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

Report Requirement: Report to file.

Designated Persons:

- Chief Executive Officer (Authority – All)

The following positions are authorised to enact all listed authorities:

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

Local Government Act 1995

004 – Power to Remove, Impound & Dispose Goods

(Including the Authority to Dispose of Surplus Artwork, Plant, Equipment & Material)

Delegation: Authority to:

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

Condition of Delegation:

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

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

Legislative or Policy Reference:

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

Report Requirement: Report to file.

Designated Persons:

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

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

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

Local Government Act 1995

005 – Authority to Appoint an Acting Chief Executive Officer

(People & Culture Resource Management & Executive Functions)

Delegation: Authority to:

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

CEO Function: Authority to:

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

Condition of Delegation:

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

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

Notes:

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

Legislative or Policy Reference:

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

- **Interpretations Act 1985:**
 - Part VII (Statutory powers and duties)
- **Policy Position:**
 - Policy for the temporary employment or appointment of CEO (s5.39C(6) of the Act amendment yet to be proclaimed).

Reporting Requirement:

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

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
 - Manager People & Culture (Authority to enact Authority (3) only)
- **Executive Director Community Services**
(Authority to enact Authority (3) & (4) only)

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

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

- **Executive Director Infrastructure, Development & Environment**
(Authority to enact Authority (3) & (4) only)

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

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

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

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

- Manager Public Health & Safety

Local Government Act 1995

006 – Sign Documents on Behalf of the City of Albany

(Authority to Execute Deeds & Agreements and apply the Common Seal)

Delegation: Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Functions and General)

Regulations 1996:

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

Fire and Emergency Services Authority of Western Australia Act 1998:

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

Rates and Charges (Rebates and Deferments) Act 1992:

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

Council Policy Position: Use of Common Seal Policy

Reporting Requirement: Report to Council monthly.

Designated Persons:

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

Local Government Act 1995

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

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

Delegation: Authority to:

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

Condition of Delegation: Nil.

Notes:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Functions and General)

Regulations 1996:

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

Reporting Requirement: Report to file.

Designated Persons:

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

The following positions are authorised to enact all listed authorities:

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

Local Government Act 1995

008 – Legal Proceedings

(Approve Legal Representation & Expenses)

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

Delegation: Authority to:

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

Condition of Delegation:

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

Note:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Council Policy Position:

- Legal Representation for Elected Members, Employees & Volunteers Policy

Reporting Requirement:

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

Designated Persons:

- Chief Executive Officer (Authority – All)

The following positions are authorised to enact all listed authorities:

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

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

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

Local Government Act 1995

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

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

Delegation: Authority to:

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

Building Specific:

6. 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.
7. Authorise persons to administer any or all of the above functions.

Notes:

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

Condition of Delegation:

- (a) This authorisation:
 - Does not extend to statutory charges, the municipal rate or service charges incorporated within the rate notice.
 - Is subject to:
 - Conditions contained in Council Policies.
 - Funding being allocated in the City's Annual Budget.
 - Reporting:
 - Funding/Donations limited to \$10,000.
 - Funding/Donations above \$10,000 must be reported to Council.
- (b) Any waiver, reduction or refund of a fee shall be based on the following criteria:
 - The proposal not being intended to be a money-making venture for the benefit of the entity.
 - The cost of in-kind support and work undertaken by the City of Albany.
 - The application is on behalf of a non-profit or charitable organisation or be reflective of the benefit of the proposal to the community.
- (c) Waste Subsidy:
 - Eligibility: Bona-fide charitable or benevolent organisations providing economic, social, community or environmental services and benefits to the citizens of the City of Albany.
 - Applications: Applications must be submitted in writing and should include information verifying eligibility and details of expected waste types, volumes, and regularity of disposal.

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Financial Management)

Regulations 1996:

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

Council Policy Positions:

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

Reporting Requirement: Report to file.

Designated Positions:

- Chief Executive Officer (Authority – All)
- Executive Director Community Services (Authority – All, exempt 6)

The following position are limited to enact Authority All, exempt 3, 5 & 6:

- Manager Community Relations
- Manager Recreation Services
- Manager Arts and Culture
- Team Leader Arts & Culture
- Manager Facilities (Incl. Heritage Park, NAC & Day Care)
- Team Leader NAC
- Child Care Educator Team Leader

- Executive Director Corporate & Commercial Services (Authority – All)
 - Manager Finance (Authority – All)
 - Revenue Development Officer (Authority 1, 2 & 3 only)
 - Manager Governance & Risk (Authority – All, exempt 6)
 - Manager Public Health & Safety (Authority – All, exempt 6)
- Executive Director Infrastructure, Development & Environment (Authority – All)
 - Manager Planning & Building Services (Authority – All)
 - Manager Engineering & Sustainability (Authority – All, exempt 6)
 - Manager Operations (Authority – All, exempt 6)
 - Coordinator Waste Operations (Authority 4 & 5 only)

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

010 – Library Specific

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

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

Authority to:

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

Librarian Function & Authority:

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

Condition of Delegation: Nil.

Notes:

Library Board (Registered Public Library)

Regulations 1985:

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

Legislative or Policy Reference:

Local Government Act 1995:

- s6.10 (Financial management regulations)

Local Government (Financial Management)

Regulation 1996:

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

Library Board (Registered Public Library)

Regulations 1985

- r.29(Authority of librarian)

Reporting Requirement: Report to file.

Designated Positions:

- Chief Executive Officer (Authority – All)

The following positions are authorised to enact all listed authorities:

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

Local Government Act 1995

011 – Power to Invest Surplus Funds

Delegation: Authority to:

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

Condition of Delegation:

Compliance with the following policy positions:

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

Legislative or Policy Reference:

Local Government Act 1995:

- s6.14 (Power to invest).

Local Government (Financial Management) Regulation 1996:

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

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

Designated Persons:

- Chief Executive Officer (Authority – All)

The following positions are authorised to enact authority (1) only:

- Executive Director Corporate & Commercial Services
 - Manager Finance
 - Business Analyst / Financial Accountant

Local Government Act 1995

012 – Take Possession of Land and Apply Caveats to Property

Delegation: Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

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

Report Requirement:

- Report to Council Committee.

Designated Persons:

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

The following positions are authorised to enact all listed authorities:

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

Local Government Act 1995

013 – Payment of Funds

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

Delegation: Authority to:

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

Condition of Delegation:

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

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

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Financial Management)

Regulations 1996:

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

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

Designated Persons:

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

Designated Positions: Refer to Condition (c).

Local Government Act 1995
Freedom of Information Act 1992

014 – Freedom of Information & Authority to Release Information

(Release information to external parties / entities)

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

CEO FUNCTION: Authorisation to:

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

Condition of Delegation: Nil.

Notes:

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

Legislative or Policy Reference:

Freedom of Information Act 1992:

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

Local Government Act 1995:

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

Administrative Policy Position:

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

Reporting Requirement: Report to file.

Designated Persons:

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

Local Government Act 1995

015 – Elections

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

CEO FUNCTION: Authorisation to:

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

Condition of Delegation:

Authorisation 3 limited to the Chief Executive Officer.

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Elections) Regulations 1997:

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

Reporting Requirement: Report to file.

Designated Persons:

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

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

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

The following positions are limited to enact Authority 1 only:

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

Local Government Act 1995

016 – Primary & Annual Returns, Gift Declarations and Declarations of Interest

(Acknowledgement of Receipt)

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

Designated Persons:

- Chief Executive Officer (Authority – All)

CEO FUNCTION: Authority to:

The following positions are authorised to enact all listed authorities:

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

- **Executive Director Corporate & Commercial Services**

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

Condition of Delegation:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Administration) Regulations 1996

Reporting Requirement:

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

Local Government Act 1995

017 – Administer Public Liability Claims

(Authority to administer public liability claims and pay compensation)

Delegation: Authority to:

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

Condition of Delegation:

Nil.

Notes:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Reporting Requirement:

Report to file.

Designated Persons:

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

Local Government Act 1995

018 – Award Contracts

(Supply of Equipment, Goods, Materials & Services)

Delegation: Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Government (Functions and General) Regulations 1996:

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

Reporting Requirement: Report to file.

Designated Persons:

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

Local Government Act 1995

019 – Leases, Licences (Property Management)

Delegation: Authority to:

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

Condition of Delegation:

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

- Where the lessee disputes the market rent increase, the delegate may negotiate a lesser increase to lease/licence rent subject to:
 - the lessee providing to the City at the lessee's cost, a current written rental valuation undertaken by a licensed valuer on or prior to the date upon which the increased rent is to apply; or
 - the City and the lessee reaching agreement on a new lease/licence rental that is not less than 80% of the market rate as determined by the City's Valuer to a maximum amount of \$5,000 per annum.
- (b) Variation of existing lease/licence terms: subject to Authority 2 & 6:
- To comply with legislative or other statutory or government authority requirements issued from time to time.
 - Leased area:
 - Increase not exceeding 10% or 100m² of the existing area, whichever is the greater;
 - Any reduction to the existing lease area.
 - Permitted Use provided there being:
 - no change to the primary use and in accordance with the Management Order over the land (if applicable).
 - proposed amendment is ancillary to the existing permitted use; and
 - has local authority planning approval (if required).
 - Guarantee & Indemnity or Insurance provided Council interests remain protected.
- (c) Approve requests (Authority 3):
- Compliance with Council Policy Property Management – Leases and Licences is required.

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

Legislative or Policy Reference:

Local Government Act 1995:

- s3.58 (Disposing of property)

Land Administration Act 1997:

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

Council Policy Position:

- Property Management – Leases & Licences Policy

Reporting Requirement:

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

Designated Persons:

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

Local Government Act 1995
Caravan Parks and Camping Grounds Act 1995

020 – Public Property & Land Management

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

Delegation: Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

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

Council Policy Position:

- Public Works, Service and Tourist Signs Policy

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer (Authority – All)

The following positions are authorised to enact all listed authorities:

- Executive Director Corporate & Commercial Services
 - Manager Governance & Risk
- Executive Director Community Services
 - Manager Facilities
 - Team Leader National Anzac Centre Precinct
 - Child Care Educator Team Leader

The following positions are authorised to enact all listed authorities, except the authority to enact Authority (2) & (3):

- Manager Community Relations
- Events Approval & Projects Officer
- Manager Recreation Services (incl. ALAC)
- ALAC Duty Managers & Coordinators
- Manager Arts & Culture
- Library Team Leader
- Team Leader Arts & Culture
- Executive Director Infrastructure, Development & Environment (Authority – All)

The following positions are authorised to enact all listed authorities, except the authority to enact Authority (2) & (3):

- Manager Engineering & Sustainability
- Manager City Reserves

Local Government Act 1995

021 – Objection to the Rate Record & Release of Rating Information

Reporting Requirement: Report to file.

Delegation: Authority to:

1. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to s6.76(5) of the Act.
2. Grant an extension to the time to make an objection, pursuant to s6.76(4) of the Act.
3. Consider applications to release information detailed in s5.94(m) of the Act, subject to:
 - a. Applications being submitted in the form prescribed from time to time; and
 - b. A Statutory Declaration being completed.
4. Authorise persons to administer any or all of the above functions.

Notes:

- *A local government:*
 - *Is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.*
 - *May, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.*
- *The ability for the CEO to deem that documents should not be made available because in the CEO's opinion the meeting should have been closed to the public has been removed.*

Designated Persons:

- **Chief Executive Officer (Authority – All)**
- **Executive Director Corporate & Commercial Services (Authority – All)**
 - Manager Finance (Limited to enact Authority 1, 2 & 3 only)
 - Rates Officer (Limited to enact Authority 3 only)
 - Manager Governance & Risk (Limited to enact Authority 3 only)
 - Team Leader Records & Council Liaison (Limited to enact Authority 3 only)

Condition of Delegation:

- (a) An extension will only be granted for a maximum period of 30 days.
- (b) If the authorised persons are not satisfied that the information will not be used for commercial purposes the application for information shall be rejected.

Legislative or Policy Reference:

Local Government Act 1995:

- s5.94 (Public can inspect certain local government information),
- s5.95 (Limits on right to inspect local government information),
- s5.96 (Copies of information to be available),
- s6.76 (4)(5) (Grounds of objection).

Local Government (Administration) Regulations 1996:

- r.29B (Copies of certain information not to be provided (Act s. 5.96))

Local Government Act 1995

022 – Administer Rates & General Debt Recovery Activities

(Administer the recovery, write-off, and exemptions relating to Rates & General Debt)

Delegation: Authority to:

1. Waive, grant concessions or write off any amount of money owed to the City, pursuant to s6.12(1) of the Act.
2. Write off any amount of money, including rate debts 'penalty interest' where the cost of recovering the debt will be greater than the actual debt.
3. Instruct the City's Debt Recovery Agent to proceed against land and/or property for unpaid rates through the Magistrate's Court.
4. Approve Rate Exemptions. Consider and approve applications for exemption under s6.26 of the Act, subject to applications being submitted in writing and proof of ownership.
5. Administer the Rates Financial Hardship Policy.
6. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Write Off Debt (monies owed):
 - Maximum \$10,000.
 - Finance Officers– Rates: limited \$1,500.
 - The full details of the waiver, concession or write off to be recorded on the appropriate financial record and a report being provided to the Community and Corporate Services Committee on an annual basis on the exercise of this delegation.
- (b) Rate Debt Recovery – Authority (3):
 - Rates or service charges to be unpaid.
 - A General Procedure Claim and Property Seizure & Sale Order through the Magistrate's Court has been served on the ratepayer.
 - Property Seizure & Sale Order to be lodged on the land title.
 - Proceed to sell the land through the Bailiff's Office.
- (c) Approve Rate Exemption – Authority (4). If the delegates are not satisfied that the use of the property is exempt under s6.26, of the Act, the application must be referred to the Chief Executive Officer.

Legislative or Policy Reference:

Local Government Act 1995:

- s6.12 (Power to defer, grant discounts, waive or write off debts) (1)(c);
- s6.26 (Rateable land);
- s6.49 Agreement as to payment of rates and service charge;
- s6.56 (Rates or service charges recoverable in court); s6.64 (Actions to be taken);
- s6.66 (Effect of lease);
- s6.68 (Exercise of power to sell land).

Council Policies:

- Rating Subsidy: Sporting and Community Organisations: Subject to a qualifying criterion, a full subsidy of annual rates may be applied.
- Rates Financial Hardship Policy: This policy is applicable to outstanding rates and charges as at the date of adoption and/or re-adoption.

Reporting Requirement: Report to file and to Council annually, noting conditions.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Finance
(Authority – All, Exempt 5)
 - Senior Finance Officer – Rates
(Limited to enact Authority 2 only)

Building Act 2011
Planning & Development Act 2005
Strata Titles Act 1985

023 – Administer the Building Act 2011 and Strata Titles Act 1985

(Occupancy Permit, Building Approval, Certificate for Strata Scheme, Plan of Re-Subdivision)

Delegation: Council designates the following positions to discharge duties, under s50 of the Building Act 2011, subject to conditions:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment;
 - Development Engineer
 - Senior Planning Officers
 - Manager Planning & Building Services
 - Coordinator Planning Services
 - Coordinator Building Services
 - Senior Building Surveyors
 - Building Surveyors

Authority to:

1. Grant (under s50 of the Building Act 2011):

- a. an Occupancy Permit for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(a); or
- b. a building Approval Certificate for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(b), wherein the opinion of the Chief Executive Officer:
 - The buildings shown on the strata plan are first inspected to ensure compliance with approved building plans and specifications; and
 - The buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act 1985.

2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Occupancy Permit - Authority (1). Also satisfied that:

- separate occupation of the proposed lots will not contravene the provisions of any local planning scheme in force under the Planning and Development Act 2005;
- any consent or approval required under any such local planning scheme or under the provisions of the last-mentioned Act relating to any interim development order, has been given in relation to the separate occupation of the proposed lots; and

- the development of the parcel as a whole, the building and the proposed subdivision of the parcel into lots for separate occupation will not interfere with the existing or likely future amenity of the neighbourhood, having regard to the circumstances of the case and to the public interest.

(b) Approval Certificate – Authority (2). Power to determine applications for the issuing of a certificate of approval under the Building Act 2011, s50 for a plan of subdivision, re-subdivision or consolidation, except those applications that:

- propose the creation of a vacant lot;
- proposed vacant air strata's in multi-tiered strata scheme developments;
- in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to:
 - a type of development; and/or
 - land within an area;

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

(c) A local government that exercises the power referred to in condition of delegation 1(b)(ii) above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Notes: The full Western Australian Planning Commission Delegation is listed at Attachment C.

RE: Strata Title Scheme Applications. Two amendments have been made:

- The first is to grant power to local governments to determine applications relating to restrictive use conditions or by-laws.
- The second is to restrict the power of local governments to determine type 1A and type 2 subdivision applications.

Additional advice is provided at Attachment C, in regards to the process relating to applications to terminate a strata scheme.

Legislative or Policy Reference:

Building Act 2011:

- s50 (Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision)

Strata Titles Act 1985:

- Part II (Strata schemes and survey-strata schemes, Division 1 — Creation of lots and common property), s5B(2) (a), & (2)(b). (Further provisions as to registration of plans), s25 (Certificate of Commission)
- *Western Australian Planning Commission - Delegation 2020/01 (gazette 29 January 2021) – local governments, and to member and officers, its power under sections 15, 21 & 22 of the Strata Titles Act 1985.*

Reporting Requirement: Report to Council monthly.

Designated Positions:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)

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

- Manager Planning & Building Services
- Coordinator Building Services
- Senior Building Surveyor(s)
- Building Surveyor(s)

Local Government Act 1995
Building Act 2011

024 – Building Act 2011 (Administration and Compliance Powers)

Delegation: Authority to:

1. Appoint authorised persons: to administer the Building Act 2011 (the Building Act) and sign the certificate of appointment.
2. Commence Prosecutions pursuant to s139 of the Building Act.
3. Conduct duties as an authorised person pursuant to s96 of the Building Act:
 - a. Enter and inspect buildings (completed or not) and land;
 - b. Serve requirements on an owner or builder imposing requirements as to the manner of carrying out such operations or earthworks for the purpose of minimising such damage, under the Building Act.
4. Serve Notices:
 - a. To stop unlawful work in accordance with s191 of the Building Act;
 - b. Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act;
 - c. On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, s192 & s193;
 - d. On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act;
 - e. On the owner or occupier of a uncompleted building, in accordance with s195 of the Building Act.
5. Permits:
 - a. Approve or refuse to approve plans and specifications for a Building Permit submitted under s20 of the Building Act;
 - b. Approve or refuse to approve plans and specifications for a Demolition Permit submitted under s21 of the Building Act;
 - c. Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act;
 - d. Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act.

Condition of Delegation:

- (a) Authorised Persons - Authority (1) & (3): Appointed authorised person must hold a current authority card.
- (b) An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to enter, to the person demanding it.
- (c) Commence Prosecutions – Authority (2): is restricted to CEO and the Executive Directors.
- (d) Serve Notices – Authority (4):
- (e) Executive Director to sign the Notice.
- (f) Notice must be in accordance with prescribed content.
- (g) In undertaking the functions of these delegations, Building Surveyors must:
- (h) Be employed by the City of Albany in accordance with s5.36 of the Act.
- (i) Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.

Legislative or Policy Reference:

Building Act 2011:

- s20 (Grant of building permit),
- s21 (Grant of demolition permit),
- s22 (Further grounds for not granting an application),
- s58 (Grant of occupancy permit, building approval certificate),
- s65 (Extension of period of duration),
- s96 (Authorised persons),
- s110 (Building orders),
- s117 (Revocation of building order),
- s127 (Delegation: special permit authorities and local governments),
- s139 (Presumptions about authority to do certain things),
- s191 (Notices to stop unlawful work),
- s192 (Dangerous buildings),
- s193 (Neglected buildings),
- s194 (Dilapidated buildings),
- s195 (Uncompleted buildings).

Building Services (Registration) Act 2011

Building Services (Registration) Regulations 2011:

- r.6 (Classes of building service practitioner and building service contractor)

Building Regulations 2012:

- Part 10 (Infringement Notices)
 - r69 (Prescribed offences and modified penalties)
 - r70 (Approved officers and authorised officers)

Local Government Act 1995:

- s5.36 (Local government employees)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Limited to enact Authority 1, 2 & 4 only)
- **Executive Director Infrastructure, Development & Environment**
(Limited to enact Authority 1, 2 & 4 only)

The following positions are limited to enact Authority 3 only:

- Manager Planning & Building Services
- Development Engineer

The following positions are limited to enact Authority 3 & 4 only:

- Senior Planning & Development Compliance Officer
- Development Compliance Officer(s)

The following positions are limited to enact Authority 3, 4 & 5 only:

- Coordinator Building Services
(Authority 3, 4 & 5 only)
- Senior Building Surveyor(s)
(Authority 3, 4 & 5 only)

The following positions are limited to enact Authority 3 & 5 only:

- Building Surveyor(s)

Building Act 2011

025 – Swimming Pools

(Authority to Inspect and Enforce Compliance)

Delegation: Council designates the following positions under the Building Act 2011, subject to conditions:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Senior Planning & Development Compliance Officer
 - Coordinator Building Services
 - Development Compliance Officer
 - Senior Building Surveyors
 - Building Surveyors

Authority to:

1. Enter and inspect land and swimming pools, issue notices and take out such measures with or without assistants as considered necessary in order to prevent the swimming pool from being a danger to persons who may enter upon the land.
2. Inspect private swimming pools and enforce the provisions of the Building Act 2011 and associated regulations and standards.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Enter and inspect land and swimming pools:
 - Must hold a current authority card, compliant with the transitional provisions prescribed in the regulations.
 - An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.
- (b) Inspect private swimming pools:
 - Executive Director to sign any Prosecution Notices.
 - The inspection that is to be conducted at the completion of building work for an enclosure of a private swimming pool is an inspection to assess whether the pool enclosure complies with the requirements in regulation 50.

Legislative or Policy Reference:

Building Act 2011

Building Regulations 2012:

- Division 2 (Kinds of applications for occupancy permits and building approval certificates), r.50 (Application for occupancy permit),
- Division 3 (Making and dealing with applications for occupancy permits and building approval certificates), r.54 (Manner of application).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Authority – All)
 - Development Engineer
(Authority – All)

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

- Coordinator Building Services
- Senior Building Surveyor(s)
- Building Surveyor(s)
- Senior Planning & Development Compliance Officer
- Development Compliance Officer

Local Government Act 1995
Graffiti Vandalism Act 2016

026 – Activities on Private & Public Land

(Take Action and Issue Notices to mitigate hazards to life and property)

Delegation: Authority to:

Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25(1)]:

1. Issue notices in writing requiring the person to do anything, but not limited to, the following:
 - a. [1] Prevent water from dripping or running from a building on the land onto any other land;
 - b. [2] Place in a prominent position on the land a number to indicate the address;
 - c. [3] Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule 9.1, clause 8 of the Act, or repair any damage caused to the public thoroughfare or other public place mentioned in that clause;
 - d. [4] (1) Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law —
 - is suitably enclosed to separate it from the public place; and
 - where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand or other matter coming from the land onto the public place.
 - e. [5] (1) Ensure that unsightly land is enclosed, to the satisfaction of the local government, with a fence or other means suitable to prevent the land, so far as is practicable, from being unsightly.

In this item — **unsightly**, in relation to land, means having an appearance that, because of the way in which the land is used, does not conform with the general appearance of other land in the locality.

- f. [5A] (1) Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy.

In this item — **disused material** includes disused motor vehicles, old motor vehicle bodies and old machinery.

- g. [6] Take specified measures for preventing or minimising the movement of sand, silt, clay or rocks on or from the land if, in the opinion of the local government, that movement would be likely to adversely affect other land.
- h. [7] Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law is not overgrown.

For the purpose of this item, this includes:
Fire Fuel Load Reduction Activities
 (slashing, mulching, etc.) to protect private and public property.
- i. [8] Remove all or part of a tree that is obstructing or otherwise prejudicially affecting a thoroughfare that is under the local government's control or management and adjoins the land where the tree is situated.
- j. [9] Ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.
- k. [10] Take specified measures for preventing or minimizing —
 - danger to the public; or
 - damage to property,
 which might result from cyclonic activity.
- l. [11] Remove bees that are likely to endanger the safety of any person or create a serious public nuisance.
- m. [12] Ensure that an unsightly, dilapidated or dangerous fence or gate that separates the land from land that is local government property is modified or repaired.
- n. [13] Take specific measures to prevent —
 - o. artificial light being emitted from the land; or
 - p. natural or artificial light being reflected from something on the land, creating a nuisance.
- q. [14] (1) Remove or make safe anything that is obstructing or otherwise prejudicially affecting a private thoroughfare so that danger to anyone using the thoroughfare is prevented or minimised.

In this item — **private thoroughfare** has the same meaning as in Schedule 9.1 clause 7(1) of the Act.

Schedule 3.2 – Particular things local governments can do on land even though it is not local government property [s3.27(1)]:

2. Carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to act:
 - a. [1] Carry out works for the drainage of land, which includes (Drainage Easements);
 - b. [2] Do earthworks or other works on land for preventing or reducing flooding;
 - c. [3] Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate; (s3.36 applies, s3.27(3) applies).
 - d. [4] Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel that is required for making or repairing a thoroughfare, bridge, culvert, fence, or gate; (s3.36 applies, s3.27(3) applies).
 - e. [5] Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare; (s3.36 applies, s3.27(3) applies).
 - f. [6] Place on land signs to indicate the names of public thoroughfares; and
 - g. [7] Make safe a tree that presents serious and immediate danger to life or property.

Graffiti Vandalism Act 2016:

3. Exercise all powers prescribed in Part 3 of the Graffiti Vandalism Act 2016:

Note: The number indicated between the brackets i.e. [] is the clause number used in the Act.

Condition of Delegation:

- (a) The authorised persons must document how they formed the opinion that the things to be performed are necessary to protect and/or enhance the health, safety or amenity of the persons or property in the district or to remove a nuisance.
- (b) Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25((1)]:

Authority 1e: *The notice cannot be given to an occupier who is not an owner.*

Legislative or Policy Reference:

Local Government Act 1995:

- s3.25 (Notices requiring certain things to be done by owner or occupier of land),
- s3.27 (Particular things local governments can do on land that is not local government property),
- s3.36 (Opening fences),
- Schedule 3.1 – Powers under notices, Division 1 (Things a notice may require to be done),
- Schedule 3.2 – Particular things local governments can do on land even though it is not local government property.

Local Government (Uniform Local Provisions)

Regulations 1996:

- r.13 (Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3))

Graffiti Vandalism Act 2016:

- Part 3 (Local government powers)
 - s16 (Delegation by local government),
 - s18 (Notice requiring removal of graffiti)
 - s22 (Objection may be lodged), under the Local Government Act 1995, Part 9 and section 9.6.
 - s25. (Local government graffiti powers on land not local government property)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer (Authority – All)

Position/ Delegated Authority Limited to Enact	Schedule 3.1 – Powers under notices to owners or occupiers of land:																	Schedule 3.2 – Particular things local governments can do on land even though it is not local government property:						
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	a	b	c	d	e	f	g
Executive Director Infrastructure, Development & Environment	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Manager Planning & Building Services	x	x		x	x	x	x	x	x			x	x	x	x	x	x	x						
Development Engineer	x			x								x		x	x	x	x							
Planning Coordinator					x	x	x	x	x			x	x	x	x	x	x							
Senior Planning & Development Compliance Officer	x			x	x	x	x	x	x			x	x	x	x	x	x	x						
Development Compliance Officer	x			x								x		x	x	x	x							
Coordinator Building Services									x					x	x	x	x							
Manager City Reserves						x					x													
Manager Engineering & Sustainability	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Manager Operations	x	x	x	x	x		x		x		x		x	x	x	x	x							
Executive Director Corporate & Commercial Services					x	x	x	x	x			x	x	x	x	x	x							
Manager Public Health & Safety					x	x	x		x			x	x	x	x	x	x							
Coordinator Ranger Services					x	x	x		x			x	x	x	x	x	x							
Senior Rangers & Rangers					x	x	x		x			x	x	x	x	x	x							
Coordinator Environmental Health								x					x											

Local Government Act 1995

027 – Designate Prosecution Officers & Authorise Power of Entry

Delegation: Authority to:

1. Authorise a local government person to lawfully enter land or premises or thing without the consent of the owner or occupier.
2. Lawfully enter land, premises or thing unless the owner or occupier or a person authorised by the owner or occupier objects to the entry.
3. Appoint Prosecution Officers for Fines, Penalties and Infringement Notices under the Enforcement Act 1994 (including Provide written notice to the Registrar designating those officers that are Prosecution Officers for the purposes of the Fines, Penalties and Infringement Notices Enforcement Act 1994, Section 13(2).

Condition of Delegation:

- The power to enter property without the consent of the owner (1) is only to be enacted once an Executive Director and/or Line Manager have given verbal approval.

Legislative or Policy Reference:

Local Government Act 1995:

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments), Subdivision 3 (Powers of entry)
 - s3.28 (When this Subdivision applies)
 - s3.31(2) (General procedure for entering property)
 - s3.32 (Notice of entry)

Planning & Development Act 2005:

- Planning and Development (Local Planning Scheme) Regulations 2015 cl. 79

Building Act 2011:

- Division 3 — Powers of authorised persons, s100 (Entry powers); s101 (Powers after entry for compliance purposes)

Fines, Penalties & Infringement Notices Enforcement Act 1994:

- s13(2) (Approved prosecuting authorities and officers)

Graffiti Vandalism Act 2016:

- Division 4 (Powers of entry), s27. (General procedure for entering property, s28. (Notice of entry), s29. (Entry under warrant)

Reporting Requirement:

- Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
 - Manager Engineering & Sustainability (Limited to enact Authority 2 only)
 - Manager City Reserves (Limited to enact Authority 2 only)

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

- Manager Planning & Building Services
- Development Engineer
- Coordinator Planning Services
- Senior Planners
- Planning Officer
- Coordinator Building Services
- Senior Building Surveyor(s)
- Building Surveyor(s)
- Senior Planning & Development Compliance Officer
- Development Compliance Officer(s)
- **Executive Director Commercial & Community Services** (Authority – All)
 - Manager Public Health & Safety (Limited to enact Authority 1 & 2 only)
 - Coordinator Ranger Services (Limited to enact Authority 2 only)
 - Environmental Health Officers & Technicians (Limited to enact Authority 2 only)

Local Government Act 1995

028 – Administer the Subdivision of Land

Delegation: Authority to:

1. Approve subdivision and development that does not comply with Council engineering design guidelines, however satisfies sound engineering principles.
2. Exercise discretion and to make recommendations to the Department of Planning and/or the Western Australian Planning Commission on applications for subdivisions, amalgamation, survey strata and strata of land.
3. Authorise matters relating to the performance of Council's functions with regard to subdivision (including strata and survey strata) applications.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) The application complies with the provisions of the:
 - Local Planning Scheme (LPS1);
 - Residential Design Codes;
 - Building Code of Australia;
 - Building Regulations of Western Australia; and
 - City of Albany Policies and Local Laws.
- (b) The provision of truncations where necessary, must be to the satisfaction of the Executive Director Infrastructure, Development & Environment and documented on the appropriate file and record.
- (c) Any Applications where the recommendations would be inconsistent with the objectives of Local Planning Scheme (LPS1), a relevant structure plan, outline development plan, policy or strategy to be referred to Council.

Legislative or Policy Reference:

Local Government Act 1995:

- Schedule 3.1 — Powers under notices to owners or occupiers of land, s3.25 (Notices requiring certain things to be done by owner or occupier of land)

Policy Position:

- Subdivision & Development Guidelines Policy

Reporting Requirement: Report to file.

Designated Persons:

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

The following positions are authorised to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager Planning & Building Services
 - Development Engineer
 - Coordinator Planning Services

The following positions are authorised to enact Authority 2 & 3 only:

- Senior Planning Officers
- Planning Officers

Bush Fire Act 1954

029 – Administer the Bush Fire Act 1954

(Administration & Compliance)

Delegation: Council designates the following positions to issue notices and enforce the Bush Fire Act 1954, subject to conditions:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety
 - Community Emergency Services Manager – CESM
 - Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer
 - Coordinator Ranger Services
 - Senior Ranger & Rangers

Authority to:

1. Issue directions to Bush Fire Brigades (includes authority to issue direction regarding burning bush on, or at the margin of, streets, roads and ways under the care, control and management of the local government and give direction to Bush Fire Control Officers, appointed under the Bush Fires Act 1954).
2. Appoint Fire Control Officers & define areas of responsibility (includes the authority to appoint Fire Control Officers, the Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers in accordance with s48 of the Bush Fires Act 1954).
3. Approve Fire Hazard Reduction by Burning Applications (includes Authority to endorse applications submitted for hazard reduction by burning on any land in the district, at the request of the owner or occupier of the land).
4. Give Notice to Install Firebreaks around Properties (includes Authority to take measures for preventing a bush fire, including requiring firebreaks (fire access tracks) around properties).
5. Prosecute and Serve Infringement Notices (Consider allegations and issue infringement notices committed against the Bush Fires Act 1954).
6. Vary Prohibited and Restricted Burning Times. (including authority to vary Prohibited Burning Times, in accordance with s17(7) and (8), of the Bush Fires Act 1954: shortening, extending, suspending or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times).

Condition of Delegation:

- (a) Issue direction to a registered Bush Fire Brigade: Having reasonably sought information prior to issuing directions and so satisfying themselves that direction is needed.
- (b) Prior to persons, appointed as Rangers, instigating proceedings in a Court of Competent jurisdiction the line Manager is to be consulted.
- (c) Appointed persons must be qualified in accordance with Department of Fire & Emergency Services (DFES) prescribed qualifications.
- (d) The Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers who shall be first, second in seniority of those officer, and subject thereto may determine the respective seniority of the other Bush Fire Control Officers appointed.
- (e) Appointments must be published in a newspaper circulating in the district and Government Gazette.
- (f) Approve Fire Hazard Reduction by Burning Applications: DFES and the Department of Biodiversity, Conservation & Attractions (DBCA) – Parks and Wildlife Service must be consulted.
- (g) Give Notice to Install Firebreaks around Properties: Prevention measure and fire breaks (fire access tracks) are to be in accordance with the City of Albany Fire Management Requirements Notice (s33 of the Bush Fires Act 1954).
- (h) Vary Prohibited and Restricted Burning Times: The Officer in charge of the regional offices of the Parks & Wildlife Services and DFES are to be consulted before the authority under this delegation is exercised.
- (i) Fire Management Notices must be signed by the designated officer and are to be presented and /or published in accordance with the Act for all variations.

Note: Prior to authorisation and approval of the Annual Fire Management Notice, including variations, the Bush Fire Advisory Committee is to be notified.

Legislative or Policy References:

Bush Fires Act 1954:

- s17 (7) (8) (10)
- (Prohibited burning times may be declared by Minister),
- s18(5)(a) (Restricted burning times may be declared by FES commissioner),
- s33(6) (Local government may require occupier of land to plough or clear fire-break),
- s38 (Local government may appoint bush fire control officer),
- s33(8) (Local government may require occupier of land to plough or clear fire-break)
- s48(1) (Delegation by local governments),
- s59(3) (Prosecution of offences),
- s59A (2) (Alternative procedure)

Fire & Emergency Services Act 1998:

- Part 7- Miscellaneous, s37 (Protection from personal and vicarious liability, s12 (2)(e)(f) (Powers)

Policy Positions:

- Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Land Policy
- City of Albany - Annual Fire Management Notice

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(All, which includes authorising the Annual Fire Management Notice).
- **Executive Director Corporate & Commercial Services**
(All, which includes authorising the Annual Fire Management Notice).
 - Manager Public Health & Safety (Exempt Authority 2)
 - Community Emergency Services Manager (CESM) (Exempt Authority 2 & 5)
 - Coordinator Ranger Services (Authority 4 & 5 only)
 - Senior Rangers & Rangers (Authority 4 & 5 only)
 - Chief Bush Fire Control Officer (Authority 1 only)
 - Deputy Chief Bush Fire Control Officer (Authority 1 only)

Local Government Act 1995
Caravan Parks & Camping Grounds Act 1995
Control of Vehicles (Off-Road Areas) Act 1978

030 – Caravan Parks, Camping Grounds, Control of Vehicles

(Including Camping on Public Land and Nature Based Camping)

Delegation: The Chief Executive Officer authorises the following positions to issue notices and enforce the Caravan Parks and Camping Grounds Act 1995 and Control of Vehicles (Off Road Areas) Act 1978, subject to conditions:

- Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety
 - Coordinator Ranger Services
 - Senior Rangers, Rangers,
 - Environmental Health Officers.

Authority to:

1. Enforce the Control of Vehicles (Off Road Areas) Act 1978:
 - a. s6(1) Driving or use of off-road vehicle in area other than private land by consent or permitted area;
 - b. s6(2) Driving or use of vehicle in prohibited area;
 - c. s6(4) a. Using or driving an off-road vehicle in a manner which creates or causes undue or excessive noise;
 - d. s6(4) b. Using or driving off-road vehicle not fitted with an efficient silencing device;
 - e. s7(2) Failure to register vehicle or driving or use of unregistered vehicle;
 - f. s10 Knowingly permitting under-age person to be in charge of vehicle;
 - g. s19(3) Destroying, etc., notice or mark identifying permitted or prohibited area;
 - h. s37(8) Illegal removal of infringement notice from vehicle;
 - i. s38(10) Use of vehicle contrary to prohibition of use notice;
 - j. s38(10) Removal, damage, or obliteration of or to prohibition of use notice attached to vehicle.
2. Declare that a vehicle is an abandoned vehicle wreck under s3.40A(4) of the Local Government Act 1995.
3. Powers of Entry and Inspection of Caravan Parks & Camping Grounds. Designated persons are authorised to act under Part 3, Section 17 (1)(a) of the Caravan Parks and Camping Grounds Act 1995.

Note: Designated officers are empowered to sign documents, enter, and inspect a facility, caravan or camp, issue and withdraw notices, extend the payment date for modified penalties, and initiate appropriate legal action on behalf of the City of Albany when a breach of the Caravan Parks and Camping Grounds Act 1995 and related legislation warrants such action.

Condition of Delegation:

- (a) The power to prosecute any person is only exercised by agreement of the Executive Director Corporate & Commercial Services or the Manager Public Health & Safety.
- (b) A withdrawal notice shall be signed by a person appointed in writing to withdraw infringement notices by the public authority.
- (c) The person who issues an infringement under s23(2) must not withdraw the infringement under s23(7).

Legislative or Policy Reference:

Control of Vehicles (Off-Road Areas) Act 1978:

- s5(1) (5) (Local government's functions),
- s18 (Powers of entry),
- s38 (Authorised officers, who are, functions of etc.),
- s22 (Legal proceedings to be taken by authorised person),
- s23 (Infringement notices)

Local Government Act 1995:

- s3.40A (4)(Abandoned vehicle wreck may be taken)

Caravan Parks and Camping Grounds Act, 1995:

- Part 3 (Powers of entry & inspection), s17 (1)(a) (Power to appoint)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Authority – All)
 - Coordinator Ranger Services
(Authority – All)
 - Senior Rangers & Rangers
(Authority – All)
 - Environmental Health Officers
(Limited to enact Authority 3 Only)

Cat Act 2011
Dog Act 1976
Local Government (Miscellaneous Provisions) Act 1960

031 – Animal Control

(Cats, Dogs and Stock)

Delegation: Council designates the following positions to administer enforce the Cat Act 2011, Dog Act 1978 and the Local Government (Miscellaneous Provisions) Act 1960, subject to conditions:

- Executive Corporate & Commercial Services
- Manager Public Health & Safety
- Coordinator Ranger Services
- Senior Rangers and Rangers
- Customer Service Officers responsible for administering animal control functions.

Authority to:

1. Register, seize, detain and dispose a dog or cat.
2. Register a dog or cat.
3. Declare a Dog Dangerous in accordance with s33E, s33F of the Dog Act 1976.
4. Consent for a Dog to be destroyed in accordance with s29(10)(e), s33G of the Dog Act 1976.
5. Impound Stock, Dispose Sick or Injured Impounded Animals, Remove and Impound Goods (including Animals) under the Local Government (Miscellaneous Provisions) Act 1960.
6. Appoint persons, establish and operate cat management facilities under the Cat Act 2011.
7. Appoint persons, establish and operate dog management facilities under s11 the Dog Act 1976.
8. Establish public pounds under the Local Government (Miscellaneous Provisions) Act 1960.
9. Refuse registration of a dog in the City of Albany municipality in accordance with s16(3), s17A and s17 of the Dog Act 1976.

Note:

For the purpose of Part XX of the Local Government (Miscellaneous Provisions) Act 1960, a local government is to be regarded as the owner and occupier of streets, ways, reserves, bridges, ferries, foreshores, jetties, wharves, other public places, and unenclosed land abutting them within its district.

Condition of Delegation:

- (a) Withdrawal of an Infringement Notice can only to be approved by the:
 - Chief Executive Officer
 - Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety.
- (b) Authorisation under the Dog Act 1976 must be from Council.
- (c) Gazettal of appointment is required.

Legislative or Policy Reference:

Cat Act 2011:

- s42 (Administration by local governments),
- s44 (Delegation by local government),
- s45 (Delegation by CEO of local government),
- s48 (Authorised persons)

Cat Regulations 2012:

- r.30 (Modified penalties (s. 63(2))

Cat (Uniform Local Provisions) Regulations 2013:

- r.3 (These regulations operate as local laws)

Dog Act 1976:

- s10AA (Delegation of local government powers and duties),
- s11 (Staff and services),
- s29 (Power to seize dogs) (1),
- s30A (Operator of dog management facility may have dog micro chipped at owner's expense),
- s33E (Individual dog may be declared to be dangerous dog (declared))* , s33G (Seizure and destruction),
- s48 (Regulations to operate as local laws)

Dog Regulations 2013:

- r.33 (Modified penalties for offences under the principal Act),
- r.36 (Dog Regulations 1976 repealed)

Local Government Act 1995:

- s3.39 (Power to remove and impound),
- s3.48 (Impounding expenses, recovery of)

Local Government (Miscellaneous Provisions) Act 1960:

- r.449 (Pounds, establishing; pound keepers and rangers, appointing)

Local Laws:

Dog Local Law 2017:

- Part 2 Impounding of Dogs,
- Part 3 – Requirements and Limitations on the Keeping of Dogs, Part 4 – Approved Kennel Establishments,
- Part 5 – Misc. (Offence to excrete),
- Part 6 – Enforcement

Animal Local Law 2020

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Exempt Authority 3)
 - Coordinator Ranger Services
(Exempt Authority 3 & 9)
 - Senior Rangers & Rangers
(Authority 1, 2, 5 & 7 only)
 - Customer Service Officers
(Authority 2 only)

Bush Fire Act 1954
Emergency Management Act 2005
Fire & Emergency Services Act 1998

032 – Emergency Management

(Administration and Compliance Powers)

Delegation: Council designates the following positions to administer and enforce the Emergency Management Act 2005, Bush Fire Act 1954, and Fire & Emergency Services Act 1998, subject to conditions:

- Chief Executive Officer
- Executive Directors
 - Manager Public Health & Safety
 - Community Emergency Services Manager (CESM)
 - Emergency Management Team Leader

Authority to:

1. Authorise persons under the Emergency Management Act 2005.
2. Authorise persons to perform all powers and duties relating to Emergency Management under s48 of the Bush Fires Act 1954 relating to emergency management of fire and the operational and strategic preparedness to manage such emergencies.
3. Assist Emergency Services & engage contractors.

Notes: Under section 36 of the Emergency Management Act 2005 it is a function of local government to:

- *Subject to this act, to ensure that effective emergency management arrangements are prepared and maintained for its district;*
- *To manage recovery following an emergency affecting the community in its district; and*
- *To perform other functions given to the local government under this Act to have Local Emergency Arrangements.*

Condition of Delegation:

- (a) If potential engagement cost exceeds allocated budget, the designated officer as soon as reasonably possible is to contact with the Chief Executive Officer before engaging private contractors or incurring any expenses.
- (b) Excludes powers and duties that are prescribed in the Act that must be appointed by the local government.

Legislative or Policy Reference:

Emergency Management Act 2005:

- Part 3 – Local arrangement, s36 (Functions of Local Government),
- s37 (Local emergency coordinators)
- s38 (Local emergency management committees)
- s39 (Functions of local emergency management committees).

Fire & Emergency Services Act 1998:

- Part 2 (Administration), s12 (2)(e)(f) (Powers)
- Part 7 (Miscellaneous), s37(Protection from personal and vicarious liability).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
- **Executive Director Community Services**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Designated Recovery Coordinator)
(Authority – All)

The following positions are authorised to enact all authorisations:

- Finance Manager
(Designated Deputy Recovery Coordinator)
- Manager Public Health & Safety
- Community Emergency Services Manager (CESM)
- Emergency Management Team Leader

Local Government Act 1995
Food Act 2008, Health (Miscellaneous Provisions) Act 1911,
Litter Act 1979, Litter Regulations 1981, Public Health Act 2016

033 – Public Health

(Administration & Compliance Powers)

Delegation: Council designates the following positions, pursuant to s21 of the Public Health Act 2016 and s26 of the Health (Miscellaneous Provisions) Act 1911 as appointed authorised persons and deputies for the purpose of discharging the City's local government powers and functions:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Manager Public Health & Safety
- Coordinator Health Services
- Environmental Health Officers.

Authority to:

Food Act 2008:

1. Appoint Authorised Officers to exercise the powers and duties set out in the Food Act 2008.
2. Issue prohibition orders in accordance with section 65 of the Food Act 2008;
3. Clear and remove a prohibition order in accordance with section 66 of the Food Act 2008;
4. Provide written notification not to issue a certificate of clearance in accordance with section 67 of the Food Act 2008; and
5. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with sections 110 and 112 of the Food Act 2008.

Health (Miscellaneous Provisions) Act 1911:

6. City Environmental Health Officer may only:
 - a. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s354.
 - b. Sign and issue licences and registrations issued.
 - c. Enter premises under s349 and administer the provisions in the regulations.

Litter Act 1979:

7. Appoint Authorised Officers to exercise the powers and duties set out in the Litter Act 1979.
8. Enforce the Litter Act 1979 and withdrawal infringements issued under s30(4) of the Litter Act 1979, being:
 - Part IV – Prevention of litter, s23 Littering — cigarette butt; s23 Littering — any other litter; s24 Breaking glass, metal or earthenware; s24A(1) Bill posting; s24A(2) Bill posting on a vehicle;
 - Litter Regulations 1981, r.6 Deposit of domestic or commercial waste in a public litter receptacle, r.8 Transporting load inadequately secured.

Public Health Act 2016:

9. Appoint Authorised Officers to exercise the powers and duties set out in the Public Health Act 2016.
10. All powers and duties conferred or imposed on the City of Albany by the Public Health Act 2016 in accordance with s21(1)(b)(i) of the Public Health Act 2016.

Condition of Delegation:

- (a) Only the Chief Executive Officer and/or Executive Director Corporate & Commercial Services may institute legal proceedings and appoint persons to authorised officer or deputy positions.
- (b) A person who is authorised to give infringement notices and/or enforcement orders is not eligible to be an authorised person for the purposes of withdrawal.
- (c) Setting of annual fees under s6.16 and s6.19 of the Local Government Act 1995 is excluded.
- (d) Environmental Health Officer conditions under the Health (Miscellaneous Provisions) Act 1911:
- (e) Part IV (Sanitary provisions), Divisions 4 (Sanitary conveniences) & 7 (Pollution of water): Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly served notices, the undertaking or contracting of works, the provision of sanitary conveniences.
- (f) 'Part V (Dwellings) Division 1 (Houses unfit for occupation): Authority is limited to the forming of opinions and issuing notices and directions and *does not include carrying out, or the arranging for the carrying out, of works in default of duly served notices.*
- (g) Part VII (Nuisances and offensive trades) Division 1 (Nuisances): Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done.
- (h) Delegations with respect to the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 includes the approval of applications for effluent disposal systems as described in regulation 4 and issue permits to use effluent disposal systems as described in regulation 10.

Notes: For the purposes of the Litter Act 1979 an authorised officer is:

- any member of the Police Force;
- any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to a person by the appointment; within the district of a local government, any person who is:
- a member of the council of the local government;
- an employee of the local government; or
- an honorary inspector appointed by the local government under s27AA;

For the purpose of the Food Act 2008 and Food Regulations 2009, Council is exercising its power of delegation under Section 122.

Legislative or Policy Reference:

Local Government Act 1995:

- Part 9 (Miscellaneous provisions), Division 2 (Enforcement and legal proceedings), Subdivision 1 — (Miscellaneous provisions about enforcement)
- s9.10 (1) (Appointment of authorised persons)

Food Act 2008:

- Part 6 (Improvement notices and prohibition orders)
- Part 10 (Administration), Division 3 (Appointment of authorised officers)
- Part 11 (Procedural and evidentiary provisions)

Food Regulations 2009:

- r.5 (Appropriate enforcement agency: local government – s.8)

Public Health Act 2016:

- s21(1)(b)(i) (Enforcement agency may delegate).

Health (Miscellaneous Provisions) Act 1911:

- s26 (Powers of local government)

Litter Act 1979:

- Part V – Enforcement, proceedings and penalties, s26(1)(c) (Authorised officers, appointment and jurisdiction of etc.), s27 (Authorised officers, powers of); s27AA (Honorary inspectors, appointment of), s30 (Infringement notices)

Litter Regulations 1981:

- r.6 Deposit of domestic or commercial waste in a public litter receptacle; and
- r.8 Transporting load inadequately secured.

Public Health Act 2016:

- Part 2 Administration, Division 3 Functions of enforcement agencies, s21 (Enforcement agency may delegate to the Chief Executive Officer or an authorised officer designated by the local government).

Local Laws:

- Health Local Laws 2001
- Health (Eating-Houses and Itinerant Food Vendors) Local Laws 2001
- Waste Local Law 2017 (As amended)

Reporting Requirement:

- Report to file. Noting in accordance with section 38 of the Health (Miscellaneous Provisions) Act 1911, local governments are to submit a report to the Chief Health Officer concerning the sanitary conditions of its district, and all works executed and proceedings taken by the local government in February annually.

Designated Persons:

- Chief Executive Officer
(Authority - All)
- Executive Director Corporate & Commercial Services
(Authority - All)
 - Manager Public Health & Safety
(Limited to enact Authority 7 & 8 only)
 - Coordinator Ranger Services
(Limited to enact Authority 8 only)
 - Senior Rangers & Rangers
(Limited to enact Authority 8 only)
 - Coordinator Health Services
(Authority - All)
 - Environmental Health Officers
(Authority - All)

Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Environmental Protection Regulations 1987

034 – Illegal Dumping and Noise

construction work on construction sites under noise regulation 13.

Delegation: Council designates the following positions to administer and enforce the Environmental Protection Act 1986 in accordance with the conditions specified:

- Chief Executive Officer
- Executive Corporate & Commercial Services
 - Manager Public Health & Safety
 - Coordinator Health Services
 - Environmental Health Officers
 - Coordinator Ranger Services
 - Senior Rangers, Rangers
- Executive Director Infrastructure, Development & Environment
 - Manager City Reserves

Authority to:

1. Exercise the powers and discharge the duties of the local government under the Environmental Protection Act 1986:
 - a. s79 (Noise); and
 - b. s49A (Dumping Waste).
2. Authorise persons to administer any or all of the above functions.

Notes: A prosecution for an offence under section 79 (Noise) may be instituted by a police officer, or the Chief Executive Officer of a local government, acting with the consent of the CEO of the Department of Environment Regulation.

The delegated power (authorisation) under section 49A (dumping waste) must be delegated from the CEO of the Department of Environment Regulation and the hold the prescribed authority card.

Barking dogs are administered under the Dog Act 1976.

External Statutory Delegations:

Statutory Delegations to local governments assigned from external agencies are listed at Attachment C.

Delegation 52 (gazette 19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;

Delegation 112 (gazette 20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations:

Delegation 119 (gazette 16 May 2014) – local government CEO and Environmental Health Officers have powers in relation to noise management plans for

Condition of Delegation:

- Nil.

Legislative or Policy Reference:

Environmental Protection Act 1986:

- Part II Environmental Protection Authority,
Division 1 Composition, procedure, etc. of
Environmental Protection Authority,
 - s20. (*Delegation by CEO*)
 - s65. (*Environmental protection notices, issue
and effect of*)

Environmental Protection (Noise) Regulations 1997

Environmental Protection Regulations 1987

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer

(Authority – All)

- **Executive Director Corporate & Commercial Services**

(Authority – All)

- Manager Public Health & Safety
(Authority 1, Exempt Authority 2)
- Coordinator Health Services
(Authority 1, Exempt Authority 2)
- Environmental Health Officers
(Authority 1, Exempt Authority 2)
- Coordinator Ranger Services
(Limited to enact Authority 1b only)
- Senior Rangers & Rangers
(Limited to enact Authority 1b only)

- **Executive Director Infrastructure, Development & Environment**
(Limited to enact Authority 1b only)
 - Manager City Reserves
(Limited to enact Authority 1b only)

Land Administration Act 1997

035 – Creation and Change of Purpose of a Crown Reserve

(Incl. Naming of Streets)

Delegation: Council designates the following positions to administer and enforce the Land Administration Act 1997, subject to conditions:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Executive Director Infrastructure Development & Environment
 - Manager Planning & Building Services
 - Lands Officer
 - Manager City Reserves.

Authority to:

1. Process requests related to Crown Reserves, pursuant to s3.54 of the Local Government Act 1995 and Part 4 of the Land Administration Act 1997.
2. Comment on requests to lease Crown land, where the State manages the lease, pursuant to Part 6 of the Land Administration Act 1997.
3. Forward recommendations of street names to the Geographic Names Committee, Western Australia, under s26A of the Land Administration Act 1997.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Process requests related to Crown Reserves (1)

Authority to process matters relating to Crown Reserves, as follows:

- Requests to the Minister for Lands to create a new reserve or transfer Crown land from one form to another (i.e. road reserve to Crown reserve; excision of road reserve from Crown reserve etc.);
- Change of purpose of a Crown reserve;
- Changes to reserve boundaries;
- Acceptance of a management order, where the City is currently managing the land or can do so within existing operational budgets; and
- Requests to lease Crown land, where no structure will be built (i.e. leases managed by the State, pastoral leases etc.).

(b) Comment on requests to lease Crown Land (2)

Compliance with the following documents is necessary:

- Local Planning Scheme & Strategies;
- Adopted Asset Management Plans (Roads; Reserves: Natural and Developed; Drainage); and
- City of Albany Bushfire Strategy.

(c) The revocation of a management order of an existing City managed reserve or cancellation of an existing Crown reserve shall be considered by Council.

Legislative or Policy Reference:

Local Government Act 1995:

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments), s3.54 (Reserves under control of a local government)

Land Administration Act 1997:

- Part 2 (General administration), Division 3 (General), s26A (New subdivisions, names of roads and areas in),
- Part 4 (Reserves)
- Part 6 (Sales, leases, licences, etc. Of Crown land).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Limited to enact Authority 1, 2 & 3 only)
 - Development Engineer
(Limited to enact Authority 1 only)
 - Land Officer
(Limited to enact Authority 1 only)
 - Manager City Reserves
(Limited to enact Authority 1 only)

Land Administration Act 1997

**036 – Land Resumption, Road Dedications & Closures,
Drainage and Footpaths**

Delegation: Authority to:

1. Obtain land for the City's infrastructure (roads, drainage, footpaths etc.).
2. Road dedications and closures: Action requests to the Minister for Lands to dedicate land as a road and indemnify the Minister against any claims for compensation;
3. Initiate the public advertising period for the closure of road reserves;
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) ~~(Authorisation 1):~~ Obtain land for the City's infrastructure:
- All land taking to be based on sound engineering principles, taking into account existing and future road and drainage systems;
 - Compensation for the resumption of private land shall be based initially on an independent valuation obtained from a licensed valuer;
 - Compensation to a maximum of \$100,000 dollars and within the confines of relevant budget allowances may be negotiated without referral to Council;
 - Landowners are to enter into Consent to Taking by Agreement for the land to be resumed and agreeing to the compensation amount and any other special conditions;
 - No payment of compensation is to be paid for the land resumption until a caveat has been placed on title registering the City's interest or the final deposited plan is lodged in order for dealings.
- (b) ~~(Authorisation 2):~~ Road dedications and closures. Requests to dedicate land as a road reserve shall comply with the following conditions:
- Land is being used as part of an existing road or right of way; and
 - Land is to be acquired for road widening as part of a land resumption process;
 - Initiation of the public advertising for road closure shall only be actioned where it is identified that the road or right of way is surplus to current requirements and is not required as part of the future planning and development of an area;
 - Council to make the final decision on a road closure request following the advertising period, irrespective of whether submissions have been received.

Legislative or Policy Reference:

Land Administration Act 1997:

- Part 5 — Roads;
- Part 9 — Compulsory acquisition of interests in land;
- Part 10 — Compensation.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
(Authority—All)
- Executive Director Corporate & Commercial Services
(Authority—All)
- Executive Director Infrastructure, Development & Environment
(Authority—All)
 - Manager Planning & Building Services
(Authority—All)
 - Development Engineer
(Limited to enact Authority 2 & 3 only)
 - Land Officer
(Limited to enact Authority 2 & 3 only)

Dangerous Goods Safety Act 2004

037 – Authority to Approve Blasting and Fire Works

Delegation: Council designates the following positions to administer and discharge the City of Albany duties under the Dangerous Goods Safety Act 2004, subject to conditions:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment

Authority to:

1. Grant permission of the local government to allow blasting within a town site in accordance with the Dangerous Goods Safety (Explosives) Regulations 2007, Part 12, Division 4.
2. Approve a Fire Works Application.
3. Authorise persons to administer any or all of the above functions.

Note:

- *In accordance with section 131 of the Dangerous Goods Safety (Explosive) Regulations 2007, a person who wishes to use an explosive in a town site to blast rock or similar solid material, must obtain a written permit to do so from the local authority.*

Condition of Delegation:

- (a) Consultation must be conducted with DFES (FRS district) and the Chief Bush Fire Control Officer (All other areas in municipality), prior to any approval being given.
- (b) The fireworks notice must be in an approved form and contain the following information:
 - the details of the fireworks operator licence that the person holds;
 - the required details of the firework that will be used;
 - the date and time when the firework will be used;
 - where the firework will be used;
 - the purpose of using the firework; and
 - must be a licensed operator.
- (c) In accordance with r.131 (6), on receipt of an application for blasting operations within a town site, the local authority may:
 - Issue a notice that prohibits the explosion;
 - Issue a permit for the explosion; or
 - Issue a permit for the explosion that contains reasonable conditions to ensure the safety of people and or property, to ensure such people are notified of the proposed explosion and to reduce the potential disturbance.

- (d) Regulation 131(7) states that a local government shall not grant a permit unless it is satisfied that public risk insurance is in place of at least \$5,000,000 or such higher amount as the local government decides is reasonable.

- (e) Albany Airport must be notified of all approvals.

Legislative or Policy Reference:

Dangerous Goods Safety Act 2004
Dangerous Goods Safety (Explosives) Regulations 2007:

- Part 12 — Use of explosives other than fireworks, Division 4 — Using explosives to blast, damage, destroy or demolish, r131 (Blasting in town site, permit required for),
- Part 13 — Use of fireworks, Division 4 — Fireworks events, r139 (Using certain fireworks outdoors other than at fireworks events).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Limited to enact Authority 1 & 2 only)

Liquor Control Act 1988

038 – Liquor Licensing & Control

Delegation: Council designates the following positions to administer and discharge the City of Albany's duties under the Liquor Control Act 1988 in accordance with the conditions specified:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Coordinator Planning Services
- Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety
 - Coordinator Health Services.

Authority to:

1. Enforce all local authority responsibilities under the Liquor Licensing Act 1988 and Liquor Control Act 1988 pursuant to s39 and s40 of the Liquor Control Act 1988;
2. Issue a s39 (Certificate of local government as to whether premises comply with laws) certificate; and/or
3. Issue a s40 (Certificate of planning authority as to whether use of premises complies with planning laws) certificate.

Note:

- *The Liquor Control Act 1988 does not contain a head of power to delegate the appointment of authorised persons to the CEO.*

Condition of Delegation:

- Enforcement (1) subject to compliance with the Local Planning Scheme (LPS1).

Legislative or Policy Reference:

Liquor Licensing Act 1988

Liquor Control Act 1988:

- s39 (Certificate of local government as to whether premises comply with laws) and
- s40 (Certificate of planning authority as to whether use of premises complies with planning laws).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Limited to enact Authority 3 only)
 - Coordinator Planning Services
(Limited to enact Authority 3 only)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Limited to enact Authority 1 & 2 only)
 - Coordinator Health Services
(Limited to enact Authority 1 & 2 only)

Planning & Development Act 2005

039 – Development Control

(Authority to enforce compliance, development control and take legal action)

Delegation: Authority to:

1. Deal with unauthorised development. Give written direction regarding unauthorised development and remove or alter unauthorised development pursuant to s214 and s215 of the Planning & Development Act 2005.
2. Deal with development control, enforcement and legal action (including appeals and SAT matters).
3. Exercise discretion and to approve and apply conditions to planning applications and building licences under the City's Local Planning Scheme (LPS1), Residential Design Codes and Building Code of Australia;
4. Authorise persons to enter premises under the Local Planning Scheme (LPS1);
5. Implement enforcement and legal proceeding matters under the Planning and Development Act 2005, Part 13;
6. Implement matters delegated to the City of Albany under the Planning and Development Act 2005;
7. Exercise discretion when issuing, withdrawing, amending notices and requisitions pursuant to Part 13 of the Planning and Development Act 2005 and the provisions the City's Local Planning Scheme;
8. Exercise discretion and to respond to appeals lodged with the State Administrative Tribunal (SAT) for:
 - a. The determination of planning application appeals under Part 14 of the Planning and Development Act 2005, and the City's Local Planning Scheme (LPS1);
 - b. The determination of building application appeals;
 - c. The determination of 'without prejudice' conditions;
 - d. Prosecute under the Planning and Development Act 2005, Part 13;
 - e. Make recommendations for appointment of consultants/legal representatives for SAT Matters; and
 - f. Mediate matters before the State Administrative Tribunal (SAT).
9. Take action for departure from the requirements and provisions of the City's Local Planning Scheme (LPS1), including the Planning and Development Act 2005, Part 13.
10. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Development Control, Enforcement and Legal Action (including Appeals and SAT Matters):
 - The Executive Director Infrastructure, Development & Environment shall sign any Prosecution Notices.

- Quotations are to be obtained and a recommendation is to be provided to the CEO for approval of consultants for all matters which are appealed to the SAT.

- (b) "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination.
- (c) Representation is only exercised after consultation with the Executive Director Infrastructure, Development & Environment (or in their absence), the approval of the CEO.
- (d) Any third-party action against the City must be reported to the City's insurer.

Legislative or Policy Reference:

Planning & Development Act 2005:

- Part 13 — Enforcement and legal proceedings
 - s214 (Illegal development, responsible authority's powers as to)
 - s215 (Illegal development, responsible authority's powers to remove etc.),
- Part 14 — Applications for review

Policy Position: Local Planning Scheme (LPS1).

Reporting Requirement: Report to file.

Note: "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)

The following authorised persons are limited to enact the following authorities:

- Manager Planning & Building Services
(Authority 1, 2, 3, 4, 8 a, c, d, e & f only)
- Coordinator Building Services
(Authority 1 & 2, & 8 b only)
- Coordinator Planning Services
(Authority 1, 2, 3, 4, 8 a, c, d, e & f only)
- Senior Planning Officer(s)
(Authority 3, 8 a, c, & f only)
- Development Engineer
(Authority 1, 2, 8 a, c, d, e & f only)
- Planning Officer (s)
(Authority 3, 8 a, c, & f only)
- Senior Planning & Development Compliance Officer
(Authority 1, 2, 3, 8 c & f only)
- Development Compliance Officer
(Authority 1, 2 & 8 b only)

Planning & Development Act 2005

040 – Administer the Planning & Development Act 2005

(Including the Appointment of Authorised Persons)

Delegation: Council designates the following positions to administer and enforce the Planning and Development Act 2005, subject to conditions:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Coordinator Planning Services
 - Planning Officers

Authority to:

1. Approve or Refuse Local Development Plans (LDPs) after appropriate consultation and where it is unlikely to have an adverse impact on the local area;
2. Appoint persons to administer the Planning & Development Act 2005;
3. Pursuant to s234 of the Planning and Development Act 2005, appoint designated persons to enforce the following sections:
 - a. 228 (Giving of infringement notice)
 - b. 229 (Content of infringement notice)
 - c. 230 (Extension of time)
 - d. 231 (Withdrawal of infringement notice)
4. Approve and decline development applications under the City's Local Planning Scheme (LPS1).
5. Approve development applications with minor variation to Policies and Guidelines.
6. Determine whether to vary a Planning Scheme policy, guideline or provision and/or grant approval with or without conditions.
7. Modify the entry of a place in the heritage list after appropriate consultation.
8. Modify the entry of a place in the local heritage survey after appropriate consultation.

Condition of Delegation:

(a) **RE: AUTHORITY 1:** This delegation is limited to the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment.

If utilised Council is to be advised.

(b) **RE: AUTHORITY 2:** Persons must be approved by the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Coordinator Planning Services

Authorised Person must be:

- selected based on experience and qualifications held; and
- appointed in writing (correspondence to be filed on an appropriate record and a copy of the appointment placed on the person's personal record).

Legal action and prosecution notices:

- The Executive Director Infrastructure, Development & Environment is to approve any legal action and sign any Prosecution Notices.

(c) **RE: AUTHORITY 3:**

- s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time) and s231 (Withdrawal of infringement notice).
- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Coordinator Planning Services

(d) **RE: AUTHORITY 4:** Refer to prescribed amounts designated to positions.

(e) **RE: AUTHORITY 5:** This delegation is limited to the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services

Authorised persons are authorised to:

- Determine if concerns have been adequately addressed post consultation with adjacent landowners, ward councillors, and the community.
- Determine submissions objecting too or seeking changes as being not substantive and approving the application.
- Determine submissions as being substantive and refusing the application.
- Determine submission as being substantive and referring the application for Council determination.

(f) **RE: AUTHORITY 6:** This delegation is limited to the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment

(g) **RE: AUTHORITY 7:** This delegation is limited to the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment

On effecting an amendment to the heritage list, a copy of the updated list is to be distributed to all elected members.

Designated Persons:

AUTHORITY 1 Prescribed Amounts:

Level 1: Up to the prescribed amount that requires referral to a Development Assessment Panel (DAP), includes authority to refuse an application, approve non-conforming land use, permit a change in land use, and approve commercial and residential applications.

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Coordinator Planning Services

Level 2: Up to 2 million, approve commercial and residential applications, permit a change in land use, and excludes Authority to: refuse an application; and approve non-conforming land use.

- Senior Planning Officer(s)
- Senior Planning Officer(s) – Strategic Planning
- Senior Planning Officer(s) – Senior Planning & Development Compliance
- ~~○ Planning Officer(s)~~
- ~~○ Designated Planning Officers~~

Level 3: Up to \$1.5 million, approve commercial and residential applications, permit a change in land use, and excludes Authority to: refuse an application; and approve non-conforming land use.

- ~~○ Senior Planning Officer(s)~~
- ~~○ Senior Planning Officer(s) – Strategic Planning~~
- ~~○ Senior Planning Officer(s) – Senior Planning & Development Compliance~~
- Planning Officer(s)
- Designated Planning Officers

Level 4: Up to \$750 thousand, approve commercial and residential applications, permit a change in land use, and excludes Authority to: refuse an application; and approve non-conforming land use.

- Designated Planning Officers
- Designated Planning Technical Officers

Level 5: Up to \$500 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.

- Designated Planning Technical Officers

Level 6: Up to \$350 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.

- Designated Planning Technical Officers

Legislative or Policy Reference:

Heritage Act 2018:

- Part 8 (Local heritage surveys)

Local Government Act 1995:

- s5.42 (Delegation of some powers and duties to CEO),
- s9.10 (1) (Appointment of authorised persons)

Planning and Development Act 2005:

- s234 (Designated persons, appointment of)

Planning and Development (Local Planning Schemes) Regulations 2015

- Part 3 (Heritage protection)

Policy Positions:

- Local Planning Scheme (LPS1)
- State Policy – Local Heritage Surveys

Reporting Requirement:

- Report to file and Council monthly.

Local Government Act 1995

041 – Prevent Wind Erosion and Sand Drift

Delegation: Authority to:

1. Serve notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, in accordance with:
 - a. Regulation 21 of the Local Government (Uniform Local Provisions) Regulations 1996;
 - b. Section 3.25(1)(b) of the Act.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Persons being local government employees.
- (b) Each person so authorised is to be issued with a certificate stating that the person is so authorised.

Legislative or Policy Reference:

Local Government Act 1995:

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments)
 - s3.24 (Authorising persons under this Subdivision)
 - s3.25 (1)(b) (Notices requiring certain things to be done by owner or occupier of land).
- Part 9 (Miscellaneous provisions), Division 2 (Enforcement and legal proceedings)
 - s9.10 (Appointment of authorised persons)

Local Government (Uniform Local Provisions)

Regulations 1996:

- r.21 (Wind erosion and sand drifts — Sch. 9.1 cl. 12)

Local Law:

- Sand Drift Prevention & Abatement Local Law 2009.

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)

Limited to enact Authority 1 only:

- Manager Engineering & Sustainability
- Manager Operations
- Manager Planning & Building Services
- Development Engineer
- Coordinator Building Services
- Senior Planning & Development Compliance Officer
- Development Compliance Officer

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

Limited to enact Authority 1 only:

- Manager Public Health & Safety
- Coordinator Health Services
- Senior Environmental Health Officer(s)
- Environmental Health Officer(s)

Local Government Act 1995

042 – Conduct Activities on Public Land

(Close Thoroughfares, Road Reserves, Footpaths, Tracks, Right-of-Way, Including Alterations & Additions to City Premises)

Delegation: Authority to:

1. Stop and mitigate dangerous excavation in or near public thoroughfares (i.e. Roads, Paths, and Tracks).
2. Exercise additional powers when giving a notice under s3.25 of the Act (specifically Schedule 3.1).
3. Obstructing or encroaching on public thoroughfare; Gates and other devices across public thoroughfares; Dangerous excavation in or near public thoroughfare; Constructing private works on, over, or under public places, etc.)
4. Approve Private Works On, Over or Under Public Places Close a thoroughfare, wholly or partially (period not exceeding four weeks)
5. Temporary closure of thoroughfares to vehicles (period exceeding 4 Weeks)
6. Partial Closure of Thoroughfare for Repairs and Maintenance (i.e. Roads, Paths, Tracks)
7. Authorise the encroachment of a public thoroughfare.
8. Obstruct a Public Thoroughfare (i.e. Roads, Paths, Tracks)
9. Provide a gate or other device across a public thoroughfare or serve a Notice to Request the owner or occupier to repair a gate or fence.
10. Serves Notices and take action for offences relating to the protection of thoroughfares from water damage (i.e. Roads, Paths, Tracks).
11. Serve notices and take action to prevent damage to footpaths.
12. Issue a licence to deposit material on street.
13. Determine materials to be used in the road reserve (grant approval for the type and standard of material to be used in structures, including footpaths and road pavements, within the road reserve).
14. Grant permission to a person to alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.
15. Approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, the Local Government (Uniform Local Provisions) Regulations 1996, Regulation 12(1).
16. Manage Rights-of-Way, including paving, drainage and placement and/or removal of obstructions.
17. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.

Legislative or Policy Reference:

Local Government Act 1995:

- s3.25 (Notices requiring certain things to be done by owner or occupier of land),
- s3.26 (Additional powers when notices given),
- s3.50A (Partial closure of thoroughfare for repairs or maintenance),
- s3.50 (Closing certain thoroughfares to vehicles) – (1a) (4) (6),
- s3.54 (Reserves under control of a local government),
- Schedule 3.1 – Powers under notices

Local Government (Financial Management)

Regulations 1996:

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

Local Government (Uniform Local Provisions)

Regulations 1996:

- r.6(Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)),
- r.7(Encroaching on public thoroughfare — Sch. 9.1 cl. 3(2));
- r.8(Separating land from public thoroughfare — Sch. 9.1 cl. 4),
- r.11(Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6),
- r.12(Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)),
- r.14(Role of Commissioner of Main Roads in some cases — Sch. 9.1 cl. 7(2)),
- r.17(Private works on, over, or under public places — Sch. 9.1 cl. 8), r.18(Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9),
- r.19 (Protection of thoroughfares from water damage — Sch. 9.1 cl. 10)

Local Laws:

- Local Government Property Local Law 2011
- Activities on Thoroughfares and Public Place & Trading Local Law 2011

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Engineering & Sustainability
(Authority All - Exempt 2 & 16)
 - Manager Operations
(Authority All - Exempt 2, 15 & 16)
 - Manager City Reserves
(Limited to enact Authority 4, 5, 6, 8, 9 & 13 only)

The following positions are limited to enact Authority 2, 3, 4 & 11 only:

- Manager Planning & Building, Services
- Development Engineer
- Senior Planning & Development Compliance Officer
- Development Compliance Officer
- Coordinator Building Services

The following positions are limited to enact Authority 4 & 8 only:

- **Executive Director Corporate & Commercial Services**
 - Manager Public Health & Safety

Local Government Act 1995

**043 – Approve Public Works, Street
Lighting & Verge Development**

Delegation: Authority to:

1. Grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
2. Serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
3. Upgrade Existing Street Lights and Underground Power:
 - a. Assess street lighting requests and designs, in relation to the functional road hierarchy, throughout the municipality;
 - b. Approve the installation of additional or higher rated lamps for street light upgrading if considered appropriate;
 - c. Approve the issuing of works orders to Western Power for the undergrounding or other modifications to power supplies;
 - d. Approve the upgrading of street lighting; and
 - e. Approve the consequential increased tariff, associated with approved Council projects.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Authority 1:** Grant approval and impose conditions:
 - That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree.
 - The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined.
 - If there are objections to the proposal, it be referred to the Council for determination.
- (b) **Authority 2:** Serve notices: Chief Executive Officer to sign any Notices.
- (c) **Authority 3:** Existing street lights and underground power: That the works are associated with projects that has obtained the approval of the Council as necessary and is within the approved budget allocation.

Legislative or Policy Reference:

Local Government Act 1995:

- Part 3 (Functions of local government)
- Schedule 9.1 – Certain matter for which Governor may make regulations, Clause 8 (Private works on, over, or under public places)

Local Laws:

- Local Government Property Local Law 2011
- Activities on Thoroughfares and Public Place and Trading Local Law 2011

Policy Positions:

- Memorial Plaque and Seat Policy
- Verge Development Guidelines

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Engineering & Sustainability
(Limited to enact Authority 1, 2 & 4 only)
 - Manager Operations
(Limited to enact Authority 1 & 2 only)

The following positions are limited to enact Authority 1 only:

- Manager City Reserves
- Manager Planning & Building Services
- Development Engineer
- Senior Planning & Development Compliance Officer
- Development Compliance Officer

Local Government Act 1995

044 – Public Traffic Management Treatments

(Authority to implement treatments, amend parking schemes, provision of public transport bus shelters and seating)

Delegation: Authority to:

1. Approve and implement minor amendments to Parking Schemes and ACROD bays and the designation of visitor and authorised vehicle parking.
2. Investigate and develop traffic management treatment proposals and Local Area Traffic Management Scheme proposals in order to identify and address traffic related issues.
3. Locate bus shelters and seats.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Authority 2:** Traffic management treatment. During the course of investigation contact to be made with the residents/residential groups, as appropriate, to:
 - identify problems and issues;
 - establish objects of traffic management and develop plans of alternative treatments;
 - evaluate alternative treatments and refine selected plan;
- (b) All alternative routes with regard to road construction or re-construction shall be investigated as part of the design process.
- (c) The selected plan with the proposed traffic treatment is to be presented to the Council for approval.
- (d) Where it is only necessary to consider remedial action, the Council's approval is not required.
- (e) **Authority 2:** Bus shelters and seats. Consultation must be conducted with local residents and Bus Operators, taking into consideration:
 - adjacent land use(s);
 - type and number of existing and likely future patrons;
 - the number of and areas served by the bus routes;
 - frequency of bus services; and
 - the above is inserted as a condition of approval.

Note:

- *For the purpose of Authority 1, minor amendment means: change time limits in streets and parking stations.*
- *Traffic management treatment plans are to be presented to Council for approval.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 3 (Functions of local government), Schedule 9.1 – Certain matter for which Governor may make regulations, Clause 1 (Parking for the disabled), Clause 2 (Disturbing local government land or anything on it)
- **Local Law:**
 - Parking & Parking Facilities Amendment Local Law 2009 (As amended) and refer to listed determinations.
- **Policy Position:**
 - City of Albany Local Parking Schemes.

Reporting Requirement:

- Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Engineering & Sustainability
(Authority – All)
 - Senior Civil Engineering Officer – Roads
(Limited to enact Authority 2 only)

Local Government Act 1995

045 – Public Utility Service Works Orders

(Approve Disturbance of Public Land)

Delegation: Authority to:

1. Interfere with soil or take anything from local government land in accordance with the Local Government (Uniform Local Provisions) Regulations 1996 and s3.25 (1)(b) of the Act.
2. Approve and issue works orders to public utility service authorities for service modifications or upgrading associated approved projects.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- Compliance with the Environmental Code of Conduct Guidelines.

Legislative or Policy Reference:

Local Government Act 1995:

- s3.25(1)(b) (Notices requiring certain things to be done by owner or occupier of land),
- Schedule 3.1 – Powers under notices to owners or occupiers of land.

Local Government (Uniform Local Provisions) Regulations 1996:

- r.5 (1) (Interfering with, or taking from, local government land).

Policy Position:

- Environmental Code of Conduct Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

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

The following positions have authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager Engineering & Sustainability
 - Manager City Reserves
 - Manager Operations

Local Government Act 1995
Road Traffic Act 1974

046 – Temporary Road Closures

(Authority to close roads due to weather conditions)

Delegation: Authority to:

1. Close Roads;
2. Define and impose conditions for road use;
3. Authorise Road Usage Requests; and
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Install "Road Closed" signs where possible; and
- (b) Providing an information bulletin to affected agencies, distributed via email, local radio and by posting on the City of Albany website.
- (c) This delegation applies to:
 - vehicles with a Gross Vehicle Mass of 4.5 tonne or greater;
 - vehicles which travel over road under the care and control of the City of Albany.
 - Local traffic (*For example: where a resident is situated on a road which has been closed*) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
- (d) Affected agencies shall include but are not limited to:
 - Heavy Haulage carriers;
 - Main Road Western Australia;
 - Neighbouring Local Authorities;
 - Department of Transport; and
 - Local residents.
- (e) Conditions do not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.

Note: Under s3.50 of the Local Government Act 1995 (the Act), the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements.

Under section 3.50(A) of the Act, the City may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —

- *is for the purpose of carrying out repairs or maintenance; and*
- *is unlikely to have a significant adverse effect on users of the thoroughfare.*
- *This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 3 (Functions of local governments), Subdivision 5 (Certain provisions about thoroughfares)
 - s3.50 (Closing certain thoroughfares to vehicles)
- **Road Traffic Act 1974:**
 - Part VI (Miscellaneous)
 - s84 (Damage to road etc. by vehicle, liability for)
- **Local Law:**
 - Activities on Thoroughfares and Public Places and Trading Local Law 2011
- **Policy Position:**
 - Wet Weather Road Closure Policy

Reporting Requirement: Report to file.

Designated Persons:

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

The following positions have the authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager Engineering & Sustainability
 - Manager Operations
 - Manager City Reserves

Local Government Act 1995

047 – Public Reserve Land Management

(Street Scape Maintenance, Tree Planting, Pruning & Removal, and the Picking Flora)

Delegation: Authority to:

1. Provide for the management, planting, pruning and removal of street trees in order to enhance the streetscapes and not detract from the community landscape requirements.
2. Approve and refuse applications to pick flora from City of Albany vested reserves and road reserves for educational and scientific purposes in accordance with the conditions imposed by the:
 - a. Local Government Act 1995,
 - b. Land Administration Act 1997,
 - c. Parks & Reserves Act 1895, and
 - d. Wildlife Conservations Act 1950.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- Compliance with Council Policies and Guidelines.

Note: Section 3.54 of the Local Government Act 1995 states in regards to reserves under control of local government:

- *If land reserved under the Land Administration Act 1997 is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the Parks and Reserves Act 1895 if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.*
- *Subsection (1) is subject to any express provision to the contrary made by an order under the Land Administration Act 1997 in respect of the land.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Schedule 3.2 — Particular things local governments can do on land even though it is not local government property;
 - s3.54 (Reserves under control of a local government)
- **Land Administration Act 1997**
- **Parks & Reserves Act 1895**
- **Wildlife Conservations Act 1950**

Local Law:

- Local Government Property Local Law

Policy Positions:

- Street Trees Policy
- Street Trees Guideline

Reporting Requirement: Report to file.

Designated Persons:

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

The following positions have the authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager City Reserves

Local Government Act 1995

048 – Authority to Dispose Land Assets (Property)

Delegation: Authority to:

1. To dispose of Council property, in accordance with section 3.58 of the Local Government Act 1995.
2. To engage an auctioneer, real estate agent and/or settlement agent to represent the City and to negotiate the sale of the property.

Condition of Delegation:

- (a) The land is deemed surplus to the City's requirements;
- (b) The land is valued at less than \$50,000 based on an independent market valuation prepared within 6 months of entering into a Contract of Sale;
- (c) The land is not considered to be capable of being independently developed, in accordance with relevant planning and/or building legislation, and/or would not be of significant benefit to anyone other than the transferee;
- (d) The intent to sell the property has been appropriately advertised under section 3.58 of the Local Government Act 1995 and all other requirements of this part have been addressed;
- (e) Should any objections to the land sale be received, an item to Council is required;
- (f) The appointment of an agent to act on behalf of the City must comply with the City's procurement processes.

Legislative or Policy Reference:

Local Government Act 1995:

- s3.58(2) and (3) – Disposing of property.

Reporting Requirement:

- Report to file and Council Committee.

Designated Persons:

- Chief Executive Officer
(Authority – All)

Local Government Act 1995

049 – National Redress Scheme

Delegation: Council designates the Chief Executive Officer as being authorised to execute a service agreement with the State, if a redress application is received.

Condition of Delegation:

A confidential report to be provided to Council for noting, if a redress application is received by the City of Albany.

Notes:

On the 26 May 2020, Council resolved to participate in the National Redress Scheme as a State Government institution and be included as part of the State Government's declaration.

Application Processing / Staffing and Confidentiality: Administratively the Chief Executive Officer will determine:

- *Which position(s) will be responsible for receiving applications and responding to Requests for Information;*
- *Support mechanisms for staff members processing Requests for Information.*
- *Ensure appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.*

Local Governments are required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in the Act.

The State Government and the City of Albany do not have any influence on the decision made and there is no right of appeal.

Legislative or Policy Reference:

- **Institutional Child Sexual Abuse Act 2018 (Cth):** For facilitating the National Redress Scheme.
- **Local Government Act 1995 (the Act):** If a redress application is received, the application will be administered in accordance with s.9.49A (4) of the Act.

- **State Records Act 2000:** The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the State Records Act 2000 to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse.

Reporting Requirement:

- Council will receive a confidential report, notifying when a Redress application has been received.
- All information in the report will be de-identified but will make Council aware that an application has been received.

Designated Person:

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

Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
OFFICE OF CEO																																																	
Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	-	X	X	X	X	X	X	X	X	X	X	X	X	X
Executive Assistant to Chief Executive Officer													X																																				
PA to Mayor & Councillors													X																																				
Administration Officer – Office of CEO													X																																				
People & Culture Team																																																	
Manager People & Culture					X																																												
Human Resources Advisor					X																																												
Health & Safety Advisor																																																	

Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49			
COMMUNITY SERVICES																																																				
Community Services Directorate																																																				
ED Community Services	X	X	X	X	X			X	X	X			X					X		X													X			X																
Community Relations Business Units																																																				
Manager Community Relations		X	X		X				X											X																																
Community Development Team																																																				
Community Development Coordinator																																																				
Community Development Officers																																																				
Communications Team																																																				
Supervisor	X		X																																																	
Marketing and Communications Officer																																																				
Communications Officers																																																				
Events Team																																																				
Events Coordinator	X																			X																																
Event Officers	X																																																			
Events Approval Project Officer	X																			X																																
Albany Bicentenary Project Officer	X																			X																																
Albany Public Library & Vancouver Arts Centre																																																				
Manager Arts & Culture	X				X				X	X										X																																
Library Team Leader	X				X				X	X										X																																
Vancouver Arts Centre Coordinator	X				X															X																																
Community Facilities (NAC, Heritage Park & Day Care Teams)																																																				
Manager Facilities	X		X		X															X																																
Team Leader National Anzac Centre Precinct	X				X																																															
Child Care Educator Team Leader	X				X																																															
Recreational Services (Incl. ALAC)																																																				
Manager Recreation Services	X		X		X				X											X																																
Coordinators	X				X															X																																
Duty Managers	X				X															X																																
Supervisors	X				X															X																																

Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49					
CORPORATE & COMMERCIAL SERVICES																																																						
Corporate & Commercial Services																																																						
ED Corporate & Commercial Services	X	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X	X										X	X		X	-						X												
Visitor Centre & Tourism Services																																																						
Manager Economic Development * Vacant	X	X	X	X	X				X											X																																		
Albany Visitors Centre Coordinator	X																																																					
Revenue Development & Grant Team																																																						
Revenue Development Officer			X			X			X																																													
Property & Leasing Team																																																						
Senior Team Leader Property, Leasing & Customer Service	X																																																					
Property Officer(s)	X																																																					
Governance & Risk Team (Insurance, Records & Airport)																																																						
Manager Governance & Risk	X	X										X	X	X	X	X				X																																		
Records & Freedom of Information Services																																																						
Team Leader Records & Governance													X	X	X					X																																		
Risk Support & Insurance Services																																																						
Risk Management/Insurance Officer																																																						
Airport Operations Team																																																						
Senior Aerodrome Reporting Officer	X																																																					
Duty Aerodrome Reporting Officers	X																																																					
Information Technology Support Services																																																						
Manager IT													X																																									
IT Administrator													X																																									
Finance, Rates & Procurement Services																																																						
Manager Finance	X					X	X				X	X	X		X			X			X	X																																
Senior Finance Officer (Rates) & Finance Officers (Rates)															X						X	X																																
Procurement Officers																																																						
Public Health, Ranger Services & Emergency Management Support Services																																																						
Manager Public Health & Safety	X			X			X	X	X					X												X	X		X	X	X	X	X	X			X	X	X		X	X	X											

Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49			
Ranger Team																																																				
Ranger Coordinator	X			X			X																			X	X		X	X	X		X	X																		
Senior Rangers & Rangers	X			X																						X			X	X	X		X	X																		
Customer Service Officers (Administration Officers)																															X																					
Emergency Management Support Services																																																				
Community Emergency Safety Manager (CESM)																													X			X																				
Chief Bush Fire Control Officer																														X																						
(CBFCO) & Deputy CBFCO																																																				
Emergency Management Team Leader																																	X																			
Environmental Health Team																																																				
Coordinator Health Services	X																								X	X	X			X			X	X			X	X			X											
Senior Environmental Health Officer(s)	X																										X		X			X	X							X												
Environmental Health Officer(s)	X																										X		X			X	X							X												

[illegible]

Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
(Roads)																																																	
Senior Civil Engineering Officer (Drainage)													X																																				
Sustainability Project Officers	X																																																
Coordinator Sustainability & Waste Strategy	X												X																																				
Building Infrastructure Officer													X																																				
Reserves Management Teams																																																	
Manager City Reserves	X																			X						X	X							X	X					X	X		X	X	X				
Developed Reserves Supervisor	X																			X						X	X							X	X					v			X	X	X				
Natural Reserves Supervisor	X																			X						X	X							X	X						X	X	X						
Animal Control Contractor	X																			X											X																		
Operations & Waste Management Services																																																	
Manager Operations	X			X	X				X				X													X																							
Operations Administration Coordinator																																																	
Coordinator Waste Management	X																																																
Waste Project Officer	X																																																
Major Projects Team																																																	
Manager Major Projects	X		X																																														

<div>Delegation No: 001</div> <div>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS</div> <div>(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>	Activities on Thoroughfares and Public Places and Trading Local Law	Animals Local Law & Dog Local Law	Extractive Industries Local Law	Fencing Local Law	Health Local Law	Jetties, Bridges, Boat Pens & Swimming Structures Local Law	Local Government Property Local Law	Parking and Parking Facilities Local Law	Prevention and Abatement of Sand Drift Local Law	Signs Local Law	Standing Orders Local Law	The Former Perth	Waste Local Law	Bush Fire Brigade Local Law
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
OFFICE OF CEO														
Office of CEO Team & Direct Reports														
Mayor & Councillors*											X			
Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Executive Assistant to Chief Executive Officer														
PA to Mayor & Councillors														
Administration Officer – Office of CEO														
People & Culture Team														
Manager People & Culture														
Human Resources Advisor														
Health & Safety Advisor														

Delegation No: 001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	Activities on Thoroughfares and Public Places and Trading Local Law	Animals Local Law & Dog Local Law	Extractive Industries Local Law	Fencing Local Law	Health Local Law	Jetties, Bridges, Boat Pens & Swimming Structures Local Law	Local Government Property Local Law	Parking and Parking Facilities Local Law	Prevention and Abatement of Sand Drift Local Law	Signs Local Law	Standing Orders Local Law	The Former Perth	Waste Local Law	Bush Fire Brigade Local Law
Delegated Local Law / Position Title	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
COMMUNITY SERVICES														
Community Services Directorate														
ED Community Services	X	X	X	X	X	X	X	X	X	X	X	X	X	
Community Relations Business Units														
Manager Community Relations	X						X							
Community Development Team														
Community Development Coordinator	X						X							
Community Development Officers	X						X							
Communications Team														
Supervisor														
Marketing and Communications Officer														
Communications Officers														
Events Team														
Events Coordinator	X						X							
Event Officers														
Albany Bicentenary Project Officer														
Albany Public Library & Vancouver Arts Centre														
Manager Culture & Arts	X						X							
Library Team Leader	X						X							
Vancouver Arts Centre Coordinator	X						X							
Community Facilities														
Manager Facilities	X						X							
Team Leader National Anzac Centre Precinct	X						X							
Child Care Educator Team Leader	X						X							
Recreational Services (incl. ALAC)														
Manager Recreation Services	X						X							
Coordinators	X						X							
Duty Managers	X						X							
Supervisors	X						X							

<p>Delegation No: 001</p> <p>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS</p> <p>(Additional Power, Deal with Objections, Grant Time Extensions)</p> <p>Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.</p>	Activities on Thoroughfares and Public Places and Trading Local Law	Animals Local Law & Dog Local Law	Extractive Industries Local Law	Fencing Local Law	Health Local Law	Jetties, Bridges, Boat Pens & Swimming Structures Local Law	Local Government Property Local Law	Parking and Parking Facilities Local Law	Prevention and Abatement of Sand Drift Local Law	Signs Local Law	Standing Orders Local Law	The Former Perth	Waste Local Law	Bush Fire Brigade Local Law
Delegated Local Law / Position Title	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
CORPORATE & COMMUNITY SERVICES														
Corporate & Commercial Services Directorate														
ED Corporate & Commercial Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Visitor Centre & Tourism Services														
Manager Economic Development * Vacant	X						X							
Albany Visitors Centre Coordinator	X						X							
Revenue Development & Grant Team														
Revenue Development Officer														
Property & Leasing Team														
Senior Team Leader Property, Leasing & Customer Service	X					X	X							
Property Officer (s)	X					X	X							
Governance, Risk & Insurance Team (incl. Airport)														
Manager Governance & Risk	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Records & Freedom of Information Services														
Team Leader Records & Governance														
Risk Support & Insurance Services														
Risk Management/Insurance Officer														
Airport Operations Team														
Senior Aerodrome Reporting Officer	X						X							
Duty Aerodrome Reporting Officers	X						X							
Information Technology Support Services														
Manager IT														
IT Administrator														
Finance, Rates & Procurement Services														
Manager Finance	X					X	X							
Senior Finance Officer (Rates) & Finance Officers (Rates)														
Procurement Officers														
Public Health, Ranger Services & Emergency Management Support Services														
Manager Public Health & Safety	X	X				X	X	X		X				X
Ranger Team														

Delegation No: 001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	Activities on Thoroughfares and Public Places and Trading Local Law	Animals Local Law & Dog Local Law	Extractive Industries Local Law	Fencing Local Law	Health Local Law	Jetties, Bridges, Boat Pens & Swimming Structures Local Law	Local Government Property Local Law	Parking and Parking Facilities Local Law	Prevention and Abatement of Sand Drift Local Law	Signs Local Law	Standing Orders Local Law	The Former Perth	Waste Local Law	Bush Fire Brigade Local Law
Delegated Local Law / Position Title	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ranger Coordinator	X	X				X	X	X		X				X
Senior Rangers and Rangers	X	X				X	X	X		X				X
Customer Service Officers (Administration Officers)	X	X				X	X	X		X				
Emergency Management Support Services														
Community Emergency Safety Manager (CESM)														X
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO														X
Emergency Management Team Leader														X
Environmental Health Team														
Coordinator Health Services	X	X	X		X				X					
Senior Environmental Health Officer(s)	X	X	X		X				X					
Environmental Health Officer(s)	X	X	X		X				X					

Delegation No: 001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	Activities on Thoroughfares and Public Places and Trading Local Law	Animals Local Law & Dog Local Law	Extractive Industries Local Law	Fencing Local Law	Health Local Law	Jetties, Bridges, Boat Pens & Swimming Structures Local Law	Local Government Property Local Law	Parking and Parking Facilities Local Law	Prevention and Abatement of Sand Drift Local Law	Signs Local Law	Standing Orders Local Law	The Former Perth	Waste Local Law	Bush Fire Brigade Local Law
Delegated Local Law / Position Title	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT, PLANNING SERVICES														
IDE Directorate														
ED Infrastructure, Development & Environment Services	X	X	X	X	X	X	X	X	X	X	X	X	X	
Planning & Engineering Services Team														
Manager Planning Services	X		X	X			X			X				
Planning & Development Services														
Coordinator Planning Services			X	X			X			X				
Senior Planning Officers			X	X			X			X				
Planning Officers			X	X			X			X				
Development Engineering Services														
Development Engineer	X		X	X			X		X	X				
Lands Officer														
Technical Officer - Planning and Engineering Support	X		X	X			X		X	X				
Building & Building Compliance Services														
Coordinator Building Services	X		X	X			X		X	X				
Senior Building Surveyors	X		X	X			X		X	X				
Building Surveyors	X		X	X			X		X	X				
Building Surveyor Technician	X		X	X			X		X	X				
Planning & Development Compliance Services														
Senior Planning & Development Compliance Officer	X		X	X			X		X	X				
Development Compliance Officers	X		X	X			X		X	X				
Engineering & Sustainability Services														
Manager Engineering & Sustainability	X			X		X	X	X	X	X			X	
Senior Project Administrator														
Project Support Officer														
Civil Infrastructure Project Manager	X			X		X	X	X	X	X				
Civil Infrastructure Contract Manager														
Team Leader- Asset Management	X			X		X	X	X	X	X				
Team Leader Civil Infrastructure	X			X		X	X	X	X	X				
Senior Civil Engineering Officer (Assets)	X			X		X	X	X	X	X				
Senior Civil Engineering Officers (Roads)	X			X		X	X	X	X	X				

Delegation No: 001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	Activities on Thoroughfares and Public Places and Trading Local Law	Animals Local Law & Dog Local Law	Extractive Industries Local Law	Fencing Local Law	Health Local Law	Jetties, Bridges, Boat Pens & Swimming Structures Local Law	Local Government Property Local Law	Parking and Parking Facilities Local Law	Prevention and Abatement of Sand Drift Local Law	Signs Local Law	Standing Orders Local Law	The Former Perth	Waste Local Law	Bush Fire Brigade Local Law
Delegated Local Law / Position Title	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Senior Civil Engineering Officers (Drainage)	X			X		X	X	X	X	X				
Coordinator Sustainability & Waste Strategy							X						X	
Sustainability Project Officers														
Building Infrastructure Officer														
Reserves Management Team														
Manager City Reserves							X			X				
Developed Reserves Supervisor							X			X				
Natural Reserves Supervisor							X			X				
Animal Control Contractor		X					X							
Operations & Waste Management Services														
Manager Operations	X			X		X	X	X	X	X			X	
Operations Administration Coordinator														
Coordinator Waste Management	X			X		X	X	X	X	X			X	
Waste Project Officer														
Major Projects Team														
Manager Major Projects														

STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES

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Environmental Protection Act 1986
NOISE CONTROL – SERVE ENVIRONMENTAL PROTECTION NOTICES (S65(1))

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986
Section 20
Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows:

Powers and duties delegated:

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made:

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved:

FERDINAND TROMP, A/Chief Executive Officer
Dr JUDY EDWARDS MLA, Minister for the Environment

Extract from *Government Gazette* dated 19 March 2004; page 919.

Environmental Protection Act 1986
NOISE CONTROL – NOISE MANAGEMENT PLANTS (s29)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulation 1997*, other than this power of delegation, in relation to:

- (a) Waste collection and other works - noise management plans relating to specified works under regulation 14A or 14B;
- (b) Bellringing or amplified calls to worship - the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities - noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues - noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues - noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results - requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events - approval of events or venue for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation:
 - (i) Sub regulation 18 (13) (b) is not delegated.

Under section 59(1) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated this 12th day of December 2013.

Approved:

JASON BANKS, A/Chief Executive Officer
JOHN DAY, A/Minister for Environment; Heritage

Extract from *Government Gazette* dated 20 December 2013; page 6282.

Environmental Protection Act 1986
NOISE CONTROL – NOISE MANAGEMENT PLANTS (Reg 13)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986
Delegation No. 119

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated this 1st day of May 2014.

Approved by:

JASON BANKS, A/Chief Executive Officer
Hon ALBERT JACOBS JP MLA, Minister for Environment; Heritage

Extract from *Government Gazette* dated 16 May 2014; page 1548.

Planning and Development Act 2005
**WESTERN AUSTRALIAN PLANNING COMMISSION –
 SECTION 15 OF THE STRATA TITLES ACT 1985**

Associated Delegation:

PL402

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

DEL 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the Strata Titles Act 1985

Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED –

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND "Del 2020/01-Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission

Schedule 1

1. Applications made under section 15 of the Strata Titles Act 1985

Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that –

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the Strata Titles Act 1985);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to –
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the Strata Titles Act 1985

Power to determine applications under –

- (a) section 21 of the Strata Titles Act 1985;
- (b) section 22 of the Strata Titles Act 1985 where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Extract from *Government Gazette* dated 29 January 2021; page 449.

RE: INSTRUMENT OF DELEGATION – STRATA TITLE SCHEME APPLICATIONS

INSTRUMENT OF DELEGATION – STRATA TITLE SCHEME APPLICATIONS

The Western Australian Planning Commission (WAPC) advises that the Instrument of Delegation (DEL 2020/01 – Powers of Local Government (Strata Titles Act) (the Delegation) has been updated. These changes are appropriate following the 1 May 2020 amendments to the Strata Titles Act 1985 (STA).

Two amendments have been made.

The first is to grant power to local governments to determine applications relating to restrictive use conditions or bylaws.

The second is to restrict the power of local governments to determine type 1A and type 2 subdivision applications.

Lastly, the letter provides advice on process matters relating to applications to terminate a strata scheme.

Restrictive use conditions or by-laws for strata schemes

Where restricted use or planning (scheme by-laws) conditions have been applied to a strata plan (survey-strata or strata) approval is required from the WAPC to impose, amend or remove the condition or by-law (section 21 and 22 of STA). Given these restrictions are often applicable to, or have effect at, the development stage rather than at the subdivision stage, it was considered appropriate to delegate this power to local government.

Type subdivisions that effect an amendment to a strata scheme plan

Prior to the STA amendments coming into effect on 1 May 2020 proposals to add land to or remove land from an existing strata scheme, or to consolidate or re-subdivide the strata schemes, were approved by Landgate. The amendments to the STA have resulted in these proposals being considered types of amendments to a strata scheme, under section 11, and now require subdivision approval from the WAPC.

It is considered appropriate for these applications to be delegated to local government to determine applications to amend a strata scheme where only the internal scheme boundaries are impacted (consolidation or re-subdivision, now referred to as type 1B, type 3 or type 4 amendments) and vacant lots aren't created.

However, applications that result in the addition or removal of land from a strata scheme (type 1A or type 2 amendments) will be determined by the WAPC as the determining authority. This is because often an adjacent green title lot is impacted and, in some cases, independent vacant green title lots may be created. As such, the Delegation has been amended to exclude the power to determine type 1A and type 2 subdivision applications.

Advice on Termination processes

Termination of strata schemes

When the termination process is undertaken, the land ceases to be subdivided by a strata scheme (be it survey-strata, strata, leasehold (strata) or leasehold (survey-strata)). The scheme notice and associated documents are also terminated while the strata company is dissolved. This process includes an application for subdivision, made under the Planning and Development Act 2005 (PD Act), to remove the strata scheme to create a single green title lot. In some instance, there may be a concurrent application to create new strata or green title lots from the subject site.

Given the termination process outlined in Part 12 of the STA, it is recommended that, where further subdivision is proposed, a subdivision application for that proposal is also lodged with the termination proposal to enable the outline of termination report and full termination report (as applicable) to identify the ultimate intent for the subject land.

The termination process provided for under section 177 and 184 of the STA involves a subdivision application under the PD Act. Subdivision applications under the PD Act are not delegated to local government and are to be lodged with the WAPC for determination, (i.e. including where the proposal concerns for strata (built) schemes).

Planning and Development Act 2005
**DEVELOPMENT APPLICATIONS MADE UNDER THE
 AUSPICES OF THE PLANNING AND DEVELOPMENT ACT 2005**

Associated Delegation:

PLANNING AND DEVELOPMENT ACT 2005
 Instrument of Delegation
 (DoL FILE 1738/2002v8; 858/2001v9)

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time or holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of: <ul style="list-style-type: none"> a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 458), or is a ground anchor, and where the development is consistent with the use of the land as a road, - <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional Interim development order (as that term, is defined in that Act);</p>	<p>City of Albany</p>	<p>In accordance with and subject to approved Government. Land policies.</p> <p>Any signature subject to the following endorsement:</p> <p>Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown Land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provisions of the <i>Planning and Development Act 2005</i> (including any planning scheme).</p> <p>The signature does not represent approval or consent for planning purposes.</p> <p>Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Column 1	Column 2	Column 3
<p>(ii) section 103(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a local interim development order (as that term, is defined in that Act);</p> <p>(iii) section 115 of the Planning and Development Act 2005 in respect of development within a planning control area (as that term, is defined in that Act);</p> <p>(iv) section 122A of the Planning and Development Act -2005 in respect of which approval is required under an improvement scheme (as that term is denned in that Act);</p> <p>(v) section 162 of the Planning and Development Act 2005 in respect of developments for which approval is required under a Planning scheme or Interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of the Act).</p>		

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Arts & Culture	004	<u>Art in the Public Domain Policy</u> Function: Applies to employee's delegated authority to administer the City's artwork collection. Review & re-adoption Ref: OCM 23 May 2017 Resolution CCCS028.	17/06/2019	22/03/2022	Website / Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Arts & Culture	Nil	<u>Artwork Collection Policy</u> Function: Applies to employee's delegated authority to administer the City's artwork collection. Adoption Ref: OCM 15/05/2007 Resolution 12.8.2 Review Ref: OCM 23 May 2017 Resolution CCCS028.	1/7/2019	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Council Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	Nil	<u>Asset Management Policy</u> Function: The objective of this policy is to ensure that Asset Management is embedded in the organisation and is recognised as a substantive corporate function. A recognised asset management culture will enable the City of Albany (the City) to deliver services through infrastructure assets in an equitable and sustainable way. Applicable to staff who administer the assessment of asset impairment. Adoption Ref: OCM April 2017 Resolution DIS017.	23/05/2017	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	Nil	<u>Attendance at Events and Functions Policy</u> Function: The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or City representatives or not. Applicable to CEO and elected members only. Originally adopted by Council, Adoption Ref: OCM 17/12/2019 Resolution CCS203 and review by document on 02/07/2021.	02/07/2021	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services Public Health & Safety Team (Rangers)	Executive Director Corporate & Commercial Services	Manager Public Health & Safety	001	<u>Beach Closure Policy & Procedure</u> Function: The purpose of this policy is to provide: <ul style="list-style-type: none"> Providing direction for responding to shark attacks and shark sightings, as well as the broader approach to safety warnings and information provided to the public. Guide the administration of the City of Albany Local Government Property Local Law 2011, under which a sign may be erected to regulate, prohibit or restrict specific activities on the beach or in the water and the giving of directions to swimmers to leave the water if a shark is suspected of being in the vicinity of the beach. To provide a manageable from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting / attack. Adoption Ref: OCM 31 October 2017 Resolution CCS051.	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development and Environment	Executive Director Infrastructure, Development and Environment	Manager City Reserves	040	<u>Bushfire Attack Level (BAL) Public Land Management Policy</u> Function: The purpose of this policy is to provide guidance when an adjacent or adjoining landowner requests the City to clear vegetation on public land, to reduce their private land Bushfire Attack Level (BAL) rating. Applicable to staff administering clearing permits. Adoption Ref: OCM 22/06/2021 Resolution DIS259.	30/06/2021	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development and Environment	Executive Director	Manager Building & Planning Services Manager Public Health & Safety	001	<u>Bushfire Management in Conservation, Special Residential & Rural Residential (Special Rural) Zoned Policy</u> Function: To provide a balanced, fair and enforceable application of the bushfire mitigation measures as required under the Fire Management Notice for land within the City of Albany zoned: <ul style="list-style-type: none"> Conservation; Special Residential; and Rural Residential (Special Rural). Adoption Ref: OCM 24/07/2018 Resolution BFAC006. Reviewed by Document Owner under delegation on 10/08/2022.	10/08/2018	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	018	<u>Buy Local (Regional Price Preference) Policy</u> Function: The objective of this policy is to seek to maximise the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the City of Albany. Applicable to staff delegated purchasing authority. Review and re-adoption Ref: OCM 27/09/2022 Resolution CCS469.	27/09/2022	27/09/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	011	<u>Cash Investment Backing for Reserve Accounts Policy</u> Function: The policy is intended to ensure that where possible, all reserve accounts are backed by cash or investments. Although there is no statutory requirement, it is the policy of the City of Albany that where possible, Reserve Accounts will be 100% backed by either cash, or investments made under the "Policy on Investment of Surplus Funds". Adoption Ref: OCM 14/03/2022 Resolution AR108.	22/03/2022	22/03/2022	Website/ Intranet

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager People & Culture	005	<u>CEO Performance Review Process Policy</u> Function: This policy position applies to the conduct of CEO performance reviews. It is the objective of this policy to A consistent, transparent and accountable performance review process. Applicable to Council Committee and Council who review CEO's employment contract. Adoption Ref: Adoption Ref: OCM 27/04/2021 Resolution CCS339.	30/04/2021	22/03/2022	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	003	<u>Civic Affiliations Policy</u> Function: The objective of this policy is to guide elected members, staff and the community on the establishment and operation of civic affiliations such as sister cities and friendship agreements. Applicable to staff who administer Mayor and Council civic duties. Review Reference: OCM 22/03/2022 Resolution AR110.	19/10/2022	19/10/2022	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager People & Culture Manager Governance & Risk	005	<u>Code of Conduct for Council Members, Committee Members and Candidates</u> Function: The Local Government (Model Code of Conduct) Regulations 2021, introduced a mandatory code of conduct for Elected Members, committee members and candidates. The Model Code Regulations provide for: <ul style="list-style-type: none"> • overarching principles to guide behaviour; • behaviours which are managed by local governments; and • rules of conduct breaches which are considered by the Standards Panel. Applicable to all Council Members, Committee Members and Candidates Adoption Ref: OCM 27/04/2021 Resolution CCS339.	4/5/2021	22/03/2022	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	003, 005	<u>Community Engagement Policy</u> Function: Applicable to staff who require to engage with the community. Review Position and Date: This policy is to be reviewed by the document owner annually. Adoption Ref: OCM 24/03/2015 Resolution CSF151. Review Ref: OCM 22/03/2022 Resolution AR110.	17/05/2022	22/03/2022	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	009	<u>Community Funding Policy</u> Function: To provide an equitable, transparent framework for the allocation and distribution of Community Grants. Adoption Ref: OCM 27/10/2015 Resolution CS025 Review Ref: OCM 22/03/2022 Resolution AR110.	16/05/2022	22/03/2022	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Recreation Services	009	<u>Community Sports & Recreation Facilities Small Grant Funding Policy</u> This policy forms part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030). Review & Adoption Reference: OCM 25/02/2020 Resolution CCS214.	04/12/2020	22/03/2022	Website
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Coordinator Planning Services		<u>Container Deposit Scheme Policy</u> Function: To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015. Adoption Ref: OCM 25/02/2020 Resolution DIS197.	20/05/2021	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	002	<u>Corporate Document Policy</u> Function: To ensure corporate documents are relevant, uniform, accessible and user friendly. Applicable to staff who administer Corporate Documents. Adoption Ref: 16/05/2006 Report Item 14.1.2. Review Ref: OCM 23 May 2017 Resolution CCCS028.	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations		<u>Day Care Policy (City of Albany)</u> Function: Defines the parameters of the city of Albany's role in providing and supporting dare care services within the municipality. Adoption Ref: OCM 24/05/2022 Resolution AR118.	16/08/2022	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	001	<u>Dog Exercise, Prohibited and Rural Areas Leashing Policy</u> (includes Dog Exercise Area Map) Function: This Policy identifies where dogs are prohibited and where dogs are permitted to exercise either on a leash or off-leash within the City of Albany Local Government Area. Adoption Ref: OCM 22/02/2022 Resolution DIS292. Review & Amend Ref: OCM 24/05/2022 Resolution DIS300.	31/08/2022	31/08/2022	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	003	<u>Elected Member Communications Policy and Procedures</u> Function: The objective of this policy is to recognise the role of the Mayor as the principal spokesperson of the Council in accordance with section 2.8(1)(d) of the Local Government Act 1995. Adoption Ref: OCM 11/10/2011 Resolution 1.6 Review Reference: OCM 22/03/2022 Resolution AR110.	20/10/2022	20/10/2022	Website/ Intranet

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	Nil	<u>Elected Member Professional Development & Training Policy</u> Function: The Local Government Act 1995 (the Act), states in part that a local government must prepare and adopt a policy in relation to the continuing professional development of council members. The objective of this policy is to ensure equity and accessibility to individual training and professional development opportunities, in addition to group training sessions offered by the City of Albany to enable elected members to fulfil their functions in local government. Adoption Ref: OCM 26/03/2019 Resolution CCS138 Review Ref: OCM 25/02/2020 Resolution CCS220.	25/02/2020	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Chief Executive Officer	Manager Governance & Risk	Nil	<u>Elected Members Proposed Amendments to Responsible Officer & Committee Recommendation Policy</u> Function: The objective of this policy is to enable: <ul style="list-style-type: none"> The circulation of proposed amendments by Elected Members to all other Elected Members, for the purposes of overcoming any unnecessary duplication of suggested amendments and enabling Elected Members to seek clarification from their colleagues on any suggested amendments. The Chief Executive Officer (CEO) to determine any financial impacts and /or associated risks as a result of the alternate motion. Adoption Ref: OCM 25/03/2014 Resolution CSF065 Review Ref: Reviewed by Document Owner under delegation on 02/07/2021.	02/07/2021	22/03/2022	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	Nil	<u>Election Caretaker Period Policy</u> Function: The objective of this policy is to establish protocols for preventing actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the City of Albany during the period immediately prior to an election. Adoption Ref: OCM 26/03/2019 Resolution CCS137. Review Ref: Reviewed under delegated authority by the Document Owner on 5 July 2021.	03/09/2022	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	Nil	<u>Environmental Impact Assessment Policy</u> Function: The objective of this policy and associated procedure aim to minimise the environmental impacts that could be caused by works carried out on City controlled land, and ensure compliance with legislative and statutory requirements (including International, Federal and State Government legislation and policies). Applicable to staff who administer Environmental Impact Assessments. Adoption Ref: OCM 29/10/2013 Report Item WS007. Review Ref: OCM 23 May 2017 Resolution CCCS028.	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	Nil	<u>Environmental Policy</u> Responsibility and Reporting: Council: is responsible for approving (including amendments to) the following documents: a. Environmental Policy; b. Environmental Strategy, and c. Climate Change Plans. Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents. _Chief Executive Officer (CEO): is responsible for ensuring that systems are in place to ensure that Council's Environmental (CC) Policy, CC Environmental, CC Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Climate Change. _Executive Management Team (EMT): is responsible for monitoring the implementation of the Environmental Strategy across the organisation. The EMT will ensure that strategies are put in place to remove barriers to the successful implementation of Climate Change mitigation and adaptation initiatives. _Executive Director Infrastructure, Development & Environment: is responsible for providing the administration and technical support for implement policy and strategy. Function: The objective of this policy, through defined principles, is to ensure that the City of Albany commits to taking action on climate change, recognising that while uncertainty is present in existing climate science, this does not present a reason for inaction or delay of action, and that the "precautionary principle" should be applied. Adoption Ref: OCM 17/08/2010 Resolution 3.7. Review Ref: OCM 23/05/2017 Resolution CCCS028.	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk Finance Manager IT Manager	Nil	<u>Fraud & Corruption Control Policy & Guideline</u> Function: The objective of this policy is to outline Council's approach to fraud and corruption prevention, deterrence and detection. Council is committed to meeting its legislative obligations under the Local Government Act 1995 including: ensuring that resources are maintained in a responsible and accountable manner.	06/04/2022	06/04/2022	Website/ Intranet

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
					Adoption Ref: OCM 26/11/2019 Resolution AR068.			
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	Nil	<u>Freedom of Entry & Keys to the City of Albany Policy & Procedure</u> Function: Applicable to staff who administer City events. Adoption Ref: OCM 27/10/2020 Resolution CCS300. Review Ref: OCM 22/03/2022 Resolution AR110.	13/05/2022	22/03/2022	Website/ Intranet
001 – Council	Office of CEO	Council Chief Executive Officer	Manager Governance & Risk	002	<u>Governance and Meeting Framework Policy (Terms of Reference)</u> Function: The objective of this policy is to provide a functional, transparent and legally compliant meetings framework Applicable to committee members and staff who administer council committees Adoption Ref: OCM 22/11/2016 Resolution CSF280. Review Ref: OCM 22 May 2018 Resolution CCS052.	28/10/2020	22/03/2022	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	001, 026	<u>Graffiti Management Policy</u> Function: Applicable to staff who administer the control of graffiti and guides public on the process of reporting and treatment. Adoption Ref: OCM 22/11/2016 Resolution CSF281 Review Ref: EMT 16/06/2022 under delegation.	16/06/2022	22/03/2022	Website/ Intranet
001 – Council	Office of CEO	Council Chief Executive Officer	Manager Governance & Risk	Nil	<u>Honorary Freeman of the City of Albany</u> Function: The objective of this policy is to establish the circumstances under which the City of Albany Council may bestow the title of "Honorary Freeman of the City of Albany" upon individuals who have made an outstanding and exceptional contribution to our community. Adoption Ref: OCM 26/06/2018 Resolution CCS059. Revised by Council OCM 23/05/2017 Resolution CCCS028.	20/10/2022	20/10/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	011	<u>Investment of Surplus Funds Policy & Procedure</u> Delegated Authority: That, under section 6.10 of the Local Government Act 1995, and as prescribed in regulation 19 of the Local Government (Financial Management) Regulations 1996, the CEO be delegated to administer the Investment of Surplus Funds Policy. Function: The policy on Investment of Surplus Funds is intended to reflect the intention of Council to minimise the possibility of incurring capital loss on any investment whilst providing a reasonable rate of return. Adoption Ref: OCM 14/03/2022 Resolution AR108.	22/03/2022	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	008, 039	<u>Legal Representation for Elected Members, Employees & Volunteers Policy & Procedure</u> Function: Applicable to staff who administer legal representation and guides elected members, employees and volunteers on the process. Review Position and Date: This policy is to be reviewed by the document owner annually. Synergy Reference: NP21132800. Adoption Ref: OCM 24/09/2013 Resolution CSF013. Review Ref: Reviewed by Document Owner under delegation on 2/7/2021.	02/07/2021	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Planning & Building Services	040	Local Planning Scheme No 1 Policy Manual Adoption Ref: OCM 27/05/2014, OCM 26/08/2014 Resolution PD032. Review Ref: OCM 23 May 2017 Resolution CCCS028.	17/06/2019	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Public Health & Safety	032	<u>Local Recovery Plan (City of Albany) Policy</u> Function: The purpose of the Local Recovery plan is to describe the arrangements for effectively managing recovery at a local level, including defining roles and responsibilities. It addresses the restoration of emotional, social, economic and physical wellbeing of a community, the reconstruction of infrastructure and the provision of support services following an emergency. Applicable to LEMC Committee, Council and appointed LEMC Coordinator (Executive Director Corporate & Commercial Services) and Community Emergency Safety Manager (CESM). Adoption Ref: OCM 23/08/2016 Resolution PR002 Review Ref: OCM 23 May 2017 Resolution CCCS028.	17/06/2019	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance		<u>Long Term Borrowing Policy</u> Function: Whilst the preferred policy position of the City of Albany (City) is to minimise debt (except for Self-Supporting loans), the City recognises that the acquisition, renewal or construction of assets, it may require the prudent use of loan borrowings, debt instruments or other finance or capital raising methods from time to time. This policy defines the principles to be applied when considering undertaking borrowings or other asset financing. Applicable to staff who administer Long Term Borrowing on behalf of Council. Adoption Ref: OCM 14/03/2022 Resolution AR108.	22/03/2022	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Finance	013	<u>Mayoral Vehicle Policy</u> Function: Under the Local Government Act 1995 (the Act) the Council is required to determine the amount of allowances members are entitled to receive within prescribed limits (set out in the Local Government (Administration)	24/11/2021	22/03/2022	Website/ Intranet

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					Regulations 1996). Applicable to staff who administer the City's vehicle fleet management. Review/Adoption Ref: OCM 14/12/2021 Resolution AR102.			
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	043	<u>Memorial Plaque & Seat Policy, Guideline and Application</u> Function: The objective of this policy is to recognise residents who have made a significant contribution to the Albany community. The policy provides guidance for plaques and seats : <ul style="list-style-type: none"> On public land or land vested in the care and control of the City of Albany; and City sponsored memorials, plaques and seats. Applicable to staff who administer public submissions for memorial plaques and seats. Adoption Ref: OCM 15/09/2009 Report Item 14.12.2. Review Ref: OCM 23 May 2017 Resolution CCCS028.	17/10/2019	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Finance	013	<u>Payments to Employees Above Contract or Award Policy</u> Function: To ensure payments made to employees finishing employment, in addition to their contract or award, complies with the conditions prescribed in the Local Government Act 1995. The Local Government Act 1995 requires that a local government prepare a policy in relation to employees, whose employment with the local government is finishing, setting out: <ul style="list-style-type: none"> payment is not to exceed that prescribed by regulations. the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy. Adoption Ref: OCM 23/06/2015. Resolution CSF174. Review Ref: OCM 23 May 2017 Resolution CCCS028.	01/07/2019	22/03/2022	Intranet Only
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk		<u>Petition Policy</u> Function: The purpose of this policy is to: <ul style="list-style-type: none"> clearly communicate Council's expectations in relation to the information to be included with a petition submitted from a member of the public and to specify the legislative requirements that attach to petitions; and assist Council in effectively managing petitions in accordance with its legislative obligations and in the interests of the community; and ensure robust communication channels exist between Council and the public in relation to issues of community importance; and ensure adequate and fair opportunity for community participation in Council decision-making, including at formal Council meetings. Adoption Ref: OCM 14/12/2021 Resolution AR105.	18/02/2022	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Senior Team Leader Property and Leasing	019	<u>Property Management (Leases and Licences) Policy</u> Function: The Policy recognises the variety and diversity of Leases and Licences and seeks to ensure that all Lessees and prospective Lessees have an understanding of the underlying elements of the Policy. All requests for a Lease or Licence will be determined in a: <ul style="list-style-type: none"> fair, transparent, and where possible, consistent way; and manner that complies with statutory principles and policy. Adoption Ref: OCM 14/07/2015 Resolution CSF181. Review Ref: Reviewed by Document Owner under delegation on 29 June 2021.	29/06/2021	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Finance	018, 013	<u>Purchasing Policy (Tenders and Quotes)</u> Delegated Authority: The Chief Executive Officer has delegated authority from Council to undertake purchases of goods and services up to the value of \$500,000, and \$1,000,000 where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements. Function: This policy establishes the purchasing protocols to ensure: <ul style="list-style-type: none"> best value to Council, and equity and transparency to suppliers of the City's goods and services. consistency for all purchasing activities that integrates within all the City of Albany operational areas. the City provides a preference to organisations that demonstrate high levels of Corporate Social Responsibility (CSR) including: <ul style="list-style-type: none"> Supporting people with disabilities or special needs, or contributions to the community such as 	27/08/2020	22/03/2022	Website

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					<p>sponsorships or donations.</p> <ul style="list-style-type: none"> Have in place or are prepared to consider implementing employment strategies and programs for Indigenous people. Demonstrate sustainable business practices. Supply Australian made products. <p>Adoption Ref: OCM 25/08/2020 Resolution CCS284.</p>			
001 – Council	Corporate & Commercial Services	Executive Corporate & Commercial Services	Manager Public Health & Safety	032	<p><u>Radio Communication Allocation to Brigade Members Policy</u></p> <p>Function: The objective of this policy is to ensure radio communication equipment is appropriately allocated. The policy defines the allocation of radio principles.</p> <p>Adoption Ref: OCM 23/06/2015 Resolution BFAC001.</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	022	<p><u>Rates Financial Hardship Policy</u></p> <p>Function: The purpose of this policy is to allow flexibility for payment of outstanding rates and charges for ratepayers in severe financial hardship.</p> <p>The policy prescribes the conditions to guide City Officers, when delegated to consider an application for rates financial hardship from ratepayers experiencing financial hardship.</p> <p>Adoption & Review Ref: OCM 21/06/2022 Resolution CCS442.</p>	06/09/2021	21/06/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	022	<p><u>Rating Subsidy - Sporting & Community Organisations Policy</u></p> <p>Function: Subject to qualifying criteria, a full subsidy of annual rates may be applied.</p> <p>The application of a rating subsidy applies to the use of land and building used by sporting, recreational or community organisations only. Any portion of the land and/or buildings leased to a commercial third party business will be subject to the appropriate rating category. Other charges or levies that may be apply are not bound by this policy</p> <p>Review/Adoption Ref: OCM 14/12/2021 Resolution AR102.</p>	24/11/2022	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Public Health & Safety Manager Governance & Risk Manager Planning & Building Services	All Compliance Related Functions	<p><u>Regulatory Compliance Policy & Guideline</u></p> <p>Function: The purpose of which is to establish principles and guidelines for compliance and enforcement activities. The effect of which provides a framework of enforcement options and considerations, in line with a recognised Public Interest test.</p> <p>Adoption Ref: OCM 27/06/2017 Resolution DIS030</p> <p>Review Ref: Reviewed and amended under delegated authority by the Document Owner on 05/07/2021. Minor amendments applied:</p> <ul style="list-style-type: none"> Minor formatting and layout. Term Authorised Officers replaced with Authorised Persons in accordance with amendments to the Local Government Act 1995. Strategic context appended with reference to Community Strategic Plan. Appended with definition of an Authorised Person. Document Owners updated to reflect new position responsible for Public Health & Safety and accountability for Planning and Development Compliance. 	5/7/2021	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Chief Executive Officer	Manager Governance & Risk	008	<p><u>Response to Appeals to the State Administrative Tribunal (SAT) Policy</u></p> <p>Function: The objective of this policy is to clarify the role, responsibility and accountability of the Council and City Officers in respect to decisions it makes which are the subject of an application for review to the SAT.</p> <p>Adoption Ref: OCM 24/06/2014 Resolution CSF092.</p> <p>Review Ref: Reviewed under delegated authority by Document Owner on 05/07/2021. Minor amendments applied:</p> <ul style="list-style-type: none"> Appended with Strategic Context. Minor amendments made to formatting and layout. Appended with specific sub-regulation (da) to Regulation 11. 	5/7/2021	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Governance & Risk	005	<p><u>Risk & Opportunity Management Framework and Risk & Opportunity Management Policy</u></p> <p>Function:</p> <p>Policy: Define roles, responsibilities and actions, noting:</p> <ul style="list-style-type: none"> Risk Management falls on all levels of the organisation, which includes the Council as the governing body, the Chief Executive Officer and members of the Executive, staff and persons who perform functions and/or deliver services on behalf of the City. All persons are responsible for: <ul style="list-style-type: none"> ensuring risk management action results in a movement from an endurable (negative) risk treatment towards a pleasing (positive) risk treatment; applying risk management practices in their area of work; ensuring effective communication of risk to others; 	26/10/2021	22/03/2022	Website/ Intranet

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
					<ul style="list-style-type: none"> that other persons (stakeholders) are aware of identified risks associated risk management and mitigation plans; and escalating risk where necessary. <p>Framework: This framework provides a consistent process that enables continual improvement in decision making, and insight into organisational risks and their impacts. Adoption Ref: OCM 24/08/2021 Resolution AR098. Review Ref: Reviewed under delegated authority by Document Owner on 14/09/2021.</p>			
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	020, 026, 046 Attachment B – Local Laws	<p><u>Signs (Service Information and Tourist Signs) Policy</u> Delegated Authority: The CEO is delegated the authority to approve signs within Council's reserves. Amount must be allocated in Council's annual budget. Function: The purpose of the policy is to detail the principles and conditions governing the approval of requests for signage. Adoption Ref: OCM 14/12/2010 Resolution 4.3.29 Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	001, 026	<p><u>Smoke-free Outdoors Policy</u> Function: Applicable to staff who administer the use of public spaces, in particular sporting grounds. Adoption Ref: OCM 23/10/2018 Resolution CCS096 Review Ref: Reviewed by Document Owner under delegation on 22/06/2021.</p>	23/06/2021	22/03/2022	Website/ Intranet
001 – Council	Community Services	Council Executive Community Services	Manager Community Relations	009	<p><u>Sponsorship Policy & Guideline</u> Function: The purpose of the Sponsorship Policy is to establish principles for sponsorship agreements entered into between the City of Albany and other parties. Adoption Ref: OCM 28/11/2017 Resolution CCS011. Review Ref: Reviewed by Document Owner under delegation on 14/02/2022.</p>	14/02/2022	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	047	<p><u>Street Trees Management Policy</u> Function: The objective of this policy is to ensure that the City of Albany manages street trees in accordance to best practice guidelines to allow for their protection and preservation, whilst ensuring the public safety is not compromised. Adoption Ref: OCM 17/12/2013. Resolution WS023. Review Ref: OCM 23/05/2017 Resolution CCCS028.</p>	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Council Executive Director Infrastructure, Development & Environment	Manager Planning & Building Services	Planning Delegations	<p><u>Subdivision and Development Guidelines 2018</u> Delegation: The City of Albany's Engineering Officer has delegated authority to approve innovative engineering design that does not conform to these guidelines but satisfies sound engineering principles. This document is an addendum to the Local Government Guidelines for Subdivision Development November 2017 (LGGSD) by the Institute of Public Works Engineering Australia (WA Division), Edition 2.3; and outlines conditions specific to the City of Albany. Function: The subdivision and development of land in Western Australia is controlled by legislation, which includes:</p> <ul style="list-style-type: none"> Planning and Development Act 2005 Local Government Act 1995 <p>This policy (guideline) stipulates where the conditions of subdivision approval require the construction of roads and/or drainage shown on the plan of subdivision then, pursuant to the Planning and Development Act 2005, the City of Albany requires that the Developer employ a Consulting Engineer to design the civil engineering works and a Superintendent to ensure the intent of the works for the subdivision is met. Adoption Ref: OCM 23/10/2018 Resolution DIS126.</p>	23/10/2018	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Nil (Any changes or variations must be approved by Council)	<p><u>Temporary & Short Term Extended Trading Hours Policy</u> Function: The objective of the policy is to establish guidelines as to when and where Temporary/Short Term Adjustments to Extended Trading Hours under the Retail Trading Act are to operate within the City of Albany and under what circumstances permission is to be sought from the Department of Commerce for Extended Trading Hours for General Retail Shops. Adoption Ref: OCM July 2016 Resolution ED036. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Planning & Building Services	001, 042	<p><u>Trading in Public Places Policy</u> Function: The purpose of this policy is:</p> <ul style="list-style-type: none"> To provide direction to City staff in the processing of applications for trading in public places, in accordance with the City of Albany's "Activities on Thoroughfares and Public Places and Trading Local Law 2011". To provide a clear set of controls for operators to trade under. <p>Adoption Ref: OCM 23/06/2020 Resolution DIS213.</p>	23/06/2020	22/03/2022	Website/ Intranet

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001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Governance	013, 016	<u>Travel and Representation Policy</u> Delegated Authority: The Executive Director Corporate & Commercial Services is responsible for implementing this Policy. The Mayor shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence. Function: The objective of this policy is to establish clear guidelines for travel and accommodation arrangements for councillors who are required to travel for City business. Adoption Ref: OCM 26/07/2016 Resolution CSF253.	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment City Engineering Team	Council Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	026	<u>Upgrades and Maintenance of Watercourses & Drainage Channels Policy</u> Function: The objective of this policy is to define Council's obligations and policy regarding the maintenance, improvements and rehabilitation of watercourses including Drainage Reserves and Channels. Applicable to staff who administer section 3.27 of the Act under delegation. Adoption Ref: OCM 26/06/2018 Resolution DIS099.	13/05/2020	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance	006	<u>Use of Common Seal Policy</u> Function: The objective of this policy is to provide a policy for the use of the Common Seal Applies to employee's who administer the application of the Common Seal and the Execution (Signing) of documents on the City of Albany. Adoption Ref: OCM 15/03/2011 Resolution 4.6 Review Ref: OCM 23 May 2017 Resolution CCCS028.	01/07/2019	22/03/2022	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance Manager Public Health & Safety	Attachment B – Local Laws (Animals Local Law)	<u>Wandering Cat Management Policy</u> Function: This policy guide authorised persons when having to deal with unidentified and unclaimed cats on land managed by the City of Albany. Adoption Ref: OCM 28/07/2021 Resolution CCS263(2).	12/02/2021	22/03/2022	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	046	<u>Wet Weather Road Closure Policy</u> Function: The objective of this policy is to ensure safety to all road users and to mitigate damage to road infrastructure, in particular unsealed roads. Adoption Ref: OCM 24/06/2014 Resolution WS043. Review Ref: OCM 23/05/2017 Resolution CCCS028.	01/07/2019	22/03/2022	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk		<u>Acceptable Use of Electronic & Digital Signatures Policy</u> Function: The purpose of this policy is to: <ul style="list-style-type: none"> Provide guidance on when digital & electronic signatures are considered accepted means of validating the identity of a signer in City of Albany electronic documents and correspondence. Outline the approval processes and security measures to be considered in relation to the use of digital and electronic signatures. 	1/7/2019	19/05/2021	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture	Nil	<u>Albany Public Library Collection Development Policy</u> Function: This policy provides a framework for the selection, maintenance, weeding and evaluation of the Albany Public Library's collection. This Collection Development Policy ensures the Albany Public Library's collection remains vibrant, informative, current, inclusive and sustainable.	13/09/2019	13/09/2019	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture	Nil	<u>Albany Public Library Internet Access - Conditions of Use Policy</u> Function: Establishes the rules to be followed when using library internet facilities.	01/07/2019	01/07/2019	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	Nil	<u>Asset Impairment Policy</u> Function: The Accounting Standard AASB 136 – Impairment of Assets, prescribes the procedures that an entity applies to ensure that its assets are carried at no more than their recoverable amount. An asset is carried at more than its recoverable amount if its carrying amount exceeds the amount to be recovered through the use or sale of the asset. This policy is applicable to staff who administer the assessment of asset impairment. Note: Rescinded as a Council Policy position OCM 14/03/2022 Resolution AR108. Approved on: 14/03/2022 by Document Owners.	22/03/2022	22/03/2022	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director	Manager Finance		<u>Budget Variations Guideline Policy</u> Function: To detail financial reporting and approval actions required by staff when budget variations are expected.	20/06/2017	07/12/2020	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Bullying and Harassment Policy</u> Function: The City has a legal and ethical responsibility to ensure that employees are not subject to inappropriate behaviour that will not only affect their performance but also their health and wellbeing. Approved by EMT on 23/07/2015. Reviewed under delegation by the Document Owner on 08/05/2017.	22/02/2021	8/5/2017	Intranet Only

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
002 – Admin	Infrastructure, Development and Environment	Executive Director Infrastructure, Development & Environment	Manager Reserves Manager Public Health & Safety	Nil	<u>Campground Host Policy & Procedure</u> Function: Specify the training and induction requirement of camp hosts. Originally approved by EMT on 12 June 2018. Reviewed under delegation by Document Owner on 15/10/2020.	15/10/2020	15/10/2020	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services EDCCS	Manager Finance	Nil	<u>Cash Handling Policy</u> Function: Policy defines the Minimum Procedural Framework to account for cash as it is received	15/06/2021	15/06/2021	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager Governance & Risk	Nil	<u>Citizenship Ceremony Dress Code</u> Function: The purpose of this policy is to ensure that all participants and attendees at Citizenship Ceremonies are appropriately attired to reflect the significance of the event. Approved by EMT on 4/11/2020.	04/11/2020	4/11/2020	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Personal Assistant to Mayor Executive Officer to CEO	Nil	<u>Civic Receptions, Ceremonies and use of Council and Civic Rooms Policy & Guideline</u> This policy and guideline was approved by EMT on 31/05/2017 and is to be reviewed by the document owner annually.	19/10/2022	19/10/2022	Website
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	FOI WAPOL Memorandum of Understanding	<u>Code of Conduct for Persons with Access to Recorded Material (Audio, CCTV, Camera Footage)</u> Function: This Code has been developed to ensure that authorised persons who are involved with handling of Recorded Material (Visual & Audio) maintain the highest ethical standards.	27/06/2022	27/06/2022	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance		<u>Corporate Credit Card Usage Policy</u> Function: The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to use of Corporate Credit Cards. Reviewed and re-approved by Document Owner on 1/8/2022.	08/02/2023	08/02/2023	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk IT Manager		<u>Corporate Document Policy & Procedures</u> (including: Development, Review & Approval Procedure) Function: Corporate documents support the achievement of quality outcomes and reduce organisational risk; therefore, this policy position and the supporting administrative procedures establish standard document types and administrative development, review and approval protocols.	22/02/2021	17/02/2020	Intranet Only
002 – Admin	Office of CEO	Executive Director Corporate & Commercial Services Chief Executive Officer	Manager People & Culture		<u>Corporate Uniform Policy</u> Function: Provides guidance on purchasing and entitlement to corporate uniforms. Approved by EMT and General Consultative Committee (GCC) on 02/05/16. Reviewed under delegation, post consultation with GCC on 18/09/2017.	22/02/2021	21/01/2017	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	HR Coordinator Manage People & Culture		<u>COVID-19 Pandemic Working From Home CEO Directive March 2020</u> Function: This document sets out the guidelines and procedures to be followed when considering a working from home arrangement. Approved by CEO on 20/03/2020.	04/12/2020	30/03/2020	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk		<u>Customer Service Commitment and Complaints Resolution Policy & Procedure</u> Function: This document summarises our service commitment to customers and details how we address customer complaints.	01/07/2019	01/07/2019	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager IT		<u>Data Breach Response Policy & Procedure</u> Function: This Data Breach Response Policy and Procedure outlines definitions, sets out the procedure and clear lines of authority for City of Albany staff in the event that the City of Albany experiences a data breach, or suspects that a data breach has occurred. Originally approved on 29/01/2021 and re-approved by Document Owner on 20/08/2021.	20/08/2021	29/01/2021	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk		<u>Dealing with challenging behaviour policy</u> Function: This policy explains how the City of Albany staff will deal with persons who: <ul style="list-style-type: none"> are aggressive complainants; are rude, abusive, and harassing complainants; cannot be satisfied despite the best efforts of the City; constantly raise the same issue with different staff; and/or make unreasonable demands on the City where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers). 	05/03/2020	5/03/2020	Website

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Drug and Alcohol Policy</u> Function: The policy provides a consistent and practical approach in managing the risks of impairment, which may be caused by alcohol and drug levels in excess of specified standards whilst at work.	22/02/2021	03/01/2018	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Employee Awards and Gifts Policy</u> Function: The purpose of the policy is to provide parameters, clarity and guidelines on the awards and gifts provided by the City of Albany to employees. Approved by EMT on 28/07/2022.	22/08/2022	28/07/2022	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Employee Code of Conduct Policy</u> Function: The Employee Code of Conduct Policy intends to outline and ensure all employees are aware of and fully understand the City of Albany's expectations in regard to their conduct and standards of behaviour in the workplace; this policy complements the overarching Code of Conduct (Council Members, Committee Members, Staff and Volunteers). Originally approved by CEO & EMT on 05/04/2022 and revised by Document Owner on 02/06/2022.	02/06/2022	02/06/2022	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Equal Employment and Anti-Discrimination Policy</u> Function: Discrimination is against the law and will not be tolerated at the City of Albany under any circumstances. This policy applies to all of the City of Albany employees, contractors, volunteers, apprentices / trainees and work experience students at all City of Albany worksites, with breaches of this policy treated as misconduct or serious misconduct were deemed appropriate.	04/12/2020	9/5/2017	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	Attachment B – Local Laws	<u>Flying Drones on Public Property Policy (incl. Model Aircraft)</u> Function: The objective of this policy is to protect people, property and other aircraft from injury or damage that could result from a collision. Originally approved on	07/01/2020	07/01/2020	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture	005	<u>Grievance Handling Policy and Procedure</u> • Grievance Form (04/12/2020) Function: This policy applies to all workers at all City of Albany worksites, with breaches of this policy treated as misconduct or serious misconduct were deemed appropriate. Approved by EMT on 09/05/2017.	04/12/2020	09/05/2017	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager - Information Technology IT		<u>ICT Policies & Procedures (Manual)</u> Function: The objective of the ICT Policies and Procedures Manual (the Manual) is to define the IT related policies and associated procedures for the City of Albany (the City) as a consolidated resource.	06/05/2022	04/05/2022	Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	All	<u>Internal Review Policy & Procedure</u> Function: This policy position explains the general rights of individuals to seek a review of a Council or an Officer's decision or conditions relating to a decision. This policy provides a framework to provide peace of mind to our customers through a transparent, independent and robust internal review process.	01/07/2019	15/01/2018	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Learning & Development Policy</u> Function: This policy guides the learning and development process and outlines the procedure to be followed for staff and volunteers to attend training.	04/12/2020	11/01/2018	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture		<u>Library Collection Policy 2019</u> Function: The policy provides a framework for the selection, maintenance, weeding and evaluation of the Albany Public Library's collection. This Collection Development Policy ensures the Albany Public Library's collection remains vibrant, informative, current, inclusive and sustainable.	31/07/2019	31/07/2019	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture		<u>Library Public Information Technology (IT) Use Policy</u> Function: This policy has been developed in order to provide smart, safe and responsible use of technology within the Library.	31/05/2021	31/05/2021	Website/ Intranet
002 – Admin	Infrastructure, Development and Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	Attachment B – Local Laws	<u>Marine Mammal Carcass or Stranding Response Policy & Procedure</u> Function: To define the responsibilities and procedures for response, noting primary responsibility for responding to reports of stranding or carcasses on City managed beaches will rest with the Manager City Reserves and the Reserves Management Team. Approved by EMT on 16/10/2020.	16/10/2020	16/10/2020	Website/ Intranet

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
002 – Admin	Community Services	Executive Director Community Services	Communications Coordinator		<u>City of Albany Media Liaison Policy</u> Function: The Policy establishes a framework for an effective working relationship with the media, including the identification of the City's authorised spokespersons.	19/05/2021	18/01/2022	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Occupational Health and Safety Policy</u> Function: Statement of commitment and assigned responsibilities under WHS law. Approved by EMT on 17/01/2018 and signed by CEO.	01/07/2019	11/01/2017	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>OSH Contractor Management Policy</u> Function: This policy applies to all City of Albany, managers, employees, volunteers, visitors, responsible officers, contractors and subcontractors at all of the City of Albany sites and centres. Noting the City of Albany will take all reasonable steps to; <ul style="list-style-type: none"> • So far, as practicable, provide and maintain a safe working environment. • Inform our contractors of any hazards we are aware of. • Upon notification, investigate all incidents, hazards and near misses to minimise the risk of risk re-occurrence. • Advise our contractors of our expectations and continually monitor contractor management performance. 	22/02/2021	11/01/2018	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Prescription Safety Glasses Policy and Procedure</u> Function: The purpose of this document is to define the process and standard for protective eyewear and City of Albany employee eligibility for reimbursement. Approved by EMT on 20/04/2018.	04/12/2020	20/04/2018	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Recreational Services		<u>Provision of Community Support Letter Policy</u> Function: The purpose of this policy is to ensure the City of Albany manages requests for letters of support for grant applications in an efficient, effective, transparent and accountable manner.	14/08/2019	14/08/2019	Website/ Intranet
002 – Admin	Corporate & Commercial Services Office of CEO	Executive Director Corporate & Commercial Services Chief Executive Officer	Manager Governance & Risk Manager People & Culture PID Officers		<u>Public Interest Disclosure Procedures (PID) Policy and Procedure</u> Function: This policy position and associated guidelines have been adapted and enhanced to reflect our operating context and ensure the City's PID Officers and persons raising issues in the public interest have the appropriate resources to: receive, investigate, take appropriate action and provide reports to disclosers. Reviewed and re-approved by EMT on: 09/07/2021. Amendments: <ul style="list-style-type: none"> • Fully reviewed against PID resources published by the Public Sector Commission on 11 August 2020. • Additional Document Development Officer assigned, being the Manager People & Culture. • Quality Assurance assigned to designated PID Officers. 	09/07/2021	09/07/2021	Website
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Recruitment and Selection Policy</u> Function: The objective of this policy is to provide an overview of the processes involved in the recruitment and selection of staff. Approved by EMT on 21/08/2015.	04/12/2020	21/08/2015	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Relocation Expenses Policy</u> Function: This policy applies to hiring of new and existing employees who need to relocate from their primary place of residence in order to take up a position at the City of Albany, and to whom the City of Albany offers relocation assistance. Approved by EMT on 11/08/2015. Reviewed and updated on 02/08/2017.	22/02/2021	02/08/2017	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Recreational Services		<u>Rules for Playing and Dimensions for Playing Areas at City of Albany Facilities Policy Position</u> Function: The objective of this policy was to minimise sporting injuries at City of Albany facilities. Policy position established to formally adopt the Department Sport and Recreation (DSR) guidelines as the standard for the conduct of sporting activities at City facilities. Approved as a working draft under delegation to facilitate the ALAC playing surface upgrades on 23/01/2017.	22/02/2021	23/01/2017	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Community Relations		<u>Social Media Policy and Guidelines</u> Function: This policy applies to everyone who works at the City of Albany, including employees, trainees, contractors, labour-hire staff and volunteers, regardless of whether they work full-time, part-time or casual.	13/07/2022	13/07/2022	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance		<u>Store Card Usage Policy & Procedure</u> Function: The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to the use of Store Cards by City Officers. Approved by EMT on 04/02/2019. Reviewed under delegation and amended on 19/04/2021.	19/04/2021	19/04/2021	Intranet Only

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Sun Protection in the Workplace Policy & Procedure</u> Function: The purpose of this policy is to implement measures that will assist in the reduced risk of skin cancer posed to Outdoor Workers and Occasional Outdoor Workers and Contractors through exposure to the harmful effects of the sun. Approved by EMT on 13/09/2013. Reviewed by Document Owner under delegation on 22/06/2017.	22/02/2021	22/06/2017	Intranet Only
002 – Admin	Infrastructure, Development and Environment	Executive Director Infrastructure, Development and Environment	Manager Engineering and Sustainability		<u>Supply of Mobile Garbage Bins Policy</u> Function: Formalise the City's Executive position that: Residential property owners are required to purchase and provide their own mobile garbage bins (MGBs) to participate in the kerbside waste collection service. Originally approved by EMT on 06/03/2012 and reviewed under delegation by the Document Owner on 12/06/2017.	01/07/2019	12/06/2017	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Recreational Services	Attachment B – Local Laws	<u>Swimming Coaching Activities at the Albany Leisure & Aquatic Centre (ALAC) Policy</u> Function: The City of Albany employs qualified and accredited swimming Instructors to provide swimming coaching to the community. The objective of this policy is to ensure that appropriate due diligence checks are conducted by ALAC Centre Management.	01/07/2019	27/09/2018	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Volunteer Management Policy</u> Function: The objective of the Volunteering Policy is to outline the scope of the organisation wide volunteering program run by the City of Albany including the role and contribution of volunteers to City of Albany programs and services, and the City's commitment to volunteers. Approved by EMT on 2/12/2016. Reviewed by Document Owner under delegation on 02/01/2018.	14/12/2020	2/01/2018	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Community Relations		<u>Welcome to Country, Acknowledgement of People and Country and Aboriginal Cultural Performances Policy & Procedure</u> Function: The objective of this Policy and Procedure is to establish protocols for City staff about appropriate and consistent recognition and acknowledgement of Menang Noongar people(s) as the traditional custodians of the land on which the City of Albany is situated.	16/05/2022	16/05/2022	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Workplace Healthy Catering Policy</u> <ul style="list-style-type: none"> Healthy Eating and Catering Handbook (04/12/2020) Function: The aim of this policy is provide a framework to guide the provision of food and drinks offered at meetings, events and functions. It is hoped that this will ensure that a variety of healthy foods and drinks are available to promote healthy eating choices as everyday choices. Approved by the CEO and EMT on 28/07/2016.	22/02/2021	28/07/2016	Intranet Only

CITY OF ALBANY

REPORT

To : His Worship the Mayor and Councillors

From : Administration Officer - Planning

Subject : Development Application Approvals –
February 2023

Date : 1 March 2023

1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of February 2023.
2. Within this period 47 Development applications were determined, of these;
 - 47 Development applications were approved under delegated authority.



Sharnee Weaver

Information Officer – Development Services

PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY

Applications Determined for February 2023

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2220515	14/12/22	Albany Highway	Albany	Industry - Extractive (Sand & Gravel)	Delegate Approved	14/02/23	Jessica Anderson
P2220506	08/12/22	Stirling Terrace	Albany	Restaurant	Delegate Approved	08/02/23	Jessica Anderson
P2220507	08/12/22	Grey Street East	Albany	Development - Maintenance/Repair (Re-Roof)	Delegate Approved	01/02/23	Josh Dallimore
P2230011	16/01/23	Freeman Close	Bayonet Head	Single House - Retaining Wall	Delegate Approved	28/02/23	Dylan Ashboth
P2230019	18/01/23	Ascanius Parade	Bayonet Head	Display Home	Delegate Approved	28/02/23	Jessica Anderson
P2220519	19/12/22	Elizabeth Street	Bayonet Head	Single House - Outbuilding	Delegate Approved	02/02/23	Jessica Anderson
P2230063	14/02/23	Lion Street	Centennial Park	Single House & Retaining Walls	Delegate Approved	23/02/23	Jessica Anderson
P2220531	23/12/22	Ulster Road	Collingwood Heights	Single House - Additions Outbuilding and Retaining Walls x 2	Delegate Approved	24/02/23	Josh Dallimore
P2230050	10/02/23	Emu Point Drive	Collingwood Park	Single House - Outbuilding	Delegate Approved	23/02/23	Jessica Anderson
P2220116	16/03/22	Barry Court	Collingwood Park	Single House - Additions	Delegate Approved	03/02/23	Josh Dallimore
P2230052	10/02/23	Lower Denmark Road	Cuthbert	Single House - Additions (Patio)	Delegate Approved	23/02/23	Jessica Anderson
P2230009	12/01/23	Link Road	Drome	Development - Water Tank	Delegate Approved	22/02/23	Josh Dallimore
P2230001	03/01/23	Elleker-Grasmere Road	Elleker	Development (Earthworks in excess of 600mm - Retaining Walls)	Delegate Approved	15/02/23	Josh Dallimore
P2230016	18/01/23	Walford Road	Kalgan	Development - Water Tank	Delegate Approved	28/02/23	Josh Dallimore
P2230030	01/02/23	South Coast Highway	Kalgan	Single House - Outbuilding	Delegate Approved	13/02/23	Jessica Anderson
P2230046	08/02/23	Bon Accord Road	Kalgan	Single House - Additions (Games Room)	Delegate Approved	14/02/23	Jessica Anderson
P2220501	06/12/22	Hobbs Close	Kalgan	Single House - Additions (Patio)	Delegate Approved	01/02/23	Jessica Anderson
P2220521	19/12/22	Walford Road	Kalgan	Single House - Outbuilding	Delegate Approved	01/02/23	Jessica Anderson
P2220492	29/11/22	Killini Road	Kronkup	Single House - Outbuilding x 2	Delegate Approved	14/02/23	Jessica Anderson
P2220517	15/12/22	Goss Street	Little Grove	Single House - Outbuilding	Delegate Approved	01/02/23	Jessica Anderson
P2230024	20/01/23	Townsend Street	Lockyer	Single House - Outbuildings x 2 (Shed & Carport)	Delegate Approved	14/02/23	Jessica Anderson
P2230000	03/01/23	King River Drive	Lower King	Single House - Outbuilding	Delegate Approved	02/02/23	Jessica Anderson
P2230013	17/01/23	Bon Accord Road	Lower King	Single House - Outbuilding	Delegate Approved	16/02/23	Josh Dallimore
P2220522	19/12/22	Bon Accord Road	Lower King	Single House	Delegate Approved	07/02/23	Josh Dallimore
P2220495	30/11/22	Tennessee Road South	Lowlands	Single House - Additions	Delegate Approved	06/02/23	Dylan Ashboth
P2230012	16/01/23	Barfleur Place	Marbelup	Rural Pursuit (Stables)	Delegate Approved	22/02/23	Dylan Ashboth
P2230018	18/01/23	Ajana Drive	Marbelup	Single House & Ancillary Dwelling	Delegate Approved	21/02/23	Dylan Ashboth

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2230049	10/02/23	Laithwood Circuit	Marbelup	Approval of Existing Development (Single House)	Delegate Approved	28/02/23	Jessica Anderson
P2220505	08/12/22	Ajana Drive	Marbelup	Single House & Outbuilding	Delegate Approved	03/02/23	Josh Dallimore
P2220523	19/12/22	Lowanna Drive	Marbelup	Single House & Outbuilding	Delegate Approved	02/02/23	Jessica Anderson
P2230002	05/01/23	Adelaide Crescent	Middleton Beach	Single House - Additions (Deck)	Delegate Approved	13/02/23	Josh Dallimore
P2220518	15/12/22	Wittenoom Street	Middleton Beach	Development (Earth Works in Excess of 600mm - Retaining Wall)	Delegate Approved	02/02/23	Josh Dallimore
P2230042	01/02/23	Silverstar Court	Millbrook	Single House - Additions (extend existing patio)	Delegate Approved	14/02/23	Jessica Anderson
P2230015	17/01/23	Friesian Rise	Milpara	Single House - Outbuilding	Delegate Approved	23/02/23	Josh Dallimore
P2230005	10/01/23	McLeod Street	Mira Mar	Single House - Additions	Delegate Approved	21/02/23	Josh Dallimore
P2220488	25/11/22	Beauchamp Street	Mira Mar	Recreation - Private (Museum Additions)	Delegate Approved	01/02/23	Dylan Ashboth
P2230010	12/01/23	Hanover Place	Mount Clarence	Single House - Additions	Delegate Approved	20/02/23	Josh Dallimore
P2230006	13/01/23	Yungup Road	Napier	Single House - Additions	Delegate Approved	02/02/23	Jessica Anderson
P2230025	20/01/23	Valencia Close	Orana	Single House - Outbuilding	Delegate Approved	14/02/23	Jessica Anderson
P2230031	30/01/23	Norton Road	Redmond	Single House - Water Tanks (x6)	Delegate Approved	13/02/23	Jessica Anderson
P2230023	12/01/23	David Street	Spencer Park	Street Trader	Delegate Approved	23/02/23	Dylan Ashboth
P2220511	12/12/22	Roberts Road	Torndirrup	Approval of Existing Development - Recreation Private (Additions)	Delegate Approved	21/02/23	Josh Dallimore
P2230022	19/01/23	Greenwood Drive	Willyung	Single House	Delegate Approved	28/02/23	Dylan Ashboth
P2230040	02/02/23	Ulster Road	Yakamia	Development (Earthworks in Excess of 600mm - Retaining Walls)	Delegate Approved	14/02/23	Jessica Anderson
P2220512	12/12/22	Leonora Street	Yakamia	Grouped Dwelling	Delegate Approved	08/02/23	Josh Dallimore
P2220526	21/12/22	Callistemon View	Yakamia	Single House - Outbuilding	Delegate Approved	02/02/23	Jessica Anderson
P2220504	08/12/22	Lake Saide Road	Youngs Siding	Ancillary Dwelling	Delegate Approved	01/02/23	Josh Dallimore

City of Albany

Building Report

To : His Worship the Mayor and Councillors

From : Suzanne Beale - Development Services

Subject : Building Activity – February 2023

Date : 1 March 2023

1. In February 2023, fifty five (55) building permits were issued for building activity worth \$9,409,507. This included four (4) Demolition permits and two (2) sign permits.
2. It is brought to Council's attention that these figures included the following building permit # 166966 - Stage 1 Workshop/Storage Units With Showroom & Office: Estimated Value \$1,000,000 and permit # 166957 – 8 x 2 Storey Grouped Dwellings (Block A&D): Estimated Value \$2,540,000.
3. The three (3) attached graphs compare the current activity with the past five (5) fiscal years. The first one compares the amount of decisions made, the second one compares the value of activity, and the third one compares the number of dwellings and units.
4. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
5. Attached are the details of the permits issued for February, the eighth month of activity in the City of Albany for the financial year 2021/2022.



Suzanne Beale
Development Services

BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

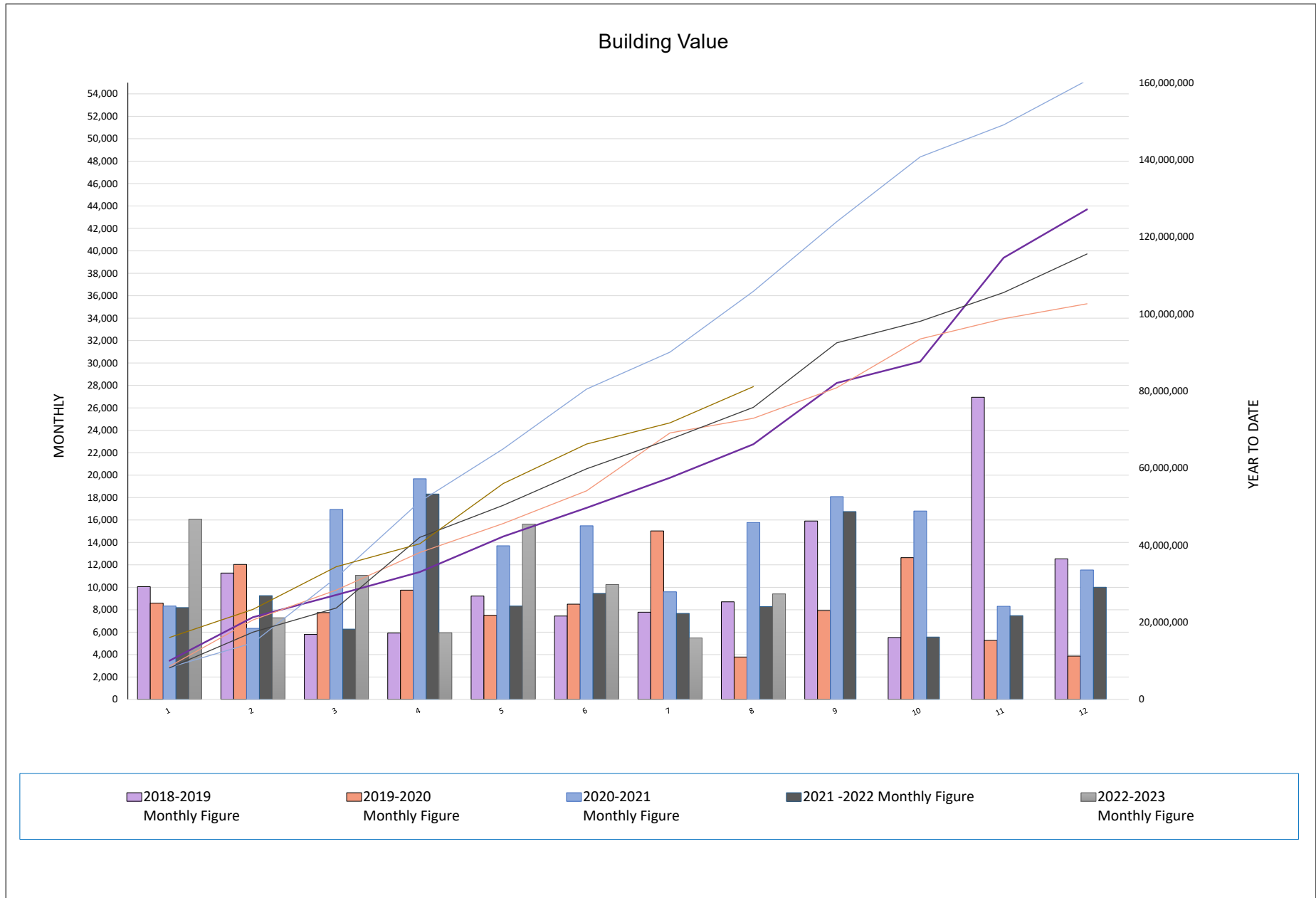
Applications determined for February 2023

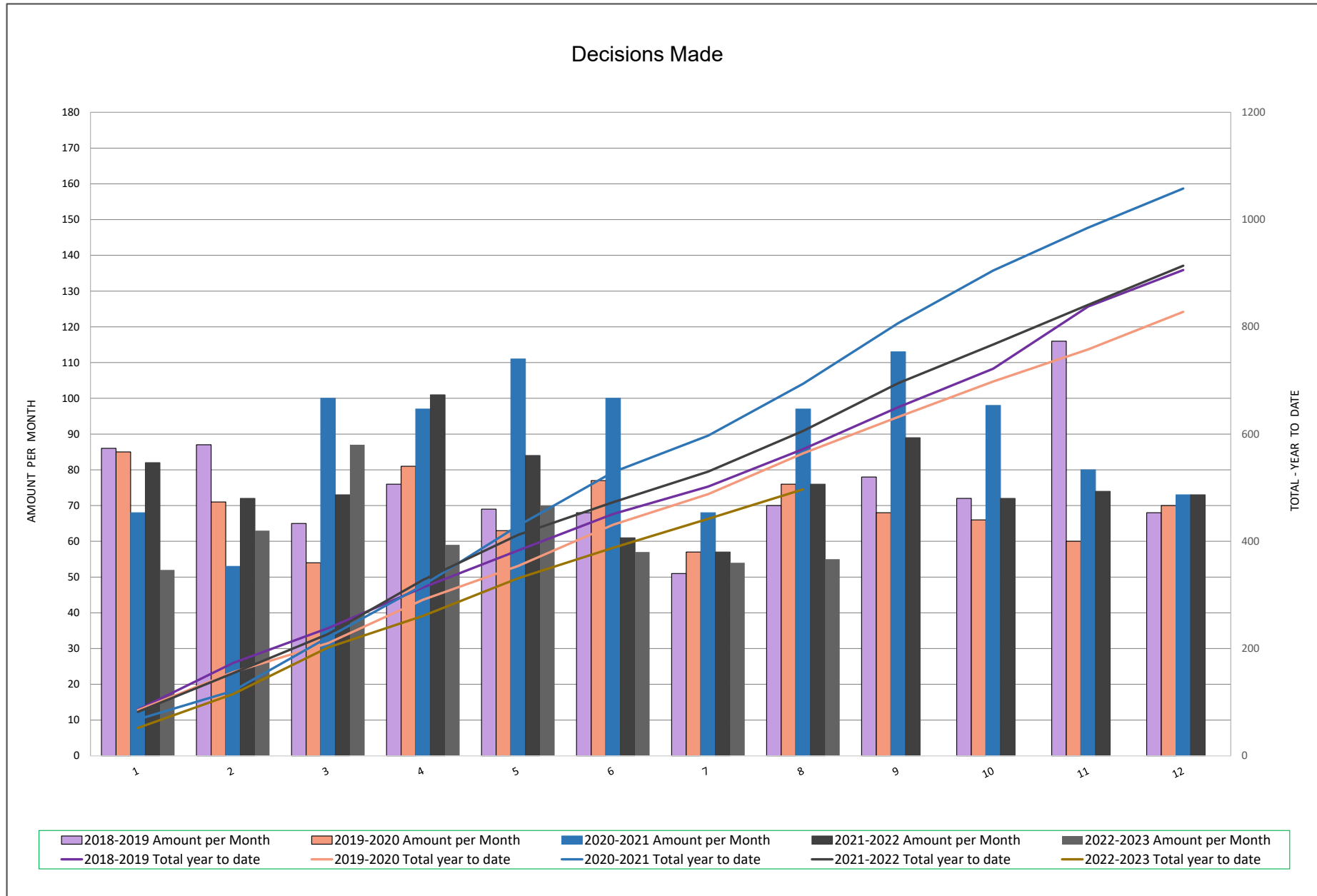
APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
166957	RYDE BUILDING COMPANY PTY LTD	8 X 2 STOREY GROUPED DWELLINGS (BLOCK A & D) - UNCERTIFIED	79	5	EARL STREET	ALBANY
166959	ALBANY SOLAR/HOWITT ELECTRICAL	100 X SOLAR PANELS - CERTIFIED	9-13	10	ALBANY HIGHWAY	ALBANY
166968	WILDWOOD BUILDING COMPANY PTY LTD	RE-ROOF EXISTING DWELLING - UNCERTIFIED	60-64	1	GREY STREET EAST	ALBANY
166983	M P BARKLEY	BUILDING APPROVAL CERTIFICATE - RE-ROOF OF EXISTING DWELLING & GARAGE EXTENSION - CERTIFIED	86	6	VANCOUVER STREET	ALBANY
166996	DOWNRITE DEMOLITION	DEMOLITION PERMIT - REMOVAL OF ROOF STRUCTURE/CANOPY OVER PREVIOUS FUEL BOWSER LOCATION	4	61	BAYONET HEAD ROAD	BAYONET HEAD
167014	D M & S MORAN	SHED - UNCERTIFIED	88	6	ELIZABETH STREET	BAYONET HEAD
166956	C & R ROMESCO	NEW MANUFACTURED DWELLING (SITE 46) - CERTIFIED	33	734	BARKER ROAD	CENTENNIAL PARK
166989	STAYCORP PTY LTD	ALTERATIONS/ADDITIONS TO EXISTING OFFICE/WAREHOUSE (PARTIAL CHANGE OF CLASS)- CERTIFIED	4A	1	NAKINA STREET	CENTENNIAL PARK
167009	M D & S J LLOYD	RETAINING WALL - UNCERTIFIED	298	101	ELLEKER-GRASMERE ROAD	ELLEKER
166988	POETT BUILDING CO PTY LTD	AMMENDMENT TO BP166647 - LIFTING LOWER WALLS & DROPPING ROOF PITCH - UNCERTIFIED	8	913	BEDWELL STREET	EMU POINT
166992	J & L SHUTTLEWORTH PTY LTD	TEMPORARY OCCUPANCY PERMIT - CARAVAN PARK DEVELOPMENT - NEW RECREATION BUILDING & ASSOCIATED WORKS	3-21	PT1461	BIRSS STREET	EMU POINT

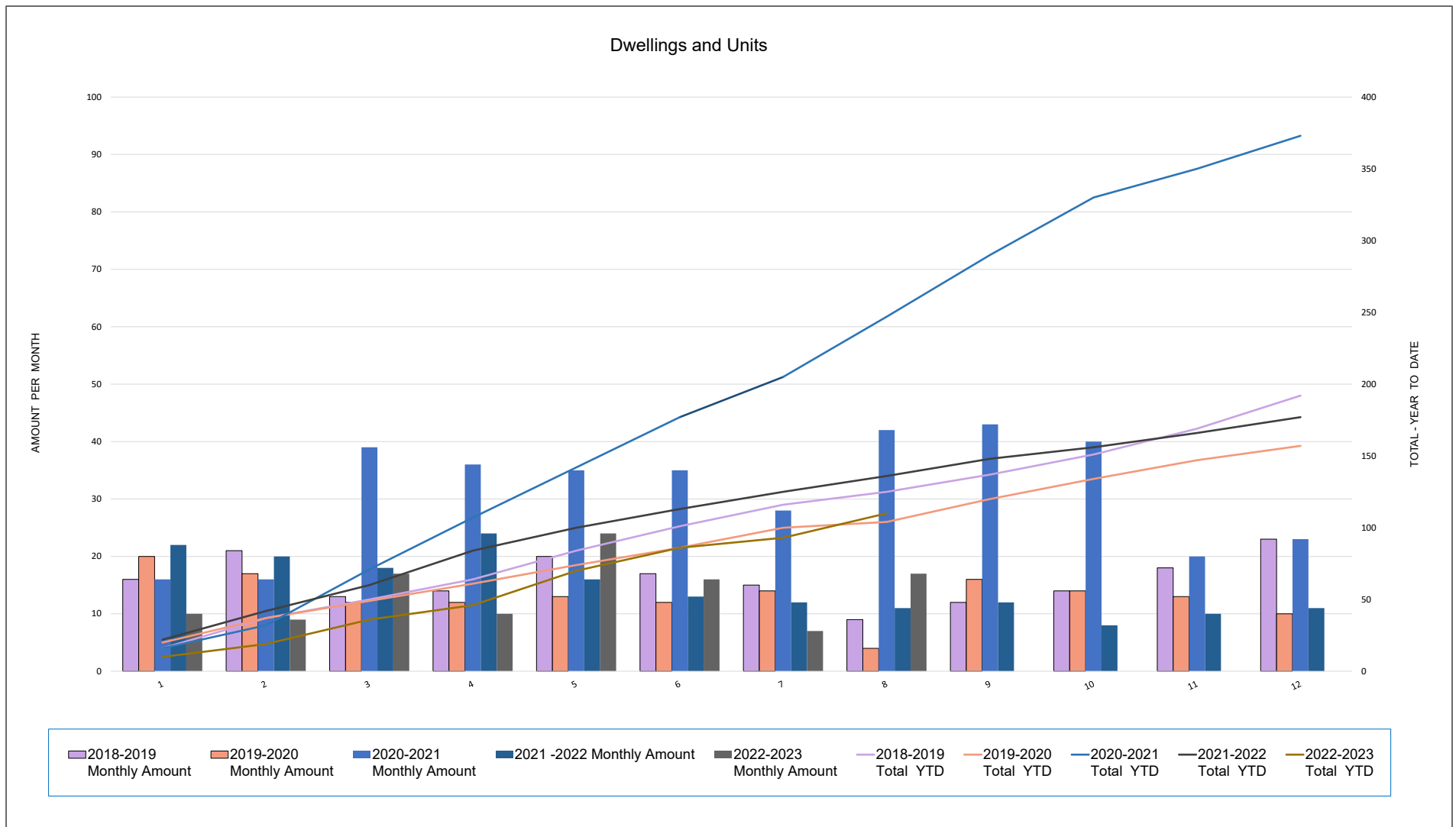
APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
166966	SIMTINO PTY LTD	STAGE ONE - WORKSHOP/STORAGE UNITS WITH SHOWROOM & OFFICE X 4 (UNITS 1-4) - CERTIFIED	UNITS 1-4, 29	3	ROUNDHAY STREET	GLEDHOW
166972	M J & J L CRAMER	OCCUPANCY PERMIT - STORAGE SHED	2-6	2	KITSON STREET	GLEDHOW
166973	RYDE BUILDING COMPANY PTY LTD	RETAINING WALL - UNCERTIFIED	80	648	LITTLE OXFORD STREET	GLEDHOW
166964	MATSON FABRICATIONS	PATIO - UNCERTIFIED	8	120	HOBBS CLOSE	KALGAN
166995	HANSJURG WENGER & MARGRIT WENGER-WIDMER	DWELLING - UNCERTIFIED	17	153	HUNTON ROAD	KALGAN
167003	P F O'BRIEN	SPA FENCING & DECK - UNCERTIFIED	38	115	GLENELG DRIVE	KALGAN
167008	LA ROSA CONSTRUCTIONS WA PTY LTD	ALTERATIONS & ADDITIONS TO EXISTING DWELLING - UNCERTIFIED	90	7	EAST BANK ROAD	KALGAN
167010	MCLAREN CONSTRUCTIONS	WATER TANK - UNCERTIFIED	23	204	LESUEUR VIEW	KALGAN
166999	TRABS CONSTRUCTIONS T/AS RANBUILD GREAT SOUTHERN	CARPORT - UNCERTIFIED	16A	1	KILLINI ROAD	KRONKUP
166977	P & E ZADOW	EXTENSION TO UNDERCROFT STOREY TO INSTALL DOMESTIC LIFT - UNCERTIFIED	15	265	BANDICOOT DRIVE	LANGE
166659	PLUNKETT HOMES (1903) PTY LTD	NEW DWELLING - UNCERTIFIED	48	150	GROVE STREET WEST	LITTLE GROVE
166994	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	146	4	BAY VIEW DRIVE	LITTLE GROVE
166965	KOSTER'S OUTDOOR PTY LTD	SHED & LEAN TO - UNCERTIFIED	161	19	THE ESPLANADE	LOWER KING
166982	J L USHER	5 BAY GARAGE - UNCERTIFIED	87	44	KING RIVER DRIVE	LOWER KING
166981	M POCOCK	TRANSPORTABLE ANCILLARY DWELLING - UNCERTIFIED	39	191	BROOKS ROAD	LOWLANDS
166953	WILDWOOD BUILDING COMPANY PTY LTD	SIGHT SCREENS & FENCE AROUND PROCTOR OVAL - UNCERTIFIED	43715	500	SOUTH COAST HIGHWAY	MANYPEAKS
167001	D W & J L DEKKER	SHED - UNCERTIFIED	55	203	CELESTIAL DRIVE	MCKAIL
166991	D M & M J FIELD	RETAINING WALL - UNCERTIFIED	2	31	WITTENOOM STREET	MIDDLETON BEACH

APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
166997	ALBANY SURF LIFE SAVING CLUB - ROB MASON	3 X TEMPORARY SEA CONTAINERS - CERTIFIED		1474 500	FLINDERS PARADE	MIDDLETON BEACH
167007	C STEPHEN	EXTENSION TO EXISTING ALFRESCO - UNCERTIFIED	27	296	SILVERSTAR COURT	MILLBROOK
166889	POCOCK BUILDING COMPANY PTY LTD	NEW DWELLING AND WATER TANK (LOT 309) - UNCERTIFIED		LOT 309	HEREFORD WAY	MILPARA
166970	MCB CONSTRUCTION PTY LTD	2 X MONOLITH SIGNS	91	88	JOHN STREET	MILPARA
166998	M & G GUNN PTY LTD	DEMOLITION OF BOTH EXISTING SHEDS & CONSTRUCTION OF NEW SHED - UNCERTIFIED	12	57	BRONTE STREET	MILPARA
166612	B TURNER	ALTERATIONS & ADDITIONS TO DWELLING REFURBISHED GARAGE NEW WORKSHOP & LANDSCAPING - UNCERTIFIED	10	88	MIRAMAR ROAD	MIRA MAR
166969	AD CONTRACTORS PTY LTD	DEMOLITION OF SINGLE STOREY DWELLING	46	203	HANSON STREET	MIRA MAR
166978	R & T RAVENHILL	GARAGE & ALFRESCO ADDITION TO EXISTING DWELLING AND RETAINING WALLS - CERTIFIED	2	3	MCLEOD STREET	MIRA MAR
166707	JD STEWART	POOL ROOM & ALFRESCO ADDITION - UNCERTIFIED	328	6086	YUNGUP ROAD	NAPIER
166046	A & P FINIGAN BUILDING CO PTY LTD	AGRICULTURAL FARM SHED - UNCERTIFIED	1025	1	EDEN ROAD	NULLAKI
166752	EYERITE SIGNS	ROOF SIGN (ALBANY PHYSIOTHERAPY)	449	12	ALBANY HIGHWAY	ORANA
166974	P KINDER T/A CCS ASBESTOS REMOVAL & DEMOLITION PTY LTD	DEMOLITION PERMIT - REMOVAL OF ASBESTOS TO EXTERIOR & INTERIOR OF EXISTING BUILDING	34	25	SOUTH COAST HIGHWAY	ORANA
167026	DUNKELD CONSTRUCTION	OCCUPANCY PERMIT - TRANSPORTABLE OFFICE BUILDING - FUEL DEPOT	10	9	BRUNSWICK ROAD	PORT ALBANY

APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
167015	PLUNKETT HOMES (1903) PTY LTD	DWELLING - CERTIFIED	434	7	NORTON ROAD	REDMOND
166961	P KINDER T/A CCS ASBESTOS REMOVAL & DEMOLITION PTY LTD	DEMOLITION PERMIT (OLD SHEARERS HOUSE)	1752	766	REDMOND-HAY RIVER ROAD	REDMOND WEST
166895	COLAB CONSTRUCTION PTY LTD	ADDITIONS/ALTERATIONS TO EXISTING DWELLING - UNCERTIFIED	135	182	HOME ROAD	ROBINSON
166963	C W RICHARDS	ANCILLARY DWELLING & SHED - UNCERTIFIED	25	223	HARDING ROAD	ROBINSON
166971	D W LEEFLANG	ANCILLARY DWELLING - UNCERTIFIED	118	180	HOME ROAD	ROBINSON
166958	GREAT SOUTHERN BOUNDARIES	RETAINING WALLS - UNCERTIFIED	105	6	HARDIE ROAD	SPENCER PARK
166984	J HEARN	REMEDIAL WORKS: NEW INGROUND RETAINING WALLS REPAIR DRIVEWAY & FENCE - CERTIFIED	22	77	HEWETT RISE	SPENCER PARK
166960	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	30	119	KOORYONG AVENUE	WARRENUP
166975	PLUNKETT HOMES (1903) PTY LTD	AMENDMENT TO BP166794 - ALFRESCO & WINDOW CHANGES - CERTIFIED		721	GREENWOOD DRIVE	WILLYUNG
166967	I & L F PAISLEY-KERR	SHED/CARPORT - UNCERTIFIED	15	126	WILLIAM STREET	YAKAMIA
166986	WA COUNTRY BUILDERS	GROUPED DWELLING - CERTIFIED	72	96	LEONORA STREET	YAKAMIA
167000	GREAT SOUTHERN BOUNDARIES	RETAINING WALL - UNCERTIFIED		9004	HAYWARD CREST	YAKAMIA
167006	H D WELLSTEAD	AMENDMENT TO BP 166852 - RETAINING WALLS - UNCERTIFIED	145	209	ULSTER ROAD	YAKAMIA







CITY OF ALBANY
BUILDING CONSTRUCTION STATISTICS FOR 2021 - 2022

	SINGLE		GROUP			DOMESTIC/		ADDITIONS/		HOTEL/		NEW		ADDITIONS/		OTHER		TOTAL \$
2022-2023	DWELLING		DWELLING		Total	OUTBUILDINGS		DWELLINGS		MOTEL		COMMERCIAL		COMMERCIAL				VALUE
	No	\$ Value	No	\$ Value		No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	
JULY	7	2,399,356	3	820,000	10	10	353,468	11	96,185	0	0	1	11,046,373	3	1,130,000	15	225,103	16,070,485
AUGUST	7	4649360	2	1,192,373	9	14	580,412	16	277,170	0	0	0	0	2	121,520	8	460,789	7,281,624
SEPTEMBER	17	7,125,813	1	120,00	18	26	872,698	16	649,655	0	0	0	0	2	400,000	15	1,903,897	11,072,063
OCTOBER	10	4,005,962	0	0	10	18	824,336	16	990,725	0	0	0	0	0	0	7	122,485	5,943,778
NOVEMBER	23	10,978,857	1	120,000	24	18	1,240,629	10	244,462	0	0	2	2,961,910	0	0	7	92,280	15,638,138
DECEMBER	15	7,140,336	1	230,000	8	8	274,669	18	1,623,308	1	150,000	1	23,000	1	621,474	6	182,521	10,245,308
JANUARY	4	1,862,398	3	266,162	7	8	150,738	16	1,282,517	0	0	1	1,050,000	6	540,107	14	333,400	5,485,322
FEBRUARY	8	2,674,448	9	2,954,329	17	9	237,740	14	2,039,607	0	0	2	1,040,000	1	55,000	14	408,383	9,409,507
MARCH																		
APRIL																		
MAY																		
JUNE																		
TOTAL TO DATE	91	40,836,530	20	5,582,864	103	111	4,534,690	117	7,203,629	1	150,000	7	16,121,283	15	2,868,101	86	3,728,858	81,146,225