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# ATTACHMENTS

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## **Ordinary Meeting of Council**

**Tuesday 28 May 2019**

6.00pm

City of Albany Council Chambers

ORDINARY COUNCIL MEETING  
ATTACHMENTS – 28/05/2019

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**CITY OF ALBANY**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 MARCH 2019**

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

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**CITY OF ALBANY  
COMPILATION REPORT  
FOR THE PERIOD ENDED 31 MARCH 2019**

**Report Purpose**

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

**Overview**

No matters of significance are noted.

**Statement of Financial Activity by reporting nature or type**

Shows a surplus for the period ended 31 March 2019 of \$17,177,232.

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

**Preparation**

Prepared by: S. Van Nierop  
*Financial Accountant*

Reviewed by: D. Olde  
*Manager Finance*

Date prepared: 12-Apr-2019



**CITY OF ALBANY**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**BY NATURE OR TYPE**  
**FOR THE PERIOD ENDED 31 MARCH 2019**

Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
<b>Operating Revenues</b>							
Rate Revenue	36,852,574	37,016,574	36,794,737	36,772,616	(22,121)	(0%)	
Grants & Subsidies	3,563,024	3,978,350	3,056,242	2,785,106	(271,136)	(9%)	▼
Contributions, Donations & Reimbursements	565,422	800,894	710,274	791,275	81,001	11%	
Profit on Asset Disposal	23,215	23,215	17,406	4,268	(13,138)	(75%)	
Fees and Charges	17,687,974	17,828,198	15,018,558	15,473,965	455,407	3%	▲
Interest Earnings	1,159,285	1,184,285	1,040,935	1,114,386	73,451	7%	
Other Revenue	314,860	220,860	195,109	301,737	106,628	55%	▲
	<b>60,166,354</b>	<b>61,052,376</b>	<b>56,833,261</b>	<b>57,243,353</b>			
<b>Operating Expenses</b>							
Employee Costs	(26,979,860)	(27,097,463)	(19,910,419)	(19,282,120)	628,299	3%	▼
Materials and Contracts	(18,388,877)	(19,277,378)	(13,686,372)	(12,752,005)	934,367	7%	▼
Utilities Charges	(1,893,062)	(2,023,062)	(1,396,481)	(1,352,220)	44,261	3%	
Depreciation (Non-Current Assets)	(17,343,216)	(15,757,994)	(11,814,902)	(11,749,196)	65,706	1%	
Interest Expenses	(751,576)	(751,576)	(418,987)	(368,304)	50,683	12%	
Insurance Expenses	(684,149)	(684,149)	(634,519)	(673,993)	(39,474)	(6%)	
Loss on Asset Disposal	(450,392)	(450,392)	(155,644)	(141,004)	14,640	9%	
Other Expenditure	(2,477,609)	(2,477,609)	(1,875,698)	(1,761,140)	114,558	6%	▼
Less: Allocated to Infrastructure	676,129	676,129	466,035	1,032,297	566,262	(122%)	▼
	<b>(68,292,612)</b>	<b>(67,843,494)</b>	<b>(49,426,986)</b>	<b>(47,047,686)</b>			
<b>Contributions for the Development of Assets</b>							
Grants & Subsidies	14,586,366	15,415,940	7,997,366	7,223,317	(774,049)	(10%)	▼
Contributions, Donations & Reimbursements	520,000	711,449	172,557	611,264	438,707	(254%)	▲
	<b>15,106,366</b>	<b>16,127,389</b>	<b>8,169,923</b>	<b>7,834,581</b>			
<b>Net Operating Result</b>	<b>6,980,108</b>	<b>9,336,271</b>	<b>15,576,198</b>	<b>18,030,248</b>			
<b>Funding Balance Adjustment</b>							
Add Back Depreciation	17,343,216	15,757,994	11,814,902	11,749,196	(65,706)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	427,177	427,177	138,238	136,736	(1,502)	(1%)	
Adjust (Profit)/Loss on Value of Investments	0	0	0	(26,654)	(26,654)	-	
<b>Funds Demanded From Operations</b>	<b>24,750,501</b>	<b>25,521,442</b>	<b>27,529,338</b>	<b>29,889,526</b>			
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	903,650	903,650	561,612	315,154	(246,458)	(44%)	▼
	<b>903,650</b>	<b>903,650</b>	<b>561,612</b>	<b>315,154</b>			
<b>Acquisition of Fixed Assets</b>							
Land and Buildings	5 (7,536,125)	(9,160,475)	(5,220,623)	(2,873,163)	2,347,460	45%	▼
Plant and Equipment	5 (3,244,935)	(2,853,189)	(1,533,172)	(927,840)	605,332	39%	▼
Furniture and Equipment	5 (707,900)	(757,900)	(574,177)	(382,003)	192,174	33%	▼
Infrastructure Assets - Roads	5 (6,007,199)	(5,753,525)	(4,715,957)	(4,584,398)	131,559	3%	▼
Infrastructure Assets - Other	5 (18,796,188)	(18,677,727)	(10,258,829)	(5,525,343)	4,733,486	46%	▼
	<b>(36,292,347)</b>	<b>(37,202,816)</b>	<b>(22,302,758)</b>	<b>(14,292,748)</b>			
<b>Financing/Borrowing</b>							
Debt Redemption	(2,230,544)	(2,230,544)	(1,233,047)	(1,234,717)	(1,670)	(0%)	
Loan Drawn Down	4,300,000	4,300,000	0	0	0		
Self-Supporting Loan Principal	12,504	12,504	9,378	12,504	3,126	(33%)	
	<b>2,081,960</b>	<b>2,081,960</b>	<b>(1,223,669)</b>	<b>(1,222,213)</b>			
<b>Demand for Resources</b>	<b>(8,556,236)</b>	<b>(8,695,764)</b>	<b>4,564,523</b>	<b>14,689,720</b>			
<b>Restricted Funding Movements</b>							
Opening Funding Surplus/(Deficit)	2,921,457	2,484,574	2,484,574	2,487,512	2,938	0%	
Transfer to Reserves	(12,859,671)	(12,859,671)	0	0	0		
Transfer from Reserves	18,494,450	19,070,861	0	0	0		
	<b>8,556,236</b>	<b>8,695,764</b>	<b>2,484,574</b>	<b>2,487,512</b>			
<b>Closing Funding Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>7,049,097</b>	<b>17,177,232</b>			

**CITY OF ALBANY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2019**

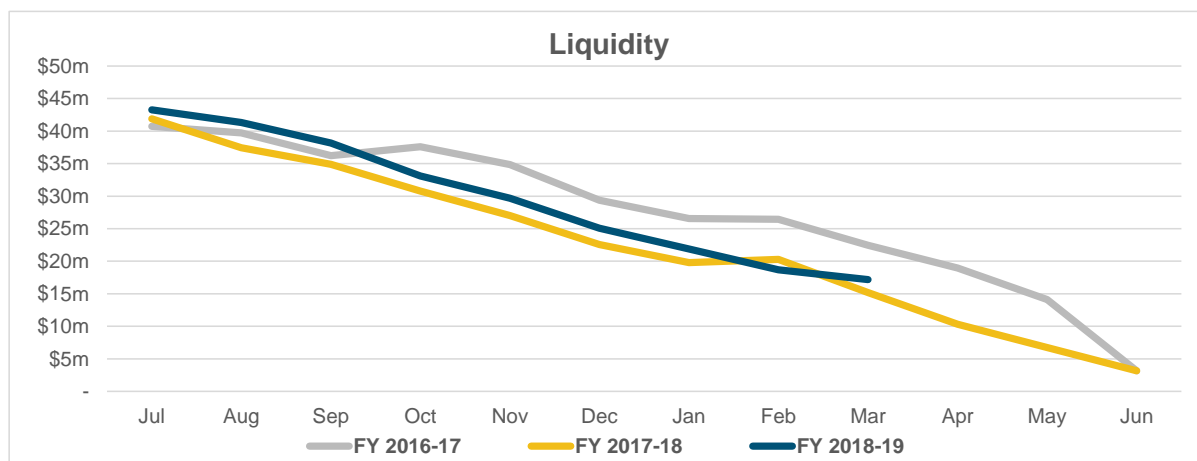
**NOTE 1**  
**EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000**

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Operating Revenues</b>					
Rate Revenue	(22,121)	0%			No material variance.
Grants & Subsidies	(271,136)	(9%)	▼	Timing	Variable nature of receiving grant funding producing variance to monthly phased budget. \$250k variance relates to Lower Grant Southern Alliance (State Grants)
Contributions, Donations & Reimbursements	81,001	11%			No material variance.
Profit on Asset Disposal	(13,138)	(75%)			No material variance.
Fees and Charges	455,407	3%	▲	Timing	Primarily a result of greater than anticipated refuse fees and revenue from the National ANZAC Centre
Interest Earnings	73,451	7%			No material variance.
Other Revenue	106,628	55%	▲	Timing	Primarily a result of greater than anticipated Visitor Centre Booking Commissions, and revenue from Main Roads for Intersection Works
<b>Operating Expenses</b>					
Employee Costs	628,299	3%	▼	Timing	No one significant variance in any one team. Generally timing delays in hiring replacement staff after resignations, once advertising, interviews and placement is concluded.
Materials and Contracts	934,367	7%	▼	Timing	A number of smaller variances under \$10 000 in many areas across the City. No one single significant variance.
Utilities Charges	44,261	3%			No material variance.
Depreciation (Non-Current Assets)	65,706	1%			No material variance.
Interest Expenses	50,683	12%			No material variance.
Insurance Expenses	(39,474)	(6%)			No material variance.
Loss on Asset Disposal	14,640	9%			No material variance.
Other Expenditure	114,558	6%	▼	Timing	Less than expected YTD spend on Community Financial Assistance and Recreational Subsidy - Sport 4 All Kidsport Program
Less: Allocated to Infrastructure	566,262	(122%)	▼	Timing	Costs initially captured as operating costs allocated to capital work projects.
<b>Contributions for the Development of Assets</b>					
Grants & Subsidies	(774,049)	(10%)	▼	Timing	Timing of payment of grants.
Contributions, Donations & Reimbursements	438,707	(254%)	▲	Permanent	Unbudgeted Parks & Reserves Capital Grants, and Future Years Works Contributions
<b>Funding Balance Adjustment</b>					
Add Back Depreciation	(65,706)	(1%)			No material variance.
Adjust (Profit)/Loss on Asset Disposal	(1,502)	(1%)			No material variance.
Adjust (Profit)/Loss on Value of Investments	(26,654)	-			No material variance.
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	(246,458)	(44%)	▼	Timing	Timing of asset purchase program
<b>Acquisition of Fixed Assets</b>					
Land and Buildings	2,347,460	45%	▼	Timing	Primarily timing of budget to actuals: Large variances to YTD budget include Down Rd land purchase, renewal of fitout at the library, and junior AFL node
Plant and Equipment	605,332	39%	▼	Timing	Primarily timing of Major Plant Purchases, and Wellstead Emergency Services Shed
Furniture and Equipment	192,174	33%	▼	Timing	Primarily timing of IT related equipment
Infrastructure Assets - Roads	131,559	3%	▼	Timing	Timing of completion of numerous road jobs
Infrastructure Assets - Other	4,733,486	46%	▼	Timing	No single job. Timing of payments for different elements of CPSP, Alison Hartman gardens (budgeted, contracts not yet awarded), synthetic hockey pitch replacement, and various jobs on reserves and sporting grounds.
<b>Financing/Borrowing</b>					
Debt Redemption	(1,670)	(0%)			No material variance.
Loan Drawn Down	0				No material variance.
Self-Supporting Loan Principal	3,126	(33%)			No material variance.
<b>Restricted Funding Movements</b>					
Opening Funding Surplus(Deficit)	2,938	0%			No material variance.
Transfer to Reserves	0				No material variance.
Transfer from Reserves	0				No material variance.

**CITY OF ALBANY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2019**

**NOTE 2**  
**NET CURRENT FUNDING POSITION**

	Ref Note	FOR THE PERIOD ENDED 31 MARCH 2019	FOR THE PERIOD ENDED 28 FEBRUARY 2019	FOR THE PERIOD ENDED 31 MARCH 2018
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		17,741,438	17,112,255	16,794,648
Cash Restricted		26,528,022	26,436,364	26,305,671
Receivable - Rates and Rubbish	4	2,947,594	5,926,228	2,539,490
Receivables - Other		1,577,618	1,248,951	858,595
Investments - LG Unit Trust Shares		227,722	227,722	205,605
Accrued Income		242,622	273,200	332,211
Prepaid Expenses		69,204	53,000	23,004
Investment Land		158,000	158,000	158,000
Community Group Loan		0	6,300	12,120
Stock on Hand		1,277,030	1,265,378	746,707
		<b>50,769,252</b>	<b>52,707,399</b>	<b>47,976,051</b>
<b>Less: Current Liabilities</b>				
Payables		(1,891,040)	(2,347,898)	(1,028,397)
Borrowings		(1,005,249)	(1,005,249)	(1,007,590)
Accrued Expenses		(6,595)	(4,855)	(6,057)
Income in advance		(19,255)	(28,492)	(3,597)
Provisions		(5,110,287)	(5,063,713)	(4,494,568)
Retentions		(131,033)	(131,033)	(43,532)
		<b>(8,163,460)</b>	<b>(8,581,240)</b>	<b>(6,583,741)</b>
Add Back: Borrowings		1,005,249	1,005,249	1,007,590
(Less): Cash Backed Reserves		(26,048,086)	(26,048,086)	(25,992,610)
(Less): Loans Receivable		0	(6,300)	-
(Less): Unutilised - Loan		-	-	(841,758)
(Less): Investment land		(158,000)	(158,000)	(158,000)
(Less): Investments - LG Unit Trust Shares		(227,722)	(227,722)	(205,605)
		<b>(25,428,560)</b>	<b>(25,434,860)</b>	<b>(26,190,383)</b>
<b>Net Current Funding Position</b>		<b>17,177,232</b>	<b>18,691,299</b>	<b>15,201,927</b>



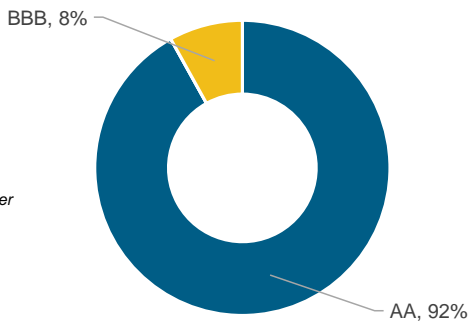
**COMMENTS:**

**CITY OF ALBANY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2019**

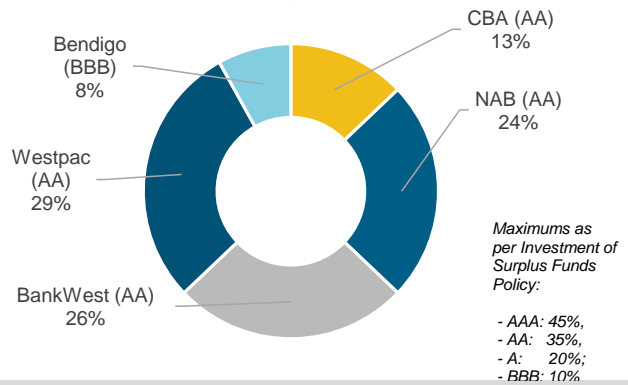
**NOTE 3**  
**CASH INVESTMENTS**

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	Westpac	AA	2.72%	04-Sep-18	04-Apr-19	6 to 12 months	3,000,000	47,395
General Municipal	Bankwest	AA	2.60%	04-Feb-19	05-May-19	0 to 3 months	3,000,000	19,233
							<b>6,000,000</b>	<b>66,628</b>
Restricted	NAB	AA	2.70%	09-Jan-19	09-Apr-19	0 to 3 months	3,000,000	19,973
Restricted	CBA	AA	2.52%	12-Sep-18	12-Apr-19	6 to 12 months	2,000,000	29,273
Restricted	Bendigo	BBB	2.60%	17-Oct-18	17-Apr-19	3 to 6 months	2,500,000	32,411
Restricted	NAB	AA	2.70%	29-Jan-19	29-Apr-19	0 to 3 months	2,500,000	16,644
Restricted	Westpac	AA	2.70%	12-Nov-18	12-May-19	3 to 6 months	3,000,000	40,167
Restricted	Bankwest	AA	2.65%	05-Feb-19	05-Jun-19	3 to 6 months	3,000,000	26,137
Restricted	Bankwest	AA	2.50%	01-Mar-19	28-Jun-19	3 to 6 months	2,000,000	16,301
Restricted	CBA	AA	2.50%	04-Mar-19	01-Aug-19	3 to 6 months	2,000,000	20,548
Restricted	NAB	AA	2.60%	06-Mar-19	02-Sep-19	3 to 6 months	2,000,000	25,644
Restricted	Westpac	AA	2.55%	18-Mar-19	18-Sep-19	3 to 6 months	3,000,000	38,564
							<b>25,000,000</b>	<b>265,662</b>
							<b>31,000,000</b>	<b>332,290</b>

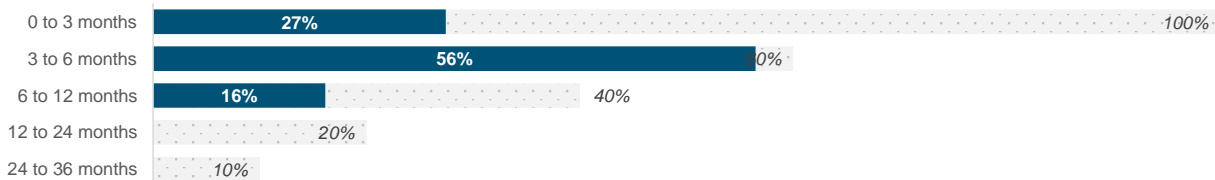
**Portfolio Credit Framework**



**Counterparty Credit Limits**



**Term to Maturity Framework**

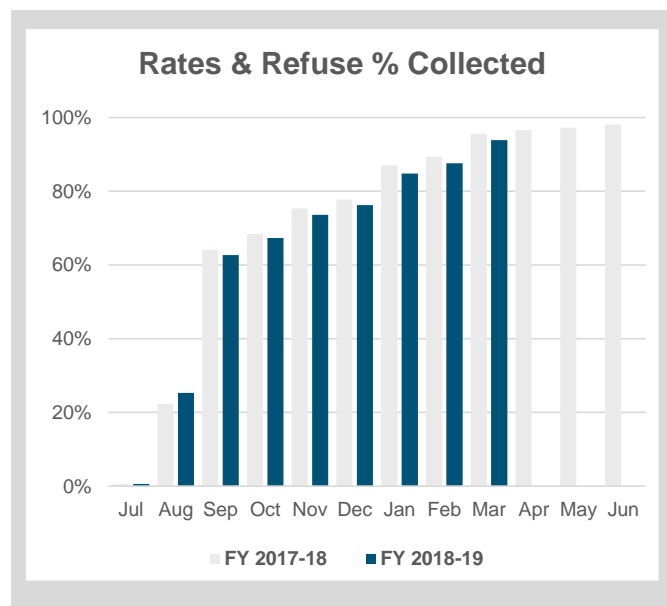


**COMMENTS:**

**CITY OF ALBANY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2019**

**NOTE 4**  
**RECEIVABLES**

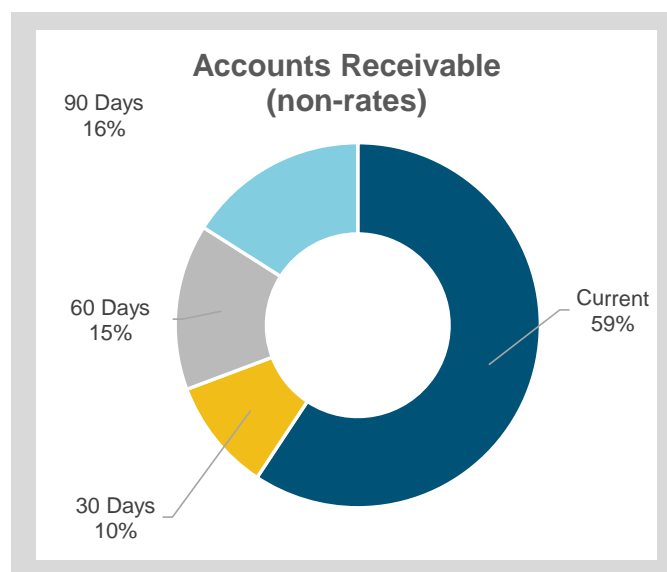
<b>Rates &amp; Refuse % Collected</b>	<b>\$</b>
Opening Arrears Previous Years	976,234
Rates Levied this year	36,772,616
Refuse Levied	6,268,099
ESL Levied	3,378,844
Other Charges Levied	451,145
<b>Amount Levied</b>	<b>47,846,939</b>
(Less): Collections (Prior Years)	(620,730)
(Less): Collections (Current Year)	(44,278,614)
<b>Amount Collected</b>	<b>(44,899,345)</b>
<b>Total Rates &amp; Charges Collectable</b>	<b>2,947,594</b>
<i>% Collected</i>	<i>93.84%</i>



**COMMENTS:**

<b>Accounts Receivable (non-rates)</b>	<b>\$</b>	<b>%</b>
Current	662,992	59%
30 Days	111,721	10%
60 Days	164,331	15%
90 Days	178,988	16%
	<b>1,118,031</b>	<b>100%</b>

*Amounts shown above include GST (where applicable)*



**COMMENTS:**

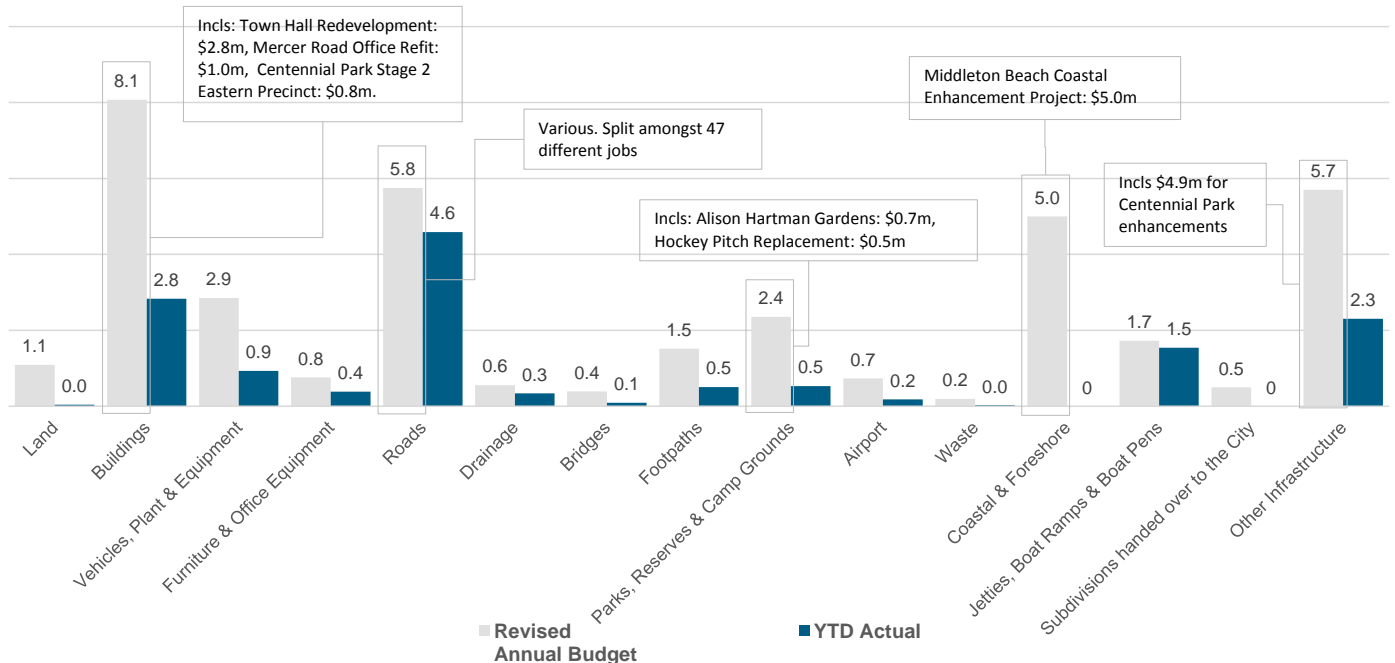
Current portion of Accounts Receivable includes a Federal Government agency grant of \$240,054 for which the invoice has been raised (29.03.2019), funds not yet received.

**CITY OF ALBANY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2019**

**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.
	\$	\$	\$	\$	\$	%	
<b>Property Plant &amp; Equipment</b>							
Land	25,000	1,089,000	1,064,000	<b>38,000</b>	(1,026,000)	(96%)	▼
Buildings	7,511,125	8,071,475	4,156,623	<b>2,835,163</b>	(1,321,460)	(32%)	▼
Vehicles, Plant & Equipment	3,244,935	2,853,189	1,533,172	<b>927,840</b>	(605,332)	(39%)	▼
Furniture & Office Equipment	707,900	757,900	574,177	<b>382,003</b>	(192,174)	(33%)	▼
<b>Infrastructure</b>							
Roads	6,007,199	5,753,525	4,715,957	<b>4,584,398</b>	(131,559)	(3%)	▼
Drainage	555,000	555,000	389,914	<b>340,830</b>	(49,084)	(13%)	
Bridges	135,000	393,000	101,250	<b>90,000</b>	(11,250)	(11%)	
Footpaths	963,161	1,515,326	993,322	<b>507,648</b>	(485,674)	(49%)	▼
Parks, Reserves & Camp Grounds	8,656,936	2,355,480	1,855,432	<b>531,444</b>	(1,323,988)	(71%)	▼
Airport	735,510	735,510	502,836	<b>180,452</b>	(322,384)	(64%)	▼
Waste	176,000	196,000	171,008	<b>25,108</b>	(145,900)	(85%)	▼
Coastal & Foreshore	5,000,000	5,000,000	0	<b>0</b>	0		
Jetties, Boat Ramps & Boat Pens	1,774,945	1,728,477	1,728,477	<b>1,544,184</b>	(184,293)	(11%)	▼
Subdivisions handed over to the City	500,000	500,000	0	<b>0</b>	0		
Other Infrastructure	299,636	5,698,934	4,516,590	<b>2,305,676</b>	(2,210,914)	(49%)	▼
<b>Total Capital Acquisitions</b>	<b>36,292,347</b>	<b>37,202,816</b>	<b>22,302,758</b>	<b>14,292,748</b>	(8,010,010)	(36%)	▼

**Capital Acquisitions (\$m)**



**COMMENTS:**

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 28 MARCH 2019**

**CREDIT CARD TRANSACTIONS**

DATE	PAYEE	DESCRIPTION	AMOUNT
25/02/2019	Regional Express	Flights - A Cousins - Curtin University and Fremantle Prison	\$ 584.65
27/02/2019	South Coast Woodworks	Farewell Gift for Matt Thomson	\$ 295.00
4/03/2019	Regional Express	Flights Refund - Dr F Woods - Anzac Speaker Series	-\$ 616.97
5/03/2019	Mailchimp	Monthly Subscription Charges - Media	\$ 211.90
6/03/2019	Glitter Haven	Youth Advisory Council Activity - Youth Week Festival	\$ 201.50
7/03/2019	Regional Express	Flights - Mayor - Taste Great Southern Launch	\$ 605.81
8/03/2019	The Association	Conference Registration - J Pouwelsen - FILEX Fitness Convention 2019	\$ 1,025.15
8/03/2019	The Association	Conference Registration - J Garrood - FILEX Fitness Convention 2019	\$ 1,025.15
8/03/2019	Webjet	Flights - J Pouwelsen & J Garrood - FILEX Fitness Convention 2019	\$ 1,557.06
11/03/2019	Regional Express	Flights - P Grigg - Taste Great Southern Launch	\$ 593.45
17/03/2019	Union Kitchen	Meals - Councillors and Executive Team - Study Tour of Wanneroo and Fremantle	\$ 1,097.25
18/03/2019	Shire of Kojonup	Accommodation- R Westerberg, R Polette, R Cations - LG Act 1995 Advance Course	\$ 310.00
19/03/2019	Bennys Bar & Café	Meals - Councillors and Executive Team - Study Tour of Wanneroo and Fremantle	\$ 300.00
19/03/2019	Regional Express Dir	Flights - Emma Evans - Meetings with Department of Lands, Planning and Heritage	\$ 512.71
19/03/2019	Bennys Bar & Café	Meals - Councillors and Executive Team - Study Tour of Wanneroo and Fremantle	\$ 671.75
20/03/2019	Bathers Beach House	Meals - Councillors and Executive Team - Study Tour of Wanneroo and Fremantle	\$ 509.00
21/03/2019	Regional Express	Flights - P Nielsen - PLWA General Meeting and Regional Meeting	\$ 443.01
22/03/2019	Perth Riverview Hol	Accommodation - A McEwan - CHRMAP/Lotterywest/Common Ground	\$ 300.00
		SUNDRY < \$ 200.00	\$ 5,746.53
<b>TOTAL</b>			<b>\$ 15,372.95</b>

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 APRIL 2019**

**TRUST PAYMENTS**

DATE	NAME	DESCRIPTION	AMOUNT
04/04/2019	JOHN KINNEAR AND ASSOCIATES	Return of Incomplete Works Bond	\$ 1,000.00
4/04/2019	IAN KEITH WILLIAMS AND PATRICIA LYNETTE WILLIAMS	Return of Vegetation Bond	\$ 800.00
<b>TOTAL</b>			<b>\$ 1,800.00</b>

**PAYROLL TRANSACTIONS**

DATE	DESCRIPTION	AMOUNT
19/03/2019	COA Salaries	\$ 3,608.99
28/03/2019	COA Salaries	\$ 662,636.42
29/03/2019	COA Superannuation	\$ 120,275.17
11/04/2019	COA Salaries	\$ 656,808.36
11/04/2019	COA Superannuation	\$ 117,702.18
12/04/2019	COA Salaries	\$ 673.97
<b>TOTAL</b>		<b>\$ 1,561,705.09</b>



**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**CHEQUE TRANSACTIONS**

CHEQUE	DATE	NAME	DESCRIPTION	AMOUNT
32280	21/03/2019	WA COUNTRY BUILDERS	Development Approval Refund	\$ 147.00
32281	21/03/2019	PETTY CASH	Petty Cash	\$ 179.40
32282	21/03/2019	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 23,013.22
32283	21/03/2019	WATER CORPORATION	Water Charges - Various Locations	\$ 3,430.75
32284	21/03/2019	THE WEST AUSTRALIAN	News Paper Deliveries	\$ 362.41
32285	28/03/2019	DEPARTMENT OF TRANSPORT	Vehicle Registration	\$ 369.45
32286	28/03/2019	PETTY CASH	Petty Cash	\$ 192.15
32287	28/03/2019	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 107.89
32288	28/03/2019	WATER CORPORATION	Water Charges - Various Locations	\$ 18,860.39
32289	04/04/2019	J PODLICH	Crossover Subsidy	\$ 158.55
32290	04/04/2019	J ELLIOTT	Crossover Subsidy	\$ 62.25
32291	04/04/2019	K AMESS	Refund	\$ 30.00
32292	04/04/2019	PETTY CASH	Petty Cash	\$ 277.60
32293	04/04/2019	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges	\$ 248.00
32294	04/04/2019	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 11,783.60
32295	04/04/2019	WATER CORPORATION	Installation of Fire Hydrant - Airport	\$ 9,184.18
32296	04/04/2019	THE WEST AUSTRALIAN	News Paper Deliveries	\$ 37.19
32297	11/04/2019	P SANFORD	Insurance Claim	\$ 150.00
32299	11/04/2019	DEPARTMENT OF TRANSPORT	Amazing South Coast Plate Purchase	\$ 200.00
32300	11/04/2019	DEPARTMENT OF TRANSPORT	Vehicle Registration	\$ 62.00
32301	11/04/2019	DEPARTMENT OF TRANSPORT	Jetty Renewal - Nullaki	\$ 81.40
32302	11/04/2019	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges	\$ 316.09
32303	11/04/2019	WATER CORPORATION	Water Charges - Various Locations	\$ 15,193.49
32304	11/04/2019	WATER CORPORATION	Repairs to Damaged Service - Regent Street	\$ 1,987.70
				<b>\$ 86,434.71</b>

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT132807	21/03/2019	ABBOTTS LIQUID SALVAGE PTY LTD	Waste Services - Q18023	\$ 2,727.00
EFT132808	21/03/2019	ACE ACCOMMODATION ALBANY	Accommodation - Field of Light Packages	\$ 2,187.00
EFT132809	21/03/2019	ACO PTY LTD	Material Supply - Drainage Products	\$ 17,044.83
EFT132810	21/03/2019	AD CONTRACTORS PTY LTD	Material Supply and Hire - C16012/C16015/C17015	\$ 8,273.00
EFT132811	21/03/2019	WELLSTEAD RURAL SERVICES	Catering and Fuel Supplies - Volunteer Bush Fire Brigades and Cape Riche	\$ 461.27
EFT132812	21/03/2019	AHA! CONSULTING PTY LTD	Review of Community Engagement Strategy	\$ 726.00
EFT132813	21/03/2019	ALBANY HYDRAULICS	Vehicle Supplies - Seal and Hose	\$ 160.49
EFT132814	21/03/2019	ALBANY TRUCK AND CAR HIRE	Ute Hire	\$ 300.00
EFT132815	21/03/2019	ALBANY RETRAVISION	Material Supply - Vacuum	\$ 248.00
EFT132816	21/03/2019	TRICOAST CIVIL	CPSP Civil Works - C18023	\$ 153,765.46
EFT132817	21/03/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$ 53.65
EFT132818	21/03/2019	JW & DF WOODBURY	Merchandise Order - Visitor Centre	\$ 130.00
EFT132819	21/03/2019	ALBANY IRRIGATION & DRILLING	Irrigation Supplies	\$ 360.55
EFT132820	21/03/2019	ALBANY AERIAL IMAGING	Image Purchases - Media	\$ 550.00
EFT132821	21/03/2019	ALBANY MOBILITY HIRE AND SALES	Delivery of Animal Hygiene Services - Q17036	\$ 185.00
EFT132822	21/03/2019	ALBANY FENCING CONTRACTORS	Fencing Installation - C18006	\$ 7,837.50
EFT132823	21/03/2019	ALBANY SENIOR HIGH SCHOOL P&C ASSOCIATION	Waste and Sustainability Grant	\$ 541.20
EFT132824	21/03/2019	ALINTA	Gas Charges	\$ 743.40
EFT132825	21/03/2019	ALKOOMI WINES	Refreshments - Civic Receptions	\$ 124.88
EFT132826	21/03/2019	K ARNOLD	Refund	\$ 383.00
EFT132827	21/03/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 12,124.28
EFT132828	21/03/2019	BADGEMATE	Uniform Supplies - Name Badges	\$ 72.27
EFT132829	21/03/2019	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms - Emergency Services	\$ 156.00
EFT132830	21/03/2019	BARRETTS MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C17022	\$ 1,700.00
EFT132831	21/03/2019	BENNETTS BATTERIES	Material Supply - Grease and Batteries	\$ 1,092.96
EFT132832	21/03/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services - C17014	\$ 62,932.52
EFT132833	21/03/2019	BERTOLA HIRE ALBANY PTY LTD	Equipment Hire - Mini Excavator	\$ 572.00
EFT132834	21/03/2019	J. BLACKWOOD & SON PTY LTD	Material Supply - Various	\$ 1,874.35
EFT132835	21/03/2019	BMT WESTERN AUSTRALIAN PTY LTD	AWAC Instrument Hire - February 2019	\$ 4,828.54
EFT132836	21/03/2019	ALBANY BOBCAT SERVICES	Equipment Hire - C16012	\$ 3,950.40
EFT132837	21/03/2019	BOC GASES AUSTRALIA LIMITED	Container Service Rental	\$ 98.88
EFT132838	21/03/2019	AIR BP	Gas Charges	\$ 971.58
EFT132839	21/03/2019	BP BIRD PLUMBING & GAS PTY LTD	Repairs and Maintenance - Oil Separator	\$ 98.00
EFT132840	21/03/2019	BLUE SKY RENEWABLES PTY LTD	ALAC Renewable Energy - Q19012	\$ 16,225.00
EFT132841	21/03/2019	BUNNINGS GROUP LIMITED	Hardware And Tool Supplies - Various	\$ 192.73
EFT132842	21/03/2019	BUSY BLUE BUS	Shuttle Bus Service - Field Of Lights	\$ 3,896.00
EFT132843	21/03/2019	C&C MACHINERY CENTRE	Material Supply - Bearings and Cylinders	\$ 976.25
EFT132844	21/03/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 10,964.78
EFT132845	21/03/2019	DONNA CAMERON DESIGN	Design Services - Investment Prospectus	\$ 1,097.80
EFT132846	21/03/2019	JOHN CARBERRY	Design Services - Tasty Beacon Film Screening Posters	\$ 141.09
EFT132847	21/03/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C18019/C17018	\$ 79,313.78
EFT132848	21/03/2019	CENTIGRADE SERVICES PTY LTD	Air-Conditioning Services - C18014/Q18016	\$ 17,414.87
EFT132849	21/03/2019	MAGIQ SOFTWARE PTY LTD	Magiq Software Module - Long Term Financial Planning	\$ 1,760.00

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT132850	21/03/2019	S CHAPMAN	Refund	\$ 383.00
EFT132851	21/03/2019	CLARK EQUIPMENT SALES PTY LTD	Material Supply - Oil Seal	\$ 64.21
EFT132852	21/03/2019	CLEANAWAY PTY LIMITED	Rubbish Removal - P14021	\$ 245,473.27
EFT132853	21/03/2019	COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire - Various	\$ 4,952.97
EFT132854	21/03/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Grocery Supplies - Various	\$ 110.45
EFT132855	21/03/2019	COURIER AUSTRALIA	Freight Charges - February 2019	\$ 670.49
EFT132856	21/03/2019	DOWNER EDI WORKS PTY LTD	Material Supply - Coldmix	\$ 716.24
EFT132857	21/03/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies - C16010	\$ 1,234.20
EFT132858	21/03/2019	SHANDELL CUMMINGS	Professional Services - Alison Hartman Gardens	\$ 750.00
EFT132859	21/03/2019	AL CURNOW HYDRAULICS	Repairs and Maintenance - Truck Pump	\$ 988.84
EFT132860	21/03/2019	D & K ENGINEERING	Truck Repairs and Maintenance	\$ 1,898.49
EFT132861	21/03/2019	DE JONGE MECHANICAL PTY LTD	Light Fleet Vehicle Servicing - De Jonge Mechanical	\$ 482.20
EFT132862	21/03/2019	CGS QUALITY CLEANING	Cleaning Services - C14036	\$ 49,104.78
EFT132863	21/03/2019	LANDGATE	GRV Interim Valuations	\$ 1,192.98
EFT132864	21/03/2019	DEPARTMENT OF TRANSPORT	Disclosure of Information Fees - Parking Control	\$ 156.40
EFT132865	21/03/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 564.70
EFT132866	21/03/2019	DISCOVERY BAY TOURISM PRECINCT LTD	Merchandise Order - Forts Store	\$ 912.05
EFT132867	21/03/2019	SANDRA DIXON	Professional Services - EAP	\$ 150.00
EFT132868	21/03/2019	DLVD	Catering - PROBUS Group	\$ 610.50
EFT132869	21/03/2019	LP DWYER	Rates Refund	\$ 559.30
EFT132870	21/03/2019	DYLAN'S ON THE TERRACE	Catering	\$ 206.10
EFT132871	21/03/2019	SOUTHERN BUS CHARTERS	Charter Hire - Mosmon Park Probus	\$ 2,375.00
EFT132872	21/03/2019	EXECUTIVE MEDIA PTY LTD	Advertising - Caravanning Australia	\$ 1,800.00
EFT132873	21/03/2019	EXTREME MARQUEES PTY LTD	Marquee Purchase - Visitor Centre	\$ 732.70
EFT132874	21/03/2019	EYERITE SIGNS	Signage - Various	\$ 1,622.50
EFT132875	21/03/2019	F E TECHNOLOGIES PTY LTD	Software Subscriptions - Library	\$ 7,776.45
EFT132876	21/03/2019	THE FIXUPPERY	Window Cleaning Services - Q16023	\$ 1,783.02
EFT132877	21/03/2019	ALL TRUCK REPAIRS	Fire Truck Repairs and Maintenance - Q17040	\$ 542.92
EFT132878	21/03/2019	FORPARK AUSTRALIA	Playground Installation - Q18058	\$ 33,000.00
EFT132879	21/03/2019	FRANKS LOADER SERVICES	Equipment Hire - C16012	\$ 2,030.05
EFT132880	21/03/2019	IMPERIAL GROUP PTY LTD	Field Of Light Dining Packages	\$ 1,450.00
EFT132881	21/03/2019	GLASS SUPPLIERS	Repairs and Maintenance - Mirror Reglaze	\$ 55.00
EFT132882	21/03/2019	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 108,776.00
EFT132883	21/03/2019	GREEN SKILLS INCORPORATED	Environmental Maintenance Services - C16009	\$ 5,649.83
EFT132884	21/03/2019	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q17027	\$ 225.00
EFT132885	21/03/2019	GREAT SOUTHERN SUPPLIES	Paper and Uniform Supplies - Q17008/Q17028	\$ 1,845.88
EFT132886	21/03/2019	GREENMAN TRADING COMPANY	Vegetation Maintenance - C17022	\$ 1,650.00
EFT132887	21/03/2019	GREAT SOUTHERN BOUNDARIES	Fencing - C18006	\$ 19,176.50
EFT132888	21/03/2019	D HARRISON	Staff Reimbursement	\$ 66.50
EFT132889	21/03/2019	HARPER ENTERTAINMENT DISTRIBUTION SERVICE	Merchandise Order - Forts Store	\$ 236.60
EFT132890	21/03/2019	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 56,650.00
EFT132891	21/03/2019	HERITAGE TANKS (INDUSTRIAL) PTY LTD	Water Tank Relocation Services - CPSP	\$ 6,753.78
EFT132892	21/03/2019	HIGHWAY WRECKERS	Removal of Abandoned Vehicle	\$ 176.00

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT132893	21/03/2019	HOBBS PAINTING AND DECORATING	Painting Services - Q18054	\$ 5,586.00
EFT132894	21/03/2019	THE HONEY SHOP	Merchandise Order - Forts Store	\$ 329.00
EFT132895	21/03/2019	J HORMAN	Refund	\$ 54.70
EFT132896	21/03/2019	HUDSON SEWAGE SERVICES	Sewage Services - Airport	\$ 396.22
EFT132898	21/03/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 363.00
EFT132899	21/03/2019	IPAR REHABILITATION PTY LTD	Pre-Employment Assessment	\$ 192.50
EFT132900	21/03/2019	JAMES WALMSLEY DESIGN	Design Services - Dining Out Guide	\$ 100.00
EFT132901	21/03/2019	JETLINE KERBING CONTRACTORS	Asphalt/Kerbing Services - C18010	\$ 96,463.51
EFT132902	21/03/2019	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$ 738.19
EFT132903	21/03/2019	KING RIVER VOLUNTEER BUSH FIRE BRIGADE	Volunteer Bush Fire Brigade Reimbursement	\$ 644.87
EFT132904	21/03/2019	KLB SYSTEMS	IT Supplies - C17024	\$ 209.00
EFT132905	21/03/2019	LAND ASSESSMENT PTY LTD	Agricultural Land Capability Assessment	\$ 8,965.00
EFT132906	21/03/2019	LATRO LAWYERS	Legal Services - C16011	\$ 985.60
EFT132907	21/03/2019	LORLAINE DISTRIBUTORS PTY LTD	Cleaning Supplies	\$ 151.15
EFT132908	21/03/2019	M AND B SALES PTY LTD	Material Supply - Timber	\$ 690.13
EFT132909	21/03/2019	SOUTH COAST WOODWORKS GALLERY	Merchandise Order - Forts Store	\$ 369.60
EFT132910	21/03/2019	MARKETFORCE LIMITED	Advertising Services	\$ 528.45
EFT132911	21/03/2019	S MARING	Refund	\$ 383.00
EFT132912	21/03/2019	M MCKENNA	Staff Reimbursement	\$ 74.94
EFT132913	21/03/2019	METROLL ALBANY	Material Supply - Sheets	\$ 196.42
EFT132914	21/03/2019	C MIHAILOVIC	Staff Reimbursement	\$ 85.00
EFT132915	21/03/2019	STEPHANIE ANNE WRIGHT MORRIGAN	Professional Services - EAP	\$ 484.00
EFT132916	21/03/2019	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - Forts Store	\$ 1,041.03
EFT132917	21/03/2019	NURRUNGA COMMUNICATIONS	Repairs and Maintenance - Fleet Vehicle	\$ 1,123.66
EFT132918	21/03/2019	MULE CREATIVE	Media Services - Sustainable Heroes Video	\$ 1,831.50
EFT132919	21/03/2019	R MUTTON	Refund	\$ 383.00
EFT132920	21/03/2019	NEVILLES HARDWARE & BUILDING SUPPLIES	Material Supply - PLY	\$ 411.35
EFT132921	21/03/2019	PR AND ER NEWMAN'S QUALITY CONCRETE PRODUCTS	Drainage Products - C18011	\$ 597.74
EFT132922	21/03/2019	NLC PTY LTD	Novated Leases And Associated Costs	\$ 1,351.30
EFT132923	21/03/2019	DENMARK SUPERMARKETS PTY LTD	Grocery Supplies - Various	\$ 194.89
EFT132924	21/03/2019	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies/Materials	\$ 307.95
EFT132925	21/03/2019	O'KEEFE'S PAINTS	Paint Supplies	\$ 76.80
EFT132926	21/03/2019	PALMER CIVIL CONSTRUCTION	Material Supply And Hire - C16012	\$ 81,353.10
EFT132927	21/03/2019	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Services - Vancouver Arts Centre	\$ 264.00
EFT132928	21/03/2019	PERTH SAFETY PRODUCTS PTY LTD	Road Signage - Various	\$ 1,595.00
EFT132929	21/03/2019	4 STEEL SUPPLIES	Material Supply - Steel	\$ 39.60
EFT132930	21/03/2019	A POULISH	Refund	\$ 273.60
EFT132931	21/03/2019	PROTECTOR FIRE SERVICES	Fire Maintenance - Anzac Centre	\$ 1,757.25
EFT132932	21/03/2019	HAYLEY LAWRENCE	Active Albany Classes	\$ 212.00
EFT132933	21/03/2019	REEVES ON CAMPBELL	Catering - Staff BBQ	\$ 399.50
EFT132934	21/03/2019	WP REID	Professional Services - C16026	\$ 4,466.00
EFT132935	21/03/2019	GS ROBERTS	Refund	\$ 328.30
EFT132936	21/03/2019	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Charges - February 2019	\$ 637.95

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT132937	21/03/2019	JOSEPH K O'MALLEY	Santa Clause - Christmas Pageant 2019	\$ 180.00
EFT132938	21/03/2019	JARGON DESIGNS	Professional Services - Visitors Centre	\$ 814.00
EFT132939	21/03/2019	T SHERWOOD	Refund	\$ 54.70
EFT132940	21/03/2019	SHIRE OF EAST PILBARA	Certificate of Design Compliance - CPSP	\$ 150.00
EFT132941	21/03/2019	SIGMA CHEMICALS	Chemical Supplies	\$ 2,640.00
EFT132942	21/03/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 12,629.17
EFT132943	21/03/2019	SKIPPER TRANSPORT PARTS	Material Supplies - Various	\$ 1,975.14
EFT132944	21/03/2019	SMITHS ALUMINIUM AND 4WD CENTRE	Material Supply - Angle	\$ 45.00
EFT132945	21/03/2019	SOIL SOLUTIONS PTY LTD	Road Materials - C16015	\$ 394.40
EFT132946	21/03/2019	SOUTHERN TOOL AND FASTENER CO	Hardware And Tool Supplies - Various	\$ 126.74
EFT132947	21/03/2019	SOUTHCOAST SECURITY SERVICE	Security Services - C15016	\$ 19,698.86
EFT132948	21/03/2019	SPORTS MARKETING AUSTRALIA PTY LTD	Securing of Little Athletics Country Championships	\$ 2,420.00
EFT132949	21/03/2019	SPURR OF THE MOMENT DESIGN	Design Services - Sporting Club Sandwich Board	\$ 2,409.00
EFT132950	21/03/2019	SQUID PRODUCTIONS	Social Media Management for Amazing South Coast	\$ 1,320.00
EFT132951	21/03/2019	STATEWIDE BEARINGS	Material Supplies	\$ 4.55
EFT132952	21/03/2019	STATEWIDE BUILDING CERTIFICATION WA	Certification for Building Permit - Bond Store	\$ 473.00
EFT132953	21/03/2019	BLUESCOPE DISTRIBUTION PTY LTD	Material Supply - Steel	\$ 5.94
EFT132954	21/03/2019	STEWART AND HEATON CLOTHING PTY LTD	Emergency Services Uniform Supplies	\$ 353.40
EFT132955	21/03/2019	STIRLING PRINT	Printing Services - Annual Report	\$ 2,028.50
EFT132956	21/03/2019	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid - Q17058	\$ 160.00
EFT132957	21/03/2019	ALBANY LOCK SERVICE	Key Upgrade - C14003	\$ 1,302.66
EFT132958	21/03/2019	SYNERGY	Electricity Charges	\$ 64,644.10
EFT132959	21/03/2019	T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 3,306.00
EFT132960	21/03/2019	T-QUIP	Material Supply - Springs	\$ 110.15
EFT132961	21/03/2019	TEEDE & CO	Catering - Meeting with Professor Chun-Zhu Li	\$ 162.00
EFT132962	21/03/2019	THINKWATER ALBANY	Reticulation Supplies	\$ 1,079.10
EFT132963	21/03/2019	THREE ANCHORS	Field Of Light Dining Packages	\$ 250.00
EFT132964	21/03/2019	TOLA WELLBEING	Active Albany Classes	\$ 53.00
EFT132965	21/03/2019	TOMO'S EARTHMOVING CONTRACTORS	Material Supply - Blue Metal	\$ 700.00
EFT132966	21/03/2019	CAROLYN FRANCIS TRAPNELL	Merchandise Order - Forts Store	\$ 1,567.00
EFT132967	21/03/2019	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 3,100.90
EFT132968	21/03/2019	VANGUARD PRESS	Advertising - Albany Visitor Centre	\$ 3,258.24
EFT132969	21/03/2019	FM VAN DONGEN	Refund	\$ 383.00
EFT132970	21/03/2019	VOEGELER CREATIONS	Merchandise Order - Forts Store	\$ 710.50
EFT132971	21/03/2019	RT & JR WALKER	Refund	\$ 147.00
EFT132972	21/03/2019	IB WALKER	Refund	\$ 270.00
EFT132973	21/03/2019	WA NATURALLY PUBLICATIONS	Merchandise Order - Visitor Centre	\$ 564.57
EFT132974	21/03/2019	WAXIWRAPS	Merchandise Order - Forts Store	\$ 874.68
EFT132975	21/03/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising - Various	\$ 646.00
EFT132976	21/03/2019	WESTSHRED DOCUMENT DISPOSAL	Document Disposal - March 2019	\$ 540.10
EFT132977	21/03/2019	WIGNALLS WINES	Refreshments - Civic Receptions	\$ 354.18
EFT132978	21/03/2019	WOOD AND GRIEVE ENGINEERS	Civil Design Services - P18009	\$ 7,397.50
EFT132979	21/03/2019	WESFARMERS LTD	Staff Uniforms	\$ 131.75



**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT132980	21/03/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 19.94
EFT132981	28/03/2019	ABBOTTS LIQUID SALVAGE PTY LTD	Waste Services - Q18023	\$ 688.50
EFT132982	28/03/2019	ACCESS ICON PTY LTD	Material Supply - Access Covers	\$ 709.50
EFT132983	28/03/2019	ACE ACCOMMODATION ALBANY	Accommodation - Field of Light Packages	\$ 1,545.00
EFT132984	28/03/2019	AD CONTRACTORS PTY LTD	Material Supply and Hire - C16012/C16015/C17015	\$ 15,061.60
EFT132985	28/03/2019	ADVERTISER PRINT	Printing Services - Heritage Park Maps	\$ 1,700.00
EFT132986	28/03/2019	AKUBRA HATS PTY LTD	Merchandise Order - Forts Store	\$ 118.80
EFT132987	28/03/2019	ALBANY BRAKE AND CLUTCH	Material Supply - Cylinder	\$ 29.70
EFT132988	28/03/2019	ALBANY INDUSTRIAL SERVICES PTY LTD	Equipment Hire - C17015/C16012	\$ 5,236.00
EFT132989	28/03/2019	ALBANY FARM TREE NURSERY	Plant Supplies	\$ 101.20
EFT132990	28/03/2019	ALBANY V-BELT AND RUBBER	Vehicle Supplies - Various	\$ 1,100.18
EFT132991	28/03/2019	ALBANY SWEEP CLEAN	Sweeping Services - C15014	\$ 1,166.00
EFT132992	28/03/2019	ALBANY INDOOR PLANT HIRE AND SALES	Indoor Plant Hire	\$ 2,041.38
EFT132993	28/03/2019	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Skip Bin Hire - Depot	\$ 547.50
EFT132994	28/03/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$ 572.51
EFT132995	28/03/2019	ALBANY AERIAL IMAGING	Video Purchases - Media	\$ 550.00
EFT132996	28/03/2019	ALBANY MOBILITY HIRE AND SALES	Delivery of Animal Hygiene Services - Q17036	\$ 185.00
EFT132997	28/03/2019	ALINTA	Gas Charges	\$ 126.75
EFT132998	28/03/2019	ALL EVENTS HIRE AND PRODUCTION	Equipment hire - Outdoor Cinema	\$ 2,855.00
EFT132999	28/03/2019	PAPERBARK MERCHANTS	Newspaper/Book/Magazine Supplies	\$ 788.09
EFT133000	28/03/2019	ARTSOUTHWA INCORPORATED	Southern Art and Craft Trail - Grant	\$ 5,000.00
EFT133001	28/03/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 7,201.25
EFT133002	28/03/2019	AURORA ENVIRONMENTAL ALBANY	Professional Services - C17031	\$ 16,821.95
EFT133003	28/03/2019	AE BALL AND COMPANY	Vehicle Repairs and Maintenance - Volunteer Bush Fire Brigade	\$ 247.50
EFT133004	28/03/2019	BARRETT'S MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C17022	\$ 5,500.00
EFT133005	28/03/2019	BENNETTS BATTERIES	Battery Supplies	\$ 686.40
EFT133006	28/03/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services - C17014	\$ 28,963.27
EFT133007	28/03/2019	BERTOLA HIRE ALBANY PTY LTD	Equipment Hire - Mini Excavator	\$ 646.80
EFT133008	28/03/2019	BIG SKY PUBLISHING	Merchandise Order - Forts Store	\$ 1,187.57
EFT133009	28/03/2019	J. BLACKWOOD & SON PTY LTD	Material Supply - Various	\$ 9,291.70
EFT133010	28/03/2019	BLOOMIN FLOWERS SPENCER PARK	Staff Floral Arrangement	\$ 50.00
EFT133011	28/03/2019	P BOCKMAN	Staff Reimbursement	\$ 94.90
EFT133012	28/03/2019	BRANDCONNECT	Marketing Materials - CEO's Office	\$ 1,430.00
EFT133013	28/03/2019	DR PIA BRODERICK	Professional Services - EAP	\$ 230.00
EFT133014	28/03/2019	BUNNINGS GROUP LIMITED	Hardware And Tool Supplies - Various	\$ 658.42
EFT133015	28/03/2019	FSR BURLING	Refund	\$ 100.00
EFT133016	28/03/2019	C&C MACHINERY CENTRE	Material Supply - Shaft	\$ 232.50
EFT133017	28/03/2019	CAMTRANS ALBANY PTY LTD	Delivery Services - CPSP	\$ 770.00
EFT133018	28/03/2019	CAMLIN SPRINGS	Water Container Refills	\$ 1,638.00
EFT133019	28/03/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C18019/C17018	\$ 88,143.28
EFT133020	28/03/2019	MAGIQ SOFTWARE PTY LTD	Magiq Software Module - Long Term Financial Planning	\$ 1,760.00
EFT133021	28/03/2019	CHERRY BOOTS ALBANY	Merchandise Order - Visitor Centre and Forts Store	\$ 803.00
EFT133022	28/03/2019	CITY OF ALBANY BAND INCORPORATED	Professional Services - Buglers	\$ 300.00

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133023	28/03/2019	COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire - Various	\$ 7,640.82
EFT133024	28/03/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Grocery Supplies - Various	\$ 150.80
EFT133025	28/03/2019	ALBANY SIGNS	Signage - Bayonet Head Lookout	\$ 308.00
EFT133026	28/03/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies - C16010	\$ 1,964.60
EFT133027	28/03/2019	METATECH INTERNET PTY LTD	Web Hosting - Q18043	\$ 2,116.80
EFT133028	28/03/2019	DAVRIC AUSTRALIA	Merchandise Order - Forts Store	\$ 990.00
EFT133029	28/03/2019	CM DAW	Rates Refund	\$ 911.35
EFT133030	28/03/2019	DE JONGE MECHANICAL PTY LTD	Light Fleet Vehicle Servicing - De Jonge Mechanical	\$ 406.15
EFT133031	28/03/2019	CGS QUALITY CLEANING	Cleaning Services - C14036	\$ 110.11
EFT133032	28/03/2019	DE LAGE LANDEN PTY LIMITED	Monthly Equipment Rental - P16011	\$ 6,319.50
EFT133033	28/03/2019	DELL FINANCIAL SERVICES PTY LTD	Monthly Equipment Rental - IT	\$ 577.87
EFT133034	28/03/2019	LANDGATE	Land Enquiries	\$ 539.70
EFT133035	28/03/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 2,138.70
EFT133036	28/03/2019	SANDRA DIXON	Professional Services - EAP	\$ 150.00
EFT133037	28/03/2019	DOG ROCK MOTEL	Accommodation - S Coote	\$ 324.80
EFT133038	28/03/2019	EMMA DOUGHTY	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133039	28/03/2019	SA DOUGLAS	Refund	\$ 328.30
EFT133040	28/03/2019	THE TRUSTEE FOR GRIFFITHS LIFESTYLE TRUST HOUSE	Accommodation - Albany Mini Break	\$ 918.00
EFT133041	28/03/2019	DYLAN'S ON THE TERRACE	Catering	\$ 2,060.30
EFT133042	28/03/2019	ECOSCAPE AUSTRALIA PTY LTD	Sandpatch Recreation Management Plan - Q18040	\$ 14,682.25
EFT133043	28/03/2019	ALBANY EQUESTRIAN ASSOCIATION INC	Venue Hire - Trails Hub Strategy	\$ 30.00
EFT133044	28/03/2019	E-STRALIAN PTY LTD	Weekly E-Bike Lease	\$ 259.92
EFT133045	28/03/2019	ETS VEGETATION MANAGEMENT	Slashing Services - Q18047	\$ 61,567.33
EFT133046	28/03/2019	ALL TRUCK REPAIRS	Fire Truck Repairs and Maintenance - Q17040	\$ 983.64
EFT133047	28/03/2019	FORPARK AUSTRALIA	Playground Installation - Q18058	\$ 22,000.00
EFT133048	28/03/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Equipment - Weather Meter and Protective Clothing	\$ 2,264.85
EFT133049	28/03/2019	IMPERIAL GROUP PTY LTD	Field Of Light Dining Packages	\$ 362.50
EFT133050	28/03/2019	BILL GIBBS EXCAVATIONS	Equipment Hire - C16012	\$ 123,974.35
EFT133051	28/03/2019	GLOBAL MARINE ENCLOSURES PTY LTD	Monitoring and Maintenance Of Ellen Cove Swimming Enclosure	\$ 8,276.40
EFT133052	28/03/2019	GODFREYS THE VACUUM CLEANER SPECIALISTS	Material Supply - Floor Head	\$ 49.95
EFT133053	28/03/2019	ALISON GOODE	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133054	28/03/2019	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 73,552.00
EFT133055	28/03/2019	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Equipment Hire - C10612	\$ 13,013.25
EFT133056	28/03/2019	GREAT SOUTHERN SUPPLIES	Paper and Uniform Supplies - Q17008/Q17028	\$ 4,205.18
EFT133057	28/03/2019	STRATA CORPORATION PTY LTD	Material Supply - Biotek Gripper Pins	\$ 4,805.68
EFT133058	28/03/2019	GREENMAN TRADING COMPANY	Vegetation Maintenance - C17022	\$ 6,330.50
EFT133059	28/03/2019	J GROTH	Refund	\$ 54.70
EFT133060	28/03/2019	RAY HAMMOND	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133061	28/03/2019	BILL HOLLINGWORTH	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133062	28/03/2019	H+H ARCHITECTS	Professional Services - CPSP	\$ 1,155.00
EFT133063	28/03/2019	HHG LEGAL GROUP	Legal Services - C16011	\$ 660.00
EFT133064	28/03/2019	HUDSON SEWAGE SERVICES	Sewage Services - Anzac Centre	\$ 300.00
EFT133065	28/03/2019	HUMES WEMBLEY CEMENT	Material Supplies - CPSP	\$ 23,100.00

**CITY OF ALBANY**  
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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133066	28/03/2019	LJA HUMPHRIES	Rates Refund	\$ 39.90
EFT133067	28/03/2019	ICKY FINKS WAREHOUSE SALES	Art Supplies - VAC	\$ 134.40
EFT133068	28/03/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 99.00
EFT133069	28/03/2019	ISENTIA PTY LTD	Media Management Tool - February 2019	\$ 1,385.45
EFT133070	28/03/2019	JOHN MCLEAN MEDIA	Advertising - NAC	\$ 16,500.00
EFT133071	28/03/2019	JUST SEW EMBROIDERY	Merchandise Order - Visitor Centre	\$ 1,128.60
EFT133072	28/03/2019	RW KEELER	Insurance Reimbursement	\$ 165.00
EFT133073	28/03/2019	KLEENHEAT GAS PTY LTD	Gas Supplies	\$ 140.01
EFT133074	28/03/2019	KOSTER'S OUTDOOR PTY LTD	Shed Construction - Day Care Centre	\$ 9,715.00
EFT133075	28/03/2019	LITTLE GROVE GENERAL STORE	Fuel Supply - Volunteer Bush Fire Brigades	\$ 1,764.23
EFT133076	28/03/2019	AUS LOCALS PTY LTD	Merchandise Order - Visitor Centre	\$ 362.30
EFT133077	28/03/2019	LOCHNESS LANDSCAPE SERVICES	Mowing Services - C16008/Q18047	\$ 9,078.78
EFT133078	28/03/2019	E LOFTS	Refund	\$ 78.70
EFT133079	28/03/2019	LOWE PTY LTD	Rates Refund	\$ 365.50
EFT133080	28/03/2019	LULA JUNE CONTRACTING	Welcome to Country - Viking Sun Ship	\$ 600.00
EFT133081	28/03/2019	M AND B SALES PTY LTD	Material Supply - Timber	\$ 129.38
EFT133082	28/03/2019	MACQUARIE MEDIA OPERATIONS PTY LTD	Radio Advertising - Field of Light	\$ 4,966.50
EFT133083	28/03/2019	M WILLIAMS	Refund	\$ 383.00
EFT133084	28/03/2019	ALBANY EVENT HIRE	Equipment Hire - Sustainable Community Festival	\$ 240.00
EFT133085	28/03/2019	ALBANY CITY MOTORS	Light Fleet Motor Vehicle Purchase	\$ 19,548.85
EFT133087	28/03/2019	MEETING MASTERS	WA State Heritage and History Conference - Handle With Care 2019	\$ 445.00
EFT133088	28/03/2019	MINDARIE MARINA PTY LTD	Accommodation - Councillors and Executive Team - Study Tour	\$ 2,000.00
EFT133089	28/03/2019	ANTHONY MOIR	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133090	28/03/2019	J MOKRZYCKI	Rates Refund	\$ 750.77
EFT133091	28/03/2019	PR AND ER NEWMAN'S QUALITY CONCRETE PRODUCTS	Drainage Products - C18011	\$ 841.50
EFT133092	28/03/2019	ALBANY NEWS DELIVERY	News Paper Deliveries	\$ 140.75
EFT133093	28/03/2019	OCS SERVICES PTY LTD	Cleaning Services - C15015	\$ 945.70
EFT133094	28/03/2019	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies/Materials	\$ 59.76
EFT133095	28/03/2019	O'KEEFE'S PAINTS	Paint Supplies	\$ 2,111.91
EFT133096	28/03/2019	IXOM	Material Supply - Chlorine	\$ 320.40
EFT133097	28/03/2019	ORIGIN ENERGY	Gas Charges	\$ 2,203.05
EFT133098	28/03/2019	PERTH SAFETY PRODUCTS PTY LTD	Road Signage - Various	\$ 2,061.40
EFT133099	28/03/2019	AN PLOWMAN	Refund	\$ 328.30
EFT133100	28/03/2019	PORK YOUR WORLD	Catering - Australia Day	\$ 60.00
EFT133101	28/03/2019	PRE-EMPTIVE STRIKE PTY LTD	Printing Services - Cruise Ships	\$ 1,512.50
EFT133102	28/03/2019	PRINTSYNC BUSINESS SOLUTIONS	Printing Services - Lotteries House	\$ 8.10
EFT133103	28/03/2019	QUALITY PUBLISHING AUSTRALIA	Merchandise Order - Visitor Centre	\$ 362.16
EFT133104	28/03/2019	RICOH	Photocopier Charges - March 2019	\$ 10,998.24
EFT133105	28/03/2019	SCOTT PRINT	Printing Services - Park and Walk or Ride Maps	\$ 1,271.60
EFT133106	28/03/2019	SEEK LIMITED	Advertising - Vacant Positions	\$ 412.50
EFT133107	28/03/2019	SEEDSIGN STUDIO PTY LTD	Design Services - Alison Hartman Gardens	\$ 603.57
EFT133108	28/03/2019	JOHN SHANHUN	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133109	28/03/2019	G & L SHEETMETAL	Material Supply - Cover	\$ 88.00



**CITY OF ALBANY**  
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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133110	28/03/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 1,615.48
EFT133111	28/03/2019	TRACY SLEEMAN	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133112	28/03/2019	SANDIE SMITH	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133113	28/03/2019	SOIL SOLUTIONS PTY LTD	Road Materials - C16015	\$ 27,726.12
EFT133114	28/03/2019	SOUTHERN TOOL AND FASTENER CO	Hardware And Tool Supplies - Various	\$ 380.00
EFT133115	28/03/2019	SPORTSWORLD OF WA	Merchandise Order - ALAC Sports Store	\$ 2,640.00
EFT133116	28/03/2019	STATEWIDE BEARINGS	Material Supplies	\$ 73.70
EFT133117	28/03/2019	POSITION PARTNERS	Software Subscriptions - Survey	\$ 1,633.50
EFT133118	28/03/2019	ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Professional Services	\$ 666.00
EFT133119	28/03/2019	BLUESCOPE DISTRIBUTION PTY LTD	Material Supply - Steel	\$ 1,103.10
EFT133120	28/03/2019	REBECCA STEPHENS	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133121	28/03/2019	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid - Q17058	\$ 800.00
EFT133122	28/03/2019	GREGORY BRIAN STOCKS	Deputy Mayoral Allowances and Sitting Fee - March 2019	\$ 4,760.83
EFT133123	28/03/2019	ALBANY LOCK SERVICE	Key Upgrade - C14003	\$ 17,774.56
EFT133124	28/03/2019	ALBANY IGA	Groceries - Albany Visitor Centre	\$ 28.12
EFT133125	28/03/2019	ROBERT SUTTON	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133126	28/03/2019	SYNERGY	Electricity Charges	\$ 40,902.10
EFT133127	28/03/2019	T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 903.95
EFT133128	28/03/2019	T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 197.86
EFT133129	28/03/2019	PAUL TERRY	Councillor Allowances and Sitting Fees - March 2019	\$ 2,909.50
EFT133130	28/03/2019	THE 12 VOLT WORLD	Material Supply - Switches	\$ 239.50
EFT133131	28/03/2019	G THOMAS	Refund	\$ 147.00
EFT133132	28/03/2019	THREE ANCHORS	Field Of Light Dining Packages	\$ 3,150.00
EFT133133	28/03/2019	TRAILBLAZERS	Material Supply - Compasses	\$ 169.00
EFT133134	28/03/2019	ALBANY VETERINARY HOSPITAL PTY LTD	Microchipping Services	\$ 26.00
EFT133135	28/03/2019	VIBE OYSTER HARBOUR PTY LTD	Rates Refund	\$ 7,476.76
EFT133136	28/03/2019	VICTORIAN YMCA COMMUNITY PROGRAMMING PL	Australian Skate League State Qualifier 2019	\$ 7,315.00
EFT133137	28/03/2019	D WAUGH	Staff Reimbursement	\$ 20.00
EFT133138	28/03/2019	WCP CIVIL PTY LTD	Runway Remedial Work - Q19004	\$ 932,822.99
EFT133139	28/03/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising - Various	\$ 635.00
EFT133140	28/03/2019	DENNIS WELLINGTON	Mayoral Allowances and Sitting Fee - March 2019	\$ 11,621.69
EFT133141	28/03/2019	WESTRAC EQUIPMENT PTY LTD	Material Supply - Window	\$ 669.22
EFT133142	28/03/2019	LANDMARK LIMITED	Horticultural Supplies - Q18001	\$ 5,538.50
EFT133143	28/03/2019	WESTERN POWER CORPORATION	Lighting Charges	\$ 3,652.00
EFT133144	28/03/2019	WIDEBAND NETWORKS PTY LTD	Internet Charges - NBN	\$ 109.00
EFT133145	28/03/2019	WILD EYED PRESS PTY LTD	Merchandise Order - Forts Store	\$ 1,317.68
EFT133146	28/03/2019	WORLDWIDE PRINTING SOLUTIONS	Printing Services - Flyers	\$ 88.00
EFT133147	28/03/2019	WESFARMERS LTD	Staff Uniforms	\$ 213.35
EFT133148	28/03/2019	WREN OIL	Waste Disposal	\$ 33.00
EFT133149	28/03/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 12.76
EFT133150	29/03/2019	SYNERGY	Electricity Charges	\$ 55,242.55
EFT133151	02/04/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Payment	\$ 124,627.20
EFT133152	04/04/2019	ABBOTTS LIQUID SALVAGE PTY LTD	Waste Services - Q18023	\$ 2,031.55

**CITY OF ALBANY**  
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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133153	04/04/2019	ACE ACCOMMODATION ALBANY	Accommodation - Field of Light Packages	\$ 2,678.00
EFT133154	04/04/2019	AD CONTRACTORS PTY LTD	Material Supply and Hire - C16012/C16015/C17015	\$ 7,461.85
EFT133155	04/04/2019	D ADELINE	Staff Reimbursement	\$ 308.09
EFT133156	04/04/2019	ADVERTISER PRINT	Printing Services - Anzac Day Program	\$ 208.00
EFT133157	04/04/2019	WELLSTEAD RURAL SERVICES	Pest Control and Fuel Supplies - Cape Riche Camping	\$ 42.86
EFT133158	04/04/2019	AHERN AUSTRALIA PTY LIMITED	Material Supply - Calibration Tool	\$ 364.38
EFT133159	04/04/2019	PROGRESSIVE SURF COACHING	Active Albany Classes	\$ 792.00
EFT133160	04/04/2019	ALBANY INDUSTRIAL SERVICES PTY LTD	Equipment Hire - C17015/C16012	\$ 6,243.60
EFT133161	04/04/2019	OPTEON	Valuation Services	\$ 11,330.00
EFT133162	04/04/2019	ALBANY CITY LAWNS	Lawn Mowing Services - Lancaster Park	\$ 638.00
EFT133163	04/04/2019	ALBANY V-BELT AND RUBBER	Vehicle Supplies - Filter	\$ 14.32
EFT133164	04/04/2019	ALBANY SWEEP CLEAN	Sweeping Services - C15014	\$ 1,639.00
EFT133165	04/04/2019	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$ 54.00
EFT133166	04/04/2019	ALBANY MOBILE WELDING	Material Supply - Flanged Elbow	\$ 407.00
EFT133167	04/04/2019	ALBANY AUTO ONE	Vehicle Accessories - Seat Covers and Dash Mat	\$ 470.45
EFT133168	04/04/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$ 2,053.58
EFT133169	04/04/2019	ALBANY QUALITY LAWN MOWING	Lawn Mowing Services - Lotteries House	\$ 110.00
EFT133170	04/04/2019	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 543.12
EFT133171	04/04/2019	ALBANY AIRPORT SERVICES PTY LTD	Purchase of Aircraft Staircase	\$ 1,000.00
EFT133172	04/04/2019	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$ 10.00
EFT133173	04/04/2019	ALBANY RECORDS MANAGEMENT	Archive Storage	\$ 522.50
EFT133174	04/04/2019	ALBANY MOBILITY HIRE AND SALES	Delivery of Animal Hygiene Services - Q17036	\$ 185.00
EFT133175	04/04/2019	ALBANY DISTILLERY PTY LTD	Rates Refund	\$ 9,563.56
EFT133176	04/04/2019	ALINTA	Gas Charges	\$ 30.35
EFT133177	04/04/2019	PHILLIP JOHN THOMPSON	Flooring Services - Forts	\$ 726.00
EFT133178	04/04/2019	CHRISTIE PARKSAFE	BBQ Supply	\$ 3,019.50
EFT133179	04/04/2019	NUTURF AMGROW AUSTRALIA PTY LTD	Material Supply - Turf	\$ 907.50
EFT133180	04/04/2019	PAPERBARK MERCHANTS	Newspaper/Book/Magazine Supplies	\$ 313.60
EFT133181	04/04/2019	D ARMSTRONG	Refund	\$ 30.00
EFT133182	04/04/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 8,528.42
EFT133183	04/04/2019	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 426,115.14
EFT133184	04/04/2019	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 3,311.00
EFT133185	04/04/2019	BAKERS FOOD & FUEL	Catering - Volunteer Bush Fire Brigades	\$ 246.32
EFT133186	04/04/2019	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms - Various Departments	\$ 1,696.65
EFT133187	04/04/2019	BARRETT'S MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C17022	\$ 704.00
EFT133188	04/04/2019	BATTERY WORLD	Battery Supplies	\$ 32.50
EFT133189	04/04/2019	BELL ART AUSTRALIA	Merchandise Order - Visitor Centre	\$ 479.59
EFT133190	04/04/2019	BENNETT'S BATTERIES	Battery Supplies	\$ 466.40
EFT133191	04/04/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services - C17014	\$ 22,507.34
EFT133192	04/04/2019	J. BLACKWOOD & SON PTY LTD	Material Supply - Barriers	\$ 919.31
EFT133193	04/04/2019	BLOOMIN FLOWERS SPENCER PARK	Staff Floral Arrangements	\$ 100.00
EFT133194	04/04/2019	ALBANY BOBCAT SERVICES	Equipment Hire - C16012	\$ 2,734.90
EFT133195	04/04/2019	BRANDNET PTY LTD	Merchandise Order - Forts Store	\$ 320.83

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133196	04/04/2019	JONATHAN WILLIAM BRAIN	Professional Services - Field of Light	\$ 140.00
EFT133197	04/04/2019	N BRADSHAW	Refund	\$ 24.00
EFT133198	04/04/2019	DR PIA BRODERICK	Professional Services - EAP	\$ 230.00
EFT133199	04/04/2019	BUILDERS REGISTRATION BOARD	BSL Levy - March 2019	\$ 23,471.07
EFT133200	04/04/2019	BUNNINGS GROUP LIMITED	Hardware And Tool Supplies - Various	\$ 881.71
EFT133201	04/04/2019	KIM BUTTFIELD	Professional Services - Every Club Project	\$ 4,950.00
EFT133202	04/04/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C18019/C17018	\$ 2,559.15
EFT133203	04/04/2019	R CATIONS	Staff Reimbursement	\$ 37.50
EFT133204	04/04/2019	THE CENTRE OF SUSTAINABLE TOURISM	Neighbour Day Event	\$ 400.00
EFT133205	04/04/2019	CENTIGRADE SERVICES PTY LTD	Air-Conditioning Services - C18014/Q18016	\$ 486.46
EFT133206	04/04/2019	CENTENNIAL STADIUM INC	Window Cleaning Services	\$ 39.60
EFT133207	04/04/2019	CHILD SUPPORT AGENCY	Payroll Deductions	\$ 802.32
EFT133208	04/04/2019	CIVICA PTY LTD	Subscription Charges - Library	\$ 1,104.84
EFT133209	04/04/2019	CLEVERPATCH	Art Supplies - Easter and Holiday Workshops	\$ 295.66
EFT133210	04/04/2019	COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire - Frenchman Bay Road	\$ 1,937.10
EFT133211	04/04/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Grocery Supplies - Various	\$ 412.30
EFT133212	04/04/2019	ALBANY SIGNS	Signage - Flush Stickers	\$ 66.00
EFT133213	04/04/2019	A COUSINS	Staff Reimbursement	\$ 91.20
EFT133214	04/04/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies - C16010	\$ 3,638.58
EFT133215	04/04/2019	AL CURNOW HYDRAULICS	Repairs and Maintenance - Tip Tray Truck	\$ 2,664.20
EFT133216	04/04/2019	CUTTING EDGES PTY LTD	Material Supply - Grader Blades	\$ 2,695.00
EFT133217	04/04/2019	D & K ENGINEERING	Repairs and Maintenance - Hooklift Bin	\$ 2,258.30
EFT133218	04/04/2019	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL	Recoup Unspent Youth Grant	\$ 847.00
EFT133219	04/04/2019	DISTINCTLY TOURISM MANAGEMENT	Amazing South Coast Management Fees - March 2019	\$ 17,602.75
EFT133220	04/04/2019	DLVD	Equipment Hire - Popcorn Machine	\$ 110.00
EFT133221	04/04/2019	GEORGE DOMAHIDY	Art Services - Wellstead Mural	\$ 3,300.00
EFT133222	04/04/2019	THE TRUSTEE FOR GRIFFITHS LIFESTYLE TRUST HOUSE	Accommodation - Albany Mini Break	\$ 459.00
EFT133223	04/04/2019	DYLAN ON THE TERRACE	Catering	\$ 1,336.70
EFT133224	04/04/2019	EASIFLEET MANAGEMENT	Payroll Deductions	\$ 14,133.42
EFT133225	04/04/2019	ELLEKER GENERAL STORE	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 27.71
EFT133226	04/04/2019	E EVANS	Staff Reimbursement	\$ 29.40
EFT133227	04/04/2019	ALL TRUCK REPAIRS	Fire Truck Repairs and Maintenance - Q17040	\$ 192.80
EFT133228	04/04/2019	FOXTEL MANAGEMENT PTY LTD	Foxtel Subscription - ALAC	\$ 1,500.00
EFT133229	04/04/2019	ESPLANADE HOTEL FREMANTLE BY RYDGES	Accommodation - Councillors/Executives Tour of Wanneroo and Fremantle	\$ 3,970.00
EFT133230	04/04/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Equipment - Stationery	\$ 409.64
EFT133231	04/04/2019	IMPERIAL GROUP PTY LTD	Field Of Light Dining Packages	\$ 1,087.50
EFT133232	04/04/2019	GIBSON IMPORTING	Merchandise Order - Forts Store	\$ 376.34
EFT133233	04/04/2019	JM GLAUSER	Refund	\$ 50.00
EFT133234	04/04/2019	GODFREYS THE VACUUM CLEANER SPECIALISTS	Material Supply - Hoover Paws and Claws	\$ 99.00
EFT133235	04/04/2019	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 2,675.00
EFT133236	04/04/2019	GRAFFITI GONE WA	Material Supply - Graffiti Wipes	\$ 462.00
EFT133237	04/04/2019	SOUTHERN SHARPENING SERVICES	Fire Equipment Maintenance - C14030	\$ 1,400.77
EFT133238	04/04/2019	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Equipment Hire - C10612	\$ 1,710.25

**CITY OF ALBANY**  
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**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133239	04/04/2019	GREAT SOUTHERN SUPPLIES	Paper and Uniform Supplies - Q17008/Q17028	\$ 3,246.80
EFT133240	04/04/2019	GREAT SOUTHERN BOUNDARIES	Fencing - C18006	\$ 1,930.50
EFT133241	04/04/2019	GRIFFITHS ARCHITECTS PTY LTD	Architectural Consultancy Services - C18008	\$ 31,365.95
EFT133242	04/04/2019	GHD PTY LTD	Various Works - P18010 / Q18032	\$ 18,150.00
EFT133243	04/04/2019	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 13,077.26
EFT133244	04/04/2019	HELEN MUNT	Heritage Advisory Services - Q18050	\$ 3,043.81
EFT133245	04/04/2019	HOBBS PAINTING AND DECORATING	Painting Services - Q18054	\$ 15,000.00
EFT133246	04/04/2019	H+H ARCHITECTS	Professional Services - Heritage	\$ 5,997.20
EFT133247	04/04/2019	HHG LEGAL GROUP	Legal Services - C16011	\$ 12,141.80
EFT133248	04/04/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 99.00
EFT133250	04/04/2019	JOHN KINNAR AND ASSOCIATES	Survey Services - C16016	\$ 1,639.00
EFT133251	04/04/2019	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$ 738.19
EFT133252	04/04/2019	DALE KIRBY CREATIONS	Professional Services - Fossicker's Shed Workbenches	\$ 1,450.00
EFT133253	04/04/2019	LADELLE PTY LTD	Merchandise Order - Forts Store	\$ 768.18
EFT133254	04/04/2019	LATRO LAWYERS	Legal Services - C16011	\$ 291.65
EFT133255	04/04/2019	LEADING EDGE HIFI-ALBANY	Material Supply - Light	\$ 279.80
EFT133256	04/04/2019	LEAPFROG BUSINESS SOLUTIONS	IT Subscriptions	\$ 687.50
EFT133257	04/04/2019	LEASEIT LIMITED	Photocopier Lease - April 2019	\$ 1,094.50
EFT133258	04/04/2019	LGIS RISK MANAGEMENT	Staff Training - HR	\$ 478.50
EFT133259	04/04/2019	LIBBY SHEPPARD DESIGN	Merchandise Order - Visitor Centre	\$ 332.86
EFT133260	04/04/2019	BJ & AD LUCAS FAMILY TRUST	Merchandise Order - Forts Store	\$ 500.00
EFT133261	04/04/2019	M AND B SALES PTY LTD	Material Supply - Timber	\$ 38.76
EFT133262	04/04/2019	JAZMIN MAHER	Design Service YAC Re-Brand	\$ 300.00
EFT133263	04/04/2019	ALBANY CITY MOTORS	Material Supply - Toggle Switch	\$ 304.96
EFT133264	04/04/2019	MARKETFORCE LIMITED	Advertising Services	\$ 2,344.53
EFT133265	04/04/2019	K MCALLISTER	Staff Reimbursement	\$ 117.60
EFT133266	04/04/2019	BARBARA MILLER-HORNSEY	Merchandise Order - Visitor Centre	\$ 97.50
EFT133267	04/04/2019	T MILLIGAN	Staff Reimbursement	\$ 77.96
EFT133268	04/04/2019	MJB INDUSTRIES PTY LTD	Concrete Supplies - Q18011	\$ 21,168.40
EFT133269	04/04/2019	BRONWEN NEWBURY	VAC Workshop	\$ 420.00
EFT133270	04/04/2019	ALBANY NEWS DELIVERY	News Paper Deliveries	\$ 140.75
EFT133271	04/04/2019	NLC PTY LTD	Novated Leases And Associated Costs	\$ 1,351.30
EFT133272	04/04/2019	NORTH ALBANY FOOTBALL & SPORTING CLUB INC	Reimbursement of City Electricity Costs	\$ 3,047.20
EFT133273	04/04/2019	DENMARK SUPERMARKETS PTY LTD	Grocery Supplies - Reserves	\$ 106.12
EFT133274	04/04/2019	OCS SERVICES PTY LTD	Cleaning Services - C15015	\$ 28,910.73
EFT133275	04/04/2019	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies/Materials	\$ 34.95
EFT133276	04/04/2019	OTIS ELEVATOR COMPANY PTY LTD	Lift Maintenance - Town Hall	\$ 260.04
EFT133277	04/04/2019	PALMER CIVIL CONSTRUCTION	Material Supply And Hire - C16012	\$ 2,098.75
EFT133278	04/04/2019	PERTH AMBASSADOR HOTEL	Staff Accommodation	\$ 625.00
EFT133279	04/04/2019	PERTH SAFETY PRODUCTS PTY LTD	Road Signage - Various	\$ 762.30
EFT133280	04/04/2019	PETER GRAHAM AND COMPANY LTD	Material Supplies	\$ 46.98
EFT133281	04/04/2019	R POLETTE	Staff Reimbursement	\$ 36.00
EFT133282	04/04/2019	@THE POOLSIDE	Catering - EA Negotiations	\$ 468.00

**CITY OF ALBANY**  
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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133283	04/04/2019	PROTECTOR FIRE SERVICES	Fire Maintenance Materials and Supplies	\$ 656.92
EFT133284	04/04/2019	HAYLEY LAWRENCE	Active Albany Classes	\$ 106.00
EFT133285	04/04/2019	R-COM INTERNATIONAL PTY LTD	IT Services - SIP And Web App Service	\$ 170.50
EFT133286	04/04/2019	REEVES ON CAMPBELL	Catering - Staff BBQ	\$ 410.50
EFT133287	04/04/2019	REECE PTY LTD	Plumbing Supplies	\$ 77.15
EFT133288	04/04/2019	SEEK LIMITED	Advertising - Vacant Positions	\$ 308.00
EFT133289	04/04/2019	MA SIVWRIGHT	Refund	\$ 106.00
EFT133290	04/04/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 9,493.60
EFT133291	04/04/2019	SMITHS ALUMINIUM AND 4WD CENTRE	Material Supply - Airbag	\$ 328.00
EFT133292	04/04/2019	SOIL SOLUTIONS PTY LTD	Road Materials - C16015	\$ 273.50
EFT133293	04/04/2019	SOUTHCOAST SECURITY SERVICE	Security Services - C15016	\$ 41.25
EFT133294	04/04/2019	SOUTH COAST CRANE HIRE	Equipment Hire - Crane	\$ 231.00
EFT133295	04/04/2019	SOUTH COAST ENVIRONMENTAL	Advanced Tree Installation - Q18021	\$ 2,376.00
EFT133296	04/04/2019	SQUID PRODUCTIONS	Social Media Management for Amazing South Coast - April 2019	\$ 6,050.00
EFT133297	04/04/2019	STATEWIDE BUILDING CERTIFICATION WA	Certification for Building Permit - Apex Park Gazebo	\$ 905.00
EFT133298	04/04/2019	STIRLING FREIGHT EXPRESS	Freight Charges	\$ 210.59
EFT133299	04/04/2019	SUNNY INDUSTRIAL BRUSHWARE	Material Supply - Poly Broom	\$ 848.10
EFT133300	04/04/2019	ALBANY LOCK SERVICE	Key Upgrade - C14003	\$ 10,908.33
EFT133301	04/04/2019	SUTTON'S CARPET CLEANING	Carpet Cleaning - Library	\$ 341.00
EFT133302	04/04/2019	SYNERGY	Electricity Charges	\$ 780.32
EFT133303	04/04/2019	T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 2,330.96
EFT133304	04/04/2019	T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 62.73
EFT133305	04/04/2019	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	Advertising - Vacant Positions	\$ 1,320.00
EFT133306	04/04/2019	D THEODORE	Staff Reimbursement	\$ 270.00
EFT133307	04/04/2019	THINKWATER ALBANY	Reticulation Supplies	\$ 4,664.06
EFT133308	04/04/2019	CASEY THORNTON	VAC Exhibitions	\$ 1,500.00
EFT133309	04/04/2019	GD TITE	Refund	\$ 33.00
EFT133310	04/04/2019	TROPICAL SHADE N SAILS	Shade Installation Services - Day Care Centre	\$ 7,436.00
EFT133311	04/04/2019	TRUCKLINE	Major Plant Supplies	\$ 106.92
EFT133312	04/04/2019	TRUCK CENTRE WA PTY LTD	Repairs and Maintenance	\$ 69.81
EFT133313	04/04/2019	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 65.00
EFT133314	04/04/2019	UNITED BOOK DISTRIBUTORS	Merchandise Order - Forts Store	\$ 2,291.16
EFT133315	04/04/2019	UOM COMMERCIAL LTD	Professional Services - Anzac Centre	\$ 1,705.00
EFT133316	04/04/2019	VINOFOOD PTY LTD	Merchandise Order - Forts Store	\$ 451.50
EFT133317	04/04/2019	WEST AUSTRALIAN LITTLE ATHLETICS	Country Championship Grant 2019	\$ 5,500.00
EFT133318	04/04/2019	WCP CIVIL PTY LTD	Runway Remedial Work - Q19004	\$ 191,714.04
EFT133319	04/04/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising - Various	\$ 1,590.05
EFT133320	04/04/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Staff Training - Various	\$ 3,036.00
EFT133321	04/04/2019	R WESTERBERG	Staff Reimbursement	\$ 37.50
EFT133322	04/04/2019	WORLDWIDE PRINTING SOLUTIONS	Printing Services - Holiday Program	\$ 277.20
EFT133323	04/04/2019	YARALLA PASTORAL COMPANY	Gravel Royalty Payment	\$ 17,512.00
EFT133324	04/04/2019	K JONES	Refund	\$ 40.00
EFT133325	04/04/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 122.39



**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133328	11/04/2019	EXCLAIMER LTD	Subscription - Outlook Signatures	\$ 542.00
EFT133329	11/04/2019	ABBOTTS LIQUID SALVAGE PTY LTD	Waste Services - Q18023	\$ 800.00
EFT133330	11/04/2019	ACCESS UNLIMITED INTERNATIONAL PTY LTD	Repairs and Maintenance - Retracting Lanyards	\$ 110.00
EFT133331	11/04/2019	ACE ACCOMMODATION ALBANY	Accommodation - Field of Light Packages	\$ 2,781.00
EFT133332	11/04/2019	ACORN TREES AND STUMPS	Mowing Services - Salmon Hole Road	\$ 1,650.00
EFT133333	11/04/2019	AD CONTRACTORS PTY LTD	Material Supply and Hire - C16012/C16015/C17015	\$ 10,474.92
EFT133334	11/04/2019	D ADELINE	Staff Reimbursement	\$ 198.96
EFT133335	11/04/2019	ADVERTISER PRINT	Printing Services - Business Cards	\$ 65.00
EFT133336	11/04/2019	AERODROME MANAGEMENT SERVICES PTY LTD	Electrical Technical Inspection - Airport	\$ 5,693.60
EFT133337	11/04/2019	WELLSTEAD RURAL SERVICES	Gas Bottle and Fuel Supplies - Cape Riche Camping	\$ 202.52
EFT133338	11/04/2019	AKUBRA HATS PTY LTD	Merchandise Order - Forts Store	\$ 1,614.80
EFT133339	11/04/2019	ALBANY SECURITY SUPPLIES	Material Supply - Padlocks	\$ 46.50
EFT133340	11/04/2019	ALBANY HYDRAULICS	Vehicle Supplies - Fittings	\$ 129.78
EFT133341	11/04/2019	ALBANY TRUCK AND CAR HIRE	Ute Hire	\$ 180.00
EFT133342	11/04/2019	ALBANY SWEEP CLEAN	Sweeping Services - C15014	\$ 573.00
EFT133343	11/04/2019	ALBANY AGRICULTURAL SOCIETY INCORPORATED	Electricity Charges - Ranger Relocation	\$ 1,692.80
EFT133344	11/04/2019	TRICOAST CIVIL	CPSP Civil Works - C18023	\$ 321,626.34
EFT133345	11/04/2019	ALBANY AUTO ONE	Vehicle Accessories - Seat Covers	\$ 299.00
EFT133346	11/04/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$ 3,428.40
EFT133347	11/04/2019	ALBANY PSYCHOLOGICAL SERVICES	Professional Services - EAP	\$ 484.00
EFT133348	11/04/2019	ALBANY RECORDS MANAGEMENT	Archive Storage	\$ 443.30
EFT133349	11/04/2019	ALBANY AUTOS	Light Fleet Vehicle Purchase	\$ 14,775.87
EFT133350	11/04/2019	ALBANY MOBILITY HIRE AND SALES	Delivery of Animal Hygiene Services - Q17036	\$ 185.00
EFT133351	11/04/2019	ALBANY FENCING CONTRACTORS	Fencing Installation - C18006	\$ 24,255.00
EFT133352	11/04/2019	CICERO MANAGEMENT PTY LTD	Staff Accommodation	\$ 409.00
EFT133353	11/04/2019	ALBANY ALL VEHICLE DETAILING	Vehicle Detailing Services - Light Fleet	\$ 200.00
EFT133354	11/04/2019	PAPERBARK MERCHANTS	Newspaper/Book/Magazine Supplies	\$ 331.52
EFT133355	11/04/2019	DAMON ANNISON	Merchandise Order - Visitor Centre	\$ 66.65
EFT133356	11/04/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 15,839.68
EFT133357	11/04/2019	AUSTRALIA POST	Postage Fees - March 2019	\$ 6,449.73
EFT133358	11/04/2019	AUSCOINSWEST	Merchandise Order - Forts Store	\$ 1,496.00
EFT133359	11/04/2019	AUSTRALIAN WAR ANIMAL MEMORIAL ORGANISATION INC	Merchandise Order - Forts Store	\$ 145.00
EFT133360	11/04/2019	AUSSIE ENVIRONMENTAL	Material Supply - Biodegradable Green Stakes	\$ 3,762.00
EFT133361	11/04/2019	BADGEMATE	Uniform Supplies - Name Badges	\$ 17.60
EFT133362	11/04/2019	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms - Various Departments	\$ 693.40
EFT133363	11/04/2019	BARRETT'S MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C17022	\$ 5,544.00
EFT133364	11/04/2019	BEAUREPAIRES ALBANY	Repairs and Maintenance - Tyre Puncture	\$ 37.00
EFT133365	11/04/2019	BENNETT'S BATTERIES	Material Supply - Oil	\$ 2,142.80
EFT133366	11/04/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services - C17014	\$ 23,019.55
EFT133367	11/04/2019	J. BLACKWOOD & SON PTY LTD	Material Supply - Grease	\$ 144.78
EFT133368	11/04/2019	ALBANY BOBCAT SERVICES	Equipment Hire - C16012	\$ 1,496.00
EFT133369	11/04/2019	BOC GASES AUSTRALIA LIMITED	Container Service Rental	\$ 109.48
EFT133370	11/04/2019	AIR BP	Gas Charges	\$ 168.38

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**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133371	11/04/2019	BLUE SKY RENEWABLES PTY LTD	ALAC Renewable Energy - Q19012	\$ 16,225.00
EFT133372	11/04/2019	CONSTRUCTION TRAINING FUND	BCITF Levy - March 2019	\$ 28,150.98
EFT133373	11/04/2019	BUILDERS REGISTRATION BOARD	BSL Levy - March 2019	\$ 380.18
EFT133374	11/04/2019	BUNNINGS GROUP LIMITED	Hardware And Tool Supplies - Various	\$ 297.94
EFT133375	11/04/2019	C&C MACHINERY CENTRE	Material Supply - Fittings	\$ 674.20
EFT133376	11/04/2019	CABCHARGE AUSTRALIA LIMITED	Taxi Charges	\$ 675.50
EFT133377	11/04/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Starcard Purchases - March 2019	\$ 7,764.32
EFT133378	11/04/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 23,493.90
EFT133379	11/04/2019	CAMTRANS ALBANY PTY LTD	Delivery Services - Sporting Complex	\$ 1,100.00
EFT133380	11/04/2019	DARCY CAMERON	Sports Hall Memorabilia - Football Jumper	\$ 123.00
EFT133381	11/04/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C18019/C17018	\$ 3,030.45
EFT133382	11/04/2019	AINSLIE CASTLE	Active Albany Classes	\$ 280.00
EFT133383	11/04/2019	CENTIGRADE SERVICES PTY LTD	Air-Conditioning Services - C18014/Q18016	\$ 16,150.73
EFT133384	11/04/2019	CLEANAWAY PTY LIMITED	Rubbish Removal - P14021	\$ 257,157.87
EFT133385	11/04/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Grocery Supplies - Various	\$ 40.75
EFT133386	11/04/2019	COLAB CONSTRUCTION PTY LTD	Building Services - Bond Store Stumps	\$ 5,330.60
EFT133387	11/04/2019	CONTACH METAL INDUSTRIES	Material Supply - Metal Plate	\$ 33.00
EFT133388	11/04/2019	CONNECTION REALTY	Rates Refund	\$ 474.01
EFT133389	11/04/2019	COURIER AUSTRALIA	Freight Charges - March 2019	\$ 1,050.55
EFT133390	11/04/2019	ALBANY SIGNS	Signage - Dogs on Leash	\$ 1,760.00
EFT133391	11/04/2019	DONNA FURN COYNE	Indigenous Artistic Overlay - Mokare Project	\$ 750.00
EFT133392	11/04/2019	DOWNER EDI WORKS PTY LTD	Material Supply - Coldmix	\$ 537.19
EFT133393	11/04/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies - C16010	\$ 6,586.58
EFT133394	11/04/2019	AL CURNOW HYDRAULICS	Repairs and Maintenance - Hydraulic Cylinder	\$ 410.93
EFT133395	11/04/2019	METATECH INTERNET PTY LTD	Web Hosting - Q18043	\$ 992.40
EFT133396	11/04/2019	D & K ENGINEERING	Truck Repairs and Maintenance	\$ 671.00
EFT133397	11/04/2019	DE JONGE MECHANICAL PTY LTD	Light Fleet Vehicle Servicing - De Jonge Mechanical	\$ 403.20
EFT133398	11/04/2019	CGS QUALITY CLEANING	Cleaning Services - C14036	\$ 2,034.28
EFT133399	11/04/2019	DENMARK COMMUNITY RESOURCE CENTRE INC	Workshop - Aged Care Project	\$ 70.00
EFT133400	11/04/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 2,996.58
EFT133401	11/04/2019	SANDRA DIXON	Professional Services - EAP	\$ 300.00
EFT133402	11/04/2019	E & S DOBBE	Gravel Royalty Payment	\$ 23,016.40
EFT133403	11/04/2019	DORALANE PASTRIES	Catering - Council Engagement	\$ 70.60
EFT133404	11/04/2019	DYLAN'S ON THE TERRACE	Catering	\$ 2,470.00
EFT133405	11/04/2019	DYNAMIC GIFT INTERNATIONAL PTY LTD	Material Supply - Advertising Sleeve	\$ 372.90
EFT133406	11/04/2019	ECOTECH PTY LTD	Reporting Costs - Emu Point To Middleton Beach	\$ 682.00
EFT133407	11/04/2019	EDEN GATE ESTATE	Merchandise Order - Visitor Centre	\$ 207.00
EFT133408	11/04/2019	ANGELA EDWARDS	Cleaning Services - Q18034	\$ 1,126.00
EFT133409	11/04/2019	ELDERS LIMITED	Material Supply - Gripple	\$ 49.50
EFT133410	11/04/2019	ENTS FORESTRY PTY LTD	Lake Warburton Management - Q17056	\$ 4,413.75
EFT133411	11/04/2019	E-STRALIAN PTY LTD	Weekly E-Bike Lease	\$ 259.92
EFT133412	11/04/2019	ETS VEGETATION MANAGEMENT	Slashing Services - Q18047	\$ 13,041.36
EFT133413	11/04/2019	EVERTRANS	Heavy Plant Repairs and Maintenance - Hook Latch Pin	\$ 2,032.80

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133414	11/04/2019	LAYTON TECHNOLOGY PTY LTD	IT Subscriptions	\$ 1,749.00
EFT133415	11/04/2019	FARMERS CENTRE (1978) PTY LTD	Material Supply - Oil	\$ 383.06
EFT133416	11/04/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	False Fire Alarm Attendance - AHP	\$ 920.00
EFT133417	11/04/2019	ACE CAMERA CLUB	Videography Services - Australia Day Maze	\$ 200.00
EFT133418	11/04/2019	THE FIXUPPERY	Window Cleaning Services - Q16023	\$ 1,857.54
EFT133419	11/04/2019	ALL TRUCK REPAIRS	Fire Truck Repairs and Maintenance - Q17040	\$ 276.86
EFT133420	11/04/2019	FORMITT CONSTRUCTIONS	Construction Services - CPSP	\$ 17,028.00
EFT133421	11/04/2019	FOXTEL MANAGEMENT PTY LTD	Foxtel Subscription - ALAC	\$ 750.00
EFT133422	11/04/2019	FRANKS LOADER SERVICES	Equipment Hire - C16012	\$ 5,605.05
EFT133423	11/04/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Equipment - Drip Torch	\$ 266.20
EFT133424	11/04/2019	GALLERY WORKS	Gift for Viking Ship - Framed Picture	\$ 210.00
EFT133425	11/04/2019	IMPERIAL GROUP PTY LTD	Field Of Light Dining Packages	\$ 1,450.00
EFT133426	11/04/2019	GLOBAL MARINE ENCLOSURES PTY LTD	Monitoring and Maintenance Of Ellen Cove Swimming Enclosure	\$ 4,138.20
EFT133427	11/04/2019	GNOWERAN SPRAYING & ENVIRONMENTAL SERVICES	Weed Control - Q18031	\$ 6,285.40
EFT133428	11/04/2019	ALISON GOODE	Councillor Reimbursement	\$ 851.56
EFT133429	11/04/2019	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 80,671.00
EFT133430	11/04/2019	GOUGH PLASTICS	Material Supply - Dunnage	\$ 1,008.50
EFT133431	11/04/2019	JA GRAY	Staff Reimbursement	\$ 251.49
EFT133432	11/04/2019	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q17027	\$ 269.00
EFT133433	11/04/2019	SOUTHERN SHARPENING SERVICES	Fire Equipment Maintenance - C14030	\$ 442.00
EFT133434	11/04/2019	GREAT SOUTHERN SUPPLIES	Paper and Uniform Supplies - Q17008/Q17028	\$ 1,862.76
EFT133435	11/04/2019	REGIONAL DEVELOPMENT AUSTRALIA GREAT SOUTHERN WA INC	Reimbursement of Water Charges	\$ 128.22
EFT133436	11/04/2019	GREAT SOUTHERN TURF	Turf Supply - C18001	\$ 264.00
EFT133437	11/04/2019	GREENMAN TRADING COMPANY	Vegetation Maintenance - C17022	\$ 2,722.50
EFT133438	11/04/2019	GREAT SOUTHERN BOUNDARIES	Fencing - C18006	\$ 831.60
EFT133439	11/04/2019	GREAT SOUTHERN GEOTECHNICS PTY LTD	Site Classification - PTA Bus Terminal Building	\$ 330.00
EFT133440	11/04/2019	GRIFFITHS ARCHITECTS PTY LTD	Architectural Consultancy Services - C18008	\$ 21,796.50
EFT133441	11/04/2019	SMITH CONSTRUCTIONS WA	ALAC Re-Roofing - C18015	\$ 88,432.45
EFT133442	11/04/2019	HAEFELI-LYSNAR	Material Supply - Trimble	\$ 7,441.50
EFT133443	11/04/2019	HARVEY NORMAN ALBANY	Air-Conditioning Supplies - Forts	\$ 1,592.00
EFT133444	11/04/2019	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 13,227.50
EFT133445	11/04/2019	HEADSETERA	Material Supply - Powerpack	\$ 55.00
EFT133446	11/04/2019	NIGEL HEAP	Website Development Services - Q19011	\$ 5,000.00
EFT133447	11/04/2019	HIDEWOOD QUALITY PRINTERS	Signage Installation - ALAC	\$ 2,197.03
EFT133448	11/04/2019	HHG LEGAL GROUP	Legal Services - C16011	\$ 1,540.00
EFT133449	11/04/2019	IDENTITY CREATIVE	Design Services - Anzac Day	\$ 822.25
EFT133450	11/04/2019	IMPULSE CYCLES	E-Bike Repairs and Maintenance	\$ 44.95
EFT133451	11/04/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 99.00
EFT133452	11/04/2019	ALBANY WORKLINK INC.	Sponsorship - Great Southern Careers Conference	\$ 500.00
EFT133453	11/04/2019	JACK THE CHIPPER	Vegetation Maintenance - C17022	\$ 508.20
EFT133454	11/04/2019	JOHN KINNAR AND ASSOCIATES	Survey Services - C16016	\$ 9,708.05
EFT133455	11/04/2019	KANGA LOADERS WA	Material Supply - Bracket	\$ 60.17
EFT133456	11/04/2019	KIDSAFE WESTERN AUSTRALIA	Annual Playground Inspections	\$ 10,320.00



**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133457	11/04/2019	KOSTER'S OUTDOOR PTY LTD	Roller Door Installation - Volunteer Bush Fire Brigades	\$ 2,778.00
EFT133458	11/04/2019	KURRAH MIA PTY LTD	Presentation Message Stick for Viking Sun	\$ 65.00
EFT133459	11/04/2019	LANDCHOICE DEVELOPMENTS PTY LTD	Contract No C18017 - Emu Point Marina Water Main	\$ 23,332.76
EFT133460	11/04/2019	STATE LIBRARY OF WESTERN AUSTRALIA	Lost and Damaged Books - Freight Recoup	\$ 2,447.81
EFT133461	11/04/2019	M AND B SALES PTY LTD	Material Supply - Timber	\$ 31.35
EFT133462	11/04/2019	ALBANY EVENT HIRE	Equipment Hire - Farewell BBQ	\$ 37.90
EFT133463	11/04/2019	ALBANY CITY MOTORS	Material Supply - Fuel Pump	\$ 144.31
EFT133464	11/04/2019	J MARWICK	Refund	\$ 15.70
EFT133465	11/04/2019	A MCEWAN	Staff Reimbursement	\$ 206.34
EFT133466	11/04/2019	CS MCNALLY	Rates Refund	\$ 272.49
EFT133467	11/04/2019	MEETING MASTERS	WA State Heritage and History Conference	\$ 892.00
EFT133468	11/04/2019	METROLL ALBANY	Material Supply - Builders Film	\$ 176.17
EFT133469	11/04/2019	STEPHANIE ANNE WRIGHT MORRIGAN	Professional Services - EAP	\$ 1,220.00
EFT133470	11/04/2019	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - Forts Store	\$ 1,765.15
EFT133471	11/04/2019	NURRUNGA COMMUNICATIONS	Repairs and Maintenance - Fleet Vehicle	\$ 620.27
EFT133472	11/04/2019	PR AND ER NEWMAN'S QUALITY CONCRETE PRODUCTS	Drainage Products - C18011	\$ 21,471.98
EFT133473	11/04/2019	ALBANY NEWS DELIVERY	News Paper Deliveries	\$ 140.75
EFT133474	11/04/2019	OCP SALES	MATERIAL SUPPLIES	\$ 1,736.68
EFT133475	11/04/2019	O'KEEFE'S PAINTS	Paint Supplies	\$ 164.99
EFT133476	11/04/2019	KJ OWEN	Refund	\$ 54.70
EFT133477	11/04/2019	PALMER CIVIL CONSTRUCTION	Material Supply And Hire - C16012	\$ 93,080.55
EFT133478	11/04/2019	PERTH SAFETY PRODUCTS PTY LTD	Road Signage - Various	\$ 4,074.40
EFT133479	11/04/2019	PFD FOOD SERVICES PTY LTD	Tea and Coffee Supplies	\$ 224.15
EFT133480	11/04/2019	4 STEEL SUPPLIES	Material Supply - Steel	\$ 1,824.24
EFT133481	11/04/2019	PLAYMASTER PTY LTD	Supply playground for Mokare Park	\$ 13,500.00
EFT133482	11/04/2019	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 6,008.65
EFT133483	11/04/2019	R & L BITUMEN SERVICE PTY LTD	Asphalt Services - C18010	\$ 85,330.00
EFT133484	11/04/2019	RAV DG SERVICES	Consultancy Services - Fuel System	\$ 4,047.18
EFT133485	11/04/2019	RED MOLLY MOVIES	Outdoor Cinema Hire - Australia Day	\$ 2,000.00
EFT133486	11/04/2019	WP REID	Professional Services - C16026	\$ 11,648.67
EFT133487	11/04/2019	REPLICA MEDALS & RIBBONS PTY LTD	Merchandise Order - Forts Store	\$ 1,219.57
EFT133488	11/04/2019	RETECH RUBBER PTY LTD	Soft Fall Rubber Installation - Emu Point Fitness Nodes	\$ 28,740.80
EFT133489	11/04/2019	RSL WA	Advertising - RSLWA Magazine	\$ 385.00
EFT133490	11/04/2019	ALBANY SCAFFOLD HIRE	Equipment Hire - Scaffolding at Princess Royal Sailing Club	\$ 4,070.00
EFT133491	11/04/2019	SECUREPAY PTY LTD	Web Payments Security - Transaction Fee	\$ 75.24
EFT133492	11/04/2019	SKAL INTERNATIONAL ALBANY	Memberships	\$ 60.00
EFT133493	11/04/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 3,531.07
EFT133494	11/04/2019	SKIPPER TRANSPORT PARTS	Material Supplies - Various	\$ 572.89
EFT133495	11/04/2019	SOIL SOLUTIONS PTY LTD	Road Materials - C16015	\$ 848.72
EFT133496	11/04/2019	SOUTHERN TOOL AND FASTENER CO	Hardware And Tool Supplies - Various	\$ 100.61
EFT133497	11/04/2019	SOUTHCOAST SECURITY SERVICE	Security Services - C15016	\$ 21,872.23
EFT133498	11/04/2019	SOUTH COAST CRANE HIRE	Equipment Hire - Crane	\$ 236.50
EFT133499	11/04/2019	STIRLING PRINT	Printing Services - Posters	\$ 419.00

**CITY OF ALBANY**  
**TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS**  
**FOR THE PERIOD ENDING 15 APRIL 2019**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT133500	11/04/2019	ALBANY LOCK SERVICE	Key Upgrade - C14003	\$ 1,850.20
EFT133501	11/04/2019	SYNERGY	Electricity Charges	\$ 65,044.30
EFT133502	11/04/2019	T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 2,662.04
EFT133503	11/04/2019	TEAPOT PHOTOGRAPHY	VAC Exhibitions	\$ 1,500.00
EFT133504	11/04/2019	THINKWATER ALBANY	Reticulation Supplies	\$ 1,571.77
EFT133505	11/04/2019	THREE ANCHORS	Field Of Light Dining Packages	\$ 2,850.00
EFT133506	11/04/2019	TIM FRANKLIN ENGINEERING	Air-Conditioning Maintenance - VAC	\$ 4,840.00
EFT133507	11/04/2019	THE TOFFEE FACTORY	Merchandise Order - Forts Store	\$ 1,078.72
EFT133508	11/04/2019	TOURISM COUNCIL WESTERN AUSTRALIA	TCWA Marketing Workshop - Denmark	\$ 160.00
EFT133509	11/04/2019	TRUCKLINE	Major Plant Supplies	\$ 46.49
EFT133510	11/04/2019	TWILIGHT DREAMS	Active Albany Classes	\$ 240.00
EFT133511	11/04/2019	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 1,924.70
EFT133512	11/04/2019	UMBRELLA ENTERTAINMENT PTY LTD	Merchandise Order - Forts Store	\$ 84.06
EFT133513	11/04/2019	UNITED BOOK DISTRIBUTORS	Merchandise Order - Forts Store	\$ 1,698.35
EFT133514	11/04/2019	VANGUARD PRESS	Advertising - Albany Visitor Centre	\$ 1,812.04
EFT133515	11/04/2019	SOUTHERLY MAGAZINE	Advertising - Middleton Beach Festival Poster	\$ 330.00
EFT133516	11/04/2019	WARTHOG WA	Parts Washer - April 2019	\$ 125.00
EFT133517	11/04/2019	WAUTERS ENTERPRISES PTY LTD	CPSP Construction - C18018	\$ 50,487.03
EFT133518	11/04/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising - Various	\$ 340.50
EFT133519	11/04/2019	DENNIS WELLINGTON	Travel Reimbursement - Taste Great Southern Launch	\$ 300.35
EFT133520	11/04/2019	LANDMARK LIMITED	Horticultural Supplies - Q18001	\$ 358.38
EFT133521	11/04/2019	WHITFIELD ESTATE & PAWPRINT CHOCOLATE	Merchandise Order - Forts Store	\$ 452.30
EFT133522	11/04/2019	WREN OIL	Waste Disposal	\$ 154.00
EFT133523	11/04/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 24.65
				<b>\$ 6,052,189.02</b>

Document Number	Description	DATE SENT RECD
EDR1996757	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUS SHELTER MAINTENANCE ASSISTANCE SCHEME - PARTICIPATION AGREEMENT 2018/2019 PARTIES: PUBLIC TRANSPORT AUTHORITY SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	15/04/2019
EDR1996761	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEVELOPMENT AND BUILDING APPLICATION FOR NORTH ROAD BIKE SHELTER PARTIES: N/A SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	15/04/2019
EDR1996491	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: CITY AUTHORISATION FOR LIME PIT APPLICANT TO APPLY FOR A CLEARING PERMIT WITHIN THE LEE ROAD RESERVE PARTIES: BOWMAN AND PARTNERS ENVIRONMENTAL PTY LTD SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	10/04/2019
EDR1996497	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEMOLITION OF AIRPORT SHED PARTIES: N/A SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	10/04/2019

Document Number	Description	DATE SENT RECD
EDR1996427	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: OWNER TO SIGN FOR APPLICATION OF A SIGN LICENCE AS APPROVED UNDER PLANNING CONSENT #P2180530 UWA PARTIES: UNIVERSITY OF WESTERN AUSTRALIA SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	09/04/2019
EDR1996428	COPY OF EXECUTED DOCUMENT ITEM: CEO DELEGATION OCM 23 MAY 2017 ITEM CCCS028 RE: AWARD OF TENDER C19006 - SUPPLY OF PRE MIXED CONCRETE PARTIES: HOLCIM (AUSTRALIA) PTY LTD SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	09/04/2019
EDR1996291	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUILDING APPROVAL CERTIFICATE FOR THE GAZEBO AT APEX PARK PARTIES: N/A SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	05/04/2019
EDR1996319	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION ONLY FOR AN ARMISTICE CENTENARY GRANT TO THE DEPARTMENT OF VETERANS' AFFAIRS FOR THE "HIDDEN STORIES OF THE FORTRESS - LINKING THE ANZAC SPIRIT" PROJECT. TOTAL FUNDING REQUEST \$251,205.41 PARTIES: DEPARTMENT OF VETERANS' AFFAIRS SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	05/04/2019

Document Number	Description	DATE SENT RECD
EDR1996320	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: THE CITY OF ALBANY AND CSBP WESFARMERS PTY LTD ARE NEARING THE FINALISATION OF SALE OF LOTS 76,91, 877 &amp; 893 HANRAHAN ROAD. IN ORDER TO PROCEED TO SETTLEMENT, THE CITY'S LAWYERS REQUIRE A FOREIGN TRANSFER DUTY DECLARATION FORM TO BE SIGNED BY THE CHIEF EXECUTIVE OFFICER.</p> <p>PARTIES: DEPARTMENT OF FINANCE</p> <p>SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)</p>	05/04/2019
EDR1996259	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: APPLICATION ONLY TO THE "SAFER COMMUNITIES FUND: ROUND 4" OF THE DEPARTMENT OF INDUSTRY, INNOVATION AND SCIENCE FOR FUNDING OF THE SAFER ALBANY PROJECT (6 SITES - 20 CCTV CAMERAS AND 92 SECURITY LIGHTS). TOTAL PROJECT \$600,000, COA CONTRIBUTION: IN KIND ONLY, FUNDING REQUESTED: \$600,000</p> <p>PARTIES: N/A</p> <p>SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)</p>	04/04/2019
EDR1996264	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: ORDINARY COUNCIL MEETING 18/09/2012 ITEM 1.1</p> <p>RE: ANNUAL ENVIRONMENTAL REPORT FOR SOUTH STIRLING TRANSFER STATION, TO BE SUBMITTED TO THE DEPARTMENT OF ENVIRONMENT REGULATIONS</p> <p>PARTIES: DEPARTMENT OF ENVIRONMENT REGULATION</p> <p>SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)</p>	04/04/2019

Document Number	Description	DATE SENT RECD
EDR1996265	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: RETROSPECTIVE APPROVAL FOR 2 X SEA CONTAINERS FOR THE ALBANY DRAGON BOAT CLUB PARTIES: ALBANY DRAGON BOAT CLUB SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	04/04/2019
EDR1996054	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: 2019/2020 CITY OF ALBANY INSURANCE RENEWAL PARTIES: LGIS SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	01/04/2019
EDR1996059	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: GRANT APPLICATION FOR THE COASTAL ADAPTATION AND PROTECTION (CAP) PROGRAM 2019/20 OF THE DEPARTMENT OF TRANSPORT FOR THE COASTAL MONITORING FROM EMU POINT TO MIDDLETON BEACH. CITY OF ALBANY CONTRIBUTION IS \$97,878 AND IN KIND \$40,800. GRANT APPLICATION IS FOR \$97,878 MAKING A TOTAL PROJECT COST OF \$236,556 PARTIES: N/A SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	01/04/2019
EDR1995800	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR BUILDING PERMIT - CERTIFIED - SHED FOR THE GUN CLUB PARTIES: MATSON FABRICATION SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	28/03/2019

Document Number	Description	DATE SENT RECD
EDR1995863	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: ORDINARY COUNCIL MEETING 26/03/19 - CCS136</p> <p>RE: GRANT APPLICATION FOR COMMUNITY SPORTING AND RECREATIONAL FACILITIES FUND 2019-20. THE PROPOSED PROJECT TO REPLACE AND UPGRADE THE SYNTHETIC CENTRE WICKETS AND CRICKET NETS AT THE CITY OF ALBANY'S MAJOR REGIONAL SPORTING PRECINCTS.</p> <p>PARTIES: N/A</p> <p>SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)</p>	28/03/2019
EDR1995590	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: ALBANY ARTIFICIAL REEF SUMMARY INVESTMENT PROPOSAL (RE-SIGNED BY CEO)</p> <p>PARTIES: PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT</p> <p>SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)</p>	25/03/2019
EDR1995533	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: BUILDING PERMIT FOR BOND STORE RE-STUMPING (DAMP REMOVAL)</p> <p>PARTIES: N/A</p> <p>SIGNED BY: CHIEF EXECUTIVE OFFICER, ANDREW SHARPE (1 COPY)</p>	22/03/2019
EDR1995534	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: SALE OF LOTS 76,91, 877 AND 893 HANRAHAN ROAD - FORM 6 REMEDIATED FOR RESTRICTED USE DISCLOSURE TO POTENTIAL BUYERS.</p> <p>PARTIES: CSBP WESFARMERS PTY LTD</p> <p>SIGNED BY: CHIEF EXECUTIVE OFFICER, ANDREW SHARPE</p>	22/03/2019

Document Number	Description	DATE SENT RECD
EDR1995462	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION TO DIGITAL &amp; TECHNOLOGY SKILLS PROGRAM BY THE DEPARTMENT OF JOBS, TOURISM, SCIENCE AND INNOVATION (WA) FOR THE LIBRARY. TOTAL PROJECT COST ESTIMATE: \$168,041.69 - CITY OF ALBANY CONTRIBUTION \$59,236.222 - STATE GOVERNMENT FUNDING REQUEST: \$108,805.48 PARTIES: DEPARTMENT OF JOBS, TOURISM, SCIENCE &amp; INNOVATION (WA) SIGNED BY: DUNCAN OLDE MANAGER FINANCE (1 COPY)</p>	21/03/2019
EDR1995465	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE: RESIDENTIAL TENANCY AGREEMENT - CAPE RICHE CARETAKERS COTTAGE, TENANCY AGREEMENT TO RUN CONCURRENT WITH EMPLOYMENT CONTRACT PARTIES: MALCOLM BERNARD O'DRISCOLL - CAMP CARETAKER (CAPE RICHE) SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)</p>	21/03/2019
EDR1995389	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE: INSTALLATION OF 2 TESLA DESTINATION CHARGING WALL CONNECTORS AT ALBANY VISITOR CENTRE - BEING PROVIDED FREE OF CHARGE BY TESLA. PARTIES: N/A SIGNED BY: DUNCAN OLDE MANAGER FINANCE (1 COPY)</p>	20/03/2019
EDR1995248	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE: ALBANY HIGHWAY PROJECT HAS 2 JOB NUMBERS. ORIGINAL PURCHASE ORDER DID NOT HAVE JOB SPLIT BETWEEN THE 2 JOB NUMBERS. RECTIFYING THIS</p>	18/03/2019



Document Number	Description	DATE SENT RECD
	PARTIES: WEST COAST PROFILERS PTY LTD SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	
EDR1995251	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: LGGS GRANT CERTIFICATION FOR 2019/20 LGGS CAPITAL AND OPERATIONAL GRANTS PARTIES: N/A SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	18/03/2019
EDR1995265	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR DEVELOPMENT APPROVAL OF UPGRADE TO EXISTING MOBILE TELECOMMUNICATIONS FACILITY - MOUNT MELVILLE "SPARK PLUG" TOWER PARTIES: VODAFONE HUTCHISON AUSTRALIA SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER (1 COPY)	18/03/2019
NCSR1996704	COPY OF COMMON SEAL RECORD ITEM: N/A RE: SUBDIVISION OF LOT 38 651 MILLBROOK ROAD. RESTRICTIVE COVENANT BE LODGED OVER PORTION OF LAND TO ADDRESS THE BAL 40 BUSHFIRE RISK ASSESSMENT PARTIES: CHRISTINE JOAN ADAMS SIGNED BY: CHIEF EXECUTIVE OFFICER ANDREW SHARPE AND MAYOR DENNIS WELLINGTON (1 COPY)	12/04/2019
NCSR1996247	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: DEVELOPMENT RESTRICTIONS RELATING TO PROXIMITY TO FIRE PRONE LAND PARTIES JUDE NYFANWY TYZACK	04/04/2019

Document Number	Description	DATE SENT RECD
	SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (2 COPIES)	
NCSR1996258	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: SECTION 70A AGREEMENT NOTIFYING OF REQUIREMENT STORM WATER MANAGEMENT AT TIME OF BUILDING PARTIES: JUDE NYFANWY TYZACK SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (1 COPY)	04/04/2019
NCSR1996262	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: NEW LEASE OVER AIRPORT HANGAR 27 WITH JAMES ROBERT MORGAN PARTIES: JAMES ROBERT MORGAN SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (2 COPIES)	04/04/2019
NCSR1996168	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: AS PART OF DRAINAGE UPGRADE WORKS ALONG RUTHERFORD STREET LOWER KING, THE CITY REQUIRES EASEMENTS THROUGH TWO PRIVATE PROPERTIES - 13 & 15 RUTHERFORD STREET. A DEED OF EASEMENT WAS PREPARED BY ALBANY LEGAL ON BEHALF OF THE CITY FOR 13 RUTHERFORD STREET AND WAS LODGED WITH LANDGATE. HOWEVER THE DOCUMENT WAS SUBSEQUENTLY MISPLACED BY LANDGATE AND ANOTHER DOCUMENT HAS NOW BEEN PREPARED BY THE SETTLEMENT AGENT. THE REPLACEMENT DOCUMENT NOW NEEDS THE COMMON SEAL TO BE AFFIXED. PARTIES: ALAN TERENCE JONES & NOREEN VERA JONES	03/04/2019

Document Number	Description	DATE SENT RECD
	SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (1 COPY)	
NCSR1996055	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: REMOVAL OF REGISTERED DEED OF LEASE FOR CERTIFICATE OF TITLE FOR CHEYNE BEACH HOLIDAY ACCOMMODATION LEASE H269300 - EXPIRED 31.03.2011 PARTIES: GEOFFREY ALLAN LODGE AND DIANA LUCILLE LODGE SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (1 COPY)	01/04/2019
NCSR1996058	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: WITHDRAW CAVEAT LODGED BY THE CITY ON 10 LAMONT GRANGE, BAYONET HEAD FOR UNPAID RATES (PROPERTY SOLD) PARTIES: N/A SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (1 COPY)	01/04/2019
NCSR1995870	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: SECTION 70A AGREEMENT NOTIFYING O REQUIREMENT FOR POTABLE WATER SUPPLY AND MINIMUM RAINWATER TANK CAPACITY AND THE REQUIREMENT FOR AN ALTERNATIVE TREATMENT UNIT DUE TO NO SEWER BEING AVAILABLE. PARTIES: FREDERICK RAYMOND DOUGLAS SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (1 COPY)	28/03/2019

Document Number	Description	DATE SENT RECD
NCSR1995872	<p>COPY OF COMMON SEAL DOCUMENT</p> <p>ITEM: ORDINARY COUNCIL MEETING 24/02/15 - ITEM PD0067, ORDINARY COUNCIL MEETING 15/12/15 - ITEM PD109</p> <p>RE: LAMD7 TO REZONE LOTS 1 AND 973 NANARUP ROAD, LOWER KING FROM THE GENERAL AGRICULTURE ZONE TO THE RURAL RESIDENTIAL ZONE AND INCORPORATING THEM WITHIN AREA NO. RR11 AS SET OUT IN SCHEDULE 14 - RURAL RESIDENTIAL ZONE OF THE SCHEME TEXT; DESIGNATE PORTION OF LOT 973 AS AN ADDITIONAL USES SITE AND INCORPORATE IT WITHIN SCHEDULE 2 - ADDITIONAL USES OF THE SCHEME TEXT; AND AMEND THE SCHEME MAPS ACCORDINGLY.</p> <p>PARTIES: AYTON BAESJOU PLANNING, GA &amp; PM CLARK AND SC LUCAS</p> <p>SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (3 COPIES)</p>	28/03/2019
NCSR1995551	<p>COPY OF COMMON SEAL DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: THE OWNERS OF LOT 401 NO. 73 WRIGHT STREET SEPPINGS HAVE REQUESTED THE CITY REMOVE A DRAINAGE EASEMENT TO THE BENEFIT OF THE CITY OF ALBANY. DEED OF SURRENDER SIGNED BY CITY ON NOV 18 HOWEVER DUE TO ERROR IN DOCUMENT LANDGATE HAVE SENT A REQUISITION NOTE TO SETTLEMENT AGENT TO RECTIFY. SIGNING OF THE AMENDED DOCUMENT.</p> <p>PARTIES: JOSHUA MICHAEL SHUTTLEWORTH AND MELANIE STOCK</p> <p>SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (1 COPY)</p>	25/03/2019
NCSR1995535	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: SALE OF LOTS 76, 91, 877 AND 893 HANRANHAN ROAD - ANNEXURE A SPECIAL CONDITIONS OF SALE</p>	22/03/2019

Document Number	Description	DATE SENT RECD
	PARTIES: CSBP WESFARMERS SIGNED BY: CHIEF EXECUTIVE OFFICER, ANDREW SHARPE AND MAYOR, DENNIS WELLINGTON (1 COPY)	
NCSR1995544	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: EASEMENT GRANTED FOR EMERGENCY FIRE ACCESS - LOT 16 ON DP411674 PARTIES: FR (RAY) DOUGLAS SIGNED BY: CHIEF EXECUTIVE OFFICER, ANDREW SHARPE AND MAYOR, DENNIS WELLINGTON (1 COPY)	22/03/2019
NCSR1995467	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: SECTION 70A AGREEMENT NOTIFYING OF STORM WATER REQUIREMENTS PARTIES: GS VERBRUGGEN AND KF VERBRUGGEN NEE LESTER SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (1 COPY)	21/03/2019
NCSR1995243	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: VARIATION OF LEASE FOR THE EMU POINT BOAT PEN AND BOAT LIFTER SEA BED LEASE TO PROVIDE CLARITY AROUND THE RENT REVIEW PROVISIONS, INITIATED BY THE DEPARTMENT OF TRANSPORT. ESSENTIALLY A MARKET RENT REVIEW WILL NOT APPLY TO THE CITY OF ALBANY AS LESSEE. PARTIES: DEPARTMENT OF TRANSPORT SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (3 COPIES)	18/03/2019

Document Number	Description	DATE SENT RECD
NCSR1995247	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: SECTION 70A AGREEMENT NOTIFYING OF STORM WATER REQUIREMENTS PARTIES: KS INVERARITY SIGNED BY: ANDREW SHARPE CHIEF EXECUTIVE OFFICER AND DENNIS WELLINGTON MAYOR (2 COPIES)	18/03/2019



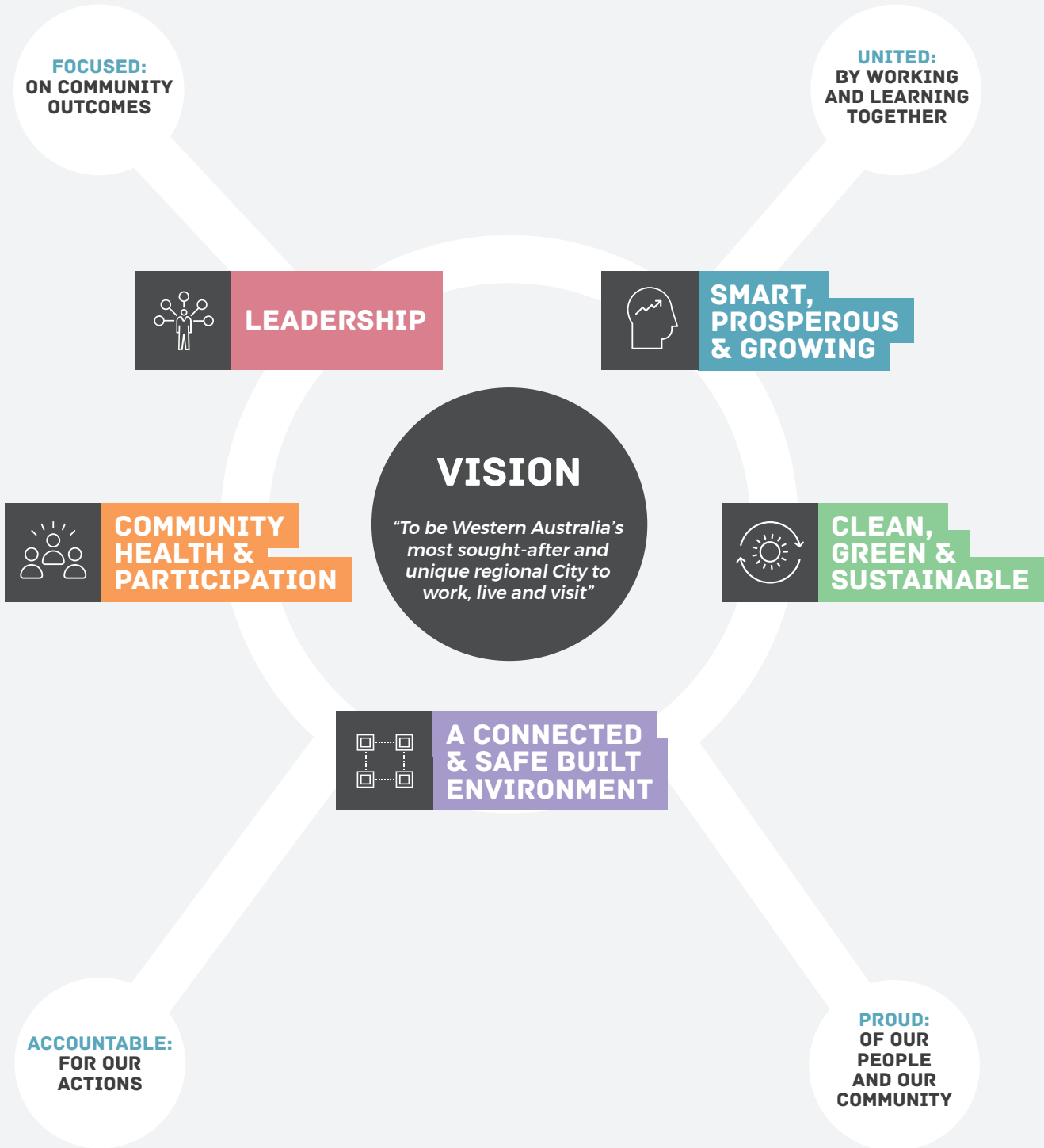
# CITY UPDATE

MARCH QUARTER 2018 - 2019





**OUR VISION & VALUES**



## Service Improvement Summary

Business Unit	No of Initiatives	Complete	On Track	Monitor	Intervene
<b>Corporate Services</b>					
Albany Airport	6	2	2	1	1
Governance, Risk & Records	6	2	4		
Economic Development	4	1	3		
Albany Visitors Centre	4		3	1	
Finance & Corporate Support	1	1			
Human Resources	10	1	8	1	
Information Technology	4	1	2	1	
<b>Infrastructure &amp; Environment</b>					
City Engineering	6	1	4	1	
City Operations	7	1	6		
City Reserves	7	1	6		
Major Projects	8		5	3	
<b>Community Services</b>					
City Centre Precinct	5	3	2		
Albany Public Library	13	3	10		
Vancouver Arts Centre	13	4	8	1	
Communications & Events	5	1	3	1	
Community Development & Engagement	11	1	8	2	
Day Care Services	9	5	4		
National ANZAC Centre	6	1	3	2	
Recreation Services	4	3	1		
<b>Development Services</b>					
Building, Health & Compliance	6	3	1	2	
Development, Planning & Land Information Services	8	5	2	1	
Ranger & Emergency Services	10	5		3	2
<b>TOTALS</b>	<b>153</b>	<b>45</b>	<b>85</b>	<b>20</b>	<b>3</b>

## Status Legend



Complete



On Track











Monitor



Intervene

## CEO's Key Performance Indicators

Deliverable	KPI	Status	Progress
<b>Leadership:</b> We will listen to our community and deliver outcomes that reflect their needs and expectations			
Increased satisfaction with the City's services and facilities	Achieve overall community perception satisfaction at or above the State average levels with an above state average result for openness & transparency of Council		Survey has just closed with over 600 responses received. Regional report with comparison trends to be presented in April/May.
Development of a Council Strategy to improve communication with residents and businesses	Communications Strategy adopted		Workshop conducted with elected members with Strategy to be branded and adopted by June 2019. Currently being formatted for final presentation and publication.
Review of Customer Service Charter	Customer Service Charter reviewed and Council briefed		Draft Charter approved, supporting procedures and training material drafted and under final review. Currently being formatted.
<b>Smart Prosperous &amp; Growing:</b> We will partner and advocate with relevant stakeholders to diversify our economy, establish a culture of life-long learning to support and grow local employment			
Planning for the bicentennial Kinjarling Connect 2026	Establishment of the Kinjarling Connect 2026 Committee		Discussion Paper presented to Elected Members at the April strategic briefing. In principle agreement reached with EMT on the next steps.
Linkages are developed with education organisations	Delivery to Council of a draft Education Vision for Albany		Discussion paper presented to Elected Members. No further action until a presentation on the Education Environment Scan which is being progressed by RDA.
<b>Clean, Green &amp; Sustainable:</b> We will value and maintain the natural beauty of our region and the infrastructure that supports this			
City of Albany increases community awareness in reuse and recycling	Working group reports to Council, Participation in the Community Garage Sale trail		City has registered for the national garage sale trail and recently presented the draft Community Waste Resource strategy to Elected Members outlining future priorities in reuse and recycling.
Review and delivery of the Reserves Strategy	Identified high priorities are implemented in 2018/19		Scorecard introduced and updated quarterly. Actions are on track.
City is a leader in the use of renewable energy	Presentation of a Business Case for City of Albany properties to run on renewable energy		About to award contracts for _An Integrated Energy Plan feasibility study for ALAC and _A Renewable Energy Generation feasibility study for 53 City Buildings.

## Status Legend



Complete



On Track



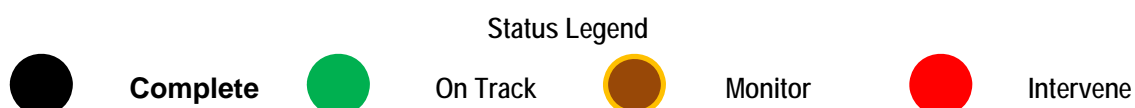
Monitor



Intervene

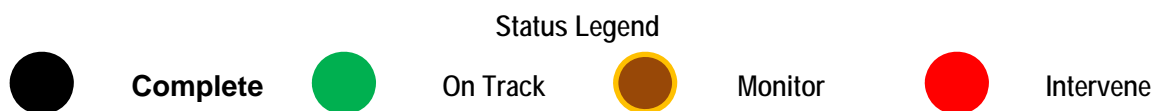
## CEO's Key Performance Indicators

A Connected and Safe Built Environment: We will develop integrated precincts and neighbourhoods that allow for population growth and enhance the lifestyle of our residents			
City of Albany seeks recognition in the Intelligent Community Forum	City of Albany commences actions to be considered for the Intelligent Community Forum and reports to Council on work undertaken to evidence progress towards accreditation		Discussion paper prepared and shared with Elected Members at March 2019 Strategic Workshop. Council information item to be presented to June 2019 OCM
Culture and Governance			
The city of Albany values its employees	Council is provided a quarterly HR Report on employee turnover		Quarterly HR Report is being provided to Elected Members.
Development of a major project framework which provides accurate scoping and clear oversight of projects	No variance between projected and actual budget for major projects		Embedded into the monthly project management reporting framework with a summary included in the quarterly City Update.
Development of a "project on a page" reporting model for major projects	Report to be provided to Council at least on a quarterly basis		



## Capital Works Program

ASSET CLASS	NO OF PROJECTS	COMPLETE	ON TRACK	MONITOR	INTERVENE	Percentage Complete
Buildings	30	14	15	1	0	40%
Car Parks	3	1	2	0	0	25%
Drainage	5	5	0	0	0	100%
Paths	5	4	1	0	0	85%
Plant & Equipment	10	5	5		0	70%
Reserves	25	7	18		0	55%
Roads	47	40	6	1	0	85%
Waste	3	0	1	2	0	33%
<b>TOTALS</b>	<b>135</b>	<b>77</b>	<b>48</b>	<b>3</b>	<b>0</b>	



## Significant Projects Update

Project Title	Project Overview	Status	Progress
Town Hall Enhancement	City Centre hub integrating access for all to culture, the arts, heritage, information and education	On Track	Detailed Design / Tender Documentation Phase. Final cost analysis and assessments in progress. DPLH Section 18 pending (May/June). Tender advertising scheduled for end May.
Centennial Park Sporting Precinct (Stage 2)	Public Realm and Building Facilities _Eastern Precinct _Central Precinct _Western Precinct	On Track	<b>Eastern:</b> JAFL - Construction Phase. <b>Central:</b> Lake civil works nearing completion, promenade under construction. <b>Western:</b> Construction continuing throughout 2019, including extension of promenade, civil works and landscape. Youth: Federal mental health funding successful (\$300K), Lotterywest funding application lodged. Federal sports Infrastructure application re-lodged.
Alison Hartman Gardens Enhancement	The creation of an intergenerational community activity hub in the heart of Albany's city centre with a strong cultural focus	On Track	Civil, landscape and electrical works in progress. Manufacture of Mokare indigenous art overlay and landscape works in progress. Soft opening scheduled late May, hard opening NAIDOC week. Safer Communities funding application submitted for lighting and security.
Albany Mounts Master Plan	Providing a long term vision which respects & enhances its significant natural, cultural and infrastructure assets.	Monitor	Detailed summary plan completed (draft) for community & stakeholder engagement April-June.
Emu Point to Middleton Beach Coastal Adaption & Protection Strategy	Coastal Hazard, Risk, Management & Adaption Plan (CHRMAP)	On Track	Draft CHRMAP currently being reviewed by key stakeholders, prior to public comment period (June).
Middleton Beach Foreshore Enhancement	Creating an active beach precinct	On Track	PM plan prepared, funding secured and governance framework (with LC) in place. Consultant briefs prepared and procurement process underway, quotations currently being assessed.
Ellen Cove Swimming Enclosure	Aquarius Barrier 3 year trial installed for the protection of swimmers	Monitor	Trial has expired (end March 2019). The following actions are being undertaken by City: _Tender submissions currently being assessed; _Structure condition assessment report; _Maintenance period extended; _Options report and estimate of costs.
Middleton Beach Surf Reef Design Development	Creation of a consistent, surfable wave driving tourism, economic development, social inclusion & retention of region's youth	Monitor	Awaiting financial assistance agreement (\$500K) from DPIRD. Summary investment proposal has been finalised and lodged awaiting authorisation to progress the detailed design phase.

## Status Legend



Complete



On Track



Monitor



Intervene





City of Albany  
DIRECTOR COMMUNITY SERVICES  
ALBANY HERITAGE PARK  
For the Period Ended March 2019

\$	2017/18 Total Actuals	Current Budget	YTD Budgets	YTD Actuals	YTD Variance	YTD Percentage Variance
<b>TOTAL ALBANY HERITAGE PARK</b>						
Operating Income	1,565,575	1,456,000	1,162,999	1,333,644	170,645	15%
Operating Expenditure	(1,762,634)	(1,942,141)	(1,368,394)	(1,292,420)	75,974	6%
<b>Net Operating Income/(Expense)</b>	<b>(197,059)</b>	<b>(486,141)</b>	<b>(205,395)</b>	<b>41,225</b>	<b>246,620</b>	<b>120%</b>
Capital Expenditure	(2,841)	(20,000)	(20,000)	0	20,000	100%
Stock on Hand	(18,396)	0	0	(120,721)	(120,721)	-100%
<b>Grand Total</b>	<b>(218,296)</b>	<b>(506,141)</b>	<b>(225,395)</b>	<b>(79,496)</b>	<b>145,899</b>	<b>65%</b>

\$	2017/18 Total Actuals	Current Budget	YTD Budgets	YTD Actuals	YTD Variance	YTD Percentage Variance
<b>NATIONAL ANZAC CENTRE</b>						
Operating Income	1,037,295	1,000,000	775,886	888,436	112,550	15%
Operating Expenditure	(571,636)	(779,601)	(565,729)	(512,306)	53,422	9%
<b>Net Operating Income/(Expense)</b>	<b>465,659</b>	<b>220,399</b>	<b>210,158</b>	<b>376,130</b>	<b>165,972</b>	<b>79%</b>
Capital Expenditure	0	0	0	0	0	0%
<b>NATIONAL ANZAC CENTRE</b>	<b>465,659</b>	<b>220,399</b>	<b>210,158</b>	<b>376,130</b>	<b>165,972</b>	<b>79%</b>

<b>RETAIL</b>						
Operating Income	473,006	400,000	346,866	383,987	37,121	11%
Operating Expenditure	(654,315)	(637,919)	(421,388)	(418,548)	2,840	1%
<b>Net Operating Income/(Expense)</b>	<b>(181,309)</b>	<b>(237,919)</b>	<b>(74,522)</b>	<b>(34,561)</b>	<b>39,961</b>	<b>54%</b>
Capital Expenditure	0	0	0	0	0	0%
Stock on Hand	(18,396)	0	0	(120,721)	(120,721)	-100%
<b>RETAIL</b>	<b>(199,705)</b>	<b>(237,919)</b>	<b>(74,522)</b>	<b>(155,282)</b>	<b>(80,760)</b>	<b>-108%</b>

<b>FORTRESS</b>						
Operating Income	11,671	6,000	3,182	11,610	8,428	265%
Operating Expenditure	(311,868)	(324,927)	(231,102)	(217,036)	14,066	6%
<b>Net Operating Income/(Expense)</b>	<b>(300,197)</b>	<b>(318,927)</b>	<b>(227,920)</b>	<b>(205,426)</b>	<b>22,494</b>	<b>10%</b>
Capital Expenditure	(2,523)	0	0	0	0	0%
<b>FORTRESS</b>	<b>(302,720)</b>	<b>(318,927)</b>	<b>(227,920)</b>	<b>(205,426)</b>	<b>22,494</b>	<b>10%</b>

<b>ALBANY HERITAGE PARK PRECINCT</b>						
Operating Income	43,603	50,000	37,065	49,611	12,546	34%
Operating Expenditure	(224,815)	(199,694)	(150,176)	(144,530)	5,646	4%
<b>Net Operating Income/(Expense)</b>	<b>(181,213)</b>	<b>(149,694)</b>	<b>(113,111)</b>	<b>(94,918)</b>	<b>18,193</b>	<b>16%</b>
Capital Expenditure	(317)	(20,000)	(20,000)	0	20,000	100%
<b>ALBANY HERITAGE PARK PRECINCT</b>	<b>(181,530)</b>	<b>(169,694)</b>	<b>(133,111)</b>	<b>(94,918)</b>	<b>38,193</b>	<b>29%</b>

# MEMORANDUM OF UNDERSTANDING

BETWEEN:

CITY OF ALBANY  
102 North Road,  
Albany, Western Australia

AND

ALBANY CEMETERY BOARD  
PO Box 469,  
Albany, Western Australia

**MEMORANDUM OF UNDERSTANDING**  
**between City of Albany and Albany Cemetery Board**  
**THIS MEMORANDUM OF UNDERSTANDING is made**

**BETWEEN:**

**CITY OF ALBANY of 102 North Road,  
Albany, Western Australia**

**AND**

**ALBANY CEMETERY BOARD of PO Box 469,  
Albany, Western Australia**

**BACKGROUND:**

- a) The Albany Cemetery Board operates the Allambie Park Cemetery and Crematorium (Lower King Road, Oyster Harbour), and the Albany Memorial Park Cemetery (Middleton Road).
- b) The City and the Albany Cemetery Board had previously entered into a Memorandum of Understanding (MOU). The former MOU was in order to ensure that should the volunteer support of the Board wane in the future, the City is not left in a position of having to take over the organisation and its assets in a poor state of repair. Under the former MOU the City created a Reserve Account for the Allambie Park Cemetery and Crematorium, and the Albany Memorial Park Cemetery for future capital works as identified in the Business Plan. In practice, the City forwarded payment each year to the Albany Cemetery Board on request.
- c) The parties have agreed to enter into this new Memorandum of Understanding for a term of five (5) years whereby the Albany Cemetery Board acknowledges that it is responsible for all operational aspects of the facility, with revenues being maximised through appropriate fees and charges.
- d) The City and the Albany Cemetery Board have agreed to share a capital upgrade to the Albany Memorial Park Cemetery on an equal basis in 2018/19 financial year.
- e) For future years, the City will make a financial contribution to the Albany Cemetery Board as outlined below.
- f) The City may have input into future operational and capital works at the Albany Memorial Park Cemetery.

**OPERATIVE PROVISIONS:**

Operation of Allambie Park Cemetery and Crematorium and the Albany Memorial Park Cemetery.

## **MEMORANDUM OF UNDERSTANDING**

### **between City of Albany and Albany Cemetery Board**

1. The City and the Albany Cemetery Board acknowledge and agree the Albany Cemetery Board is responsible for all operational aspects of the Allambie Park Cemetery and Crematorium and the Albany Memorial Park Cemetery, with revenue being maximised through appropriate fees and charges.

The City and the Albany Cemetery Board acknowledge that the Albany Memorial Park Cemetery is a highly visible site with historical significance and every effort should be made to maintain these grounds to an appropriate standard.

2. For the purpose of future capital works for the Allambie Park Cemetery and Crematorium and the Albany Memorial Park Cemetery, the Albany Cemetery Board will:
  - i. Establish a Reserve Account entitled "Cemetery Capital Works Reserve Account";
  - ii. The purpose of such Reserve Account is for undertaking future capital works at the Allambie Park Cemetery and Crematorium, and the Albany Memorial Park Cemetery as identified in the Business Plan; and
  - iii. An amount of \$60,000 per annum, indexed to CPI in perpetuity, will be paid by the City to be allocated to the Reserve Account, to be available to fund only major capital works whether this be new assets or upgrades as identified in the Business Plan;
3. The City has agreed to withhold the City back-hoe which is changed over approximately every 5 years and place this at the disposal of the Albany Cemetery Board.
4. The City has agreed to undertake the necessary servicing of this backhoe and the related costs will be the responsibility of the Albany Cemetery Board.

**MEMORANDUM OF UNDERSTANDING**  
**between City of Albany and Albany Cemetery Board**

EXECUTED by the parties this \_\_\_\_\_ day of \_\_\_\_\_  
2019.

THE COMMON SEAL of  
**CITY OF ALBANY**  
was hereunto affixed by  
authority of resolution of the  
Council in the presence of

Mayor

Chief Executive Officer

THE COMMON SEAL of )  
**THE ALBANY CEMETERY BOARD** )  
was hereunto affixed by )  
authority in the presence of )

Chairman

Administrator

Print Name

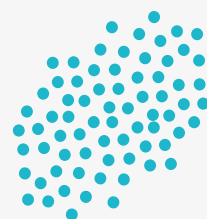
Print Name

DRAFT

2019 - 2022

# COMMUNICATIONS & ENGAGEMENT STRATEGY





### Acknowledgment of People and Country

The City of Albany respectfully acknowledges the Menang Noongar people as the traditional custodians of the land on which the City conducts its business, and pays respect to Elders past and present.

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## Introduction

At the City of Albany, we're passionate about our community.

Our councillors and staff live in the community, are part of the community and want to do the best job they can for you, the community – after all, it's Your City.

Albany is your home, it's your workplace and it's your recreation space, so you should know what's going on.

It's our job to let you know and get you involved. That's why we've been striving to get better at keeping you informed, and included in conversations and decisions.

We've made some great improvements, but we can always do better too. That's why we have done a review of the way we communicate and engage with you to ensure information we send out is relevant, is reaching you, and we are listening to you.

To do this, we asked you to tell us what you want to know, how you prefer to get information, whether you want to be more involved, or you're happy just the way things are.

Your input was invaluable.

**This is Your Communication & Engagement Strategy.**





Executive Summary

Communication and engagement is crucial to keeping our community informed and included in the decisions about what we do. This Strategy responds to feedback from the community and it is our roadmap for communication and engagement activities over the next three years.

Market research undertaken by independent consultants as part of this strategy gives us a better understanding of Albany’s residents, who they are and what they need from us. Our staff also met with people in our community at shopping centres, the library, leisure centre and through community workshops. They met with our staff and stakeholders too.

This work achieved the highest level of reach of any engagement project undertaken by the City to date, and your feedback has helped us to reset our focus within this strategy and develop a supporting action plan.

The good news is our mass communications are strong and set a platform that we can build on to improve other areas and achieve an improved level of engagement. Our community has said loud and clear that timely, easily understood information about Council decisions and services is important, and they want more opportunities to have conversations with our Elected Members.



DENNIS WELLINGTON  
MAYOR



ANDREW SHARPE  
CHIEF EXECUTIVE OFFICER  
CITY OF ALBANY

What is the Current Situation?

Reason for the Review

Our key goal was to get a better understanding of your needs and wants so we could set a clear direction for the City of Albany’s communication and engagement.

To achieve this we have undertaken a range of research initiatives that have connected with more than 15,000 households across the City of Albany.

This gave us extensive feedback from our community that has helped us identify:

- What level of engagement residents currently have with the City
- Who wants to be engaged by the City
- Our main resident audience segmentations
- How we can reach specific resident audiences



1/2  
OF OUR RESIDENTS  
ARE INTERACTING  
WITH US ONLINE

We also found that almost half of our residents are interacting with us online, events and festivals are the most popular way for our residents to actively engage with us, and our social media has room to grow.

This Strategy defines our high-level objectives to respond to what our community has told us and ensure we are not only leveraging our strengths, but also making improvements.

This Strategy aligns with the following:

Community Strategic Plan

- Theme: Leadership
- Aspiration: We will listen to our community and deliver outcomes that reflect their needs and expectations
- Objective: 1.3 – To engage effectively with our community.

Corporate Business Plan

- Key Organisational Criteria: Develop a Council strategy to improve communication with residents and businesses.

Who We Are

The City of Albany is a large local government area, covering 4,310 square kilometres situated along the south coast of Western Australia.

It boasts an enviable mix of urban and rural lifestyles, with agriculture and retail among its main industries. Tourism is growing, as the region's profile and reputation increases, driving visitation.

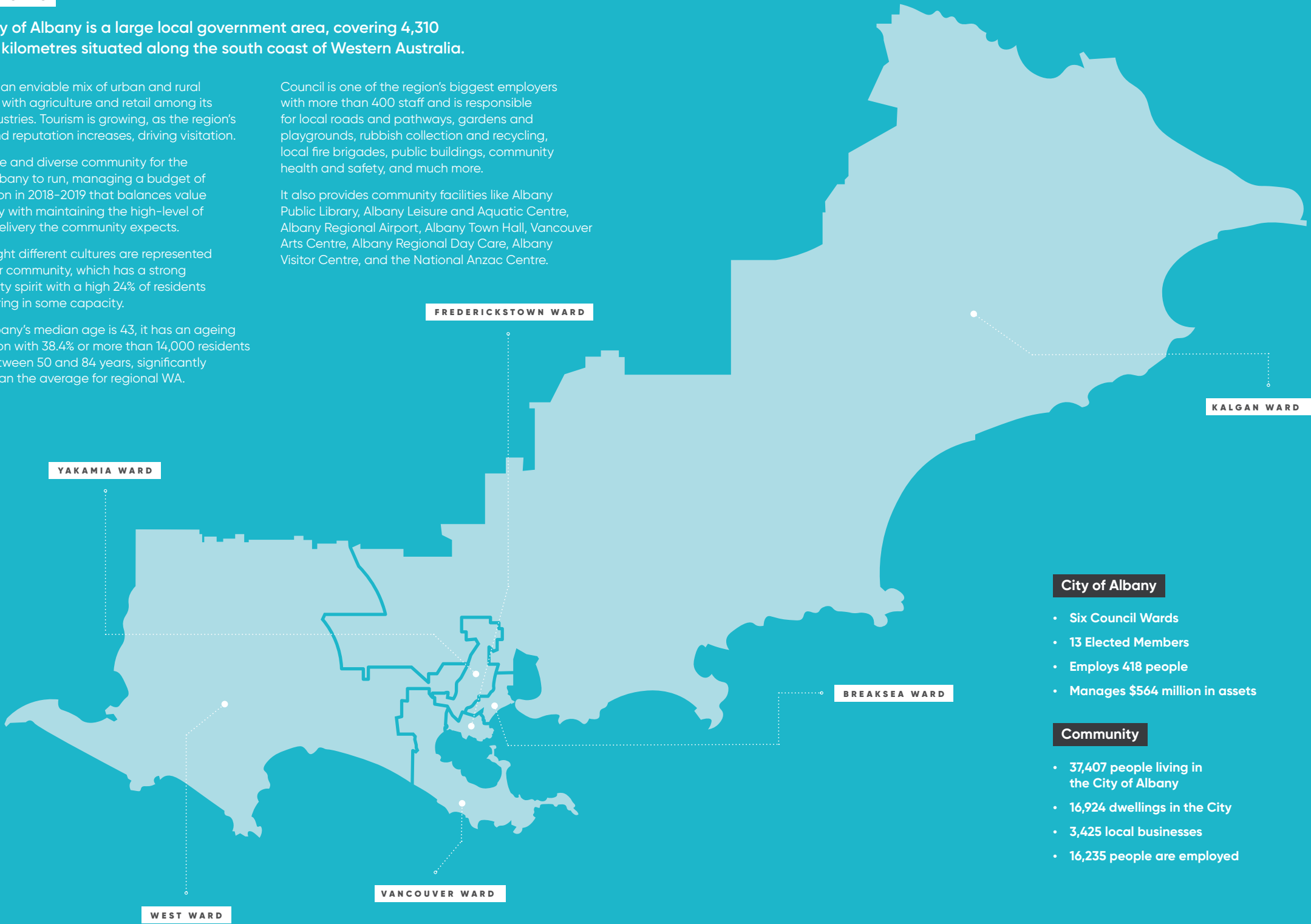
It's a large and diverse community for the City of Albany to run, managing a budget of \$87.1 million in 2018-2019 that balances value for money with maintaining the high-level of service delivery the community expects.

Thirty-eight different cultures are represented within our community, which has a strong community spirit with a high 24% of residents volunteering in some capacity.

While Albany's median age is 43, it has an ageing population with 38.4% or more than 14,000 residents aged between 50 and 84 years, significantly higher than the average for regional WA.

Council is one of the region's biggest employers with more than 400 staff and is responsible for local roads and pathways, gardens and playgrounds, rubbish collection and recycling, local fire brigades, public buildings, community health and safety, and much more.

It also provides community facilities like Albany Public Library, Albany Leisure and Aquatic Centre, Albany Regional Airport, Albany Town Hall, Vancouver Arts Centre, Albany Regional Day Care, Albany Visitor Centre, and the National Anzac Centre.



38  
DIFFERENT  
CULTURES

\$87.1M  
2018-2019 BUDGET

43  
ALBANY'S  
MEDIAN AGE

City of Albany

- Six Council Wards
- 13 Elected Members
- Employs 418 people
- Manages \$564 million in assets

Community

- 37,407 people living in the City of Albany
- 16,924 dwellings in the City
- 3,425 local businesses
- 16,235 people are employed

24%  
OF RESIDENTS  
VOLUNTEERING

How did we Engage You

To help develop this Strategy we undertook a series of engagement activities we called 'Are We Loud and Clear'. These activities included an opt-in census style survey, with a link distributed to all addresses within the City of Albany.

We had pop-up feedback stands at Albany Plaza, The Boulevard, Spencer Park and North Road IGAs, Albany Public Library and Albany Leisure and Aquatic Centre.

We held a community roundtable at the library, and met with staff teams across the City of Albany.

And we invited community groups and representatives, schools, businesses, local Noongar community and many other stakeholders to be involved.

It was the most people we have reached through an engagement project, with 519 people responding to our survey, and 167 people providing comment in other ways through conversations and submission forms.



519

PEOPLE  
RESPONDING TO  
OUR SURVEY

Here is a summary of our journey.



What you told us

The responses we received from the community gave us five key insights:



Key Insight 1

**"We know that those who live in Albany do so because it offers them a unique location, tight-knit community, and access to great facilities"**

The fact that 1 in 3 residents say that being part of a community, and feeling welcome, is a key driver for living in Albany is a clear mandate to the City of Albany to optimise communication to enable everyone to feel a part of the community. We found a strong communication platform already exists, however this research gives us an indication on how to improve reach and engagement with residents of Albany.



Key Insight 2

**"Levels of engagement are split between residents"**

Almost a quarter of residents feel extremely engaged, but there are also over a third who do not feel engaged by the City. However, half of our residents say they're happy with what they get right now. It's our under 50's residents who want a better level of engagement, and feel they aren't getting enough right now.



Key Insight 3

**"Residents think our mass media and events are key strengths of the City's current communications strategy"**

Residents know where to come, with 7 in 10 accessing the website in the past year. We do still have room to engage residents more through social media, and also with more active forms of engagement that give our community a say in what we do and how we do it. Key areas for improvement are being more responsive, diversifying our communication channels, and involving our community more in our decisions.



Key Insight 4

**"Residents are split on what actually motivates them to get involved, with six distinct segments emerging based on how engaged and involved they want to be going forward"**

40% of our residents want to be more involved in issues that affect the City, whether that be at a neighbourhood or city-wide level. Encouragingly, a further 40% are happy with the current levels of engagement. These contented segments rate our communication and engagement highly, and a large number of those residents who aren't engaged with the City are actually happy with it that way.



Key Insight 5

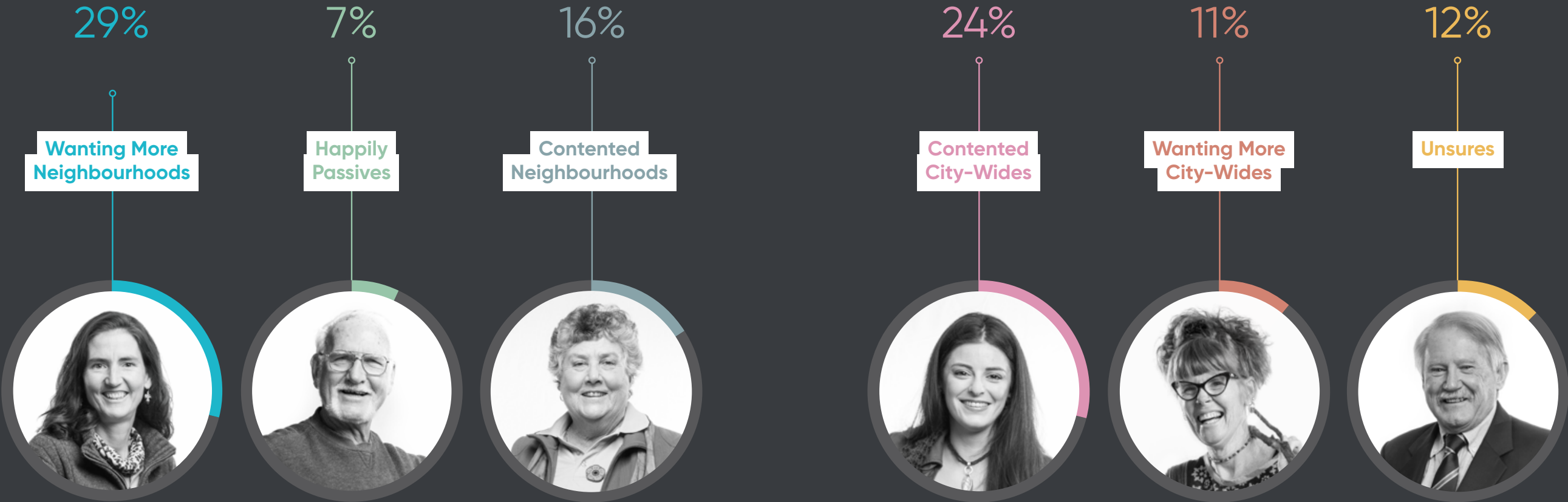
**"Albany has a core group who are extremely interested in engaging actively with the City, so we should leverage them!"**

We need to find ways to involve engaged residents more, to allow for seamless, ongoing two-way conversations between the City and its residents. This would allow the City to actively engage with residents in ways that involve them in the process and have influence in the decisions we make.

Our Audience

With more than 37,000 residents stretching from Wellstead through to Redmond and Nullaki, we have a broad and diverse population within the City of Albany, and they all have different needs. Knowing more about our audience is important to communicating and engaging effectively – who they are, what they do, what they want to know and the way they want to stay connected.

It means we're able to keep you more informed, you are able to have your say, and we can listen to what our community needs. We have undertaken research to understand the key segments within our community and identify ways of communicating and engaging with these segments.



# Wanting More Neighbourhoods

Want to be more involved in the issues that affect household or area

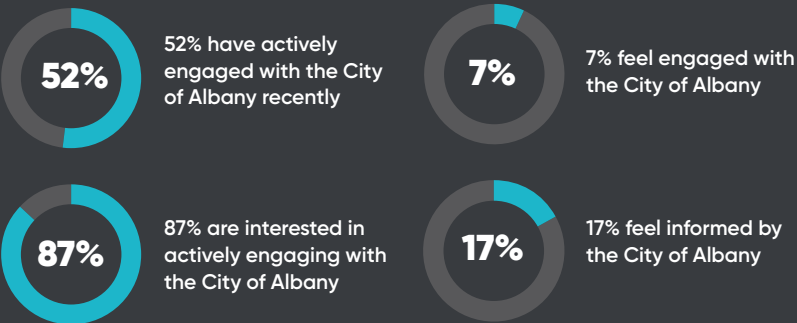
Who Am I?

I want to be more involved in what's going on, but only if it's going to affect me or those close to me. Tell me about the things that will impact my neighbourhood, but if not, I'm happy to be left out.

I keep up to date through things like the newspaper, but the best way to tell me about things is directly – email is best, or a letterbox drop. I'm the most likely of any segment to have a family, so I'm pretty busy, and things might slip through if I'm not told directly.



Level of Engagement



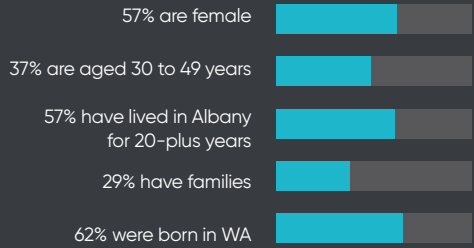
Wants to know about

- Emergency matters
- Arts, Culture & Events



Preferred channels

- Email
- Letterbox



Our assessment

'Wanting More Neighbourhoods' is interested in being involved in decisions that directly affect them. They not only want to know what is happening in their neighbourhoods, they want to be invited to actively participate in our decision making process.

# Happily Passives

Doesn't want to be bothered or involved

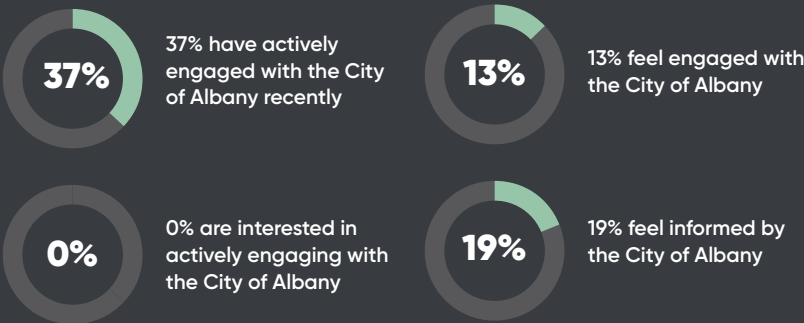
Who Am I?

I'm not too involved in the City of Albany's goings on, but I'm actually happy that way! I'm happy to just go about my own business and let the City get on with their own, I don't see the need to get involved.

The reason I don't really want to get involved is really because it doesn't interest me! I'm less concerned about issues across the board than your average resident, the only thing I'm really keen to be kept up to date on is my bin days!



Level of Engagement



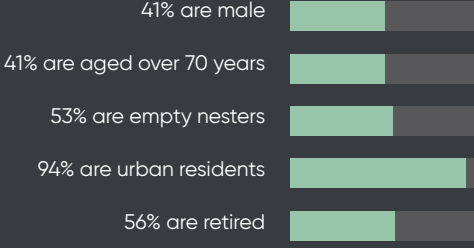
Wants to know about

- Bins & Waste
- Rate Notices



Preferred channels

- Email
- Newspapers



Our assessment

'Happily Passives' have no desire to get involved in our decision making process. They're happy to be informed about things that are important to their day-to-day lives, like bin days, but other than that they are happy not to be bothered and don't want to be involved.

# Contented Neighbourhoods

Happy with the way City of Albany is communicating

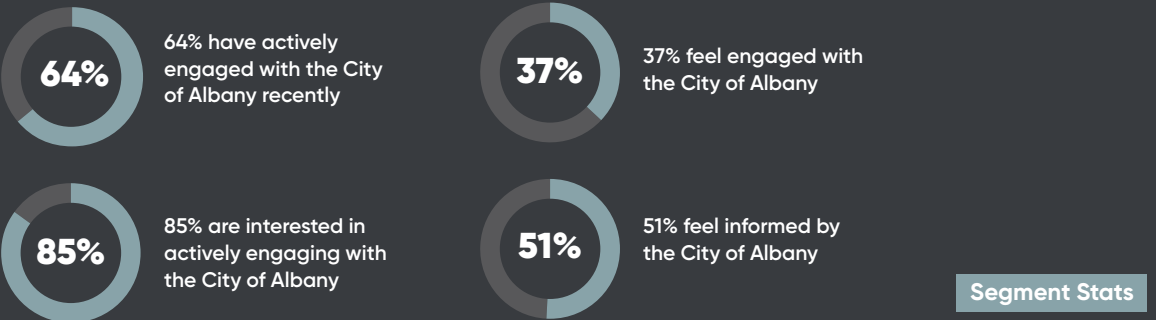
Who Am I?

I like to be involved in the issues that affect my neighbourhood, but I'm not going to go sticking my beak in about everything that goes on in Albany. I'd like to be contacted primarily through email if it's about something that affects me, but I also keep my eye out in the paper, online and in social media.

There's definitely room to engage me more than I am currently, I'm definitely keen to get involved with surveys, information sessions and what have you if it's about something that affects me or my neighbourhood.



Level of Engagement



Our assessment

'Contented Neighbourhoods' are happy with the way we are communicating, but we could be engaging with them more, especially by inviting them to be involved in conversations with us about things that affect them or their neighbourhood directly.

# Contented City-Wides

Already pretty involved in things, let's keep things as they are

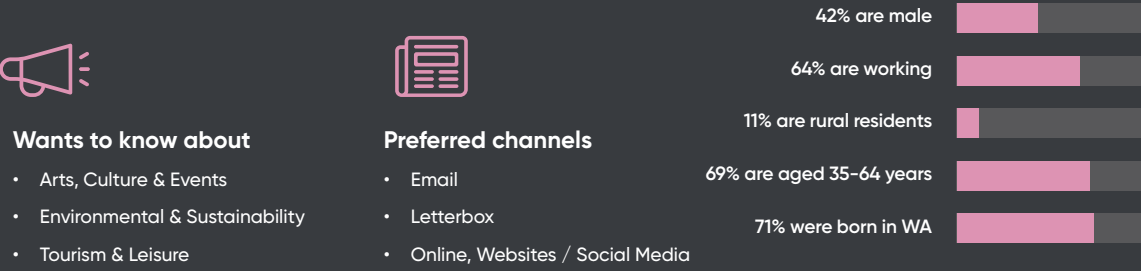
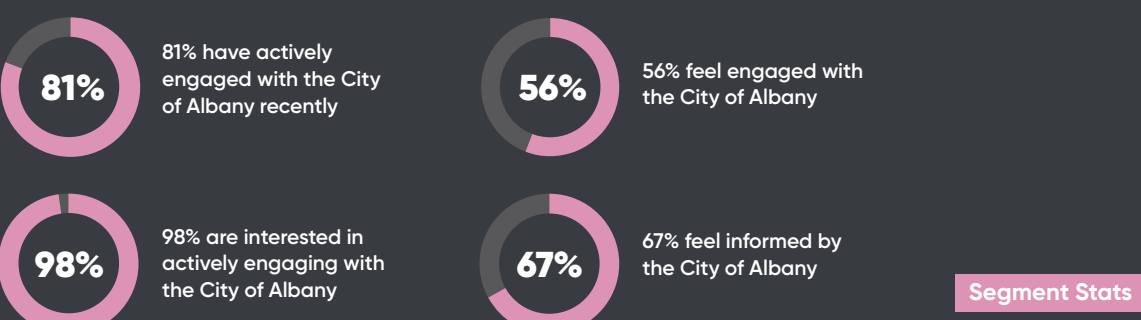
Who Am I?

I'm happy with the communications I get from my City at the moment. I like to be involved in what's going on in my City, and up to date I feel like I've been pretty informed and engaged, so let's keep it that way!

I want to know pretty well everything that's going on within Albany, even if it's not going to affect me directly. If I'm getting involved more actively, a survey is a good way to go. Otherwise, give me an opportunity to speak my mind at an event or a community information session.



Level of Engagement



Our assessment

'Contented City-Wides' are interested in anything that affects Albany and while they're mostly happy with the level of engagement from the City, there is room to improve. They want to be invited and actively involved in our decisions.



# Wanting More City-Wides

Want to be more engaged, get me involved

Who Am I?

I want to be involved in what's going on more than anyone. I'm already pretty engaged, and have got involved in a couple forums, surveys or sessions in the past year, but it's still not enough! I'll take any opportunity to have my say, so bring it on.

If I'm communicating with the City of Albany, I want it to be direct. I don't like just seeing something in the paper, or hearing about it on TV, to get in touch with me, send an email or put a letter in my mail box. The same goes for getting me actively involved, I want to be able to speak directly to the people making decisions. If that's through a survey, fine, but I'd also like to get involved in face-to-face sessions, like public comment periods, Community Information Sessions and Advisory Groups.

Level of Engagement



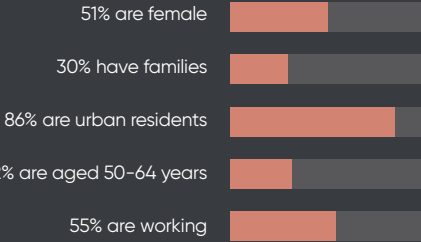
Wants to know about

- Arts, Culture & Events
- Bins & Waste
- Environmental & Sustainability



Preferred channels

- Email
- Letterbox
- Newspapers



11% OF RESIDENTS



Our assessment

'Wanting More City-Wides' are those who want to be involved the most. They crave engagement opportunities and want to have conversations with the City about what we are doing and have a say during our decision making process.

# Unsure

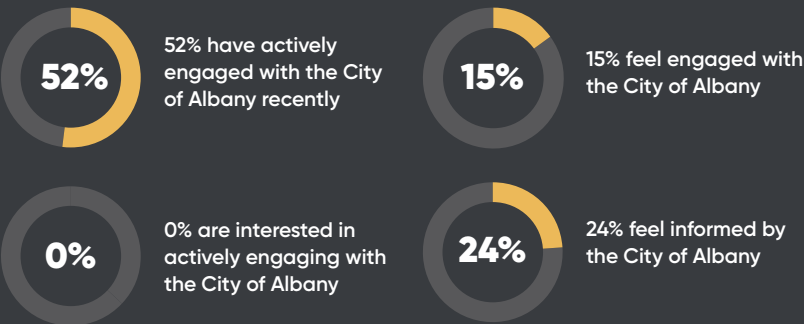
Not sure what they want to know, or how they want to be engaged

Who Am I?

I'm not sure what I want to hear about the City of Albany, or how I want to hear it. I don't feel like the City has kept me particularly well informed, or engaged for that matter, but that's not to say I want to hear a lot from them in the future.

I'm ok with the occasional email or letter, but I'm definitely not going to be scouring the internet, newspapers and social media to see what's going on. Not much that goes on in the Council interests me all that much.

Level of Engagement



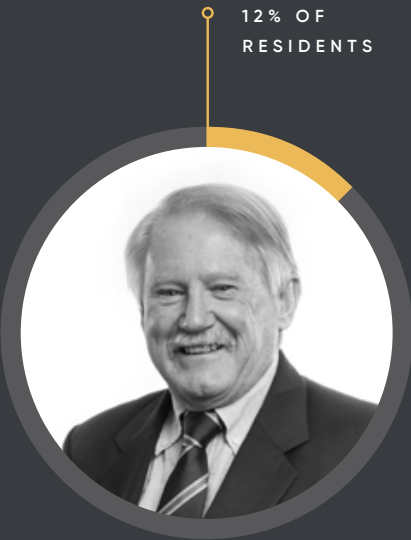
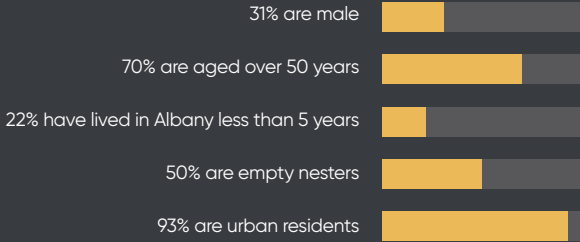
Wants to know about

- Arts, Culture & Events
- Bins & Waste
- Environmental & Sustainability



Preferred channels

- Email
- Letterbox
- Newspapers



12% OF RESIDENTS



Our assessment

'Unsure' don't really know what interests them, or how involved they want to be in the decisions we make, and that doesn't seem to worry them much. They are happy to receive some communication, but they're not going to go out of their way to get involved in engagement opportunities.







What is the Purpose of this Strategy

Our Key Challenges

Based on the community’s feedback, we know we’re doing a lot well but there is also room for improvement.

Our key challenges are ensuring people know what their Council is doing, and reaching the broader community on topics that are important to them.

Residents have also told us they think our communications could be more open and transparent.



1. How can we ensure our community knows what Council is doing?

- Improving how we communicate before and after making decisions, so that residents know what the decisions are and why;
- Share the good things the City and Council are doing in our community, to improve public awareness of who we are and the positive work we do; and
- Brief staff before community to assist our commitment to providing best practice customer service.



2. How do we reach our residents with the topics and issues important to them?

- Take notice of what community has told us is important to them;
- Utilise our market research to better understand the residents we are engaging with;
- Be inclusive of our rural communities; and
- Consider time delays in regional mail services when communicating via post.



3. How do we improve what we are doing?

- Provide more opportunities for our community to participate in conversations with Council;
- Develop a consistent and coordinated internal approach for engagement using a best-practice framework;
- Strengthen internal communication; and
- Increase community understanding of local governance processes, procedures and responsibilities.

An action plan will identify specific ways we can address these challenges against our strategic objectives.

Our Guiding Principles

We want to build on our strengths while finding ways we can get better at meeting the needs of our diverse population.

This will allow us to share the right information, with the right people at the right time by making sure we’re letting our residents know about what they want to know, the way they prefer.

It also means we will be involving our community more in our decision making process, inviting them to have a say on issues that are important to them in the way they want to be involved, so their feedback is influencing the decisions we make.

Achieving this relies on open, honest and transparent dialogue between staff, Council and our community.

To guide this we have set a range of strategic aims and objectives, which are underpinned by these principles:

- Our communications are proactive
- Our approach is creative and engaging
- Our delivery is direct and transparent
- Our information is accessible, relatable and easily understood
- Our interactions are positive and two-way
- Our process is inclusive

Our Purpose



We will provide our community with clear, timely and transparent communications, and will engage in conversations that create opportunities for community involvement and ensures understanding about what we are doing and why.

What are our Aspirations, Objectives and Priorities?

Engagement

Engagement is essential to not only making sure our residents and businesses are informed about what we are doing, but to provide opportunities for us to get feedback from the community before we make our decisions.

The City has been striving to improve its engagement with the community, and this is reflected in the 49% of residents who say they are happy with the level of engagement they have with us, but there is clearly areas to improve.

Around half of our residents, 51%, have told us that they want to be more engaged by the City, but the challenge is not everyone wants to know about the same things.

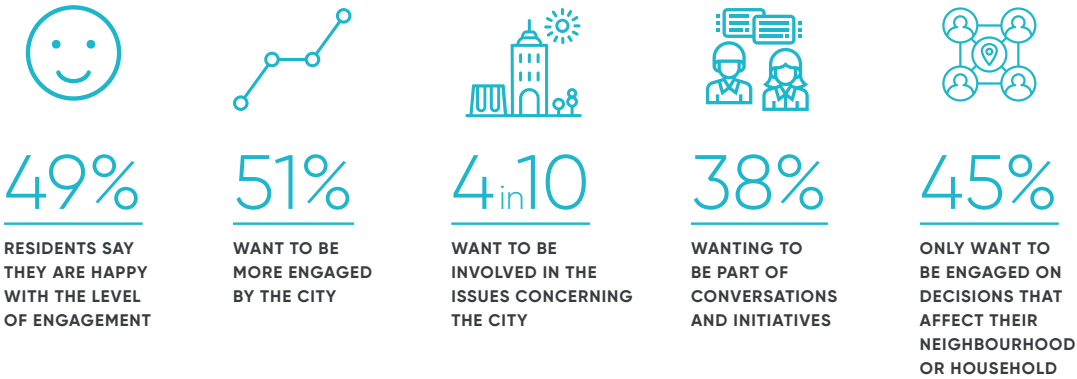
Roughly 4 in 10 people want to be involved in the issues concerning the City at large, with 38% of our residents wanting to be part of conversations and initiatives. Another 45% only want to be engaged on decisions that affect their neighbourhood or household.

Our Aspiration and Objectives set the high-level goals for our engagement with community.

Instances where projects are constrained by budget, viability, safety or legislative requirements will be clearly defined and are not negotiable.

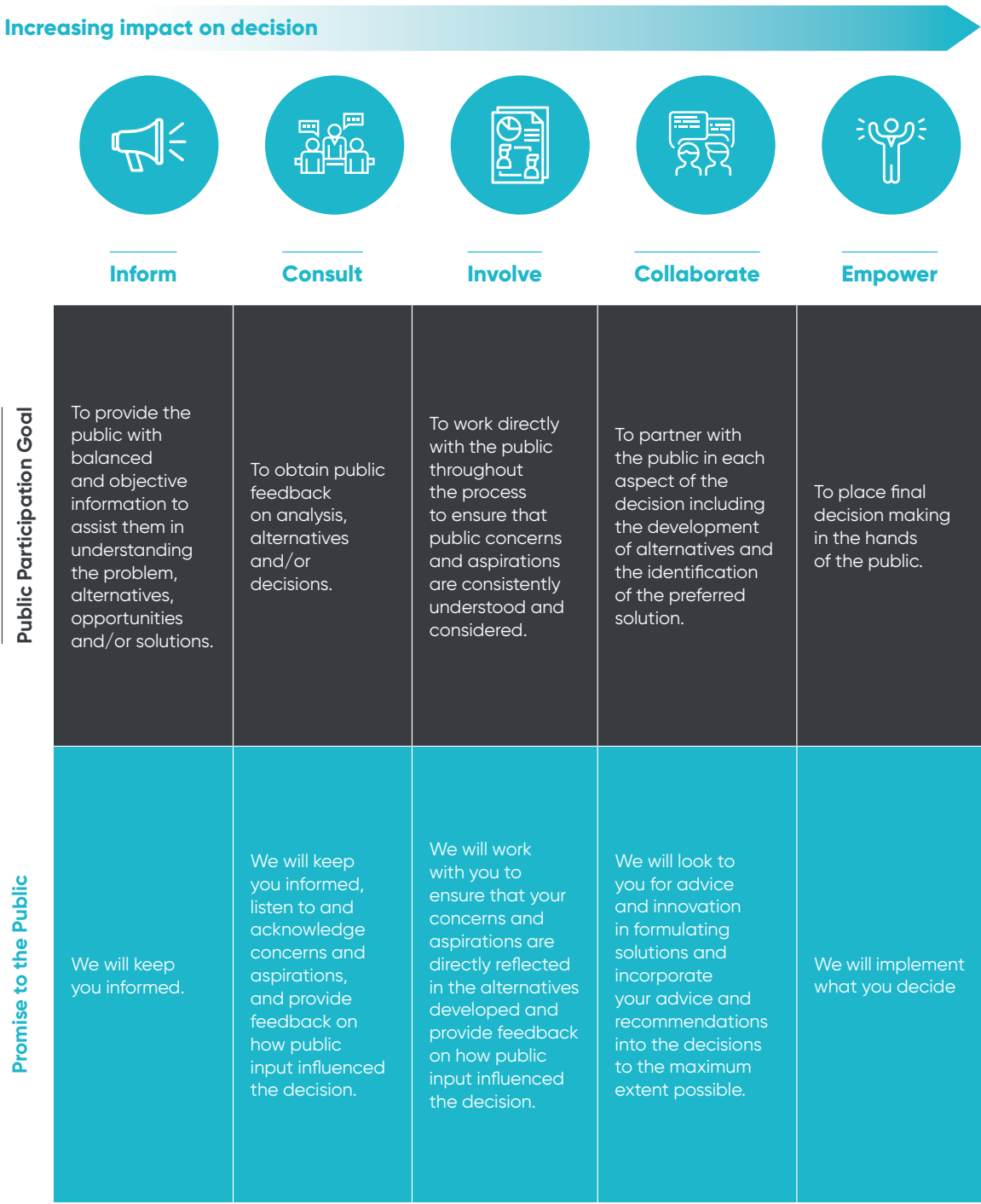
For example, the State Heritage Act, planning scheme requirements, funding limitations and timelines could all have restrictions on the level of community involvement in a project.

Where we are not constrained by these non negotiables we will strive to involve community in the development of innovative options and solutions.



Our Aspiration for Engagement

To use best practice principles to involve our community in our decision making process, creating two-way conversations that engage them on what we are doing before we do it, and enables their feedback to influence our decisions.





Our Objectives and Priorities for Engagement

Objective 1: To follow the International Association of Public Participation's IAP2 framework for engagement, which is considered a best practice benchmark worldwide.	
Our Priorities	We know we are succeeding when
1.1: To provide the community with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	Our community is more informed.
1.2: To obtain community feedback on analysis, alternatives and/or decision.	The community feels we are listening to them, acknowledging their concerns, and their input is contributing to our decision making.
1.3: To work directly with the community throughout the process to ensure that community concerns and aspirations are heard and considered.	Community aspirations and concerns are considered in the alternatives and solutions, and we are providing feedback on how community input influenced our decision.
1.4: To create opportunities to partner with the community in decision making, including the development of alternatives and solutions.	We are looking to the community for direct advice and innovation in finding solutions and incorporating advice into recommendations.
1.5: To explore ways to empower the community to participate in our decision-making processes.	The community have more opportunities to have direct influence in decision-making.
Objective 2: To use the preferred channels for engagement with our community, both actively and passively, more effectively.	
Our Priorities	We know we are succeeding when
2.1: Use market segmentation data to identify the most effective way to reach our community.	Participation rates and responses to engagement activity increases.
Objective 3: To empower staff to support the City to improve its level and quality of engagement with the community.	
Our Priorities	We know we are succeeding when
3.1: Train staff and Council to implement and follow best-practice engagement procedures.	When staff are using IAP2 tools to report and evaluate on our engagement activities.
3.2: Implement initiatives that strengthen internal communications and increase awareness of leadership and community priorities.	Staff demonstrate responsibility for sharing information across all layers of the organisation.
3.3: To uphold the City of Albany's customer services charter.	We attain high-level internal and external customer service standards.
Objective 4: Provide increased opportunities for Council and executives to connect informally with community.	
Our Priorities	We know we are succeeding when
4.1: Council will meet regularly with communities in informal settings that provide a platform for open dialogue.	The community feel Council are more responsive to their needs and concerns.
4.2: Executives will meet regularly with staff and communities in informal settings that provide a platform for open dialogue.	Staff and community feel executives are more responsive to their needs and concerns.
We will measure community satisfaction with:	
<div><div><ul style="list-style-type: none"><li>Engagement evaluation process</li><li>Participation in engagement activities</li><li>Level of community input in decision making</li><li>Community Perception Survey results</li></ul></div><div><ul style="list-style-type: none"><li>Staff satisfaction survey results</li><li>Council reputation</li><li>Positive community perceptions of the City</li></ul></div></div>	





Communications

Our mass communications is one of our strengths, so it's important we continue to achieve the high benchmark we have set, but there are also areas where we can strive to get better.

More than 50% of our residents think we use social media, online, print, television and radio well to communicate. More than 70% of residents are using our website, and almost half of residents say we are providing information that is easy to understand.

On the flip side, only 14% are using the City of Albany App, 37% of residents aren't using the City's social media channels, and most residents would prefer to hear from us via email.

Our Aspiration and Objectives set the high-level goals for our communications.

Our Aspiration for Communications

To deliver timely, informative, engaging and transparent communications that shares information in a diverse way, is easy to understand, promotes what we do and celebrates our success.

Our Objectives and Priorities for Communications

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

Our Priorities	We know we are succeeding when
5.1: Build on the 'Your City' campaign to share and promote who we are and what we do in the community.	There is increased awareness of and engagement with City services, events and initiatives.
5.2: Adopt the 'Your City' design style as our main communications brand.	Our communications will be visually consistent and easily identifiable with the City of Albany.

Objective 6: To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community.

Our Priorities	We know we are succeeding when
6.1: Share information that is easy to understand, is timely and reaches relevant target audiences.	Our community feels informed and has a better knowledge of the decisions we are making and why.
6.2: Use social media and email as cost-effective communication channels.	More residents will receive information directly, and engagement with the City of Albany's social media will increase.

Objective 7: To ensure online content for our websites is relevant, accurate, timely, strategically placed and easily accessible.

Our Priorities	We know we are succeeding when
7.1: Review the functionality and structure of the City's website.	The website is more user-friendly and easier to navigate.

We will measure community satisfaction with:

- Participation in City events and activities
  - Community use of City services
  - Awareness of City of Albany branding
- How the community perceives the accessibility of our information
  - Customer service satisfaction





Media

Media is an important tool in communicating to our community what is going on, or ways they can get involved, and our residents think we use the media well.

The way we interact with the media is important to getting our message across and building trust within the community. We need to be proactive in communicating to media to ensure our message is clear and reported accurately, while also being open to sharing information that is responsive and timely.

Our research shows the internet, social media and local newspapers were the media channels our community uses most to interact with us, but there is no one medium that captures every one in two Albany residents.

Our Aspiration and Objectives set the high-level goals for our interactions with the media.

Our Aspiration for Media

To deliver clear, consistent and factual information to the media that results in balanced, positive and accurate coverage of Council decisions and activities.

Our Objectives and Priorities for Media

Objective 8: To plan and be proactive in contacting the media whenever possible and respond to media requests in a timely and appropriate way.	
Our Priorities	We know we are succeeding when
8.1: Produce regular media releases that are well written and proactively sharing City of Albany news.	Our media releases are helping to drive the local news agenda, keeping the community informed.
8.2: Provide responses to media that meet news deadlines.	Stories are balanced and include comment from the City of Albany.
Objective 9: To promote the good work of the City of Albany.	
Our Priorities	We know we are succeeding when
9.1: Identify positive promotional opportunities through strong internal communication.	Media are reporting on the good things we do, not just the issues.
9.2: Build strong and effective relationships with the media at all levels.	Opportunities are created to share our good news stories with the media.
Objective 10: To maintain awareness of the issues reported by the media and the community's response.	
Our Priorities	We know we are succeeding when
10.1: Monitor media activity.	We have good knowledge of the current issues and community's concerns.

We will measure community satisfaction with:


- Amount of positive coverage the media give the City
- Media reports will be factual and balanced
- Community awareness of the good things we do in the community
- Level of trust between the City and media
- Positive community perceptions of the City

How will we Monitor, Measure and Report Progress?

An Action Plan will support this Strategy and allow us to monitor and report against our Objectives and Priorities.

This Action Plan will also support our annual business planning process, which will track progress in implementing this Strategy.

In Summary



This Strategy will guide the Communications and Engagement activities of Council and staff through to 2022. It will be implemented with the Community Strategic Plan and Corporate Business Plan, as well as in consideration other influencing City policies and external social, technological, economic, environmental, political, legal and ethical factors. The Action Plan will be updated throughout the life of this Strategy.



Document Version Control

Document Approval			
Document Development Officer: Julie-Ann Gray		Document Owner: Julie-Ann Gray	
Manager, Community Engagement		Manager, Community Engagement	
Document Control			
File Number - Document Type:		CR.MEL.2 – Strategy	
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Status of Document:		<b>Council decision:</b> <b>Administrative decision:</b> Draft	
Quality Assurance:		Chief Executive Officer, Executive Management Team	
Distribution:		Internal Document	
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Manager Community Engagement	Version 1 Drafted	19/10/2018
1.1	Manager Communications	Version 2 Drafted	10/12/2018
1.2	Facilitator Strategy & Improvement	Versions 2 Reviewed and Amended	17/01/2019
1.3	Manager Community Engagement	Version 3 Reviewed and edited	05/02/2019

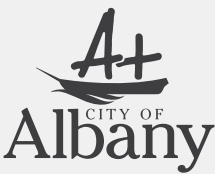
Appendices

- Painted Dog Research Report; Understanding Residents.
  - IAP2 Quality Assurance Standards, for Community and Stakeholder Engagement.
- <https://profile.id.com.au/albany>
  - City of Albany Social Media Policy & Guidelines.









Your ref: LE.LOL.14/LT18175715  
Our ref: DWERDG101/19  
Enquiries: Leanne Reid; 6364 7028

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

*Attn: Mr Stuart Jamieson, Manager Governance and Risk*

Dear Mr Sharpe

***CITY OF ALBANY PROPOSED WASTE AMENDMENT LOCAL LAW 2018***

I refer to the letter dated 27 November 2018 to the Minister for Environment, Hon Stephen Dawson MLC, in relation to the City of Albany proposed Waste Amendment Local Law 2018.

I have reviewed the waste amendment local law in relation to my role in providing consent. There are some issues with the City's waste amendment local law that would have to be resolved before I could consider my consent.

- ***Clause 3 Amendments***

The amendment in clause 3(g) should be deleted and replaced with the words:

"Delete clause 2.9 of the City's Waste Local Law 2017 and replace with the following wording of the Template waste local law:

***2.9 Damaging or removing receptacles***

A person, other than the local government or its contractor, must not:

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor."

I have been advised that these issues have been discussed with Mr Stuart Jamieson, Manager Governance and Risk.

The Department of Water and Environmental Regulation is not able to provide legal advice to the City regarding the validity of the local law.

Once the amendments to the local law have been made, please forward two copies of the final draft for consideration of my consent. Please note that I am required to provide my consent before the Council of the City of Albany resolves and publishes the Waste Amendment Local Law in the *Government Gazette*.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mike Rowe', with a large, stylized initial 'M'.

Mike Rowe  
**DIRECTOR GENERAL**

**7 March 2019**

**LOCAL GOVERNMENT ACT 1995**  
**WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007**  
**CITY OF ALBANY**  
**WASTE AMENDMENT LOCAL LAW 2019**

Under the powers conferred by the *Waste Avoidance and Resource Recovery Act 2007* and the *Local Government Act 1995* and all other powers enabling it, the Council of the City of Albany resolved on            to make the following local law:

**1. Citation**

This local law may be cited as the *City of Albany Waste Amendment Local Law 2019*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law amended**

This local law amends the *City of Albany Waste Local Law 2017*.

**4. Clause 1.5 amended**

Clause 1.5 amended as follows:

- (a) Delete the definition of “*refuse*”.
- (b) In the definition for “**general waste**” delete “**general waste**” and replace with “**General waste receptacle**”; and
- (c) In the definition for “**occupier in relation to premises**” delete “**occupier in relation to premises**” and replace with “**Occupier**”.

**5. Clause 2.7 amended**

- (a) Delete clause 2.7(1).
- (b) Clause 2.7, amended as follows:

**2.7 Duties of owner or occupier**

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) if a receptacle requires to be emptied of waste, take reasonable steps to place a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is—
  - (i) within 1 metre of the carriageway;
  - (ii) does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (ii) facing squarely to the edge of and opening towards the carriageway, or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that an adequate number of receptacles are provided and used for those premises and that each is kept in good condition and repair; and
- (d) in the case of a receptacle that is supplied by the local government, if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

**6. Clause 2.8 amended**

Clause 2.8(1) is amended as follows:

(1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7 (a) or (b).

**7. Clause 2.9 amended**

Delete clause 2.9 of the City's *Waste Local Law 2017* and replace as follows:

**2.9 Damaging or removing receptacles**

A person, other than the local government or its contractor, must not:

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

**8. Clause 3.3 amended**

Clause 3.3 is amended as follows:

- (a) In subclause (b) delete "a receptacle provided for the use of the general public in a public place"; and
- (b) After subclause (b) insert "a receptacle provided for the use of the general public"

**9. Schedule 2 amended**

Schedule 2 is amended as follows:

- (a) In item 11, delete "2.7(2)(a)" and insert "2.7(a)";
- (b) In item 12, delete "2.7(2)(b)" and insert "2.7(b)";
- (c) In item 13, delete "2.7(2)(c)" and insert "2.7(c)"; and
- (d) In item 14, delete "2.7(2)(d)" and insert "2.7(d)".

Dated:

The Common Seal of the City of Albany was affixed by authority of a resolution of the Council in the presence of –

DENNIS WELLINGTON, Mayor

ANDREW SHARPE, Chief Executive Officer

Consented to—

Dated this 9<sup>th</sup> day of April 2019



MIKE ROWE, Chief Executive Officer  
Department of Water and Environmental Regulation



REPORT ITEM AR 061 REFERS  
LOCAL GOVERNMENT ACT 1995  
WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007  
CITY OF ALBANY  
WASTE AMENDMENT LOCAL LAW 2019

Under the powers conferred by the *Waste Avoidance and Resource Recovery Act 2007* and the *Local Government Act 1995* and all other powers enabling it, the Council of the City of Albany resolved on                    to make the following local law:

**1. Citation**

This local law may be cited as the *City of Albany Waste Amendment Local Law 2019*.

**2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**3. Principal local law amended**

This local law amends the *City of Albany Waste Local Law 2017*.

**4. Clause 1.5 amended**

Clause 1.5 amended as follows:

- (a) Delete the definition of “*refuse*”.
- (b) In the definition for “**general waste**” delete “**general waste**” and replace with “**General waste receptacle**”; and
- (c) In the definition for “**occupier in relation to premises**” delete “**occupier in relation to premises**” and replace with “**Occupier**”.

**5. Clause 2.7 amended**

- (a) Delete clause 2.7(1).
- (b) Clause 2.7, amended as follows:

**2.7 Duties of owner or occupier**

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) if a receptacle requires to be emptied of waste, take reasonable steps to place a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is—
  - (i) within 1 metre of the carriageway;
  - (ii) does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (ii) facing squarely to the edge of and opening towards the carriageway, or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that an adequate number of receptacles are provided and used for those premises and that each is kept in good condition and repair; and
- (d) in the case of a receptacle that is supplied by the local government, if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

**6. Clause 2.8 amended**

Clause 2.8(1) is amended as follows:

(1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7 (a) or (b).

**7. Clause 2.9 amended**

Delete clause 2.9 of the City's *Waste Local Law 2017* and replace as follows:

**2.9 Damaging or removing receptacles**

A person, other than the local government or its contractor, must not:

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

**8. Clause 3.3 amended**

Clause 3.3 is amended as follows:

- (a) In subclause (b) delete "a receptacle provided for the use of the general public in a public place"; and
- (b) After subclause (b) insert "a receptacle provided for the use of the general public"

**9. Schedule 2 amended**

Schedule 2 is amended as follows:

- (a) In item 11, delete "2.7(2)(a)" and insert "2.7(a)";
- (b) In item 12, delete "2.7(2)(b)" and insert "2.7(b)";
- (c) In item 13, delete "2.7(2)(c)" and insert "2.7(c)"; and
- (d) In item 14, delete "2.7(2)(d)" and insert "2.7(d)".

Dated:

The Common Seal of the City of Albany was affixed by authority of a resolution of the Council in the presence of –

DENNIS WELLINGTON, Mayor

ANDREW SHARPE, Chief Executive Officer

Consented to—

Dated this 9<sup>th</sup> day of April 2019



MIKE ROWE, Chief Executive Officer  
Department of Water and Environmental Regulation

LOCAL GOVERNMENT ACT 1995

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## **CITY OF ALBANY**

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# **JETTIES, BRIDGES, BOAT PENS AND SWIMMING ENCLOSURES LOCAL LAW 2019**

**LOCAL GOVERNMENT ACT 1995**

**CITY OF ALBANY**

**JETTIES, BRIDGES, BOAT PENS AND SWIMMING  
ENCLOSURES LOCAL LAW 2019**

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**LOCAL GOVERNMENT ACT 1995**

**CITY OF ALBANY**

**JETTIES, BRIDGES, BOAT PENS AND SWIMMING ENCLOSURES LOCAL LAW  
2019**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Albany resolved on [Insert Date] to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This Local Law may be cited as the *City of Albany Jetties, Bridges, Boat Pens and Swimming Enclosures Local Law 2019*.

**1.2 Commencement**

This Local Law will come into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

**1.3 Application**

This local law applies to the Land, as approved by the Governor under section 3.6 of the Act per notice published in the *Government Gazette* of [Insert Date], extending the area of application to the following areas, which are located outside of the City of Albany's district –

- (a) Emu Point Harbour Marina. The pen system located at Lot 350, 7031 Swarbrick Street Emu Point WA 6330, PI Parcel: P040463 350, Certificate of Title: LR3153/954; and
- (b) Albany Water Front Marina Precinct. The structures located at:
  - (i) Lot 1584, Princess Royal Drive Albany WA 6330, PI Parcel: P065707 1584, Certificate of Title: LR3021/41; and
  - (ii) Lot 1583, Princess Royal Drive Albany WA 6330, PI Parcel: P065707 1583, Certificate of Title: LR3021/40.

**1.4 Repeal**

This Local Law repeals the *City of Albany Jetties, Bridges and Boat Pens Local Law 2004* published in the *Government Gazette* on 31 January 2005 and as amended and published in the *Government Gazette* on 17 February 2006.

**1.5 Definitions**

In this local law unless the context otherwise requires –

**Act** means the *Local Government Act 1995*;

**applicant** means a person who applies for consent under clause 3.1;

**authorised person** means the CEO or a person appointed by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

**bait** means food, or some substance, used as a lure in fishing;

**berth** means –

- (a) to lie alongside jetties; or
- (b) to be connected or tied to a vessel lying alongside jetties;

**bridge** means a structure spanning a body of water, road, railway line, chasm or the like and affording passage to vehicles or natural persons;

**bulk cargo** means bulk, unpacked produce or other materials such as grain, coal, oil, mineral ore, timber, sand or gravel;

**cargo** means any goods, merchandise or freight which is to be loaded onto, or which has been unloaded from, a vessel, but does not include bulk cargo;

**CEO** means the chief executive officer of the local government;

**commencement day** means the day on which this local law came into operation;

**commercial vessel** has the meaning given to it by [Part 1](#), section 3 of the *Western Australian Marine Act 1982*;

**designated area** means an area set aside and appropriately identified by an authorised person to be used for particular purposes pursuant to clause 4.6 of this Local Law;

**Emu Point Boat Harbour Marina** means the pen system located at Plantagenet Location 7031;

**explosive** means a substance or article as defined in *Dangerous Goods Safety Act 2004*, Part 1, regulation 8 of the *Dangerous Goods Safety (Explosives) Regulations 2007* (excluding emergency device) and includes fireworks;

**emergency device** means an article, containing one or more explosives with or without other substances, that is designed to be used in distress or an emergency for signalling, warning or rescue purposes appropriately identified *Dangerous Goods Safety Act 2004*, Part 1, regulation 8 of the *Dangerous Goods Safety (Explosives) Regulations 2007*.

**fish** has the meaning given to it by section 4 of the *Fish Resources Management Act 1994*;

**fishing** has the meaning given to it by section 4 of the *Fish Resources Management Act 1994*;

**jetty** means

- (a) any jetty, pier, wharf, quay, grid, slip, landing place, stage, platform (other than a platform that is a vessel for the purposes of the *Western Australian Marine Act 1982*) or similar structure, whether fixed or floating, erected or placed, wholly or in part, in, on or over any waters; and
  - (b) any ramp and supporting structure for vessel access to a ramp which is or which may be used for the purpose of launching or landing a vessel;
- which is under the care, control or management of the local government;

**land backed facility** means that part of a jetty which is not located over water and which is located over a foreshore area;

**liquor** means a substance as defined in section 3 of the *Liquor Licensing Act 1988*;

**local government** means the City of Albany;

**moor** means to fasten or secure or connect a vessel to a mooring;

**mooring** means something to which a vessel may be moored or fastened and includes an anchor, stake, ring bolts, fastenings, or mooring pile;

**mooring line** means any line, rope, cable, chain or similar device used or capable of being used to fasten or secure a vessel to a mooring;

**mooring pile** means any pile used or capable of being used to secure a vessel;

**owner** means the person who is the lawful owner or the person legally entitled to the possession of any vessel, vehicle, cargo, property or chattel;

**pen** means a specific area within a pen system for a vessel and does not include any adjacent jetty and walkway;

**pen system** means a complex of interconnecting pens, and includes all jetties and walkways, which are under the care, control or management of the local government;

**person** or any word or expression descriptive of a person includes a natural person, a public body, company or association or body of persons corporate or incorporate, but does not include the local government;

**petroleum** has the meaning given to it by section 5 of the *Petroleum and Geothermal Energy Resources Act 1967*;

**pollution** means pollution as defined in the *Environmental Protection Act 1986*;

**pollutant** means any noxious, pollutant or offensive material whether solid or liquid, including but not limited to non-biodegradable chemicals or cleaning agents, rubbish, dirt, black water, sewage, oil, oily bilge water, sullage, fuel or the content of brine tanks, offal or litter (but excluding fish products or bait);

**prohibited drug** has the meaning given to it by section 3 of the *Misuse of Drugs Act 1981*;

**seaworthy** means that a vessel is fit for voyage traversing the sea;

**sign** includes a notice, flag, mark, structure or device, including an electronic device, on which may be shown words, numbers, expressions, symbols or pictures;

**Swimming Enclosure**, also known as a *Shark Barrier*, means a seabed-to-surface protective barrier that is placed around a beach to protect people from shark attacks.

**Swimming Jetty** means the jetty structure located of land and includes all buildings and other structures on, under or attached to the Swimming Jetty;

**tout** means to solicit custom;

**utility services** means municipal or public services and include the supply of water, electrical power, petroleum and waste and sewerage disposal services;

**vehicle** means a vehicle described in the First Schedule to the *Road Traffic Act 1974*; and

**vehicle** includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise (and includes a bicycle, a skateboard and a vessel that is outside the water and carried by a trailer);
- (b) plant or equipment such as cranes and lifting devices; and
- (c) an animal being ridden or driven, but excludes –
  - (i) a wheel-chair or any device designed for use by a physically impaired person on a footpath;
  - (ii) a pram, baby carriage, stroller or a similar device;
  - (iii) a trolley; and
  - (iv) a vessel;

**vessel** means any kind of vessel, whether licensed or unlicensed, used or being capable of being used in navigation by water, however being propelled or moved, and without limiting the generality of the foregoing, includes-

- (a) a barge, lighter, floating restaurant, dinghy, commercial vessel, tender vessel or other floating structure;
- (b) a jet-ski; and
- (c) an air-cushion vehicle, or other similar craft, used wholly or primarily in navigation by water, but does not include structures used only for the purpose of walkways or storage;

**written law** has the same meaning given to it by section 5 of the *Interpretation Act 1984* and includes this local law.

## **1.6 Overriding power to hire and agree not limited**

Despite anything to the contrary in this local law the local government may –

- (a) hire the jetties or the land or any portion of the jetties or the Land to a person; or
- (b) enter into an agreement with a person regarding the use or management of the jetties or the Land or any portion of the jetties or the Land.

## **PART 2 – USE OF JETTIES, BRIDGES AND LAND**

### **2.1 Use of jetty, bridge or land**

(1) A person shall not land at, use, approach or enter upon a jetty or bridge except in accordance with this local law or any other written law.

(2) A person shall not land at, use, approach or enter upon a jetty or bridge which is

- (a) under construction or repair; or
- (b) closed under section 6 of the *Jetties Act 1926*;

unless that person is engaged in the construction or repair of that jetty or bridge in accordance with the written consent of the local government.

### **2.2 Mooring of Vessels**

(1) A person shall not moor to or berth a vessel at the jetties, or moor or berth a vessel on the Land –

- (a) unless the mooring or berthing of the vessel is authorised or permitted by the local government either by way of a sign affixed by the local government to the jetties or by written consent of the local government; and
- (b) other than in accordance with any conditions imposed by the local government under clause 3.2(1)(a).

(2) Subclause (1) does not apply to -

- (a) a person who needs to moor to or berth a vessel at a jetty, or on the Land in an emergency;



- (b) a vessel in distress such as that repairs are required and then only to effect the minimum repairs necessary to enable the vessel to be moved elsewhere;
  - (c) a person who uses the jetties under and in accordance with a written agreement with the local government; and
  - (d) a person who has been exempted from subclause (1) by the local government.
- (3) A person shall not -
- (a) moor a vessel to a bridge,
  - (b) moor a vessel to the jetties or any part of the jetties except to such moorings or mooring piles as are provided; or
  - (c) permit a vessel to remain alongside the jetties unless the vessel is so moored or fastened.

### **2.3 Mooring Lines**

- (1) The owner of a vessel must –
- (a) provide, use and adequately maintain mooring lines sufficient to ensure the safe mooring or berthing of the vessel; and
  - (b) periodically inspect the mooring lines and replace any mooring lines which are unfit for their intended purpose, so as to ensure that the mooring lines comply with any requirement under a written law or any condition imposed under clause 3.2(2)(a).
- (2) Where the local government considers the mooring line of a vessel to be noncompliant with a requirement under a written law or a condition imposed under clause 3.2(2)(a), or to be faulty or unfit for the purpose for which it is used or to be used, the local government may issue a written direction to the owner of a vessel requiring within a specific timeframe –
- (a) the replacement of any mooring line;
  - (b) the testing and certification of any mooring line as suitable for its purpose by a marine engineer or equivalent and the provision of such certification to the local government; or
  - (c) the removal of the vessel from the Land.

### **2.4 Authorised person may order removal of vessel**

Notwithstanding anything to the contrary in this Local Law, a person shall immediately remove a vessel moored or fastened to or standing alongside a jetty or bridge, upon being directed to do so by an authorised person or a member of the police force.

### **2.5 Restrictions on launching**

A person shall not launch a vessel from or over any jetty, land (other than a boat ramp) or bridge unless she or he has first obtained the written consent of the local government.

### **2.6 Material not to be removed**

A person shall not remove or cause to be removed from a jetty or bridge, or from its approaches, any gravel, stone, timber, trees, shrubs, grasses or other material without the prior written consent of the local government.

### **2.7 Cargo on jetty**

- (1) A person shall –
- (a) not store or place cargo on a jetty unless it is to be loaded onto a vessel and that vessel is moored or fastened to or alongside the jetty; and
  - (b) load cargo on to a vessel as soon as practicable after the vessel is moored or fastened to or alongside the jetty.
- (2) Any person unloading cargo from a vessel on to a jetty shall remove it from the jetty as soon as practicable, **on the day on which the cargo was unloaded.**

(3) Boarding ramps and gangways shall –

- (a) be removed from a jetty after any passengers have embarked or disembarked and cargo has been loaded or unloaded, as the case may be; and
- (b) be placed in the appropriate designated area as defined by an authorised person.

**2.8 Removal of cargo**

(1) An authorised person may direct an owner or a person who, in the opinion of the authorised person, is in charge of cargo, which remains on a jetty, land or bridge contrary to any provision of this Local Law, to remove it from the jetty or bridge.

(2) Cargo which remains on a jetty, land or bridge contrary to this Local Law may be removed and impounded by an authorised person in accordance with Part 3, Division 3, Subdivision 4 of the Act, irrespective of whether a direction to remove the cargo has been given pursuant to clause 2.9.

**2.9 Handling of bulk cargo**

Except with the prior written consent of the local government, a person shall not place or deposit -

- (a) bulk cargo from a vehicle, vessel or container on to a jetty or bridge; or
- (b) a container containing bulk cargo on to a jetty or bridge.

**2.10 Vehicles on jetty**

(1) A person shall not take onto or drive or ride a vehicle on the jetties or allow a vehicle to remain on the jetties without the written consent of the local government.

(2) Subclause (1) does not apply when –

- (a) the vehicle is driven by a local government employee, authorised person or contractor engaged by the local government who is engaged in providing a service, maintaining or making a delivery in connection with the jetties; or
- (b) the person is driving an emergency vehicle in the course of his or her duties.

(3) A person must not drive a vehicle or allow a vehicle to be driven on the jetties at a speed exceeding 10km per hour or in such a manner to cause danger to a person.

**2.11 No fishing from jetties or swimming enclosures designated for Swimming**

A person shall not –

- (a) fish from a Swimming Jetty;
- (b) fish from a Swimming Enclosure; or
- (c) hang or spread fishing net on, over, under or from a Swimming Jetty or enclosure.

**2.12 Damage to bridge, jetty or swimming enclosure**

(a) A person shall not, by using a vessel or vehicle or otherwise, cause damage to a bridge, jetty or swimming enclosure.

(b) Where damage is caused to a jetty or bridge, whether by a vessel or vehicle or otherwise, the local government may repair the damage and the costs of the repair shall be a debt due to the local government.

(c) The debt referred to in clause 2.12 (b) is payable –

- (i) where the damage is caused by the use of a vessel or vehicle, by the person in control of the vessel or vehicle at the time the damage occurs;
- (ii) where the damage is not caused by a vessel or vehicle, by the person or persons who caused the damage; or
- (iii) where the damage is caused by an agent or employee of the owner of the vessel or vehicle, and without prejudice to the liability of other persons, if any, by the owner of a vessel or vehicle.

**2.13 Limitations on fishing**

A person shall not -

- (a) fish from a jetty or a bridge so as to:
  - (i) obstruct or interfere with the free movement of a vessel approaching or leaving the jetty or the bridge; or
  - (ii) interfere with the use of the jetty or the bridge by any other person or vehicle; or
- (b) hang or spread a fishing net on or over any part of a jetty or a bridge.

**2.14 Cleaning fish on jetties**

A person shall not shell, gut, scale or clean fish, or deposit or discard bait or waste from a fish –

- (a) on a Boat Pen;
- (b) on a Swimming Jetty;
- (c) on a Jetty, except in a place designated by way of a sign affixed by the local government or receptacle set aside by the local government, and subject to any conditions that may be specified on the receptacle or a sign.

**2.15 Explosives prohibited**

Without the prior written consent of the local government, no person shall land, place or handle explosives (as defined) on a jetty or bridge.

**2.16 Fires on jetty or bridge**

No person shall light, place or keep a fire upon a jetty or bridge.

**2.17 Loitering on jetty or bridge**

No person shall loiter, lounge, camp or sleep or erect a tent, camp or fly on a jetty or bridge.

**2.18 Obstruction of jetty or bridge**

- (a) A person shall not, without the written consent of the local government, cause any obstruction on a jetty or bridge or impede the free passage of other persons to, from or on a jetty or bridge.
- (b) A person shall not obstruct or hinder -
  - (i) any authorised person, or worker engaged in the construction or repair of any jetty or bridge; or
  - (ii) any authorised person acting in the course of his or her duties.
- (c) A person shall not, without the prior written consent of the local government, place any advertising signage or fixture of any nature on a jetty or bridge or access to a jetty or bridge.

**2.18 Polluting surrounding area**

A person shall not –

- (a) throw or cause to be thrown any glass, stone or other object, or any filth, dirt, rubbish, or other matter of a similar nature from a jetty or bridge;
- (b) tip or deposit anything on to a jetty or bridge so as to cause pollution;
- (c) deposit any offensive rubbish or offal into any rubbish bin located on the jetty or bridge; or
- (d) bring, deposit or release or permit to be brought, deposited or released black water, raw sewerage, oil, bilge water, sullage, fuel (except in an approved container) or the content of brine tanks, fish products including fish carcasses (but excluding bait), shells and offal, whether solid or liquid, and regardless of whether or not it is dangerous, polluting or noxious in nature, onto a jetty or bridge or into the waters surrounding a jetty or bridge.

**2.19 Liquor on jetties and bridges**

- (1) A person shall not consume any liquor on a jetty or bridge.
- (2) A person shall not sell liquor on a jetty or bridge or from a vessel while moored to, or alongside a jetty or bridge.

**2.20 Nuisance on jetties and bridges**

A person shall not -

- (a) without the written consent of the local government display any sign or advertisement or use any loud speaking device on a jetty or bridge;
- (b) tout while on, or within 200 metres of, a jetty or bridge;
- (c) dive from a jetty or bridge; or
- (d) interfere with any other person using a jetty or bridge.

**2.21 Application for consent**

- (1) Where a person is required to obtain the written consent of the local government under this Local Law, the person is to apply for that consent in the manner required by the local government.
- (2) The local government may, in accordance with sections 6.16 to 6.19 of the Act, determine and impose a fee for receipt of an application for consent made under clause 2.21(1).
- (3) If an application for consent is not made in the manner required by the local government or the fee, if any, which is charged to accompany that application is not paid, the local government may refuse to consider the application for consent.
- (4) The local government shall give its decision on an application for consent, in writing to the person who applied for that consent.

**PART 3 -PENS AND PEN SYSTEMS****3.1 Licence requirement**

- (1) No person shall, without first obtaining a licence from the local government, moor or anchor or cause any vessel to be moored or anchored, within a pen or pen system.
- (2) No person shall live on board a vessel moored or anchored within a pen or pen system.

**3.2 Application for licence and application fee**

- (1) Where a person is required to obtain a licence under this Part, that person is required to apply for the licence in the manner required by the local government.
- (2) The local government may, in accordance with sections 6.16 to 6.19 of the Act, determine and impose an application fee for a licence under clause 3.2(1).
  - (a) The application for a licence must be made by the owner of the vessel; or
  - (b) the owner's agent who has the written authority to sign the application on behalf of the owner of the vessel.
- (3) The licence will be issued in the name of the owner of the vessel.
- (4) If an application for a licence is not made in the manner required by the local government or the fee, if any, which is charged to accompany that application is not paid, the local government may refuse to consider the application for a licence.

**3.3 Multiple ownership of vessels**

Where there is multiple ownership of vessels the following will apply

- (a) At the time of application, one designated pen holder will be nominated in writing. This Pen Holder will be responsible for:
  - (i) All correspondence with the City of Albany, the City of Albany will not correspond with any other partners.

- (ii) Ensuring the vessel and its use is in compliance with the local law.
- (iii) Any local law infringements in relation to the use of this vessel or pen will be issued to, and the sole responsibility of this person.
- (iv) Payment of all fees and any penalty for non payment.
- (v) Ensuring the vessels third party insurance coverage extends to use by any silent partners.
- (vi) Paying bond to the City and forwarding keys to silent partners.
- (vii) Making application to the City for addition or removal of silent partners.
- (b) There can be up to 3 additional partners to whom the following conditions and responsibilities apply:
  - (i) be required to sign and adhere with the local law while utilising the pen system.
  - (ii) the vessel s third party coverage must extend to use by these partners.
  - (iii) The City of Albany will not undertake any correspondence with these partners - all correspondence will be the responsibility of the designated pen holder.
  - (iv) The silent partners will be issued with a key, through the designated pen holder, who will be responsible for any applicable key bonds or communication in relation to keys.
- (c) Transfer of designated pen holder - for the purpose of pen allocation and waitlisting
  - (i) Once allocated, the designated penholder status cannot be transferred to any other person.
  - (ii) In the event the designated pen holder sells, relinquishes or bequeaths their share in the vessel, the pen lease will be cancelled and silent partners shall have no claim in respect to lease of that pen. Silent partners may apply for lease of the given, or any other pen, in accordance with waitlist and other application process and procedure administered by the Manager of the Pen system.

### 3.4 Mooring of vessel

(1) The licensee shall during the term of the licence

- (a) provide, use and maintain mooring lines sufficient to ensure the safe mooring of the vessel within the pen or pen system, which shall not be less than the sizes listed below -

Length of vessel	Mooring Lines Diameter
Up to 5m	Not less than 12mm
5m to 8m	Not less than 16mm
8m to 12m	Not less than 20mm
12m to 15m	Not less than 24mm

- (b) periodically inspect the mooring lines and replace any mooring lines which are unfit for their intended purpose.
- (2) An authorised person may
  - (a) board any vessel at any time to inspect or adjust any mooring lines;
  - (b) issue a written direction to a licensee, or, where applicable, to the person in charge of the vessel at the relevant time, requiring any mooring lines for a vessel to be refitted within a specified period where, in the opinion of that authorised person, the mooring lines are faulty or sub-standard;
  - (c) notwithstanding clause 3.4(2), refit any faulty or sub-standard mooring lines where it is the opinion of the authorised person that an emergency has arisen requiring such action to be taken; and
  - (d) where a licensee fails to comply with a written direction issued under clause 3.4(2) within the period specified in the written direction, refit or cause to be refitted the mooring lines.
- (3) Where mooring lines are refitted under clause 3.4, the costs of the refit shall be a debt due to the local government, payable by the licensee.

**3.5 Licensee's obligations**

- (1) During the term of the licence, the licensee shall -
- (a) keep and maintain the vessel in a state of good and substantial repair and in a clean, tidy, orderly and seaworthy condition;
  - (b) keep and maintain the pen in which the licensee's vessel is moored and any adjacent jetty or walkway in a clean, tidy and orderly condition;
  - (c) ensure that, except during entry into and exit from the pen, no portion of the vessel moored in the pen shall extend beyond the boundaries of the pen;
  - (d) ensure that the vessel shall not at anytime interfere with, obstruct or impede the movement of any other vessels within the pen system;
  - (e) ensure that the vessel shall not at anytime interfere with, obstruct or impede the movement of any materials, goods or equipment along or over any jetty or walkway forming part of the pen system;
  - (f) ensure that any vessel under the control of the licensee, his agent or employee, when approaching, using or leaving the pen is controlled in a cautious and seamanlike manner and does not cause a nuisance or damage to any other vessel, property or persons;
  - (g) ensure that hose pipes or electricity leads shall not be allowed to obstruct or create a hazard to persons walking within the pen system;
  - (h) not leave any material, device or goods on any walkway or jetty;
  - (i) pay all service fees and other fees (including water, electricity and fuel wharfage);
  - (j) ensure the vessel is licensed with the relevant authorities;
  - (k) hold a third party insurance policy for the vessel housed in the pen or pen system;
  - (l) provide a copy of the third party insurance policy upon request; and
  - (m) comply with all conditions attaching to the licence.
- (2) During the term of the licence, the licensee shall not -
- (a) permit any vessel other than the one described in the licence to use or to occupy the pen without the prior written, consent of the local government;
  - (b) bring, deposit or release or permit to be bought, deposited or released any black water, raw sewerage, oil or fuel, fish products including fish carcasses (but excluding bait), shells and offal, whether solid or liquid, and regardless of whether or not it is dangerous, polluting or noxious in nature, into or within the pen or the waters surrounding the pen. This does not prohibit a person from -
    - (i) washing down their vessel, the pen, or the adjacent jetty or walkway, provided no non-biodegradable chemicals or cleaning agents are used; and
    - (ii) cleaning fish on board their vessel or at any designated area for cleaning fish within the pen system;
    - (iii) bringing fuel in approved containers onto or within the pen system for the purposes of refuelling.
  - (c) store or keep, or permit to be stored or kept, on or in any vessel in the pen, or the pen system, any inflammable substance except that which is contained in tanks or lines which either form a permanent part of a vessel or which comply with the *Uniform Shipping Laws Code 1981* (Cth) and the relevant regulations created under the *Western Australian Marine Act 1982* (WA);
  - (d) do or leave undone, or cause or permit to be done or left undone, in or upon the pen any act or thing which may -
    - (i) cause damage; or
    - (ii) become a nuisance, annoyance or inconvenience, to other users of the pen-system;
  - (e) cause the entrance gate to the pen system to be held open by any manner whatsoever;
  - (f) permit any animals to stray in or on any part of the pen system;



- (g) without the prior written consent of the local government, make any alteration or addition to the pen or any part thereof;
- (h) without the prior written consent of the local government, affix or exhibit, or cause or permit to be affixed or exhibited, on any part of the pen or vessel any poster, sign or advertisement other than a vessel's registration numbers and name;
- (i) without the prior written consent of the local government, carry out or permit to be carried out any major structural work to the vessel in the pen or pen system;
- (j) operate or permit to be operated any noisy, noxious or objectionable engines, radios or other apparatus or machinery within the pen, so as to cause any nuisance or annoyance to another user of the pen system;
- (k) provide any person with the key (or any copy, duplicate or replica of the key) giving access to the pen system;
- (l) leave the vessel unattended in such a manner as to prevent the movement of another vessel in or out of its pen, or obstruct the movement of vessels in the pen system;
- (m) engage a vessel's propulsion system while secured to a pen or pen system except when alighting (leaving/arriving) from the pen or carrying out mechanical repairs or testing; or
- (n) without the prior written consent of the local government, sub-lease the pen to a third party (this does not include names that appear as silent partners).

### **3.6 General prohibitions**

- (1) A person shall not swim in the pen system without having first obtained written consent from the local government.
- (2) A person shall not perform. underwater repairs or hull cleaning in the pen system without having first obtained written consent from the local government and provided the activity is only undertaken within the licensee's pen.
  - (a) Subject to clauses 3.6(2)(a) and (b), a person shall use power points and water taps provided within the pen system only with the appropriate connections and for the purpose of minor maintenance, and ensure all power cords are in good order and repair, and not placed in the water.
  - (b) A person shall not without obtaining the prior written consent of the local government, use a -
    - (i) power point for longer than 3 hours; or
    - (ii) water tap for longer than 30 minutes, in a 24 hour period commencing at midnight.
- (3) A person shall not use a gidgee or spear gun in a pen system.

### **3.7 Right of entry and execution of repairs**

- (a) An authorised person may, at any reasonable time during the term of the licence, enter upon and view the condition of the pen, the vessel and any mooring dolphins, buoys and lines or any part thereof.
- (b) An authorised person may give to the licensee a notice in writing requiring the licensee to execute any repairs and works within a stipulated time period that, in the reasonable opinion of the authorised person, are necessary to any of the things referred to in clause 3.7(a).
- (c) The licensee shall execute all repairs and works required to be done within a reasonable time period by written notice given by an authorised person.
- (d) If the licensee does not, within the time specified in any notice issued under this clause, complete the repairs and works required in the notice, an authorised person may enter the mooring pen and complete the repairs and works required in the notice.
- (e) The cost of any repairs and works undertaken by the local government under clause 3.7(d) shall be a debt due to the local government payable by the licensee.

- (f) An authorised person may, at any reasonable time enter a pen for the purpose of making surveys or carrying out any works the local government may deem to be necessary without paying to the licensee any compensation, although any work shall be carried out with, the least inconvenience possible to the licensee.
- (g) An authorised person may enter a pen or a vessel, at any time when, in the reasonable discretion of the authorised person, an emergency exists.

### **3.8 Removal of vessel**

An authorised person may, in any of the circumstances mentioned in Clause 4.8, move or cause to be moved any vessel located within a pen. The costs of moving a vessel under this clause shall be a debt due to the local government, payable by the licensee.

### **3.9 Termination of licence**

The local government may, on twenty one (21) days written notice to the licensee, terminate a licence granted under clause 3.1 in the event of -

- (a) the annual service fee or any part thereof, payable by a licensee being in arrears for one calendar month after becoming due and payable; or
- (b) any default by a licensee in the due observance and performance of any of the requirements contained in this Local Law or any condition of the licence.
- (c) Termination of a licence pursuant to this clause will not prejudice the local government's rights, powers and remedies in relation to any fee or other monies owed as a debt due to the local government under this Local Law or in relation to penalties for breach of this Local Law.
- (d) Upon the expiration or earlier termination of a licence granted under clause 3.1(1), the licensee shall remove the vessel from the pen within 7 days. If the licensee fails to remove the vessel within 7 days the local government may remove and store the vessel and the costs of removing and storing the vessel shall be a debt due to the local government payable by the licensee.
- (e) Upon the expiration or earlier termination of a licence granted under clause 3.1(2), the licensee shall within seven (7) days cease to live on board the vessel.
- (f) Where a licence is terminated in accordance with clause 3.9 reapplication by the person holding the licence, either as a licence holder or silent partner, shall not be considered for a period of 12 months from effect of the licence termination
- (g) In the event of a licensee discontinuing the use of the pen he or she shall not be entitled to a refund of that part of any fee paid by the licensee in respect of a licence, the service fee or any other fees that may apply from time to time.
- (h) In the event of a breach by the licensee of any of the provisions of this Local Law, the licensee's vessel may be removed, impounded and disposed of in accordance with Part 3, Division 3, Subdivision 4 of the Act.

## **PART 4-GENERAL PROVISIONS**

### **4.1 Fees and charges**

Fees and charges may be imposed by the local government for the purposes of this Local Law in accordance with the requirements of Part 6, Division 5, Subdivision 2 of the Act.

### **4.2 Recovery of debt due**

Wherever this Local Law refers to a debt due to the local government, that amount may be recovered by the local government in a court of competent jurisdiction.

**4.3 Offences and Penalties**

- (1) Any person who fails to do anything required or directed to be done under this Local Law, or who does anything which under this Local Law that a person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this Local Law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.
- (3) An offence against any provision of this Local Law is a prescribed offence for the purpose of section 9.16(1) of the Act.
- (4) The modified penalty for an offence against any provision of this Local Law is **\$150**.

**4.4 Costs of repair**

Any person who causes damage to a jetty, bridge or pen cinder the care, control and management of the local government, whether or not they are committing an offence under this Local Law, shall pay the costs of repairing any damage caused to the local government.

**4.5 Appointment of an authorised person**

The local government may appoint authorised persons under section 9.10 of the Act to perform any of the functions of an authorised person under this Local Law.

**4.6 Designated areas**

An authorised person may designate, and appropriately identify, a particular area on or within a **bridge, jetty, swimming enclosure or pen system**, to be used for a particular purpose, in accordance with relevant Acts and associated Regulations.

**4.7 Breach/Termination Notice**

Under any breach or termination notice a person will have 21 days to remove the vessel and all fixtures and fittings from the pen.

**4.8 When an authorised person can act**

Notwithstanding the powers and functions of the authorised officer prescribed in parts 1, 2 and 3, no action shall be taken by an authorised officer unless such action is related to

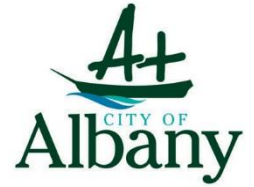
- (a) an inspection that serves to either verify compliance or remedy non-compliance with the conditions of the Local Law.
- (b) the rectification of a situation that could reasonably be expected to lead to either damage to private or public property or threaten personal safety.
- (c) The overall efficient and effective management of the facility.

Dated: \_\_\_\_\_ 2019

The Common Seal of the City of Albany is affixed by authority of a resolution of the Council in the presence of -

\_\_\_\_\_  
Dennis Wellington, Mayor

\_\_\_\_\_  
Andrew Sharpe, Chief Executive Officer



City of Albany  
**Register**

# **Register of Delegations & Authorisations**

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

**(Version 10.7)**

## 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.

## Limits of delegations to the Chief Executive Officer

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

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

## 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 or a 75% majority of the local government; and
- any powers or duties that can be delegated to the CEO under the Act, Part 5 (Administration), Division 4 (Local government employees);
- under the provisions of section 5.46 of the Act, delegations must be reviewed at least once every financial year.

## **Register of, Records Relevant to, Delegations**

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

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep 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.

## **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.

## **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.



Document Approval	
Document Development Officer:	Document Owners:
Manager Governance & Risk (MGR)	Chief Executive Officer (CEO)   Executive Director Corporate Services (EDCS)
Document Control	
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Document Revision History			
Version	Author	Version Description	Date Completed
10.0	MGR	<p><b>Council review and adoption reference: OCM 22/05/2018 Resolution AR042.</b></p> <p>Synergy Ref: PU14121_9.</p> <p><b>Administrative amendment:</b></p> <ul style="list-style-type: none"> <li>Attachment C – Policy Positions updated.</li> </ul> <p>Synergy Ref: PU14121_10.</p> <p><b>Administrative amendment:</b></p> <p>Community Services:</p> <ul style="list-style-type: none"> <li>Team Leader Day Care Services - Child Care Educator Team Leader</li> </ul> <p>Corporate Services:</p> <ul style="list-style-type: none"> <li>Occupational Health and Safety Advisor - OSH Advisor</li> <li>Senior Rates Officer - Senior Finance Officer-Rates</li> <li>Rates Officers – Finance Officers-Rates</li> </ul> <p>Development Services:</p> <ul style="list-style-type: none"> <li>Coordinator Planning Services – Planning Coordinator</li> <li>Land Officer – Lands Officer</li> </ul>	30/05/2018
10.1	MGR	<p><b>Administrative amendment:</b></p> <ul style="list-style-type: none"> <li>Policy Reference section on page 22 expanded to include the revised regulations for 24AA-24AJ regarding Panels.</li> <li>Delegation 2018:003, 2018:009 Team Leader VAC, authorised.</li> </ul>	11/06/2018
10.2	MGR	<p><b>Administration amendment:</b></p> <p>The following new and updated policy positions:</p> <ul style="list-style-type: none"> <li>Honorary Freeman of the City of Albany Policy (New)</li> <li>Upgrades and Maintenance of Watercourses and Drainage Channels (New)</li> <li>Waste Local Law (Undertaking) – (New)</li> <li>Investment of Surplus Funds Policy (Updated).</li> </ul>	3/07/2018
10.3	MGR	<p><b>Administrative amendment:</b> Delegation 2018-22: Condition (a) Write-off Deb reporting amended from bi-annual to annually to align with delegation reporting requirement.</p>	1/08/2018

## Document Revision History

Version	Author	Version Description	Date Completed
10.4	MGR	<b>Administrative Amendment:</b> <ul style="list-style-type: none"> <li>Governance &amp; Meeting Framework Policy Amended and reviewed: OCM 22/05/2018 Resolution CCS052 &amp; OCM 24/07/2018 Resolution CCS066.</li> <li>Response to Appeals in the State Administrative Tribunal (SAT) Policy, reviewed OCM 24/07/2018 Resolution DIS107.</li> <li>Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Land Policy. OCM 24/07/2018 Resolution BFAC006. (New)</li> </ul>	21/08/2018
10.5	MGR	<b>Council review and amendment:</b> <p><b>2018:035 – Creation and Change of Purpose of a Crown Reserve (Incl. Street Names)</b></p> <p><u>Function:</u> This delegation grants authority to process requests relating to Crown Reserves, pursuant to Part 4 of the <i>Land Administration Act 1997</i>.</p> <p><u>Modification Reason:</u></p> <ul style="list-style-type: none"> <li>This is a very general delegation and it is considered that more detail relating to the provisions of the <i>Land Administration Act 1997</i> would improve its application to functions and make it clear which matters should be presented to Council for consideration.</li> <li>Therefore a change to the name of this delegation has been applied to reflect its function.</li> </ul> <p><b>Administrative Amendment:</b></p> <p>Minor change to title:</p> <p><b>2018:044 - Traffic Management Treatments, Parking, Bus Shelters &amp; Seats (Incl. Amendments to Parking Schemes).</b></p>	9/11/2018

## Document Revision History

Version	Author	Version Description	Date Completed
10.6	MGR	<p><b>Administrative Amendment:</b></p> <p>Proposed Changes for review by Executive Team &amp; Council:</p> <ul style="list-style-type: none"> <li>Removal of redundant position role &amp; title: Manager Business Development &amp; Tourism (Inc. AVC).</li> <li><b>2019: 001</b> – Local Government Act 1995 And Local Laws <ul style="list-style-type: none"> <li>Delegated Power 2 Amended to read: Issue licences, notices, approvals and permits relating to <b>the Act</b> and Local Laws.</li> </ul> </li> <li><b>2019:003</b> – Public Relations, Media Releases &amp; Make Comment Media <ul style="list-style-type: none"> <li>Manager Communications &amp; Events – can now authorise persons to speak to media.</li> </ul> </li> <li><b>2019:009</b> – Grant Funding, Donations, Sponsorship &amp; <b>Subsidies</b> <ul style="list-style-type: none"> <li>Change to title to include Subsidies</li> <li>Appended with notation: <ul style="list-style-type: none"> <li><i>Noting: 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.</i></li> </ul> </li> <li>Currently the Council has set a limit of \$10,000.</li> <li>Conditions of Delegation amended to read: <p><i>Is subject to reporting:</i></p> <ul style="list-style-type: none"> <li><i>Funding/Donations limited to \$10,000.</i></li> <li><i>Funding/Donations above \$10,000 must be reported to Council.</i></li> </ul> <p><i>(b) Any waiver, reduction or refund of a fee shall be based on the following criteria:</i></p> <ul style="list-style-type: none"> <li><i>The proposal not being intended to be a money making venture for the benefit of the entity.</i></li> <li><i>The cost of in-kind support and work undertaken by the City of Albany.</i></li> </ul> <p><i>(c) Waste Subsidy:</i></p> <ul style="list-style-type: none"> <li><i>Eligibility: Bona-fide charitable or benevolent organisations providing economic, social, community or environmental services and benefits to the citizens of the City of Albany.</i></li> <li><i>Applications: Applications must be submitted in writing and should include information verifying eligibility and details of expected waste types, volumes and regularity of disposal.</i></li> </ul> </li> </ul> </li> <li><b>2019:042</b> - Activities On Public Land <ul style="list-style-type: none"> <li>Amended wording to delegated power: <ul style="list-style-type: none"> <li><i>5. Temporary closure of thoroughfares to vehicles (period exceeding 4 Weeks)</i></li> </ul> </li> </ul> </li> </ul>	17/04/2019

## Document Revision History

Version	Author	Version Description	Date Completed
10.7	MGR	<p><b>Administrative Amendment:</b></p> <p><b>Forward:</b></p> <ul style="list-style-type: none"> <li>• <b>Appended to forward:</b>  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.</li> </ul> <p><b>Attachment C:</b></p> <ul style="list-style-type: none"> <li>• <b>New Policy Positions included:</b> <ul style="list-style-type: none"> <li>- Council Policy: Election Caretaker Period Policy</li> <li>- Council Policy: Elected Member Professional Development Policy</li> </ul> </li> <li>• <b>Redundant Council Policy Positions removed:</b> <ul style="list-style-type: none"> <li>- Council Policy: Land Fill Subsidy Scheme.</li> </ul> </li> </ul>	30/04/2019

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## Attachments:

- Attachment A – Delegations Designated & Authorised Positions Register
- Attachment B – Local Laws Designated & Authorised Positions Register
- Attachment C – Council Policy Position Register

## 2019:001 - LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS

(Additional Power, Deal with Objections, Grant Time Extensions)

### Delegated Power:

1. Authorise persons to administer and enforce the Local Government Act 1995 (the Act) and local laws.
2. Issue licences, notices, approvals and permits relating to 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.

### Notes:

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

### Condition of Delegation:

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

### Legislative or Policy Reference:

- **Local Government Act 1995:** *Part 3 - Functions of local governments, Division 2 - Legislative functions of local governments, Subdivision 1 — Local laws made under this Act, Division 3 — Executive functions of local governments, s3.24 (Authorising persons under this Subdivision), s3.25 (Notices requiring certain things to be done by owner or occupier of land), s3.26 (Additional powers when notices given), s3.26 (Additional powers when notices given), Part 9 - Miscellaneous provisions, Division 1 - Objections and review, s9.5 (Objection may be lodged), s9.6 (Dealing with objection), s9.7 (Review), s9.9 (Suspension of effect of decision)*
- **Local Government (Financial Management) Regulations 1996:** *r.5 (CEO's duties as to financial management).*

**Report Requirement:** Report to file.

**Designated Persons:** Listed at:

- Attachment A – Delegations Designated & Authorised Positions Register; and
- Attachment B – Local Laws Designated & Authorised Positions Register.



**2019:002 - CORPORATE DOCUMENTS & BRANDING**

**Delegated Power:**

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

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Policy Position:**

- Council Policy: Corporate Document Policy

**Report Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Community Services
  - Manager Community Engagement
  - Manager Communications & Events
- Executive Director Corporate Services
  - Manager Governance & Risk
- Executive Director Development Services
- Executive Director Infrastructure & Environment

**2019:003 - PUBLIC RELATIONS, MEDIA RELEASES & MAKE COMMENT TO MEDIA**

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Report Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- **Manager Communications & Events**
- Executive Director Community Services
  - Manager Recreation Services (incl. ALAC)
  - Manager Community Engagement
  - Manager Facilities (incl. NAC & Day Care)
  - Manager Precinct (incl. VAC, Library & Town hall)
    - Team Leader VAC
- Executive Director Corporate Services
  - Manager Economic Development & Tourism
  - ~~Manager Business Development & Tourism (Inc. AVC)~~
- Executive Director Development Services
- Executive Director Infrastructure & Environment

**2019:004 - POWER TO REMOVE, IMPOUND & DISPOSE PROPERTY**

**Delegated Power:**

1. Dispose surplus plant, equipment and material.
2. Sell or otherwise dispose:
  - a. any goods that have been confiscated subject to s3.47(1) of the Act;
  - b. impounded goods that have not been collected within the period specified in s3.42(1)b, s3.47(2b) or s3.44 of the Act;
  - c. any vehicle that has not been collected within two months of a notice having been given under s3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck; and
  - d. artworks, not exceeding \$5,000.
3. Determine that court action be taken to recover impounding expenses in accordance with s3.48 of the Act.
4. Authority to remove or impound goods under section 3.39 of the Act.
5. Authorise persons to administer any or all of the above functions.

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Report Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Community Services
- Executive Director Corporate Services
  - Manager Economic Development & Tourism (2 only)
  - ~~Manager Business Development & Tourism (2 only)~~
- Executive Director Infrastructure & Environment
  - Manager City Operations (1 & 2 only)
- Executive Director Development Services
  - Manager Ranger & Emergency Services (2a,b,c & 4 only)
    - Ranger Team Leader (4 only)
      - Rangers (4 only)
  - Manager Planning Services (2a & b only)
    - Coordinator Planning Services (2a,b only)
    - Development Engineer (2a & b only)
  - Manage Building, Health & Compliance
    - Senior Planning & Development Compliance Officer (2a & b only)
      - Development Compliance Officer(s) (2a & b only)

## 2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT

### Delegated Power:

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

### CEO FUNCTION: Authority to:

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

### Condition of Delegation:

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

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

### Legislative or Policy Reference:

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

### Reporting Requirement:

- Human Resources Team to report to the Commercial, Community and Corporate Services Committee monthly.

### Designated Persons:

- Chief Executive Officer
- Executive Director Community Services (3,4 only)
  - Manager Precinct (Incl. VAC & Library)(3 only) limited to casual employees only
    - Vancouver Arts Centre Team Leader (3 only) limited to casual employees only
  - Manager Recreation Services (incl. ALAC) (3 only), limited to casual employees only
    - Coordinators: Business, Club Development, Facilities, Commercial Services (3 only), limited to casual employees only
  - Manager Facilities
    - Team Leader - NAC Operations (3 only), limited to casual employees only
    - Team Leader Albany Day Care Services (3 only), limited to casual employees only
- Executive Director Corporate Services (3, 4 only)
  - Manager Human Resources (3,4 only)
  - Manager Economic Development & Tourism (3 only), limited to casual employees only
  - ~~○ Manager Business Development & Tourism (3 only), limited to casual employees only~~
- Executive Director Infrastructure & Environment (3,4 only)
  - Manager City Operations (3 only), limited to casual employees only
  - Manager City Engineering (3 only), limited to casual employees only
  - Manager City Reserves (3 only), limited to casual employees only
- Executive Director Development Services (3,4 only)
  - Manager Ranger & Emergency Services (3 only), limited to casual employees only.



**2019:006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY**

*(Common Seal, Deeds, Agreements)*

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Policy Position:**

- Council Policy: Use of Common Seal Policy

**Reporting Requirement:** Report to Council monthly.

**Designated Persons:**

- Mayor
- Chief Executive Officer

**2019:007 - DEALING WITH AN OBJECTION, EXTENSION OF TIME, SUSPENDING A DECISION**

**Delegated Power:**

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 the City of Albany, under authority of the Act, any local law or regulation.

**Condition of Delegation:**

- Nil.

**Legislative or Policy Reference:**

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

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Community Services
- Executive Director Development Services
  - Manager Planning Services
    - Coordinator Planning Services
  - Manager Building, Health & Compliance
    - Coordinator Building Services
- Executive Director Infrastructure & Environment
- Executive Director Corporate Services
  - Manager Finance

REPORT ITEM AR 063 REFERS

Local Government Act 1995  
**2019:008 - LEGAL PROCEEDINGS**  
*(Approve Representation & Legal Expenses)*

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Policy Position:**

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

**Reporting Requirement:**

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

**Designated Persons:**

- Chief Executive Officer
- Executive Director Community Services
- Executive Director Corporate Services
  - Manager Governance & Risk (2 only)
  - Manager Finance (2 only)
- Executive Director Development Services
  - Manager Ranger & Emergency Services (2 only)
  - Team Leader Ranger Services (2 only)
- Executive Director Infrastructure & Environment

**2019:009 - GRANT FUNDING, DONATIONS, SPONSORSHIP & SUBSIDIES**

*(Sponsorship through the waiver of fees & charges)*

**Delegated Power:**

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

**Building Specific:**

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

**Note:**

- *A local government cannot delegate to a CEO the power under section 9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government.*
- *Financial delegations to expend funds from the municipal fund is separate. Authorising expenditure from the municipal fund must align to an authorised budget line designated for a particular purpose.*

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.1 (*General function*), s5.42 (*Delegation of some powers and duties to CEO*), s5.43 (*Limits on delegations to CEO*) (ha), s5.44 (*CEO may delegate powers and duties to other employees*), s6.7 (*Municipal fund*) (2), s6.12 (*Power to defer, grant discounts, waive or write off debts*)(1)(2) & (3), s9.49A (*Execution of documents*)

- **Local Government (Financial Management) Regulations 1996:** r.5 (*CEO's duties as to financial management*), r.12 (*Payments from municipal fund or trust fund, restrictions on making*), r.13 (*Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*)

#### Legislative or Policy Reference (continued)

- Council Policy – Community Funding Policy
- Council Policy – Community Sports & Recreational Facilities Small Grant Funding Policy
- City's Annual Budget
- ~~Council Policy: Land Fill Subsidy Scheme~~

#### Reporting Requirement: Report to file.

#### Designated Positions:

- Chief Executive Officer
- Executive Director Community Services
  - **Manager Communications & Events (1 & 2 only)**
  - Manager Recreation Services (incl. ALAC) (1 only)
  - Manager Precinct (Incl. VAC, Library, Townhall)(1 only)
    - Team Leader VAC (1 only)
  - Manager Facilities (Incl. Heritage Park, NAC & Day Care)(1 only)
    - Team Leader NAC (1 only)
    - Child Care Educator Team Leader(1 only)
- Executive Director Corporate Services
  - Manager Finance
  - Revenue Development Officer (1 & 2 only)
  - Manager Economic Development & Tourism (1 only)
  - ~~Manager Business Development & Tourism (1 only)~~
- Executive Director Development Services
  - Manager Planning Services (1, 2 & 3 only)
  - Manager Ranger and Emergency Services (1, 2 & 3 only)
  - Manager Building, Health & Compliance (1,2 & 3 only)
- Executive Director Infrastructure & Environment
  - Manager City Engineering
  - Manager City Operations



**2019:010 - LIBRARY SPECIFIC**

*(Recover Overdue Library Books and Other Loaned Items)*

**Delegated Power:**

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

**Condition of Delegation:**

- Nil.

**Legislative or Policy Reference:**

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

**Reporting Requirement:** Report to file.

**Designated Positions:**

- Chief Executive Officer
- Executive Director Community Services
  - Manager Precinct (Incl. VAC, Library & Townhall)
    - Library Team Leader

**2019:011 - POWER TO INVEST**

*(Investment of Municipal Funds)*

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Report Requirement:**

- Finance Team is responsible for reporting to Council monthly.

**Designated Persons:**

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

**2019:012 - TAKE POSSESSION OF LAND & APPLY CAVEATS**

**Delegated Power:**

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:
    - (i) from time to time lease the land;
    - (ii) sell the land;
    - (iii) cause the land to be transferred to the Crown; or
    - (iv) cause the land to be transferred to itself.
  - b. Lodge a caveat on a property to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.
4. Revoke a payment by instalment option for rates and service charges and/or the additional charge.
5. Withdraw a caveat that has been lodged on a property, where the purpose for which the caveat was lodged has been satisfied, or the temporary withdrawal and re-lodging of the caveat will allow dealings on a title.
6. Apply a Gross Rental Valuation (GRV) rating to areas.
7. Authorise persons to administer any or all of the above functions.

**Condition of Delegation:**

- (a) Power (2): Must be for the purpose of correcting a financial administrative error.
- (b) Power (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)(2), s6.45 (Options for payment of rates or service charges), s6.49 (Agreement as to payment of rates and service charges) s6.56 (Rates or service charges recoverable in court), s6.64 (Actions to be taken) Schedule 6.3 - Provisions relating to sale or transfer of land where rates or service charges unpaid*
- **Bush Fires Act 1954:** *s33(8) (Local government may require occupier of land to plough or clear fire-break)*

**Report Requirement:**

- Report to the Community and Corporate Services Committee.

**Designated Persons:**

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

REPORT ITEM AR 063 REFERS

Local Government Act 1995

**2019:013 - PAYMENT OF MUNICIPAL FUNDS**

*(Purchase Orders, Petty Cash, Allowances)*

**Delegated Power:**

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

**Condition of Delegation:**

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

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

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

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

**Legislative or Policy Reference:**

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

**Report Requirement:**

- Report to the Community and Corporate Services Committee and Council monthly.

**Designated Persons:**

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

**Designated Positions:**

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



**Delegated Power:**

- Not applicable, legislated function of the Chief Executive Officer (CEO).

**CEO FUNCTION:** Authorisation to:

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

**Condition of Delegation:**

- Nil.

**Legislative or Policy Reference:**

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

**Policy Position:**

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

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
  - Manager Governance & Risk (1 only)
    - Team Leader Records and Council Liaison (1 only)
  - Manager Information Technology (IT) (1 only in relation to access to recorded material)
- Executive Director Development Services (1 only in relation to access to recorded material)
  - Manager Ranger & Emergency Services  
(1 only in relation to access to recorded material)
  - Manager Building, Health & Compliance  
(1 only in relation to access to recorded material)

**Delegated Power:**

- Not applicable, legislated function of the Chief Executive Officer (CEO).

**CEO FUNCTION:** Authorisation to:

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

**Condition of Delegation:**

- Authorisation 3 limited to the Chief Executive Officer.

**Legislative or Policy Reference:**

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

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
  - Manager Governance & Risk (1 & 2 only)
    - Team Leader Records and Council Liaison (1 & 2 only)
  - Manager Finance (1 only)
    - Senior Finance Officer - Rates (1 only)
    - Finance Officers - Rates (1 only)

REPORT ITEM AR 063 REFERS  
Local Government Act 1995

**2019:016 – GIFT & TRAVEL CONTRIBUTIONS, PRIMARY & ANNUAL RETURNS**  
*(Acknowledgement of Receipt)*

**Delegated Power:**

- Not applicable, legislated function of the Chief Executive Officer (CEO).

**CEO FUNCTION:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** *Part 5 — Administration, s5.77 (Acknowledging receipt of returns), s5.82 (What is a gift); s5.83 (What is a contribution to travel)*
- **Local Government (Administration) Regulations 1996**

**Reporting Requirement:**

- Report to file and Register of Gifts and Contributions to Travel as prescribed.

**Designated Persons:**

- Chief Executive Officer
  - Manager Governance & Risk
    - Team Leader Records and Council Liaison

REPORT ITEM AR 063 REFERS

Local Government Act 1995  
**2019:017 - COMPENSATION**  
(Public Liability Claims)

**Delegated Power:**

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

*Notes:*

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

**Condition of Delegation:**

- Nil.

**Legislative or Policy Reference:**

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

**Reporting Requirement:** Report to file.

**Designated Persons:**

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

**2019:018 - CHOICE OF TENDER, AWARD CONTRACT**

*(Procurement of Goods, Services, Heavy Plant and Fleet Vehicles)*

**Delegated Power:**

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

**Condition of Delegation:**

- (a) Quotations and tenders called are to comply with Council's:
  - Purchasing Policy (Tenders & Quotes); and
  - Buy Local (Regional Price Preference) Policy.
- (b) Contract value determined by delegation 2019:013 Payments from Municipal Fund

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.18 (*Performing executive functions*) (2); s3.57 (*Tenders for providing goods or services*) (1); s5.41 (*Functions of CEO*)(d); s5.43 (*Limits on delegations to CEO*)(b)
- **Local Government (Functions and General) Regulations 1996:** r.11 (*When tenders have to be publicly invited*)(1)(2)(f); r.14 (*Publicly inviting tenders, requirements for*)(2a); r.15 (*Minimum time to be allowed for submitting tenders*); r.16 (*Receiving and opening tenders, procedure for*); r.17 (*Tenders register*); r.18 (*Rejecting and accepting tenders*); r.19 (*Tenderers to be notified of outcome*); r.20 (*Variation of requirements before entry into contract*); r.21 (*Limiting who can tender, procedure for*); r.22 (*Minimum time to be allowed for submitting expressions of interest*); r.23 (*Rejecting and accepting expressions of interest to be acceptable tenderer*); r.24 (*People who submitted expression of interest to be notified of outcome*); r.24AA-24AJ (*Division 3 – Panel of pre-qualified suppliers*)

**Reporting Requirement:** Report to file.

**Designated Persons:**

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



**2019:019 - PROPERTY MANAGEMENT, LEASES AND LICENCES**

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Policy Position:**

- Council Policy: Property Management – Leases and Licences

**Reporting Requirement:**

- Report to Council monthly.

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

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services

**2019:020 - PROPERTY MANAGEMENT***(Public Facilities, Municipal Halls, Parks, Reserves, Hire, Fees, Selling Goods)***Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

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

**Local Law:**

- Local Government Property Local Law 2011

**Policy Position:**

- Council Policy: Public Works, Service and Tourist Signs Policy

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Community Services
  - Manager Recreation Services (incl. ALAC)
    - Coordinators: Business, Club Development, Facilities, Commercial Services (Exempt 2 & 3)
  - Manager Precinct (Incl. VAC, Library & Townhall)
    - Library Team Leader (Exempt 2 & 3)
    - Vancouver Arts Centre Team Leader (Exempt 2 & 3)
  - Manager Facilities
    - Team Leader NAC and Albany Heritage Park
    - Team Lead Leader Day Care
  - Manager Communications & Events
    - Events Team Leader (Exempt 2 & 3)
- Executive Director Corporate Services
  - ~~○ Manager Business Development & Tourism~~
  - Manager Economic Development & Tourism
- Executive Director Infrastructure & Environment
  - Manager Reserves (Exempt 2 & 3)

**2019:021 - OBJECTION TO RATE RECORD, RELEASE INFORMATION**

**Delegated Power:**

1. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to the Act, s6.76(5).
2. Grant an extension to the time to make an objection, pursuant to the Act, s6.76(4).
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:**

- (i) A local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
- (ii) A local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s5.94 (*Public can inspect certain local government information*); s5.95 (*Limits on right to inspect local government information*); s5.96 (*Copies of information to be available*); s6.76 (*Grounds of objection*)(4)(5).
- **Local Government (Administration) Regulations 1996:** r.29B (*Copies of certain information not to be provided* (Act s. 5.96))

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
  - Manager Finance (1, 2 & 3 only)
    - Rates Officer (3 only)
  - Manager Governance & Risk (Incl. Airport)(3 only)
    - Team Leader Records and Council Liaison (3 only)

**2019:022 - RATES & RECOVER DEBT, WRITE OFF RATE DEBT, EXEMPTIONS**

**Delegated Power:**

1. Waive, grant concessions or write off any amount of money owed to the City, pursuant to the Local Government Act 1995, s6.12(1).
2. Write off any amount of money, including rate debts 'penalty interest' where the cost of recovering the debt will be greater than the actual debt.
3. Instruct the City's Debt Recovery Agent to proceed against land and/or property for unpaid rates through the Magistrate's Court.
4. Approve Rate Exemptions. Consider and approve applications for exemption under s6.26 of the Local Government Act 1995, subject to applications being submitted in writing and proof of ownership.
5. Authorise persons to administer any or all of the above functions.

**Condition of Delegation:**

**(a) Write Off Debt** (monies owed):

- maximum \$10,000. 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(3):**

- Rates or service charges to be unpaid.
- A General Procedure Claim and Property Seizure & Sale Order through the Magistrate's Court has been served on the ratepayer.
- Property Seizure & Sale Order to be lodged on the land title.
- Proceed to sell the land through the Bailiff's Office.

**(c) Approve Rate Exemption(4).** If the delegates are not satisfied that the use of the property is exempt under s6.26, of the Act, the application must be referred to the Chief Executive Officer.

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s6.12 (*Power to defer, grant discounts, waive or write off debts*) (1)(c); s6.26 (*Rateable land*); s6.56 (*Rates or service charges recoverable in court*); s6.64 (*Actions to be taken*); s6.66 (*Effect of lease*); s6.68 (*Exercise of power to sell land*).
- **Council Policy – Rating Subsidy: Sporting and Community Organisations:** Subject to a qualifying criteria, a full subsidy of annual rates may be applied.

**Reporting Requirement:**

- Report to file and to Council annually.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
  - Manager Finance
    - Senior Finance Officer - Rates (2 only)



**2019:023 - BUILDING ACT 2011 & STRATA TITLES ACT 1985**

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

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

Chief Executive Officer; Executive Director Development Services; Manager Planning Services; Development Engineer; Senior Planning Officer, Manager Building, Health & Compliance; Coordinator Building Services; Senior Building Surveyors; Building Surveyors

**Power under s50 of the Building Act 2011:**

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

**Condition of Delegation:**

- (a) **Occupancy Permit (1).** Also satisfied that:
  - (i) separate occupation of the proposed lots will not contravene the provisions of any local planning scheme in force under the Planning and Development Act 2005;
  - (ii) any consent or approval required under any such local planning scheme or under the provisions of the last-mentioned Act relating to any interim development order, has been given in relation to the separate occupation of the proposed lots; and
  - (iii) the development of the parcel as a whole, the building and the proposed subdivision of the parcel into lots for separate occupation will not interfere with the existing or likely future amenity of the neighbourhood, having regard to the circumstances of the case and to the public interest.
- (b) **Approval Certificate (2).** Power to determine applications for the issuing of a certificate of approval under the Building Act 2011, s50 for a plan of subdivision, re-subdivision or consolidation, except those applications that:
  - (i) propose the creation of a vacant lot;
  - (ii) proposed vacant air strata's in multi-tiered strata scheme developments;
  - (iii) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to:
    - a type of development; and/or
    - land within an area;which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.
- (c) A local government that exercises the power referred to in clause 1(b)(ii) above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of delegation at the conclusion of each financial year in the format prescribed by the WAPC.

**Legislative or Policy Reference:**

- **Building Act 2011:** s50 (*Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision*)
- **Strata Titles Act 1985:** Part II (*Strata schemes and survey-strata schemes, Division 1 — Creation of lots and common property*); s5B (*Further provisions as to registration of plans*) (2)(a), (2)(b).

**Reporting Requirement:**

- Report to Council monthly.

**Designated Positions:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Building, Health & Compliance (1a & 1b only)
    - Coordinator Building Services (1a & 1b only)
      - Senior Building Surveyor(s) (1a & 1b only)
      - Building Surveyor(s) (1a & 1b only)

**Delegated Power:**

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

**Condition of Delegation:**

- (a) Authorisation (1) & (3): Authorised Persons:
  - Appointed authorised person must hold a current authority card.
  - An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.
- (b) Authorisation (2) is restricted to Executive Director or above.
- (c) Authorisation (4) Serve Notices:
  - Executive Director to sign the Notice.
  - Notice must be in accordance with prescribed content.
- (d) In undertaking the functions of these delegations, Building Surveyors must:
  - Be employed by the City of Albany in accordance with s5.36 of *the Local Government Act 1995*.
  - Hold the appropriate qualifications as set out under r.6 of the *Building Services (Registration) Regulations 2011*.

**Legislative or Policy Reference:**

- **Building Act 2011:** s20 (*Grant of building permit*); s21 (*Grant of demolition permit*); s22 (*Further grounds for not granting an application*); s58 (*Grant of occupancy permit, building approval certificate*); s65 (*Extension of period of duration*); s96 (*Authorised persons*); s110 (*Building orders*); s117 (*Revocation of building order*); s127 (*Delegation: special permit authorities and local governments*); s139 (*Presumptions about authority to do certain things*); s191 (*Notices to stop unlawful work*); s192 (*Dangerous buildings*); s193 (*Neglected buildings*); s194 (*Dilapidated buildings*); s195 (*Uncompleted buildings*)
- **Building Services (Registration) Act 2011**
- **Building Services (Registration) Regulations 2011:** r.6 (*Classes of building service practitioner and building service contractor*)
- **Building Regulations 2012:** Part 10 - *Infringement Notices*; r69 (*Prescribed offences and modified penalties*); r70 (*Approved officers and authorised officers*)
- **Local Government Act 1995:** s5.36 (*Local government employees*)

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer (1, 2 & 4 only)
- Executive Director Development Services ((1, 2 & 4 only)
  - Manager Planning Services (3 only)
    - Development Engineer (3 only)
  - Manager Building, Health & Compliance (3 only)
    - Coordinator Building Services (3, 4 & 5 only)
      - Senior Building Surveyor(s) (3, 4 & 5 only)
      - Building Surveyor(s) (3 & 5 only)
    - Senior Planning & Development Compliance Officer (3 & 4 only)
      - Development Compliance Officer(s) (3 & 4 only)

**Delegated Power:** Council designates the following positions under the Building Act 2011, subject to conditions:  
*Chief Executive Officer, Executive Director Development Services, Manager Planning Services, Senior Planning and Development Compliance Officer, Manager Environmental Health, Manager Building & Engineering Services, Coordinator Building Services, Development Compliance Officer, Senior Building Surveyors, Building Surveyors*

Power to:

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Building Act 2011**
- **Building Regulations 2012:** *Division 2 — Kinds of applications for occupancy permits and building approval certificates, r.50 (Application for occupancy permit), Division 3 — Making and dealing with applications for occupancy permits and building approval certificates, r.54 (Manner of application)*

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Planning Services
    - Development Engineer
  - Manager Building, Health & Compliance
    - Coordinator Building Services (1 & 2 only)
      - Senior Building Surveyor(s) (1 & 2 only)
      - Building Surveyor(s) (1 & 2 only)
    - Senior Planning and Development Compliance Officer (1 & 2 only)
      - Development Compliance Officer (1 & 2 only)

**2019:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND**

**Delegated Power:**

Schedule 3.1 - Powers under notices to owners or occupiers of land

1. Issue notices in writing requiring the person to do anything, but not limited to, the following:
  - a. prevent water from dripping or running from a building;
  - b. placing a number on a property to indicate an address;
  - c. repair a public thoroughfare;
  - d. ensure that land that adjoins a public thoroughfare is suitably enclosed;
  - e. ensure that land adjoining a public thoroughfare is not overgrown;
  - f. removing a tree or part that is obstructing a thoroughfare;
  - g. make safe anything that is obstructing a private thoroughfare;
  - h. ensure unsightly (i.e. recyclable material) land is enclosed;
  - i. ensure overgrown vegetation, rubbish or disused material is removed from land;
  - j. ensure that graffiti is obliterated;
  - k. ensuring that a tree that may endanger any person or private property is made safe (dangerous tree);
  - l. taking specified measures to prevent damage to the public or property from high wind activity;
  - m. remove bees, wasps and other similar animals that are a danger or nuisance;
  - n. ensure that unsightly dilapidated or dangerous fences are modified or repaired; and take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance.

Schedule 3.2 - Particular things local governments can do on land even though it is not local government property

2. Carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to act:
  - a. Carry out works for the drainage of land;
  - b. Do earthworks or other works on land for preventing or reducing flooding;
  - c. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate;
  - d. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel that is required for making or repairing a thoroughfare, bridge, culvert, fence, or gate;
  - e. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare;
  - f. Place on land signs to indicate the names of public thoroughfares;
  - g. Make safe a tree that presents serious and immediate danger to life or property;
  - h. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier;
  - i. Obtain drainage easements;
  - j. Fuel Reduction Activities (slashing, mulching).

**Condition of Delegation:**

- The authorised persons must document how they formed the opinion that the things to be performed are necessary to protect and/or enhance the health, safety or amenity of the persons or property in the district or to remove a nuisance.



**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.25 (*Notices requiring certain things to be done by owner or occupier of land*); s3.27 (*Particular things local governments can do on land that is not local government property*); s3.36 (*Opening fences*); Schedule 3.1 - *Powers under notices*; Division 1 (*Things a notice may require to be done*); Schedule 3.2 - *Particular things local governments can do on land even though it is not local government property*.
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.13 (*Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)*)

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services (1e,f,g,h,i,l,m,n,o & 2j only)
  - Manager Planning Services (1e,f,g,h,i,l,m,n,o & 2j only)
    - Development Engineer (1a,d,l,n only)
    - Planning Coordinator (1e,f,g,h,i,l,m,n,o & 2j only)
  - Manager Building, Health & Compliance (1a,d,l,n only)
    - Senior Planning & Development Compliance Officer (1e,f,g,h,i,l,m,n,o & 2j only)
    - Development Compliance Officer (1a,d,l,n only)
    - Coordinator Environmental Health (1h,m,o only)
    - Coordinator Building Services (1n,l only)
  - Manager Ranger & Emergency Services (1e,f,g,i,l,m & 2 j only)
    - Team Leader Ranger Services (1e,f,g,i,l,m & 2 j only)
      - Rangers (1e,f,g,i,l,m & 2j only)
- Executive Director Infrastructure & Environment (1a,b,c,d,e,f,g,i,j,k,l,n & 2 only)
  - Manager City Reserves (1f, k & 2 only)
  - Manager City Engineering (1a,b,c,d,e,g,j,k,l,n & 2 only)
  - Manager City Operations (1a,b,c,d,e,g,j,k,l,n & 2 only)

**2019:027 - DESIGNATE PROSECUTION OFFICERS & POWER OF ENTRY**

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** *Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, Subdivision 3 — Powers of entry; s3.28 (When this Subdivision applies); s3.31 (General procedure for entering property) (2); s3.32 (Notice of entry)*
- **Fines, Penalties and Infringement Notices Enforcement Act 1994:** *s13 (Approved prosecuting authorities and officers) (2)*

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Ranger & Emergency Services (1 & 2 only)
    - Team Leader Ranger Services (2 only)
  - Manager Planning Services (1 & 2 only)
    - Development Engineer (1 & 2 only)
    - Coordinator Planning Services (1 & 2 only)
      - Senior Planners (2 only)
      - Planning Officer (2 only)
  - Manager Building, Health & Compliance (1 & 2 only)
    - Environmental Health Officers & Technicians (2 only)
    - Coordinator Building Services (1 & 2 only)
      - Senior Building Surveyor(s) (2 only)
      - Building Surveyor(s) (2 only)
    - Senior Planning & Development Compliance Officer (1 & 2 only)
      - Development Compliance Officer(s) (1 & 2 only)
- Executive Director Infrastructure & Environment
  - Manager City Engineering (2 only)
  - Manager City Reserves (2 only)

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.25 (*Notices requiring certain things to be done by owner or occupier of land*); Schedule 3.1 — *Powers under notices to owners or occupiers of land*

**Policy Position:**

- City Guideline: Subdivision and Development Guidelines.

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Planning Services
    - Development Engineer
    - Coordinator Planning Services
      - Senior Planning Officers (2 & 3 only)
      - Planning Officers (2 & 3 only)

**2019:029 - BUSH FIRE ACT 1954***(Administer & Compliance)*

**Delegated Power:** Council Designates the following positions to issue notices and enforce the *Bush Fire Act 1954*, subject to conditions:

*Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Community Emergency Services Manager - CESM, Team Leader Ranger Services, Rangers, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer*

Power to:

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Bush Fires Act 1954:** *s17 (Prohibited burning times may be declared by Minister)(7)(8)(10), s18 (Restricted burning times may be declared by FES commissioner)(5)(a), s33 (Local government may require occupier of land to plough or clear fire-break) (6), s38 (Local government may appoint bush fire control officer) s48 (Delegation by local governments)(1), s59 (Prosecution of offences)(3), s59A (Alternative procedure — infringement notices)(2)*
- **Fire & Emergency Services Act 1998:** *Part 3, s12 (2)(e)(f)*

**Policy Positions:**

- **Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Land Policy**
- **Annual Bush Fire Notice**

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Ranger & Emergency Services (Exempt 2)
    - Community Emergency Services Manager (CESM) (Exempt 2 & 5)
    - Team Leader Ranger Services (4 & 5 only)
      - Rangers (4 & 5 only)
  - Chief Bush Fire Control Officer (1 only)
  - Deputy Chief Bush Fire Control Officer (1 only)

**2019:030 - CONTROL OF VEHICLES & CAMPING ON PUBLIC LAND**

**Delegated Power:** Council designates the following positions to issue notices and enforce the *Caravan Parks and Camping Grounds Act 1995*, subject to conditions:

*Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Team Leader Ranger Services, Rangers*

Power to:

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

Notes:

- (i) Appointment of Designated Officers: The *Caravan Parks and Camping Grounds Act 1995* does not contain a head of power to delegate the appointment of authorised persons to the CEO.
- (ii) Designated officers are empowered to sign documents, enter and inspect a facility, caravan or camp, issue and withdraw notices, extend the payment date for modified penalties, and initiate appropriate legal action on behalf of the City of Albany when a breach of the *Caravan Parks and Camping Grounds Act 1995* and related legislation warrants such action.

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Control of Vehicles (Off-Road Areas) Act 1978:** s5 (*Local government's functions*) (1)(5), s38 (*Authorised officers, who are, functions of etc.*), *Caravan Parks & Camping Grounds Act 1995*: s17 (*Appointment of authorised person*), s18 (*Powers of entry*), s22 (*Legal proceedings to be taken by authorised person*), s23 (*Infringement notices*)
- **Local Government Act 1995:** s3.40A (*Abandoned vehicle wreck may be taken*) (4).

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Ranger & Emergency Services
    - Team Leader Ranger Services
      - Rangers



**2019:031 - ANIMAL CONTROL**

(Cats & Dogs, Stock)

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

*Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Team Leader Ranger Services, All Rangers, Customer Service Officers*

Power to:

1. Register, seize, detain and dispose a dog or cat.
2. Register a dog or cat.
3. Declare a Dog Dangerous in accordance with s33E and s33F of the *Dog Act 1976*.
4. Consent for a Dog to be destroyed in accordance with s33G of the *Dog Act 1976*.
5. Impound Stock, Dispose Sick or Injured Impounded Animals, Remove and Impound 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 Services, Executive Director Development Services or the Manager Ranger & Emergency Services.
- (b) Authorisation under the *Dog Act 1976* must be from Council.
- (c) Gazettal of appointment is required.

**Legislative or Policy Reference:**

- **Cat Act 2011:** s42 (*Administration by local governments*), s44 (*Delegation by local government*), s45 (*Delegation by CEO of local government*), s48 (*Authorised persons*)
- **Cat Regulations 2012:** r.30 (*Modified penalties (s. 63(2))*)
- **Cat (Uniform Local Provisions) Regulations 2013:** r.3 (*These regulations operate as local laws*)
- **Dog Act 1976:** s10AA (*Delegation of local government powers and duties*), s11 (*Staff and services*), s29 (*Power to seize dogs*) (1), s30A (*Operator of dog management facility may have dog micro chipped at owner's expense*), s33E (*Individual dog may be declared to be dangerous dog (declared)*)\*, s33G (*Seizure and destruction*), s48 (*Regulations to operate as local laws*)
- **Dog Regulations 2013:** r.33 (*Modified penalties for offences under the principal Act*), r.36 (*Dog Regulations 1976 repealed*)
- **Local Government Act 1995:** s3.39 (*Power to remove and impound*), s3.48 (*Impounding expenses, recovery of*),
- **Local Government (Miscellaneous Provisions) Act 1960:** r.449 (*Pounds, establishing; pound keepers and rangers, appointing*)
- **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*

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Ranger & Emergency Services (Exempt 3)
    - Team Leader Ranger Services (Exempt 3 & 10)
      - Rangers (1, 2, 5 & 7 only)
      - Customer Service Officers (2 only)

**2019:032 - EMERGENCY MANAGEMENT**

*(Administer & Compliance)*

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

*Chief Executive Officer, Executive Directors, Manager Ranger & Emergency Services Community Emergency Services Manager - CESM, Emergency Management Team Leader*

Power to:

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

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

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Emergency Management Act 2005:** s36 (*Functions of Local Government*), s37 (*Local emergency coordinators*), s38 (*Local emergency management committees*) and s39 (*Functions of local emergency management committees*)
- **Fire & Emergency Services Act 1998:** Part 3, s12 (2)(e)(f)

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Community Services
- Executive Director Corporate Services
- Executive Director Infrastructure & Environment
- Executive Director Development Services
  - Manager Ranger & Emergency Services
    - Community Emergency Services Manager (CESM)
    - Emergency Management Team Leader

**2019:033 - PUBLIC HEALTH**

*(Administer & Compliance)*

**Delegated Power:** 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 Development Services; Manager Building, Health & Compliance; Coordinator Health Services; and all Environmental Health Officers.

Power 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: 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; r.6 Deposit of domestic or commercial waste in a public litter receptacle; and 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:**

- Only the Chief Executive Officer and/or Executive Director Development Services may institute legal proceedings and appoint persons to authorised officer or deputy positions.
- 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.
- Setting of annual fees under s6.16 and s6.19 of the *Local Government Act 1995* is excluded.

- Environmental Health Officer conditions under the *Health (Miscellaneous Provisions) Act 1911*:
  - 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.
  - 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.
  - 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.
  - 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:

- (i) For the purposes of the Litter Act 1979 an authorised officer is:
  - any member of the Police Force;
  - any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to a person by the appointment; within the district of a local government, any person who is:
    - a member of the council of the local government;
    - an employee of the local government; or
    - an honorary inspector appointed by the local government under s27AA;
- (ii) 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 (Appointment of authorised persons) (1)*
- **Food Act 2008:** *s122(1)(a) - Designated Non Environmental Health Officers, s122(3) - Maintain the Register of Authorised Officers, s123(1) - Issue Certificates of Authority to Authorised Officers, and s126(3) - Payment of Infringement Notices, Sections 65, 66, 67, 110, 112 and 118 of the Food Act 2008*
- **Food Regulations 2009:** *r.5 (Appropriate enforcement agency: local government- s.8)*
- **Public Health Act 2016:** *Section 21(1)(b)(i) of the Public Health Act 2016.*
- **Health (Miscellaneous Provisions) Act 1911:** *s26 (Powers of local government),*
- **Litter Act 1979:** *s26 (Authorised officers, appointment and jurisdiction of etc.) (1)(c), s27 (Authorised officers, powers of); s27AA (Honorary inspectors, appointment of), s30 (Infringement notices)*
- **Litter Regulations 1981:** *r.6 Deposit of domestic or commercial waste in a public litter receptacle; and r.8 Transporting load inadequately secured.*
- **Public Health Act 2016:** *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

**Reporting Requirement:**

- Report to file. *Noting in accordance with section 38 of the Health (Miscellaneous Provisions) Act 1911, local government 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 (All)
- Executive Director Development Services (All)
  - Manager Ranger & Emergency Services (7 & 8 only)
    - Team Leader Ranger Services 8 only
      - Rangers (8 only)
  - Manager Building, Health & Compliance ((All))
    - Coordinator Health Services (All)
      - Environmental Health Officers (All)



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

*Chief Executive Officer, Executive Director Development Services, Manager Building, Health & Compliance, Coordinator Health Services, Environmental Health Officers, Manager Ranger & Emergency Services, Team Leader Ranger Services, Rangers, Executive Director Infrastructure & Environment, Manager City Reserves*

Power to:

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

Notes:

- (i) *A prosecution for an offence under section 79 (Noise) may be instituted by a police officer, or the Chief Executive Officer of a local government, acting with the consent of the CEO of the Department of Environment Regulation.*
- (ii) *The delegated power (authorisation) under section 49A (dumping waste) must be delegated from the CEO of the Department of Environment Regulation and the hold the prescribed authority card.*
- (iii) *Delegation 52 (19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;*
- (iv) *Delegation 112 (20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations; and c. Delegation 119 (16 May 2014) - local government CEO and Environmental Health Officers have powers in relation to noise management plans for construction work on construction sites under noise regulation 13.*
- (v) *Authorisation must be endorsed by CEO of Department of Environment.*
- (vi) *Barking dogs are administered under the Dog Act 1976.*

**Condition of Delegation:** Nil.

**Legislative or Policy Reference:**

- **Environmental Protection Act 1986:** s20. (*Delegation by CEO*), s65. (*Environmental protection notices, issue and effect of*)
- **Environmental Protection (Noise) Regulations 1997**
- **Environmental Protection Regulations 1987**

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Building, Health & Compliance (Exempt 2)
    - Coordinator Health Services (Exempt 2)
      - Environmental Health Officers (Exempt 2)
  - Manager Ranger & Emergency Services (1b only)
    - Team Leader Ranger Services (1b only)
      - Rangers (1b only)
- Executive Director Infrastructure & Environment (1b only)
  - Manager City Reserves (1b only)

**2019:035 – CREATION AND CHANGE OF PURPOSE OF A CROWN RESERVE**  
(Incl. Street Names)

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

*Chief Executive Officer, Executive Director Corporate Services, Senior Lands Officer, Executive Director Development Services, Manager Planning Services, Lands Officer, Executive Director Infrastructure & Environment, Manager City Reserves.*

Power to:

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

**Condition of Delegation:**

- (a) Process requests related to Crown Reserves (1) Authority to process matters relating to Crown Reserves, as follows:
  - (i) Requests to the Minister for Lands to create a new reserve or transfer Crown land from one form to another (i.e. road reserve to Crown reserve; excision of road reserve from Crown reserve etc.);
  - (ii) Change of purpose of a Crown reserve;
  - (iii) Changes to reserve boundaries;
  - (iv) Acceptance of a management order, where the City is currently managing the land or can do so within existing operational budgets; and
  - (v) Requests to lease Crown land, where no structure will be built (i.e. leases managed by the State, pastoral leases etc).
- (b) Comment on requests to lease Crown Land (2) Compliance with the following documents is necessary:
  - (i) Local Planning Scheme & Strategies;
  - (ii) Adopted Asset Management Plans (Roads; Reserves: Natural and Developed; Drainage); and
  - (iii) City of Albany Bushfire Strategy.
- (c) The revocation of a management order of an existing City managed reserve or cancellation of an existing Crown reserve shall be considered by Council.

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.54 (*Reserves under control of a local government*)
- **Land Administration Act 1997:** Part 2 — General administration, Division 3 – General, s26A (*New subdivisions, names of roads and areas in*), Part 4 — Reserves, Part 6 — Sales, leases, licences, etc. Of Crown land

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
  - Senior Land Officer (1 only)
- Executive Director Development Services
  - Manager Planning Services (1, 2 & 3 only)
    - Development Engineer (1 only)
      - Land Officer (1 only)
- Executive Director Infrastructure & Environment
  - Manager City Reserves (1 only)

**2019:036 - LAND RESUMPTION, ROADS, DRAINAGE, FOOTPATHS, ROAD DEDICATIONS & CLOSURES**

**Delegated Power:** Power to:

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

**Condition of Delegation:**

(a) Obtain land for the City's infrastructure (1):

- (i) All land taking to be based on sound engineering principles, taking into account existing and future road and drainage systems;
- (ii) Compensation for the resumption of private land shall be based initially on an independent valuation obtained from a licensed valuer;
- (iii) Compensation to a maximum of \$100,000 dollars and within the confines of relevant budget allowances may be negotiated without referral to Council;
- (iv) Landowners are to enter into Consent to Taking by Agreement for the land to be resumed and agreeing to the compensation amount and any other special conditions;
- (v) No payment of compensation is to be paid for the land resumption until a caveat has been placed on title registering the City's interest or the final deposited plan is lodged in order for dealings.

(b) Road dedications and closures (2):

- (i) Requests to dedicate land as a road reserve shall comply with the following conditions:
  - Land is being used as part of an existing road or right of way; and
  - Land is to be acquired for road widening as part of a land resumption process.
- (ii) Initiation of the public advertising for road closure shall only be actioned where it is identified that the road or right of way is surplus to current requirements and is not required as part of the future planning and development of an area.
- (iii) Council to make the final decision on a road closure request following the advertising period, irrespective of whether submissions have been received.

**Legislative or Policy Reference:**

- **Land Administration Act 1997: Part 5 — Roads, Part 9 — Compulsory acquisition of interests in land, Part 10 — Compensation.**

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
- Executive Director Development Services
  - Manager Planning Services
    - Development Engineer (2 & 3 only)
      - Land Officer (2 & 3 only)

**2019:037 - BLASTING IN TOWN SITE AND FIRE WORKS**

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

*Chief Executive Officer and Executive Director Development Services*

Power to:

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

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

**Condition of Delegation:**

- (a) Consultation must be conducted with DFES (FRS district) and the Chief Bush Fire Control Officer (All other areas in municipality), prior to any approval being given.
- (b) The fireworks notice must be in an approved form and contain the following information:
  - (i) the details of the fireworks operator licence that the person holds;
  - (ii) the required details of the firework that will be used;
  - (iii) the date and time when the firework will be used;
  - (iv) where the firework will be used;
  - (v) the purpose of using the firework; and
  - (vi) must be a licensed operator.
- (c) In accordance with r.131 (6), on receipt of an application for blasting operations within a town site, the local authority may:
  - (i) Issue a notice that prohibits the explosion;
  - (ii) Issue a permit for the explosion; or
  - (iii) Issue a permit for the explosion that contains reasonable conditions to ensure the safety of people and or property, to ensure such people are notified of the proposed explosion and to reduce the potential disturbance.
- (d) Regulation 131(7) states that a local government shall not grant a permit unless it is satisfied that public risk insurance is in place of at least \$5,000,000 or such higher amount as the local government decides is reasonable.

**Legislative or Policy Reference:**

- **Dangerous Goods Safety Act 2004**
- **Dangerous Goods Safety (Explosives) Regulations 2007:** *Part 12 — Use of explosives other than fireworks, Division 4 — Using explosives to blast, damage, destroy or demolish, r131 (Blasting in town site, permit required for), Part 13 — Use of fireworks, Division 4 — Fireworks events, r139 (Using certain fireworks outdoors other than at fireworks events).*

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services (1 & 2 only)

**2019:038 - LIQUOR LICENSING AND CONTROL**

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

*Chief Executive Officer; Executive Director Development Services; Manager Planning Services; Coordinator Planning Services; Manager Building, Health & Compliance; Coordinator Health Services.*

Power to:

1. Enforce all local authority responsibilities under the Liquor Licensing Act 1988 and Liquor Control Act 1988 pursuant to s39 and s40 of the Liquor Control Act 1988;
2. Issue a s39 certificate; and
3. Issue a s40 certificate.

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Liquor Licensing Act 1988**
- **Liquor Control Act 1988:** s39 (*Certificate of local government as to whether premises comply with laws*) and s40 (*Certificate of planning authority as to whether use of premises complies with planning laws*).

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
  - Manager Planning Services (3 only)
    - Coordinator Planning Services (3 only)
  - Manager Building, Health and Compliance (1 & 2 only)
    - Coordinator Health Services (1 & 2 only)

**2019:039 - DEVELOPMENT CONTROL, COMPLIANCE, LEGAL ACTION**

**Delegated Power:** Power to:

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

**Condition of Delegation:**

- (a) Development Control, Enforcement and Legal Action (including Appeals and SAT Matters):
  - The Executive Director Development Services shall sign any Prosecution Notices;
  - Quotations are to be obtained and a recommendation is to be provided to the CEO for approval of consultants for all matters which are appealed to the SAT;
- (b) "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination;
- (c) Representation is only exercised after consultation with the Executive Director Development Services (or in his/her absence), the approval of the CEO.
- (d) Any third party action against the City must be reported to the City's insurer.

**Legislative or Policy Reference:**

- **Planning & Development Act 2005:** *Part 13 — Enforcement and legal proceedings, s214(Illegal development, responsible authority's powers as to), s215 (Illegal development, responsible authority's powers to remove etc.), Part 14 — Applications for review*

**Policy Position:**

- Local Planning Scheme (LPS1).



**Reporting Requirement:**

- Report to file.

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

**Designated Persons:**

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

REPORT ITEM AR 063 REFERS

Planning & Development Act 2005  
**2019:040 - PLANNING & DEVELOPMENT ACT 2005**  
*(Administration and Appointment of Authorised Persons)*

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

*Chief Executive Officer, Executive Director Development Services, Manager Planning Services*

Power to:

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

**Condition of Delegation:**

- (a) **Local Development Plans (LDPs) (1).** This delegation is limited to the Executive Director Development Services or CEO. If utilised Council is to be advised.
- (b) **Appoint Persons (2).** Persons must be:
  - a. approved by the Executive Director Development Services and/or Manager Planning Services;
  - b. selected based on experience and qualifications held; and
  - c. appointed in writing (*correspondence to be filed on an appropriate record and a copy of the appointment placed on the person's personal record*).
- (c) **Appointment of designated officers to enforce (2)** The Executive Director Development Services is to approve any legal action and sign any Requirements Prosecution Notices.
- (d) **Approve and decline development applications (3)** Planning Infringement Notices Planning and Development Act 2005, sections: s228, s229, s230 or s231:
  - **Level 1** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time), and s231 (Withdrawal of infringement notice).
  - **Level 2 & 3** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time).

**Designated level assigned to position:**

- **Level 1 –**
  - Executive Director Development Services
  - Manager Planning Services
  - Coordinator Planning Services
- **Level 2 & 3 –**
  - Senior Planning Officer(s)
  - Senior Planning Officer(s) – Strategic Planning
  - Senior Planning Officer(s) – Senior Planning & Development Compliance
  - Planning Officer(s)
- **Level 4 –**
  - Planning Officer(s)
  - Planning Technical Officer(s)
- **Level 5 & 6 –**
  - Planning Technical Officer(s)

(e) **Approval of development applications with minor variations** (4). Approval of development applications with minor variation to Policies and Guidelines are to be determined by the Executive Director Development Services after adjacent landowners, ward Councillors, and in some matters the community generally have been consulted and the concerns raised have been “adequately addressed” in the following ways:

- Where no submissions were received the application can be determined on its merits;
- Where Submissions objecting or seeking changes to the proposal were lodged, but were non-substantive, and subject to further liaison with the person(s) who lodged the submission prior to determining the application the Executive Director Development Services shall determine if it warrants Council’s consideration;
- Where Submissions were lodged with substantive arguments against the proposal then the Executive Director Development Services may refuse the application or refer the application to Council for determination.

**Legislative or Policy Reference:**

- **Planning and Development Act 2005:** s234 (*Designated persons, appointment of*)
- **Local Government Act 1995:** s5.42 (*Delegation of some powers and duties to CEO*), s9.10(*Appointment of authorised persons*) (1)

**Policy Position:**

- *Local Planning Scheme (LPS1)*

**Reporting Requirement:**

- Report to file and Council monthly.

**Designated Persons:**

- **Chief Executive Officer**
- **Level 1** - Development application up to prescribed amount that requires referral to the Development Assessment Panel (DAP), includes authority to refuse an application, approve non-conforming land use, permit a change in land use, and approve commercial and residential applications.
  - **Executive Director Development Services**
  - **Manager Planning Services**
  - **Coordinator Planning Services**
- **Level 2** - Development applications limited to **\$1.5 million**, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
  - **Designated Senior Planning Officers**
- **Level 3** - Development applications limited to **\$1 million**, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
  - **Designated Planning Officers**
- **Level 4** - Development applications limited to **\$750 thousand**, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
  - **Designated Planning Officers**
  - **Designated Planning Technical Officer**
- **Level 5** - Development application limited to **\$500 thousand**, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
  - **Designated Planning Technical Officers**
- **Level 6** - Development application limited to **\$350 thousand**, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
  - **Designated Planning Technical Officers**

**Delegated Power:**

1. Serve notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, the Local Government (Uniform Local Provisions) Regulations 1996, r.21 and Local Government Act 1995, s3.25(1)(b).
2. Authorise persons to administer any or all of the above functions.

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** *Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, s3.24 (Authorising persons under this Subdivision), s3.25 (Notices requiring certain things to be done by owner or occupier of land)(1)(b); Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, s9.10 (Appointment of authorised persons)*
- **Local Government (Uniform Local Provisions) Regulations 1996:** *r.21 (Wind erosion and sand drifts — Sch. 9.1 cl. 12)*

**Local Law:**

- Sand Drift Prevention and Abatement Local Law 2009.

**Reporting Requirement:**

- Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Infrastructure & Environment
  - Manager City Engineering (1 only)
  - Manager City Operations (1 only)
- Executive Director Development Services
  - Manager Planning Services (1 only)
    - Development Engineer (1 only)
  - Manager Building, Health & Compliance (1 only)
    - Coordinator Building Services (1 only)
      - Development Compliance Officer (1 only)
    - Senior Planning & Development Compliance Officer (1 only)
    - Coordinator Health Services (1 only)
      - Senior Environmental Health Officer(s) (1 only)
      - Environmental Health Officer(s) (1 only)

**2019:042 - ACTIVITIES ON PUBLIC LAND**

(Closing Thoroughfares, Road Reserves, Footpaths, Tracks, Right-of-Way, Alternations & Additions to City Premises)

**Delegated Power:**

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:**

- Nil.

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land), s3.26 (Additional powers when notices given), s3.50A (Partial closure of thoroughfare for repairs or maintenance), s3.50 (Closing certain thoroughfares to vehicles) - (1a) (4) (6), s3.54 (Reserves under control of a local government), Schedule 3.1 - Powers under notices
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management)
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.6 (Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)), r.7 (Encroaching on public thoroughfare — Sch. 9.1 cl. 3(2)); r.8 (Separating land from public thoroughfare — Sch. 9.1 cl. 4), r.11 (Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6), r.12 (Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)), r.14 (Role of Commissioner of Main Roads in some cases — Sch. 9.1 cl. 7(2)), r.17 (Private works on, over, or under public places — Sch. 9.1 cl. 8), r.18 (Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9), r.19 (Protection of thoroughfares from water damage — Sch. 9.1 cl. 10)



**Local Laws:**

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

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
- Executive Director Infrastructure & Environment
  - Manager City Engineering (Exempt 2, 15 & 16)
  - Manager City Operations (Exempt 2, 15 & 16)
  - Manager City Reserves (4, 5, 6, 8, 9 & 13 only)
- Executive Director Development Services
  - Manager Ranger & Emergency Services (4 & 8 only)
  - Manager Building, Health & Compliance (2,3,4 & 11 only)
    - Senior Planning and Development Compliance Officer (2,3,4 & 11 only)
      - Development Compliance Officer (2,3,4 & 11 only)
    - Coordinator Building Services (2,3,4 & 11 only)
  - Manager Planning Services (2,3,4 & 11 only)
    - Development Engineer (2,3,4 & 11 only)

**2019:043 - APPROVE PUBLIC WORKS, STREET LIGHTING, VERGE DEVELOPMENT**

**Delegated Power:**

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** *Part 3 - Functions of local government, Schedule 9.1 - Certain matter for which Governor may make regulations, Clause 8 (Private works on, over, or under public places)*

**Local Laws:**

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

**Policy Positions:**

- Council Policy: Memorial Plaque and Seat Policy
- City Guideline: Verge Development Guidelines

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Infrastructure & Environment
  - Manager City Engineering (1, 2 & 4 only)
  - Manager City Operations (1 & 2 only)
- Executive Director Development Services
  - Manager Planning Services (1 only)
    - Development Engineer (1 only)
  - Manager Building, Health & Compliance (1 only)
    - Senior Planning & Development Compliance Officer (Senior Compliance Officer) (1 only)
      - Development Compliance Officer (1 only)

**2019:044 - TRAFFIC MANAGEMENT TREATMENTS, PARKING, BUS SHELTERS & SEATS**  
(Incl. Amendments to Parking Schemes)

**Delegated Power:**

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

**Condition of Delegation:**

- (a) **Traffic management treatment** (2) During the course of investigation contact to be made with the residents/residential groups, as appropriate, to:
  - identify problems and issues;
  - establish objects of traffic management and develop plans of alternative treatments;
  - evaluate alternative treatments and refine selected plan;
- (b) All alternative routes with regard to road construction or re-construction shall be investigated as part of the design process; and
- (c) The selected plan with the proposed traffic treatment to then 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) **Bus shelters and seats** (3): Consultation must be conducted with local residents and Bus Operators, taking into consideration:
  - adjacent land use(s);
  - type and number of existing and likely future patrons;
  - the number of and areas served by the bus routes;
  - frequency of bus services; and
  - the above is inserted as a condition of approval.

**Legislative or Policy Reference:**

- **Local Government Act 1995:** *Part 3 - Functions of local government, Schedule 9.1 - Certain matter for which Governor may make regulations, Clause 1 (Parking for the disabled), Clause 2 (Disturbing local government land or anything on it)*

**Local Law:**

- Parking & Parking Facilities Amendment Local Law 2009 (As amended)

**Policy Position:**

- City of Albany Local Parking Schemes.

**Reporting Requirement:**

- Report to file. *Note: The traffic management treatment plan to be presented to Council for approval.*

**Designated Persons:**

- Chief Executive Officer
- Executive Director Infrastructure & Environment
  - Manager City Engineering
    - Senior Civil Engineering Officer - Roads (2 only)

REPORT ITEM AR 063 REFERS  
Local Government Act 1995

**2019:045 - PUBLIC UTILITY SERVICE WORK ORDERS**  
(Approve Disturbance of Public Land)

**Delegated Power:**

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

**Condition of Delegation:**

- Compliance with City Guideline: Environmental Code of Conduct Guidelines.

**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.25 (*Notices requiring certain things to be done by owner or occupier of land*) (1)(b), Schedule 3.1 - Powers under notices to owners or occupiers of land
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.5 (*Interfering with, or taking from, local government land*) (1)

**Policy Position:**

- City Guideline: Environmental Code of Conduct Guidelines.

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Infrastructure & Environment
  - Manager City Engineering
  - Manager City Operations
  - Manager City Reserves

**Delegated Power:**

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

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

**Condition of Delegation:**

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

**Legislative or Policy Reference:**

- **Local Government Act 1995:** *Part 3 — Functions of local governments, Subdivision 5 — Certain provisions about thoroughfares, s3.50 (Closing certain thoroughfares to vehicles)*
- **Road Traffic Act 1974:** *Part VI — Miscellaneous, s84 (Damage to road etc. by vehicle, liability for)*

**Local Law:**

- City of Albany Activities on Thoroughfares and Public Places and Trading Local Law 2011

**Council Policy Position:**

- Council Policy: Wet Weather Road Closure

**Reporting Requirement:** Report to file.

**Designated Persons:**

- Chief Executive Officer
- Executive Director Infrastructure & Environment
  - Manager City Engineering
  - Manager City Operations
  - Manager City Reserves

**2019:047 - PUBLIC RESERVE MANAGEMENT***(Street Scape, Tree Planting, Pruning, Removal, Picking Flora)***Delegated Power:**

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

**Condition of Delegation:** Compliance with Council Policies and Guidelines.**Legislative or Policy Reference:**

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

**Local Law:**

- *Local Government Property Local Law*

**Policy Positions:**

- Council Policy: Street Trees
- City Guideline: Street Trees

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

- Chief Executive Officer
- Executive Director Infrastructure & Environment
  - Manager City Reserves



**2019:048 - DISPOSAL OF PROPERTY (LAND) DELEGATION**

**Delegated Power:**

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. Should any objections to the land sale be received, an item to Council is required;
- e. The appointment of an agent to act on behalf of the City meets 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

[illegible][illegible]

**Legend: X = Assigned, Blank = Not assigned** \* = *position title change.*

CORPORATE SERVICES																																																		
Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
ED Corporate 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								
Facilitator Strategy & Improvement																																																		
Revenue Development Officer									X																																									
Land Administration	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		
Senior Land Officer																																			X															
Governance, Risk & Insurance Team (Incl. Airport)	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		
Manager Governance & Risk	X	X											X	X	X	X	X				X																													
Team Leader Records & Governance														X	X	X					X																													
Risk Management/Insurance Officer																																																		
Senior Reporting Officer Albany Airport	X																																																	
IT Services Teams	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Manager IT														X																																				
Human Resources Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Manager Human Resources					X																																													
OSH Advisor																																																		
Finance & Rates Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Manager Finance & Corporate Services	X						X				X	X	X		X			X			X	X																												
Senior Finance Officer-Rates & Finance Officers-Rates															X						X	X																												
Property & Leasing Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Senior Team Leader Property, Leasing & Customer Service	X																																																	
Property Officer(s)	X																																																	
Procurement Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Procurement Officers																		X																																
Economic, Tourism & Development Services (incl. Visitors Centre)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Manager(s) Economic Development & Tourism Services	X		X	X	X				X											X																														
Project Leader - Visitor Services																																																		

**Legend:** X = Assigned, Blank = Not assigned, \* = position title change.

DEVELOPMENT SERVICES																																																		
Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
ED Development Services	X	X	X	X	X		X	X	X			X	X	X				X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
Planning & Engineering Services Team																																																		
Manager Planning Services	X			X			X		X																X	X	X	X							X			X	X	X	X	X	X							
Planning Coordinator	X			X			X																		X	X	X	X							X			X	X	X		X								
Senior Planning Officers																											X	X												X										
Planning Officers																												X												X										
Planning Technical Officers																																								X										
Development Engineer	X			X																				X	X		X	X							X	X			X		X	X	X							
Lands Officer																																			X	X														
Technical Officer - Planning and Engineering Support																																																		
Ranger & Emergency Services Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Manager Ranger & Emergency Services	X			X				X	X					X												X	X		X	X	X	X	X	X									X							
Team Leader Ranger Services	X			X				X																		X	X		X	X	X		X	X																
Rangers	X			X																						X			X	X	X		X	X																
Customer Service Officers																																X																		
Community Emergency Safety Manager (CESM)																													X			X																		
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO																													X																					
Emergency Management Team Leader																																	X																	
Building, Health & Compliance Teams	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Manager Building, Health & Compliance	X			X			X		X														X	X	X	X	X						X	X			X	X	X		X	X	X							
Environmental Health Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Coordinator Health Services	X																								X	X	X						X	X			X	X			X									
Senior Environmental Health Officer(s)	X																										X						X	X							X									
Environmental Health Officer(s)	X																										X						X	X							X									
Building Services Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Coordinator Building Services				X																			X	X	X	X	X											X			X	X								
Senior Building Surveyors																							X	X	X		X																							
Building Surveyors																							X	X	X		X																							
Compliance Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
Senior Planning & Development Compliance Officer	X			X																				X	X	X	X											X	X	X	X	X								
Development Compliance Officers																								X	X	X	X											X		X	X	X								

**Legend:** X = Assigned, Blank = Not assigned, \* = position title change

INFRASTRUCTURE & ENVIRONMENT																																																			
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			
ED Infrastructure & Environment	X	X	X	X	X		X		X			X	X					X		X						X	X					X		X	X						X	X	X	X	X	X	X				
Engineering & City Assets Teams	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Manager City Engineering	X				X				X				X					X								X	X																X	X	X	X	X	X			
Senior Civil Engineering Officer (Roads)																		X																												X					
Senior Civil Engineering Officer (Drainage)																		X																																	
Operations, Waste Management Teams	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Manager City Operations	X			X	X				X				X													X																			X	X	X		X	X	
Coordinator Waste Management	X																																																		
Reserves Management Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Manager City Reserves	X																			X						X	X						X	X								X				X	X	X			
Coordinator Parks and Reserves	X																			X						X	X						X	X								X				X	X	X			
Major Projects Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Manager Major Projects																																																			

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<div>Delegation No: 2019:001</div> <div>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions)</div> <div>Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.</div>	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
	OFFICE OF THE CEO												
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
	Mayor & Councillors*										X		
	Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X
PA to Mayor & Councillors													

COMMUNITY SERVICES													
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
ED Community Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Community Services Development Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Community Engagement													
Community Development Officer(s)													
Communications & Event Management Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Communications & Events Manager	X						X						
Events Coordinator & Events Officers	X						X						
Albany Public Library & Vancouver Arts Centre	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Precinct	X						X						
Library Team Leader	X						X						
Team Leader VAC	X						X						
Albany Heritage Park (incl. NAC) & Day Care	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Facilities	X						X						
Team Leader NAC Operations	X						X						
Child Care Educator Team Leader	X						X						
Recreational Services (incl. ALAC)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Recreation Services	X						X						
Business Coordinator, Administration Coordinator	X						X						
Club Development Coordinator, Facilities Coordinator, Commercial Services Coordinator, Swim School Coordinator	X						X						

Legend: X = Assigned, Blank = Not assigned \* = position title change.



<b>Delegation No:</b> 2019:001  <b>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS</b> (Additional Power, Deal with Objections, Grant Time Extensions)  <b>Function:</b> Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
<b>CORPORATE SERVICES</b>													
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>ED Corporate Services</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Facilitator Strategy & Improvement													
Revenue Development Officer													
<b>Land Administration</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Senior Land Officer													
<b>Governance, Risk &amp; Insurance Team (incl. Airport)</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>Manager Governance &amp; Risk</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Team Leader Records & Governance													
Risk Management/Insurance Officer													
Senior Reporting Officer Albany Airport (incl. Duty Reporting Officer)	<b>X</b>						<b>X</b>						
<b>IT Services Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>Information Manager</b>													
<b>Human Resources Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>Manager Human Resources</b>													
OSH Advisor													
<b>Finance &amp; Rates Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>Manager Finance &amp; Corporate Services</b>	<b>X</b>					<b>X</b>	<b>X</b>						
Senior Finance Officer - Rates													
<b>Property &amp; Leasing Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Senior Team Leader Property, Leasing & Customer Service	<b>X</b>					<b>X</b>	<b>X</b>						
Property Officer (s)	<b>X</b>					<b>X</b>	<b>X</b>						
<b>Procurement Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Procurement Officers													
<b>Economic, Tourism &amp; Development Services (incl. Visitors Centre)</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Economic Development & Tourism	<b>X</b>					<b>X</b>	<b>X</b>					<b>X</b>	
Project Leader - Visitor Services	<b>X</b>						<b>X</b>						

**Legend:** **X** = Assigned, **Blank** = Not assigned \* = *position title change*.

<b>Delegation No:</b> 2019:001  <b>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS</b> (Additional Power, Deal with Objections, Grant Time Extensions)  <b>Function:</b> Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
<b>DEVELOPMENT SERVICES</b>													
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>ED Development Services</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Planning &amp; Engineering Services Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>Manager Planning Services</b>	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>			<b>X</b>			
Planning Coordinator			<b>X</b>	<b>X</b>			<b>X</b>			<b>X</b>			
Senior Planning Officers			<b>X</b>	<b>X</b>			<b>X</b>			<b>X</b>			
Planning Officers			<b>X</b>	<b>X</b>			<b>X</b>			<b>X</b>			
Planning Technical Officers													
Development Engineer	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>		<b>X</b>	<b>X</b>			
Lands Officer													
Technical Officer - Planning and Engineering Support													
<b>Ranger &amp; Emergency Services Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>Manager Ranger &amp; Emergency Services</b>	<b>X</b>	<b>X</b>				<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>			
Team Leader Ranger Services	<b>X</b>	<b>X</b>				<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>			
Rangers	<b>X</b>	<b>X</b>				<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>			
Customer Service Officers													
Community Emergency Safety Manager (CESM)													
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO													
Emergency Management Team Leader													
<b>Building, Health &amp; Compliance Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
<b>Manager Building, Health and Compliance</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		<b>X</b>	<b>X</b>			
<b>Environmental Health Team</b>													
Coordinator Health Services	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>				<b>X</b>				
Senior Environmental Health Officer(s)	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>				<b>X</b>				
Environmental Health Officer(s)	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>				<b>X</b>				
<b>Building Services Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Coordinator Building Services	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>		<b>X</b>	<b>X</b>			
Senior Building Surveyors	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>		<b>X</b>	<b>X</b>			
Building Surveyors	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>		<b>X</b>	<b>X</b>			
<b>Compliance Team</b>	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Senior Planning & Development Compliance Officer	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>		<b>X</b>	<b>X</b>			
Development Compliance Officers	<b>X</b>		<b>X</b>	<b>X</b>			<b>X</b>		<b>X</b>	<b>X</b>			

**Legend:** **X** = Assigned, **Blank** = Not assigned \* = position title change.

<div>Delegation No: 2019:001</div> <div>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions)</div> <div>Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.</div>	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
INFRASTRUCTURE & ENVIRONMENT													
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
ED Infrastructure & Environment	X	X	X	X	X	X	X	X	X	X	X	X	X
Engineering & City Assets Teams	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager City Engineering	X			X		X	X	X	X	X			
Senior Civil Engineering Officers (Roads) (Drainage)	X			X		X	X	X	X	X			
Operations, Waste Management Teams	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager City Operations	X			X		X	X	X	X	X			X
Coordinator Waste Management							X						X
Reserves Management Teams	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager City Reserves							X			X			
Coordinator Parks & Reserves							X			X			
Major Project Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Major Projects													

Legend: X = Assigned, Blank = Not assigned \*= position title change.

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Community Services Recreation Services Team	Executive Director Community Services	2019:009 - GRANT FUNDING, DONATIONS, SPONSORSHIP	<p><b>Council Policy: Community Sports &amp; Recreation Facilities Small Grant Funding</b> Adoption Ref: OCM 25/08/2015 Resolution CS022. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Review Position and Date:</b> Responsibility and Policy Custodian Review Position and Date</p> <ul style="list-style-type: none"> <li>• Oversight and delivery of activity generated by this Policy is within the Community Services Directorate.</li> <li>• This policy and procedure is to be reviewed by the Executive Director of Community Services on or before June 2016.</li> <li>• This policy will form part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030).</li> </ul>	23/05/2017
Community Services	Executive Director Community Services	2019:004 - POWER TO REMOVE, IMPOUND & DISPOSE PROPERTY	<p><b>Council Policy: Art in the Public Domain (2016)</b> Adoption Ref: OCM 27/09/2016 Resolution CS030. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applies to employee's delegated authority to administer the City's artwork collection.</p> <p><b>Review Position and Date:</b> This policy and procedure is to be reviewed by Council every three years.</p>	23/05/2017
Community Services	Executive Director Community Services	2019:004 - POWER TO REMOVE, IMPOUND & DISPOSE PROPERTY	<p><b>Council Policy: Artwork Collection</b> Adoption Ref: OCM 15/05/2007 Resolution 12.8.2 Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applies to employee's delegated authority to administer the City's artwork collection.</p> <p><b>Review Position and Date:</b> This policy is to be reviewed every two years by the document owner (Executive Director Community Services).</p>	23/05/2017
Community Services	Chief Executive Officer Executive Director Community Services	<p>2019:003 - PUBLIC RELATIONS, MEDIA RELEASES &amp; MAKE COMMENT TO MEDIA</p> <p>2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT</p>	<p><b>Council Policy: Community Engagement</b> Adoption Ref: OCM 24/03/2015 Resolution CSF151. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to staff who require to engage with the community.</p> <p><b>Review Position and Date:</b> This policy is to be reviewed by the document owner annually.</p>	23/05/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Community Services	Executive Director Corporate Services Executive Manager Community Services	2019:009 - GRANT FUNDING, DONATIONS, SPONSORSHIP	<b>Council Policy: Community Funding</b> Adoption Ref: OCM 27/10/2015 Resolution CS025. Amendment Ref: Resolution CSF238. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review Position and Date:</b> This policy and procedure is to be reviewed by Council on or before 30 June 2019.	23/05/2017
Community Services	Executive Director Community Services Senior Community Development Officer	2019:001 - LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS 2019:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND	<b>Council Policy: Graffiti Management</b> Adoption Ref: OCM 22/11/2016 Resolution CSF281 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> Applicable to staff who administer the control of graffiti and guides public on the process of reporting and treatment. <b>Review Position and Date:</b> This policy must be reviewed every two years by the document owner.	23/05/2017
Corporate Services	Executive Director Community Services	2019:001 - LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS 2019:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND	<b>Council Policy: Smoke-Free Outdoor Policy</b> Adoption Ref: OCM 23/10/2018 Resolution CCS096 <b>Function:</b> Applicable to staff who administer the use of public spaces, in particular sporting grounds. <b>Review Position and Date:</b> This policy and procedure is to be reviewed by the document owner on or before 31 July 2020.	23/10/2018
Corporate Services	Executive Director Corporate Services Manager Business Development & Tourism Services	Nil Any changes or variations must be approved by Council.	<b>Council Policy: Temporary/Short Term Extended Trading Hours</b> Adoption Ref: OCM July 2016 Resolution ED036. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review Position and Date:</b> Chief Executive Officer to review every two years.	23/05/2017
Corporate Services Finance Team	Executive Director Corporate Services Manager Finance	Nil	<b>Council Policy: Asset Impairment Policy</b> Adoption Ref: OCM 18/06/2013 Report Item 1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> Applicable to staff who administer the assessment of asset impairment. <b>Review Position and Date:</b> Chief Executive Officer to review every two years.	23/05/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services Procurement Team	Executive Director Corporate Services	2019:018 - CHOICE OF TENDER, AWARD CONTRACT	<p><b>Council Policy: Buy Local Policy (Regional Price Preference)</b> Adoption Ref: OCM 28/06/2016 Resolution CSF247 Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to staff delegated purchasing authority.</p> <p><b>Review Position and Date:</b> Executive Director Corporate Services to review annually.</p>	23/05/2017
Corporate Services Finance Team	Executive Director Corporate Services	2019:011 - POWER TO INVEST	<p><b>Council Policy: Cash Investment Backing for Reserve Accounts Policy</b> Adoption Ref: OCM 19/02/2013 Resolution 1.1 Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to staff who administer the Reserve Accounts.</p> <p><b>Review Position and Date:</b> Chief Executive Officer to review annually.</p>	23/05/2017
Corporate Services Human Resources Team	Council	2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT	<p><b>Council Policy: CEO Performance Review Process</b> Adoption Ref: OCM 22/04/2014 Resolution CSF077, Review Ref: OCM 23/08/2016 Resolution PR002 Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to Council Committee and Council who review CEO's employment contract.</p> <p><b>Review Position and Date:</b> To be reviewed annually by Council.</p>	23/05/2017
Corporate Services Human Resources Team	Executive Director Corporate Services	2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT	<p><b>Council Policy: Code of Conduct (Council Members, Committee Members, Staff and Volunteers)</b> Adoption Ref: OCM 27/09/2016 Resolution CSF270. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to all Councillors, Committee Members, Staff and Volunteers.</p> <p><b>Review Position and Date:</b> This policy will be reviewed after each ordinary election of Council.</p>	23/05/2017
Corporate Services	Executive Director Corporate Services Manager Governance & Risk	2019:002 - CORPORATE DOCUMENTS & BRANDING	<p><b>Council Policy: Corporate Documents</b> Adoption Ref: 16/05/2006 Report Item 14.1.2. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to staff who administer Corporate Documents.</p> <p><b>Review Position and Date:</b> Chief Executive Officer to review annually.</p>	23/05/2017



Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services Governance & Risk Team	Chief Executive Officer	2019:003 - PUBLIC RELATIONS, MEDIA RELEASES & MAKE COMMENT TO MEDIA	<b>Council Policy: Elected Member Communications Policy &amp; Procedure</b> Adoption Ref: OCM 11/10/2011 Resolution 1.6 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review Position and Date:</b> This policy and procedure must be reviewed every two years by the Chief Executive Officer.	23/05/2017
Corporate Services Governance & Risk Team	Chief Executive Officer	Nil	<b>Council Policy: Election Caretaker Period Policy</b> Adoption Ref: OCM 26/03/2019 Resolution CCS137 Review Ref: Nil <b>Review Position and Date:</b> Chief Executive Officer to review with Council prior to an ordinary council election.	26/03/2019
Corporate Services Governance & Risk Team	Chief Executive Officer	Nil	<b>Council Policy: Elected Member Professional Development Policy</b> Adoption Ref: OCM 26/03/2019 Resolution CCS138 Review Ref: Nil <b>Review Position and Date:</b> Chief Executive Officer to review with Council prior to an ordinary council election.	26/03/2019
Corporate Services Office of CEO	Chief Executive Officer  Manager Governance & Risk  (Council)	2019:002 - CORPORATE DOCUMENTS & BRANDING	<b>Council Policy: Governance &amp; Meeting Framework</b> Adoption Ref: OCM 22/11/2016 Resolution CSF280. Review Ref: OCM 22 May 2018 Resolution CCS052. WALGA Representation now appointed. Amended: New External Working Group: Renewable Energy Working Group. OCM 24/07/2018 Resolution CCS066. Amended: Audit & Risk Committee TOR updated, OCM 23/10/2018 Resolution AR045. <b>Function:</b> Applicable to committee members and staff who administer council committees <b>Review Position and Date:</b> Chief Executive Officer to review with Council prior to an ordinary council election.	23/10/2018

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services  HR Team	Executive Director Corporate Services  Manager Human Resources	2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT	<b>Council Policy: Grievance Management Policy &amp; Procedure</b> Adoption Ref: OCM 19/06/2012 Report Item 1.1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028.  <b>Review Position and Date:</b> This policy was adopted on 19 June 2012. This policy must be reviewed annually by the Chief Executive Officer.	23/05/2017
Corporate Services  Governance & Risk Team	Chief Executive Officer  Manager Governance & Risk	2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT	<b>Council Policy: Handling of Complaints By or Against Elected Members Policy &amp; Procedure</b> Adoption Ref: OCM 28/04/2017 Resolution CCCS012 Review Ref: OCM 23 May 2017 Resolution CCCS028.  <b>Review Position and Date:</b> This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	23/05/2017
Corporate Services  Governance & Risk Team	Executive Director Corporate Services  Manager Governance & Risk	2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT	<b>Council Policy: Handling of Complaints By or Against the Chief Executive Officer Policy</b> Adoption Ref: OCM 28/04/2017 Resolution CCCS012 Review Ref: OCM 23 May 2017 Resolution CCCS028.  <b>Review Position and Date:</b> This policy and procedure must be reviewed every two years by Council.	23/05/2017
Corporate Services  Governance & Risk Team	Council  Chief Executive Officer  Executive Director Corporate Services	Nil	<b>Council Policy: Honorary Freeman of the City of Albany Policy</b> Adoption Ref: OCM 26/06/2018 Resolution CCS059  <b>Review Position and Date:</b> This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	26/06/2018

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services Finance Team	Council	2019:011 - POWER TO INVEST	<p><b>Council Policy: Investment of Surplus Funds</b> Adoption Ref: OCM 19/02/2013 Resolution 1.1 Reviewed and amended Ref: OCM 22/05/2018 Resolution AR043.</p> <p><b>Delegated Authority:</b> That, under section 6.10 of the Local Government Act 1995, and as prescribed in regulation 19 of the Local Government (Financial Management) Regulations 1996, the CEO be delegated to administer the Investment of Surplus Funds Policy.</p> <p><b>Review Position and Date:</b> This policy must be reviewed by the document owner and Council at least every two years.</p>	07/08/2018
Corporate Services Finance Team	Council Executive Director Corporate Services	2019:009 - GRANT FUNDING, DONATIONS, SPONSORSHIP	<p><b>Council Policy: Land Fill Subsidy Scheme</b> Adoption Ref: OCM 20/07/2004 Report 2.2.1. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Delegated Authority:</b> Authority is delegated to the Chief Executive Officer to determine eligibility of organisations to qualify for the Waste Services Subsidy.</p> <p><b>Review Position and Date:</b> This policy was originally adopted on 20 July 2004. This policy is to be reviewed by Council annually as part of the annual review of delegations.</p>	23/05/2017
Corporate Services Governance & Risk Team	Executive Director Corporate Services  Manager Governance & Risk	2019:008 - LEGAL PROCEEDINGS  2019:039 - DEVELOPMENT CONTROL, COMPLIANCE, LEGAL ACTION	<p><b>Council Policy: Legal Representation for Elected Members, Employees and Volunteers</b> Adoption Ref: OCM 24/09/2013 Resolution CSF013. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to staff who administer legal representation and guides elected members, employees and volunteers on the process.</p> <p><b>Review Position and Date:</b> This policy is to be reviewed by the document owner annually.</p>	23/05/2017
Corporate Services Finance Team	Executive Director Corporate Services  Manager Finance	Nil	<p><b>Council Policy: Long Term Borrowing Policy</b> Adoption Ref: OCM 16/04/2013 Report Item 1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Applicable to staff who administer Long Term Borrowing on behalf of Council.</p> <p><b>Review Position and Date:</b> Chief Executive Officer to review annually.</p>	23/05/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services Finance Team	Council Executive Director Corporate Services Manager Governance & Risk	2019:013 - PAYMENT OF MUNICIPAL FUNDS	<b>Council Policy: Mayoral Vehicle</b> Adoption Ref: OCM 26/11/2013 Resolution CSF040 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> Applicable to staff who administer the City's vehicle fleet management. <b>Review Position and Date:</b> This policy will be reviewed after each ordinary election of Council.	23/05/2017
Corporate Services Finance Team	Council Executive Director Corporate Services	2019:013 - PAYMENT OF MUNICIPAL FUNDS	<b>Council Policy: Payments to employees above contract or award</b> Adoption Ref: OCM 23/06/2015. Resolution CSF174. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review Position and Date:</b> This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	23/05/2017
Corporate Services Property & Leasing Team	Executive Director Corporate Services Senior Team Leader Property and Leasing	2019:019 - PROPERTY MANAGEMENT, LEASES AND LICENCES	<b>Council Policy: Property Management (Leases and Licences)</b> Adoption Ref: OCM 14/07/2015 Resolution CSF181. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review Position and Date:</b> This policy is to be reviewed by the document owner on or before May 2018.	23/05/2017
Corporate Services Governance & Risk Team	Chief Executive Officer Manager Governance & Risk	Nil	<b>Council Policy: Proposed Amendments by Elected Members to Recommendations for Council Meetings</b> Adoption Ref: OCM 25/03/2014 Resolution CSF065 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> The Chief Executive Officer (CEO) to determine any financial impacts and /or associated risks as a result of the alternate motion. <b>Review Position and Date:</b> Chief Executive Officer to review annually. This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	23/05/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services  Procurement Team	Council  Executive Director Corporate Services	2019:018 - CHOICE OF TENDER, AWARD CONTRACT  2019:013- PAYMENTS FROM MUNICIPAL FUND	<p><b>Council Policy: Purchasing Policy (Tenders &amp; Quotes)</b>  Adoption Ref: OCM 28/06/2016 Resolution CSF246.  Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Delegated Authority:</b> 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.</p> <p><b>Review Position and Date:</b> Executive Director Corporate Services to review annually.</p>	23/05/2017
Corporate Services  Finance & Rates Teams	Executive Director Corporate Services	2019:022 - RATES & RECOVER DEBT, WRITE OFF RATE DEBT, EXEMPTIONS	<p><b>Council Policy: Rating Subsidy: Sporting and Community Organisations</b>  Adoption Ref: OCM 22/11/2016 Resolution CSF282  Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Function:</b> Subject to a qualifying criteria, a full subsidy of annual rates may be applied.</p> <p><b>Review Position and Date:</b> This policy will apply for rates levied from 1 July 2016 onwards. This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.</p>	23/05/2017
Corporate Services  Governance & Risk Team	Chief Executive Officer  Manager Governance & Risk	2019:008 - LEGAL PROCEEDINGS	<p><b>Council Policy: Response to Appeals to the State Administrative Tribunal (SAT)</b>  Adoption Ref: OCM 24/06/2014 Resolution CSF092.  Review Ref: OCM 23 May 2017 Resolution CCCS028.  Review Ref: OCM 24/07/2018 Resolution DIS107.</p> <p><b>Review Position and Date:</b> This policy and procedure is to be reviewed bi-annually by the document owner.</p>	21/08/2018

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services  Governance & Risk Team	Council	2019:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR MANAGEMENT	<p><b>Council Policy: Risk &amp; Opportunity Management</b> Adoption Ref: OCM 28/06/2016 Resolution AR021 Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Delegated Authority:</b> Chief Executive Officer &amp; Delegated Officers</p> <p><i>The Chief Executive Officer and delegated officers are accountable for the implementation and maintenance of risk management policies and processes across the organisation. They are ultimately responsible for ensuring that strategic risks are regularly reviewed.</i></p> <p><i>All staff, including volunteers are responsible for applying risk management practices in their area of work and ensuring that all staff are aware of all types of risks associated with City of Albany operations and escalating where necessary.</i></p> <p><i>Under delegation from the Chief Executive Officer:</i></p> <ol style="list-style-type: none"> <li><i>Each member of the Executive Management Team (EMT) is accountable for implementing the risk management practices in their area of responsibility. This includes ensuring that risks are identified, managed, reviewed and updated regularly.</i></li> <li><i>Managers, Team Leaders, staff and volunteers are responsible for the implementation of risk management practices within their particular areas of responsibility. They are responsible for reviewing and updating their allocated risks.</i></li> <li><i>The Manager Governance &amp; Risk Management is responsible for overseeing the development, facilitation and implementation of a risk management culture, framework and strategy, including training and awareness across the organisation.</i></li> </ol> <p><b>Review Position and Date:</b> This policy and framework is to be reviewed by the Document Owner annually.</p>	23/05/2017
Corporate Services  Governance & Risk Team	Council	2019:009 - GRANT FUNDING, DONATIONS, SPONSORSHIP	<p><b>Council Policy: Sponsorship Policy &amp; Guideline</b> Adoption Ref: OCM November 2017 Resolution CCS011. Review Ref: Review due November 2019.</p> <p><b>Review position and date:</b> To be reviewed by the document owner every two years.</p>	4/12/2017



Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate Services  Office of the CEO Team	Council  Executive Director Corporate Services	2019:013 - PAYMENT OF MUNICIPAL FUNDS  2019:016 – GIFT & TRAVEL CONTRIBUTIONS, PRIMARY & ANNUAL RETURNS	<b>Council Policy: Travel and Representation Policy</b> <i>Adoption Ref: OCM 26/07/2016 Resolution CSF253</i>  <b>Delegated Authority:</b> <i>The Executive Director Corporate 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.</i>  <b>Review Position and Date:</b> <i>This policy and procedure is to be reviewed by the document owner annually.</i>	23/05/2017
Corporate Services	Executive Director Corporate Services  Manager Governance & Risk	2019:006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY	<b>Council Policy: Use of the Common Seal</b> <i>Adoption Ref: OCM 15/03/2011 Resolution 4.6</i> <i>Review Ref: OCM 23 May 2017 Resolution CCCS028.</i>  <b>Function:</b> <i>Applies to employee's who administer the application of the Common Seal and the Execution (Signing) of documents on the City of Albany.</i>  <b>Review Position and Date:</b> <i>Chief Executive Officer to review annually.</i>	23/05/2017
Development Services  Ranger & Emergency Services Team	Council	2019:001 – Local Laws	<b>Council Policy: Beach Closure Policy &amp; Procedure</b> <i>Adoption Ref: OCM 31 October 2017 Resolution CCS051.</i> <i>Review Ref: Due October 2019.</i>  <b>Review position and date:</b> <i>To be reviewed by the document owner every two years.</i>	12/12/2017
Development Services  Ranger & Emergency Services Team	Council	2019:001 – Local Laws	<b>Council Policy: Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Land Policy</b> <i>Adoption Ref: OCM 24/07/2018 Resolution BFAC006.</i> <i>Review Ref: Due July 2020.</i>  <b>Review position and date:</b> <i>This policy is to be reviewed by the document owners every two years.</i>	21/08/2018

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Development Services	Executive Director Development Services	Nil	<p><b>Council Policy: City of Albany Right of Way Policy</b>  Adoption Ref: OCM 28/11/2017 Resolution DIS058.  Review Ref: Review due November 2018.</p> <p><b>Review position and date:</b> To be reviewed by the document owner annually.</p>	28/11/2017
Development Services	Executive Director Development Services	2019:040 - PLANNING & DEVELOPMENT ACT 2005	<p><b>Council Policy: Local Planning Scheme No 1 Policy Manual (A to C)</b>  Adoption Ref: OCM 27/05/2014, OCM 26/08/2014 Resolution PD032.  Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <ul style="list-style-type: none"> <li>• Agriculture Protection and Subdivision, Albany Historic Town Design Policy</li> <li>• Albany Town Centre</li> <li>• Ancillary Accommodation</li> <li>• Barker Road Industrial Area</li> <li>• Barry Court</li> <li>• Bed and Breakfast Accommodation</li> <li>• Big Grove Outline Development Plan</li> <li>• Building Facades in Industrial Zones</li> <li>• Catalina - Outline Development Plan</li> <li>• Centennial Park Redevelopment Area</li> <li>• Conceptual District Structure Plan, Consulting Rooms, Public Worship &amp; Child Care Centres</li> </ul>	23/05/2017
Development Services	Executive Director Development Services	2019:040 - PLANNING & DEVELOPMENT ACT 2005	<p><b>Council Policy: Local Planning Scheme No 1 Policy Manual (D to H)</b></p> <ul style="list-style-type: none"> <li>• Detailed Area Plans</li> <li>• Development in Flood Prone Areas</li> <li>• Domestic Wind Turbines</li> <li>• Down Road Timber Processing Precinct</li> <li>• Emu Point and Big Grove Village Centres</li> <li>• Extractive Industries and Mining *</li> <li>• Frenchman Bay Road Residential Development Area</li> <li>• Frenchman Bay Tourist Development Site</li> <li>• Frenchman Bay Road: Local Planning Scheme Amendment No.33 – Lot 1 Frenchman Bay Road, Little Grove (December 2018)</li> <li>• Heritage Protection</li> <li>• Holiday Accommodation</li> </ul>	22/05/2018

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
			<b>Council Policy: Local Planning Scheme No 1 Policy Manual (I to K)</b> <ul style="list-style-type: none"> <li><i>Kalgan: Local Planning Scheme Amendment No 15 – Lot 422 Affleck Road, Kalgan (March 2019)</i></li> </ul>	
Development Services	Executive Director Development Services	2019:040 - PLANNING & DEVELOPMENT ACT 2005	<b>Council Policy: Local Planning Scheme No 1 Policy Manual (L to O)</b> <ul style="list-style-type: none"> <li>Lake Seppings Drive/Loftie &amp; Wright Street</li> <li>Little Grove Structure Plan</li> <li><i>Local Development Plan No.6 – Lot 215 Spencer Street, Albany (October 2018)</i></li> <li>Lot 100 Grey Street East</li> <li>Masonic Hall Design Guidelines</li> <li>McKail Structure Plan</li> <li>Melville Drive View Corridor</li> <li><i>Middleton Beach Activity Centre- Consideration Of Design Guidelines (October 2018)</i></li> <li><i>Middleton Beach Activity Centre - Foreshore Management Plan (November 2018)</i></li> <li>Modification to Subdivision Guide Plans</li> <li>Non-Habitable Structures (26/09/2017)</li> <li>Outline Development Plan - Morgan Place</li> </ul>	23/05/2017
Development Services	Executive Director Development Services	2019:040 - PLANNING & DEVELOPMENT ACT 2005	<b>Council Policy: Local Planning Scheme No 1 Policy Manual (P to S)</b> <ul style="list-style-type: none"> <li>Pines Estate Setbacks</li> <li>Public Art</li> <li>Public Parkland</li> <li>Reflective Roofs-Goode Beach</li> <li>Relocated Dwellings</li> <li>Residential Building Policy (Review OCM 23/09/2014 PD005)</li> <li>Residential Development on Steep Sites</li> <li>Significant Tourist Accommodation Sites</li> <li>Sloping Land</li> <li>South Lockyer Structure Plan</li> <li>Structure Plan for McKail Structure Plan (Boundary St, Le Grande Ave, Flemington St)</li> <li><i>Structure Plan No.7 – Lot 9000 Lancaster Road, McKail (December 2018)</i></li> <li><i>Structure Plan No.9 – Lot 660 La Perouse Road, Goode Beach. (July 2018)</i></li> <li><i>Structure Plan No.12 – Lot 3 Toll Place, Albany. (July 2018)</i></li> <li><i>Structure Plan No.13 – Lots 105 &amp; 106 Nanarup &amp; Kula Roads, Lower King (February 2019)</i></li> <li><i>Structure Plan No.18 – Lot 16 South Coast Highway, Lots 9, 15 &amp; 110 George Street, Lots 17, 202 &amp; 203 Charles Street, Lots 4, 5 &amp; 8 Lowanna Drive And Lots 200 &amp; 201 Pearson Place, Gledhow. (October 2018)</i></li> </ul>	23/05/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Development Services	Executive Director Development Services	2019:040 - PLANNING & DEVELOPMENT ACT 2005	<b>Council Policy: Local Planning Scheme No 1 Policy Manual (T to W)</b> <ul style="list-style-type: none"> <li>• Temporary Accommodation</li> <li>• The Outlook Estate Bayonet Head</li> <li>• Thomas Street Design Guidelines</li> <li>• Variations to the Residential Design Codes</li> <li>• Woodrise Estate Design Guidelines</li> <li>• Woolstores Redevelopment Site</li> <li>• Workers Accommodation (Seasonal)</li> </ul>	23/05/2017
Development Services  Ranger & Emergency Services Team	Executive Director Development Services  Executive Director Corporate Services	2019:032 - EMERGENCY MANAGEMENT	<b>Council Policy: Local Recovery Management Plan</b> Adoption Ref: OCM 16/04/2016 Resolution LEMC008, Review Ref: OCM 23/08/2016 Resolution PR002 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> Applicable to LEMC Committee, Council and appointed LEMC Coordinator (Executive Director Corporate Services) and Community Emergency Safety Manager (CESM). <b>Review Position and Date:</b> To be reviewed annually by LEMC Committee and Council.	23/05/2017
Development Services  Ranger & Emergency Services Team	Executive Director Development Services  Manager Rangers & Emergency Services	2019:032 - EMERGENCY MANAGEMENT	<b>Council Policy: Radio Communication Allocation to Brigade Members Policy</b> Adoption Ref: OCM 23/06/2015. Resolution BFAC001. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review Position and Date:</b> This policy and procedure is to be reviewed by the document owner bi-annually.	23/05/2017
Development Services  Cross Organisational	Executive Director Development Services	All Compliance Related Functions	<b>Council Policy: Regulatory Compliance</b> Adoption Ref: OCM 27/06/2017 Resolution DIS030 <b>Function:</b> 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. <b>Review Position and Date:</b> This policy and procedure is to be reviewed by the document owner every two years.	27/06/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Development Services	Council	Planning Delegations	<b>Council Policy: Rights of Way</b> Adoption Ref: OCM November 2017 Resolution DIS058. Review Ref: Nil <b>Review position and date:</b> To be reviewed by the document owner every two years.	12/12/2017
Development Services	Council	Planning Delegations	<b>Council Policy: Subdivision and Development Guidelines Policy</b> Adoption Ref: OCM 23/10/2018 Resolution DIS126. Review Ref: Nil <b>Review position and date:</b> This policy should be reviewed every two (2) years to align with IPWEA's commitment to update the local government guidelines every two (2) years.	23/10/2018
Development Services	Executive Director Development Services	2019:040 - PLANNING & DEVELOPMENT ACT 2005	<b>Council Policy: Station Precinct Policy Guidelines (ASP14)</b> Adoption Ref: Town of Albany Guideline 1998 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review position and date:</b> To be reviewed by the document owner annually.	23/05/2017
Development Services Environmental Health Team	Executive Director Development Services  Manager Environmental Health	2019:001 - LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS  2019:042 - ACTIVITIES ON PUBLIC LAND	<b>Council Policy: Trading in Public Places</b> Adoption Ref: OCM 15/09/2009 Report Item 13.5.1. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Review Position and Date:</b> Executive Director Development Services to review on or before 30/6/2014.	23/05/2017
Infrastructure & Environment City Engineering Team	Executive Director Infrastructure & Environment Executive Director Development Services	2019:044 - PARKING, TRAFFIC MANAGEMENT, BUS SHELTERS & SEATS	<b>Council Policy: CBD Parking Scheme</b> Adoption Ref: OCM 27/08/2013 Resolution WS004 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> Applicable to staff who administer the Parking Scheme. <b>Review Position and Date:</b> Executive Director Infrastructure & Environment to review annually.	23/05/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure & Environment  Reserves Team	Council	2019:001 – Local Laws	<p><b>Council Policy: Dog Exercise, Prohibited &amp; Rural Leashing Areas Policy</b>  Adoption Ref: OCM 23/11/2018 Resolution DIS132.  Review Ref: Nil.</p> <p><b>Review position and date:</b> This policy and procedure is to be reviewed by the document owner every three years.</p>	23/11/2018
Infrastructure & Environment  City Engineering Team	Council  Executive Director Infrastructure & Environment	2019:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND	<p><b>Council Policy: Upgrades and Maintenance of Watercourses and Drainage Channels</b>  Adoption Ref: OCM 26/06/2018 Resolution DIS099</p> <p><b>Function:</b> Applicable to staff who administer section 3.27 of the Act under delegation.</p> <p><b>Review Position and Date:</b> This policy and procedure is to be reviewed by the document owner every three years.</p>	26/06/2018



Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure & Environment	Executive Director Infrastructure & Environment	Nil	<p><b>Council Policy: Environmental</b>  Adoption Ref: OCM 17/08/2010 Report Item 3.7.  Review Ref: OCM 23 May 2017 Resolution CCCS028.</p> <p><b>Delegated Authority:</b></p> <ul style="list-style-type: none"> <li>• <b>Responsibility and Reporting:</b>  <b>Council:</b> is responsible for approving (including amendments to) the following documents: <ul style="list-style-type: none"> <li>a. Environmental Policy;</li> <li>b. Environmental Strategy, and</li> <li>c. Climate Change Plans.</li> </ul> </li> <li>• Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.</li> <li>• <b>Chief Executive Officer (CEO):</b> 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.</li> <li>• <b>Executive Management Team (EMT):</b> 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.</li> <li>• <b>Executive Director Infrastructure &amp; Environment:</b> is responsible for providing the administration and technical support for implement policy and strategy.</li> </ul> <p><b>Review Position and Date:</b> Executive Director Infrastructure &amp; Environment to review annually.</p>	23/05/2017

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure & Environment	Executive Director Infrastructure & Environment  Manager City Reserves	Nil	<b>Council Policy: Environmental Impact Assessments</b> Adoption Ref: OCM 29/10/2013 Report Item WS007. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> Applicable to staff who administer Environmental Impact Assessments. <b>Review Position and Date:</b> This policy is to be reviewed by the Chief Executive Officer every two years.	23/05/2017
Infrastructure & Environment  City Reserves Team	Executive Director Infrastructure & Environment  Manager City Reserves	2019:043 - APPROVE PUBLIC WORKS, STREET LIGHTING, VERGE DEVELOPMENT	<b>Council Policy: Memorial Plaque and Seat Policy</b> Adoption Ref: OCM 15/09/2009 Report Item 14.12.2. Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Function:</b> Applicable to staff who administer public submissions for memorial plaques and seats. <b>Review Position and Date:</b> Executive Director Infrastructure & Environment to review every two years.	23/05/2017
Infrastructure & Environment	Council	2019:020 - PROPERTY MANAGEMENT  2019:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND  2019:046 - WET WEATHER ROAD CLOSURE	<b>Council Policy: Public Works, Service &amp; Tourist Sign Policy</b> Adoption Ref: OCM 14/12/2010 Resolution 4.3.29 Review Ref: OCM 23 May 2017 Resolution CCCS028. <b>Delegated Authority:</b> The CEO is delegated the authority to approve signs within Council's reserves. Amount must be allocated in Council's annual budget. <b>Review Position and Date:</b> Executive Director Infrastructure & Environment annually.	23/05/2017
Infrastructure & Environment	Council	2019:001 - LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS  2019:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND	<b>Council Policy: Advertising and Guidance Signage on Public Land and Road Reserves Policy</b> Adoption Ref: OCM 18/12/2018 Resolution DIS140 Review Ref: Nil <b>Delegated Authority:</b> The CEO is delegated the authority to approve signs within Council's reserves. Amount must be allocated in Council's annual budget. <b>Review Position and Date:</b> Executive Director Infrastructure & Environment annually.	18/12/2018

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure & Environment  City Reserves Team	Executive Director Infrastructure & Environment  Manager City Reserves	2019:047 - PUBLIC RESERVE MANAGEMENT	<b>Council Policy: Street Tree Management</b> Adoption Ref: OCM 17/12/2013. Resolution WS023. Review Ref: OCM 23 May 2017 Resolution CCCS028.  <b>Review Position and Date:</b> Executive Director Infrastructure & Environment every two years.	23/05/2017
Infrastructure & Environment	Executive Director Infrastructure & Environment  Senior Project Administrator/ Scheduler	2019:046 - WET WEATHER ROAD CLOSURE	<b>Council Policy: Wet Weather Road Closure</b> Adoption Ref: OCM 24/06/2014 Resolution WS043. Review Ref: OCM 23 May 2017 Resolution CCCS028.  <b>Review Position and Date:</b> This policy and procedure is to be reviewed every two years by the document owner.	23/05/2017
Office of CEO	Chief Executive Officer	2019:003 - PUBLIC RELATIONS, MEDIA RELEASES & MAKE COMMENT TO MEDIA	<b>Council Policy: Civic Affiliations</b> Adoption Ref: OCM 28/10/2014 Resolution ED017 Review Ref: OCM 23 May 2017 Resolution CCCS028.  <b>Function:</b> Applicable to staff who administer Mayor and Council civic duties. <b>Review Position and Date:</b> Chief Executive Officer to review every two years.	23/05/2017



2019 - 26

COMMUNITY  
WASTE RESOURCE  
STRATEGY



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## Executive Overview

The City of Albany is committed to providing a sustainable and progressive approach to waste management and recognises waste as a resource with potentially many forms of reinvention and reuse. The Community Waste Resource Strategy 2019-26 aligns with the State Government's Waste Avoidance and Resource Recovery Strategy 2030 and provides an innovative way forward to decrease waste generation and manage our community's unwanted waste resources

Recent changes to international recyclable commodity policies have heightened community demand for sustainable waste practices and highlighted Australia's vulnerability in relying on offshore solutions for waste generated here. Central to the Strategy are the waste hierarchy which prioritises waste avoidance and minimisation and the circular economy model which values waste resources and maximises use of materials by keeping them in circulation as long as possible.

With the City's major landfill site on Hanrahan Road anticipated to close in 2026, capital infrastructure planning and investment is a major component of the Community Waste Resource Strategy. While the search for a new landfill site with capacity to service the City and its regional neighbours has already commenced the complete process of site selection, environmental approvals and infrastructure construction is likely to take until 2026.

**From an environmental and social perspective the introduction of a Food Organics and Garden Organics (FOGO) collection has the potential to divert 2,300 tonnes of food waste from landfill per year and a Sustainable Products Procurement Plan for the City's operations will define it as a community leader in sustainability.**

Albany's steadily growing population has an entrenched recycling culture and expects sustainable and environmentally sensitive management of waste. The Strategy recognises an ongoing need to build community accountability for the waste it produces and the role each resident has to play.

To meet the waste challenges ahead the following guiding principles have been established:

- Empower the community
- Think creatively
- Build employment
- Manage waste as a resource
- Plan for the future
- Regional focus

These guiding principles are underpinned by a framework of strategies, focus areas and key actions to be undertaken. The Community Waste Resource Strategy 2019-26 provides direction to sustainably manage the waste resource the community produces and build a circular economy around the resource it captures.

A population of more than 37,000 lives in almost 17,000 urban and rural dwellings across the City's area of 3,310 square kilometres. Forecast population estimates indicate an average growth of 1.5% each year to 2026.

Local industries include agriculture and retail as well as health care and social assistance, construction, forestry, fishing and tourism. Albany has more than 3,400 businesses operating in the area with approximately 16,200 residents in gainful employment.

The City has a high aged demographic reflecting a developed retirement lifestyle, while 25% of households are couples with children.







What is the Current Situation?

About Albany

The City of Albany is the thriving cultural and administrative hub of the Great Southern region in Western Australia. Located 400km from Perth, Albany boasts the convenience of a major city while being surrounded by an amazing natural environment.

Waste Services in Albany

Waste services in Albany are split into urban and rural areas. There are more than 14,000 households in the urban area centred on the Albany Township and more than 1,400 households in rural areas. All residents have seven-day-a-week access to the Hanrahan Road Waste Facility and Fossicker’s Shop as a drop-off point. Services operate in accordance with the State WARR Act (Waste Avoidance and Resource Recovery Act, 2007)

Residential Kerbside Collection

A three-bin kerbside service is provided to urban residents and consists of the following collections:

- Weekly 140L general waste bin
- Fortnightly 240L commingled recycling bin
- Four weekly 240L garden organics bin

Waste collection services are undertaken by the City’s waste and recycling contractor.

Residential Waste Passes

Urban residential ratepayers receive passes to dispose of up to 300kg of sorted domestic waste at Hanrahan Waste Facility. In years when there is no bulk hard waste verge collection two passes are provided and in bulk collection years only one is provided.

Property owners receive one pass per year entitling them to drop off two cubic metres of garden waste at the green waste contractor’s depot in John Street.

Rural Services

Rural residents have limited free access to drop-off facilities at transfer stations and waste facilities. The five transfer stations are managed by the City’s waste and recycling contractor and bins at the stations are serviced by the City of Albany.

Bulk Verge Collections

From 2004 to 2018 the City provided annual bulk hard and green waste verge collections for urban residents, with residents entitled to place up to two cubic metres of hard waste and two cubic metres of green waste on the verge during scheduled collections. Residents are directed to separate their hard waste to allow recycling of e-waste and scrap steel. In 2017 Council determined that the hard waste collection would become a biennial service. Following a service in 2018 the next pick up is scheduled for 2020 and every second year thereafter. The bulk green waste verge collection will continue as an annual service.

Green Waste

A privately-owned operator provides a drop-off depot for Albany’s green waste. This business is contracted by the City to process garden organics gathered in the kerbside collection and bulk green waste verge collections and dropped off at their premises. Green waste is processed into compost at the contractor’s facility on Mindijup Road, Palmdale.

Commingled Recyclables

Recyclables collected through the kerbside service and public place bins and deposited at transfer stations and waste facilities is processed at the Material Recovery Facility (MRF) located at the Hanrahan Road Waste Facility. The MRF is owned by the City of Albany and operated by its waste and recycling contractor.

Public Place Bins

The City provides more than 400 public place bins in urban areas, camp grounds and places of interest. Additional bins are provided at some locations during peak periods. Commingled recycle bins are provided at an increasing number of locations.

Event Recycling Trailer

The event recycling trailer is a free service to encourage recycling at community events. The trailer contains 12 recycle bins with large yellow caps to promote recycling and limit contamination. The waste and recycling contractor coordinates bookings and event organisers are responsible for collecting and returning the trailer.

Commercial Services

A number of private contractors collect waste produced by Albany’s Commercial & Industrial (C&I) and Construction & Demolition (C&D) sectors. A diverse range of bin styles and sizes is available.

Fossicker’s Shop

Fossicker’s Shop at Hanrahan Waste Facility operates seven days a week for residents to drop off Household Hazardous Waste, commingled recyclables, e-waste, needles and syringes, used cooking oil, and used goods suitable for resale. Fossicker’s is also open daily for customers to purchase used goods and access information.

Waste Education Services

Information to promote waste reduction and awareness is provided to the community through a variety of methods. A Waste & Recycling Guide and sustainability tips are incorporated into the City’s annual Community Calendar and messages are regularly communicated through newsletters and social media. The annual Green Fair on the Square encourages residents to reduce, reuse and recycle, and workshops and information sessions are held throughout the year. The waste and recycling contractor’s Education Officer promotes recycling and waste reduction to residents through tours at the Material Recover Facility, attendance at community events, incursions for schools and community groups, and feedback provided during weekly bin audits. The City also works with community groups and other agencies to encourage innovation and awareness of waste reduction and recycling.

Waste Infrastructure

Waste infrastructure in Albany is primarily owned by the City of Albany and Vancouver Waste.

City of Albany infrastructure:

- **Hanrahan Road Waste Facility including**
  - Landfill
  - Fossicker’s Shop
  - Household Hazardous Waste Drop Off Facility
  - AWARE (Albany Waste and Recycling Education) Centre
  - Material Recovery Facility
- **Bakers Junction Waste Facility**
- **Five Transfer Stations located at Kronkup, Redmond, Manypeaks, South Stirling and Wellstead**

Vancouver Waste infrastructure:

- **John Street green waste drop off and loading depot**
- **Multiple Use Facility, Mindijup Road, Palmdale:**
  - Compost manufacturing and soil blending
  - Solid waste disposal including used tyres and asbestos
  - Current application for Class III putrescible landfill site

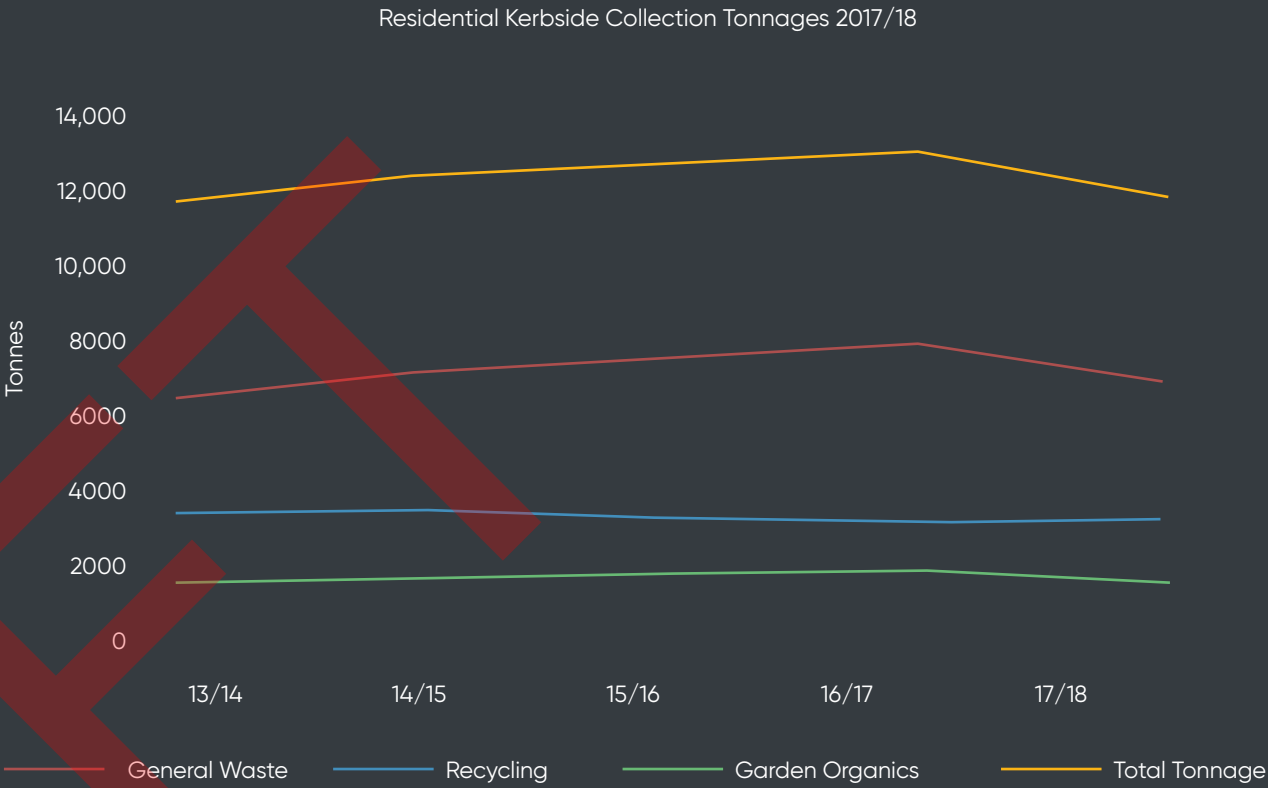
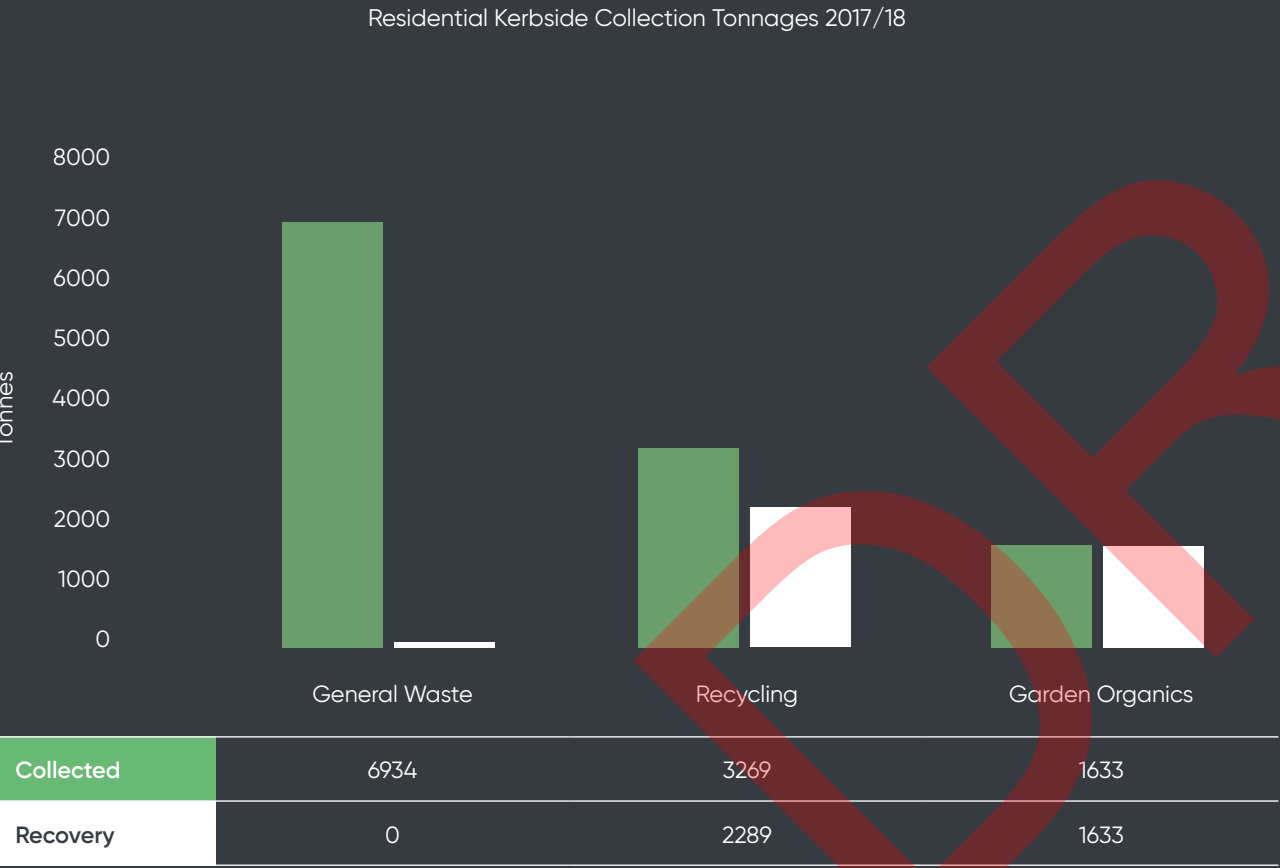
Waste Trends and Reporting

In compliance with licence conditions and federal and state regulations, regular environmental monitoring is conducted to determine impact of waste facilities on groundwater, pollution and the environment.

Annual Environmental Reporting incorporating water monitoring, volumes of waste types, receipt of asbestos and contaminated materials, and any environmental complaints is submitted to the Department of Water & Environmental Regulation as per conditions of the applicable landfill licences. In compliance with federal and state regulations annual reporting is also submitted to the National Pollutant Inventory. Annual reports on quantity of materials collected, disposed to landfill and recovered for recycling are submitted to the State Waste Authority's annual census of waste and recycling services.

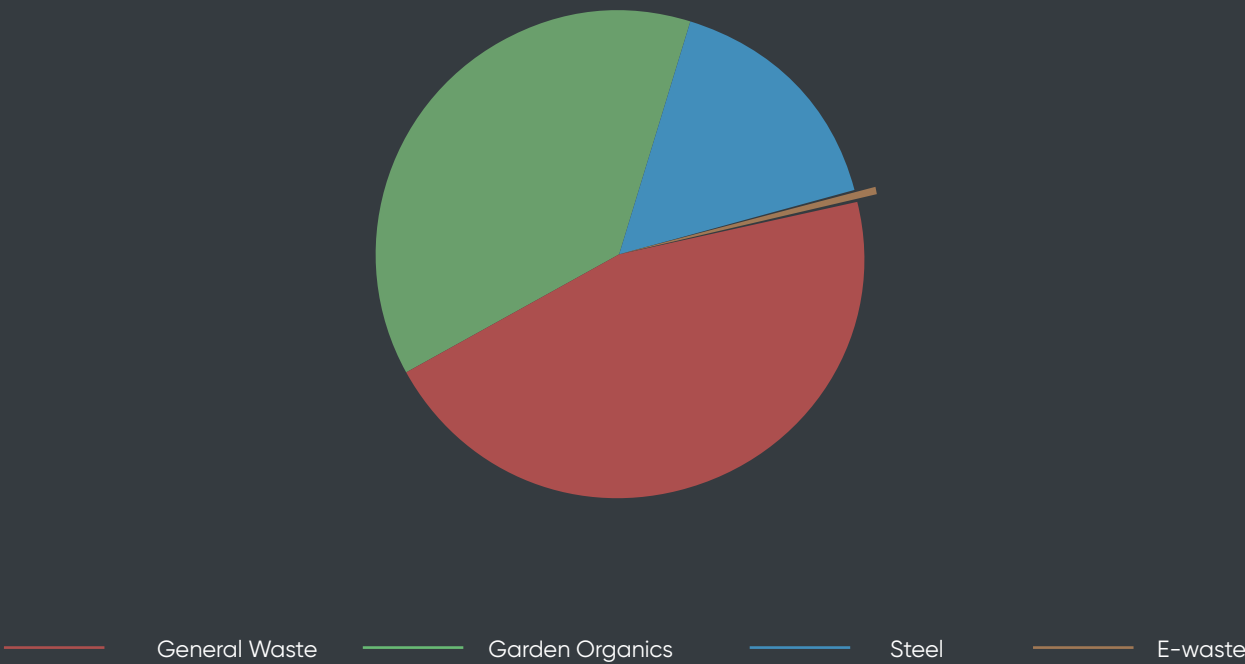
Kerbside Collection

A total of 11,836 tonnes of waste was collected during residential kerbside collections in 2017/18, with 33% diverted from landfill. After a gradual climb in the tonnage of general waste and a proportionate decrease in the amount of recycling presented for collection between 2014 and 2017 there was an encouraging change in the trend in 2017/18.

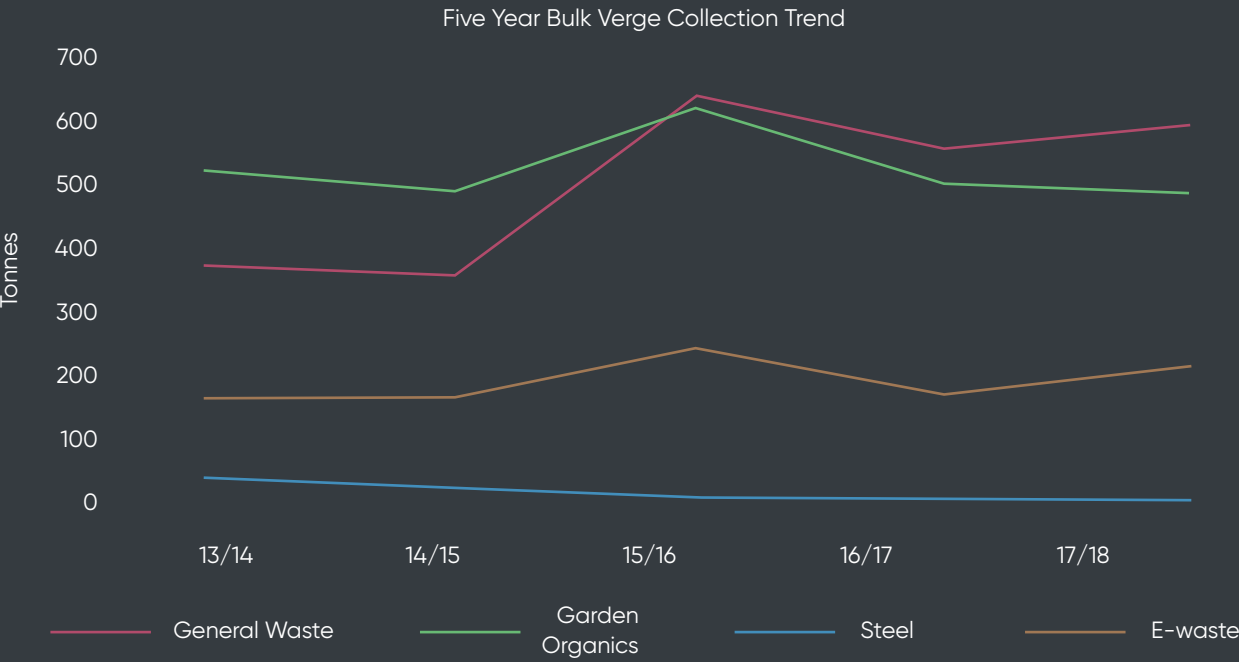


Bulk Verge Collections

Hard waste collection volumes spiked in 2016 after a six month delay in the collection schedule and continue to remain higher than 2014 figures. Garden organics, steel and e-waste are recovered for recycling. The next bulk hard waste collection is scheduled for 2020 and every second year thereafter. Bulk green waste collections will continue annually.



Bulk Verge Collections (cont.)



Waste Composition

Waste is received at Hanrahan Road and Bakers Junction landfills where loads are weighed and categorised, and charged accordingly. For reporting purposes waste is classified according to the Waste Facility Licence and is further categorised to encourage separation of recyclable materials such as scrap steel, cardboard and oil.

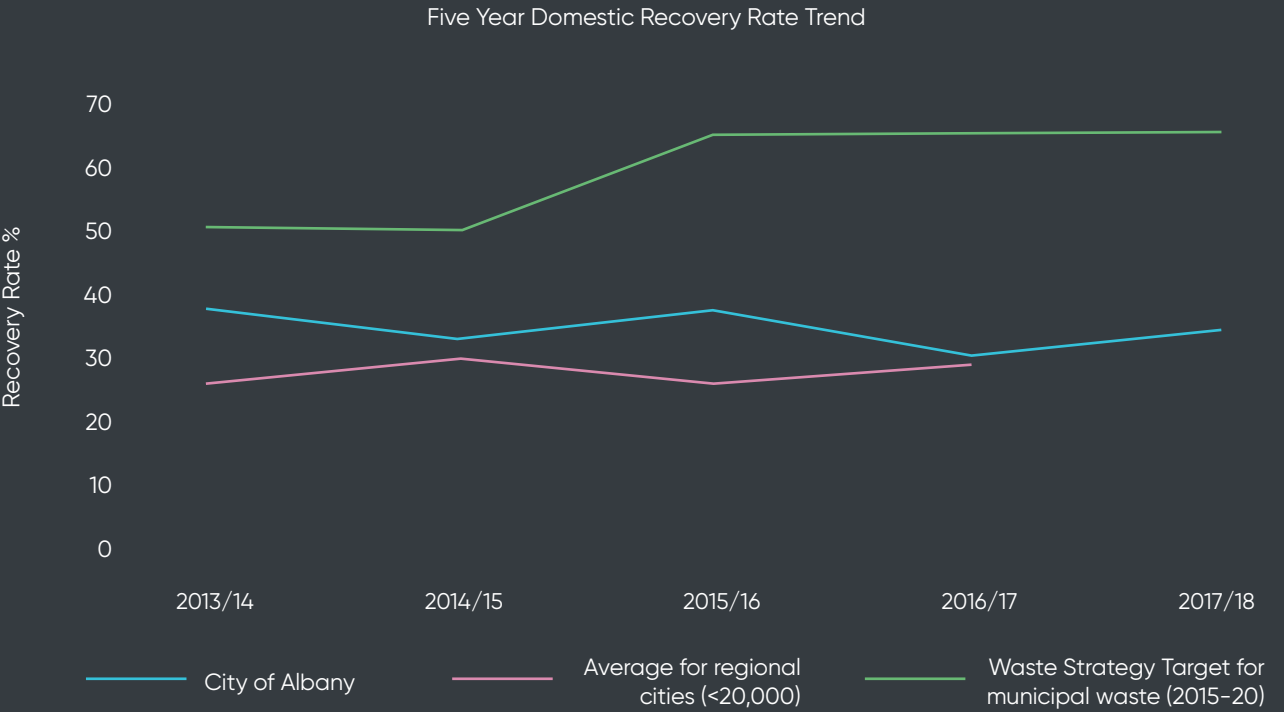
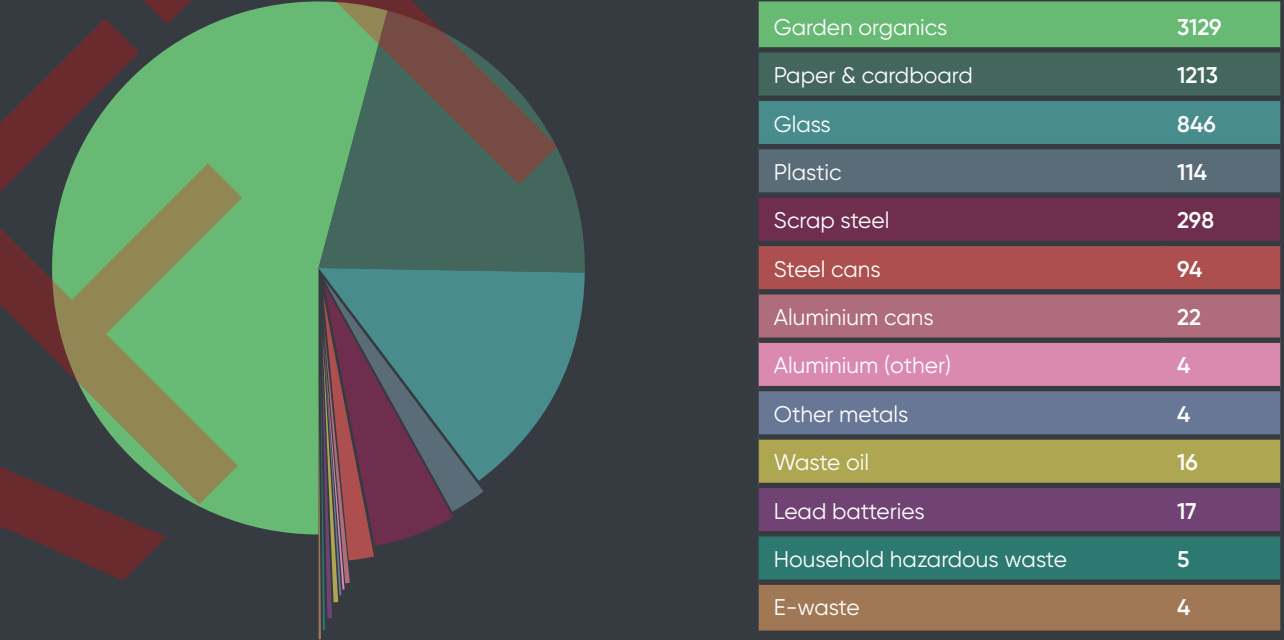
Data collection and weighbridge software will be reviewed as an action of the Strategy.

Site Name Hanrahan Rd	2014	2015	2016	2017	2018
Clean Fill	20289.9	29740.20	25934.7	48693.39	23789.54
Hazardous Waste	23.21	39.33	31.43	43.48	74.58
Inert Waste Type 1	6397.34	23410.02	6224.65	5225.83	3270.96
Inert Waste Type 2	107.9	108.84	32.91	26.69	60.45
Putrescible Waste	25169.1	23054.29	24673.7	24679.69	24300.23
Quarantine Waste	36.94	42.92	14.66	23.12	18.72
Special Waste Type 1 (Asbestos)	2.6	616.06	359.63	379.02	289.06
Special Waste Type 2 (Biomedical Waste)	5.76	4.90	9.2	7.16	9.28
Recyclables removed from landfill	2220.19	716.76	1560.68	2188.04	1148.79
Inert Waste Type 1 Removed from Bio-Gas Site)		16257	0	0	0
Total	49812.51	76299.80	55720.12	76890.34	50664.03

Recycling Composition

Changes to international recycling policies have cast intense public scrutiny on recycling services provided by local governments and end markets for recyclables. Contamination of recyclable material streams is a current challenge for the waste industry.

The major contaminant by weight in Albany's commingled recyclables stream is broken glass. Other contaminants include recyclables in plastic bags, soft plastics, clothing and food. There is significant opportunity to increase the proportion of materials recovered for recycling as an action of the Strategy.









## What is the Purpose of this Strategy?

### Strategic Alignment

The Strategy's 2019–26 timeline aligns with major organisational milestones and the anticipated timeframe to establish a new waste facility. The development of a new landfill site will require significant changes to logistical operations and types of services the City provides. Capturing the whole of this period of change is a practical approach.

The Community Waste Resource Strategy complements the South Coast Sustainable Waste Alliance's Strategic Vision and fits under the umbrella of the City of Albany's 2030 Community Strategic Plan, which provides an ambitious long term vision for community priorities.

**The Strategy incorporates the following priorities from the City of Albany's 2030 Community Strategic Plan:**

**Theme:** Clean, Green and Sustainable.

**Objective 3.3:** To identify and deliver improvements in sustainability within the City and wider community.

**Community Priorities:** Deliver a sustainable and progressive approach to waste management including collaboration with neighbouring local governments.

The Strategy aligns with the goals and targets of the State Government's Waste Avoidance and Resource Recovery (WARR) Strategy 2030 which is guided by the priorities of the waste hierarchy to avoid and minimise waste and the optimised use of resources through the circular economy model.

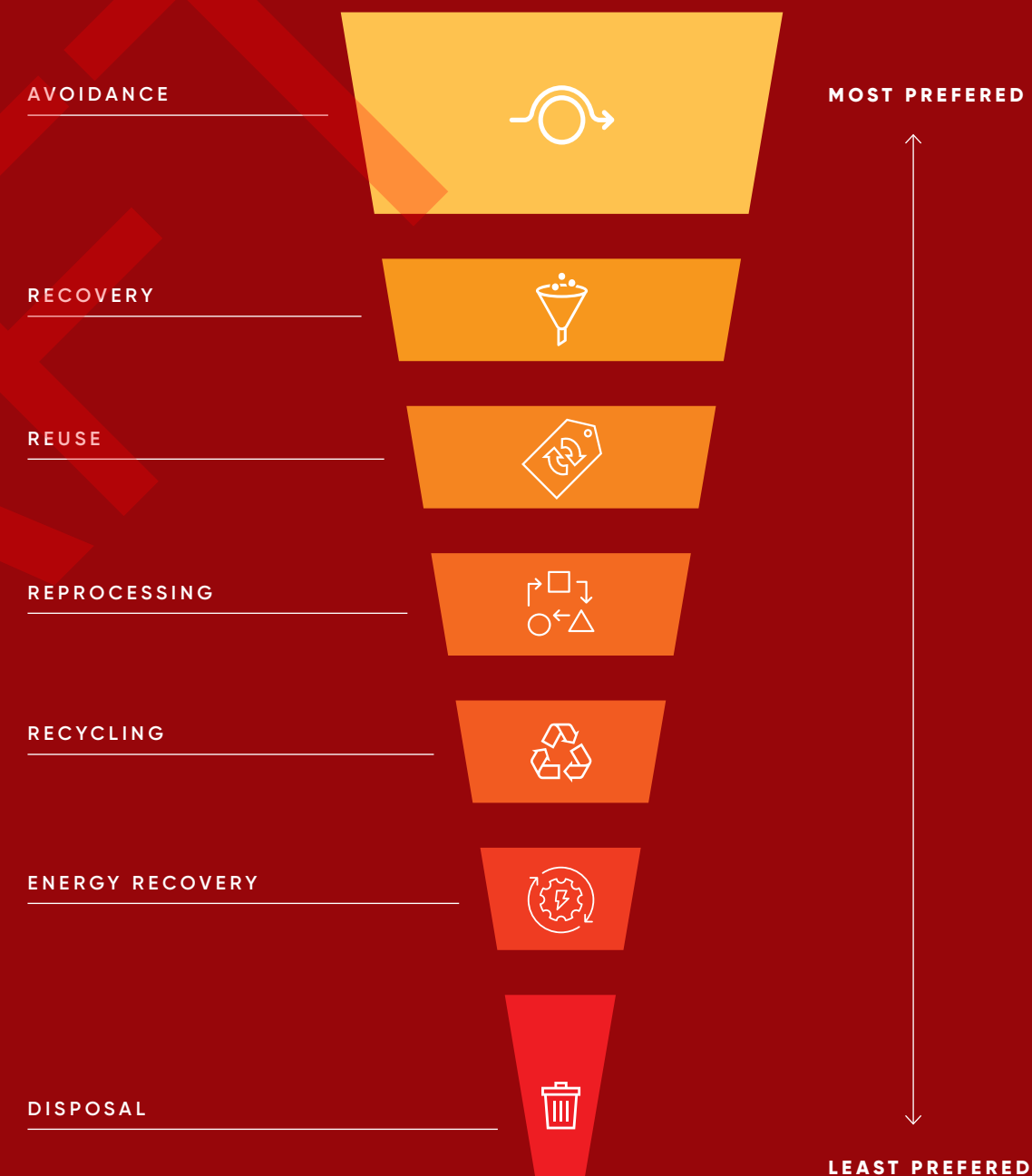
The City also acknowledges the need to ensure shared responsibility for waste management and minimisation between those who generate, produce and use goods and services (the Polluter-Pays, User-Pays and Product Stewardship principles), while dealing with waste as close to the place of production as possible (the Proximity Principle).



### Waste Hierarchy

The waste hierarchy ranks waste management options in order of environmental impact and is designed to be applied together with other tools to analyse environmental, economic and social impacts.

Action is required by community, industry and all levels of government to maximise efficiency and avoid unnecessary consumption.



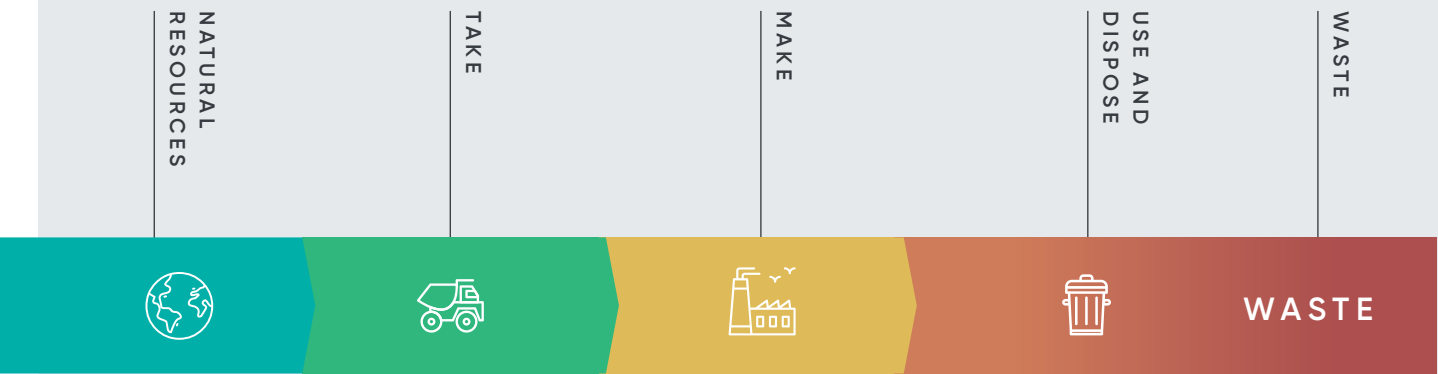


Building a Circular Economy

The circular economy is the underlying principle of the WARR Strategy 2030 and an internationally-recognised foundation for strategic planning models of a growing number of organisations and governments.

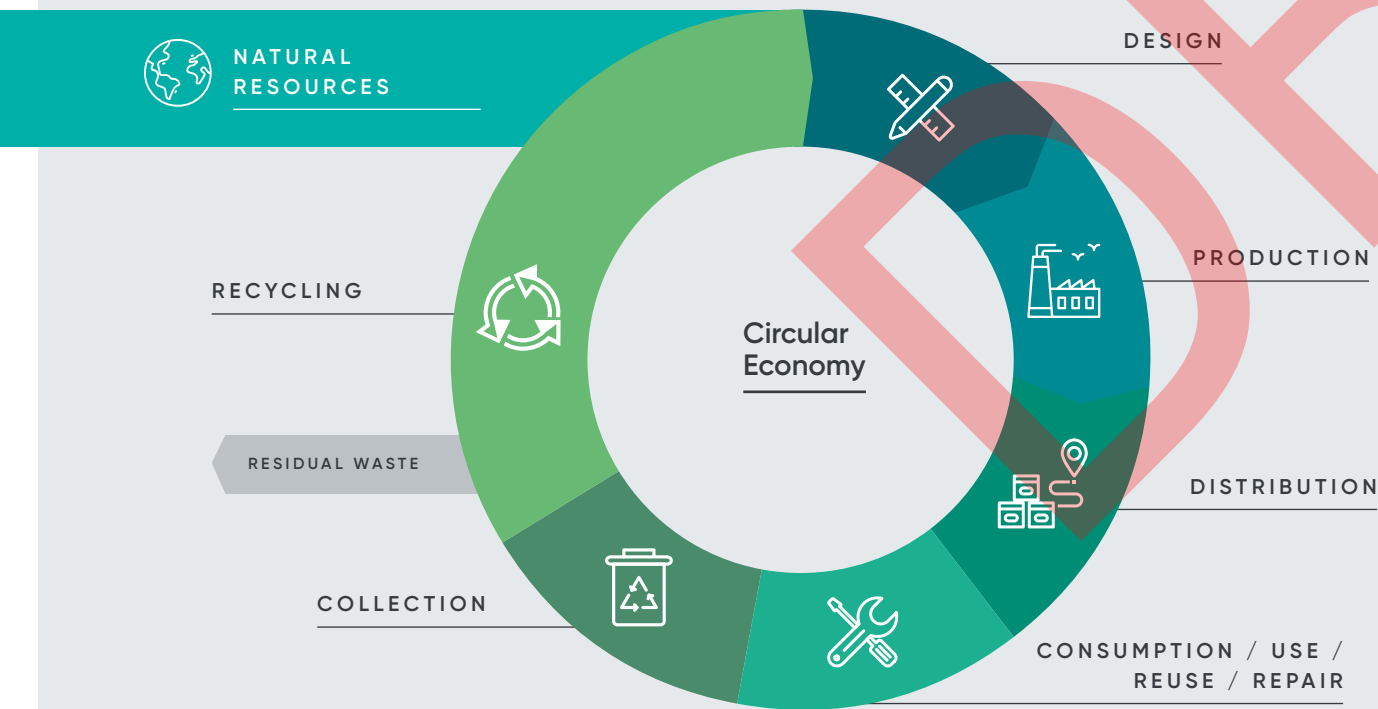
This differs significantly from the “take, make, use and dispose” behaviour in the linear economy which has driven retail markets and lifestyles for several decades. A linear economy places a low value on a natural resource by viewing it as a single use commodity where, once it has had its primary use, it is discarded and replaced with a new product manufactured from new resources.

Linear Economy



Circular Economy

The objective of circular economy planning is to increase the value of a natural resource by keeping it in circulation until its productive life is exhausted. As an ingredient of one manufactured product a resource can be kept in circulation through reuse or repair of the product or recycle and remanufacture into another product.



Regional Focus

The South Coast Alliance (SCA) between the City of Albany and Shires of Plantagenet and Denmark is committed to furthering the economic development and future prosperity of the region.

The Sustainable Waste Alliance sub-committee operates under a Memorandum of Understanding within the SCA and meets on a monthly basis with the major objectives to:

1. Develop a consistent approach to the collection, treatment and disposal of domestic and commercial waste.
2. Investigate the potential need and possible development of a regional landfill site which may include existing sites within the sub-regional area or new sites both within and without of the sub-regional area.
3. Improve recycling and reuse in the sub-regional area.
4. Develop education programs in the sub-region to develop knowledge of the waste stream, treatment and recycling to encourage positive attitudes towards efficiencies in waste treatment.

The South Coast Sustainable Waste Alliance's Strategic Vision was adopted in March 2019 and sets the direction for regional waste management with the following objectives:

1. Reduce waste to landfill
2. Minimise environmental risks and human impacts
3. Provide a quality, cost-effective waste collection service to the community
4. Determine a long-term waste disposal solution for the region's future waste needs
5. Maintain effective relationships with Alliance Partners and other Stakeholders



THE SOUTH COAST SUSTAINABLE  
WASTE ALLIANCE'S STRATEGIC VISION  
WAS ADOPTED IN MARCH 2019





## What are our Objectives and Priorities?

### Our Waste Management Guiding Principles

In 2004 the City of Albany was the first local government in Western Australia to introduce a three bin collection service for residents. After a long period of consolidation which has seen the Albany community embrace and build a strong recycling culture it is now time for a new round of innovative steps to become leaders in local government waste management.

Six principles will guide the City's waste management innovations and services:



#### 1. Empower people

Build long lasting community relationships to facilitate behaviour change and a readiness to participate in waste minimisation and new methods of resource recovery.



#### 2. Think creatively

Work with and encourage all community stakeholders to be innovative when looking for new solutions and commercial opportunities.



#### 3. Build employment

Encourage new commercial opportunities and developing social enterprise initiatives which will create new jobs.



#### 4. Manage waste as a resource

Help the community understand the principles of a circular economy and the value of waste resources.



#### 5. Plan for the future

Plan for the best possible outcomes for our community and environment – now and into the future.



#### 6. Regional focus

Reinforce a regional partnership to support larger goals and economies of scale.

Underpinning the guiding principles are five strategic objectives which will target key focus areas.

1. Minimise waste to landfill
2. Engage stakeholders
3. Lead and advocate for best practice waste management
4. Encourage innovation
5. Provide cost-effective services

### Our Waste Management Strategic Objectives & Priorities

STRATEGIC OBJECTIVE 1.

#### Minimise Waste to Landfill

Key Focus Areas	Priorities	Key Performance Measures
1. Waste Reduction & Recycling	1.1 Improve waste reduction and recycling within City of Albany operations, worksites and events	• Decreased waste output and increased proportion of recycled material
	1.2 Investigate and provide further opportunities to reduce waste outputs and increase recycling by commercial operators	• Decreased waste to landfill and increased proportion of recycled material
	1.3 Increase range of materials accepted for recycling	• Increased number of products accepted at the MRF, waste facilities and across the community
	1.4 Explore options for the processing of C&D waste	• Increased diversion volumes of C&D waste
2. Procurement	2.1 Develop a Sustainable Resource Management Plan for the City of Albany organisation which gives direction to procurement of and planning across all business units	• Implementation of Sustainable Resource Management Plan
	2.2 Investigate the inclusion of a waste management component to the evaluation criteria of City tenders and quotations	• Inclusion of waste management criteria in tender and RFQ evaluation documentation
3. Diversion	3.1 Review product stewardship schemes for opportunity to target problematic waste streams	• Report recommendations to Waste Management Working Group
	3.2 Identify opportunities to support circular economy business initiatives	• Dialogue held with government, business and community and reported back to Waste Management Working Group
	3.3 Promote Fossicker's Shop as a means of diverting goods	• Increased number of customers using facility
	3.4 Conduct a business analysis of the management of Fossicker's Shop and provide recommendation on its future development	• Report recommendations to Waste Management Working Group

STRATEGIC OBJECTIVE 2.

Engage Stakeholders

Key Focus Areas	Actions	Key Performance Measures
1. Sustainability	1.1 Workshop potential synergies with sustainability enterprises	• Report recommendations to Waste Management Working Group
	1.2 Regularly investigate social enterprise opportunities	• Report recommendations to Waste Management Working Group
	1.3 Review how waste sustainability integrates into the City's organisational sustainability plan	• Report recommendations to Executive Director Infrastructure and Environment
2. Littering	2.1 Review the City of Albany's organisational approach to litter and public dumping, including data collection, intervention and compliance	• Present report to Executive Management Team
	2.2 Provide support to community groups working to minimise littering along roadsides and in public open space	• Reduced volumes of litter collected during scheduled roadside pickups
3. Community	3.1 Develop and implement a communications plan to guide community education, engagement and responsibility	• Present Community Waste Engagement Plan to Waste Management Working Group
	3.2 Build community waste networks including community groups, agencies and business representatives	• Creation of a formalised community waste network
	3.3 Inform the community of waste targets and achievements	• Community engagement implemented via Community Waste Engagement Plan

STRATEGIC OBJECTIVE 3.

Lead and Advocate for Best Practice Waste Management

Key Focus Areas	Actions	Key Performance Measures
1. Advocacy	1.1 Develop profile as waste resource recovery innovator	• Increased representation on external waste industry committees based on 2018 participation
		• Increased number of COA led community waste initiatives based on 2018 participation
	1.2 Increase involvement in waste industry discussions	• Increased number of COA led industry waste initiatives based on 2018 participation
	1.3 Actively lobby all levels of government for changes to waste-related policies and funding for new waste initiatives	• Increased number of submissions to government on waste-related issues based on 2018 figures
2. Waste Infrastructure	2.1 Investigate and select suitable site for new waste facility with regional capacity	• Recommend site for new waste facility to Council
	2.2 Plan and construct operational infrastructure for new waste facility	• Construction and commissioning of a new waste facility
	2.3 Plan the closure of the Hanrahan Landfill	• Present Post-Closure Plan to Waste Management Working Group
	2.4 Implement capital works projects associated with the Hanrahan Landfill Post-Closure Plan	• Successful project delivery
3. Regional Partnerships	3.1 Continue to grow South Coast Sustainable Waste Alliance Collaboration	• Regular Sustainable Waste Alliance meetings
	3.2 Implement and periodically review the South Coast Waste Alliance Strategic Vision	• Provide regular implementation updates to the South Coast Economic Alliance
	3.3 Implement effective audits and recommendations of regional approaches	• Review through Sustainable Waste Alliance meeting

STRATEGIC OBJECTIVE 4.

Encourage Innovation

Key Focus Areas	Actions	Key Performance Measures
1. <u>Alternative Practices</u>	1.1 Regularly review alternative waste practices such as waste to fuel, anaerobic digestion and waste to energy	• Update Alternative Waste Technology information folder
	1.2 Openly consult with business to discuss alternative waste practice opportunities	• Document discussions and update folder
	1.3 Investigate the viability of using landfill gas from Hanrahan Landfill as a potential energy source	• Present consultant's report to Waste Management Working Group
2. <u>Technology &amp; Development</u>	2.1 Investigate and implement alternative methods to divert target waste streams from landfill	• Present report to Waste Management Working Group
	2.2 Investigate new technologies to manage waste at landfills, transfer stations and MRF	• Present report to Waste Management Working Group
	2.3 Review process for design, planning and installation of public place bins and waste infrastructure	• Present report to Executive Management Team
	2.4 Investigate smart technology for public place bins and collection fleets	• Template for grant funding submissions
3. <u>Data Collection</u>	3.1 Review data collection, weighbridge software and reporting methodology	• Increased reporting on waste categories
	3.2 Improve data collection of household waste habits	• Present results of kerbside assessments to Waste Management Working Group
	3.3 Regular audits of waste composition at landfill and recovery sites	• Present results of waste audits to Waste Management Working Group

STRATEGIC OBJECTIVE 5.

Provide a Cost Effective Service

Key Focus Areas	Actions	Key Performance Measures
1. <u>Contracts</u>	1.1 Explore opportunities for contract sharing among Alliance partners	• Present options and costs to South Coast Alliance
	1.2 Review and tender the City's waste services contract to maximise resource recovery and community confidence	• New contract in place
	1.3 Investigate other contractual opportunities which may benefit waste operations	• Present options to Waste Management Working Group
2. <u>Collection</u>	2.1 Integrate food organics into kerbside garden organics collection	• Successful project delivery
	2.2 Develop criteria for extending collection services to include new residential areas	• Residential Waste Collection Service Implementation Guidelines
	2.3 Audit and regularly review collection schedule and location of public place bins, including frequency during peak and seasonal times	• Annual public place bin report
3. <u>Flexibility</u>	3.1 Survey residents and conduct visual audits on kerbside bin usage and capacity	• Report to Waste Management Working Group
	3.2 Review bin size and collection model and determine feasibility of offering a tailored collection service	• Report to Waste Management Working Group
	3.3 Review separated waste pricing options for commercial operators	• Report to Waste Management Working Group



## How will we Monitor, Measure and Report Progress?

The Strategy's Actions and Key Performance Measures will be monitored on an Action Plan Scorecard and reported on quarterly.

### Targets

#### Waste Authority Targets

After recording the nation's highest rate of waste generation per capita and the equal second lowest rate of resource recovery in 2014/15 the WA Waste Authority has set ambitious targets to increase recovery rates and divert waste from landfill.

#### WARR Strategy Targets

Waste Generation	2025	2030
Reduction in waste per capita compared to 2014 -15	10%	20%
Waste generation (kilograms per capita)	2,361	2,098

Resource Recovery Rate	2020	2025	2030
All sectors Western Australia	70%	75%	
Municipal Solid Waste Perth metropolitan region	65%	67%	70%
Municipal Solid Waste Major regional centres	50%	55%	60%
Commercial and Industrial Western Australia	70%	75%	80%
Construction and Demolition Western Australia	75%	77%	80%

#### City of Albany Targets

In 2017/18 Albany households generated an average of 1092kg over the year, or 9kg of waste per person every week. While our per capita waste generation remains significantly lower than the state average, annual waste generation has increased since current reporting methods commenced in 2012/13, although there was a promising decrease from 2016/17 to 2017/18.

Additionally, Albany's domestic waste recovery (i.e., percentage of waste diverted for recycling) has been on a downward trend since 2012/13, with

2017/18 data indicating a recovery rate of 30% which was slightly more than the previous financial year but well short of the state target rate of 50%.

The Strategy aligns with Waste Authority targets for waste reduction and resource recovery to improve current waste trends. Significant innovation and collaboration with community, business, and the state government will be required to meet the ambitious goals

Federal government leadership in the advancement of a sustainable circular economy model will be essential in seeing targets met.

### 5.2 Delivery of Major Projects

There are many actions to be delivered over the life of the Strategy including several exciting projects which will be undertaken to substantially change the Albany community's waste behaviour and waste treatment infrastructure.



#### FOGO Collection

The introduction of food organics waste into the garden organics bin in the 2019/2020 financial year will be a significant short term goal which will potentially divert 30%, or 2,300 tonnes, of kerbside general waste bin contents from landfill each year. Implementation of the new system will be supported by a comprehensive communications strategy to assist residents with waste reduction and separation.



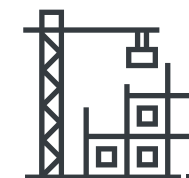
#### Hanrahan Landfill Closure

Hanrahan Landfill will reach capacity in approximately 2026 and will require significant earthworks and infrastructure development to control landfill gas and leachate emissions during its progressive closure.



#### New Landfill Site

The identification, acquisition and subsequent approval of a new landfill site is an important objective to ensure long term security of the City's waste disposal options.



#### New Waste Facility Construction

Following the acquisition of a new site and during the closure phase of Hanrahan Landfill, major capital works projects will be undertaken to construct a new landfill and associated infrastructure such as landfill gas management systems and leachate treatment facilities.







DRAFT







# Waste Avoidance and Resource Recovery Strategy 2030

Western Australia's Waste Strategy

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#### Acknowledgements

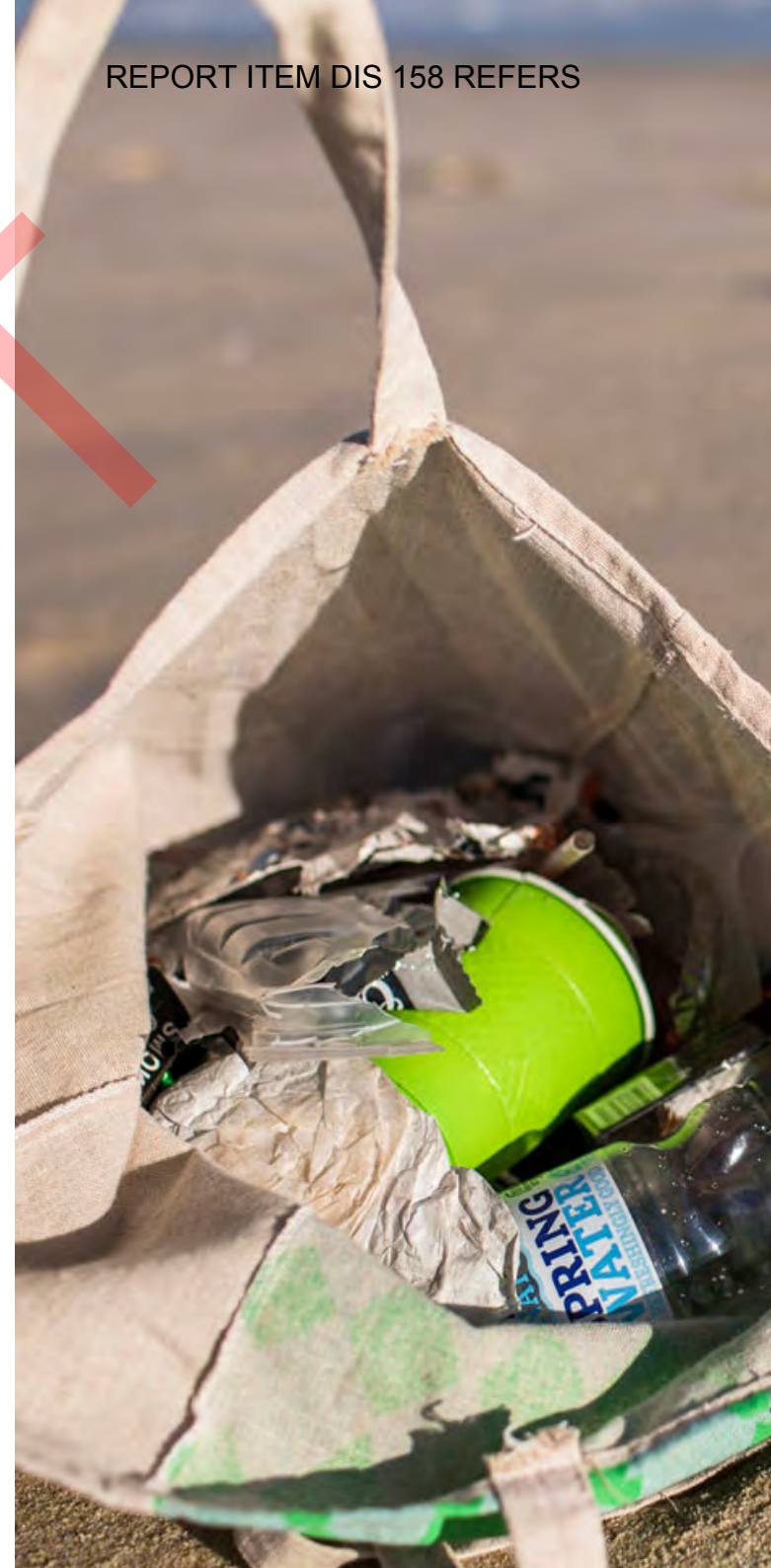
The Waste Authority would like to acknowledge the contribution of Department of Water and Environmental Regulation staff to the development of this document.

#### Disclaimer

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#### Statutory context

The Waste Authority is charged with promoting better waste management practices in Western Australia under the *Waste Avoidance and Resources Recovery Act 2007*. One of the Authority's functions under the Act is to draft, for the Minister for Environment's approval, a long term waste strategy for the whole of the State for continuous improvement of waste services, waste avoidance and resource recovery, benchmarked against best practice and targets for waste reduction, resource recovery and the diversion of waste from landfill disposal. This strategy takes a ten year and beyond view and must be reviewed at least every five years. This Strategy was approved by the Minister for Environment and replaces Western Australia's inaugural waste strategy, *Creating the Right Environment*, approved and published in 2012.





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# Invitation from the Minister



Western Australia is a spectacularly beautiful place with a vibrant and growing population.

It's because of this that we all have a significant opportunity in terms of how we live our lives and the impact we have on our environment.

We can make a significant impact by acting on the waste we generate and how we manage resources from extraction through to manufacturing, use and disposal.

Right now, Western Australia is close to leading the "wrong lists". National figures from 2014–15 (the latest available as at September 2018) show Western Australia had the highest rate of waste generation *per capita*<sup>1</sup> in the nation, and the equal second lowest rate of resource recovery – 13 percentage points below the national rate.

We have an obligation to our current community and generations to come to generate less waste, extract more from our valuable resources and to better manage the disposal of our waste.

*Waste Avoidance and Resource Recovery Strategy 2030* rises to address that challenge and the opportunities that better choices and better waste management present.

We will have to work hard to meet the ambitious targets set out in this Strategy and deliver against long-standing issues in the waste community. We won't, for example, be able to meet our 2025 recovery targets without all metropolitan local governments adopting a three-bin FOGO system, and I will work with those local governments to achieve this.

I acknowledge that with this comes significant environmental, social, cultural and economic impacts and opportunities associated with improved waste management.

Across Australia, the waste sector contributes more than \$10 billion a year to the economy. At the same time, materials worth hundreds of millions of dollars are lost to landfill each year (ABS, 2014).

High-performing waste and recycling systems which see materials recovered, reused and recycled can and do reduce this impact. The creation of a circular economy has the potential to harness the economic value of these materials that would otherwise be lost, and drive investment in infrastructure and jobs.

Reducing the amount of waste disposed of to landfill can also generate significant economic opportunities for the Western Australian community. It is estimated that for each 10,000 tonnes of waste recycled, 9.2 full-time equivalent jobs are created compared to only 2.8 jobs for landfill (Access Economics, 2009).

With an increasing population and our current waste management performance, maintaining the status quo is not an option.

But there is an upside; we can make waste work for us – and enjoy the environmental, social, cultural and economic benefits improved waste management can deliver.

Waste is everyone's business – individuals, households, neighbourhoods, community groups, schools, small and big businesses, local governments, waste managers, the State Government and the media.

There's a big challenge ahead of us all and this strategy is about finding a united way forward.

The McGowan Government will continue to show leadership in the waste arena for the benefit of all Western Australians now and into the future.

As WA's Environment Minister, I encourage everyone to act on waste and own your impact – whether it's in your role as a consumer, producer, waste manager or regulator.

We've made good progress in recent years and there's great momentum building.

Let's harness that commitment and energy in the years ahead and work towards a cleaner future for all Western Australians.

**Hon Stephen Dawson MLC**  
Minister for Environment

<sup>1</sup> Dr Joe Pickin and Paul Randell, *Australian National Waste Report 2016*, Department of the Environment and Energy, Energy and Blue Environment Pty Ltd. Figures exclude fly-ash (a by-product of coal-fired power stations)

# Introduction by the Chair



Western Australians are consciously reusing, reprocessing, recycling and avoiding waste at an increasing rate. We are generating less waste and recycling more. However, to protect our unique environment from the impacts of waste and litter, and to maximise the benefits of good waste management, more work needs to be done.

Building on and updating the first *Western Australian Waste Strategy: Creating the Right Environment* published in 2012, this strategy introduces significant transformations aimed at Western Australia (WA) becoming a circular economy, with a greater focus on avoidance as well as moving to targets for material recovery and environmental protection in addition to landfill diversion.

A circular economy means transitioning from the current take-make-use and dispose system to a material efficiency approach which aims to keep products, components and materials at their highest utility and value for as long as possible.

In 2014-15, WA's recycling rate was 48 per cent, which is lower than other mainland states.

Waste collection and processing arrangements vary considerably across WA. Long-term planning for waste processing and recycling facilities and local recovery options would benefit resource recovery and promote the most efficient use of resources assisted by economic incentives, modern regulations, compliance and enforcement.

Community engagement, acceptance and awareness is as important as the provision of physical infrastructure and collection systems. Consistency of messaging across homes, workplaces and public areas is a key *fundamental* that needs to be tailored to local recovery infrastructure and systems.

The waste management sector is in a transitional phase and will require clear direction and guidance going forward that may include more directive approaches over voluntary ones. This could be aligned with careful reinvestment of waste levy funds into programs and alternative delivery methods to support implementation of our waste strategy.

There needs to be commitment by all stakeholders of adopting best practice management and engagement and ensuring transition and waste plans are implemented in a timely manner.

The approach taken in this strategy is founded on working collaboratively across all levels of government, industry, the social enterprise sector and the community, supported by government leading by example in areas such as sustainable procurement, minimum levels of recycled content and underpinned by targets and action plans.

The focus of this strategy, including priorities and targets, is on solid waste. However, the principles and approaches in this strategy apply to waste management across WA, regardless of the type, form or source of waste.

Minimising waste and protecting our environment is important to all West Australians and with this renewed focus I am confident we will move towards a more sustainable, low-waste, circular economy.

I look forward to sharing this journey with you.

**Marcus Geisler**  
Waste Authority Chairman

# Key strategy elements

VISION	Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.		
OBJECTIVES	<b>Avoid</b> Western Australians generate less waste.	<b>Recover</b> Western Australians recover more value and resources from waste.	<b>Protect</b> Western Australians protect the environment by managing waste responsibly.
TARGETS	<ul style="list-style-type: none"><li>2025 – 10% reduction in waste generation per capita</li><li>2030 – 20% reduction in waste generation per capita</li></ul>	<ul style="list-style-type: none"><li>2025 – Increase material recovery to 70%</li><li>2030 – Increase material recovery to 75%</li><li>From 2020 – Recover energy only from residual waste</li></ul>	<ul style="list-style-type: none"><li>2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled.</li><li>2030 – All waste is managed and/or disposed to better practice facilities</li></ul>
HEADLINE STRATEGIES	<ul style="list-style-type: none"><li>A consistent three bin kerbside collection system, which includes separation of food organics and garden organics from other waste categories, to be provided by all local governments in the Perth and Peel region by 2025 and supported by State Government through the application of financial mechanisms.</li><li>Implement local government waste plans, which align local government waste planning processes with the Waste Avoidance and Resource Recovery Strategy 2030.</li><li>Implement sustainable government procurement practices that encourage greater use of recycled products and support local market development.</li><li>Provide funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.</li><li>Review the scope and application of the waste levy to ensure it meets the objectives of Waste Avoidance and Resource Recovery Strategy 2030 and establish a schedule of future waste levy rates with the initial schedule providing a minimum five year horizon.</li><li>Develop state-wide communications to support consistent messaging on waste avoidance, resource recovery and appropriate waste disposal behaviours.</li><li>Review and update data collection and reporting systems to allow waste generation, recovery and disposal performance to be assessed in a timely manner.</li><li>Undertake a strategic review of Western Australia’s waste infrastructure (including landfills) by 2020 to guide future infrastructure development.</li></ul>		

**Supporting documents**

Other documents which align with or support this strategy Waste Avoidance and Resource Recovery Strategy 2030 include the:

- Waste Avoidance and Resource Recovery Strategy 2030 Action Plan
- Waste Authority position and guidance statements
- State Waste Infrastructure Plan
- Annual Business Plan
- Waste Data Strategy



# Setting the direction

## Waste is Australia's most rapidly increasing environmental and economic metric, according to the Australian Bureau of Statistics<sup>2</sup>.

Western Australian's per capita waste generation rates are higher compared to other jurisdictions, while our recovery rates are lower. This poor performance partly reflects some of the unique characteristics of WA such as our geographical size, isolation from markets, vast regional and remote areas, and a heavy reliance on mineral and resource industries. Despite this, there are significant opportunities to improve our waste and recycling practices and performance.

The Australian waste sector contributes over \$10 billion a year to the economy. Materials worth hundreds of millions of dollars are lost to landfill each year (ABS, 2014). High performing waste and recycling systems in which materials are recovered, reused and recycled can reduce this impact. The creation of a circular economy has the potential to harness the economic value of materials and drive investment in infrastructure and jobs.

Reducing the amount of waste disposed of to landfill can generate significant economic opportunities for the WA community. It is estimated that for each 10,000 tonnes of waste recycled, 9.2 full time equivalent jobs are created compared to only 2.8 jobs for landfill (Access Economics, 2009).

Most importantly, waste can have a significant impact on the environment and public health through greenhouse gas emissions, pollution, biodiversity loss and resource depletion (Environmental Protection Authority, 2015). Reducing the volume of waste generated is the best way to manage those risks. It is also critical that where waste cannot be recovered it is safely disposed.

The *Waste Avoidance and Resource Recovery Act 2007* requires the development of a long-term waste strategy for the state to drive continuous improvement in waste services, waste avoidance and resource recovery; and set targets for waste reduction, resource recovery and the diversion of waste from landfill.

This new waste strategy sets a direction to guide such decisions and builds on the state's previous *Western Australian Waste Strategy: Creating the Right Environment*. It has been developed in



consultation with the WA community, industry and government and builds on the *Western Australian Waste Avoidance and Resource Recovery Strategy consultation paper*. Stakeholder feedback confirmed an overall desire for WA to do more and improve its waste management performance relative to other Australian jurisdictions.

Given this need, this waste strategy has been developed to set the direction for all Western Australians and guide their decisions with regards to waste. To do this, the waste strategy includes a vision for Western Australians to strive for, which is supported by principles, objectives,

targets, priorities and strategies to provide stakeholders with clear guidance on how to align their decision making with the intent of the waste strategy's vision.

The waste strategy will also be supported by an action plan that will outline specific actions to be implemented to achieve the objectives of the strategy. The action plan will be prepared by the Waste Authority in consultation with relevant State Government agencies, for consideration by the Minister for Environment. The waste strategy will be reviewed in five years, while the action plan will be reviewed on a more regular basis.

<sup>2</sup> Pickin and Randell, 2017.

# Our starting point

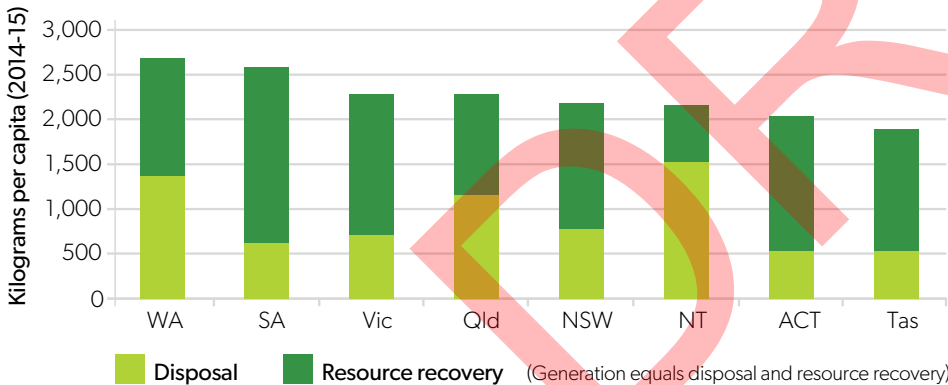
This strategy builds on Western Australia’s previous waste strategy *Creating the Right Environment*, which was introduced in 2012 and achieved significant improvements in recycling, reducing waste generation, diverting construction and demolition waste, and better managing commercial and industrial waste.

The achievements were encouraging, but not enough.

In 2014-15 Western Australians:

- generated more waste than people in other Australian states and territories (2,623 kilograms per capita per annum, all waste excluding fly ash);
- disposed of the second highest amount of waste to landfill (1,358 kilograms per capita per annum, all waste excluding fly ash); and
- had the equal second lowest rate of resource recovery (48 per cent)<sup>3</sup>.

Figure 1: Waste disposal and resource recovery by state (Pickin and Randell, 2017)



Western Australia has some challenging features when it comes to waste management but these cannot be an excuse. Our state is vast and located a considerable distance from waste end-markets, which can impact investment in waste and recycling infrastructure and overall recycling rates. This vastness also means it can be difficult to prevent environmental impacts from waste, through activities such as illegal dumping.

However, we have encouraging waste management results and momentum on which to build. In the nine years to 2014–15, total waste generation in Western Australia increased by about 20 per cent – or an average of 2.1 per cent per year<sup>3</sup>. However, our population also increased over that time and, on a per capita basis, waste generation actually decreased marginally by 0.3 per cent per year.

In terms of waste recovery over the same period, the state’s overall picture also improved – waste to landfill declined and resource recovery rose. In particular:

- resource recovery rate increased from 34 per cent to 48 per cent;
- recycling tonnages rose an average of 6.8 per cent;
- the amount of waste disposed of declined by 6 per cent, by tonnage, or an average fall of 0.7 per cent per year; and
- waste disposal in WA dropped by 24 per cent on a per capita basis, or 3 per cent per year on average, which was the nation’s largest fall in waste disposal per capita over the period<sup>4</sup>.

<sup>3</sup> Pickin and Randell, 2017

<sup>4</sup> ASK Waste Management, 2017

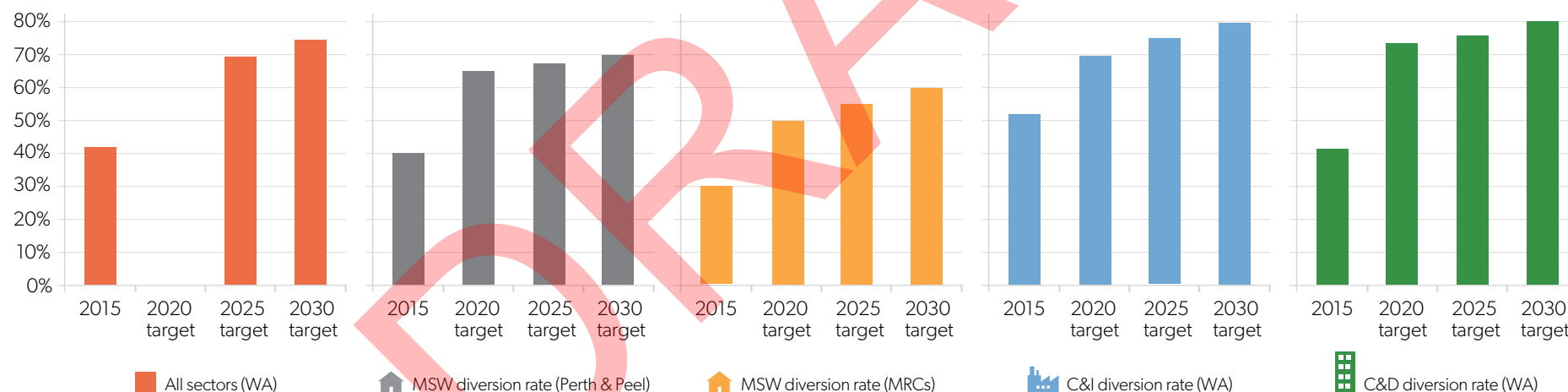
**Table 1: Changes in waste generation and landfill in Western Australia, 2010–11 and 2014–15 (Hyder, 2013 & ASK Waste Management, 2017)**

	2010–11	2014–15	Percentage change
Generation – total	6.53 million tonnes	6.23 million tonnes	↓5%
Generation – per capita	2,764 kilograms	2,437 kilograms	↓12%
Waste to landfill	4.49 million tonnes	3.61 million tonnes	↓20%
Resource recovery	2.04 million tonnes	2.62 million tonnes	↑28%

The 2017 *Recycling Activity Review* commissioned by the Waste Authority reported generally encouraging trends in waste management in Western Australia between 2010–11 and 2014–15. Note: National and State data differ due to hazardous waste being included in national data sets and some overlap in data collection and attribution.

The journey to becoming a circular economy will not be easy and, as shown in Figure 2, there is a substantial gap between our current performance and the performance required to achieve our waste generation and material recovery targets.

**Figure 2: Material recovery performance in 2015–16 and waste strategy targets for 2020, 2025 and 2030 (ASK Waste Management 2017)**





## Vision

Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.

As Western Australians, we live in a unique environment and we recognise its value and importance. We share a desire to be environmentally sustainable.

To be sustainable means to be a low-waste society. Waste avoidance is a priority, which means we strive to avoid the unnecessary generation of waste.

This waste strategy recognises that some level of waste generation is unavoidable and so encourages a circular economy approach, where any waste that is generated is valued as a resource that can be reused or recycled for the benefit of the Western Australian economy.

A sustainable, circular economy also means we manage waste to protect the environment. Such management needs to occur through the entire life cycle – from design and manufacture, through to use and then disposal options consistent with the waste hierarchy.

*Waste Avoidance and Resource Recovery Strategy 2030* recognises that individuals, governments and industry all generate waste and can play an important role in avoiding waste, recycling and disposing of waste correctly to protect the environment. The waste industry has an important role to play in terms of maximising the recovery of resources and then managing the disposal of residual waste, or waste that cannot be practically recovered.

# Objectives

This strategy includes three objectives to guide the Western Australian community and enable the development of a sustainable, low-waste and circular economy.

These objectives frame the priorities and strategies that will contribute to delivering on the vision:





# Targets

*Waste Avoidance and Resource Recovery Strategy 2030 provides a long-term strategy for the State for continuous improvement of waste management benchmarked against best practice.*

It includes targets for waste avoidance, resource recovery and environmental protection, including the diversion of waste disposed to landfill.

Under each objective, high-level targets have been set for the state that are Specific, Measurable, Achievable, Relevant and Time-bound (SMART).

*Overall objectives and state targets*

Avoid	Recover	Protect
<i>Western Australians generate less waste.</i>	<i>Western Australians recover more value and resources from waste.</i>	<i>Western Australians protect the environment by managing waste responsibly.</i>
<ul style="list-style-type: none"><li>2025 – 10% reduction in waste generation per capita</li><li>2030 – 20% reduction in waste generation per capita</li></ul>	<ul style="list-style-type: none"><li>2025 – Increase material recovery to 70%</li><li>2030 – Increase material recovery to 75%</li><li>From 2020 – Recover energy only from residual waste</li></ul>	<ul style="list-style-type: none"><li>2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled</li><li>2030 – All waste is managed and/or disposed to better practice facilities</li></ul>

Targets have been set with reference to performance in other jurisdictions and knowledge about local performance and barriers.

These targets will support our move towards becoming a sustainable, low-waste and circular economy and allow progress to be monitored.

Establishing baseline data is an ongoing challenge in waste management and ensuring data is provided by key sources is an important focus of this strategy.

Improved data collection and analysis will better enable the measurement and evaluation of waste management programs and initiatives. In turn, we will

be able to ensure funding and other resources are directed where they are most needed and can be most effective.

For the purpose of this strategy, targets have been set using 2014–15 national data. This data was the latest available during the consultation and development of the strategy. More recent waste data, which became available in the *National Waste Report* in November 2018, is less accurate than the 2014–15 data, due most significantly to waste stockpiling.

Data improvement to address accuracy issues is a headline strategy in this waste strategy, and will be addressed as a priority.



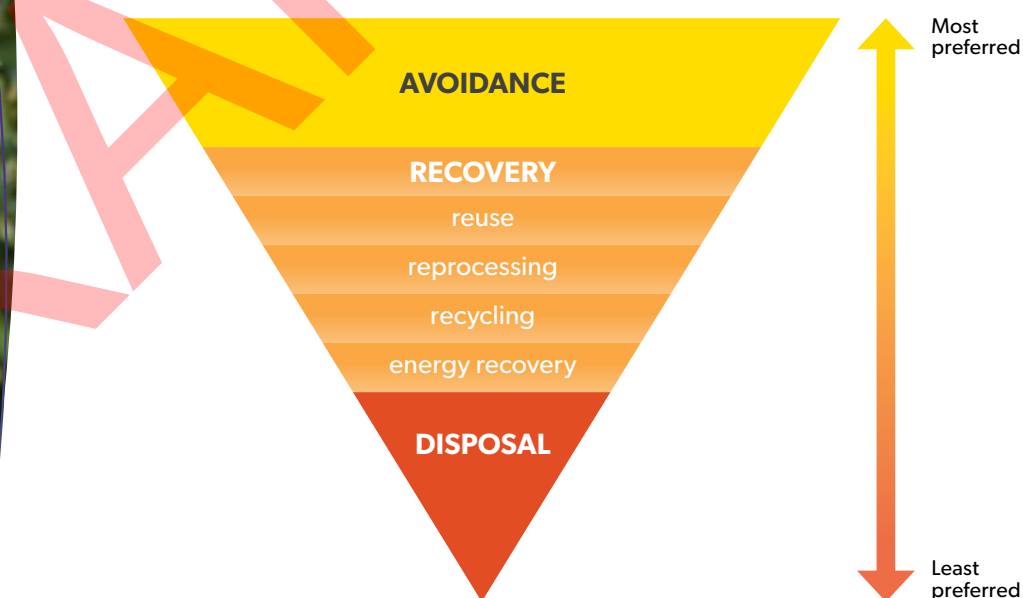
## Guiding concepts

### Waste hierarchy

*Waste Avoidance and Resource Recovery Strategy 2030* applies the waste hierarchy, which is a widely accepted decision making tool which is set out in the *Waste Avoidance and Resource Recovery Act 2007*. The waste hierarchy ranks waste management options in order of their general environmental desirability. The waste hierarchy is used alongside other tools (including economic, social and environmental assessment tools) to inform decision making.

Waste avoidance is the most preferred option in the hierarchy.

Figure 3: Waste hierarchy



Resource recovery options recover value from materials, thereby offsetting the environmental impacts of extracting and processing raw materials. Energy recovery is the least preferred recovery option.

Disposal is the least preferred option. Disposal generally recovers the least value from materials and delivers the least environmental benefit.





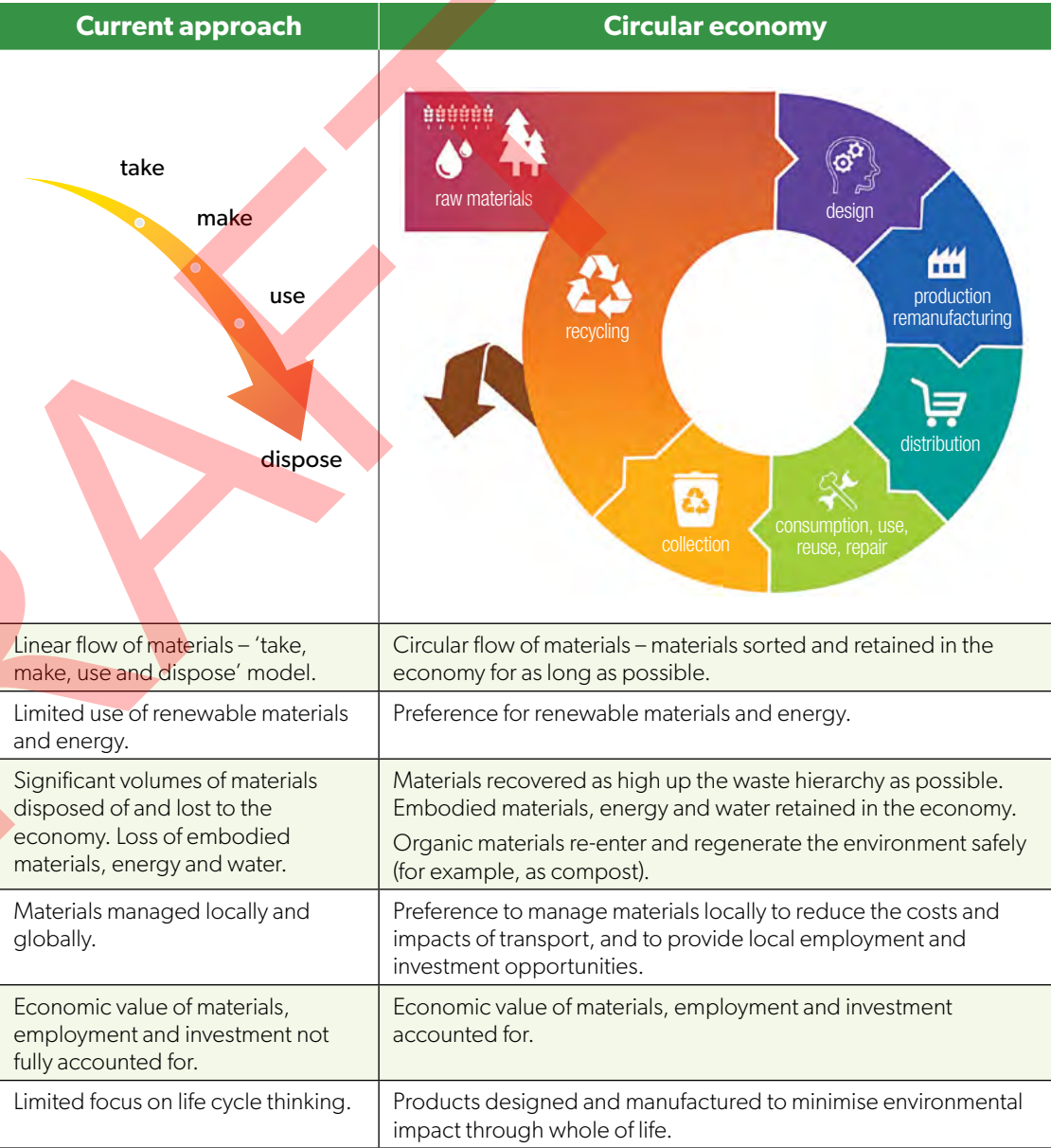
Circular economy

A circular economy builds on long-standing sustainability concepts, including life cycle thinking and resource efficiency, and it complements the waste hierarchy. A circular economy refers to the flow of both materials and energy – it moves away from the linear ‘take, make, use and dispose’ model to one which keeps materials and energy circulating in the economy for as long as possible.

A circular economy presents opportunities for increased local recycling activity. Local solutions create local jobs, and minimise the costs and impacts of unnecessary transport.

Local solutions are particularly important in a state as large as WA where access to markets is limited, and transport costs and impacts are high. WA has an opportunity to benefit from greater local recycling activity. If local recycling options are not available, solutions within Australia will be preferred.

Figure 4: Current waste approach versus circular economy



### Behaviour change – knowledge, enabling infrastructure, incentives

Building on the Western Australian Waste Strategy: *Creating the Right Environment* (2012), *Waste Avoidance and Resource Recovery Strategy 2030* aims to change behaviour through a combination of strategies grouped around knowledge, enabling infrastructure and incentives.

Knowledge plays an important role in getting individuals and organisations started on behaviour change, but it is only a start. Knowledge needs to be complemented with the incentives and practical support individuals and organisations need to act on their decision to change behaviours.

Access to appropriate enabling infrastructure is critical in allowing individuals and organisations to engage with waste management options to improve their effectiveness and efficiency. Enabling infrastructure includes the physical facilities necessary to manage waste, as well as the organisational structures of government and legislation applying to individuals and organisations.

Appropriate knowledge and enabling infrastructure can assist in removing barriers to behaviour change, and incentives can provide a driving force for change. Incentives can be positive, such as funding, or negative, such as penalties and compliance actions.









# Our principles

Five key principles, aligned with legislation, guide the thinking behind *Waste Avoidance and Resource Recovery Strategy 2030* and will drive future decision making.

**Shared responsibility and partnership – owning your impact**

The state’s environmental resources belong to all Western Australians and we all have a role to play in protecting them. The State Government will lead by example by working collaboratively with the community, industry and governments to improve waste management outcomes.

We will support product stewardship and extended producer responsibility as part of our approach to shared responsibility.

**Innovation and growth**

Western Australia will encourage, embrace and celebrate innovation in all forms that enables and expands our waste management capacity and know-how.

**Better practice**

Western Australians will pursue better practice approaches in waste management that takes into account the full costs, benefits and impacts of waste management decisions.

This strategy will inform priorities for developing better practice approaches to waste and recycling services. Better practice will be outcome-focussed, evidence-based, informed by performance achieved in other jurisdictions, developed in consultation with key stakeholders, and set out in guidelines that are framed to reflect the varying resources and capacities of the users of those guidelines. We will stay abreast of national and international best practice and responsibly measure, evaluate and benchmark our own performance against it.

Better practice guidelines will inform stakeholders, such as waste managers and local governments, about preferred systems to achieve the targets in

*Waste Avoidance and Resource Recovery Strategy 2030*. Local government waste plans will have regard to better practice guidelines published or referenced by the Waste Authority.

When better practice waste management is promoted by State Government, stakeholders will adjust practices to meet or exceed this new benchmark.

**Waste as a resource**

Western Australians will adopt and implement the waste hierarchy, avoiding the generation of waste where possible, maximising the recovery of waste that is generated, and protecting the environment from the impacts of disposal.

**Intergenerational equity**

Western Australians will make waste management decisions which ensure the health, diversity and productivity of our environment is maintained or enhanced for the benefit of future generations.



## Our approach

### Using your influence – owning your impact

As individuals, we make decisions in different roles and have different spheres of influence when avoiding and recovering waste and also when protecting the environment from the impacts of disposal.

In our different spheres of influence we can have a greater or lesser impact on what resources or materials are used, how long they stay in circulation, what waste is generated, what resources are recovered and, ultimately, the method of disposal and the impact that has on our environment.

An individual or single household can make positive choices to contribute to the circular economy. For example, being informed about how to source separate recyclables and purchasing recycled products for use in the home. When individuals act collectively, in our neighbourhoods, schools and community groups, there is an even greater potential to make a difference.

As manufacturers, industry can make significant contributions to the circular economy through shifts to more sustainable design and manufacturing methods, and enabling greater resource recovery. As waste managers, the sector can innovate to improve waste management outcomes and better protect the environment.

Local, State and Commonwealth governments can influence, educate and inform – and can also be significant consumers whose purchasing decisions and procurement policies can have very positive impacts and influence. They have important legislative and regulatory roles and develop and implement strategies. Australia is also part of global action on waste management.

### Local solutions and markets

*Waste Avoidance and Resource Recovery Strategy 2030* places a focus on identifying and prioritising local market solutions for those recyclable materials traditionally exported from the state. Local markets for large volume wastes, such as construction and demolition waste and organic waste lend themselves to being managed close to the source of generation for economic and environmental reasons. This is an example of the circular economy approach in action, supporting local innovation and local jobs.





For other priority materials such as plastics, it is not as straightforward to identify local reuse options across the state that make sense locally. This strategy places an increased focus on promoting procurement decisions that preference local markets and play a role in supporting the development of a remanufacturing industry within Western Australia, along with the employment and investment it can bring to the state.

Attracting investment into local reuse options requires a degree of certainty which has not been present under standard market conditions in Western Australia. This will rely on procurement decisions recognising the benefits that local reprocessing, and the use of products made locally from recycled materials, can offer compared to national or international export options.

### Waste generators and waste managers

*Waste Avoidance and Resource Recovery Strategy 2030* recognises the roles that different individuals and organisations have in generating and managing waste. This strategy recognises entities that are primarily generators of waste (community, local and state government, and industry), and entities that are primarily managers of waste (the waste industry, including private industry and local government).

This approach allows individual strategies to better target certain groups to help avoid, recover and protect the environment from the impacts of waste. For example, community members can make better purchasing decisions with more knowledge and information, and can influence industry in its packaging and production decisions with the choices they make; industry can make decisions about more circular design and production of goods; while waste managers can embrace technology and innovation to achieve improved waste management practices.

This waste strategy recognises circumstances where resources and capacities will be limited. The action plan and supporting better practice guidance documents will be framed to reflect this.

### Waste streams

Consistent with other jurisdictions, solid waste will continue to be categorised for the purpose of measurement and comparison against targets in the following three streams:

- **Municipal solid waste (MSW):** primarily waste collected from households and local governments through waste and recycling collections.
- **Commercial and industrial (C&I) waste:** waste that is produced by



institutions and businesses. It includes waste from schools, restaurants, offices, retail and wholesale businesses and industries, including manufacturing.

- **Construction and demolition (C&D) waste:** waste produced by demolition and building activities, including road and rail construction and maintenance, and excavation of land associated with construction activities.

These waste stream descriptions are consistent with the previous Western Australian Waste Strategy (2012), and are consistent with the way Australian jurisdictions categorise and report on waste and recycling performance. The stream descriptions are carried forward to *Waste Avoidance and Resource Recovery Strategy 2030* from the previous strategy to maintain continuity and enable waste

and recycling data to be effectively benchmarked against other jurisdictions.

### National context

Western Australia contributes to national strategies aimed at increasing the recovery of materials from waste, including:

- The *National Waste Policy: Less waste, more resources, 2018* and the *Product Stewardship Act 2011* support national approaches to problem wastes such as televisions, computers, paint, tyres and packaging.
- The Australian Packaging Covenant and the Environment Protection (Used Packaging Material) Measure are national programs aimed at reducing generation and encouraging the reuse and recycling of used packaging materials.

# Our roles and responsibilities

## Collective responsibility – waste is everybody's business

All Western Australians generate waste, and while there are some businesses that manage our waste for us, we can all take a bit more responsibility for better managing the impacts of our own waste. Whether large or small, waste is generated by households, schools, workplaces, local government authorities, government departments, businesses and industry in large cities and remote towns around our vast state.

As a collective issue, waste demands a collective solution. To achieve this strategy's objectives and targets, a model of collective, shared responsibility and action must be adopted.

State Government will work collaboratively with all stakeholders to guide and develop collective policies and solutions. These solutions will be founded in behavioural change campaigns and leading industry policy and practices – starting from within, through leadership in government activities that minimise waste, such as procurement policies and disposal processes.

For local governments and industry, the collective partnership approach will mean adopting best practice approaches to waste minimisation, resource recovery and appropriate waste management.

For businesses, it may mean expanding recycling programs or reviewing outdated practices and policies to reduce waste impacts. For waste managers, it will mean embracing innovation, new technologies and best practice performance in waste management. For the Western Australian community, it will mean being informed about the impact different decisions can make on waste contributions and adopting positive waste behaviours.

As every individual and group contributes to the waste problem, everybody will contribute to the solution in a range of different roles and ways:

- **Commonwealth Government** can help influence outcomes through national waste legislation, strategies and policy frameworks that fulfil obligations under international agreements. The Commonwealth Government will continue to manage and monitor compliance with international conventions, administer the *Product Stewardship Act 2011* and related schemes, and work with jurisdictions to identify and address issues that warrant nationally consistent approaches. It will also establish forums for cross jurisdictional collaboration to improve national waste policy outcomes.

- **State Government** can influence outcomes through its policies and programs, but also generates waste through its operations. As the "system steward" State Government will provide waste management leadership. It will influence waste behaviours through legislation, regulation, policies and programs that align with national approaches. Through engagement and collaboration, the government will create an environment that encourages community to adopt positive behaviour change and businesses to invest and innovate in the waste and recycling sector to move Western Australia towards becoming a circular economy. Agencies will also lead by example by committing to actions and targets in this strategy and reporting on their performance to contribute to its delivery.
- **Waste Authority** can influence outcomes through its programs. Established under the *Waste Avoidance and Resource Recovery Act 2007*, the authority will provide waste management advice to Government and waste management leadership to the community. It will lead the delivery of this strategy by coordinating stakeholder commitment and collaboration on strategies,

administering the Waste Avoidance and Resource Recovery Account (fund), publishing position statements, and preparing annual business plan objectives, priorities and programs that align with this waste strategy.

- **Local governments and regional councils** are primarily waste managers that provide household waste collection and recycling services, manage and operate landfill sites, and deliver education and awareness programs. Local governments and regional councils will provide information, infrastructure and incentives that encourage behaviour change and they will plan for the management of waste within their districts. The issues faced by local governments vary, particularly between metropolitan and regional areas, so there will be a need to identify local, fit-for purpose solutions that reflect better practice, align with this strategy and support a move towards becoming a circular economy. Local governments also generate waste resulting from the range of services provided to the community and can influence purchasing and practices to increase avoidance and recovery and maximise protection of the environment.

One of the headline strategies of this waste strategy is the implementation of local government waste plans. Waste plans will bring together the many different aspects of local government waste management, and provide local governments with a mechanism that aligns their waste services and contracts with the waste strategy and better practice. Waste plan requirements will be developed by the Department of Water and Environmental Regulation in collaboration with the Department of Local Government, Sport and Cultural Industries and the Western Australia Local Government Association. Guidance and templates will be provided to assist local governments in developing and reporting on their waste plans. Waste plan requirements and guidance will be developed in consultation with local governments and designed to reflect the varying resources, capacities and issues faced by local governments.

- **Business and industry** are primarily waste generators that can make decisions to reduce the generation of waste (e.g. by using reduced packaging) and increase recyclability. The business community often deals with large volumes of waste, as well as harmful types of waste, which requires responsible management.

- **Waste industry** is primarily the manager of waste and is responsible for waste management services including collection, sorting, processing (i.e. reuse or safe disposal). Waste managers can also play a key role in providing information to the community. The waste industry will be relied on to make informed infrastructure and technology investment decisions that meet waste and recycling market needs and move the state toward becoming a circular economy.
- **Community, individuals and households** are primarily waste generators who make decisions about purchasing and waste disposal. The community has a key role to play to avoid waste and then properly recover and manage waste once it is generated. Decisions by these individuals and groups regarding the purchasing of products or services can have a significant influence on the behaviour of many other entities.



# Opportunities and focus materials

Opportunities to avoid and recover waste and protect the environment through its responsible management exist for all materials and arise in many different situations. Even the smallest changes in behaviour at a personal level contribute to overall improvements in waste outcomes.

This strategy also identifies focus materials, which will be the focus of actions and measurement under this waste strategy. Significant improvements will need to be made for each of these focus materials if we are to meet the targets in *Waste Avoidance and Resource Recovery Strategy 2030*.

**Construction and demolition waste**

Construction and demolition (C&D) waste makes up around half of Western Australia’s waste stream and represents around 45 per cent of material recovered for recycling. C&D waste represents a significant opportunity for waste

avoidance and material recovery. As a waste generator, the construction industry can play a role in avoiding the amount of waste generated – for example through more efficient building processes – while waste managers can maximise recovery of waste that is generated.

**Organics: food organics and garden organics**

Organic material, including food waste, represents nearly 20 per cent of material recovered for recycling. The National Food Waste Strategy estimates that over 5.3 million tonnes of food that is intended

for human consumption is wasted from households and the commercial and industrial sectors each year. Food waste disposed to landfill generates greenhouse gases, reduces landfill capacity, and represents a loss of valuable organic material which could otherwise be recovered for productive use.

**Metals: steel, non-ferrous metals, packaging and containers**

Metals represent around 20 per cent of material recovered for recycling by weight. Metals are a high value commodity with significant embodied energy. While recovery rates are relatively

high compared to other materials, it is important to ensure these materials are only used where necessary and that as much value and embodied energy as possible is recovered from them.

**Paper and cardboard: office paper, newspaper and magazines**

Paper and cardboard represent around 10 per cent of material recovered for recycling. Paper and cardboard is a high value commodity. When disposed to landfill, paper and cardboard generates greenhouse emissions and represents a loss of economic value.



### Glass: packaging and containers

Glass packaging and containers contain significant embodied energy which is lost if disposed to landfill. Glass that is inappropriately disposed (littered or dumped) can also present direct risks and impacts to the environment and human health.

### Plastics: packaging and containers

Plastic makes up a significant proportion of packaging materials in our waste stream. There are significant opportunities to avoid plastics, and in particular, single use plastics. Plastic is a high value commodity, particularly where contamination rates are low. Disposal to landfill represents an economic loss, and inappropriate disposal into the environment (litter and dumping) can result in significant harm to the environment and wildlife.

### Textiles: clothing and other fabric-based materials

Textiles contain valuable materials and significant embodied energy. When disposed to landfill or illegally dumped, textiles represent a loss of resources and can negatively impact the environment.

### Hazardous waste

Hazardous waste is described as unwanted products that are corrosive, flammable, toxic or reactive and present a potential risk to human health and the environment. Hazardous waste represents only a small percentage of the total waste stream, however it presents significant risks if not well managed. Opportunities exist to avoid hazardous waste through consumer purchasing decisions, and collect hazardous waste for recovery or safe disposal using best practice service infrastructure.







# Our objectives, targets and strategies

**Objective 1:**  
**Avoid**  
**Western Australians**  
**generate less waste**

The waste hierarchy places waste avoidance at the forefront of approaches for managing waste. This waste strategy reflects that priority and recognises that reducing the amount of waste generated in our state requires significant and sustained behaviour change by government, industry and households if this objective is to be achieved.

National data for 2014–15 indicate that Western Australians generate more waste per capita than the national average and that generation per capita has remained static between 2010–11 and 2014–15\*. This is in spite of past efforts to reduce waste generation and it suggests that reducing our generation rate will be very challenging.

This waste strategy first aims to close the gap between our current generation rate and the national average. Given our unique characteristics relative to other jurisdictions (particularly in relation to our geography and economy), reducing our generation of waste to this level will be challenging, but is achievable. Once achieved, our per capita generation rates can then be benchmarked against the nation’s best performing jurisdictions.

Waste avoidance is driven in a large part by purchasing behaviour; it relies on high levels of awareness and motivation by consumers, both individuals and organisations, about how to reduce the impacts of purchasing decisions.

Education and incentives are critical to increase awareness of waste avoidance and to support waste avoidance behaviours.

Waste avoidance can also be pursued through the product design and manufacturing phase. Industry has an opportunity to reduce the amount of material used in products to avoid generating waste, often in response to consumer demand. For example, there are significant opportunities across the packaging sector to avoid some wastes altogether or to minimise their use.

AVOID TARGETS		
<ul style="list-style-type: none"><li>2025 – Reduction in waste generation per capita by 10% (from 2014/15 generation rate)</li><li>2030 – Reduction in waste generation per capita by 20% (from 2014/15 generation rate)</li></ul>		
Waste generators		Waste managers**
Community	Government and industry	Waste industry
<ul style="list-style-type: none"><li>2025 – Reduction in MSW generation per capita by 5%</li><li>2030 – Reduction in MSW generation per capita by 10%</li></ul>	<ul style="list-style-type: none"><li>Reduction in C&amp;D waste generation per capita by 15% by 2025, 30% by 2030</li><li>Reduction in C&amp;I waste generation per capita by 5% by 2025, 10% by 2030</li></ul>	<ul style="list-style-type: none"><li>2030 – All waste is managed and/or disposed using better practice approaches</li></ul>

\* 2016–17 national data has not been used in this strategy. WA reportedly has significant waste stockpiling that is not reflected in the 2016–17 data but accurate assessment of this stockpiling is not yet available. Data improvement to address accuracy issues is a headline strategy in this waste strategy and will be addressed as a priority.

\*\* Includes local government, private industry and state entities.





### Focus materials

Achieving the avoidance targets will require an emphasis on the waste materials that, by weight, currently make up more than 90 per cent of the waste Western Australian's generate:

- **Construction and demolition materials:** concrete, asphalt, rubble, bricks, sand and clean fill
- **Organics:** food organics and garden organics
- **Metals:** steel, non-ferrous metals, packaging and containers
- **Paper and cardboard:** office paper, newspaper and magazines
- **Glass:** packaging and containers
- **Plastics:** packaging and containers
- **Textiles:** clothing and other fabric-based materials



Table 2: Avoid strategies

	Strategy description	Lead stakeholder	Strategy application					#
			Waste generators				Waste managers*	
			Community	Local government	State Government	Industry	Waste industry	
KNOWLEDGE	Coordinate consistent state-wide communication, engagement and education on waste avoidance behaviours with an emphasis on focus materials.	State Government	✓	✓	✓	✓	✓	1
	Investigate, develop and publish, in collaboration with stakeholders, locally relevant actions for reducing waste generation with an emphasis on focus materials.	Waste Authority	✓	✓		✓	✓	2
	Lead collaboration between State Government agencies on actions that reduce the waste generation with an emphasis on focus materials.	State Government		✓	✓			3
	Coordinate communications and education that leads to food organics and garden organics waste reduction behaviour change.	Waste Authority	✓	✓	✓	✓	✓	4
	Collaborate with decision-makers and opinion leaders to explore opportunities arising from circular economy approaches and communicate them publicly.	Waste Authority		✓	✓	✓	✓	5
ENABLING INFRASTRUCTURE	Develop mechanisms and platforms that enable the community to adopt avoidance behaviours, and explore reuse and low-waste alternatives.	State Government	✓	✓	✓			6
INCENTIVES	Provide support to community, government and industry initiatives that lead to waste avoidance and contribute to waste strategy targets with an emphasis on focus materials.	State Government	✓	✓	✓	✓	✓	7
	Introduce regulations to prevent unnecessary waste generation.	State Government	✓	✓	✓	✓		8

\* Includes local government, private industry and state entities.



## Objective 2: Recover

**Western Australians  
recover more value and  
resources from waste**

Where waste generation is unavoidable, efforts should be made to recover more value and resources from waste. Consistent with the waste hierarchy and circular economy approaches, material recovery is preferred over energy recovery. Energy recovery is preferable to landfill disposal but should only be applied to residual waste once better practice source separation approaches have been exhausted.

*Waste Avoidance and Resource Recovery Strategy 2030* supports the recovery of more valuable resources from the waste stream by applying a combination of strategies relating to knowledge, enabling infrastructure and incentives to encourage behaviour change by waste generators and waste managers.

The Waste Authority will produce better practice guidelines and encourage the sector to implement better practice

through mechanisms such as local government waste plans. Implementation of food organics and garden organics (FOGO) systems are a priority in this strategy, which will increase the recovery of material collected through kerbside services. Implementation of FOGO systems will be supported by State Government through the application of financial mechanisms to make it a cost competitive option for local governments.

### RECOVER TARGETS

- 2025 – Increase material recovery to 70%
- 2025 – All local governments in the Perth and Peel region provide consistent three bin kerbside collection systems that include separation of FOGO from other waste categories
- 2030 – Increase material recovery to 75%
- From 2020 – Recover energy only from residual waste

Waste generators		Waste managers*
Community	Government and industry	Waste industry
<ul style="list-style-type: none"> <li>○ 2020 – Increase MSW material recovery to 65% in the Perth and Peel regions, 50% in major regional centres</li> <li>○ 2025 – Increase MSW material recovery to 67% in the Perth and Peel regions, 55% in major regional centres</li> <li>○ 2030 – Increase MSW material recovery to 70% in the Perth and Peel regions, 60% in major regional centres</li> </ul>	<ul style="list-style-type: none"> <li>○ C&amp;I sector – Increase material recovery to 70% by 2020, 75% by 2025, 80% by 2030</li> <li>○ C&amp;D sector – Increase material recovery to 75% by 2020, 77% by 2025, 80% by 2030</li> </ul>	<ul style="list-style-type: none"> <li>○ 2030 – All waste facilities adopt resource recovery better practice</li> </ul>

\* Includes local government, private industry and state entities.





### Focus materials

In working towards these targets, this strategy focuses on the reuse, reprocessing and recycling of the following materials that present the greatest potential for increased recovery:

- **Construction and demolition materials:** concrete, asphalt, rubble, bricks, sand and clean fill
- **Organics:** food organics and garden organics (FOGO)

- **Metals:** steel, non-ferrous metals, packaging and containers
- **Paper and cardboard:** office paper, newspaper and magazines
- **Plastics:** packaging and containers

These focus materials reflect overall state priorities, however, it will be appropriate to consider local circumstances to increase recovery in different parts of Western Australia, and particularly between metropolitan and non-metropolitan areas. Local circumstances include factors such as

access to processing infrastructure and access to markets for recycled products. *Waste Avoidance and Resource Recovery Strategy 2030* encourages the adoption of solutions that reflect local circumstances and contribute to the overarching targets.

Just as local approaches based on local circumstances can lead to unique solutions, consistent services where similar conditions exist can lead to more efficient service delivery. Consistency in the provision of kerbside services

to households in urbanised areas is an example of where consistent systems, including three bin food organics and garden organics (FOGO) systems, can improve messaging to the community about how to recycle effectively and lead to better practice outcomes across large urbanised populations. Consistent collections also provide opportunities for service providers to establish processing options for clean and consistent streams of materials, which can reduce costs and improve product quality and therefore access to markets.

### Energy recovery

Resource recovery includes the recovery of energy from waste. However, energy recovery is considered to be the least preferred of all resource recovery options in the waste hierarchy as it merely releases embodied energy but does not preserve the material for reuse. For this reason, the waste strategy identifies that only residual waste (waste which remains following the application of better practice source separation and recycling systems) is to be used for energy recovery. Where better practice guidance is not available, an entity's material recovery performance will need to meet or exceed the relevant stream target (depending on its source - MSW, C&I or C&D) for the remaining non-recovered materials to be considered residual waste under this waste strategy.

Table 3: Recover strategies

			Strategy application					#
			Waste generators				Waste managers*	
	Strategy description	Lead stakeholder	Community	Local government	State Government	Industry	Waste industry	
KNOWLEDGE	Investigate options to recover and promote related local markets through State Government procurement actions with an emphasis on focus materials.	State Government			✓			9
	Develop and publish better practice guidance and standards for waste-derived products to build confidence in recycled products and ensure protection of the environment.	Waste Authority	✓	✓	✓	✓	✓	10
	Maintain a communications toolkit for local government on consistent messaging for better practice kerbside service delivery.	Waste Authority	✓	✓			✓	11
	Develop education and engagement resources to communicate the benefits of resource recovery and the use of recycled products, and to minimise contamination in collection systems.	Waste Authority	✓	✓	✓	✓	✓	12
	Develop and publish better practice guidance to support increases in recovery with an emphasis on focus materials.	Waste Authority	✓	✓	✓	✓	✓	13
	Identify and implement options for collaboration between industry and the State Government to support market development and recovery with an emphasis on focus materials.	Waste Authority			✓	✓	✓	14
	Investigate and improve reporting on material that is reused (as distinct from recycled) to better monitor the state's move toward becoming a circular economy.	State Government	✓	✓	✓	✓	✓	15
ENABLING INFRASTRUCTURE	Establish mechanisms, including funding approaches to support investments in local infrastructure for recovery with an emphasis on focus materials.	State Government					✓	16
	Develop and support measures to establish and maintain product stewardship schemes aligned with the State's waste priorities, commencing with a container deposit scheme.	State Government	✓	✓	✓	✓	✓	17

\* Includes local government, private industry and state entities.



Table 3: Recover strategies continued

	Strategy description	Lead stakeholder	Strategy application					#
			Waste generators				Waste managers*	
			Community	Local government	State Government	Industry	Waste industry	
<b>INCENTIVES</b>	Provide funding to local governments to introduce better practice services and extend the Better Bins program to include FOGO (food organics and garden organics services).	Waste Authority	✓	✓			✓	18
	Provide funding to promote the use of priority recycled products and support the establishment of local markets with an emphasis on focus materials.	State Government		✓	✓	✓	✓	19
	Support community, government and industry initiatives that promote resource recovery in the Perth and Peel regions, major regional centres and remote areas through grant programs.	State Government	✓	✓	✓	✓	✓	20
	Develop a legislative framework to encourage the use of waste derived materials, including product specifications, to build confidence in recycled products, increase their demand and develop relevant markets while protecting the environment.	State Government		✓	✓	✓	✓	21
	Implement sustainable government procurement practices that encourage greater use of recyclable and recycled products and support local market development.	State Government		✓	✓	✓		22

\* Includes local government, private industry and state entities.

**Objective 3:  
Protect**

**Western Australians  
protect the environment  
by managing waste  
responsibly**

The transport, storage, processing and disposal of waste all have the potential to directly impact the environment.

Certain wastes, such as hazardous materials or materials that are commonly littered or dumped, can also pose significant risks to public health and the environment. Poorly managed waste infrastructure (including landfills and recycling facilities) and services, as well as adverse waste behaviours, all increase the risk of negative impacts on public health and the Western Australian environment.

In the event waste cannot be avoided, it is important that waste management systems – including recycling and disposal (landfill) facilities – protect the environment from the negative impacts of waste by adopting better practice.

Waste managers face different waste management challenges and have varying capacities to address these challenges. For example, better practice approaches in remote areas are likely to vary substantially to those in metropolitan areas, due to differences in populations,

infrastructure, resources and market access. Better practice guidance developed under this strategy will reflect these differences.

Litter and illegal dumping can significantly damage our environment. It is important that waste enters the correct waste management system so that it can be properly managed by better practice facilities, and is not littered or dumped in the environment.

PROTECT TARGETS		
<div>2030 – No more than 15% of Perth and Peel regions’ waste is disposed to landfill</div> <div>2030 – All waste is managed by and/or disposed to better practice facilities</div>		
Waste generators		Waste managers*
Community	Government and industry	Waste industry
<div>2030 – Move towards zero illegal dumping</div> <div>2030 – Move towards zero littering</div>	<div>2030 – Move towards zero illegal dumping</div>	<div>2030 – No more than 15% of Perth and Peel regions’ waste is disposed to landfill</div> <div>2030 – All waste facilities adopt environmental protection better practice</div>

\* Includes local government, private industry and state entities.



### Priority areas

In working towards achieving these targets, Western Australia should focus on behaviours and materials that provide the greatest potential to protect the environment including:

- the transport, storage, processing and disposal of waste;
- problem wastes, including hazardous materials;
- poorly managed waste infrastructure, including landfills, recycling facilities and services;
- taking action early in a waste material's life cycle; and
- giving priority to reflect the risk posed by a waste material.

### National priorities

The management of some types of waste require an international approach. Initiatives that are the responsibility of the Commonwealth Government and to which WA contributes include the Basel Convention, an international treaty to reduce the movement of hazardous waste between countries with a view to protecting public health and the environment, and the Minamata Convention on Mercury, a global treaty to protect public health and the environment from the adverse effects of mercury.

Table 4: Protect strategies

	Strategy description	Lead stakeholder	Strategy application					#
			Waste generators				Waste managers*	
			Community	Local government	State Government	Industry	Waste industry	
<b>KNOWLEDGE</b>	Identify the data that is required to quantify and measure illegal dumping activity, collect the identified data on an ongoing basis and use the collected data to better target illegal dumping monitoring and enforcement activities.	State Government		✓	✓		✓	23
	Deliver a community engagement and education campaign to raise awareness of illegal dumping and its impacts.	State Government	✓	✓	✓	✓		24
	Investigate, document and publish options for avoiding waste plastic.	Waste Authority	✓	✓	✓	✓		25
	Review and report on approaches to the management of hazardous waste including controlled and liquid waste.	State Government				✓	✓	26
	Assess existing recovery facility and landfill siting and management practices and publish information to guide achievement of better practice approaches.	Waste Authority					✓	27
<b>ENABLING INFRASTRUCTURE</b>	Work with land owners and managers to build their capacity to tackle illegal dumping.	State Government	✓	✓	✓	✓		28
	Investigate and report on the role of funding approaches to drive the uptake of better practice approaches at waste management facilities.	Waste Authority		✓			✓	29
<b>INCENTIVES</b>	Support local governments to safely collect and manage hazardous materials generated by households that present a significant risk to public health and the environment.	State Government	✓	✓			✓	30
	Provide relevant funding and guidance to prevent the illegal dumping of waste at charitable recycler waste collection sites.	State Government					✓	31

\* Includes local government, private industry and state entities.

Table 4: *Protect strategies* continued

	Strategy description	Lead stakeholder	Strategy application					#
			Waste generators				Waste managers*	
			Community	Local government	State Government	Industry	Waste industry	
INCENTIVES	Implement the litter prevention strategy to reduce littering and manage its impacts.	Keep Australia Beautiful Council	✓	✓	✓	✓		32
	Detect, investigate and prosecute illegal dumping.	State Government	✓	✓	✓	✓		33
	Review and update the regulatory framework for waste to ensure it is appropriate and reduces the environmental impacts and risks from waste management.	State Government					✓	34
	Revise and publish waste classifications and definitions to reflect current knowledge to ensure waste materials are managed according to their risk and are treated and/or disposed of appropriately.	State Government			✓		✓	35
	Develop and revise legislative frameworks to encourage the use of waste derived materials and build confidence in recycled products.	State Government	✓	✓	✓	✓		36

\* Includes local government, private industry and state entities.



## Foundation strategies

### that apply to multiple objectives

*Waste Avoidance and Resource Recovery Strategy 2030* includes strategies which support multiple objectives and underpin the delivery of this waste strategy. These are referred to as foundation strategies.

Foundation strategies include:

- information and data – to provide high quality information to the community, government and industry to inform decision making.
- regulation and policy – to provide a level playing field and deliver efficient and effective waste management outcomes.

- education – to underpin behaviour change approaches for avoid, recover and protect, for waste generators and waste managers.
- planning – to provide support and guidance for waste services planning as well as infrastructure and land use planning.

The waste levy will continue to play a key role by providing a disincentive to dispose of waste, and by generating revenue to fund programs which

support the waste strategy. Reflecting this, a key foundation strategy is for the scope and application of the waste levy to be reviewed to ensure it meets the objectives of *Waste Avoidance and Resource Recovery Strategy 2030*, and to establish a schedule of future waste levy rates.

The range of strategies, both new and ongoing, that will allow Western Australians to achieve outcomes against all three objectives of the waste strategy are presented below.

Table 5: Foundation strategies

		Strategy application						
		Waste generators					Waste managers*	#
Strategy description		Lead stakeholder	Community	Local government	State Government	Industry	Waste industry	
INFORMATION AND DATA	Review and update data collection and reporting systems to allow waste generation, recovery and disposal performance to be assessed in a timely manner.	State Government		✓	✓	✓	✓	37
	Collaborate with industry to develop a data strategy that includes actions to improve waste data collection, management and reporting, and guides their implementation.	State Government Waste Authority		✓	✓	✓	✓	38
	Investigate and report on the application of the circular economy in WA, including opportunities and barriers implementation.	Waste Authority	✓	✓	✓	✓	✓	39

\* Includes local government, private industry and state entities.

Table 5: Foundation strategies continued

	Strategy description	Lead stakeholder	Strategy application					#
			Waste generators				Waste managers*	
			Community	Local government	State Government	Industry	Waste industry	
<b>INFORMATION AND DATA</b>	Collaborate with the Commonwealth Government to develop local approaches to implementing the National Food Waste Strategy.	State Government	✓	✓	✓	✓	✓	40
	Provide support to local governments, recyclers and landfill operators for reporting under amendments to the <i>Waste Avoidance and Resource Recovery Regulations 2008</i> .	State Government		✓			✓	41
	Develop state-wide waste communications to support consistent messaging on waste avoidance, resource recovery and appropriate waste disposal behaviours.	State Government	✓	✓	✓	✓		42
<b>ENGAGEMENT AND EDUCATION</b>	Recognise and reward the adoption of positive behaviours, practices and innovation that contribute to reduced waste generation, increased resource recovery and protection of the environment.	Waste Authority	✓	✓	✓	✓	✓	43
<b>REGULATION AND POLICY</b>	Investigate options for developing a 'needs based' approach to the approval of new landfills and other waste infrastructure.	State Government					✓	44
	Contribute to national waste policy and programs aimed at waste avoidance, resource recovery and environmental protection.	State Government	✓	✓	✓	✓	✓	45
	Review the scope and application of the waste levy to ensure it meets the objectives of Waste Avoidance and Resource Recovery Strategy 2030 and establish a schedule of future waste levy rates with the initial schedule providing a minimum five year horizon.	State Government	✓	✓	✓	✓	✓	46

\* Includes local government, private industry and state entities.

Table 5: Foundation strategies continued

	Strategy description	Lead stakeholder	Strategy application					#
			Waste generators				Waste managers*	
			Community	Local government	State Government	Industry	Waste industry	
<b>REGULATION AND POLICY</b>	Review and revise regulations and policies to achieve a level playing field for industry which ensures entities that are compliant and apply best practice are not disadvantaged.	State Government		✓	✓	✓	✓	47
	Implement local government waste plans which align local government waste planning processes with the waste strategy.	State Government	✓	✓				48
	Lead and support initiatives that bring together agencies, local governments, industry and community to assist knowledge exchange and strategic waste planning.	Waste Authority	✓	✓	✓	✓	✓	49
<b>PLANNING</b>	Undertake a strategic review of Western Australia's waste infrastructure (including landfills) by 2020 to guide future infrastructure development.	State Government	✓	✓	✓	✓	✓	50

\* Includes local government, private industry and state entities.

# Next steps

## Supporting documents

### ***Waste Avoidance and Resource Recovery Strategy 2030 Action Plan***

This strategy is supported by an action plan which outlines specific actions to be implemented to achieve the objectives of the strategy.

The initial action plan has been prepared by the Waste Authority in consultation with relevant State Government agencies, and was approved by the Minister for Environment. Stakeholder consultation will be undertaken in the preparation of subsequent action plans.

### ***Waste Authority Position and Guidance Statements***

The Waste Authority publishes position statements from time to time. Position statements formalise the views of the Waste Authority and may be used to inform decisions relevant to the Waste Authority's role in implementing the strategy.

### ***Better Practice Guidance***

The Waste Authority recognises the importance of developing better practice guidelines, measures and reporting frameworks and supporting their adoption. The Waste Authority will publish better practice guidance from time to time, which sets out high-performing systems and outcomes benchmarked against comparable jurisdictions.

### ***State Waste Infrastructure Plan***

A state waste infrastructure plan will be developed together with key stakeholders to guide the planning and decision making for the establishment and maintenance of critical infrastructure. This will include the type and capacity of additional infrastructure that will be needed to meet the targets in this strategy, the areas in which infrastructure may be best located and forecast dates for when it is needed.

### ***Annual Business Plan***

The *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) requires the Waste Authority to prepare a draft business plan to be submitted to the Minister each year. The business plan sets out objectives and priorities for government funding for the next five financial years, and must be consistent with this strategy.

### ***Waste Data Strategy***

A waste data strategy will guide the ongoing development of data definitions, collection mechanisms, management and reporting requirements to ensure progress on *Waste Avoidance and Resource Recovery Strategy 2030* can be monitored appropriately and that any revision of approach is based on sound information.

## Measuring progress

The Waste Authority will be responsible for evaluating *Waste Avoidance and Resource Recovery Strategy 2030*, including progress towards objectives and targets. The Waste Authority will publish annual reports against its business plan, and coordinate reports on behalf of the Minister against the outcomes of the action plan.

## Strategy updates

As Western Australia implements this waste strategy, new opportunities and priorities may be identified which may warrant a review of the scope and focus of the strategy. The WARR Act requires that the waste strategy be reviewed for currency at least every five years, including a full public consultation process. Minor amendments to the waste strategy can be made by the Waste Authority subject to the approval of the Minister.

# Glossary

Term	Definition
Better practice	Better practice refers to practices and approaches that are considered by the Waste Authority to be outcomes-focussed, effective and high performing, which have been identified based on evidence and benchmarking against comparable jurisdictions. Better practice will be supported by the Waste Authority through the development of better practice guidelines, measures and reporting frameworks, which will be developed to reflect the different capacities and challenges faced by waste generators and managers. Better practice is synonymous with the term best practice, but captures the dynamic nature of best practice.
Circular economy	An alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible – extracting the maximum value from them while in use, then recovering and reusing products and materials. Three core principles underpin a circular economy – design out waste and pollution; keep products and materials in use; and regenerate natural systems.
Commercial and industrial (C&I) waste	Waste produced by institutions and businesses, including schools, restaurants, offices, retail and wholesale businesses and industries, including manufacturing.
Construction and demolition (C&D) waste	Waste produced by demolition and building activities, including road and rail construction and maintenance, and excavation of land associated with construction activities.
Drop-off facility	Site where residents can bring their waste or recyclables for disposal.
Embodied energy	Embodied energy is the energy used to produce a material substance (such as processed metals or building materials), taking into account energy used at the manufacturing facility, energy used in producing the materials that are used in the manufacturing facility, and so on.
Food organics and garden organics (FOGO)	Food organics include waste food, inedible food, and parts of food that are not consumed and/or are considered undesirable (such as seeds, bones, coffee grounds, skins and peels). Garden organics include organic wastes that arise from gardening and maintenance activities, such as lawn clippings, leaves, cuttings and branches. FOGO can also include other organic wastes that may be compatible with FOGO collections and can include items such as paper and cardboard.

Term	Definition
Household hazardous waste	Products used in and around the home that have at least one hazardous characteristic (flammable, toxic, explosive or corrosive).
Hazardous waste	Waste that, by its characteristics, poses a threat or risk to public health, safety or the environment.
Illegal dumping	Premeditated littering where people go out of their way to dump waste in public places illegally, typically for commercial benefit or to avoid disposal fees.
Kerbside collection	A regular containerised service that collects waste from a residents' kerbside.
Litter	Waste that is left in public places and not deposited into a bin.
Litter Prevention Strategy	Litter Prevention Strategy for Western Australia 2015–2020.
Liquid waste	Wastes that are not solid or gaseous. May refer to sludges and slurries, or other liquids discharged to sewer. May also refer to waste water.
Major Regional Centre	Major Regional Centres: The cities of Albany, Busselton, Bunbury, Greater Geraldton and Kalgoorlie-Boulder, which are local governments outside the Perth and Peel region that have both a relatively large population and reasonable access to markets. Other major regional centres may be identified by the Waste Authority during the life of the waste strategy.
Municipal solid waste (MSW)	Waste primarily collected from households and local governments through waste and recycling collections.
Organic waste	Waste materials from plant or animal sources, including garden waste, food waste, paper and cardboard.
Perth and Peel region	The Perth region, or Perth metropolitan region, is the area defined by the Metropolitan Region Scheme. The Peel region is the area defined by the Peel Region Scheme. Municipal solid waste targets are set for the Perth and Peel region to reflect current urbanisation trends and to align with waste infrastructure servicing and planning needs.



# References

Term	Definition
Product stewardship	Product stewardship is an approach to managing the impacts of different products and materials. It acknowledges that those involved in producing, selling, using and disposing of products have a shared responsibility to ensure that those products or materials are managed in a way that reduces their impact, throughout their life cycle, on the environment and on public health and safety.
Residual waste	Waste that remains after the application of a better practice source separation process and recycling system, consistent with the waste hierarchy as described in section 5 of the <i>Waste Avoidance and Resource Recovery Act 2007</i> (WARR Act). Where better practice guidance is not available, an entity's material recovery performance will need to meet or exceed the relevant stream target (depending on its source - MSW, C&I or C&D) for the remaining non-recovered materials to be considered residual waste under this waste strategy.
Resource recovery	The process of extracting materials or energy from a waste stream through re-use, reprocessing, recycling or recovering energy from waste.
Vergeside service	Local government services that collect a range of materials from the verge for recovery or disposal.
Waste avoidance	Refers to the prevention or reduction of waste generation, or the prevention or reduction of the environmental impacts (for example toxicity) of waste generation.
Waste Avoidance and Resource Recovery (WARR) Account	In accordance with the <i>Waste Avoidance and Resource Recovery Act 2007</i> (WARR Act), each year the Minister for Environment must allocate not less than 25 per cent of the forecast levy amount to the WARR Account. Funds in the WARR Account are applied to programs for the management, reduction, reuse, recycling, monitoring or measurement of waste and to support implementation of the Waste Strategy.
Waste diversion	The act of diverting a waste away from landfill for another purpose such as re-use or recycling.

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DRAFT



## STRATEGIC VISION

# SOUTH COAST SUSTAINABLE WASTE ALLIANCE

**ALBANY,  
DENMARK,  
PLANTAGENET**  
ALL TOGETHER BETTER

## OUR PURPOSE

**"DIVERT IT, REVERT IT, CONVERT IT"**

To work together on a sustainable approach to waste management that meets the needs of our communities in a manner that is cost effective and innovative.

## OUR OBJECTIVES:

## OBJECTIVE

## HOW MEASURED

Reduce waste to landfill.

To reduce waste generation through effective education programs and advocacy to government and industry

To improve processes by changing how we do business

Minimise environmental risks and human impacts.

To effectively manage current sites while planning for post-closure activities

To identify and promote sustainable practices, innovative solutions and alternative treatments

Provide a quality, cost-effective waste collection service to the community.

To review and improve current services and contract arrangements

To develop and foster dynamic engagement and partnerships with our communities

Determine a long-term waste disposal solution for the region's future waste needs.

To identify and assess appropriate sites and determine suitability, logistics and transition planning

To monitor performance against industry best practice

Maintain effective relationships with Alliance Partners and other Stakeholders

To communicate with and gain support from Elected Members of the South Coast Economic Alliance

To deliver effective engagement and reporting with Alliance Partners and other Stakeholders

HOLIDAY ACCOMODATION  
MANAGEMENT PLAN  
FOR 16 TAYLOR STREET  
MIRA MAR  
“Sea to town homestay”



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14. DEPARTURE ARRANGEMENTS
15. COMPLIANCE
16. COMPLAINTS HANDLING
17. EMERGENCY RESPONSE PLAN

## 1. LOCATION

The property at 16 Taylor Street, Mira Mar is identified in the “preferred” area for holiday accommodation.

The location is situated in- between Albany’s CBD and Middleton Beach, with a leisurely 2.5 kilometre walk in each direction to these local attractions. Close by are local parks, super market, bakery, pharmacy, butcher shop, bottle shop and lookout points of interest. It’s a pleasant area to walk, cycle or drive and is opposite public open space with picnic tables.

## 2. PROPERTY MANAGEMENT

This property will be managed by Hollie & John Hummerston who live two streets away at 19 Anderson Place, Mira Mar. We will maintain a guest register and maintain one person will not reside for more than 3 months within a 12 month period.

The property will be overseen by us ourselves and we will make sure all rules are strictly followed. We live in Mira Mar ourselves and want it to remain a harmonious and enjoyable suburb to reside in.

We will meet guests on site so we can ensure the correct number of people are checking in. If it is after hours (after 7pm) there will be a lockbox available and a meet and greet will be conducted the next day.

All adjacent neighbours and neighbours in close proximity will be given our contact phone numbers for any problems that may arise.

### 3. ACCEPTANCE

Full payment is due before check in and this constitutes acceptance of all terms and conditions.

Check in time is after 2pm on the arrival date and check out time is before 10am on the departure date.

### 4. PAYMENT

Bookings must be paid in full prior to arrival via the guests chosen website air bnb or booking.com.

### 5. CANCELLATIONS

We hold a strict cancellation policy, there will be a full refund for cancellations made within 48 hours of booking. If the check in date is at least 14 days away a 50% refund is available and if the cancellation is made within 7 days of the check in there is no refund.

### 6. MINIMUM NIGHT STAY

There is a 2 night minimum stay.

### 7. SECURITY BOND

There is a \$250 security bond held against your card for the duration of your stay. Upon checking out and assuring the rules haven't been breached and nothing is damaged the \$250 hold will be taken off on the departure day after checkout.

## 8. UNAVAILABILITY

If the property becomes available during the duration of your stay due to unforeseen circumstances e.g fire, damage ect you will be advised immediately and all money will be refunded.

## 9. LINEN TOWELS & SERVICING

All linen, towels and bedding will be provided for the approved amount of guests per stay and must be left at the property once vacated.

## 10. GENERAL CONDITIONS

- Disturbance to our neighbours, including excessive noise is not permitted and may result in eviction without a refund. Guests must comply with quiet times being from 10pm though till 8am. In the event we are notified by neighbours of excessive noise you will receive a written and verbal warning, if this is breached again the tenant will be vacated and accommodation costs will be retained in full by owners with no refunds given.
- All guest must comply with house rules and read all instructions from management.
- Guests are responsible for damage, theft and loss of property during their stay. You must notify us immediately if this occurs.
- Additional guests to the amount requested through the booking portal must be approved by management prior to arrival and a variation can be created. (please keep in mind a maximum of 6 guests at anytime)

- Please dispose of all garbage after your stay to the outside bins located next to the garage.
- The property must be left in a clean and tidy condition upon departure as it is found. Dishes done, rubbish disposed of and recycling taken out.
- All doors and windows must be locked upon leaving.
- Smoking is not permitted indoors
- Parties are not permitted at anytime. No more than 10 people at any given time are allowed in the property (inclusive of guests and visitors) if this rule is breached a warning will be given and if its not rectified an eviction may occur.

#### 11. PARKING

Guests and visitors must comply with parking regulations.

There is a 2 car garage available for two large vehicles, two more cars can park directly behind these spots.

Guest must be mindful of neighbours when parking and only park in allocated parking spots on the property.

#### 12. PETS

Only 1 pet at a time may be approved upon booking, non-approved pets are not permitted and will breach house rules. The pet will have to remain outside at all times and not be of disturbance to any neighbours. The yard at 16 Taylor Street is fully fenced and secured. If pets are a disturbance and is reported by neighbours a warning will be issued in writing immediately and eviction may occur if the noise is not rectified with all monies being non- refundable.



13. DAMAGES OR BREAKAGES

Must be reported to manager immediately.

14. DEPARTURE

Guests must comply with house rules take out rubbish and personal items. The property should be locked completely and keys left in the lockbox.

15. COMPLAINTS HANDLING

Guest have an obligation to report any problems or incidents to their manager.

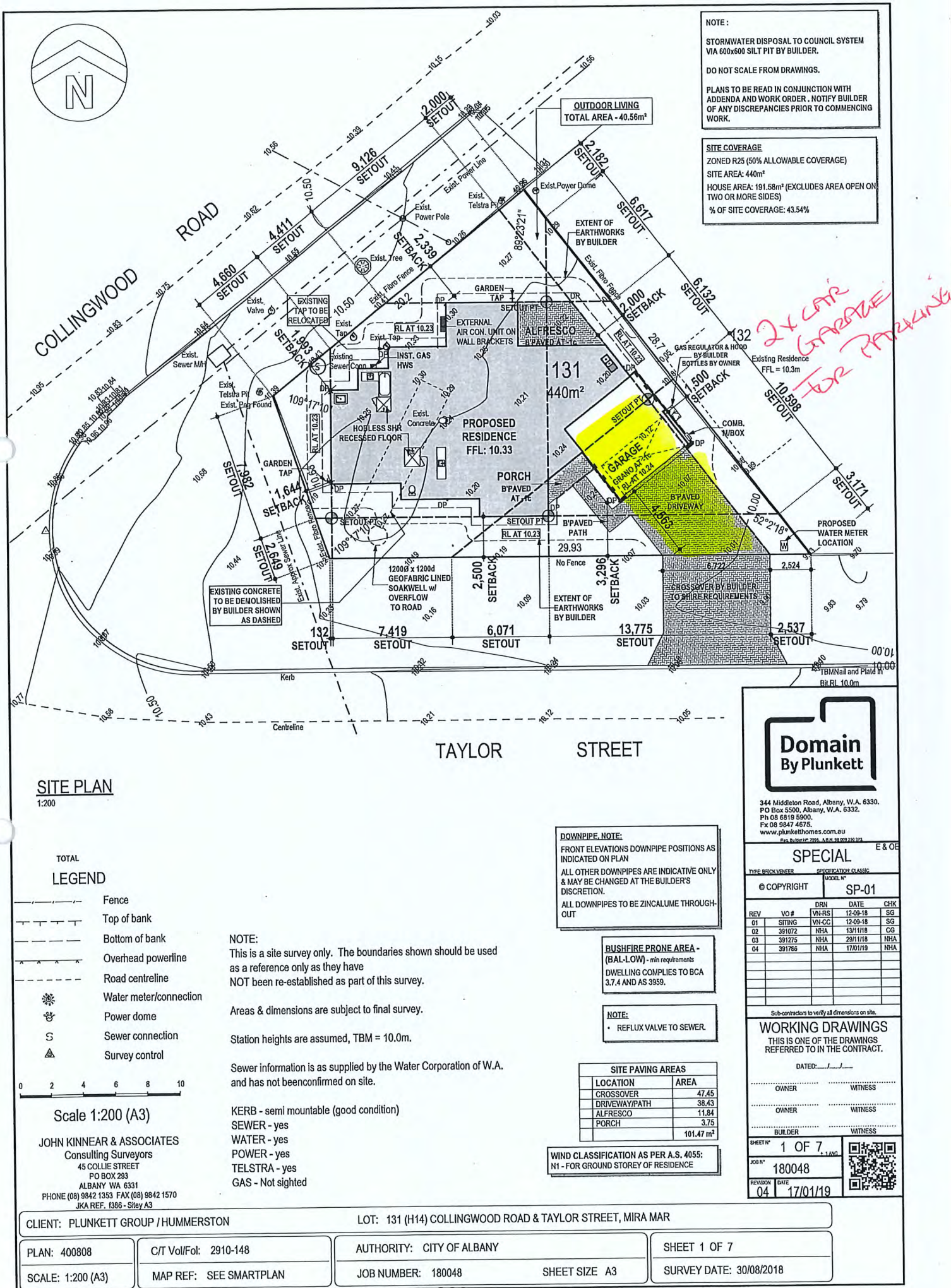
It is recommended all guests take out personal travel insurance.

16. EMERGENCY RESPONSE PLAN

- Any emergency relating to the property please contact Hollie 0428410006 or John 0409323500. We live two streets away and can be available for any problems that arise.
- Medical Emergency, please contact 000 (Please note the hospital is 4 minute drive) A first aid box is located In the main bathroom.
- Fire Emergency, please contact 000. Please evacuate the building via the exits at the front and back door.

(There is a fire extinguisher also located in the kitchen cupboard)







# MEMORANDUM

<b>To:</b>	Elected Members
<b>From:</b>	Building Infrastructure Officer
<b>Owner:</b>	City of Albany
<b>Date:</b>	28 March 2019
<b>Synergy Ref:</b>	File CP.MAI.7: Job 3996: VAC refurbishment of roof shingles.
<b>Subject:</b>	Vancouver Arts Centre (VAC) – Roof Condition Report

Following the alternate motion by Councillor Smith in the March Ordinary Council Meeting (DIS149, Vancouver Art Centre Roof Re-Cladding), an additional condition assessment was undertaken on the existing VAC roof by the City of Albany's Building Infrastructure Officer on Thursday 28th March 2019.

The results of this inspection are detailed below along with historical supporting information.

## ***Condition & Materials:***

- The condition of the existing shingle roof is beyond the City of Albany's current intervention levels.
- The rate of shingle displacement has increased as evidenced by comparing images 1 & 4 below. Both images are of the front elevation.
- The displaced shingles expose the underlying Jarrah Sark lining.
- There is a real threat of water ingress to building ceiling cavity with the current state of the shingles.
- In 2016 shingles to flat veranda roofs were covered with temporary corrugated galvanised iron, see images 2 & 3, to prevent further damage to the underside and internal structure caused by heavy rain.
- The flat tiling will replicate the shingle appearance and this treatment will be applied to the verandas that are currently covered by corrugated iron.
- Roof frames appear sound and well-constructed.
- There is evidence of rot starting between shingles and Jarrah Sark lining. Underside of Jarrah Sark lining is shown in image 6.
- The bright (non-galvanised) nails that were installed to hold the shingles in place are continuing to fail resulting in further shingles being dislodged from roof.

***General Information:***




- The roof can no longer be serviced by walking on the existing shingles due to the high risk of shingle slippage.
- Strong wind is having an effect on remaining shingles, particularly where there are existing shingles missing that create a lifting point for the high winds.
- Existing roof frame is more than adequate to support flat tiles.

***Safety and other issues to consider***

- There is safety concerns to customers and passing public due to the risk of falling shingles.

Andrew Glendinning  
**Building Infrastructure Officer**  
City of Albany



<p><u>Image 1</u></p> <p>Front elevation prior to removal of lichen</p> <p><b>2009</b></p>	<p>REPORT ITEM DIS 161 REFERS</p> 
<p><u>Image 2</u></p> <p>Veranda damage water ingress</p> <p><b>2016</b></p>	
<p><u>Image 3</u></p> <p>Corrugated iron treatment to reduce potential for further damage to veranda</p> <p><b>2016</b></p>	

<p><u>Image 4</u></p> <p>Front Elevation</p> <p><b>2019</b></p>	<p>REPORT ITEM DIS 161 REFERS</p> 
<p><u>Image 5</u></p> <p>Typical damage and displacement of shingles</p> <p><b>2019</b></p>	
<p><u>Image 6</u></p> <p>Jarrah lining under shingles that the Heritage Council ask to be retained.</p> <p><b>2019</b></p>	



**Vancouver Arts Centre - Albany Cottage Hospital (fmr):  
Replacement of roof cladding  
Heritage Impact Assessment**

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**Prepared by Lynne Farrow Architect  
for the City of Albany  
April 2017**

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## 1. Background

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### Location

*Vancouver Arts Centre* is located on Reserve 3693, at 77-87 Vancouver Street, Albany. The Lot is 1.1144 hectares in size with an irregular shape and runs between Vancouver and Festings Streets.

### History

*Vancouver Arts Centre* comprises a number of buildings, the most important is the original *Albany Cottage Hospital*, a two storey limestone building with a moderately pitched gable roof clad in timber shingles, designed by George Temple Poole in the Federation Arts and Crafts style, partially constructed in 1887 and completed in 1896. This building is the subject of this report. The shingle cladding on the roof has reached the end of its life and requires replacement.

The building was designed with an L shaped floor plan, with a two storey administration and services area in the centre, with two long perpendicular wards. Initially only the men's ward was constructed to the south (in 1887), but the women's ward was planned at the same time and constructed to the west in 1896.

The exceptional heritage value of the place is evidenced by its entry on the Register of Heritage Places, Register of the National Estate and Classification by the National Trust.

The building is a particularly picturesque example of the work of George Temple Poole. The outstanding feature is the two square turrets influenced by French chateaux with steeply pitched roofs on the external corners of the west ward. Other significant features include the oriel window on the front façade beneath a half timbered gable, and deep verandahs with thick turned timber posts.

A number of different buildings were subsequently constructed on the site, including:

- Timber morgue (date unknown - possibly part of original)
- Timber nurses quarters - a separate timber building constructed to the west 1918 with additions in 1935
- Eastern wing 1925 with additions in 1938 (including the weavers room).
- Laundry 1925 with maids quarters added to the east in 1937
- Carpenters workshop
- Native ward

The hospital was vacated in 1962 and became a hostel for pupils of the Albany Senior High School, who had previously resided in Norman House. When a new purpose built hostel was constructed at the rear of the high school, the building became vacant. In 1980, the Albany Arts Group occupied the complex and carried out a number of conservation works to make the building usable. An internal stair was reinstated, albeit in a different configuration to the original. It was called the Vancouver Arts Centre, which name and function it retains. The place is now managed by the City of Albany.

The present timber shingles on the roof of the cottage hospital were laid over 30 years ago in approximately 1986. They replaced former shingles and the original architectural drawings show that the original roof material was shingles. These shingles are in very poor condition and photographs illustrate the extent to which they have slipped and are therefore leaking. They require replacement. The City of Albany maintain a number of heritage buildings, some of which have shingled roofs, and have found shingles to be problematical in terms of cost, longevity and procurement and are keen to consider another fabric, either plain tiles (Marley Eternit Acme Single Camber, colour grey, sandfaced finish), flat tiles (Midland Brick Shingle, colour Asphalt) or corrugated iron (Bluescope Z6000 heritage galvanized or Custome orb Zincalume finish).



## Conservation Plan

A Conservation Plan for the building was prepared by David Heaver Architect in Association with Lynne Farrow Architect in 2000.

There is no specific recommendation regarding the roofing material. The timber shingles was the authentic roof fabric, albeit replacement, and was in good condition when the conservation plan was completed.

## 2. Heritage listings

Heritage Council of Western Australia:	Place number	00069
Register of Heritage Places:	Interim	5 June 1992
	Permanent	22 Nov 2002
Register of the National Estate:	Permanent	11 Aug 1987
Classified by the National Trust:	Classified	08 Mar 1983
Municipal Inventory:	Adopted	23 Sept 1999

## 3. Statement of significance

The following statement of significance has been taken from the Registration Documentation of the State Heritage Office.

*Vancouver Arts Centre Group*, comprising a limestone building designed in the Federation Arts and Crafts style with two steeply pitched roofs, a single storey timber nurses' quarters, a timber clad morgue with a pyramid roof, a laundry/nurse quarters, carpenters workshop, and eastern wing, has cultural heritage significance for the following reasons:

the original limestone cottage hospital building is one of the oldest hospital buildings in Western Australia, and the oldest surviving hospital in Albany, operating from the period 1897-1962;

the original limestone cottage hospital building is an aesthetically exceptional example of the work of the architect George Temple Poole, Chief Architect for the Public Works Department from 1887-1897;

the place is a significant aesthetic landmark, as a precinct of historic buildings with scenic vistas overlooking Princess Royal Harbour; and,

the complex is a rare example of a relatively intact hospital complex representing the type of medical facilities available from the late 19th to the early/mid 20th century.

## 4. The existing structure

Albany Cottage Hospital is a limestone building with a moderate to steeply pitched roof of about 36 degrees pitch (verandahs about 22.5 degrees), clad with shingles. The present shingles were installed in 1986, as a replacement for existing shingles, and this process is shown in photographs on p. 31 of the Conservation Plan. Some of the verandahs (those to the south, west and east) have been enclosed and are now roofed with corrugated iron, as their pitch of 22.5 degrees is not steep enough to ensure the shingles are watertight.

The original drawings, reproduced on Page 41 of the Conservation Plan, show that the original roof material was shingles. These were laid on 1 inch (25 mm) lapped timber sarking boards, which are

extant.

The gutters are zinc with a quarter round profile, installed in about the late 1990s.

## 5. The current issue

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The shingle roof cladding on the limestone Cottage Hospital building requires replacement. It is now over 30 years since the existing shingles were laid, and the nails have rusted and the shingles slipped and a number are missing. The lapped jarrah board sarking has kept the roof relatively watertight, and although there is little leaking, continued water penetration will eventually damage the jarrah boarding. The roof needs re-cladding before the timber sarking boards deteriorate from exposure and leaking increases.

The City of Albany had budgeted \$180,000 for the replacement of the shingles over the western half of the building, in this years (2016-7) works, with a similar amount projected for next years works program. However, due to the high quoted cost of the replacement shingles, this allocation had now been completely transferred to the 2017-18 financial year.

The City of Albany has a number of buildings with heritage significance in its portfolio. It is committed to the conservation of these buildings and dedicates staff and financial and other resources to their conservation. Few of these building provide any income from rent, and all maintenance and other work is financed by the City of Albany works allocation.

A number of these buildings have shingled roofs, and the City of Albany has found shingles to be problematical for a number of reasons, including cost, longevity, maintenance, procurement and quality as follows:

### a. Cost.

One of the major issues is the cost of replacing the shingles. Two quotes have been received by the City of Albany on a per metre basis.

- The preferred quote from a recommended and experienced roofer experienced in laying shingles, was **\$1,213.22 /m2**
- The second quote was **\$577.50/m2**

At these rates, to replace the shingles over the whole roof of the Albany Cottage Hospital building would cost **\$636,000** with the preferred contractor and **\$350,000** with the cheaper quote.

She-oak shingles are very expensive and the price will continue to escalate.

### b. Longevity

Shingles usually last for about 20-30 years. It is over 30 years since the shingles were replaced on the roof of the Cottage Hospital at the Vancouver Arts Centre.

It is a large financial burden for the City of Albany and its ratepayers, to repeat the re shingling every 20-30 years at the current cost, and this is likely to increase above CPI as the availability of the product and roofing skills decrease.

### c. Maintenance.

Considerable maintenance is required to keep a shingle roof watertight. Lichen and moss build up on the surface and require removal otherwise water will back flow through the shingles and rot can set in. Lichen has had to be removed from the roof of the Cottage Hospital.

Split and dislodged shingles require replacement. The shingles on the roof of the Cottage Hospital have slipped and some are missing and require replacement.

Ideally the shingle roof should be 'oiled' every few years with 50/50 raw linseed oil and mineral turps. This procedure is expensive, for example, the cost of oiling St Bartholomew's, East Perth Cemeteries in 2007 was \$8,100.

#### **d. Quality**

The quality of sheoak shingles has deteriorated as all good mature trees have been harvested. The logs that are now available are very different in quality to those available in the late 19th century.

The traditional method of quartering the timber logs, and taking material that followed the grain is no longer followed, and the logs are cross cut which results in an inferior product due to its tendency to split.

Imported shingles are far less durable than sheoak, due to the extreme climate conditions in Australia.

#### **e. Availability of shingles**

Sheoak logs are only available from private land clearing or forest clear felling practices and are not a renewable resource. Whilst the supply is limited, sheoak is also in increasing demand for high value-added products such as furniture and flooring. Sheoak roof shingles are becoming financially unviable as a roof cladding and will be of restricted availability in the future.

Sheoak shingles made by traditional methods were the best material available to early settlers of limited means, although there was some importation of slate. Galvanised corrugated iron became more widely available in the mid nineteenth century, and due to its far greater longevity and ease of construction rapidly became the roof cladding of choice in Australia. Sheoak shingles are currently only available from one sawmill in Western Australia. Shingles are now shorter and generally narrower than traditional shingles to obtain the maximum amount from each log and water tightness suffers as a result.

Orders for shingles must be placed in advance as supply may take several weeks and more for large orders.

#### **f. Availability and skill of roof contractors**

Tradespeople skilled in shingle roof repair are rare and expensive. In Western Australia only a few firms will install shingle roofs. The National Trust only has one contractor who they will recommend as proven to be capable of roof shingling to the required standard.

#### **g. Fire safety**

As they age shingles become highly flammable and there is considerable more risk in a fire and loss of the whole building. Risks are from wood fire sparks, bushfires and electrical.

### **6. The proposal and options**

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Due to the ongoing costs associated with the shingles - the initial cost of replacement, maintenance, and projected cost of replacement every 25-30 years - the City of Albany propose to remove the timber shingles and this report is intended to enter into a discussion with the State Heritage Office to consider other options for the roofing material. The City of Albany are considering three options; Marley Eternit Acme Single Camber (machine made) plain tiles - colour grey sandfaced, Midland Brick terracotta shingle roof tile - colour asphalt (grey) and corrugated iron, either galvanized Bluescope Z600 heritage galvanized iron or Customorb profile zincalume.

The existing timber sarking boards will remain, and additional sarking fabric will be installed. The existing zinc quarter round profile gutter will remain. The existing gutterboard will remain unless it is

required to be modified to suit the roof material.

**Turrets:** One important consideration is the square turrets at the west end of the building. The small scale of the existing timber shingles compliments the small planes of the turret roofs. Consideration could be given to retaining the timber shingles on the turrets, as has been done on the Albany Post Office (fmr), whose turret has retained the shingle finish although the rest of the roof is now clad with tiles.

**a. Marley Eternit Acme Single Camber (machine made) plain tiles Grey Sandfaced colour**

**Approximate cost:** \$442,000.00. These tiles are cheaper than the more expensive and preferred shingles quote of \$636,000.00

**Longevity:** Guaranteed for 100 years.

**Colour:** The colour Grey Sandfaced is a similar colour to the grey of weathered shingles.

**Visual aesthetic:** The laid size is similar to shingles, the colour is similar to a weathered shingle, and the flat square edged shape is also similar to shingles.

**Structure:** The roof structure will require assessment by a structural engineer and recommendations made to strengthen the timber, if required. City of Albany building infrastructure officers indicate the present roof structure can withstand the additional weight.

**Minimum pitch:** The recommended minimum pitch of the Acme single camber is 30 degrees, but the lower pitch of about 22.5 degrees of the former (now enclosed) verandahs can be accommodated by the installation of accessories (Plain easy from Permavent [www.permavent.co.uk/plain-easy/](http://www.permavent.co.uk/plain-easy/)) laid under the tiles to channel any incursion of moisture.



**Photo 1 Marley Eternit Acme Single Camber Plain Tile, shown in Heather Blend colour.**

This photo shows the tiles to the right, next to timber shingles. (note the selected colour for the Vancouver Arts Centre roof is grey sandfaced.) Photo: Nigel Carter November 2016

**b. Midland brick terracotta shingle roof tile – colour asphalt (grey)**

**Approximate cost:** \$222,000.00 These tiles are cheaper than the shingles or the plain tiles, they are made in Australia.

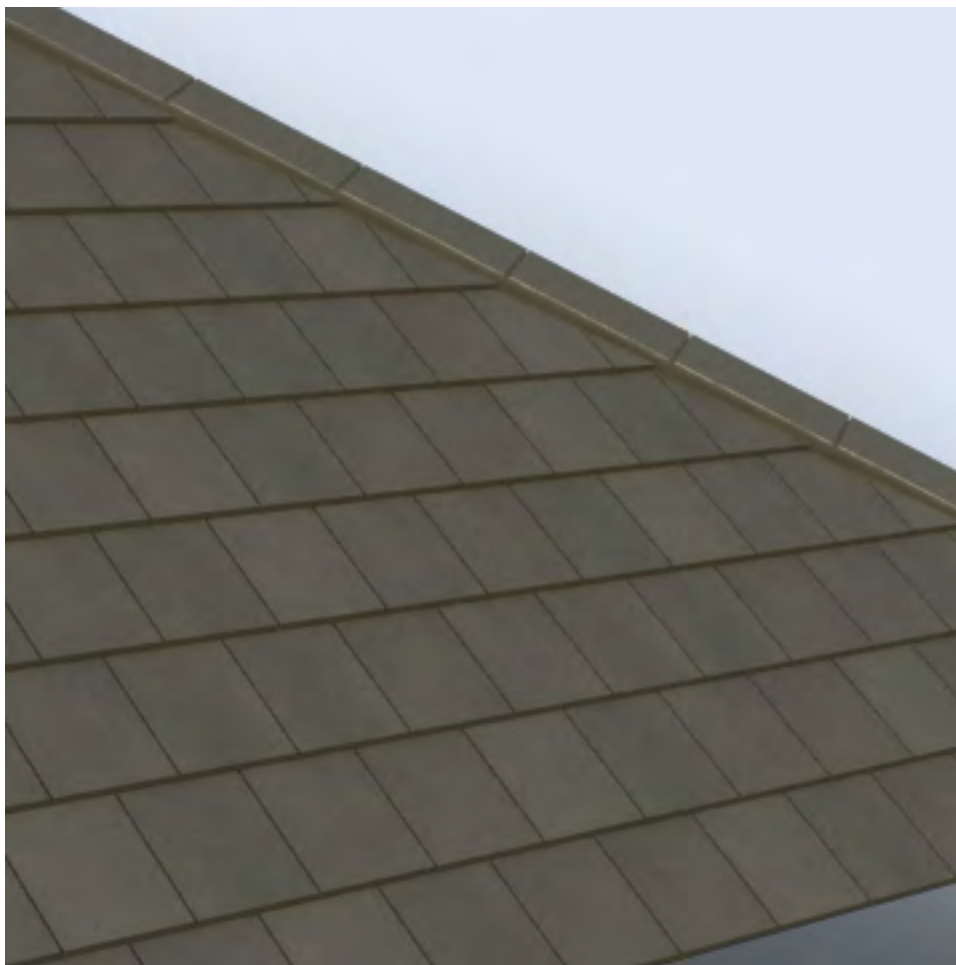
**Longevity:** Guaranteed for 50 years.

**Colour:** The colour Asphalt is a grey colour with a brownish tinge, similar to the grey of weathered shingles.

**Visual aesthetic:** The laid size is larger than a timber shingle. The colour is similar to a weathered shingle, and the flat square edged shape is also similar to shingles.

**Structure:** City of Albany building infrastructure officers indicate the present roof structure can withstand the weight of these tiles.

**Minimum pitch:** 18 degrees, suitable for the enclosed verandahs.



**Photo 2 Midland Brick shingle, colour Asphalt**



**c. Corrugated iron either Bluescope galvanised Z600 or customorb zincalume finish**

Galvanized iron was usually historically the replacement material for shingles. It became widely available in the early 1900s and a number of shingle roofs were replaced with galvanized iron in the first half of the twentieth century because of its greater longevity and cheaper price. Often the iron sheets were laid on top of the shingles.

**Approximate cost:** \$157,400.00 (galvanized) \$146,400 (Zincalume)

**Longevity:** Galvanised: warranty of 10 years years and Zincalume 20 years. This guarantee applies to lined roofs only, therefore the front verandah would have to be lined.

**Colour:** Silver. The galvanised will weather quickly to a dull sheen, the zincalume weathers more slowly.

**Visual aesthetic:** The visual aesthetic is quite different to the present shingles. The zincalume is laid in long lengths. Both roofs are laid with hexagonal head screws that project above the sheeting, as opposed to the early method of nails. However, the hexagonal screws are far more watertight than nails.

**Structure:** Corrugated steel sheeting is light and the roof structure is able to withstand its weight.

**Minimum pitch:** 5 degrees – considerably less than the pitch of 22.5 degrees on the verandahs.

## **7. The impact of the proposal on the heritage significance of the place**

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**The following aspects of the proposal respect or enhance the heritage significance of the place or area, for the following reasons:**

The three roofing materials proposed all provide a durable roofing material that will protect the fabric of the building for some considerable period. In the case of the Marley Eternit tiles, about 100 years, the Midland Brick 50 years, and although the corrugated iron sheeting is only guaranteed for 10 or 20 years, depending on the finish, in practice it will last considerably longer than that.

The Marley Eternit Acme Single Camber “plain” tile reflects the original shingle finish in its size and colour. Its longevity of 100 years as opposed to 20-30 years for shingles will ensure the building remains watertight for a long period before requiring re roofing.

The Midland Brick shingle is larger than the current timber shingles, but its flat square shape and proposed Asphalt colour reflects the timber shingle.

The corrugated iron is currently the roofing material for the south, west and east enclosed verandahs at the rear of the place, so there is a historical precedent for this material on this building. Galvanised sheeting historically often replaced shingles due to its increased durability and impermeability.

**The following aspects of the proposal could detrimentally impact on heritage significance.**

Shingles have been used on the building since its original construction in 1886/97, and is therefore the historically correct roof cladding. Its soft irregular surface is has an organic aesthetic.

All three proposals are introduced elements and have a visual difference to the shingles. The Marley Eternit plain tile has the closest resemblance to the timber shingle. The large grey Midland Brick shingle tile is a modern element that is a normal tile size and much larger than

the shingles or the plain tiles.

The galvanized or zincalume corrugated iron softens to a grayish colour but the corrugations have a strong straight vertical line.

Any alteration of roof cladding would also have to take into account the smaller roof planes of the two turrets at the west end of the building.

## 8. Conclusion:

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The heritage values of *Vancouver Arts Centre* are extremely high, particularly the aesthetic value of the *Albany Cottage Hospital* building, which is one of the most picturesque of George Temple Poole's designs.

The City of Albany has a large portfolio of heritage buildings that it maintains, a number of which have shingled roofs. Few of these buildings produce any income from rent. Heritage funding that was previously available from Lotterywest to finance conservation works has largely been diverted to community projects.

The cost to the City of Albany to replace the timber shingles is extremely high, and the building needs to be re-shingled about every 25 years. Maintenance is costly and it is difficult to procure the expertise.

Recent approval to use a grey coloured clay "plain" tile (Marley Eternit Acme Single Camber clay tile, colour grey sandface) on *Albany Post Office (fmr)*, and subsequent approval to use the Midland Brick Asphalt coloured shingle, has prompted the City of Albany to propose the same tiles for the Vancouver Arts Centre Albany Cottage Hospital building, to provide a roof covering that is more cost effective and durable.

Also as corrugated iron is present on the enclosed verandahs of the building, it is logical to also propose that material as an alternative.

The plain tile reflects the shape and colour of the shingles, although its appearance is more regular. The Midland Brick shingle is a larger size but has a flat square shape as does the shingles, and its colour also reflects the grey of weathered shingles. The corrugated iron was a product that historically replaced shingles on a number of buildings as a more durable and watertight product, and was often laid over the top of shingles.

The cost effectiveness of the corrugated sheeting is appealing to the City of Albany. The Midland Brick clay shingle is also cost effective and longer lasting than timber shingles. The plain tile is more cost effective than the preferred quote of \$636,000 for the shingles, and is considerably more durable, having a life expectancy of 100 years. None of these products have the maintenance and failure issues associated with she-oak shingles.

If one or more of these replacement materials is acceptable to the Heritage Council, the ongoing cost of maintenance and recurring cost of re-shingling every 30 years will be alleviated, and the risk of leaking and subsequent deterioration of fabric will be considerably averted.

## 9. References and attachments

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*Vancouver Arts Centre Group* Conservation Plan. David Heaver Architect in Association with Lynne Farrow Architect March 2000

[www.marleyeternit.co.uk/.../Acme-Single-Camber-Clay-Plain-Tile](http://www.marleyeternit.co.uk/.../Acme-Single-Camber-Clay-Plain-Tile)

<https://www.midlandbrick.com.au/Shop/Product/Roof%20Tiles/Shingle/Terracotta%20Shingle%20Asphalt/2707/3187/5827/2950/Nominal%20Dimensions>

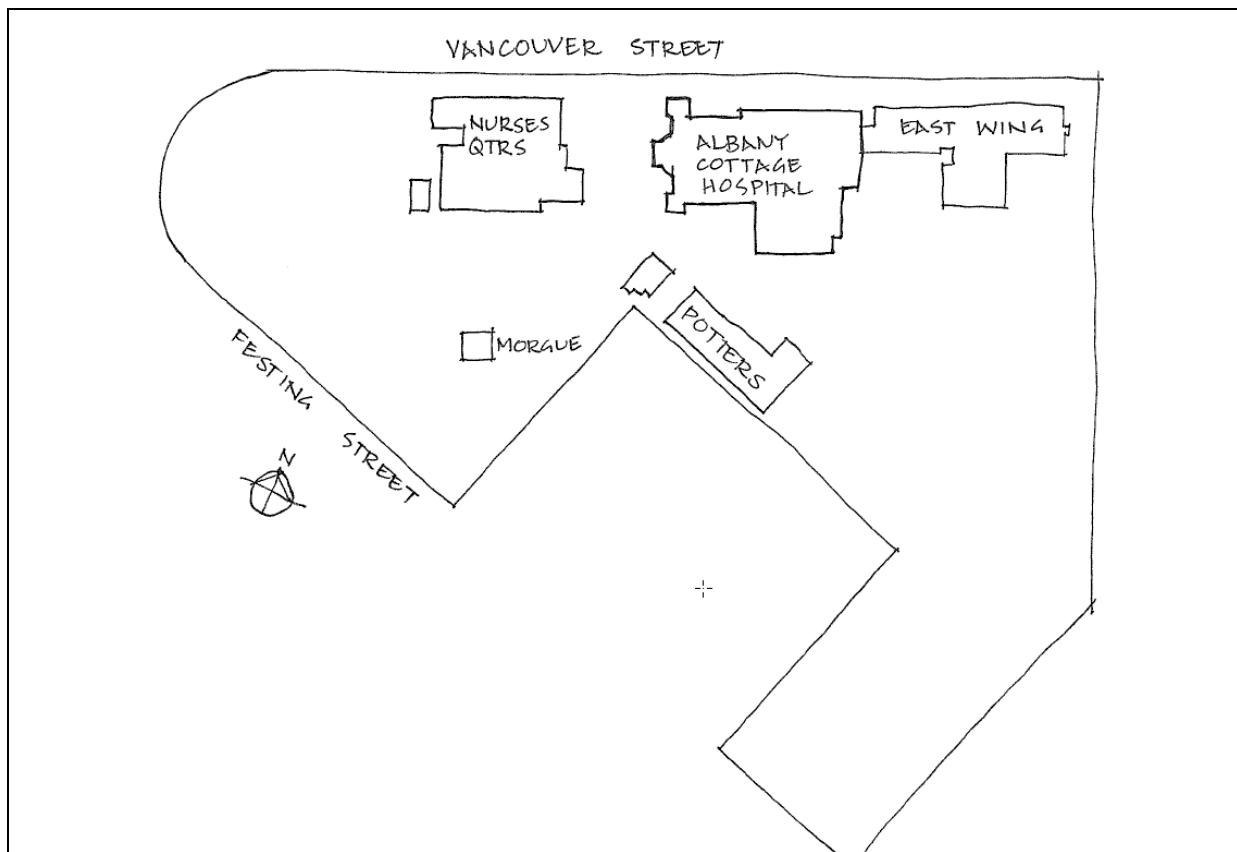


Figure 1 Site Plan  
Showing Albany Cottage Hospital building



Photo 3 Satellite photo showing areas to be re roofed

Photo Lynne Farrow January 2017





**Photo 4 Vancouver Arts Centre – Albany Cottage Hospital (fmr): north (front) façade**

Photo: Lynne Farrow January 2017



**Photo 5 Vancouver Arts Centre – Albany Cottage Hospital (fmr): west façade**

Photo: Lynne Farrow January 2017





**Photo 6 Vancouver Arts Centre – Albany Cottage Hospital (fmr): south (rear) façade**

Photo: Lynne Farrow January 2017



**Photo 7 Vancouver Arts Centre – Albany Cottage Hospital (fmr): east façade**

Photo: Lynne Farrow January 2017





**Photo 8 The Midland Brick Terracotta Shingle in Asphalt colour is in the centre of the photo, with the Marley Eternit Single Camber plain tile to the right**

The Marley Eternit Single Camber is shown in Heather Blend colour, but the proposed colour is grey sandfaced, as shown on the right

Photo Lynne Farrow March 2017



Photo 9 Midland Brick Catalogue page showing Asphalt shingle at the left



**Photo 10 Midland Brick photo of house with shingle roof in very poor condition**



**Photo 11 The same roof clad with Midland Brick Shingle Asphalt cover**

Note the size is larger than the timber shingle and the texture is smoother



**CITY OF ALBANY**

**REPORT**

To : His Worship the Mayor and Councillors

From : Information Officer - Development Services

Subject : Building Activity – April 2019

Date : 2 May 2019

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1. In April 2019, seventy two (72) building permits were issued for building activity worth \$5,519,805.00. This included four (4) demolition licences and two (2) sign licences.
2. The two (2) attached graphs compare the current City activity with the past three (3) fiscal years. One compares the value of activity, while the other compares the number of dwelling units.
3. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
4. Attached are the details of the permits issued for April, the tenth month of activity in the City of Albany for the financial year 2018/2019.



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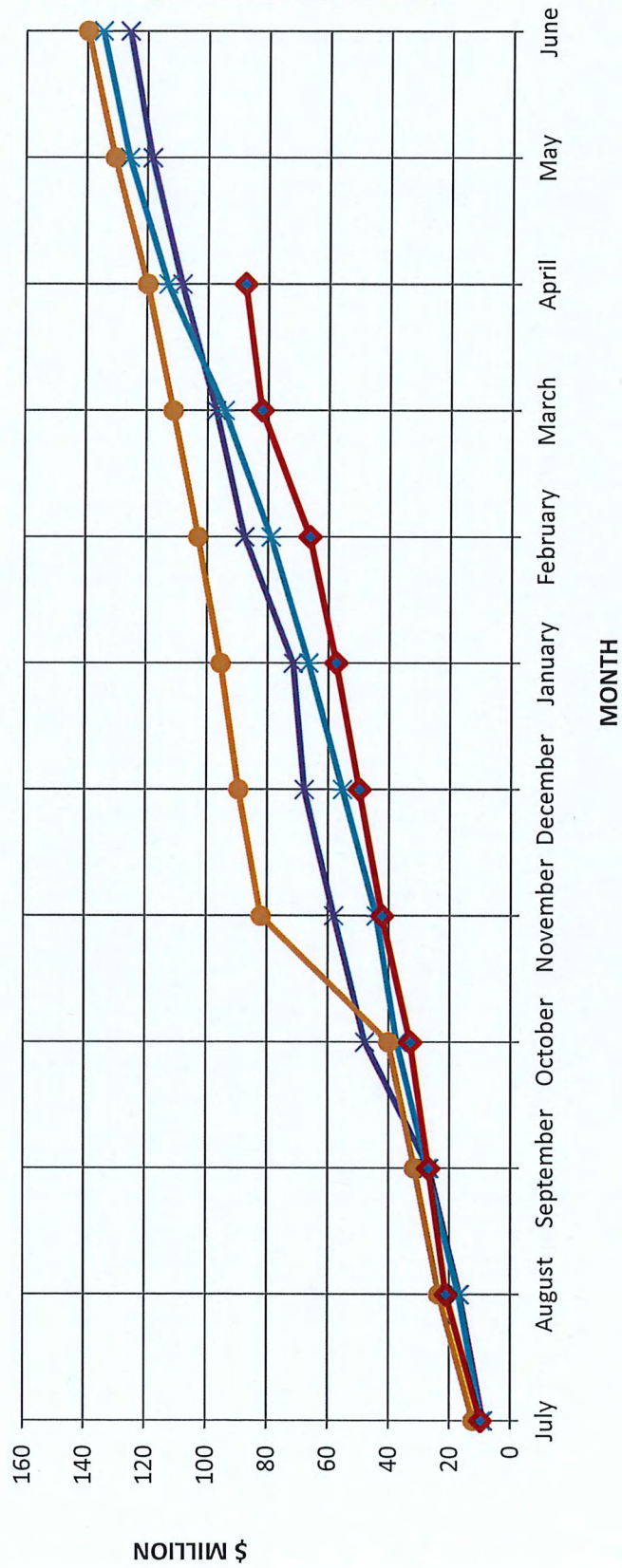
Zoe Sewell

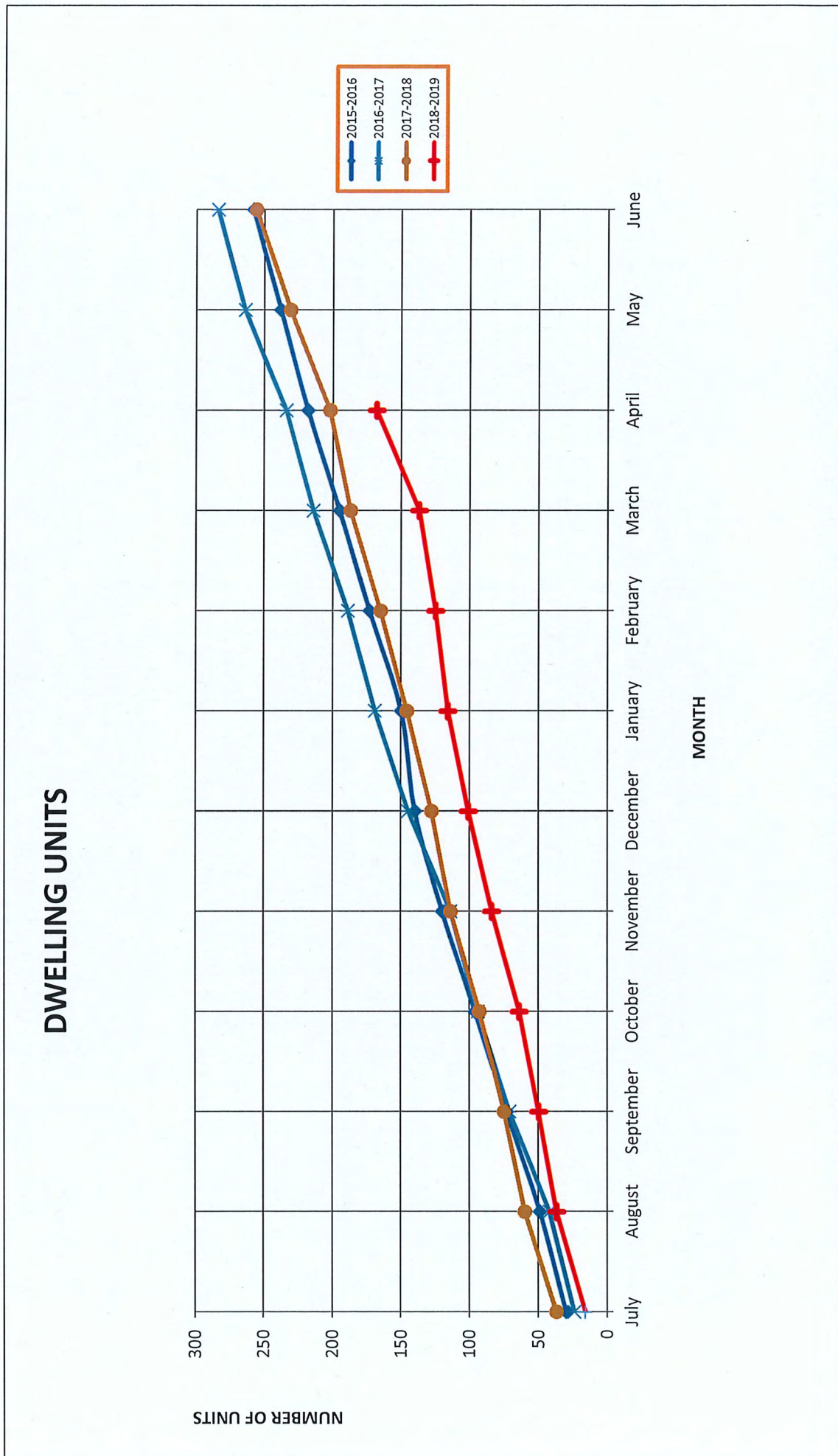
**Information Officer – Development Services**

2018-2019	SINGLE DWELLING		GROUP DWELLING		DOMESTIC/ OUTBUILDINGS		ADDITIONS/ DWELLINGS		HOTEL/ MOTEL		NEW COMMERCIAL		ADDITIONS/ COMMERCIAL		OTHER		TOTAL \$ VALUE
	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	
JULY	15	4,914,962	1	70,000	16	378,091	15	337,400	0	0	2	2,985,240	11	1,081,784	13	287,568	10,055,045
AUGUST	20	5,778,908	1	172,175	21	507,268	23	1,277,795	0	0	1	2,977,700	3	430,368	9	123,345	11,267,559
SEPTEMBER	10	3,322,153	3	727,136	13	556,716	17	322,425	0	0	2	85,500	1	4,000	11	778,907	5,796,737
OCTOBER	13	4,008,661	1	80,000	14	501,004	22	490,261	0	0	0	0	3	738,000	9	104,996	5,922,922
NOVEMBER	19	7,290,500	1	501,553	20	330,345	14	482,320	0	0	0	0	1	483,395	4	135,867	9,223,980
DECEMBER	16	4,420,085	1	74,982	17	315,559	23	2,194,155	0	0	0	0	4	336,482	7	100,647	7,441,910
JANUARY	14	4,663,662	1	250,000	15	317,677	13	662,217	0	0	0	0	3	1,360,500	7	530,700	7,784,756
FEBRUARY	9	3,712,519	0	0	9	445,557	19	631,557	0	0	1	115,000	6	3,619,859	11	176,836	8,701,328
MARCH	11	3,214,089	1	72,000	12	286,777	28	1,115,519	0	0	2	450,000	4	382,555	13	10,388,143	15,909,083
APRIL	10	3,409,455	4	414,896	14	302,525	25	794,882	0	0	1	100,000	0	0	16	498,047	5,519,805
MAY																	
JUNE																	
DATE	137	44,734,994	14	2,362,742	151	3,941,519	199	8,308,531	0	0	9	6,713,440	36	8,436,943	100	13,125,056	87,623,125



# BUILDING ACTIVITY \$M Value







# REPORT ITEM DIS162 REFERS

## **BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY**

Applications determined for April 2019

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
163249	DOWNRITE DEMOLITION	DEMOLITION OF ACCOMMODATION UNITS - UNCERTIFIED	194-208	Lot 15	YORK STREET	ALBANY
163190	WA BUILDING AND MAINTENANCE PTY LTD	REALIGN & PARTIALLY ENCLOSE EXISTING PATIO - UNCERTIFIED	23	Lot 3	MELVILLE STREET	ALBANY
163275	POETT BUILDING CO PTY LTD	ALFRESCO EXTENSION - UNCERTIFIED	25	Lot 33	INNES STREET	ALBANY
163280	SIGN LICENCE	SIGN X 2 - UNCERTIFIED	45-55	RES 42793 Lot 512	PROUDLOVE PARADE	ALBANY
163255	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	24	Lot 135	BALLINDEAN AVENUE	BAYONET HEAD
163277	J & TW DEKKER PTY LTD	PATIO - UNCERTIFIED	320	Lot 301	ALBANY HIGHWAY	CENTENNIAL PARK
163245	OCCUPANCY PERMIT	OCCUPANCY PERMIT - CERTIFIED	131	Lot 214	PARKER BROOK ROAD	DROME
163284	JIM'S BACKHOES	DEMOLITION OF HANGAR - SITE 8		Lot 4	ALBANY HIGHWAY	DROME
163278	MCB CONSTRUCTION PTY LTD	ALTERATIONS/ADDITIONS TO EXISTING DWELLING - UNCERTIFIED	75	Lot 4	MUTTON BIRD ROAD	ELLEKER
163298	R FRANCESCHI	SHED - UNCERTIFIED	35	Lot 1050	BEDWELL STREET	EMU POINT
163304	CITY OF ALBANY	PICNIC SHELTER - CERTIFIED		RES 21337	VANCOUVER ROAD	FRENCHMAN BAY
163236	WA COUNTRY BUILDERS PTY LTD	NEW DWELLING - UNCERTIFIED	LOT 631	NEW LOT 631	NEW LOT 631 CAHILL COURT	GLEDHOW
163232	MCB CONSTRUCTION PTY LTD	SHED - UNCERTIFIED		Lot 202	CHARLES STREET	GLEDHOW
163281	BUILDING APPROVAL CERTIFICATE	DECK - BUILDING APPROVAL CERTIFICATE	26	Lot 187	KARRAKATTA ROAD	GOODE BEACH
163264	RANBUILD GREAT SOUTHERN	CARPORT - UNCERTIFIED	15	Lot 4	KINGSWOOD ROAD	KING RIVER
163263	OWNER BUILDER	SHED - UNCERTIFIED	271	Lot 29	HORTIN ROAD	KRONKUP
163267	WISHART HOMES PTY LTD	2ND STOREY ADDITION - CERTIFIED	7	Lot 240	BAGNALL PARKWAY	LANGE
163244	AB ROOFING	RE-ROOF TILE TO TIN - UNCERTIFIED	23	Lot 61	ALBERT STREET	LITTLE GROVE
163276	KDS BUILDING SERVICES	SINGLE HOUSE & RETAINING WALL - CERTIFIED	93	Lot 90	BAY VIEW DRIVE	LITTLE GROVE
163269	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - GAZEBO & BBQ AREA - CERTIFIED	1-15	RES 25382 Lot 6700	PARKER STREET	LOCKYER
163253	VISIONSTREAM AUSTRALIA PTY LTD	TELECOMMUNICATIONS INFRASTRUCTURE - CERTIFIED	33	Lot 100	NORTHWOOD LANE	LOWER KING
163268	F KOEKOEK	ALTERATIONS AND ADDITIONS - UNCERTIFIED	92	Lot 135	FRANCIS STREET	LOWER KING
163297	OWNER BUILDER	WATER TANK - UNCERTIFIED	58	Lot 62	PRIDEAUX ROAD	LOWER KING
163296	CHRIS BURNELL	RETAINING WALL - CERTIFIED	40	Lot 304	MCKENZIE DRIVE	LOWER KING
163302	WA BUILDING AND MAINTENANCE PTY LTD	REMEDIAL WORK TO PATIO & HOUSE - UNCERTIFIED	31	Lot 211	BAKER STREET NORTH	LOWER KING
163320	TURPS STEEL FABRICATIONS	SHED EXTENSION - UNCERTIFIED	21	Lot 311	BOULTON LANE	LOWER KING
163237	M & J SPROXTON	SHED - UNCERTIFIED		Lot 532	BERRIMA ROAD	MARBELUP
163233	J & TW DEKKER PTY LTD	NEW DWELLING - UNCERTIFIED		Lot 513	AJANA DRIVE	MARBELUP
163313	OCCUPANCY PERMIT	OCCUPANCY PERMIT - WORKSHOP	13	Lot 39	REDGUM TRAIL	MARBELUP
163251	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - STRATA	38	Lot 19	EDINBURGH ROAD	MCKAIL
163260	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING AND RETAINING WALLS - UNCERTIFIED	11	Lot 332	CONIFER LANE	MCKAIL
163279	WA COUNTRY BUILDERS PTY LTD	NEW DWELLING - UNCERTIFIED	57	Lot 358	MCNEAL LOOP	MCKAIL
163273	RYDE BUILDING COMPANY PTY LTD	SINGLE HOUSE & WATER TANK - UNCERTIFIED	109	Lot 57	BEAUDON ROAD	MCKAIL
163283	A & P HAYWARD	ANCILLARY ACCOMMODATION - UNCERTIFIED	21	Lot 314	MONCRIEFF ROAD	MCKAIL
163248	K TOMBLESON	PATIO - UNCERTIFIED	103	Lot 17	MIDDLETON ROAD	MIDDLETON BEACH



# REPORT ITEM DIS162 REFERS

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
163270	AD CONTRACTORS PTY LTD	DEMOLITION - DWELLING and OUTBUILDINGS- UNCERTIFIED	117-119	Lot 1 2	MIDDLETON ROAD	MIDDLETON BEACH
163300	J WILLOX	RE-ROOF - TILE TO TIN - UNCERTIFIED	100	Lot 9	MIDDLETON ROAD	MIDDLETON BEACH
163261	A WEST	PATIO - UNCERTIFIED	142	Lot 19	WARREN ROAD	MILLBROOK
163282	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	11	Lot 315	BONTHORPE COURT	MILLBROOK
163292	JOHN BOCCAMAZZO	RE - ROOF (TILE TO TIN) - UNCERTIFIED	34	Lot 321	AWHINA COURT	MILLBROOK
163287	G EVANS	NEW DWELLING OUTBUILDING AND WATER TANK - UNCERTIFIED	21	Lot 140	HEREFORD WAY	MILPARA
163246	OWNER BUILDER	PATIO - UNCERTIFIED	Unit 2 /15	Lot 2	HANSON STREET	MIRA MAR
163213	OWNER BUILDER	SHED - UNCERTIFIED	10	Lot 50	GREENSHIELDS STREET	MIRA MAR
163240	J STEWART	ALTERATIONS/ADDITIONS TO EXISTING DWELLING - UNCERTIFIED	20	Lot 112	NELSON STREET	MIRA MAR
163286	D LEEFLANG	PATIO - UNCERTIFIED	4	Lot 77	QUOKKA PLACE	MIRA MAR
163311	E PROUD	DECK & RETAINING WALL - UNCERTIFIED	22	Lot 4	BLUFF STREET	MIRA MAR
163258	CAD PLUMBING	RETAINING WALL - UNCERTIFIED	20	Lot 251	SERPENTINE EAST ROAD	MOUNT CLARENCE
163271	AD CONTRACTORS PTY LTD	DEMOLITION - DWELLING & OUTBUILDINGS - UNCERTIFIED	217	Lot 20	MIDDLETON ROAD	MOUNT CLARENCE
163242	R MARSHALL	RETAINING WALLS - UNCERTIFIED	233	Lot 499	GREY STREET WEST	MOUNT MELVILLE
163314	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - ANCILLARY ACCOMMODATION	68	Lot 639 1	FESTING STREET	MOUNT MELVILLE
163247	MATSON FABRICATIONS	FIRING LINE SHELTER - GUN CLUB - CERTIFIED	29	RES 35381 Lot 7407	SIMPSON ROAD	NAPIER
163250	GREAT SOUTHERN BOUNDARIES	RETAINING WALLS - UNCERTIFIED	83	Lot 61	CHESTER PASS ROAD	ORANA
163262	A WEST	CARPORT - UNCERTIFIED	30	Lot 95	WHIDBY STREET	ORANA
163254	KDS BUILDING SERVICES	NEW DWELLING TWO STOREY & RETAINING WALLS - CERTIFIED	97-99	Lot 27	BURGOYNE ROAD	PORT ALBANY
163243	OCCUPANCY PERMIT	OCCUPANCY PERMIT FOR CAFE / RESTAURANT - CLASS 6 - CERTIFIED	118	Lot 303	REDMOND-HAY RIVER ROAD	REDMOND
163238	S MCKINVEN	ALTERATIONS/ADDITIONS TO EXISTING GARAGE - CERTIFIED	10	Lot 205	TROTTER GROVE	ROBINSON
163241	WREN (WA) PTY LTD	AMENDMENT TO BP #162950 - ALTERATION OF WINDOWS		Lot 121	HARDING ROAD	ROBINSON
163235	WREN (WA) PTY LTD	ANCILLARY ACCOMMODATION GARAGE & ALFRESCO	105	Lot 135	FRENCHMAN BAY ROAD	ROBINSON
163257	GREAT SOUTHERN ENDEAVOUR PROJECTS PTY LT	NEW ANCILLARY ACCOMMODATION	258	Lot 11	FRENCHMAN BAY ROAD	ROBINSON
163274	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	40	Lot 79	HILLMAN STREET	SPENCER PARK
163222	B HOOK	SHED - UNCERTIFIED	159	Lot 320	DELORAINE DRIVE	WARRENUP
163259	CAD PLUMBING	WATER TANK X 2 - UNCERTIFIED	72	Lot 255	WARRENUP PLACE	WARRENUP
163265	OWNER BUILDER	CARPORT AND DECKING - UNCERTIFIED	204	Lot 300	DELORAINE DRIVE	WARRENUP
163309	H MACMAHON	VERANDAH	6	Lot 22	STEEDMAN STREET	WELLSTEAD
163266	OWNER BUILDER	PATIO - UNCERTIFIED	3	Lot 819	NEVILE RISE	WILLYUNG
163291	WILDWOOD BUILDING COMPANY PTY LTD	PATIO - UNCERTIFIED	203	Lot 115	WILLYUNG ROAD	WILLYUNG
163288	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	27	Lot 659	CALLISTEMON VIEW	YAKAMIA
163290	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - SIGN - FREESTANDING - CERTIF	152-160	RES 35267 Lot 7385	NORTH ROAD	YAKAMIA
163295	HOME GROUP WA GREAT SOUTHERN PTY LTD	DWELLING - UNCERTIFIED	29	Lot 658	CALLISTEMON VIEW	YAKAMIA
163272	P HOLMBERG AND VERITY HOLMBERG	ADDITIONS & ALTERATIONS TO EXISTING DWELLING - UNCERTIFIED	567	Lot 2568	THOMPSON ROAD	YOUNGS SIDING
163293	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - CLASS 9B PRIVATE MUSEUM/EXHI	51253	Lot 3235	SOUTH COAST HIGHWAY	YOUNGS SIDING
163294	OCCUPANCY PERMIT	OCCUPANCY PERMIT - PRIVATE MUSEUM/EXHIBITION	51253	Lot 3235	SOUTH COAST HIGHWAY	YOUNGS SIDING




**CITY OF ALBANY**

**REPORT**

To : His Worship the Mayor and Councillors  
From : Administration Officer - Planning  
Subject : Development Application Approvals – April 2019  
Date : 1 May 2019

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1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of April 2019.
2. Within this period 49 Development applications were determined, of these;
  - 49 Development applications were approved under delegated authority;
  - 0 Development application was approved by Council;
  - 0 Development application was cancelled; and
  - 0 Development applications were withdrawn.

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**Michelle Gray**  
Information Officer – Development Services



**PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY**

Applications determined for April 2019

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2190106	27/02/2019	Middleton Road	Albany	Outdoor Eating Facility - The Kathmandu Kitchen	Approved	16/04/2019	Jan van der Mescht
P2190135	11/03/2019	Stirling Terrace	Albany	Approval of existing development - verandah addition	Delegate		
P2190151	15/03/2019	Peels Place	Albany	Holiday Accommodation - Upper Level	Approved	2/04/2019	Taylor Gunn
P2190154	18/03/2019	Melville Street	Albany	Single House - Patio	Delegate	1/04/2019	Jessica Anderson
P2190096	25/02/2019	Festing Street	Albany	Single House - Additions Outbuilding & Ancillary Accommodation	Approved	3/04/2019	Taylor Gunn
P2190176	2/04/2019	Warrangoo Road	Bayonet Head	Single House	Delegate	15/04/2019	Jessica Anderson
P2190120	5/03/2019	Baxteri Road	Cheyne	Development - Garage Extension (lean-to)	Approved	11/04/2019	Jessica Anderson
P2190188	12/04/2019	Brewster Road	Collingwood Hill	Single House - Addition	Delegate	4/04/2019	Jessica Anderson
P2190161	21/03/2019	Mutton Bird Road	Elleker	Single House - Alterations & Additions	Approved	17/04/2019	Jessica Anderson
P2190179	5/04/2019	Elleker-Grasmere Road	Elleker	Approval of Existing Development - Outbuilding and New Single House	Delegate	2/04/2019	Jessica Anderson
P2190178	5/04/2019	Swarbrick Street	Emu Point	Approval of Existing Development - Sea Container x 2 - Storage	Approved	29/04/2019	Jessica Anderson
P2190158	20/03/2019	Middle Street	Gledhow	Single House - Front Fence	Delegate	8/04/2019	Jessica Anderson
P2180608	11/12/2018	Churchland Road	Kalgan	Approval of Existing Development (Horse Shelter x 2; Rain Water Tank x 3; Sea Container x 3)	Approved	11/04/2019	Taylor Gunn
P2190172	28/03/2019	Hortin Road	Kronkup	Single House - Outbuilding	Delegate	24/04/2019	Jessica Anderson
P2190173	28/03/2019	South Coast Highway	Kalgan	Restaurant & Tavern - Additions (Boardwalk Gazebo & Retaining)	Approved	3/04/2019	Jessica Anderson
P2190175	1/04/2019	Lesueur View	Kalgan	Single House & Water Tank	Delegate	9/04/2019	Taylor Gunn
					Approved	11/04/2019	Taylor Gunn

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2190168	26/03/2019	Elaray Way	Lange	Single House - Outbuilding	Delegate	16/04/2019	Taylor Gunn
P2190083	15/02/2019	Bandicoot Drive	Lange	Bush Fire Management Plan	Approved	1/04/2019	Jan van der Mescht
P2190102	27/02/2019	Bandicoot Drive	Lange	Single House	Delegate	16/04/2019	Taylor Gunn
P2190138	11/03/2019	Diamond Street	Little Grove	Change of Use - Motor Vehicle Sales	Delegate	1/04/2019	Jessica Anderson
P2190181	9/04/2019	Symers Street	Little Grove	Single House - Additions and Water Tank	Delegate	24/04/2019	Jessica Anderson
P2190148	13/03/2019	Rivervale Chase	Lower King	Single House	Delegate	9/04/2019	Taylor Gunn
P2190157	20/03/2019	Bushby Road	Lower King	Single House - Outbuilding	Approved	4/04/2019	Taylor Gunn
P2190201	18/04/2019	Lowanna Drive	Marbelup	Single House Outbuilding & Water Tanks x3	Delegate	23/04/2019	Alex Bott
				Approval of existing development ancillary accommodation & outbuilding	Approved		
P2180595	4/12/2018	Redgum Trail	Marbelup		Delegate	12/04/2019	Taylor Gunn
P2190133	8/03/2019	Moncrieff Road	McKail	Ancillary Accommodation	Delegate	3/04/2019	Taylor Gunn
P2190142	12/03/2019	Beaudon Road	McKail	Single House - Patio	Delegate	3/04/2019	Taylor Gunn
P2190155	19/03/2019	Conifer Lane	McKail	Single House - & Retaining Wall	Approved	3/04/2019	Taylor Gunn
P2190186	11/04/2019	Satellite Close	McKail	Single House - Addition	Delegate	30/04/2019	Jessica Anderson
P2190015	15/01/2019	John Street	Milpara	Industry - Light (Caravan Storage)	Delegate	4/04/2019	Alex Bott
P2190126	7/03/2019	Miramar Road	Mira Mar	Single House	Approved	17/04/2019	Jessica Anderson
P2190164	22/03/2019	Stewart Street	Mira Mar	Holiday House	Delegate	23/04/2019	Jessica Anderson
				Telecommunication Infrastructure - Upgrade Mobile Telecommunication Facility	Approved		
P2190170	27/03/2019	Serpentine Road	Mount Melville		Delegate	4/04/2019	Taylor Gunn
P2190167	26/03/2019	Valencia Close	Orana	Grouped Dwelling - Addition	Approved	4/04/2019	Taylor Gunn
P2190134	8/03/2019	Monroe Court	Robinson	Approval of Existing Development - Single House - Patio	Delegate	2/04/2019	Taylor Gunn



Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2190139	11/03/2019	Trotter Grove	Robinson	Single House Outbuilding x 3 x Water Tank	Delegate Approved	4/04/2019	Taylor Gunn
P2190182	9/04/2019	Frenchman Bay Road	Robinson	Ancillary Accommodation	Delegate Approved	12/04/2019	Taylor Gunn
P2190196	18/04/2019	Frenchman Bay Road	Robinson	Approval for Existing Development - Single House - Patio	Delegate Approved	24/04/2019	Jessica Anderson
P2190124	6/03/2019	Hillman Street	Spencer Park	Single House - Outbuilding	Delegate Approved	4/04/2019	Taylor Gunn
P2190137	11/03/2019	Vokes Court	Willyung	Single House	Delegate Approved	8/04/2019	Taylor Gunn
P2190147	13/03/2019	Bilaboya Place	Willyung	Approval of Existing Development - Single House - Outbuilding x 2 & Water Tanks x 3	Delegate Approved	1/04/2019	Jessica Anderson
P2190150	15/03/2019	Chester Pass Road	Willyung	Home Business - Bottling Honey	Delegate Approved	3/04/2019	Jessica Anderson
P2190162	21/03/2019	Copal Road	Willyung	Industry - General - Additions (Workshop & Sea Containers x 2)	Delegate Approved	24/04/2019	Jessica Anderson
P2190171	28/03/2019	Willyung Road	Willyung	Grouped Dwelling - Addition (Patio)	Delegate Approved	2/04/2019	Jessica Anderson
P2190198	18/04/2019	Kelty View	Willyung	Single House - Addition	Delegate Approved	30/04/2019	Alex Bott
P2190177	4/04/2019	Steedman Street	Wellstead	Single House - Addition (Verandah)	Delegate Approved	18/04/2019	Alex Bott
P2190192	17/04/2019	Warrenup Place	Warrenup	Single House - Additions	Delegate Approved	30/04/2019	Alex Bott
P2190169	26/03/2019	Callistemon View	Yakamia	Single House - Outbuilding	Delegate Approved	11/04/2019	Taylor Gunn
P2190194	17/04/2019	North Road	Yakamia	Administration Building - Additions	Delegate Approved	24/04/2019	Jessica Anderson