



ATTACHMENTS

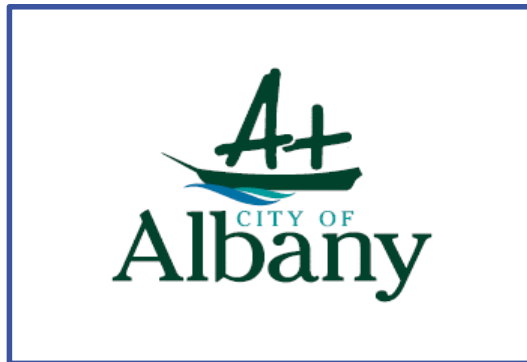
Ordinary Meeting of Council

Tuesday 01 July 2025

ORDINARY COUNCIL MEETING
ATTACHMENTS – 01/07/2025

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CITY OF ALBANY

MONTHLY FINANCIAL REPORT

Containing the Statement of Financial Activity
and the Statement of Financial Position

FOR THE PERIOD ENDED 30 APRIL 2025

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

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CITY OF ALBANY
COMPILATION REPORT
FOR THE PERIOD ENDED 30 APRIL 2025

Report Purpose

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulations 34 and 35.

Overview

No significant matters are noted.

Statement Of Financial Activity by Nature Classifications

Shows a closing surplus for the period ended 30 April 2025 of \$17,780,758.

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

Preparation

Prepared by: Financial Services Coordinator

Reviewed by: Manager Finance

Date prepared: 22-May-2025

CITY OF ALBANY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

	Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a) /(a)	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		46,387,060	46,433,252	46,418,252	46,514,287	96,035	0%	
Grants, subsidies and contributions		16,603,255	20,357,733	3,456,007	5,066,299	1,610,292	47%	▲
Fees and charges		22,377,965	23,508,761	20,214,756	21,561,257	1,346,501	7%	▲
Profit on asset disposal		23,662	23,662	16,200	312,460	296,260	1829%	▲
Interest Earnings		3,661,997	4,235,997	3,684,173	3,754,442	70,269	2%	
Other Revenue		181,000	182,000	140,403	85,940	(54,463)	(39%)	
		89,234,939	94,741,405	73,929,791	77,294,686			
Expenditure from operating activities								
Employee costs		(36,058,373)	(36,074,727)	(30,199,783)	(29,454,823)	744,960	(2%)	▼
Materials and contracts		(30,547,736)	(31,066,326)	(22,417,212)	(20,328,378)	2,088,834	(9%)	▼
Utility charges		(2,135,643)	(2,135,643)	(1,577,849)	(1,580,864)	(3,015)	0%	
Depreciation on non-current assets		(18,858,067)	(18,858,067)	(15,725,485)	(16,508,073)	(782,588)	5%	▲
Finance costs		(340,597)	(343,006)	(195,492)	(101,031)	94,461	(48%)	
Insurance expenses		(1,115,524)	(1,111,970)	(950,375)	(949,069)	1,306	(0%)	
Loss on asset disposal		(582,423)	(582,423)	(134,429)	(88,424)	46,005	(34%)	
Other expenditure		(6,337,974)	(7,200,719)	(5,462,877)	(4,869,807)	593,070	(11%)	▼
		(95,976,337)	(97,372,881)	(76,663,503)	(73,880,469)			
Non-cash amounts excluded from operating activities								
Add: Depreciation on assets		18,858,067	18,858,067	15,725,485	16,508,073	782,588	5%	▲
Add: Loss on disposal of assets		582,423	582,423	134,429	88,424	(46,005)	(34%)	
Less: Profit of disposal of assets		(23,662)	(23,662)	(16,200)	(312,460)	(296,260)	1829%	▼
Add: Implicit Interest		185,143	185,143	154,220	10,295	(143,925)	(93%)	▼
		19,601,971	19,601,971	15,997,934	16,305,873			
Amount attributable to operating activities		12,860,573	16,970,495	13,264,223	19,720,089			
INVESTING ACTIVITIES								
Capital grants, subsidies and contributions		27,728,788	31,178,081	5,673,404	15,315,021	9,641,617	170%	▲
Proceeds from disposal of assets		1,241,700	1,241,700	1,034,750	486,955	(547,795)	(53%)	▼
Purchase of property, plant and equipment	5	(14,017,973)	(16,387,874)	(12,028,137)	(8,405,212)	3,622,924	(30%)	▲
Purchase and construction of infrastructure	5	(44,970,701)	(47,234,549)	(35,999,626)	(19,854,149)	16,145,477	(45%)	▲
Non-current to current movement		-	-	-	1,107	1,107	100%	
Amount attributable to investing activities		(30,018,186)	(31,202,642)	(41,319,608)	(12,456,278)			
FINANCING ACTIVITIES								
Repayment of borrowings		(1,137,545)	(1,264,026)	(688,948)	(736,231)	(47,283)	7%	
Proceeds from borrowings		1,495,000	1,495,000	-	-	-	-	
Proceeds from self-supporting loans		15,074	15,074	15,074	15,074	-	-	
Payments for principal portion of lease liabilities		(198,894)	(198,894)	(165,522)	(160,698)	4,824	(3%)	
Transfers to reserves (restricted assets)		(26,544,114)	(27,344,114)	-	-	-	-	
Transfers from reserves (restricted assets)		36,312,188	35,296,427	5,166,118	5,166,119	1	0%	
Amount attributable to financing activities		9,941,709	7,999,467	4,326,722	4,284,263			
Surplus/(Deficit) for current financial year		(7,215,904)	(6,232,680)	(23,728,664)	11,548,074			
Surplus/(Deficit) at start of financial year		7,215,904	6,232,680	6,232,680	6,232,684	4	-	
Surplus/(Deficit): closing funding position		-	-	(17,495,984)	17,780,758			

CITY OF ALBANY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025

	Ref Note	30 April 2025	30 June 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	77,471,978	67,154,711
Trade and other receivables		7,621,289	3,579,983
Other financial assets	2	0	15,074
Inventories	2	1,303,945	1,424,647
Other assets		3,312,440	6,937,195
TOTAL CURRENT ASSETS		89,709,652	79,111,610
NON-CURRENT ASSETS			
Trade and other receivables		1,993,158	1,802,785
Other financial assets		290,356	301,898
Property, plant and equipment		173,080,640	169,642,260
Infrastructure		444,241,240	436,231,601
Right-of-use assets		393,652	544,786
TOTAL NON-CURRENT ASSETS		619,999,046	608,523,330
TOTAL ASSETS		709,708,698	687,634,940
CURRENT LIABILITIES			
Trade and other payables		12,546,543	9,946,337
Contract liabilities		5,833,915	4,059,258
Lease liabilities		50,819	211,624
Borrowings		527,794	1,264,026
Employee related provisions		7,025,639	7,158,944
Other provisions		242,391	242,391
TOTAL CURRENT LIABILITIES		26,227,101	22,882,580
NON-CURRENT LIABILITIES			
Other liabilities		906,187	906,187
Lease liabilities		453,586	453,586
Borrowings		2,603,906	2,603,906
Employee related provisions		701,391	701,391
Other provisions		11,097,000	11,097,000
TOTAL NON-CURRENT LIABILITIES		15,762,070	15,762,070
TOTAL LIABILITIES		41,989,171	38,644,650
NET ASSETS		667,719,527	648,990,290
EQUITY			
Retained surplus		359,108,341	340,379,104
Reserve accounts		51,456,924	51,456,924
Revaluation surplus		257,154,262	257,154,262
TOTAL EQUITY		667,719,527	648,990,290

CITY OF ALBANY

NOTES TO THE MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2025

BASIS OF PREPARATION

BASIS OF PREPARATION

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

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 and 35. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2025

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

CITY OF ALBANY
NOTES TO THE MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	96,035	0%			No material deviations observed.
Grants, subsidies and contributions	1,610,292	47%	▲	Timing	Grants, subsidies and contributions income recognised for the period ending 30 April 2025 is tracking very closely to the same period in FY23/24, with YoY movement totalling ↑\$27k (0.54%). The current YTD variance is the result of budget phasing for the income related to: - Albany 2026: Actual \$1.80m vs Budget \$0 (↑\$1.80m or N/A). - Bushfire Risk Income: Actual \$5.5k vs Budget \$155k (↓\$150k or -96.46%).
Fees and charges	1,346,501	7%	▲	Permanent	Fees and charges income recognised for the period ending 30 April 2025 is tracking ↑\$1.44m (6.69%)* relative to the same period in FY23/24 and ↑\$3.28m (15.24%)* compared to FY22/23. Business units that have derived notable fees and charges in excess of the YTD budget include: - Airport: Actual \$2.18m vs \$1.86m (↑\$319k or 17.14%), - ALAC: Actual \$2.63m vs Budget \$2.38m (↑\$248k or 10.43%), - Waste: Actual \$10.21m vs Budget \$9.98m (↑\$223k or 2.23%), and *Note: FY22/23 & FY23/24 data has been normalised for comparative purposes.
Profit on asset disposal	296,260	1829%	▲	Permanent	The variance is in the City's favour and is primarily due to a non-cash gain from the revaluation of a finance lease. This gain is treated as a disposal of the City's ownership interest in the asset over the remaining term of the lease.
Interest earnings	70,269	2%			No material deviations observed.
Other revenue	(54,463)	-39%			No material deviations observed.
Expenditure from operating activities					
Employee costs	744,960	-2%	▼	Timing	Employee costs recognised for the period ending 30 April 2025 are tracking ↑\$3.80m (14.83%) higher compared to the same period in FY23/24. Despite this year-on-year increase, there is an underspend relative to the year-to-date budget, primarily due to EOFY accruals and several budgeted positions remaining vacant. It is anticipated that the impact of these accruals and vacancies will be accounted for over the course of the financial year. As of 30 April 2025, major variances can be observed in: - Salaries and wages: Actual \$21.85m vs Budget \$22.40m (↓\$556k or -2.48%), and - Employee Provisions: Actual \$2.72m vs Budget \$2.86m (↓\$145k or -5.06%).

NOTE 1 (Continued)

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Expenditure from operating activities (continued)					
Materials and contracts	2,088,834	-9%	▼	Timing	Materials and contracts expenditure for the period ending 30 April 2025 is tracking ↑\$242k (1.19%) compared to the same period in FY23/24. Despite this year-on-year increase, there is an underspend relative to the year-to-date budget, primarily due to the phasing of the following programs: - Artificial Fishing Reef: Actual \$0k vs Budget \$950k (↓\$950k or N/A), - Motorplex Project: Actual \$2.50m vs Budget \$3.24m (↓\$738k or -22.79%), - Major Software Licences: Actual \$965k vs Budget \$1.18m (↓\$214k or -18.14%).
Utility charges	(3,015)	0%			No material deviations observed.
Depreciation on non-current assets	(782,588)	5%	▲	Permanent	Depreciation charges for the period ending 30 April 2025 are tracking over budget, primarily due to the reassessment of useful lives and estimated end-of-life values for PPE-type assets conducted during FY23/24. This variance is non-cash and has no impact on the closing position reported in the Statement of Financial Activity.
Finance costs	94,461	-48%			No material deviations observed.
Insurance expenses	1,306	0%			No material deviations observed.
Loss on asset disposal	46,005	-34%			No material deviations observed.
Other expenditure	593,070	-11%	▼	Timing	Other expenditure recognised for the period ending 30 April 2025 is tracking under budget predominantly due to budget phasing associated with: - Bicentenary 2026 Events: Actual \$2.43m vs Budget \$2.93m (↓\$499k or -17.07%), and - Seed Funding for Sporting Clubs: Actual \$40k vs Budget: \$146k (↓\$107k or N/A).
Non-cash amounts excluded from operating activities					
Add: Depreciation on assets	782,588	5%	▲	Permanent	Depreciation charges for the period ending 30 April 2025 are tracking over budget, primarily due to the reassessment of useful lives and estimated end-of-life values for PPE-type assets conducted during FY23/24. This variance is non-cash and has no impact on the closing position reported in the Statement of Financial Activity.
Add: Loss on disposal of assets	(46,005)	-34%			No material deviations observed.
Less: Profit of disposal of assets	(296,260)	1829%	▼	Permanent	The variance is in the City's favour and is primarily due to a non-cash gain from the revaluation of a finance lease. This gain is treated as a disposal of the City's ownership interest in the asset over the remaining term of the lease.
Add: Implicit Interest	(143,925)	-93%	▼	Timing	Variance is due to budget phasing only and will run close to budget during the course of the financial year.

NOTE 1 (Continued)

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
INVESTING ACTIVITIES					
Capital grants, subsidies and contributions	9,641,617	170%	▲	Timing	<p>Capital grants recognised for the period ending 30 April 2025 are tracking ↑\$10.00m (188.23%) compared to the same period in FY23/24. The recognition of income from capital grants is directly tied to achieving practical completion milestones for projects outlined in the City's capital works budget (refer to Note 5).</p> <p>The current positive variance to budget is primarily attributable to income being recognised ahead of phasing for:</p> <ul style="list-style-type: none"> - Surf Reef: Actual \$5.36m vs Budget \$0m (↑\$5.36m or N/A), - LRCl: Actual \$1.66m vs Budget \$0m (↑\$1.66m or N/A), - Bushfire Grants: \$1.12m vs Budget \$0m (↑\$1.12m or N/A), - Path Funding: Actual \$776k vs Budget \$0k (↑\$776k or N/A), and - Roads to Recovery: Actual \$1.51m vs Budget \$1.00m (↑\$503k or 50.00%). <p>Variances from the budget are expected to continue throughout the remainder of the financial year.</p>
Proceeds from disposal of assets	(547,795)	-53%	▼	Timing	<p>YTD PPE disposals made in accordance with the City's fleet replacement program are lower than prescribed in the budget. The timing of disposals is primarily affected by the availability of new vehicles and heavy equipment. It is expected that actual PPE disposals will align more closely with the budget as the year progresses.</p> <p>Total proceeds from the disposal of assets for the period ending 30 April 2025 are tracking ↓\$450k (-48.04%) relative to FY23/24.</p>
Purchase of property, plant and equipment	3,622,924	-30%	▲	Timing	<p>Current underspend to budget is predominantly attributable to the phasing of the following programs:</p> <ul style="list-style-type: none"> - Heavy Plant Replacement Program: Actual \$2.23m vs Budget \$3.57m (↓\$1.35m or -37.74%), - Kalgan Bush Fire Brigade: Actual \$363k vs Budget \$1.58m (↓\$1.22m or -77.03%), - North Rd Admin - Render Recladding: Actual \$1k vs Budget \$270k (↓\$269k or -99.80%), - Public Toilet Renewal: Actual \$229k vs Budget \$422k (↓\$193k or -45.78%), - National Anzac Centre - Refresh: Actual \$0k vs Budget \$176k (↓\$176k or N/A), - Town Hall - Replace Lift: Actual \$114k vs Budget \$250k (↓\$136k or -54.30%), - Solar Panel Installations: Actual \$2k vs Budget \$130k (↓\$128k or -98.62%), and - ALAC Filter Sand - Shelter Replacement: Actual \$0k vs Budget \$120k (↓\$120k or NA). <p>As of 30 April 31.65% of the FY24/25 annual budget has been expended.</p>

NOTE 1 (Continued)

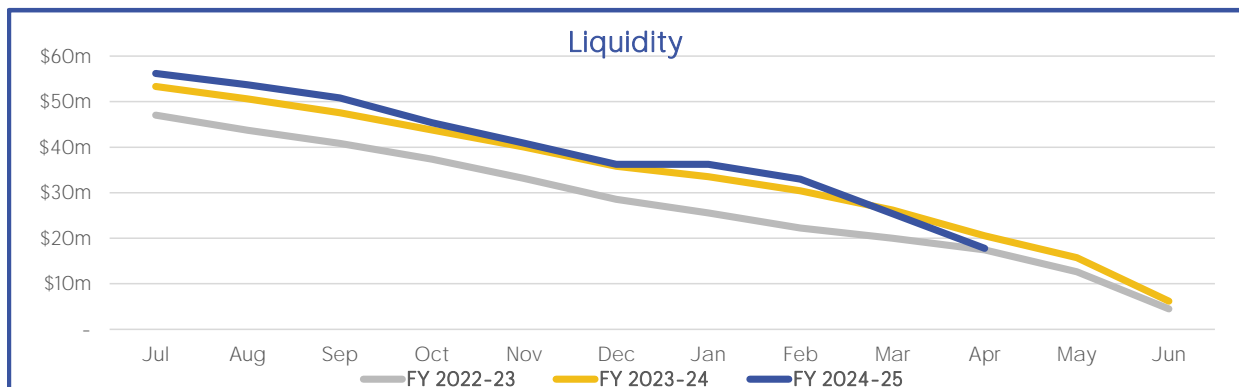
EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
INVESTING ACTIVITIES (Continued)					
Purchase and construction of infrastructure	16,145,477	-45%	▲	Timing	Current underspend to budget is predominantly attributable to the phasing of the following programs: - Albany Artificial Surf Reef: Actual \$7.28m vs Budget \$11.55m (↓\$4.26m or -36.90%), - Trails Strategy: Actual \$15k vs Budget \$2.21m (↓\$2.19m or -99.31%), - Seymour/Nelson/McLeod Path: Actual \$11k vs Budget \$1.01m (↓\$1.00m or -98.90%), - Middleton Road: Actual \$585k vs Budget \$1.54m (↓\$958k or -62.11%), - Mt Melville/Elphinstone Cycle Link: Actual \$10k vs Budget \$872k (↓\$862k or -98.85%), - Lancaster Road Widen & Asphalt Overlay: Actual \$95k vs Budget \$693k (↓\$597k or -86.24%), - Middleton Road Link Shared Path: Actual \$383k vs Budget \$978k (↓\$594k or -60.80%), - Trails - Irrerup Ladder Construction: Actual \$0k vs Budget \$400k (↓\$400k or N/A), - Marine Drive - Lookout Refurbishment: Actual \$8k vs Budget \$392k (↓\$384k or -98.01%), - Vancouver Arts Centre - Carpark: Actual \$65k vs Budget \$430k (↓\$365k or -84.82%) As of 30 April 42.03% of the FY24/25 annual budget has been expended.
Non-current to current movement	1,107	100%			No material deviations observed.
FINANCING ACTIVITIES					
Repayment of borrowings	(47,283)	7%			No material deviations observed.
Proceeds from borrowings	-	0%			No material deviations observed.
Proceeds from self-supporting loans	-	0%			No material deviations observed.
Payments for principal portion of lease liabilities	4,824	-3%			No material deviations observed.
Restricted Cash Utilised	-				No material deviations observed.
Transfers to reserves (restricted assets)	-				No material deviations observed.
Transfers from reserves (restricted assets)	1	0%			No material deviations observed.
Surplus/(Deficit) at start of financial year	4	0%			No material deviations observed.

CITY OF ALBANY
NOTES TO THE MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025

NOTE 2
NET CURRENT ASSETS & FUNDING POSITION

	Ref Note	FOR THE PERIOD ENDED 30 APRIL 2025	FOR THE PERIOD ENDED 31 MARCH 2025	FOR THE PERIOD ENDED 30 APRIL 2024
		\$	\$	\$
Current Assets				
Cash - Unrestricted	3	29,039,545	28,722,777	28,722,777
Cash - Restricted	3	48,432,433	48,199,259	44,679,958
Trade Receivables - Rates and Rubbish	4	2,780,414	3,290,243	2,343,494
Trade Receivables - Other		4,840,875	4,644,043	1,750,796
Inventories		1,303,945	1,319,716	1,339,081
Grants Receivable		1,981,049	1,867,716	1,345,985
Other Current Assets		1,331,391	1,850,429	2,233,853
Other Financial Assets - Self Supporting Loan		-	7,596	-
		89,709,652	89,901,780	82,415,944
Less: Current Liabilities				
Trade & Other Payables		(12,546,544)	(11,866,872)	(8,639,882)
Contract Liabilities		(5,833,915)	(7,845,798)	(3,239,439)
Lease Liabilities		(50,819)	(66,988)	(39,934)
Borrowings		(527,794)	(575,096)	(540,477)
Provisions		(7,268,030)	(7,334,159)	(6,552,729)
		(26,227,103)	(27,688,913)	(19,012,460)
Net Current Assets		63,482,549	62,212,867	63,403,484
Adjustments				
Add Back: Borrowings		527,794	575,096	540,477
Add Back: ROU liabilities		50,819	66,988	39,934
Add Back: Head-lease liability amortisation		106	106	101
Add Back: Implicit Interest		10,295	9,363	12,840
(Less): Cash Backed Reserves		(46,290,805)	(46,290,805)	(43,441,121)
(Less): Other Financial Assets - Self Supporting Loan		-	(7,596)	-
		(45,701,791)	(45,646,848)	(42,847,770)
Net Current Funding Position		17,780,758	16,566,019	20,555,714



COMMENTS:

The Net Current Funding Position for the reporting period ending 30 April 2025 is ↓\$2.78 million (-15.61%) compared to the same period in FY2023/24. This year-over-year decrease is primarily attributable to higher year-to-date capital expenditure, partially offset by an increase in capital income.

No other significant matters noted.

CITY OF ALBANY
NOTES TO THE MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025

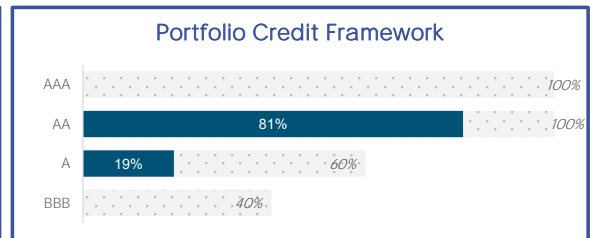
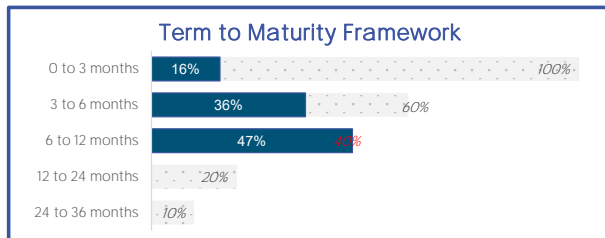
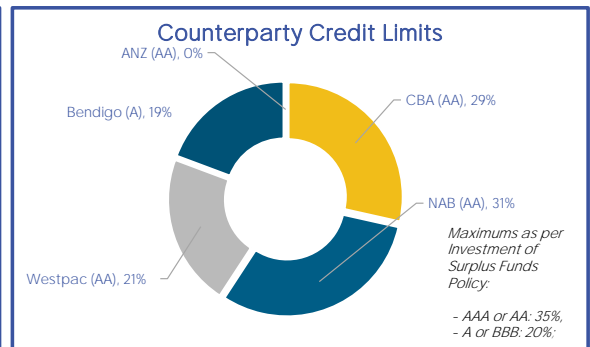
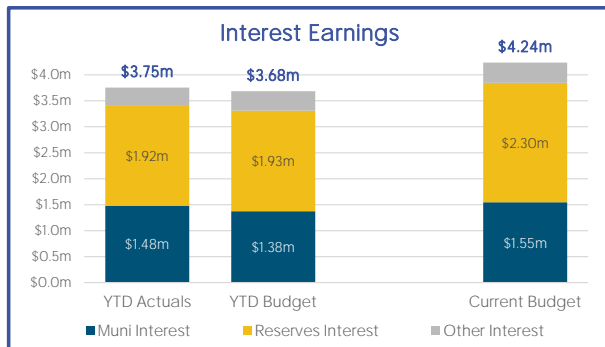
NOTE 3
CASH INVESTMENTS

TERM DEPOSITS

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	Bendigo	A	5.05%	Dec-24	Jun-25	6 to 12 months	3,000,000	75,958
General Municipal	Westpac	AA	4.63%	Apr-25	Jul-25	0 to 3 months	3,000,000	34,630
General Municipal	Bendigo	A	4.50%	Apr-25	Oct-25	6 to 12 months	3,000,000	67,685
							9,000,000	178,272
Reserves (Restricted)	NAB	AA	5.10%	Dec-24	Jun-25	6 to 12 months	5,000,000	127,849
Reserves (Restricted)	NAB	AA	5.05%	Dec-24	Dec-25	6 to 12 months	7,500,000	378,750
Reserves (Restricted)	Westpac	AA	4.79%	Feb-25	Feb-26	6 to 12 months	8,500,000	407,150
Reserves (Restricted)	CBA	AA	4.63%	Feb-25	Aug-25	3 to 6 months	5,750,000	132,748
Reserves (Restricted)	CBA	AA	4.60%	Feb-25	Aug-25	3 to 6 months	5,000,000	114,055
Reserves (Restricted)	CBA	AA	4.57%	Mar-25	Jun-25	0 to 3 months	5,500,000	61,977
Reserves (Restricted)	NAB	AA	4.65%	Apr-25	Sep-25	3 to 6 months	5,000,000	95,548
Reserves (Restricted)	Westpac	AA	4.63%	Apr-25	Jul-25	0 to 3 months	750,000	8,657
Reserves (Restricted)	Bendigo	A	4.45%	Apr-25	Aug-25	3 to 6 months	5,000,000	73,151
							48,000,000	1,399,885
Weighted Average Interest Rate:			4.74%	SubTotal: Term Deposits:			57,000,000	1,578,157

FUNDS AT-CALL

Type	Institution	S&P Rating	Interest Rate	Name / Purpose	Balance (\$)
General Municipal	CBA	AA	4.00%	Municipal Operating Account	4,812,180
General Municipal	CBA	AA	4.10%	Municipal Savings Account	15,227,366
Reserves (Restricted)	CBA	AA	4.00%	Reserve Transactional Account	432,433
Weighted Average Interest Rate:			4.07%	SubTotal: Funds At-Call:	20,471,978
TOTAL Weighted Average Interest Rate:			4.57%	Total Cash:	77,471,978



COMMENTS:

Year-on-year movement in cash investment portfolio:

	30/04/2025	30/04/2024	\$ MVT	% MVT
Municipal	\$9.0m	\$19.5m	-\$10.5m	-53.85%
Reserve	\$48.0m	\$44.5m	\$3.5m	7.87%
Total	\$57.0m	\$64.0m	-\$7.0m	-10.94%
Average Return**	4.74%	5.08%	-0.34%	-0.34%

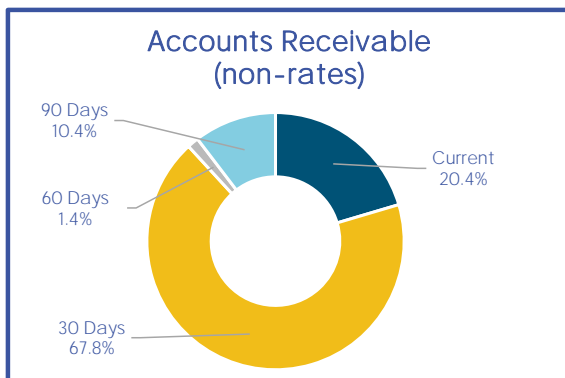
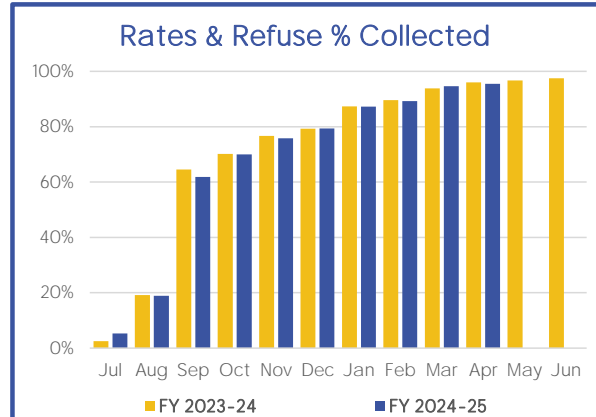
The City's investment portfolio for the period ending 30 April was outside of policy parameters in relation to the term-to-maturity framework. This deviation resulted from several long-term positions taken within the restricted portion of the portfolio, aimed at maximising interest earnings in anticipation of falling interest rates, combined with a sharp withdrawal of general municipal fund investments to maintain high levels of liquid cash. These municipal fund withdrawals were intended to ensure funds are readily available for payments related to the City's capital works program. The elevated level of liquid cash held to support capital works has also contributed to the significant year-on-year decrease in the total value of the investment portfolio.

**Weighted Average Interest Rate for Term Deposits only

CITY OF ALBANY
NOTES TO THE MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025

NOTE 4
RECEIVABLES

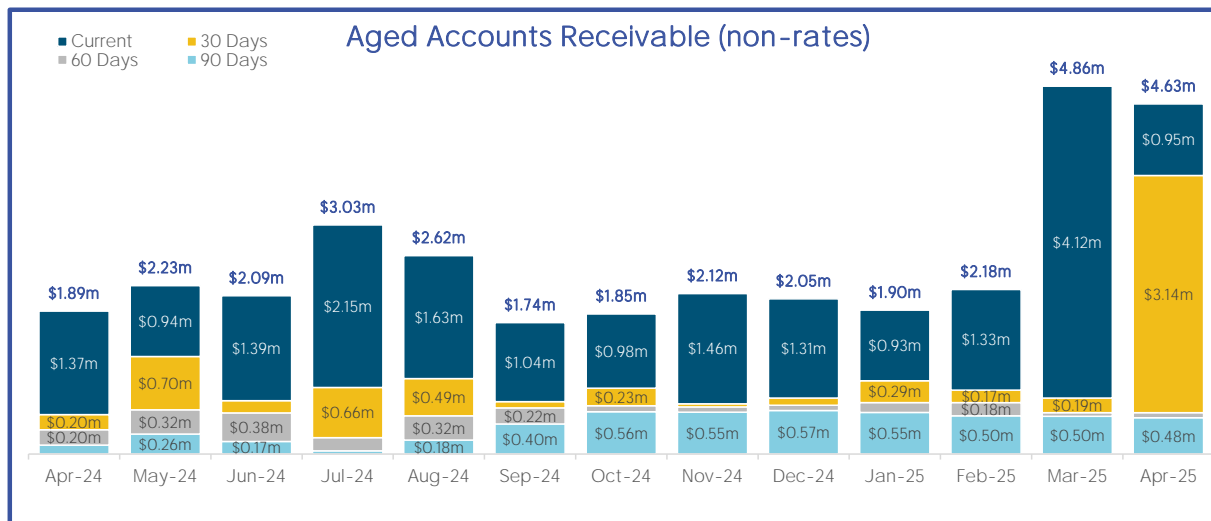
Rates & Refuse % Collected	\$
Opening Arrears Previous Years	1,417,864
Rates Levied	46,514,287
Refuse Levied	9,026,441
ESL Levied	4,067,021
Other Charges Levied	456,489
Amount Levied	61,482,103
(Less): Collections	(58,701,688)
Total Rates & Charges Collectable	2,780,414
% Collected	95.5%



Accounts Receivable (non-rates)

	\$	%
Current	945,069	20.4%
30 Days	3,137,132	67.8%
60 Days	66,264	1.4%
90 Days	480,492	10.4%
Total	4,628,958	100%

Amounts shown above include GST
(where applicable)



COMMENTS:

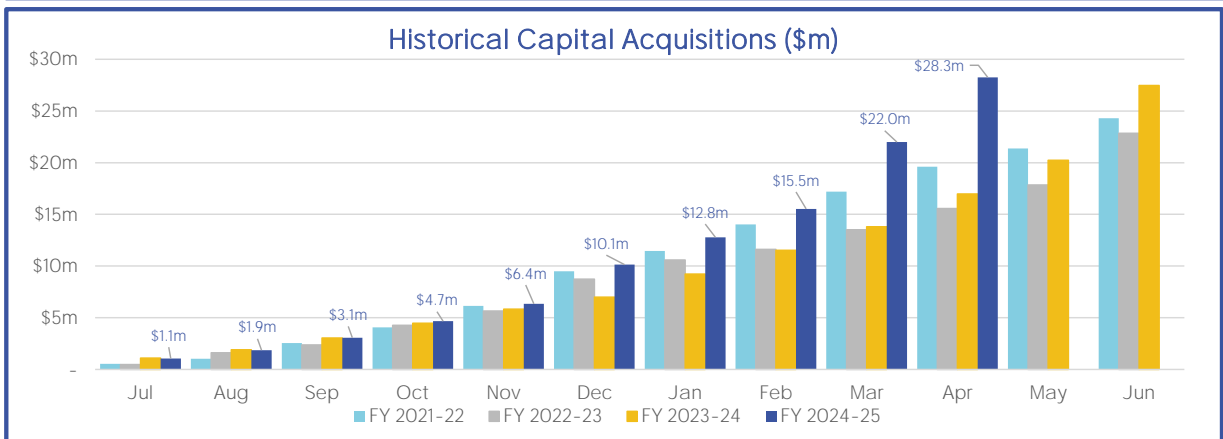
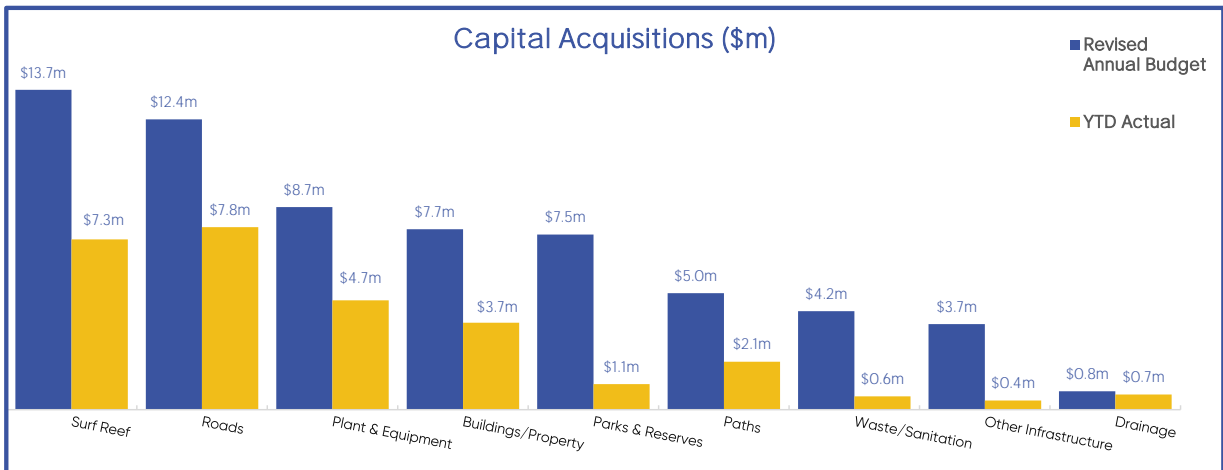
+30 receivables are tracking notably higher due to the issuance of a \$3.02 million invoice to the Department of Primary Industries and Regional Development for the construction of the Southern Ocean Surf Reef. Payment is expected in either June or July, so the balance is likely to remain in aged receivables for some time.

No other amounts significant matters noted.

CITY OF ALBANY
NOTES TO THE MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2025

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.
	\$	\$	\$	\$	\$	%	
Surf Reef	11,696,715	13,685,923	11,550,000	7,288,409	(4,261,591)	(37%)	▼
Roads	12,751,023	12,418,373	11,345,291	7,806,776	(3,538,514)	(31%)	▼
Plant & Equipment	7,042,416	8,671,122	5,472,113	4,682,686	(789,426)	(14%)	▼
Buildings/Property	6,975,557	7,716,753	6,556,025	3,722,526	(2,833,499)	(43%)	▼
Parks & Reserves	7,218,365	7,488,681	4,839,662	1,090,559	(3,749,103)	(77%)	▼
Paths	4,877,111	4,986,059	4,759,899	2,056,341	(2,703,558)	(57%)	▼
Waste/Sanitation	4,238,180	4,210,935	858,079	570,620	(287,459)	(34%)	▼
Other Infrastructure	3,452,751	3,658,562	1,929,377	391,182	(1,538,195)	(80%)	▼
Drainage	736,556	786,016	717,318	650,262	(67,056)	(9%)	▼
Total Capital Acquisitions	58,988,674	63,622,424	48,027,763	28,259,361	(19,768,402)	(41%)	▼



COMMENTS:

Capital expenditure recorded to April FY24/25 of \$28.26m is tracking ↑\$11.28m (3993%) compared to the equivalent reporting period in FY23/24, where total Capital Acquisitions recorded were \$16.98m. Capital Expenditure is also ↑\$12.69m (44.91%) compared to the equivalent reporting period in FY22/23, where total Capital Acquisitions recorded were \$15.57m.

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 27 APRIL 2025

CREDIT CARD TRANSACTIONS			
DATE	PAYEE	DESCRIPTION	AMOUNT
26/03/2025	GEOGRAPHE BAYVIEW	Accommodation - Airport Coordinator - Conference	\$680.40
26/03/2025	ASIC	ASIC Company Search	\$20.00
27/03/2025	SHOIFY* 346986389	Forts Store Online Postal Shipping Rates (Ongoing)	\$10.00
27/03/2025	INTNL TRANSACTION FEE	International Transaction Fee - Forts Store Online Postal Shipping Rates (Ongoing)	\$0.40
27/03/2025	SP YARNMARKETPLACE	NAIDOC Week Shirts for Staff	\$119.90
27/03/2025	SP YARNMARKETPLACE	NAIDOC Week Shirts for Staff	\$41.97
28/03/2025	REX	Flights - Presenter - Sports Person of the Year	\$777.59
28/03/2025	REX	Flights - Presenter - Sports Person of the Year	\$777.59
28/03/2025	CANVA* 04469-34151626	12 Month Subscription	\$335.76
28/03/2025	SP KAP INDUSTRIES	Fire Extinguisher Bracket	\$75.00
28/03/2025	COURTYARDPERMURDOCHFP	Accommodation - Coordinator Planning Services - Strategic Safer Places	\$327.26
28/03/2025	COURTYARDPERMURDOCHFP	Accommodation - Senior Planning Officer - Policy and Place Planning - Strategic Safer Places	\$339.49
28/03/2025	REX	Flights - Waste Project Officer - Training	\$408.95
28/03/2025	REX	Flights - Team Leader - Civil Infrastructure - Training	\$408.95
29/03/2025	HOLIDAY INN WESTPER PL	Parking - Albany Visitor Centre Coordinator - Conference	\$25.38
31/03/2025	EMAIL PAYG FEE	School Holiday Program Promotion	\$10.00
1/04/2025	GULL BEACHWAY	Fuel	\$93.07
1/04/2025	VANCOUVER STREET CAF	Executive Management Team - Refreshments	\$18.90
1/04/2025	VANCOUVER STREET CAF	Executive Management Team - Meals	\$112.50
1/04/2025	REGIONAL EXPRESS	Name Change Fee - Flights - Customer Service Officer - Freedom to Read Conference	\$35.78
1/04/2025	LA BOTANIC	Wedding Gift - Elected Member	\$144.95
1/04/2025	WESTERN POWER	Street Light Upgrade Application	\$498.91
1/04/2025	WESTERN POWER	New Street Light Application	\$498.91
2/04/2025	CABFARE PAYMENTS	Taxi Fares - Mayor Stocks & Chief Executive Officer - RCAWA Meeting	\$76.64
2/04/2025	MIA MIA NEWMAN	Accommodation - Mayor Stocks & Chief Executive Officer - RCAWA Meeting	\$520.00
2/04/2025	WOOLWORTHS 4374	Game Night/Make it Monthly Refreshments	\$113.70
2/04/2025	STAYCAY	Accommodation - Environmental Health Officer - Conference	\$896.30
2/04/2025	DMIRS EAST PERTH	Renewal of High Risk Work Licence - Civil Construction Worker	\$44.00

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 27 APRIL 2025

CREDIT CARD TRANSACTIONS			
DATE	PAYEE	DESCRIPTION	AMOUNT
2/04/2025	WOOLWORTHS 4374	Items For Artist In Residence Welcome Pack & Items For Volunteer Training Morning Tea With AGWA	\$76.30
2/04/2025	FIRSTAIDPLUSAUST	Carry Satchels For Oxygen Tanks	\$396.00
3/04/2025	TTH PERTH	Accommodation - Freedom to Read Workshop - 4 April 25 - 1 Night, 2 rooms, 2 Pax - S Majidi & V Candy - Library	\$502.30
3/04/2025	HILTON GARDEN INN ALBA	Accommodation - Presenter - Sports Person of the Year Award	\$265.00
3/04/2025	HILTON GARDEN INN ALBA	Accommodation - Presenter - Sports Person of the Year Award	\$265.00
3/04/2025	REX	Flights - Personal Assistant to Executive Director Community Services - WA Executive Assistant Congress 2025	\$777.59
4/04/2025	GM TAXIPAY	Taxi Fares - Mayor Stocks & Chief Executive Officer - RCAWA Meeting	\$57.33
4/04/2025	SP YARNMARKETPLACE	NAIDOC Week Shirts for Staff	\$358.50
4/04/2025	SP YARNMARKETPLACE	NAIDOC Week Shirts for Staff	\$102.52
4/04/2025	SP YARNMARKETPLACE	NAIDOC Week Shirts for Staff	\$71.34
4/04/2025	EG*TRVL73072480297202	Accommodation - Environmental Health Officer - Noise Training	\$576.23
4/04/2025	REZDY	Monthly Subscription to Rezdy Booking Platform	\$294.69
4/04/2025	WESTERN AUSTRALIAN HOT	Registration - Customer Service Officer - Responsible Service of Alcohol (RSA)	\$69.83
4/04/2025	RLSSWA	Enrolment - Aquatics Supervisor - Lifeguard Qualification	\$330.00
4/04/2025	NESUTO CURTIN	Accommodation - Team Leader - Civil Infrastructure - Training	\$249.00
5/04/2025	INTUIT MAILCHIMP	Monthly Marketing Plan - Communications	\$678.77
6/04/2025	DROPBOX NLGBLSRNQRDK	Dropbox Business Standard Plan	\$302.50
6/04/2025	BUNNINGS 608000	Staff Easter Gifts	\$29.98
6/04/2025	WOOLWORTHS 4388	Staff Easter Gifts	\$6.00
7/04/2025	FACEBK *N8ML4LQX52	Facebook and Instagram Advertising	\$315.07
7/04/2025	COLES 0364COLES 0364	Staff Easter Gifts	\$480.00
7/04/2025	WOOLWORTHS 4388	Neighbour Day - Application IAP25566333	\$50.00
8/04/2025	SOUNDTRACK YOUR BRAND	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service	\$24.04
8/04/2025	KINGS PARK MOTEL	Accommodation - Community Development Coordinator - WALGA Aboriginal Engagement Forum	\$190.00
8/04/2025	INTNL TRANSACTION FEE	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service	\$1.01

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 27 APRIL 2025

CREDIT CARD TRANSACTIONS			
DATE	PAYEE	DESCRIPTION	AMOUNT
8/04/2025	DEPT OF RACING GAMIN	Occasional Liquor Licence For FOD Albany Town Hall	\$60.50
8/04/2025	COLES 0364COLES 0364	Milk And Dishwasher Tablets For Staff Kitchen	\$24.50
8/04/2025	COLES 0364COLES 0364	Milk And Dishwasher Tablets For Staff Kitchen	\$7.35
8/04/2025	CONSTRUCTION TRAINING	Construction Training Fund Levy Payment - Marine Drive Lookout	\$640.00
8/04/2025	SQ *OBDS 1011430	Travel - Taxi fare	\$60.06
9/04/2025	REX	Flights - Manager Community Relations - RAP RING Meeting	\$777.59
9/04/2025	REX	Flights - Committee Member - RAP RING Meeting	\$777.59
9/04/2025	LS WA INTERNATIONAL PT	Meals - Community Development Coordinator - WALGA Aboriginal Engagement Forum	\$23.60
10/04/2025	MAJUBA BISTRO	Meals - Chief Executive Officer, Mayor Stocks, Mayor and Former MLA R Stephens - Lunch Meeting	\$193.33
10/04/2025	METRO PETROLEUM ALBA	Ice and Snacks - Art After Dark at Gorenang	\$23.97
11/04/2025	OTTER.AI	Otter AI Subscription	\$12.05
11/04/2025	INTNL TRANSACTION FEE	Transaction Fee for Otter AI	\$0.50
11/04/2025	DOT - LICENSING	Registration Transfer	\$20.50
11/04/2025	ALBANY IGA QPS	Event Catering Supplies - Library	\$21.80
11/04/2025	ALBANY IGA	Catering - Tree Festival Events - Possum Spotlight Walk and Bushcarer Busy Bee	\$11.44
11/04/2025	ALBANY IGA	Catering - Tree Festival Events - Possum Spotlight Walk and Bushcarer Busy Bee	\$33.65
13/04/2025	WWW.SKYMESH.NET.AU	Monthly Fee for Cape Riche Internet Services	\$65.61
14/04/2025	REX	Flights - Community Development Coordinator - Community Engagement Facilitation Course	\$777.59
14/04/2025	DOT - LICENSING	Replace Damaged Number Plate	\$31.10
15/04/2025	COLES 0478COLES 0478	Easter Event Supplies For Walk And Customers	\$43.00
15/04/2025	COLES 0364COLES 0364	Campground Host Vouchers	\$108.95
15/04/2025	COLES 0364COLES 0364	Campground Host Vouchers	\$400.00
15/04/2025	THE REJECT SHOP	Carafes For Conference Room Facility	\$15.00
15/04/2025	QUEST ON RHEOLA	Accommodation - Waste Project Officer - Training and Site Visits	\$612.67
16/04/2025	WOOLWORTHS 4374	Supplies - Additional Water Bottles For Distribution At Youth Week Event	\$29.70
16/04/2025	ALBANY IGA	Catering For Managers Meeting And Economic Development Strategic Workshop	\$146.04
16/04/2025	AUTOBARN ALBANY	Drawer for Vehicle	\$599.00
16/04/2025	NORTH ROAD SUPA IGA	Catering - Poetry Evening	\$86.10

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 27 APRIL 2025

CREDIT CARD TRANSACTIONS			
DATE	PAYEE	DESCRIPTION	AMOUNT
16/04/2025	NORTH ROAD SUPA IGA	Catering - Poetry Evening	\$165.00
17/04/2025	INLOGIK PTY LIMITED	Corporate Card Management System Software Subscription	\$350.90
17/04/2025	COLES 0478COLES 0478	Catering For Managers Meeting And Economic Development Strategic Workshop	\$18.20
17/04/2025	METRO PETROLEUM ALBA	Ice And Water For Exhibition Opening	\$14.97
17/04/2025	METRO PETROLEUM ALBA	Ice And Water For Exhibition Opening	\$13.99
17/04/2025	COLES 0364COLES 0364	Campground Host Vouchers	\$400.00
17/04/2025	LANDGATE	Installation Of Non Standard Water Service At Kalgan Fire Shed	\$210.30
17/04/2025	TREE LOGIC PTY LTD	Industry Standard - MIS506 Tree Valuation	\$70.95
20/04/2025	YODECK.COM FLIPNODE	Advertising Software	\$77.00
20/04/2025	INTNL TRANSACTION FEE	International Fee for Yodeck	\$3.02
21/04/2025	WIX.COM AUSTRALIA PTY	Wix - Monthly Subscription - City of Albany Events App Charge	\$7.41
21/04/2025	PERTH ASCOT CENTRAL	Accommodation - Aquatics Supervisor - Life Guard Course	\$767.34
22/04/2025	ROYALE PATISSERIE	Executive Director Birthday Cake	\$72.86
22/04/2025	WOOLWORTHS 4374	Topping for Executive Director Birthday Cake	\$14.85
22/04/2025	WOOLWORTHS 4374	Library Youth Services - Cooking Session Supplies	\$69.62
22/04/2025	WOOLWORTHS 4374	Library Youth Services - Cooking Session Supplies	\$6.00
22/04/2025	WOOLWORTHS 4374	Rechargeable Batteries - Library	\$36.00
22/04/2025	EG*TRVL73072480297202	Refund - Accommodation - Environmental Health Officer - Noise Training	-\$576.23
22/04/2025	STARLINK INTERNET	Internet Charges for FCV	\$900.00
22/04/2025	DOT - LICENSING	Number Plate Swap	\$38.80
22/04/2025	DOT - LICENSING	Number Plate Swap	\$38.80
23/04/2025	MIDDLETON ROAD ROASTER	Chief Executive Officer and Executive Director Infrastructure, Development and Environment - Thank You Coffee for Leaving Longstanding Employee	\$17.00
23/04/2025	AMAZON AU MARKETPLACE	Supplies - Make it Monthly	\$61.06
23/04/2025	TICKETS*FAIRGROUND	Registration - Community Development Officer - YAC WA Conference	\$205.50
23/04/2025	TICKETS*YACTIVATE	Registration - Community Development Project Assistant - YAC WA Conference	\$51.75
23/04/2025	ALBANY IGA QPS	Staff Milk	\$4.99
23/04/2025	PAYPAL *ARTSOUTHWAI	Registration for Great Southern Art Trail	\$290.00

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 27 APRIL 2025

CREDIT CARD TRANSACTIONS			
DATE	PAYEE	DESCRIPTION	AMOUNT
24/04/2025	QANTAS AIRWAYS LIMITED	Flights to Canberra - Chief Executive Officer - National General Assembly of Local Government	\$1,449.69
24/04/2025	QANTAS AIRWAYS LIMITED	Flights to Canberra - Deputy Mayor Terry - National General Assembly of Local Government	\$1,449.69
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Chief Executive Officer - National General Assembly of Local Government	\$70.00
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Deputy Mayor Terry - National General Assembly of Local Government	\$70.00
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Chief Executive Officer - National General Assembly of Local Government	\$70.00
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Deputy Mayor Terry - National General Assembly of Local Government	\$70.00
24/04/2025	QANTAS AIRWAYS LIMITED	Flights to Canberra - Mayor Stocks - National General Assembly of Local Government	\$1,449.69
24/04/2025	QANTAS AIRWAYS LIMITED	Flights to Canberra - Elanor Stocks - National General Assembly of Local Government - Cost Recouped	\$1,449.69
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Mayor Stocks - National General Assembly of Local Government	\$70.00
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Elanor Stocks - National General Assembly of Local Government - Cost Recouped	\$70.00
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Mayor Stocks - National General Assembly of Local Government	\$17.00
24/04/2025	QANTAS AIRWAYS LIMITED	Seat Allocation - Elanor Stocks - National General Assembly of Local Government - Cost Recouped	\$17.00
24/04/2025	EB GAMES AUSTRALIA	Library - Stock	\$254.80
24/04/2025	ZOOM.COM 888-799-9666	Monthly Charge Video Conferencing	\$201.54
24/04/2025	KENNARDS HIRE PTY LIM	Equipment Hire - WHS	\$573.00
24/04/2025	DOT - LICENSING	Number Plate Swap	\$38.80
27/04/2025	SHOPIFY* 359555885	Online Forts Store - 12 Month Shopify Subscription	\$10.00
27/04/2025	INTNL TRANSACTION FEE	Online Forts Store - 12 Month Shopify Subscription	\$0.39
			\$30,145.86

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 30 APRIL 2025

PAYROLL TRANSACTIONS				
DATE		DESCRIPTION		AMOUNT
17/04/2025			Salaries	\$891,923.42
24/04/2025			Superannuation	\$174,963.39
				\$1,066,886.81

CHEQUE TRANSACTIONS				
DATE	CHEQUE	NAME	DESCRIPTION	AMOUNT
				\$0.00

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 30 APRIL 2025

ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183653	24/04/2025	303 MULLENLOWE AUSTRALIA PTY LTD	Marketing Services P25008	\$18,265.50
EFT183537	17/04/2025	35 DEGREES SOUTH	Surveying Services Q24017B	\$5,587.45
EFT183651	24/04/2025	3RD STEP	Performance Fees	\$70.00
EFT183654	24/04/2025	ABBEY'S EARTHMOVING SERVICES	Waste Disposal Services	\$3,077.25
EFT183496	17/04/2025	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C23009(B)	\$12,413.50
EFT183655	24/04/2025	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C23009(B)	\$3,366.00
EFT183656	24/04/2025	ADVERTISER PRINT	Printing Services	\$877.00
EFT183566	17/04/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Parts And Repairs	\$309.15
EFT183675	24/04/2025	AIR BP	Fuel Purchases	\$3,755.95
EFT183497	17/04/2025	AIRBORNE MAPPING & PHOTOGRAPHY SERVICES	GIS Consultancy	\$1,900.00
EFT183705	24/04/2025	ALBANY ASPHALT SERVICES - GORDON WALMSLEY PTY LTD	Kerbing Repairs C23015(A)	\$7,000.00
EFT183664	24/04/2025	ALBANY AUTO ONE	Plant Parts And Repairs	\$6,810.00
EFT183585	17/04/2025	ALBANY CITY MOTORS	Plant Parts And Repairs	\$1,685.51
EFT183733	24/04/2025	ALBANY CITY MOTORS	Plant Parts And Repairs	\$43.15
EFT183495	17/04/2025	ALBANY CLEANING SUPPLIES PTY LTD (LORLAINE - FROM 01/07/2024)	Cleaning / Hygiene Supplies	\$64.27
EFT183494	17/04/2025	ALBANY COMMERCIAL DEBT COLLECTORS	Debt Collection Fees	\$375.10
EFT183505	17/04/2025	ALBANY COMMUNITY FOUNDATION	Donations	\$1,505.00
EFT183500	17/04/2025	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$10.00
EFT183583	17/04/2025	ALBANY EVENT HIRE	Event Hire Q23015	\$385.68
EFT183624	17/04/2025	ALBANY IGA & SPENCER PARK IGA	Event / Kitchen / Staff Gift Purchases	\$97.99
EFT183767	24/04/2025	ALBANY IGA & SPENCER PARK IGA	Event / Kitchen / Staff Gift Purchases	\$470.00
EFT183501	17/04/2025	ALBANY INDOOR PLANT HIRE AND SALES	Indoor Plant Hire	\$275.28
EFT183504	17/04/2025	ALBANY IRRIGATION & DRILLING	Irrigation Materials	\$2,010.00
EFT183666	24/04/2025	ALBANY IRRIGATION & DRILLING	Irrigation Materials	\$1,306.50
EFT183574	17/04/2025	ALBANY JB HI-FI GROUP PTY LTD	IT Equipment	\$645.53
EFT183716	24/04/2025	ALBANY JB HI-FI GROUP PTY LTD	IT Equipment	\$24,858.44
EFT183623	17/04/2025	ALBANY LOCK & SECURITY	Locksmith Services	\$717.25
EFT183743	24/04/2025	ALBANY NEWS DELIVERY	Newspaper Subscriptions	\$500.25
EFT183603	17/04/2025	ALBANY PLUMBING AND GAS	Plumbing Services C24016	\$2,396.35

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
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ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183752	24/04/2025	ALBANY PLUMBING AND GAS	Plumbing Services C24016	\$1,399.55
EFT183782	24/04/2025	ALBANY PROUD PTY LTD T/A WILSON BREWING	Refreshments	\$215.60
EFT183661	24/04/2025	ALBANY RETRAVISION	Whitegoods	\$2,133.00
EFT183663	24/04/2025	ALBANY SCREENPRINTERS	Printing Services	\$3,187.00
EFT183533	17/04/2025	ALBANY SIGNS	Signage	\$2,321.00
EFT183499	17/04/2025	ALBANY SWEEP CLEAN	Street Sweeping C23005	\$1,980.00
EFT183660	24/04/2025	ALBANY SWEEP CLEAN	Street Sweeping C23005	\$10,928.00
EFT183657	24/04/2025	ALBANY TOYOTA	Vehicle Servicing	\$1,541.52
EFT183658	24/04/2025	ALBANY TRUCK AND CAR HIRE	Plant Parts And Repairs	\$4,650.00
EFT183635	17/04/2025	ALBANY TYREPOWER	Tyre Maintenance / Supply	\$1,392.10
EFT183780	24/04/2025	ALBANY TYREPOWER	Tyre Maintenance / Supply	\$1,067.10
EFT183498	17/04/2025	ALBANY V-BELT AND RUBBER	Plant Parts And Repairs	\$1,099.94
EFT183659	24/04/2025	ALBANY V-BELT AND RUBBER	Plant Parts And Repairs	\$170.47
EFT183636	17/04/2025	ALBANY VETERINARY HOSPITAL PTY LTD	Veterinary Services	\$120.00
EFT183503	17/04/2025	ALBANY WALLCUTTING SERVICES	Drainage Maintenance Services	\$286.00
EFT183667	24/04/2025	ALINTA	Gas Charges	\$58.55
EFT183508	17/04/2025	ALL SEASONS TIMBER	Building Maintenance Services	\$9,075.00
EFT183689	24/04/2025	AMANDA CRUSE	Mayor And Councillor Allowance	\$3,152.34
EFT183521	17/04/2025	AMPOL AUSTRALIA PETROLEUM PTY LTD	Fuel Purchases	\$31,592.48
EFT183509	17/04/2025	ATC WORK SMART	Casual Labour / Apprentices	\$2,868.20
EFT183668	24/04/2025	ATC WORK SMART	Casual Labour / Apprentices	\$1,303.76
EFT183554	17/04/2025	ATC WORK SMART - TRAINING	Staff Training	\$165.00
EFT183506	17/04/2025	ATCO GAS AUSTRALIA	Gas Main Maintenance	\$2,656.78
EFT183510	17/04/2025	AURORA ENVIRONMENTAL ALBANY	Consultancy Services Q24008	\$8,268.04
EFT183786	24/04/2025	AUSSIE BROADBAND LIMITED	Internet Charges	\$338.00
EFT183507	17/04/2025	AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD T/A APARC	Fee Pillar Credit Card / Service Fees	\$338.82
EFT183512	17/04/2025	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$1,068.50
EFT183511	17/04/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$247,929.28
EFT183670	24/04/2025	BELTA BRANDS	Stock Items - Forts Store	\$1,312.36

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ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183702	24/04/2025	BILL GIBBS EXCAVATIONS	Plant And Equipment Hire C23009(D)	\$42,707.50
EFT183672	24/04/2025	BLACK AND WHITE CONCRETING	Concreting Works	\$4,125.00
EFT183573	17/04/2025	BLUE RIBBON STAINLESS	Display Materials	\$426.50
EFT183516	17/04/2025	BLUECOAST CONSULTING ENGINEERS PTY LTD	Engineering Services Q23059	\$27,716.07
EFT183753	24/04/2025	B POISAT	Refund	\$47.08
EFT183517	17/04/2025	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$5,516.85
EFT183676	24/04/2025	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$21,087.16
EFT183678	24/04/2025	BULLSEYE PLUMBING & GAS	Hydrojetting Services Q23045	\$3,960.00
EFT183519	17/04/2025	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$768.28
EFT183679	24/04/2025	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$39,189.86
EFT183520	17/04/2025	BURSON AUTO PARTS	Plant Parts And Repairs	\$94.16
EFT183685	24/04/2025	CARBON LEASING AND RENTALS PTY LTD	Novated Lease Charges	\$856.66
EFT183524	17/04/2025	CENTENNIAL STADIUM INC	Event Services / Utilities	\$18,393.52
EFT183682	24/04/2025	CENTENNIAL STADIUM INC	Event Services / Utilities	\$82.21
EFT183681	24/04/2025	CENTIGRADE SERVICES PTY LTD	Air Con Installation C22012	\$28,837.17
EFT183525	17/04/2025	CFMEU CONSTRUCTION & GENERAL DIVISION	Payroll Deductions	\$30.00
EFT183538	17/04/2025	CGS QUALITY CLEANING	Cleaning Services C14036	\$729.49
EFT183693	24/04/2025	CGS QUALITY CLEANING	Cleaning Services C14036	\$119,682.35
EFT183526	17/04/2025	CHARIOT EARTHWORKS	Earthwork Services	\$360.00
EFT183527	17/04/2025	CHILD SUPPORT AGENCY	Payroll Deductions	\$1,706.56
EFT183683	24/04/2025	CHOICEONE PTY LTD	Casual Labour / Apprentices	\$1,603.11
EFT183684	24/04/2025	CIVICA PTY LTD	Software Subscription	\$2,526.70
EFT183528	17/04/2025	CLAUDIA SIMPSON	Exercise Classes	\$675.00
EFT183529	17/04/2025	CLEANAWAY PTY LIMITED	Waste Disposal Services	\$803.08
EFT183531	17/04/2025	COATES HIRE OPERATIONS PTY LIMITED	Plant And Equipment Hire	\$329.21
EFT183530	17/04/2025	COMSYS NETWORKS GROUP	IT Equipment	\$6,262.08
EFT183532	17/04/2025	CONNECTGROUPS	Refund	\$93.75
EFT183523	17/04/2025	CORRS CHAMBERS WESTGARTH	Professional Fees	\$7,770.99
EFT183734	24/04/2025	CRAIG MCKINLEY	Mayoral And Councillor Fee	\$3,152.34
EFT183534	17/04/2025	CREATIONS HOMES PTY LTD	Construction Services C23023, C23024	\$2,069.10

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ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183688	24/04/2025	CREATIONS HOMES PTY LTD	Construction Services C23023, C23024	\$21,108.00
EFT183535	17/04/2025	CRUMPS CANVAS	Animal Management Materials	\$540.00
EFT183536	17/04/2025	DATAKOM SOLUTIONS (AU) PTY LTD	Subscription / Software Fees C23007	\$18,975.00
EFT183691	24/04/2025	DATAKOM SOLUTIONS (AU) PTY LTD	Travel Reimbursement	\$210.44
EFT183692	24/04/2025	DAVRIC AUSTRALIA	Stock Items - Forts Store	\$313.23
EFT183687	24/04/2025	DELMA BAESJOU	Mayoral And Councillor Fee	\$3,152.34
EFT183601	17/04/2025	DELTA AGRIBUSINESS T/A PETER GRAHAM CO	Vegetation Management Materials Q24003	\$11,422.50
EFT183750	24/04/2025	DELTA AGRIBUSINESS T/A PETER GRAHAM CO	Vegetation Management Materials Q24003	\$22.50
EFT183632	17/04/2025	DENMARK TRAFFIC PTY LTD	Traffic Control C24015(A)	\$10,642.31
EFT183539	17/04/2025	DEPARTMENT OF COMMUNITIES - HOUSING	Rates Refund	\$642.73
EFT183793	28/04/2025	DEPARTMENT OF JUSTICE - FINES ENFORCEMENT	Court Fees	\$572.00
EFT183794	29/04/2025	DEPARTMENT OF JUSTICE - FINES ENFORCEMENT	Court Fees	\$378.00
EFT183518	17/04/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL Levy	\$14,881.53
EFT183695	24/04/2025	DEPARTMENT OF TRANSPORT - MARINE SAFETY	Community Jetty Renewal	\$92.90
EFT183696	24/04/2025	DISCOVERY BAY TOURISM PRECINCT LTD	Rezdy Tour Sales	\$51.00
EFT183697	24/04/2025	EARLY BIRD LANDSCAPING	Paving Works Q24069	\$16,016.00
EFT183540	17/04/2025	EASI PACKAGING PTY LTD	Payroll Deductions	\$11,466.20
EFT183541	17/04/2025	ECOSCAPE AUSTRALIA PTY LTD	Consultancy Services Q24011	\$4,503.13
EFT183698	24/04/2025	ELITE STEEL FABRICATION	Plant Parts And Repairs	\$489.50
EFT183542	17/04/2025	ENTS FORESTRY PTY LTD	Tree Farm Management Q23076	\$6,089.40
EFT183543	17/04/2025	E-STRALIAN PTY LTD T/A SPARQUE	Weekly eBike Leasing	\$494.02
EFT183709	24/04/2025	E-TEQ RESOURCES	Liquid Waste Disposal Services Q24023	\$423.00
EFT183544	17/04/2025	EVERTRANS	Plant Parts And Repairs	\$358.00
EFT183699	24/04/2025	EVERTRANS	Plant Parts And Repairs	\$385.00
EFT183700	24/04/2025	EYERITE SIGNS	Signage	\$590.04
EFT183671	24/04/2025	FLEETCARD	Fuel Purchases	\$703.55
EFT183547	17/04/2025	FLIPS ELECTRICS	Plant Maintenance Services	\$984.50
EFT183548	17/04/2025	FORM BUILDING A STATE OF CREATIVITY INC.	2026 Flagship Project - Milestone Payment	\$110,000.00
EFT183549	17/04/2025	FOUNDATION ELECTRICAL PTY LTD	Plant Parts And Repairs	\$918.95
EFT183550	17/04/2025	FRANGIPANI FLORAL STUDIO	Floral Arrangement	\$200.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183701	24/04/2025	FVS FIRE PTY LTD	Fire Equipment Testing Q24019	\$363.00
EFT183552	17/04/2025	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning / Hygiene Supplies Q22034	\$1,598.20
EFT183703	24/04/2025	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning / Hygiene Supplies Q22034	\$5,284.48
EFT183551	17/04/2025	GET GRAZING CO	Catering	\$150.00
EFT183553	17/04/2025	GOODYEAR AUTOCARE ALBANY	Tyre Maintenance / Supply	\$50.00
EFT183704	24/04/2025	GOODYEAR AUTOCARE ALBANY	Tyre Maintenance / Supply	\$1,668.00
EFT183561	17/04/2025	GREAT SOUTHERN BOUNDARIES	Fencing Supplies C24004(A)	\$22,990.00
EFT183562	17/04/2025	GREAT SOUTHERN FARM SERVICE	Plant Parts And Repairs Q23037	\$913.00
EFT183706	24/04/2025	GREAT SOUTHERN FUELS	Fuel Purchases	\$1,082.51
EFT183559	17/04/2025	GREAT SOUTHERN GEOTECHNICS PTY LTD	Geotechnical Services	\$9,520.50
EFT183556	17/04/2025	GREAT SOUTHERN PEST & WEED CONTROL / ALBANY PEST & WEED CONTROL	Pest Management Services Q23031	\$4,881.38
EFT183558	17/04/2025	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene Supplies Q23004	\$1,468.00
EFT183707	24/04/2025	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene Supplies Q23004	\$2,889.60
EFT183513	17/04/2025	GREAT SOUTHERN TREE CARE PTY LTD	Vegetation Management Services C23012(C)	\$17,450.50
EFT183708	24/04/2025	GREAT SOUTHERN TURF	Vegetation Management Materials Q23003	\$660.00
EFT183560	17/04/2025	GREAT SOUTHERN WILLS	Refund	\$120.00
EFT183557	17/04/2025	GREEN RANGE COUNTRY CLUB INC	Catering	\$1,232.00
EFT183555	17/04/2025	GREEN SKILLS INCORPORATED	Revegetation Services Q24022	\$11,000.00
EFT183766	24/04/2025	GREGORY BRIAN STOCKS	Mayoral And Councillor Fee	\$12,673.09
EFT183567	17/04/2025	H+H ARCHITECTS	Consultancy Services	\$2,525.60
EFT183711	24/04/2025	HEADSOX - FLXIWEAR	Stock Items - Visitor Centre	\$1,436.60
EFT183602	17/04/2025	HEIDELBERG MATERIALS AUSTRALIA PTY LTD (FORMERLY HANSON)	Concreting Supply C22007	\$8,195.68
EFT183751	24/04/2025	HEIDELBERG MATERIALS AUSTRALIA PTY LTD (FORMERLY HANSON)	Concreting Supply C22007	\$7,847.08
EFT183564	17/04/2025	HERON CONSTRUCTION	Construction Services C24005	\$2,209,640.48
EFT183713	24/04/2025	HHG LEGAL GROUP	Legal Fees	\$1,455.85
EFT183565	17/04/2025	HIGHWAY WRECKERS	Towing Services	\$220.00
EFT183712	24/04/2025	HOBBS PAINTING AND DECORATING	Painting Services Q24029	\$2,000.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183615	17/04/2025	HOME GROUP WA GREAT SOUTHERN PTY LTD	Refund	\$1,038.65
EFT183568	17/04/2025	ICKY FINKS WAREHOUSE SALES	Craft Supplies	\$117.56
EFT183569	17/04/2025	ICON SPORTS PERTH	Uniforms / PPE	\$2,939.20
EFT183570	17/04/2025	ILLUMINATION MANDALAS	Stock Items - Visitor Centre	\$283.80
EFT183572	17/04/2025	IMPACT SERVICES PTY LTD	Casual Labour / Apprentices	\$4,848.87
EFT183571	17/04/2025	IMPULSE CYCLES	Aquatics Wheelchair Repair	\$664.90
EFT183714	24/04/2025	INSTANT RACKING	Shelving Supply And Install	\$1,666.00
EFT183747	24/04/2025	IXOM	Chlorine Packaging	\$348.50
EFT183522	17/04/2025	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C23011	\$66,092.40
EFT183680	24/04/2025	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C23011	\$49,549.77
EFT183515	17/04/2025	J. BLACKWOOD & SON PTY LTD	Hardware Supplies	\$2,684.42
EFT183673	24/04/2025	J. BLACKWOOD & SON PTY LTD	Hardware Supplies	\$10,904.87
EFT183715	24/04/2025	AIRPORT REPORTING OFFICER	Staff Reimbursement	\$24.95
EFT183613	17/04/2025	JAMIE SHANE SCALLY	Performance Fees	\$350.00
EFT183674	24/04/2025	J BLOOMER	Rates Refund	\$3,000.00
EFT183627	17/04/2025	JENNY TAYLOR DESIGNS	Stock Items - Forts Store	\$1,615.80
EFT183647	17/04/2025	JON WOOLF	Q23033 Animal Collection Services	\$425.00
EFT183789	24/04/2025	JON WOOLF	Q23033 Animal Collection Services	\$425.00
EFT183575	17/04/2025	JUST SEW EMBROIDERY	Uniforms / PPE Q24030	\$4,341.35
EFT183717	24/04/2025	JUST SEW EMBROIDERY	Uniforms / PPE Q24030	\$6,158.00
EFT183720	24/04/2025	K SIMMONDS	Refund	\$96.80
EFT183576	17/04/2025	KENNARDS HIRE PTY LTD	Plant And Equipment Hire	\$597.00
EFT183718	24/04/2025	KENNARDS HIRE PTY LTD	Plant And Equipment Hire	\$818.00
EFT183719	24/04/2025	KLB SYSTEMS T/A TURN 7 MEDIA	It Equipment	\$220.00
EFT183577	17/04/2025	KMART ALBANY	Sports Towels	\$60.00
EFT183578	17/04/2025	KOORI KIDS PTY LIMITED	Sponsorship Payment	\$450.00
EFT183721	24/04/2025	LA BOTANIC	Floral Arrangement	\$140.00
EFT183579	17/04/2025	LAND GROUP (WA) GROVE ST PTY LTD	Refund	\$11,074.36
EFT183694	24/04/2025	LANDGATE	Interim Valuations / Title Searches	\$808.48
EFT183580	17/04/2025	LGC TRAFFIC MANAGEMENT	Traffic Management C24015(B)	\$24,611.49

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183722	24/04/2025	LGC TRAFFIC MANAGEMENT	Traffic Management C24015(B)	\$24,610.60
EFT183724	24/04/2025	LIGHT APPLICATION PTY LTD	Event Services	\$374.00
EFT183545	17/04/2025	LINLEY RAE EWEN	Stock Items - Box Office	\$33.75
EFT183729	24/04/2025	LOCHNESS LANDSCAPE SERVICES	Mowing Services C22009 & Spraying Q24051	\$68,620.69
EFT183723	24/04/2025	LW SUPPLY PTY LTD TRADING AS - LIFE APPAREL CO	Stock Items - Forts Store	\$750.53
EFT183731	24/04/2025	LYNN MACLAREN	Mayoral And Councillor Fee	\$3,152.34
EFT183582	17/04/2025	M AND B SALES PTY LTD	Building Maintenance Supplies	\$67.39
EFT183730	24/04/2025	M AND B SALES PTY LTD	Building Maintenance Supplies	\$105.68
EFT183686	24/04/2025	MALCOLM TRAILL	Mayoral And Councillor Fee	\$3,152.34
EFT183727	24/04/2025	MARIO LIONETTI	Mayoral And Councillor Fee	\$3,152.34
EFT183581	17/04/2025	MARIO'S STOCKFEEDS	Animal Management Supplies	\$198.00
EFT183726	24/04/2025	MARIO'S STOCKFEEDS	Animal Management Supplies	\$36.00
EFT183754	24/04/2025	MASTERS PSYCHOLOGY	EAP Services	\$440.00
EFT183514	17/04/2025	MATTHEW JAMES BEAMISH	Graphic Design Of Path Maps	\$350.00
EFT183735	24/04/2025	MCLEODS LAWYERS PTY LTD	Legal Advice	\$2,174.04
EFT183736	24/04/2025	METROCOUNT PTY LTD	Surveying Services	\$1,364.00
EFT183586	17/04/2025	MIDDLETON BEACH BOWLING AND COMMUNITY CLUB INC	CSRFF Grant Payment	\$43,715.81
EFT183588	17/04/2025	MODERN TEACHING AIDS PTY LTD	Daycare Supplies	\$272.36
EFT183738	24/04/2025	MODERN TEACHING AIDS PTY LTD	Daycare Supplies	\$506.11
EFT183589	17/04/2025	MORAY & AGNEW LAWYERS	Legal Fees	\$3,826.90
EFT183739	24/04/2025	MORAY & AGNEW LAWYERS	Legal Fees	\$10,273.78
EFT183740	24/04/2025	MSC FABRICATION	Plant Parts And Repairs	\$4,196.50
EFT183591	17/04/2025	MULE CREATIVE	Graphic Design Services	\$2,585.00
EFT183742	24/04/2025	NATURALISTE CHARTERS	Tour Onsales	\$1,819.00
EFT183690	24/04/2025	ND & AD DANIELS	Rates Refund	\$2,996.04
EFT183744	24/04/2025	NVMS SOLUTIONS - NOISE AND VIBRATION MEASUREMENT SYSTEMS PTY LTD	Subscription Payment	\$2,717.00
EFT183502	17/04/2025	OFFICE NATIONAL ALBANY	Office Supplies / Stationery Q25007	\$2,417.95
EFT183665	24/04/2025	OFFICE NATIONAL ALBANY	Office Supplies / Stationery Q25007	\$2,827.05
EFT183745	24/04/2025	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies / Stationery Q25007	\$197.95

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ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183746	24/04/2025	ONEMUSIC AUSTRALIA	Music Licenses	\$1,832.38
EFT183725	24/04/2025	ORANJE TRACTOR WINE	Event Supplies	\$257.79
EFT183592	17/04/2025	ORIGIN ENERGY	Gas Purchases	\$1,316.70
EFT183593	17/04/2025	ORIKAN NEW ZEALAND LIMITED	Car Parking Subscription / Credit Card Fees	\$188.67
EFT183748	24/04/2025	ORIKAN NEW ZEALAND LIMITED	Car Parking Subscription / Credit Card Fees	\$38.94
EFT183594	17/04/2025	PACK & SEND BUNBURY	Freight Charges	\$135.00
EFT183595	17/04/2025	PALMER EARTHMOVING - PALMER CIVIL CONSTRUCTION	Plant And Equipment Hire C23009(H)	\$21,160.35
EFT183633	17/04/2025	PAMELA FOWLER THE TROPHY SHOP ALBANY	Engraving Services	\$170.00
EFT183596	17/04/2025	PAUL ARMSTRONG PANELBEATERS	Vehicle Repairs	\$300.00
EFT183772	24/04/2025	PAUL TERRY	Mayoral And Councillors	\$5,175.59
EFT183597	17/04/2025	PAYWISE PTY LTD	Novated Lease Charges	\$1,869.51
EFT183600	17/04/2025	PENROSE PROFESSIONAL LAWN CARE	Mow And Edge Lawns	\$308.00
EFT183598	17/04/2025	PHOENIX CIVIL & EARTHMOVING PTY LTD	Construction Services C25004	\$978,164.12
EFT183599	17/04/2025	PLAYLIST CHOIR INCORPORATED	Refund / Grant Payment	\$42.88
EFT183749	24/04/2025	PLAYLIST CHOIR INCORPORATED	Refund / Grant Payment	\$1,000.00
EFT183755	24/04/2025	QUALITY PUBLISHING AUSTRALIA	Stock Items - Visitor Centre	\$2,176.86
EFT183604	17/04/2025	QUICKSTIX CLEANING	Cleaning Services Q24031	\$72.00
EFT183610	17/04/2025	R & J BATTERIES PTY LTD	Plant Parts And Repairs	\$1,619.91
EFT183606	17/04/2025	RED DOT STORE	Event Supplies	\$37.00
EFT183607	17/04/2025	REDMOND SALES	Stock Items - Forts Store	\$850.30
EFT183608	17/04/2025	R-GROUP INTERNATIONAL	Software Subscriptions	\$131.15
EFT183609	17/04/2025	RICOH	Photocopier Charges	\$10,360.90
EFT183587	17/04/2025	R MILLER	Refund	\$130.00
EFT183768	24/04/2025	ROBERT SUTTON	Mayoral And Councillor Fee	\$3,152.34
EFT183611	17/04/2025	RUG LAUNDRY ALBANY	Rug Cleaning Services	\$220.00
EFT183614	17/04/2025	SCAVENGER SUPPLIES PTY LTD	Fire Fighting PPE	\$30,357.80
EFT183757	24/04/2025	SCAVENGER SUPPLIES PTY LTD	Fire Fighting PPE	\$15,555.10
EFT183622	17/04/2025	SCORPTEC COMPUTERS	IT Equipment	\$27,288.00
EFT183758	24/04/2025	SEVEN NETWORK (OPERATIONS) LIMITED	Advertising	\$3,582.70
EFT183616	17/04/2025	SG FLEET AUSTRALIA PTY LTD	Fleet Services And Costs	\$1,449.12

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 30 APRIL 2025

ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183617	17/04/2025	SHIRE OF DENMARK	Long Service Leave Contribution	\$22,666.71
EFT183763	24/04/2025	SHIRE OF YORK	Long Service Leave Contribution	\$1,655.97
EFT183759	24/04/2025	SITECH (WA) PTY LTD	Plant Purchases	\$9,031.00
EFT183563	17/04/2025	SMITH CONSTRUCTIONS WA	Construction Services C24001	\$100,950.77
EFT183619	17/04/2025	SOIL SOLUTIONS PTY LTD	Road Maintenance Materials C23008(E)	\$6,616.56
EFT183760	24/04/2025	SOIL SOLUTIONS PTY LTD	Vegetation Maintenance Supplies	\$347.24
EFT183732	24/04/2025	SORAYA MAJIDI	Vegetation Maintenance Supplies	\$24.95
EFT183584	17/04/2025	SOUTH COAST WOODWORKS GALLERY	Stock Items - Forts Store	\$693.00
EFT183637	17/04/2025	SOUTHERLY MAGAZINE - WADDAYADOIN MEDIA	Advertising	\$616.00
EFT183762	24/04/2025	SOUTHERN CROSS AUSTereo PTY LTD	Advertising	\$442.20
EFT183620	17/04/2025	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$273.67
EFT183761	24/04/2025	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$169.77
EFT183764	24/04/2025	STAR SALES AND SERVICE	Plant Parts And Repairs	\$1,260.00
EFT183621	17/04/2025	STATEWIDE BEARINGS	Plant Parts And Repairs	\$184.41
EFT183765	24/04/2025	STATEWIDE BEARINGS	Plant Parts And Repairs	\$110.88
EFT183710	24/04/2025	STEPHEN GRIMMER	Mayoral And Councillor Fee	\$3,152.34
EFT183769	24/04/2025	SUTTONS CARPET CLEANING	Carpet Cleaning	\$825.00
EFT183625	17/04/2025	SYNERGY	Electricity Supply	\$87,047.38
EFT183770	24/04/2025	SYNERGY	Electricity Supply	\$10,630.11
EFT183626	17/04/2025	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$1,512.23
EFT183771	24/04/2025	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$1,589.88
EFT183546	17/04/2025	COMMUNITY DEVELOPMENT COORDINATOR	Staff Reimbursement	\$55.67
EFT183737	24/04/2025	TANIA MEUZELAAR T/A HANDMADE BY TANIA	Stock Items - Forts Store	\$575.00
EFT183618	17/04/2025	T SMEATHERS	Crossover Subsidy	\$472.50
EFT183629	17/04/2025	TEAM GLOBAL EXPRESS PTY LTD	Freight Charges	\$1,158.76
EFT183774	24/04/2025	TEAM GLOBAL EXPRESS PTY LTD	Freight Charges	\$701.51
EFT183493	17/04/2025	THE 12 VOLT WORLD	Plant Parts And Repairs	\$12.00
EFT183652	24/04/2025	THE 12 VOLT WORLD	Plant Parts And Repairs	\$278.40
EFT183605	17/04/2025	THE LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION (WA)	Payroll Deductions	\$66.00

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 30 APRIL 2025

ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183590	17/04/2025	THE MUFFIN QUEEN	Catering Services	\$890.00
EFT183741	24/04/2025	THE MUFFIN QUEEN	Catering Services	\$572.00
EFT183756	24/04/2025	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Fees	\$849.59
EFT183728	24/04/2025	THE TRUSTEE FOR LONELY LANDS AGENCY TRUST	Performance Fees	\$6,600.00
EFT183612	17/04/2025	THE TRUSTEE FOR THE RUSS FAMILY TRUST (RUSS EARTHMOVING)	Sport Field Management	\$2,310.00
EFT183642	17/04/2025	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising / Newspaper Subscription	\$7,953.86
EFT183784	24/04/2025	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising / Newspaper Subscription	\$504.02
EFT183628	17/04/2025	THINK WATER GREAT SOUTHERN	Irrigation Materials	\$7,470.23
EFT183773	24/04/2025	THINK WATER GREAT SOUTHERN	Irrigation Materials	\$2,661.03
EFT183677	24/04/2025	THOMAS BROUGH	Mayoral And Councillor Fee	\$3,152.34
EFT183775	24/04/2025	TOTAL GREEN RECYCLING	Recycling Services Q23038	\$3,456.32
EFT183630	17/04/2025	TOTALLY SPORTS AND SURF	Program Facilitation	\$179.90
EFT183631	17/04/2025	TRAILBLAZERS	Gift Voucher - Staff Retirement	\$70.00
EFT183776	24/04/2025	TRAILBLAZERS	Uniforms	\$234.60
EFT183777	24/04/2025	TRUCK CENTRE WA PTY LTD	Plant Parts And Repairs	\$2,122.03
EFT183634	17/04/2025	TURTLE TRAFFIC PTY LTD	Traffic Control C24015(C)	\$10,249.27
EFT183778	24/04/2025	TURTLE TRAFFIC PTY LTD	Traffic Control C24015(C)	\$9,664.08
EFT183669	24/04/2025	TUTT BRYANT EQUIPMENT	Plant Parts And Repairs	\$116.15
EFT183779	24/04/2025	WA TYRE RECOVERY	Recycling Services	\$705.20
EFT183638	17/04/2025	WAGYL KAIP SOUTHERN NOONGAR ABORIGINAL CORPORATION	Consultation Services	\$387.98
EFT183639	17/04/2025	WATER CORPORATION	Water Charges	\$17,452.92
EFT183781	24/04/2025	WATER CORPORATION	Water Charges	\$2,596.43
EFT183640	17/04/2025	WCP CIVIL PTY LTD	Construction Services P24007 & C24017	\$1,549,475.14
EFT183641	17/04/2025	WELSH AIRCONDITIONING SERVICES	Fridge De-Gassing	\$880.00
EFT183785	24/04/2025	WESTERN AUSTRALIAN MUSEUM	Maintenance Services	\$27,846.23
EFT183959	29/04/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Payment	\$48,683.35
EFT183643	17/04/2025	WESTERN POWER CORPORATION	Power Construction Services	\$109,368.00
EFT183783	24/04/2025	WESTRAC EQUIPMENT PTY LTD	Plant Parts And Repairs	\$4,088.21

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 30 APRIL 2025

ELECTRONIC FUND TRANSFER PAYMENTS				
EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT183644	17/04/2025	WHEATBELT SERVICES PTY LTD	Road Signage	\$1,430.00
EFT183787	24/04/2025	WIN TELEVISION NETWORK PTY LTD T/A SKY NEWS	Advertising	\$330.00
EFT183795	29/04/2025	WINDCAVE PTY LTD	Subscription Payment	\$82.19
EFT183645	17/04/2025	WINDSOCKS AUSTRALIA PTY LTD	Windsocks	\$1,268.66
EFT183646	17/04/2025	WOOLWORTHS GROUP LIMITED	Daycare Groceries	\$797.84
EFT183788	24/04/2025	WOOLWORTHS GROUP LIMITED	Daycare Groceries	\$511.96
EFT183648	17/04/2025	WREN OIL	Oil Waste Disposal Services	\$374.00
EFT183790	24/04/2025	WREN OIL	Oil Waste Disposal Services	\$154.00
EFT183791	24/04/2025	YARN MARKETPLACE	Uniforms / PPE	\$1,395.60
EFT183649	17/04/2025	ZENITH LAUNDRY	Laundry Expenses	\$59.36
EFT183792	24/04/2025	ZENITH LAUNDRY	Laundry Expenses	\$440.33
EFT183650	17/04/2025	ZIPFORM	Printing / Distribution Services	\$2,965.61
EFT183662	24/04/2025	COASTAL CRANES ALBANY	Plant And Equipment Hire	\$165.00
				\$6,926,804.36

CITY OF ALBANY
LIST OF ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING 30 APRIL 2025

PURCHASING CARD TRANSACTIONS			
DATE	PAYEE	DESCRIPTION	AMOUNT
Fuel Cards:			
			Subtotal \$0.00
Coles Cards:			
			Subtotal \$0.00
Cabcharge Vouchers:			
			Subtotal \$0.00
			TOTAL \$0.00

Notes:
All Purchasing Card transactions noted above are dated in accordance with the supplier issued statement. All physical payments to the suppliers are made by Electronic Fund Transfer within the date range of 16 April 2025 to 30 April 2025

EXECUTED DOCUMENT & COMMON SEAL RECORD

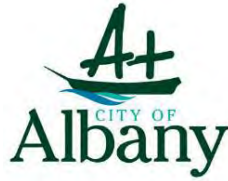
Document Number	DATE	Description
EDR25196820	14/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Signing of the letter of agreement with Southcoast NRM for Urban Rivers funding. Signing of the statement of investigation improving sediment runoff controls (milestone 1 of the agreement) PARTIES: South Coast Natural Resource Management SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196621	12/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Invoice authorised for Milestone 4 payment of FORM Albany 2026 Major Events Funding PARTIES: FORM SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196622	12/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Award of Contract for C25017 - New Years Eve 2025 Event PARTIES: Breaksea Incorporated SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196624	12/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Authorisation for Progress Claim 7 - Surf Reef C24005 PARTIES: Heron Construction Co. Ltd. SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196518	08/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Report of historic landfill sites as potentially contaminated as mandated by the Contaminated Sites Act. This report is indicated prior to applying for Category 62 solid waste depot licence to operate the Kronkup Transfer Station now it has reached the minimum mandatory annual waste tonnage to require licence to operate. PARTIES: Department of Water and Environmental Regulations SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)

Document Number	DATE	Description
EDR25196520	08/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: 12-month Service Agreement - Kausal Watch software integrated monitoring, collaboration and publishing platform for managing the City of Albany climate action PARTIES: Kausal Oy SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196526	08/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Final Claim for Road Project Grant Funding - North Road and Collingwood Road mill and fills PARTIES: Main Roads WA SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196540	08/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Enhancing Bore Capacity at North Albany Oval, Multi Use Oval and Junior Football ovals grant application - Community Water Supply Program PARTIES: Department of Water and Environmental Regulation SIGNED BY: Andrew Sharpe, Chief Executive Officer and Greg Stocks, Mayor (1 copy)
EDR25196397	07/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Revised Community Emergency Services Manager (CESM) Memorandum of Understanding between Department of Fire and Emergency Services and City of Albany PARTIES: Department of Fire and Emergency Services SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196280	05/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Application for Building Permit for Vancouver Arts Centre for solar panels PARTIES: N/A SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25196185	01/05/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Signing of invoice for Contract 24004 - Middleton Road Resurfacing and Cycle Link (Progress Certificate No. 5) PARTIES: WCP Civil Pty Ltd SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)

Document Number	DATE	Description
EDR25196052	29/04/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Heritage Application for installation of a Solar array (12Kw) at the Vancouver arts centre PARTIES: N/A SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25340468	24/04/2025	COPY OF EXECUTED RECORD ITEM: N/A RE: Regulation 18 PARTIES: Albany Motorsport Park Inc SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25195913	23/04/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Application to Department of Fire and Emergency Services for 2025/26 Mitigation Activity Fund Grants Program. PARTIES: Department of Fire and Emergency Services SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25195837	22/04/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Invoice regarding progress payment for capital works project Mill and Fill Profile and Asphalt. Job No's 2541, 4230, 4231, 0947 PARTIES: WCP Civil SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR25195838	22/04/2025	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Request for variation to grant agreement for Western Australian Bicycle Network grant PARTIES: Department of Transport SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)

Document Number	DATE	Description
EDR25195757	17/04/2025	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: Request for approval to vary the restricted burning times in the Northeast Sector of the City of Albany, effective from Tuesday 22nd April 2025 at 12.01am due to changing seasonal weather conditions.</p> <p>PARTIES: Department of Biodiversity, Conservation and Attractions, Department of Fire and Emergency Services</p> <p>SIGNED BY: Paul Camins, Executive Director Infrastructure, Development and Environment on behalf of Andrew Sharpe, Chief Executive Officer (1 copy)</p>
EDR25195677	16/04/2025	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: Revised Community Emergency Services Manager (CESM) Business Plan, with workload priorities reviewed quarterly and agreed with DFES and City of Albany managers.</p> <p>PARTIES: Department of Fire and Emergency Services</p> <p>SIGNED BY: Paul Camins, Executive Director Infrastructure, Development and Environment on behalf of Andrew Sharpe, Chief Executive Officer (1 copy)</p>
EDR25195699	16/04/2025	<p>COPY OF EXECUTED DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: Authorisation for Progress Claim 6 - Surf Reef C24005</p> <p>PARTIES: Heron</p> <p>SIGNED BY: Paul Camins, Executive Director Infrastructure, Development and Environment on behalf of Andrew Sharpe, Chief Executive Officer (1 copy)</p>
NCSR25196630	12/05/2025	<p>COPY OF COMMON SEAL DOCUMENT</p> <p>ITEM: OCM 22 August 2023 - CCS553</p> <p>RE: 3 x Partial surrender of lease and 3 x Deeds of Lease with Big 4 Emu Beach Holiday Park - to accommodate a land swap for the realignment of the public path.</p> <p>PARTIES: J & L Shuttleworth Pty Ltd</p> <p>SIGNED BY: Andrew Sharpe, Chief Executive Officer and Gregory Stocks, Mayor (6 copies)</p>
NCSR25196631	12/05/2025	<p>COPY OF COMMON SEAL DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: Renewal of Lotteries House Lease under delegated authority no.019.</p> <p>PARTIES: Albany Community Radio Inc. Trading as Great Southern FM</p> <p>SIGNED BY: Andrew Sharpe, Chief Executive Officer and Gregory Stocks, Mayor (2 copies)</p>

Document Number	DATE	Description
NCSR25196656	12/05/2025	<p>COPY OF COMMON SEAL DOCUMENT</p> <p>ITEM: N/A</p> <p>RE: Under WAPC 163021 Section 70A addressing condition 8 of the decision letter (Local Government) "a reticulated sewage service is not available to the lot(s)" - Notice to be included on deposited plan</p> <p>PARTIES: C Goodchild and E Goodchild</p> <p>SIGNED BY: Andrew Sharpe, Chief Executive Officer and Gregory Stocks, Mayor (1 copy)</p>
NCSR25195843	22/04/2025	<p>COPY OF COMMON SEAL DOCUMENT</p> <p>ITEM:</p> <p>RE: New Lease - Albany Swimming Club Inc (portion ALAC) Portion Reserve 32469 & Lot 742 Barker Road Centennial 3-year term from 1 March 2025</p> <p>PARTIES: Albany Swimming Club Inc.</p> <p>SIGNED BY: Andrew Sharpe, Chief Executive Officer and Gregory Stocks, Mayor (2 copies)</p>



DELEGATED AUTHORITY

WRITE-OFF DEBTORS GENERAL DEBT

Delegation:

LG4.03 (D022) Defer, Grant Discounts, Waive or Write Off Debts (LG Act)
Adopted: OCM 25/06/2024 Resolution AR152.

Delegated Power:

Write off an amount of money which is owed to the City of Albany [s.6.12(1)(c)].

Reporting Requirements:

Report to Council Committee Monthly.

Debtors General Write-Off balance for 2024/25 of \$2,539.74 as per the attached list.

DEBTOR	AMOUNT
AUS54	\$0.01
TEL4	\$0.01
VOD1	\$0.02
HOO4	\$0.09
WAA2	\$0.20
GEN10	\$0.27
BLA11	\$0.40
ENE2	\$0.60
STA1	\$0.70
DSE1	\$1.00
SKY1	\$1.09
CLE3	\$10.94
COX5	\$12.50
BAR22	\$12.50
GOR7	\$12.50
JJM1	\$12.50
VIV2	\$12.50
VAN12	\$12.50
BEV2	\$14.45
RSG1	\$15.53
RAN8	\$15.87
BLA6	\$15.87
DPW1	\$16.44
SBA2	\$19.27
KNO1	\$20.00
PET12	\$20.41
DEE3	\$20.70
BRO18	\$33.87
VER4	\$37.50
MAJ3	\$39.04
DEN35	\$48.75
BAR25	\$52.43
FRI4	\$60.00
GRE39	\$64.10
CHA9	\$64.60
AJR1	\$68.26
OMN4	\$69.45
OUT4	\$75.41
WSA1	\$78.19
MTR1	\$84.30
HAN8	\$86.15
DUN3	\$135.40
BIR8	\$192.92
BUR4	\$198.50
COC4	\$220.00
MED10	\$242.00
VAN16	\$440.00
Total	\$2,539.74



DELEGATED AUTHORITY

COUNCIL POLICY – RATING SUBSIDY: SPORTING AND COMMUNITY ORGANISATIONS

Delegation:

LG4.03 (D022) Defer, Grant Discounts, Waive or Write Off Debts (LG Act)

Adopted: OCM 25/06/2024 Resolution AR152.

Delegated Power:

Grant a concession in relation to money which is owed to the City of Albany [s.6.12(1)(b)].

Council Policy:

Rating Subsidy - Sporting & Community Organisations Policy

Adopted: OCM 25/06/2024 Resolution AR152.

Reporting Requirements:

Report to file and to Council annually.

Rating subsidies for 2024/25 of \$180,284.09 as per the attached list.

ASSESSMENT	SPORTING/COMMUNITY GROUP	SUBSIDY
A116479	NORTH ALBANY FOOTBALL & SPORTING CLUB INC	\$2,805.09
A124369	GIRL GUIDES WA (ALBANY)	\$1,222.00
A130471	ALBANY MARITIME FOUNDATION	\$4,825.75
A133873	ALBANY ATHLETICS GROUP INCORPORATED	\$2,134.31
A136225	LOWER GREAT SOUTHERN HOCKEY ASSOC INC	\$2,611.06
A136770	ALBANY GOLF CLUB INC	\$21,647.95
A140446	ALBANY MODEL RAILWAY ASSOCIATION INC	\$1,807.23
A14758	ALBANY HARNESS RACING CLUB INC	\$9,424.21
A14780	ALBANY ITALIAN CLUB INCORPORATED	\$1,510.09
A149179	ALBANY CLUB INC	\$8,603.74
A150506	ALBANY SEA RESCUE SQUAD INCORPORATED	\$2,738.56
A155029	EMU POINT SPORTING CLUB INC	\$11,305.17
A156611	ALBANY LIGHT OPERA AND THEATRE COMPANY	\$2,288.09
A157843	SPECTRUM THEATRE INC	\$1,823.31
A161280	ALBANY BOWLING CLUB	\$5,472.25
A161537	ALBANY BRIDGE CLUB	\$4,202.09
A171156	WILSON INLET CATCHMENT COMMITTEE	\$1,458.17
A171336	ALBANY CITY KART CLUB INCORPORATED	\$1,316.00
A174427	ALBANY EQUESTRIAN ASSOCIATION INC	\$9,368.77
A176287	STIRLING CLUB INC	\$5,754.31
A179378	ALBANY BOATING AND FISHING CLUB INC	\$2,361.59
A187399	ALBANY SPEEDWAY CLUB INC	\$1,316.00
A204721	ALBANY MODEL AERO CLUB	\$1,762.88
A227280	LOWER KING COMMUNITY KINDERGARTEN ASSOC INC	\$1,222.00
A30213	CITY OF ALBANY BAND INCORPORATED	\$1,222.00
A50479	MERRIFIELD PARK TENNIS CLUB	\$2,254.16
A55023	WILSON INLET CATCHMENT COMMITTEE	\$1,316.00
A6037	KING RIVER RECREATIONAL CLUB INC	\$1,663.10
A64785	SOUTH COAST COUNTRY MUSIC CLUB INC	\$1,316.00
A64799	RIVERVIEW COUNTRY CLUB INC	\$4,074.58
A64820	PRINCESS ROYAL SAILING CLUB	\$7,761.11
A64866	VETERAN CAR CLUB OF WA (INC) ALBANY BRANCH	\$2,173.11
A64947	ALBANY ROWING CLUB	\$2,145.95
A65539	GREEN RANGE COUNTRY CLUB	\$3,001.11
A65999	KING RIVER HORSE AND PONY CLUB	\$1,977.97
A6791	ALBANY RACING CLUB INCORPORATED	\$16,187.46
A69406	LOWER KALGAN COMMUNITY ASSOCIATION	\$1,718.53
A74354	SCOUT ASSOCIATION AUSTRALIA WA BRANCH	\$1,785.06
A74368	LAWLEY PARK TENNIS CLUB	\$5,075.21
A79732	RAINBOW COAST TOY LIBRARY	\$1,222.00
A82145	ALBANY KINDERGARTEN ASSOCIATION (INC)	\$1,222.00
A84446	MIDDLETON BEACH BOWLING CLUB	\$9,841.64
A92223	RAILWAYS FOOTBALL & SPORTING CLUB (ALBANY) INC	\$4,124.48
A97368	ALBANY WOMEN'S REST HOUSE ASSOCIATION INC	\$1,222.00
	2024/25 SUBSIDY TOTAL	\$180,284.09



Communications & Engagement

Strategy Progress Report

*Quarter 1, 2025
January - March*





Strategy Progress Report Index

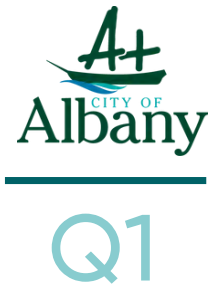
COMMON ABBREVIATIONS

IAP2	International Association for Public Participation
EMT	Executive Management Team
CoA	City of Albany
P&C	People & Culture
CEO	Chief Executive Officer

PROJECT STATUS LEGEND

Complete	
In Progress / On Track	
Critical Issues	
Parked / On Hold	

Community Engagement Action Plan Report



Objective 1: Deliver planned and consistent community engagement in our community in an open, transparent and inclusive way through a whole of council approach.

Priority 1.1

A diverse range of stakeholders are invited to participate in engagement activities that may be of interest or impact on them.

Action 1.1.1 Recruit and maintain a diverse range of representatives for the C&E Advisory Committee with representation from defined groups.	New membership applications received from lived experience of disability. Application for community member with English as a second language pending. Youth and indigenous representation still outstanding.	
Action 1.1.2 Develop a consistent approach to collecting demographical data for engagement projects and initiatives and include it in engagement reports.	Discussion item for future C&E Advisory Group meeting.	
Action 1.1.3 Identify community champions and key channels to expand our engagement reach.	C&E Advisory Group to act as champions. Additional champions to be identified.	
Action 1.1.4 Diverse range of community representatives are included in City project working groups where appropriate.	EOI's for C&E Advisory Group, and Reconciliation Action Plan Working Group targeting diverse representation.	
Action 1.1.5 Staff are trained in stakeholder mapping tools, to ensure that all relevant stakeholders have been invited to participate in engagement activities.	T3 presentation completed. Focus from the team was on reviewing the survey and guiding the toolkit contents. Toolkit still underdevelopment.	

Community Engagement Action Plan Report



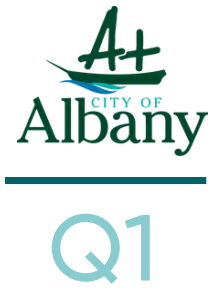
Objective 1: Deliver planned and consistent community engagement in our community in an open, transparent and inclusive way through a whole of council approach.

Priority 1.2

The results of our engagement activities are shared with participants and the broader community.

<p>Action 1.2.1</p> <p>Develop and maintain an easy-to-access webpage where engagement reports and updates can be easily accessed.</p>	<p>2025 Quarter 3/4 Project</p>	
<p>Action 1.2.2</p> <p>Participants in engagement activities are sent regular updates on the results of their engagement.</p>	<p>New processes being built in to CE planning to ensure this occurs.</p>	

Community Engagement Action Plan Report



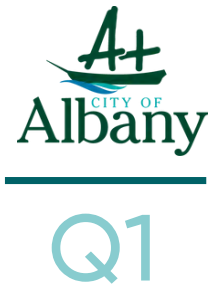
Objective 2: Build the capacity of the City staff and elected members to engage effectively with the community on projects and initiatives.

Priority 2.1

Regular training and development opportunities available to staff and elected members to implement and follow best-practice engagement procedures.

Action 2.1.1 IAP2 and other training opportunities are shared with all staff and elected members.	'The Engagement Edge' delivered to City Executive and LG pro members.	
Action 2.1.2 Bi-annual engagement training provided to key staff to increase the capacity of teams to engage effectively	Internal training to roll out in Q3 & Q4 once toolkit has been completed.	
Action 2.1.3 Develop internal systems and processes for effective and collaborative engagement across the organisation.	New engagement template developed and currently being tested by staff. New engagement toolkit currently under development.	
Action 2.1.4 Elected members, Executive Management Team and senior staff to undertake training in dealing with outrage.	This will be scheduled post the October LGA elections	

Community Engagement Action Plan Report



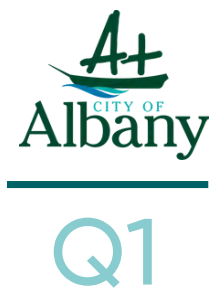
Objective 2: Build the capacity of the City staff and elected members to engage effectively with the community on projects and initiatives.

Priority 2.2

Identify opportunities to make our engagement more welcoming, accessible and inclusive.

Action 2.2.1 Provide a range of engagement methods on projects to ensure engagement is accessible and inclusive.	Multiple engagement methods being utilised for Community Scorecard Survey	
Action 2.2.2 Identify opportunities to use online platforms more effectively to make engagement more accessible and inclusive.	Ongoing.	
Action 2.2.3 Feedback from community champions and the City's advisory groups is incorporated in to engagement design.	x Engagement proposals being considered at the April C&E Advisory Group meeting.	

Community Engagement Action Plan Report



Objective 3: Provide regular opportunities for Council and executives to connect informally with community.

Priority 3.1

Community has the opportunity to meet with Councillors regularly in informal settings.

Action 3.1.1

Deliver a minimum of two meet-and-greet activities per year as per the Meet and Greet Guidelines.

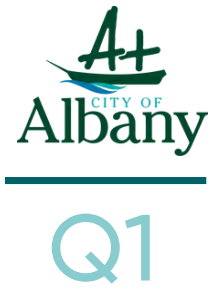
Three Rural Roadshows delivered in March 2025.

Action 3.1.2

Identify pro-active opportunities for Elected Members to be involved in two-way conversations with community.

Albany Show - elected members rostered to engage with community members visiting stall.
Rural Roadshow provided opportunity for elected members to engage with rural community members

Community Engagement Action Plan Report



Objective 3: Provide regular opportunities for Council and executives to connect informally with community.

Priority 3.2

Staff and community have the opportunity to engage with executive in informal settings that provide a platform for open dialogue.

<p>Action 3.2.1</p> <p>Strengthen internal communication processes across the organisation to enable a consistent and effective flow of information.</p>	<p>New T3 group improving communication between teams.</p>	
<p>Action 3.2.2</p> <p>City executive to regularly attend community forums, events and activities.</p>	<p>CEO and Executives attended Binalup Festival. Annual Electors Meeting, SCNRM Natural Resources Management Group, GSDC, Albany 2026 Cultural Advice Sub-Committee, Fields and Fortunes Regional Business Forum in Gnowangerup.</p>	

Communications

Action Plan Report



Q1

Objective 4: To strengthen the City's brand so that it is recognisable, trusted, consistent and proud.

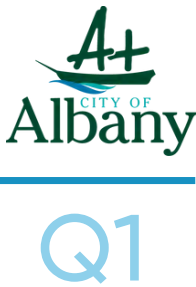
Priority 4.1

Continue to use appropriate City branding to reinforce familiarity and trust with the City.

<p>Action 4.1.1</p> <p>Continue to utilise the City of Albany landmark on all internal and external collateral that aligns with the City of Albany.</p>	<p>The City continue to produce various pieces of collateral which features an appropriate City of Albany landmark. Examples include; Binalup / Middleton Beach Festival, Rural Roadshow, Community Scorecard, WA Tree Festival, Albany Song Stories, Albany Sportsperson of the Year Awards, School Holiday Program, flood updates, print adverts, social media tiles, etc.</p>	
<p>Action 4.1.2</p> <p>Investigate redefining the City of Albany logo use to include when and where the corporate, crest and Your City logos are used. Create an easy access logo package to send to external organisations and for use internally.</p>	<p>This action is now complete. A new modernised style guide has been created to replace both the 2007 working style guide and the 2020 Your City style guide. The new document combines key elements from both and presents them in a sleek, user-friendly publication designed to support internal teams and external graphic designers creating collateral on behalf of the City.</p> <p>To support appropriate logo usage by external organisations, an online portal has also been established. This provides access to the City of Albany corporate logo and clear guidance on how it should be used to acknowledge City funding and support.</p>	
<p>Action 4.1.3</p> <p>Align the City of Albany brand to the vision within the Strategic Community Plan.</p>	<p>This will be undertaken through the City's major review of the Strategic Community Plan.</p>	

Communications

Action Plan Report



Objective 4: To strengthen the City's brand so that it is recognisable, trusted, consistent and proud.

Priority 4.2

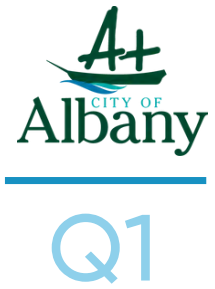
Ensure our suite of documentation and collateral have a consistent look and feel.

Action 4.2.1

Update regular collateral and documentation templates across the City to ensure that all documents of the same nature are consistent. (ie; policies, procedures, guidelines etc)

Underway, with enhancements made to Road Maintenance Guidelines, Beach Wheelchair & Walker Safety Guide & User Manual, City of Albany Bike Plan 2025-2030 (ongoing) and Supplier Registration Guidelines (Procurement), as well as several policy documents being converted to the correct templates.

Communications Action Plan Report



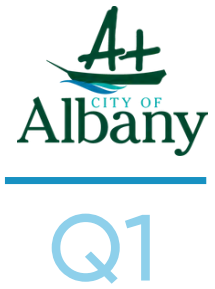
Objective 5: To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community.

Priority 5.1

Share information that is easy to understand, is timely and reaches relevant target audiences.

<p>Action 5.1.1 Develop a strategy for social media across the City of Albany that provides a guideline for posting content, monitoring engagement and protecting the integrity of the City of Albany.</p>	<p>Underway, this is in the final stages of review.</p>	
<p>Action 5.1.2 Breakdown complex Local Government information into bite size, easy to understand copy and collateral.</p>	<p>Copy associated with social posts, comments and informative collateral is written for the audience and stripped back to be simple. Examples from the period include the Rural Roadshow handout, which explained how the City of Albany manages rural roads; the Community Scorecard campaign, which outlined how the survey informs the Strategic Community Plan and Corporate Business Plan; and support provided to Main Roads in communicating the introduction of a 40km/h speed limit in the Albany CBD for safety reasons.</p>	

Communications Action Plan Report



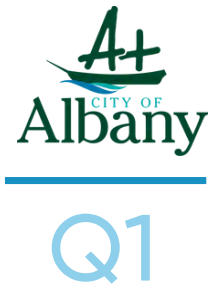
Objective 6: Create marketing campaigns that meet objectives and budgets for city-wide projects and make use of appropriate communication channels.

Priority 6.1

Marketing strategies and subsequent advertising plans will utilise communications channels relevant to the scale and size of the project.

<p>Action 6.1.1</p> <p>Execute marketing plans that are suitable for the budgets supplied and incorporate outlets with high reach and low wastage.</p>	<p>Developed a City of Albany's marketing campaign, along with a Visitor Centre campaign promoting the Flexi Pass. Also led marketing campaigns for the Community Scorecard, Neighbour Day, Sportsperson of the Year Awards, WA Tree Festival, and the School Holiday Program, among others.</p>	
<p>Action 6.1.2</p> <p>Secure low cost, ongoing advertising opportunities across the year that can be utilised across the City.</p>	<p>Drive Ads Billboards (ongoing), Great Southern FM Service Level Agreement (ongoing). The main page rotators on the City of Albany website have been updated by Marketforce, at our request, and now serve as a prominent in-house platform to support priority campaigns during peak periods.</p>	

Communications Action Plan Report



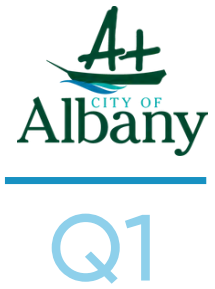
Objective 7: To promote the good work of the City of Albany.

Priority 7.1

Identify positive promotional opportunities through strong internal and external communication.

<p>Action 7.1.1</p> <p>Work with internal teams to uncover positive day-to-day stories for good news stories across all media (social, print, radio etc)</p>	<p>Examples from the period include promoting the community collaboration to enhance the Avenue of Honour, celebrating each individual athlete who were recognised with a Sports person of the Year Award, Mayor Greg Stocks meeting with Simmo Braun from the Bloody Good Tour, construction beginning on the Southern Ocean Surf Reef, being endorsed as a Gold Waterwise Council, thanking all the volunteers who assisted residents during the March storm event, approving 15 grants to support community events in Albany 2026 etc.</p>	
<p>Action 7.1.2</p> <p>Create strong relationships with local businesses, organisations and industry that promote the positive image of the City of Albany.</p>	<p>Using our networks we have connected with the Water Corporation (regarding engagement for a new water source for the region), Main Roads WA (regarding the introduction of an Area 40km/h speed zone), Department of Local Government, Sport and Cultural Industries (regarding Surf Club opening), Department of Primary Industries and Regional Development (regarding the completion of the Southern Ocean Surf Reef), Department of Justice (regarding a City collaboration with Pardelup Prison Farm), Department of Planning, Lands and Heritage (regarding the North Albany Structure Plan consultation) etc.</p>	

Communications Action Plan Report



Objective 7: To promote the good work of the City of Albany.

Priority 7.2

Our engagement with all media is positive, informative, and polite.

Action 7.2.1 Use the social listening function of MyMedia to monitor communication with the community on social media.	Capturing radio interviews and news articles that are of interest to the City. Examples include; Advanced Housing Bayonet Head Units, REX Debt, Southern Ocean Surf Reef, Dog Attack, Rose Garden Holiday Park, Albany Motorsports Park Noise Management Plan, as well as earned coverage on our Summer Events Series.	
Action 7.2.2 Actively feedback social media comments in relation to specific topics to the relevant team.	Providing online commentary to Reserves, Governance, Events, Corporate Services, Community Development etc.	
Action 7.2.2 Create regular reports informing staff and Elected Members of relevant local government and City of Albany news items.	Regularly sharing updates as required.	

City of Albany Department	Project	Community Engagement Method Used	Reach	Deciding/ Doing Continuum
Governance and Risk	City of Albany Community Stakeholder Meeting	Public meeting Public comment/Consultation	51-75 251-300	Informing
Community Development	Rural Roadshow	Open House Social post	151-200 300	Consulting
	Youth Advisory Council	Advisory Group	25	Collaborating
	Access & Inclusion Working Group	Advisory Group	25	Engagement
	Communications & Engagement Advisory Group	Advisory Group	25	Engagement
	All Ages Music Festival Focus Group	Focus Group	25	Engagement
	Song Story Working Group	Advisory Group	25	Collaborating
	Post Event Surveys	Survey	50	Consulting
	Binalup Youth Ideas	Ideas Box	25	Consulting
	C&E Toolkit Staff workshop	Workshop	25	Co-creating
	Community Group Training Needs Survey	Survey	25	Consulting
People & Culture	Deadly Careers Forum	Consultation	100	Educating
Engineering and Operations	Elleker Grassmere Road Widening	Social Post	751-800	Informing
		Notification Letter	201-250	
	Beauford Road Footpath	Notification Letter	51-75	Informing
	Festing Street Footpath	Notification Letter	51-75	Informing
	Hymus Street Footpath	Notification Letter	51-75	Informing
	Seymour Nelson McLeod Footpath	Notification Letter	151-200	Informing
	Angove/Campbell Road Roundabout Mill & Fill	Social post/website	700-750	Informing
		Notification Letter	301-350	
	North/Barnesby Roundabout Mill & Fill	Social post/website	700-750	Informing
		Notification Letter	801-850	
	Collingwood Road Mill & Fill	Social post/website	700-750	Informing
		Notification Letter	301-520	
North Road Mill and Fill	Notification Letter	801-850	Informing	
	Social post	700-750		
Lands	Nicole Weeden Lane - new road name	Public comment	101-150	Consulting
		Letter to stakeholders	26-50	
		Letters to service providers	Jan-25	
		Social post	1000+	
		Council report	25	
Finance	Community Scorecard Survey	Social posts	19000	Consulting
		Newsletters	5000	
		Mailout	1000+	
		Survey	2524	
Albany 2026	Albany 2026	Social Post	1000+	Co-producing
		Advisory Group	25	
		Interviews	251-300	
Waste & Sustainability	Commerical waste operators communication	Survey	25	Consulting
		Email with flyer	76-100	
Total			36500	



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

Dear Mr Sharpe,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$174,260 (ex GST).

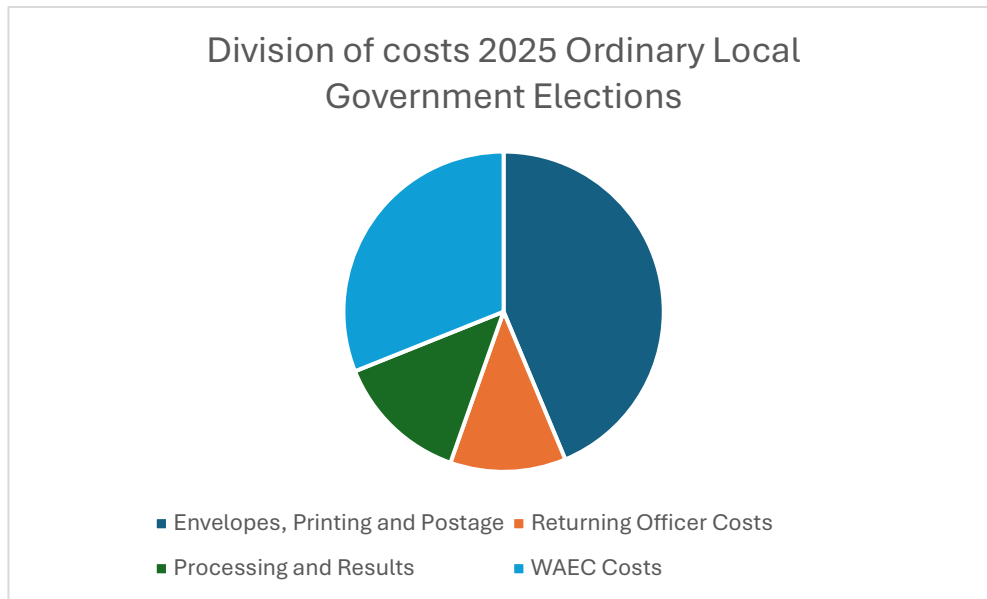
This cost has been based on the following assumptions:

- The method of election will be postal;
- 4 Councillor(s) vacancies;
- 30200 electors;
- response rate of approximately 45%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,



Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024



WESTERN AUSTRALIAN
Electoral Commission

Mr Andrew Sharpe
Chief Executive Officer
City of Albany
PO Box 484
ALBANY WA 6330

Dear Mr Sharpe,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 9 May 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the City of Albany. In order to finalise this agreement, you are required under the *Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motions must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motions must be passed by an absolute majority.

Once the Council passes the above mentioned motions, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

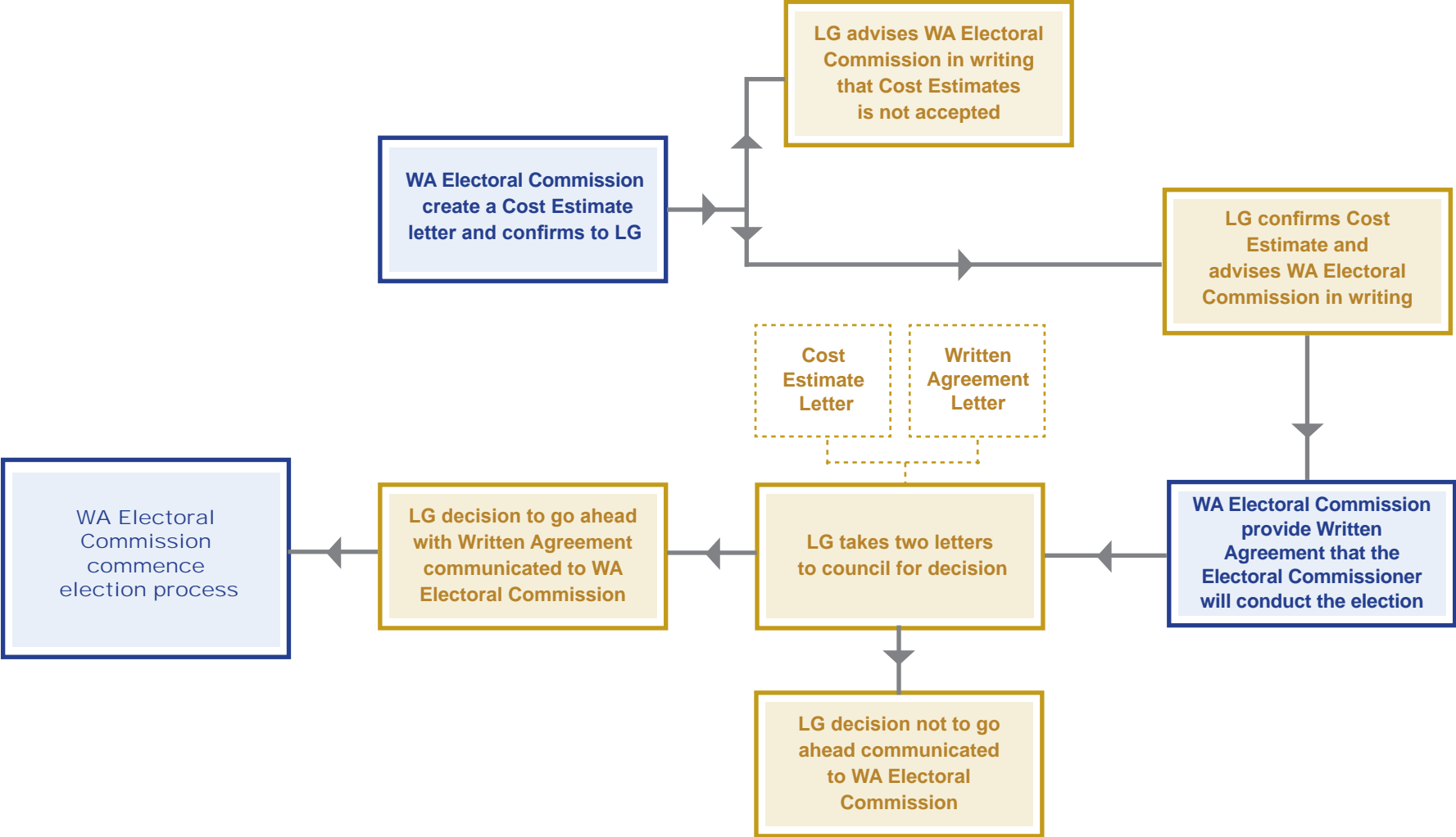
If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,

Dennis O'Reilly
ACTING ELECTORAL COMMISSIONER

21 May 2025

Local Government Ordinary Election Process





POSTAL ELECTION TIMETABLE

2025 Local Government Ordinary Election *

Days to Polling Day	Day	Date	Election Events	References to Act / Regs
80	Wed	30/07/2025	Last day for declaration to have the Electoral Commissioner conduct a postal election. A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.20(2)(3)(4) LGA 4.61(5)
77	Sat	2/08/2025	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20(4)
77 to	Sat to	2/08/2025 to	Between the 77th / 63rd day the CEO is to give Statewide public notice of the time and date of close of enrolments.	LGA 4.39(2)
63	Sat	16/08/2025	* Preferred date: Wednesday 6 August 2025	
63	Sat	16/08/2025	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll. Advertising may begin for nominations from 63 days and no later than 52 days before election day. * Preferred date: Wednesday 20 August 2025	LGA 4.40(1) LGA 4.47(1)
57	Fri	22/08/2025	Roll Close Close roll 5.00 pm.	LGA 4.39(1)
52	Wed	27/08/2025	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)
51	Thu	28/08/2025	Nominations Open First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)
44	Thu	4/09/2025	Close of Nominations 4.00 pm on the 44th day before election day.	LGA 4.49(a)
43	Fri	5/09/2025	Last day for the CEO to prepare and certify an owners and occupiers roll for the election. Last day for the Electoral Commissioner to prepare and certify a residents roll.	LGA 4.41(1) LGA 4.40(2)
36	Fri	12/09/2025	Commencement of lodgement of Country Local Government District election packages with Australia Post. Delivery dependent on normal Australia Post standards.	
31	Wed	17/09/2025	* Preferred date for Notice of Election Commencement of lodgement of Metropolitan Local Government District election packages with Australia Post. Delivery dependent on normal Australia Post standards.	LGA 4.64(1)
29	Fri	19/09/2025	The preparation of any consolidated roll under subregulation (1) be completed on or before 29th day before election day.	Reg. 18(2)
26	Mon	22/09/2025	Last day for the Returning Officer to give Statewide public notice of the election. * Preferred date: Wednesday 17 September 2025	LGA 4.64(1)
19	Mon	29/09/2025	Public Holiday	
18	Tue	30/09/2025	Commence processing returned election packages.	
0	Sat	18/10/2025	ELECTION DAY - Close of poll 6.00 pm	LGA 4.7
As soon as practicable			Declaration and Notice of Election Result by the Returning Officer	LGA 4.77
Post Declaration of Results Events				References to Act / Regs
Within 14 days	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.			Reg. 81
Within 28 days	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.			LGA 4.81(1)



Department of
Local Government, Sport
and Cultural Industries



Fact sheet: Reforms to governance and committees

Local Government Amendment Bill 2024

Introduction

The Local Government Amendment Bill 2024 (the Bill) proposes to change the *Local Government Act 1995* (the Act) to provide for various reforms, including the establishment of a new Local Government Inspector (the Inspector) and monitors that can provide for early intervention and assist local governments in resolving dysfunction.

In addition to the [Inspector and monitor reforms](#), a range of other second tranche reforms are being introduced that focus on good governance and decision-making at council and committee meetings:

- Revising the roles and responsibilities for the council, council members and local government chief executive officers (CEOs) to clarify the separation of powers and duties within local governments.
- Improving rules for closing part of a council or committee meeting to the public, to ensure greater transparency and that these meetings are held openly wherever possible.
- Changing audit committees to have an improved focus as “audit, risk and improvement committees” that are independently chaired, with greater clarity on how council committees should operate.

Roles and responsibilities

The role of councils is to lead and represent their communities. Councils do so by engaging with their community, making decisions and setting the strategic direction of a local government. The administrative arm of the local government is responsible for implementing decisions and plans made by council.

The roles of the council, mayors or presidents, council members and the CEO have been further clarified in the second tranche of reforms. These changes ensure there is a clear distinction between the functions and responsibilities of a council and a CEO.

All council members are expected to:

- Represent the interests of electors, ratepayers and residents of the district as well as consider the interests of other persons who work in or visit the district.
- Participate in the decision-making process of the local government at council and committee.
- Facilitate communication with the community about the local government’s decisions.
- Facilitate and maintain good working relationships with other council members and the CEO.
- Observe the separation of roles of the council and CEO.
- Make decisions on merit, evidence and law, conscious of the capacity of the local government and with consideration of the local government’s finances and resources.
- Promote an organisational culture that respects employees.
- Maintain and develop the requisite skills to effectively perform their role.

As the leader of the local government council, mayors or presidents perform the following roles in addition to their council member role:

- Provide leadership and guidance to the council and its members, including guidance about their roles.
- Act as the principal spokesperson of the local government, including at ceremonial and civic functions, in a manner consistent with the resolutions of the council.
- Preside at meetings of the council, maintaining order at those meetings and ensuring that those meetings are conducted in a manner consistent with the Act.
- Promote and facilitate positive and constructive working relationships among council members.
- Liaise with the CEO regarding the local government's affairs and performance of its functions.

The CEO is responsible for the administration and operation of the local government, including:

- Causing council decisions to be implemented.
- Managing the provision of the services and facilities that the council has determined the local government will provide.
- Determining procedures and systems to implement the local government's policies and managing the local government's administration and operations.
- The employment, management, supervision and direction of other employees.
- Ensuring that records and documents of the local government are properly kept.
- Advising and procuring advice for the council in relation to the local government's affairs and performance of its functions.
- Ensuring that the council has the information and advice it needs to make informed and timely decisions.
- Keeping the minutes of council meetings.

The CEO liaises with the mayor or president on the local government's affairs and performance of its functions and may speak on behalf of the local government, with the mayor or president's agreement.

Role clarity is vital when different roles work to achieve the same objectives. When people understand their roles, better decisions can be made and implemented more effectively, resulting in improved use of ratepayer funds.

As a minor reform, local governments will now be required to advise the Department of Local Government, Sport and Cultural Industries (DLGSC) when vacancies on the council arise.

Roles of the council and local government staff



Meetings behind closed doors

By default, under the reforms, council and committee meetings must be open to the public. In certain circumstances, part of a meeting may be closed to deal with specific information where there is a clear public interest for that information to remain confidential.

The reforms provide a much stronger definition of the limited reasons to close a meeting.

Matters where a meeting must be closed include:

- a committee of the Parliament advising the local government to be confidential
- the recruitment or employment of the CEO or a senior employee, including termination or review of the CEO's performance.

Examples of the types of information to be considered that may provide a basis for closing part of a meeting include:

- Legal advice or other matters which legal professional privilege extend to.
- Information relating to the personal affairs of an individual.
- Information contained in a tender received by the local government where that information is the tendered price or the tendered methodology for calculating that price.
- Information contained in a tender where the information discloses any technology, technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract and which is not public (and if made public would have an adverse effect on the tenderer's business interests).
- Information which would endanger the security of the local government property or operations, including cybersecurity matters.
- Information which could impair the effectiveness of an investigation or that deals with a contravention or possible contravention of the law.

The reforms clarify that:

- A decision to close part of a meeting must be made in an open part of a meeting.
- The local government is to record the reason for closing part of a meeting, including the type of information that is to be considered.
- The minutes must include a description of how the local government has sought to maximise the degree of information available to the public about the matter being considered.

The Bill also contains a new section to define irrelevant reasons for closing part of a meeting.

These include:

- the information to be considered would cause embarrassment to the local government, council, or any individual
- the matter is controversial
- making the information public would result in criticism.

The new Inspector will be able to review a decision to close part of a meeting to the public.

From 1 January 2025, all local governments will be required to audio record parts of a meeting that are closed to the public. Additionally, as proposed in the Bill's reforms, the Inspector will be able to order that the local government release the audio recording to the public if the Inspector determines that the meeting was not closed in accordance with the Act or regulations.

Audit, risk and improvement committees

Audit committees will be revised as audit, risk and improvement committees (ARICs). ARICs must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council

member of a local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

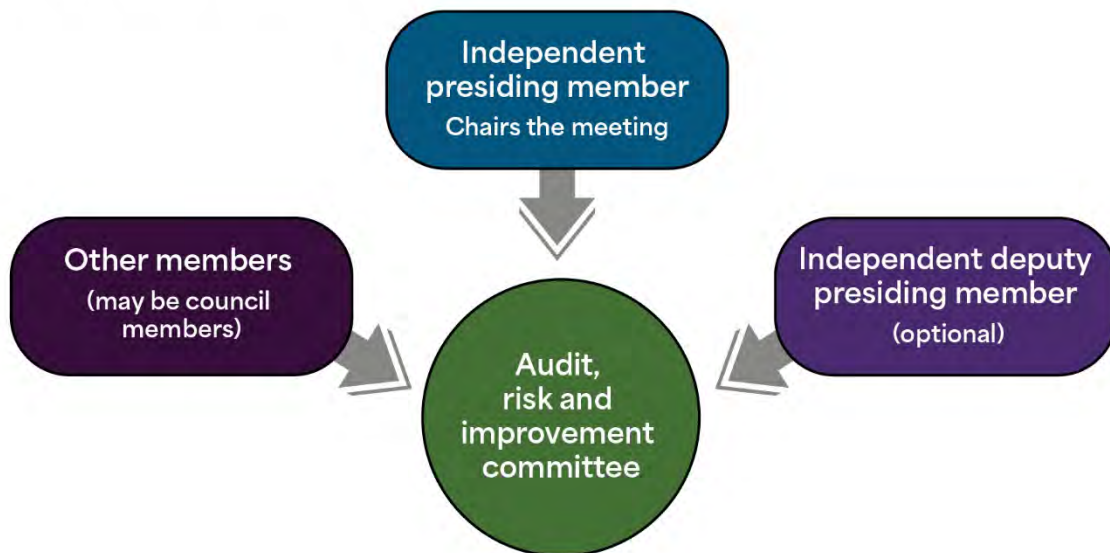
The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. Local government operations may also benefit through appointing an independent chair with risk and financial management expertise that may otherwise be unavailable.

This reform reflects modern governance practices in State Government authorities and agencies as well as private corporations.

In relation to the current Act, an audit committee is required to be established comprising 3 or more persons appointed by absolute majority by a local government. Most of the members must be council members. The CEO or a local government employee cannot be a member.

Audit, risk and improvement committee model

The new audit, risk and improvement committee will comprise the following roles, with a total of 3 or more members.



Under the proposed amendments in the Bill, an ARIC now requires an independent presiding member. A local government can choose to appoint an independent deputy presiding member to chair the meeting if the independent presiding member is unable to do so.

If a local government chooses not to nominate a deputy presiding member, the council will need to appoint an independent proxy to chair the meeting should the need arise.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

Council committees

The Bill includes changes to allow for greater transparency and clarity on how council committees operate.

Council can now establish committees that have either an advisory or decision-making function and are generally open to the public.

The appointment process for the presiding member and deputy presiding member has also been simplified. Councils will appoint these roles, instead of the committee electing those roles by secret ballot.

Local governments are still able to establish informal working groups, which are not committees, to engage with their community or develop ongoing networks.

Questions? Get in touch with DLGSC via email to actreview@dlgsc.wa.gov.au

Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
Email: communications@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au

CITY OF ALBANY

PLANNING REPORT – MAY 2025

To : His Worship the Mayor and Councillors

From : Senior Information Officer – Development Services

Subject : Development Application Approvals

Date : 04/06/2025

The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of May 2025.

Determination Details:

Approved Under Delegated Authority	Approved by Council	Refused	Total Determined
27	0	1	28



PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY

Applications Determined for May 2025

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date
P2250107	21/03/25	Aberdeen Street	Albany	Development - Maintenance/Repair	Delegate Approved	07/05/25
P2250129	15/04/25	Grey Street East	Albany	Unhosted Short Term Rental Accommodation	Delegate Approved	20/05/25
P2250133	16/04/25	Clarona Way	Bayonet Head	Single House	Delegate Approved	20/05/25
P2250139	23/04/25	Corine Way	Bayonet Head	Single House - Outbuilding	Delegate Approved	29/05/25
P2250151	01/05/25	Nadebaum Terrace	Bayonet Head	Single House - Outbuilding	Delegate Approved	22/05/25
P2250126	11/04/25	Rangatira Road	Drome	Single House - Outbuilding	Delegate Approved	15/05/25
P2250150	01/05/25	Rangatira Road	Drome	Water Tank x 1	Delegate Approved	21/05/25
P2250153	02/05/25	Rangatira Road	Drome	Single House	Delegate Approved	27/05/25
P2250136	17/04/25	Regent Street	Gledhow	Unhosted Short Term Rental Accommodation	Delegate Approved	22/05/25
P2250104	21/03/25	Swan Point Road	Kalgan	Single House - Additions Water Tank x 1 & Building Envelope Variation	Delegate Approved	22/05/25
P2250131	15/04/25	Nanarup Road	Kalgan	Educational Establishment - Additions (Shed Extension)	Delegate Approved	23/05/25
P2250132	15/04/25	Gull Rock Road	Kalgan	Single House - Additions	Delegate Approved	02/05/25
P2250152	02/05/25	Pine Rise	Kalgan	Single House - Outbuilding	Delegate Approved	16/05/25
P2250143	24/04/25	Stewart House Hill	Kronkup	Single House - Outbuilding	Delegate Approved	22/05/25
P2250155	05/05/25	Link Road	Marbelup	Single House - Retaining Walls	Delegate Approved	16/05/25
P2250123	04/04/25	South Coast Highway	McKail	Home Business (Commercial Kitchen)	Delegate Approved	28/05/25
P2250142	24/04/25	Webb Street	McKail	Development - Earthworks in excess of 500mm - Retaining Wall	Delegate Approved	21/05/25
P2250105	21/03/25	Seymour Street	Mira Mar	Single House - Additions	Delegate Approved	19/05/25
P2250119	01/04/25	Middleton Road	Mira Mar	Unhosted Short Term Rental Accommodation	Delegate Approved	15/05/25
P2240395	26/11/24	Bluff Street	Mira Mar	Unhosted Short Term Rental Accommodation	Delegate Approved	21/05/25
P2250128	15/04/25	Robinson Road	Mount Elphinstone	Ancillary Dwelling & Water Tank	Delegate Approved	22/05/25
P2250118	29/03/25	Deep Creek Road	Napier	Agriculture Extensive - (Outbuildings x 2)	Delegate Approved	02/05/25
P2240364	12/11/24	Eden Road	Nullaki	Industry - Extractive (Lime) (amendment of conditions 4 & 17 of P2160670)	Refused	30/05/25
P2210249	14/04/21	Harding Road	Robinson	Single House - Outbuilding	Delegate Approved	06/05/25
P2250167	12/05/25	Baudin Place	Spencer Park	Single House - Retaining Walls	Delegate Approved	29/05/25
P2240275	09/09/24	Warrenup Place	Warrenup	Single House	Delegate Approved	20/05/25
P2250114	27/03/25	Kelty View	Willyung	Single House - Outbuildings x 2 Water Tanks x 2	Delegate Approved	07/05/25
P2250124	07/04/25	Bethel Way	Yakamia	Educational Establishment - Outbuilding	Delegate Approved	07/05/25

CITY OF ALBANY

Building Report

To : His Worship the Mayor and Councillors

From : Information Officer - Development Services

Subject : Building Activity – May 2025

Date : 4 June 2025

Activity Month	# of Permits Issued	Total Value	# of Demolition Permits
12 th	74	\$18,744,999.00	7

It is brought to Council's attention that these figures include the following:

Permit #	Description	Estimated Value
168833	Residential Units, Staff Facilities, Training Room & Office	\$4,768,076.00
168882	Grouped Dwelling x 3	\$1,200,000.00
168748	New Dwelling, Spa & Retaining Wall	\$1,000,000.00
168813	New Dwelling & Spa	\$1,500,000.00

Please find attached:

1. Graph 1 – Compares the number of Decisions made
2. Graph 2 – Compares the value of activity
3. Graph 3 – Compares the number of dwellings and units
4. Building Activity Statistics – Provides a breakdown of building activity into various categories
5. Building Permit Detail – Permits Issued for the month of May 2025 – the 12th month of activity in the City of Albany financial year 2024/2025

BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

REPORT ITEM DIS443 REFERS

APPLICATIONS DETERMINED FOR MAY 2025

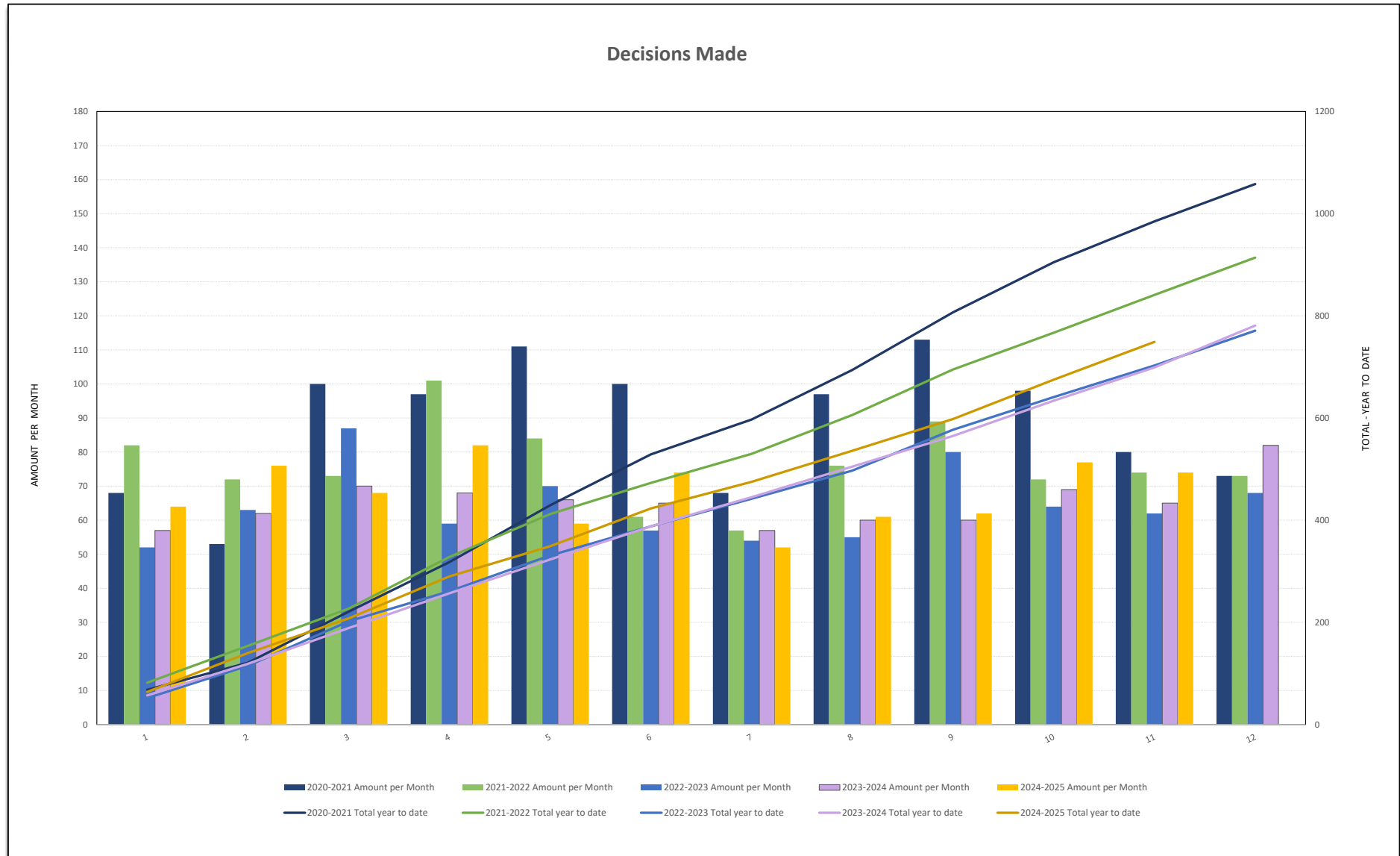
APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
168780	J R GOMM	NEW DWELLING & RETAINING WALL - UNCERTIFIED	21	71	CUMBERLAND ROAD	LOWER KING
168824	JTC CONSTRUCTION (WA) PTY LTD	SHED - UNCERTIFIED	74	71	CHARLES STREET	GLEDHOW
168875	THE PATIO FACTORY	CARPORT - CERTIFIED	12	404	ENGLEHEART DRIVE	MCKAIL
168655	L ORR AND K ORR	ADDITIONS TO DWELLING - UNCERTIFIED	76	300	GULL ROCK ROAD	KALGAN
168795	G TOOVEY	SHED - UNCERTIFIED	14	60	ALBATROSS DRIVE	BAYONET HEAD
168854	DEMIR CONSTRUCTIONS PTY LTD	ADDITIONS & ALTERATIONS TO EXISTING SHOWROOM - CERTIFIED	348-354	105 108	ALBANY HIGHWAY	ORANA
168835	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	50	210	RANGATIRA ROAD	DROME
168888	C STEPHEN	CARPORT - UNCERTIFIED	60	421	KELTY VIEW	WILLYUNG
168833	REALFORCE PTY LTD	RESIDENTIAL UNITS STAFF FACILITIES TRAINING ROOM & OFFICE - CERTIFIED	13-25	1	WANSBROUGH STREET	SPENCER PARK
168842	M A COFFEY	NEW DWELLING - UNCERTIFIED	54	92	MYOLA DRIVE	KALGAN
168845	WA COUNTRY BUILDERS PTY LTD	NEW DWELLING PORCH ALFRESCO & GARAGE - CERTIFIED	3	234	FINCH COURT	LITTLE GROVE
168856	D MOIR	AMENDMENT TO BUILDING PERMIT 168503- CHANGE TO SIDE SETBACK - UNCERTIFIED	70	227	WILSON STREET	LITTLE GROVE
168889	A AND D ROWAN	WATER TANK - UNCERTIFIED	66	319	HEREFORD WAY	MILPARA
168621	WAUTERS ENTERPRISES PTY LTD	INTERNAL FITOUT ALTERATION - INSTALLATION OF UNIVERSAL ACCESS TOILET - CERTIFIED	160	300	ALBANY HIGHWAY	CENTENNIAL PARK
168858	RANBUILD GREAT SOUTHERN	SHED - UNCERTIFIED	90	133	RUFUS STREET	MILPARA
168877	GREAT SOUTHERN POOL SERVICES	SWIMMING POOL - UNCERTIFIED	39-41	201	VIEW STREET	ALBANY
168878	AD CONTRACTORS PTY LTD	DEMOLITION PERMIT - SHED	128	10	CHESTER PASS ROAD	LANGE
168881	CCS ASBESTOS REMOVAL & DEMOLITION PTY LTD	DEMOLITION PERMIT - INTERNAL ASBESTOS REMOVAL FROM DWELLING	7	8	BRIDGES STREET	ALBANY
168884	JR GOMM	ALTERATIONS & ADDITIONS - CERTIFIED	UNIT 1/ 60	1	ABERDEEN STREET	ALBANY
168892	J SLEEP	PATIO - UNCERTIFIED	UNIT 5/23	10	BATHURST STREET	MIRA MAR
168894	RED DOG CARPENTRY (WA) PTY LTD	AMENDMENT TO BP168385 - CHANGE TO LAYOUT - CERTIFIED	42	306	RIDLEY ROAD	KALGAN
168896	WALMSLEY BUILDING CO PTY LTD	DWELLING AND RETAINING WALLS - CERTIFIED	200	250	GREY STREET WEST	ALBANY
168897	M MCLEISH	PATIO - UNCERTIFIED	2	867	HESKETH WAY	BAYONET HEAD
168898	WALMSLEY BUILDING CO PTY LTD	NEW DWELLING AND RETAINING WALLS - CERTIFIED	198	251	GREY STREET WEST	ALBANY
168880	ALBANY SHEDS AND GARAGES	SHED - UNCERTIFIED	23	12	KITSON STREET	GLEDHOW
168883	CCS ASBESTOS REMOVAL & DEMOLITION PTY LTD	DEMOLITION PERMIT - ASBESTOS FENCE	105	4	BURGOYNE ROAD	PORT ALBANY

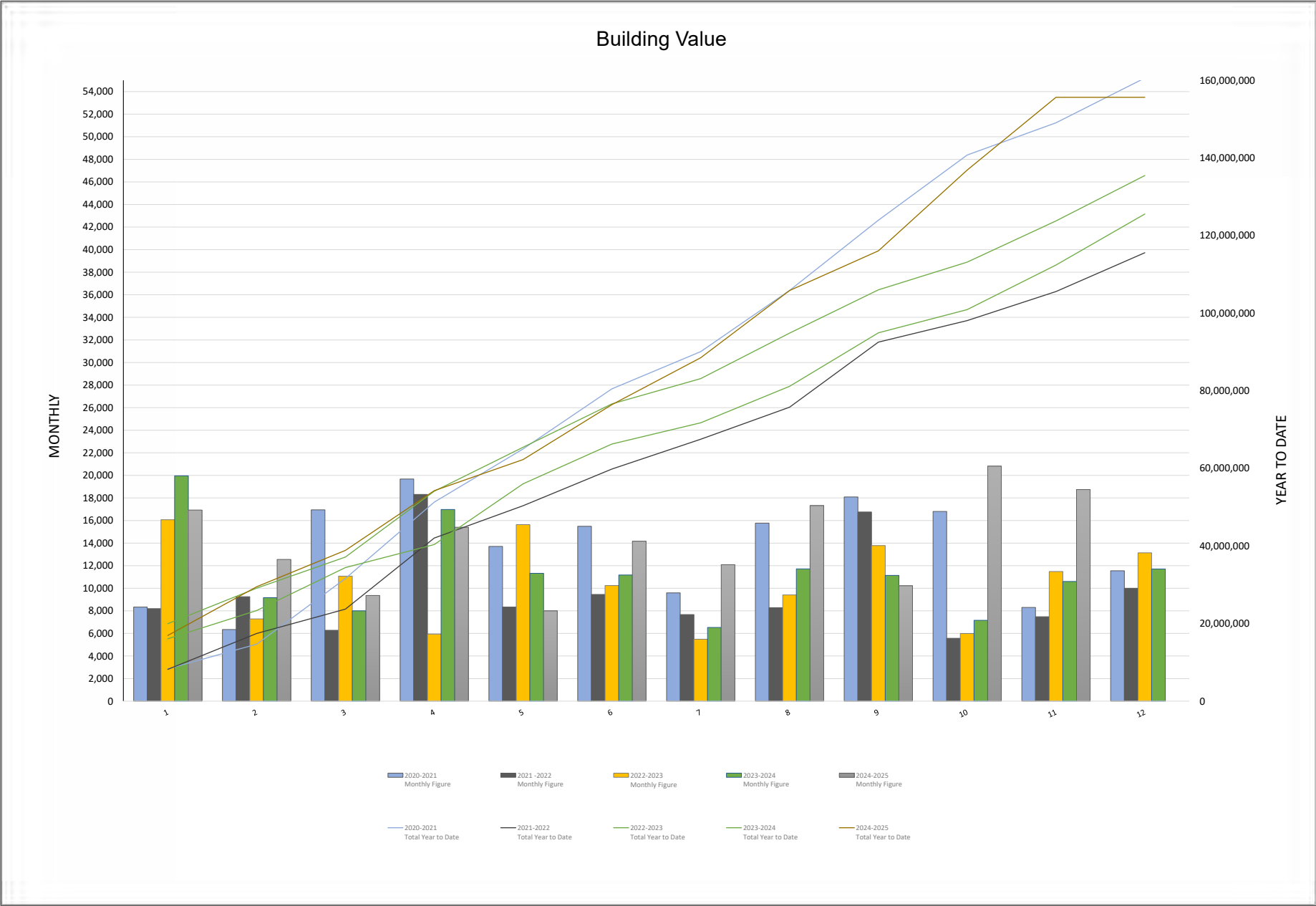
REPORT ITEM DIS443 REFERS

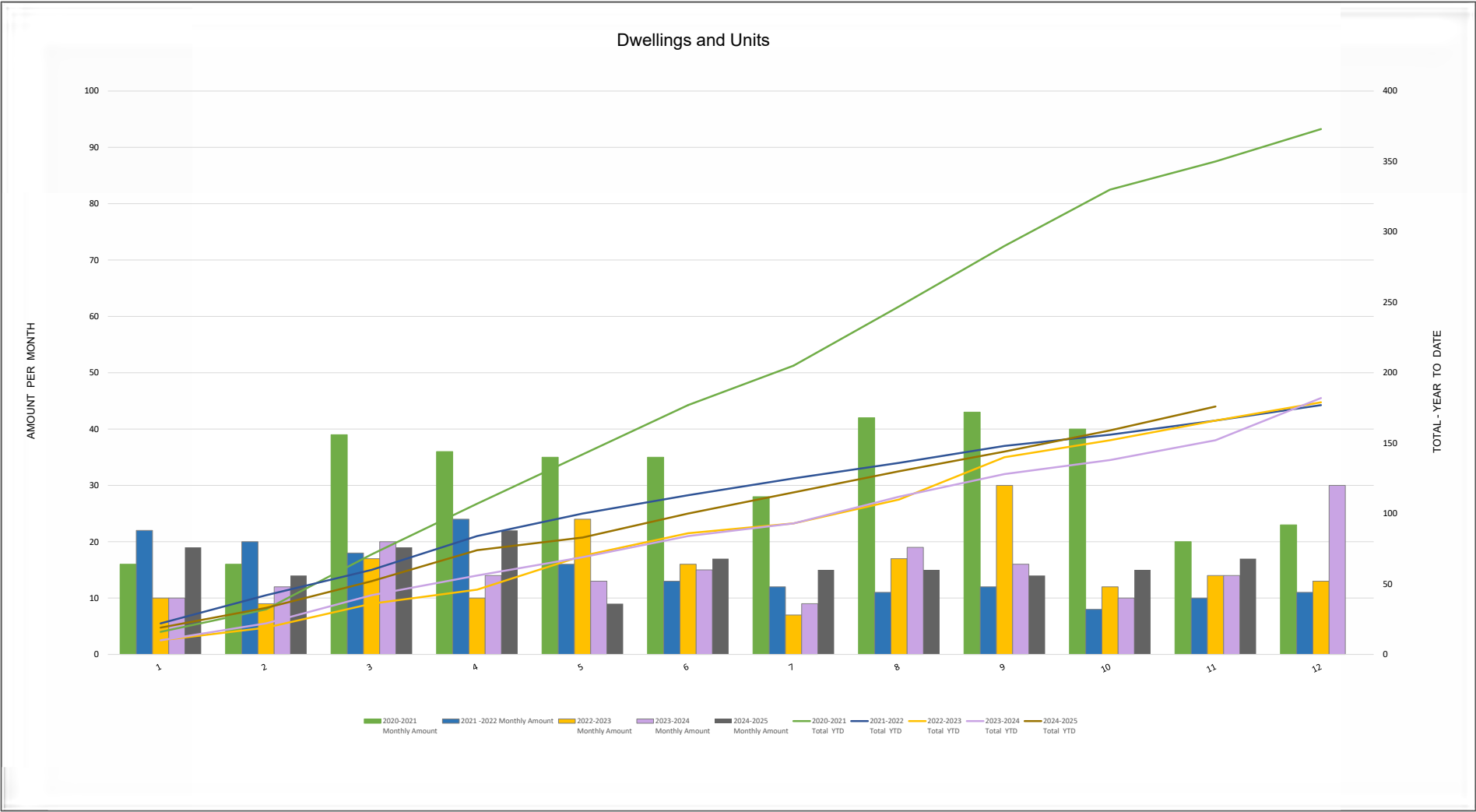
APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
168899	R FRANCESCHI	SHED - UNCERTIFIED	24	130	MOUNTAIN ROAD EAST	BORNHOLM
168810	TURPS STEEL FABRICATION	SHED - UNCERTIFIED	21	140	BALTIC RIDGE	YAKAMIA
168890	KDS BUILDING SERVICES	GROUPED DWELLING X 3 - CERTIFIED	6	201	BRIDGES STREET	ALBANY
168893	SERENITAS COMMUNITIES HOLDINGS PTY LTD	CARPORT (UNIT 104) - UNCERTIFIED	20	501	ALISON PARADE	BAYONET HEAD
168901	DPS DEMOLITION PTY LTD	DEMOLITION PERMIT - REMOVAL OF ASBESTOS ROOF SHEETING OF EXISTING DWELLING	1	31	LA PEROUSE ROAD	GOODE BEACH
168902	AUSWEST ROOFING ALBANY	RE-ROOF NEW COLORBOND ROOF SHEETING TO EXISTING DWELLING - UNCERTIFIED	1	31	LA PEROUSE ROAD	GOODE BEACH
168851	G & T THOMPSON	GARAGE - UNCERTIFIED	116	237	RADIATA DRIVE	MCKAIL
168885	J & TW DEKKER PTY LTD	ALTERATIONS AND ADDITION TO DWELLING - UNCERTIFIED	6	649	RUTHERHILL ROAD	ELLEKER
168886	BUTTON BUILDING PTY LTD	ADDITIONS & ALTERATIONS TO EXISTING DWELLING - UNCERTIFIED	29	301	HENRY STREET	MILPARA
168769	T M ROBB	ALTERATIONS & ADDITIONS TO DWELLING AND NEW SHED & CARPORT - UNCERTIFIED	9	16	MELVILLE STREET	ALBANY
168874	DAMIEN GANSEKOELE	MACHINERY SHED - UNCERTIFIED	1313	222	LOWER DENMARK ROAD	ELLEKER
168900	R AND P L DE JONG	CARPORT - UNCERTIFIED	8	322	NEPTUNE PASS	MCKAIL
168903	B WILLIAMS	WATER TANK - UNCERTIFIED	220	2842	THOMPSON ROAD	LOWLANDS
168791	WAUTERS ENTERPRISES PTY LTD	NEW DWELLING - UNCERTIFIED		251	GROVE STREET WEST	LITTLE GROVE
168813	D A & A M HOLLAND	NEW DWELLING & SPA - CERTIFIED	15	68	FESTING STREET	ALBANY
168906	J HEFFERNAN	LEAN TO ATTACHED TO EXISTING SHED - UNCERTIFIED	21	36	SALISBURY ROAD	MCKAIL
168908	COLAB CONSTRUCTION PTY LTD	OCCUPANCY PERMIT - FARM BUILDINGS X 2 (SHADE HOUSE & GREEN HOUSE)	35389	5880	ALBANY HIGHWAY	DROME
168909	COLAB CONSTRUCTION PTY LTD	OCCUPANCY PERMIT - FARM PROPAGATION SHED	35389	5880	ALBANY HIGHWAY	DROME
168830	MITCHELL POETT PTY LTD	NEW DWELLING & SHED - UNCERTIFIED		106	BURT STREET	MOUNT CLARENCE
168853	R AND J MULDER	NEW DWELLING - UNCERTIFIED	101	18	BAY VIEW DRIVE	LITTLE GROVE
168882	MILLBROOK CONSTRUCTION WA PTY LTD	GROUPED DWELLING X 3 - CERTIFIED	12	12	STIRLING TERRACE	ALBANY
168904	B J DONKIN	RELOCATE EXISTING ANCILLARY DWELLING AND ADDITIONS & ALTERATIONS TO MAIN DWELLING - CERTIFIED	91	32	LAITHWOOD CIRCUIT	MARBELUP
168911	AD CONTRACTORS PTY LTD	DEMOLITION PERMIT - SINGLE DWELLING & SHED	61	544	COCKBURN ROAD	MIRA MAR
168913	CRAMEN PTY LTD	AMENDMENT TO 168766 - CHANGE TO SETBACKS SETDOWNS AND FFL - UNCERTIFIED	44	119	HART VIEW	KING RIVER
168873	RANBUILD GREAT SOUTHERN	SHED - UNCERTIFIED	22	537	BERRIMA ROAD	MARBELUP
168891	C & D HALL	RETAINING WALL & EARTHWORKS - UNCERTIFIED	75	600	LA PEROUSE ROAD	GOODE BEACH
168907	D F & J STEVENS	ADDITONS & ALTERATIONS TO DWELLING -	8	818	NOTLEY STREET	YAKAMIA

REPORT ITEM DIS443 REFERS

APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
168912	DOWNRITE DEMOLITION AUSTRALIA PTY LTD	DEMOLITION PERMIT - TWO STOREY DWELLING	8	10	HOPE STREET	COLLINGWOOD PARK
168751	W F JAMES	GARAGE ADDITION HARDSTAND & DRAINAGE - UNCERTIFIED	21	411	GREENWOOD DRIVE	WILLYUNG
168846	MILLBROOK CONSTRUCTION WA PTY LTD	NEW DWELLING ANCILLARY DWELLNG MASONRY & RETAINING WALLS - CERTIFIED	106A	2	BURT STREET	MOUNT CLARENCE
168905	PIQUE MOD PTY LTD	AMENDMENT TO BP168106 - CHANGE TO FFL - CERTIFIED	23	9	MAITLAND AVENUE	LITTLE GROVE
168920	TRENDSET PTY LTD	BUILDING APPROVAL CERTIFICATE - STRATA 2 X SINGLE STOREY RESIDENTIAL DWELLINGS	4	733	NEMCIA CLOSE	YAKAMIA
168915	J-P SLAVEN	RETAINING WALL - UNCERTIFIED	61	4	BURGOYNE ROAD	PORT ALBANY
168917	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	21	11	GROVE STREET WEST	LITTLE GROVE
168921	WA COUNTRY BUILDERS PTY LTD	AMENDMENT TO BP 168743 - CSR FIREWALL IN LIEU OF CAVITY BRICK - CERTIFIED	25	58	BOORARA WAY	MCKAIL
168748	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING SPA & RETAINING WALL - UNCERTIFIED	UNIT 5/25	5	CROSSMAN STREET	MOUNT MELVILLE
168918	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	16	521	CLEAVE CLOSE	MCKAIL
168923	J BRIDGER	RETAINING WALLS - UNCERTIFIED	14	47	MORGAN PLACE	MCKAIL
168922	DOWNRITE DEMOLITION	DEMOLITION PERMIT - TWO STOREY DWELLING	31	27	HAY STREET	MOUNT CLARENCE
168924	AUSSIE BUSH CABINS PTY LTD	DWELLING - UNCERTIFIED AMMEND FROM BP168700	77	25	BEAUDON ROAD	MCKAIL
168930	WISHART HOMES PTY LTD	OCCUPANCY PERMIT - NEW UPPER FLOOR UNIT - CERTIFIED	28-32	1 2 148 4	ADELAIDE CRESCENT	MIDDLETON BEACH
168866	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW SINGLE STOREY DWELLING (UNIT 1) - UNCERTIFIED	15	635	CAHILL COURT	GLEDHOW
168746	KOSTER'S OUTDOOR PTY LTD	2 X PATIO - UNCERTIFIED	110	4	RADIATA DRIVE	MCKAIL
168925	J THORNE	SHED - UNCERTIFIED	23	204	LESUEUR VIEW	KALGAN
168931	WA COUNTRY BUILDERS	AMENDMENT TO BP168732 - FFL TO 10.4 IN LIEU OF 10.15 - CERTIFIED	99	260	RANGATIRA ROAD	DROME
168933	RANBUILD GREAT SOUTHERN	SHED - UNCERTIFIED	55	210	STEWART HOUSE HILL	KRONKUP
168910	P T'HART	NEW DWELLING - CERTIFIED	26	202	MUNSTER AVENUE	MOUNT CLARENCE







CITY OF ALBANY
BUILDING CONSTRUCTION STATISTICS FOR 2024 - 2025

	SINGLE		GROUP		Total	DOMESTIC/ OUTBLDGS		ADDITIONS/ DWELLINGS		HOTEL/ MOTEL		NEW COMMERCIAL		ADDITIONS/ COMMERCIAL		OTHER		TOTAL \$
2024-2025	DWELLING		DWELLING															VALUE
	No	\$ Value	No	\$ Value		No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	
JULY	12	6,330,906	7	7,512,621	19	7	293,644	6	544,763	0	0	0	0	14	1,440,484	16	808,359	16,930,777
AUGUST	12	6,694,568	2	444,788	14	14	509,783	6	722,367	0	0	3	1,120,000	6	2,446,493	12	616,615	12,554,614
SEPTEMBER	18	6,801,033	1	168,000	19	16	624,657	20	571,117	0	0	3	1,000,343	1	35,000	7	161,182	9,361,332
OCTOBER	21	8,450,350	1	490,417	22	15	1,217,750	23	825,766	0	0	3	4,010,967	1	1,000	13	410,033	15,406,283
NOVEMBER	9	4,093,899	0	0	9	16	637,732	13	797,425	0	0	4	922,047	3	303,000	10	1,243,682	7,997,785
DECEMBER	14	7,258,196	3	975,043	17	15	1,647,854	21	3,319,103	0	0	1	100,000	1	11,500	16	855,953	14,167,649
JANUARY	11	5,071,174	4	5,145,620	15	5	335,420	14	595,043	1	270,000	0	0	1	148,865	12	523,204	12,089,326
FEBRUARY	15	6,726,858	2	640,000	17	9	444,017	8	610,985	0	0	1	1,714,923	2	1,702,919	19	5,481,063	17,320,765
MARCH	14	6,104,291	0	0	14	12	526,891	18	835,220	0	0	1	425,000	5	1,212,997	7	60,218	9,164,617
APRIL	29	12,828,544	4	1,325,186	33	15	622,254	16	1,993,710	0	0	0	0	0	0	10	2,586,824	19,356,518
MAY	17	9,190,903	4	6,937,576	21	15	664,697	16	1,144,188	0	0	0	0	2	450,000	14	357,635	18,744,999
JUNE					0													0
TOTAL TO DATE	172	79,550,722	28	23,639,251	200	139	7,524,699	161	11,959,687	1	270,000.00	16	9,293,280	36	7,752,258	136	13,104,768	153,094,665



1.72 Management of Complaints of Alleged Breaches of Behaviour Policy (DRAFT)

Policy Owner	Chief Executive Officer
Responsible Officers	Manager Governance & Risk
Date of Approval	[Insert Date]
Amended / Revised	Draft 13 June 2025 (v5) – Revised to incorporate feedback from members of the Audit & Risk Committee on 26 May 2025.

Objective

This Policy outlines the City of Albany's approach to managing complaints related to alleged breaches of the behaviour requirements in Part 3 of the City's Code of Conduct for Council Members, Committee Members, and Candidates (the Code).

Scope

This Policy applies to complaints about alleged breaches of the behaviour requirements outlined in Part 3 of the Code. Breaches of Part 2 (General Principles) cannot result in formal complaints or penalties under the Local Government Act 1995 but form the moral and ethical framework underpinning enforceable standards in Part 3.

Complaints excluded from this Policy include:

- Personal grievances or disagreements.
- Dissatisfaction with lawful decisions or performance of roles.
- Minor breaches under section 5.105(1) of the Local Government Act 1995.
- Serious breaches under section 5.114 of the Local Government Act 1995.
- Allegations of corruption.

Policy Statement

This Policy ensures complaints of alleged behavioural breaches are managed transparently, consistently, and with oversight from the Council. The City will follow the requirements outlined in the Code for submitting, responding to, dismissing, and withdrawing complaints.

Complaint Submission and Response

1. **Submission:** Complaints must be submitted to the Complaints Officer using the prescribed content. Anonymous complaints will not be accepted.
2. **Acknowledgment:** Within 14 days of receiving a complaint, the Complaints Officer will:
 - Acknowledge receipt to the Complainant.
 - Outline the complaint process and confidentiality measures.
 - Provide the Respondent with a copy of the complaint.
 - Include the City's response form for completion. (*Noting that the prescribed content can be provided instead of the form.*)
3. **Response:** The Respondent must submit the completed response within 14 days. Multiple complaints related to the same behaviour may be processed concurrently.
4. **Mediation** (if requested): If both parties agree to mediation, the Complaints Officer will:
 - Appoint an impartial Mediator.
 - Suspend complaint timelines until mediation is finalised or discontinued.
 - Require withdrawal of complaints resulting from successful mediation within 5 days, or the complaint assessment continues.

Assessment of the Complaint

In accordance with Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

1. Initial Assessment

Within 14 days of receiving a response from the respondent, the Complaints Officer must either:

- Dismiss the complaint under Clause 13.1 of the Code, or
- Refer the complaint to an independent Assessor for review.

2. Notification to Council

If the complaint is referred to an Assessor, the Complaints Officer must:

- Inform the Council that a valid complaint has been received and referred, and
- Provide the Assessor's findings to the Council for consideration at the next practicable Ordinary Council Meeting.

3. Respondent Notification

Before the matter is presented to Council, the respondent will be provided with:

- A copy of the independent Assessor's report, and
- Any proposed action plan (if applicable).

Prescribed Actions for Behavioural Breaches

In accordance with Schedule 1, Division 3 — Behaviour, of the Local Government (Model Code of Conduct) Regulations 2021

- **Breaches of a Minor Behavioural Nature**

Examples: inappropriate language, minor disruptions

Actions:

- Issuance of a formal warning.
- Requirement to attend a behavioural training session.

- **Breaches of a Moderate Behavioural Nature**

Examples: repeated minor breaches, disrespectful behaviour

Actions:

- Mandatory participation in conflict resolution training.
- Issuance of a formal apology to affected parties.

- **Breaches of a Serious Behaviour Nature**

Examples: harassment, discrimination, misuse of position

Actions:

- Mandatory participation in specified training programs
- Issuance of a formal apology to affected parties.

Council Findings

The Complaints Officer will present a confidential report to the Council, including:

- The complaint and supporting attachments.
- The Respondent's response and supporting documentation.
- The Assessor's report and recommendation on whether a breach occurred and proposed actions for Council consideration.

The Council may determine:

- To dismiss the complaint.
- That no breach occurred.
- That a breach occurred and requires an action plan.

In considering an action plan, the Council will evaluate:

- The nature and seriousness of the breach.
- Submissions from the Respondent.
- Whether the breach was intentional or careless.
- Any previous breaches by the Respondent.
- Relevant mitigating or contributing factors.

Following the Council's determination, a copy of the complaint and the findings will be published on the City's website.

Action Plans

If a breach is determined, an Action Plan may be imposed by Council or, if Council considers appropriate, developed with the Respondent.

The plan must specify:

- Identified behaviours of concern.
- Actions required to address these behaviours.
- Responsible parties for implementation.
- Timeframes for completion.

Confidentiality of Complaints

- All complaint-related documentation, responses, and deliberations will remain confidential.
- Council findings and reasons will be provided under confidential cover.
- [Post Council decision, a copy of the complaint and finding will be published on the City's website.](#)

Compliance with Action Plans

- The Complaints Officer will monitor compliance with action plans.
- Non-compliance will be deemed a minor breach under section 5.105(1) of the Local Government Act 1995 and Clause 23 of the Code.
- [The Council is to be informed of non-compliance.](#)

Legislative and Strategic Context

This Policy operates within the framework of:

- Local Government Act 1995
- The Local Government (Model Code of Conduct) Regulations 2021
- City of Albany Code of Conduct for Council Members, Committee Members, and Candidates

Review Position and Date

This Policy will be reviewed annually by the Chief Executive Officer.

Associated Documents

- Local Government Act 1995
- Local Government (Model Code of Conduct) Regulations 2021
- City of Albany Code of Conduct for Council Members, Committee Members, and Candidates
- Code of Conduct Alleged Breach Form

Definitions

- **Committee:** A Committee of Council, including Ordinary & Special Council Meetings, established under section 5.8 of the Local Government Act 1995.
- **Complaints Officer:** An authorised person to receive complaints and withdrawals.
- **Assessor:** An impartial third party appointed to assess complaints.
- **Mediator:** An impartial third party appointed to facilitate mediation.



2024 Regulation 17 Review



City of Albany

March 2025





28 February 2025

Mr Andrew Sharpe
Chief Executive Officer
City of Albany
PO Box 484
ALBANY WA 6330

Dear Andrew

2024 REGULATION 17 REVIEW

We are pleased to present the findings and recommendations resulting from our City of Albany *Local Government (Audit) Regulations 1996, 2024 Regulation 17 Review*.

This report relates only to procedures and items specified within the 2024 Internal Audit Strategic Plan and does not extend to any financial report of the City.

We would like to thank Steve, Paul and the team at the City of Albany for their co-operation and assistance whilst conducting our review.

Should there be matters outlined in our report requiring clarification or any other matters relating to our review, please do not hesitate to contact me.

Yours sincerely
AMD Chartered Accountants

TIM PARTRIDGE FCA
Director

Liability limited by a scheme approved under Professional Standards Legislation





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**Inherent limitations**

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the City of Albany management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted with the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the City of Albany. The review findings expressed in this report have been formed on the above basis.

Third party reliance

This report was prepared solely for the purpose set out in this report and for the internal use of the management of the City of Albany. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for City of Albany's information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. Other than our responsibility to the Council and management of the City of Albany, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party. Any reliance placed is that party's sole responsibility.

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1. Executive Summary

1.1. Background and Objectives

To undertake a review of the appropriateness and effectiveness of risk management, internal controls and legislative compliance of the City in accordance with the *Local Government (Audit) Regulations 1996*, Regulation 17 for the period ended 31 December 2024 (the "Review"). This review was included within the City's Strategic Internal Audit Plan for the year ending 30 June 2025 as previously approved by the City's Audit and Risk Committee.

Our findings included within this report are based on the site work completed by us during the week ending 21st of February 2025, information provided to us and subsequent to our visit.

1.2. Summary of Findings

The procedures performed were based on the requirement of *Local Government (Audit) Regulations 1996*, Regulation 17; and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 2 – Risk management;
- Section 3 – Internal controls; and
- Section 4 – Legislative compliance.

Following the completion of our review and subject to the recommendations outlined within sections 2 to 4, we are pleased to report that in context of the City's overall internal control environment, policies, procedures and processes in place are appropriate, and have been operating effectively at the time of the review.

Please note that findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.



The following tables provide a summary of the findings raised in this report:

	Extreme Risk	High Risk	Medium Risk	Low Risk
Number of new issues reported	0	2	4	5

For details on the review rating criteria, please refer to Section 5.

Ref	Issue	Risk Rating
Risk management		
	Tender and Contract Management	
2.2.1	There is no organisation wide documented tender and contract management framework in place, or an organisation wide proforma compliance checklist used to manage tenders and contracts.	High
	Post Tender and Contract Performance Review	
2.2.2	Formal post tender and post contract performance evaluation processes are not completed following the completion of significant or critical tenders or contracts.	High
	Risk Management Policies and Procedures – Related Party Disclosures	
2.2.3	We identified that there is no documented policy or procedure in place to address the identification and reporting of related party disclosures.	Medium
	Risk Management Policies, Procedures and Plans – Potential Out of Date Documents	
2.2.4	A review of the policies, procedures and plans indicated various documents potentially out of date.	Low
	Policy Manual	
2.2.5	Currently no overarching register or index exists summarising the City's policies, procedures, plans and guidelines in place including implementation date and last review date.	Low
Internal controls		
	Access to Motor Vehicles, Depot Plant and Equipment	
3.2.1	Our observations identified that there is minimal security over the key for the general use vehicles and that there is no sign in/out register maintained at the Depot	Medium
	Masterfile Changes	
3.2.2	Our review procedures identified that the creditor masterfile changes reports are not being signed to evidence independent review.	Medium
	Procurement Testing – Exceptions	
3.2.3	Our testing of the procurement processes identified a number of Purchasing Policy exceptions.	Medium
	Credit Card Acknowledgement Forms	
3.2.4	There was one instance where an Executive Director's credit card approval and acknowledgement form was not signed by the cardholder, rather by his Executive Assistant.	Low
	Fixed Asset Stocktakes	
3.2.5	Periodic fixed asset stocktakes are not carried out.	Low
Legislative compliance		
	Complaints Register	
4.2.1	The complaints register as published on the City's website states it is current as at 2023.	Low



2. Risk management

2.1. Scope and approach

In accordance with our June 2025 Strategic Internal Audit Plan, which incorporated a Local Government (Audit) Regulation 1996, [Regulation 17] Review, our risk management review examined the following areas:

- Whether the Local Government has an effective risk management system and that material operating risks to the Local Government are appropriately considered;
- Whether the Local Government has a current and effective Business Continuity Plan (including disaster recovery) which is tested from time to time;
- The internal processes for determining and managing material operating risks in accordance with the Local Government's identified tolerance for risk, particularly in the following areas:
 - Potential non-compliance with legislation, regulations and standards and local government's policies;
 - Important accounting judgements or estimates that prove to be wrong;
 - Litigation and claims;
 - Misconduct, fraud and theft; and
 - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Regular risk reports presented to the Audit Committee/Council, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Adequacy of the Local Government processes to manage insurable risks and ensured the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Effectiveness of the Local Government's internal control system with management and the internal and external auditors;
- Whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- The Local Government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Audit Committee meeting practices ensuring periodically meeting with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and
- Ascertained whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.



2.2. Detailed findings and recommendations

2.2.1. Tender and Contract Management

Finding Rating: High

Our discussions with management identified there is no organisation wide documented tender and contract management framework in place which outlines the approach and procedures to be followed.

In addition, there does not appear to be an organisation wide tender or contract compliance checklist that is used to manage tenders and contracts.

Implications/Risks

- Risk City representatives do not follow an appropriate and consistent process when procuring and managing tenders and contracts.
- Risk of non-compliance with City's Purchasing policy.
- Risk of the contractor's non-compliance with the City's policies, procedures including relevant ethical requirements, health and safety requirements.

Recommendation

We recommend:

- A tender and contract management framework be designed and documented to ensure that contracts are uniformly managed appropriately and in accordance with the stated framework. This uniform approach will also include the mandatory requirement of all contractors completing some level of induction (the level of induction completed should be determined based on the risks associated with the service or goods provided), the completion of a sole source justification form (or the equivalent) documenting the justification of a sole source arrangement (in the event that one exists) and completion of a periodic performance review of the service/goods provided by the contractor/supplier;
- A compliance checklist be developed based on the tender and contract management framework and utilised by City representative's to ensure compliance is met on all contracts

Management Comment

We concur with the audit finding. The City recognises the importance of robust tender and contract management practices and has taken proactive steps to strengthen governance in this area. Progress has already been made in addressing the issues identified and implementing the internal auditor's recommendations.

To support ongoing reform, the City has established a dedicated cross-functional working group to review, develop, and implement a comprehensive Tender and Contract Management Framework. The group, which first convened on 6 March 2025, brings together key stakeholders from across the organisation.

As part of its work, a sub-group has been tasked with conducting a desktop review of a large and a small project to assess current practices and identify any process gaps. The findings will inform the development of a scope of works document, which may result in either internal actions or the engagement of an external contractor through a formal procurement process.



Key objectives of the working group include:

- Designing a fit-for-purpose framework aligned with best practice and legislative requirements;
- Developing an electronic contractor management system and supporting tools such as compliance checklists, induction procedures, and post-tender evaluation protocols;
- Ensuring organisational capability through consultation, training, and change management initiatives;
- Establishing the necessary policies and procedures to support effective contract and contractor management.

Responsible Officers: Manager Governance & Risk, Manager People & Culture, Manager Finance, Manager Engineering, Manager City Operations, Manager Major Projects, Manager City Reserves, Work Health & Safety Coordinator, Team Leader – Civil Infrastructure, Team Leader – Council Liaison

Completion Dates:

Desktop review: 31 July 2025

RFQ to be issued, or in-house task group to be established: Q1 FY2025/26

New framework and processes to be in place: 30 June 2026



2.2.2. Post Tender/Contract Performance Review

Finding Rating: High

We noted the City does not complete a formal post tender or post contract performance evaluation process following the completion of significant or critical tenders or contracts.

Implications / Risks

Risk of the contractor's non-compliance with the City's policies, procedures including relevant ethical requirements, health and safety requirements.

Lack of documentation evidencing contractor/supplier performance assessment.

Recommendation

We recommend formal performance evaluation assessments be undertaken following the completion of contracts and tendered projects and services exceeding a predetermined expenditure threshold, or considered to be critical in nature.

We recommend a tender and contract performance evaluation procedure be documented, implemented through the communication to all staff and monitored on an ongoing basis to ensure compliance with stated procedures. We suggest it may be useful for the procedure to include standard compliance checklist, in particular for the monitoring of ongoing service contracts and tenders.

Management Comment

We concur with the audit finding. Post Tender Review and Post Contract Performance Review checklists have been drafted by the Procurement team, and in with Manager Finance to review. The intent from here is:

- Manager Finance to be comfortable with the forms.
- Circulate to Managers for feedback prior to sign-off by EMT. Make any applicable changes
- EMT to endorse final checklists.
- Procurement to circulate checklists when required, and track progress of responses.
- Feedback to be captured in a central location.

These checklists should form part of the greater Tender and Contract Management Framework outlined in finding 2.2.1.

Responsible Officer: [Manager Finance](#)

Completion Date: [30 August 2025](#)



2.2.3. Risk Management Policies and Procedures – Related Party Disclosures

Finding Rating: Medium

Our review of the City's internal risk management policies and procedures identified that there is currently no documented policy or procedure in place in respect to related party disclosures and associated risks.

Implications/Risks

Risk that related party disclosures are not identified and reported in accordance with AASB 124.

Recommendation

We recommend policies and procedures be developed in respect to the identification and reporting of related party disclosures.

Management Comment

The City notes that it does not currently have a formal policy or procedure in place for Related Party Disclosures and does not consider one to be necessary at this time. Compliance with AASB 124 Related Party Disclosures is assessed annually as part of the City's financial audit conducted by the Office of the Auditor General (OAG), and no issues have been identified to date.

While the process is not formally documented, the Finance team coordinates the annual collection of Related Party Declarations from the City's Key Management Personnel (KMP) to ensure compliance with AASB 124. This process is managed using the Attain software platform.

The City is aware of the Department of Local Government, Sport and Cultural Industries' (DLGSC) guidance on the administration of related party disclosures for KMP. This guidance will be circulated to relevant personnel annually as part of the City's disclosure process.

Link: https://www.dlgsc.wa.gov.au/docs/default-source/local-government/financial-policy-and-accounting/related-party-disclosure-document-guideline.docx?sfvrsn=c20fa9d0_7

Responsible Officer: Manager Governance & Risk, Manager Finance

Completion Date: Annually, July-September each year



2.2.4. Risk Management Policies, Procedures and Plans – Potential Out of Date Documents

Finding Rating: Low

The following policies, procedures and / or documents are potentially out of date and may require review:

Document	Review Date Specified	Last Revision Date
ICT Strategy 2021-2023	Not Stated	Not Stated
Emergency Response Procedure – Airport	Not Stated	2021
Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Policy	Bi-annually	2019
Worksite Emergency Response Plan	Annually	February 2023
Business Continuity Supporting Procedures Manual	Annually	2023
Emergency Management Plan – Albany Leisure and Aquatic Centre	Annually	2021
Emergency Response Procedure – Albany Heritage Park	Annually	2023
Emergency Response Procedure - Albany Leisure and Aquatic Centre	Annually	2017
Emergency Response Procedure – Visitors Centre	Annually	2017
Emergency Response Procedure – Day Care Centre	Annually	2017
Emergency Response Procedure – Depot	Annually	2020
Emergency Response Procedure – Hanrahan Road Landfill	Annually	2017
Emergency Response Procedure – Mercer Road Office	Annually	2023
Emergency Response Procedure – Town Hall	Annually	2017
Emergency Response Procedure – North Road Administration	Annually	2017
Emergency Response Procedure – Vancouver Arts Centre	Annually	2017
Appointed Fir Arm Custodian & Nominated Person – Code of Conduct & Guideline	Annually	2021
Contract Management Procedure	Annually	2017
Responsibilities of Contractors Guidelines	Annually	2020

Implications/Risks

Out-dated policies, procedures and / or documents may not reflect the actual practices followed by City representatives.

Recommendation

We recommend those potentially out of date policies, procedures and / or plans identified above be reviewed, updated and communicated to staff. Additionally, we recommend a formal policy review schedule be implemented for all policies, procedures, guides, strategies and plans.



Management Comment

The City acknowledges the finding and recognises the importance of maintaining up-to-date policies, procedures, and plans to ensure they reflect current practices and comply with relevant standards. We are committed to reviewing and updating the identified documents to align with best practices and regulatory requirements.

To address this, we will:

1. Conduct a comprehensive review of the policies, procedures, and plans listed above to identify any necessary updates.
2. Implement a formal policy review schedule to ensure all documents are reviewed and updated regularly.
3. Communicate the updated policies and procedures to all relevant staff to ensure awareness and compliance.

We would like to note that the cited procedures have been reviewed; however, the version control has not been updated. We will ensure that version control is accurately maintained going forward.

Please note:

- *The Responsibilities of Contractors Guidelines pertaining to WHS have been fully reviewed and prepared for Executive approval in April 2025.*
- *Emergency Response Procedure – Airport pertains to “Terminal evacuation”. The Aerodrome Emergency Plan (i.e, Aircraft Incident) is updated annually and last updated on 17 April 2024.*

Responsible Officer: Manager Governance & Risk

Completion Date: 1 July 2025



2.2.5. Risk Management Policies and Procedures – Policy Manual

Finding Rating: Low

There is currently no overarching policies and procedures register, document or indexing of all the City's policies, procedures, guides and plans in place, including implementation date and last review date.

Implications/Risks

Risk that employees and stakeholders are unaware of relevant approved policies, procedures, guides, handbooks and / or plans to be complied with.

Recommendation

We recommend the City develop and implement an overarching policies and procedures register or index, which includes document implementation date and last review date.

Management Comment

The City acknowledges the finding and the associated risks.

The City has a Corporate Document Policy and Procedures (1.18 Corporate Document Policy) that is currently under rewrite. The objective of this policy is to ensure corporate documents are relevant, uniform, accessible, and user-friendly. It covers the development, review, and approval of all corporate documents, including strategies, business plans, policies, and procedures. The policy does not extend to statutory documents governed by prescribed legislative requirements and statutory processes.

Corporate documents guide the City's practice and support the achievement of the City's strategic goals and objectives. They also support the achievement of quality outcomes and reduce organisational risk. All documents must be developed and reviewed consistently with legislative requirements and recognize their enabling corporate strategic objective and revenue source.

It should be noted that all policies and procedures are listed and indexed on the City website (www.albany.wa.gov.au) and intranet to ensure they are up-to-date and easily accessible.

Responsible Officer: Manager Governance & Risk

Completion Date: 1 October 2025



3. Internal controls

3.1. Scope and approach

In accordance with our June 2025 Strategic Internal Audit Plan, which incorporated a Local Government (Audit) Regulation 1996, [Regulation 17] Review, our internal controls review examined the following areas:

- Segregation of roles and functions, processing and authorisation controls;
- Delegations of authority (completeness and adherence);
- Documented policies and procedures;
- The effectiveness of policy and process reviews;
- Approval of documents, letters and financial records;
- Management internal reviews undertaken in respect to comparison of internal data with external sources of information;
- The adequacy of internal controls;
- Security controls in respect to physical access to assets and records;
- Security controls in respect to computer applications and information systems (general and application IT controls);
- Access limits placed on data files and systems;
- Whether the maintenance and review of financial control accounts and trial balances is regular and appropriate;
- Key management internal reviews undertaken in respect to comparison and analysis of financial results with budgeted amounts;
- Key management internal reviews undertaken in respect to the arithmetical accuracy and content of records;
- Controls in respect to purchasing and payment of accounts;
- Effectiveness of the training and development plan for staff and elected members; and
- Reporting, review and approval of financial payment and reconciliations; and
- Physical cash and inventory count records when compared to accounting records.



3.2. Detailed findings and recommendations

3.2.1. Access to Motor Vehicles, Depot Plant and Equipment

Finding Rating: Medium

Our observations identified that there is minimal security in respect to keys for general use vehicles. Keys for these vehicles are retained on a pin up board in the hallway of the Administration building, and bookings for the use of these vehicles is via an outlook calendar that all staff have access to.

We also identified that there is currently no sign in / sign out register in respect to plant and equipment access at the City Depot.

Implications/Risks

Risk of unauthorised access to general use vehicles located at the administration building, and mobile plant and equipment at the City Depot.

Recommendation

We recommend implementing a more secure method of managing the keys for the general use vehicles at the Administration building by way of locked key cabinet or similar. The lack of authorisation within the booking system should also be addressed.

Additionally, we recommend introducing a formal sign in / sign out register at the Depot for the use of plant and equipment.

Management Comment

The City acknowledges the finding and the associated risks. The City's position is that fleet vehicles are available to all Fleet-Inducted employees for business use. The keys are stored in a hallway accessible only to inducted City staff with a security fob. The depot location is within the security access-only area, providing security from unauthorised use.

In addition, the City fleet team is currently in the roll-out phase for a fleet-wide telematics and integrated maintenance software system. This system will provide Driver identification through the use of a Driver ID NFC prior to vehicle operation. In addition, the telematics system will provide full visibility of all powered plant and vehicle locations at all times.

Responsible Officer: Manager Operations

Completion Date: 30/06/2026



3.2.2. Masterfile Changes

Finding Rating: Medium

While we understand in practice that creditor masterfile changes are independently reviewed prior to finalisation, there is currently no sign off of the monthly masterfile changes report to evidence independent review occurring.

Implications/Risks

There is an increased risk that:

- Required changes to the master-files are untimely;
- Erroneous changes made to master-files have a low change of being detected in a timely manner; and
- Suspicious / fraudulent changes made to master-files have a low change of being detected in a timely manner.

Recommendation

We recommend an independent review of all changes made to master-files be conducted, with sign off to evidence independent review periodically. The review should include:

- A download of all changes (new / old / modify) made to each master-file;
- A representative sample then be tested and traced to originating / supporting documentation to assure validity and timeliness; and
- A review for suspicious master-file changes (e.g. changes to bank details or pay-rates back and forth) should be performed.
- Sign off to evidence independent review of any changes made.

Management Comment

The City acknowledges that while independent reviews of Masterfile changes were being conducted prior to finalising creditor payment runs, the documentation of these reviews was insufficient. This gap has now been addressed. A formal sign-off by an independent reviewer is now required for each weekly creditor run and is included as part of the final payment documentation. This process ensures a clear audit trail by reconciling payments from the invoice and transaction level through to the bank statement.

Responsible Officer: Manager Finance

Completion Date: Completed as at 31 March 2025



3.2.3. Procurement Testing – Exceptions

Finding Rating: Medium

Our sample testing of 12 payments identified the following exceptions to:

- 3 instances where the Purchase Order was dated after the date of the invoice;
- 2 instances where the Purchase Order amount was for less than the invoice amount;
- 1 instance where the payments checklist was not completed for the batch payment; and
- 1 instance where the required number of quotes obtained.

Implications/Risks

Increased risk of unauthorised goods and services being purchased and liabilities being incurred, risk of non-compliance with the City's Purchasing Policy.

Recommendation

We recommend purchase orders be used for all purchases, the payments checklist be completed and the correct number of quote be obtained in accordance with the City's procurement policy.

Management Comment

- The City's Accounts team does not process invoices for payment unless there is a corresponding Purchase Order (PO). If a PO has not been prepared at the time of purchase, the Accounts team will request the responsible Authorising Officer to create one before the invoice is processed. While retrospective PO creation is not ideal, this process reinforces officer accountability and ensures a PO is generated in all cases—with the goal of driving compliance and encouraging POs to be raised prior to purchase.
- All City Officers are required to complete Purchasing Training before being granted Purchasing Authority. This training reinforces the requirement to raise POs prior to making a purchase and outlines the City's quotation requirements under the Purchasing Policy. If the required number of quotes cannot be obtained, a Non-Conforming File Note (NCFN) must be prepared, explaining the reason. The NCFN must be signed by the Officer's Manager and Executive Director.
- The City's Procurement Team undertakes spot checks to monitor compliance with the Purchasing Policy and requests NCFNs where necessary. However, due to the high volume of transactions, it is not feasible to review all purchases. To fully mitigate this risk, a centralised procurement model would be required, with independent officers responsible for reviewing and authorising all requisitions and issuing POs—acting as "gatekeepers" to ensure full policy compliance.
- The absence of a payments checklist for one creditor run was an isolated oversight. To my knowledge, all other payment runs have included the required checklist.

The City is in the process of transitioning to the Datascape ERP platform, which will introduce a more robust purchasing process. This includes the introduction of Purchasing Requisitions—where one officer raises the requisition and another authorises it—strengthening internal controls and promoting compliance with the City's Purchasing Policy.

Responsible Officer: Manager Finance

Completion Date: An ongoing challenge, risk mitigation controls are in place, however noting this risk remains with current processes.

**3.2.4. Credit Card Acknowledgement Forms*****Finding Rating: Low***

Our testing of credit card procedures identified one instance where an Executive Director's "Corporate Credit Card Cardholder Approval and Acknowledgement Form" was signed by the Executive Assistant rather than the card holder.

Implications/Risks

Risk of non-compliance with the City's Purchasing Card Policy and Procedures.

Recommendation

We recommend "Corporate Credit Card Cardholder Approval and Acknowledgement Forms" be signed by the cardholder as per Policy.

Management Comment

This should not occur going forward, with Executive Assistants now being provided with credit cards, and no need for them to transact on behalf of their relevant Executive Directors.

Responsible Officer: [Manager Finance](#)

Completion Date: [30 June 2025](#)



3.2.5. Fixed Asset Stocktakes

Finding Rating: Low

Our discussions with management indicated that City-wide fixed asset stocktakes are not carried out on a periodic basis.

Implications/Risks

Increased risk of misstatement of fixed assets.

Recommendation

We recommend fixed asset stocktakes for key assets or assets over a specified dollar value be completed periodically or on a rolling basis over a predetermined period; ensuring the fixed asset register includes all assets identified as part of this process.

We recommend the above be completed in respect to the City's plant and equipment register, and the portable and attractive assets register.

Management Comment

In short:

The City agrees with this finding and will undertake stocktakes and reconciliations between the financial asset register and operational registers for plant and equipment assets.

In detail:

This finding relates to Plant and Equipment assets (valued at ~\$20 million as at 30 June 2024), including heavy and light fleet, fire vehicles, trailers, rollers, mowers, and minor equipment, as well as portable and attractive IT equipment. It does not include infrastructure assets, which are separately revalued and stocktaked every five years as required under legislation.

Small plant items (e.g., chainsaws, whipper snippers, blowers) and portable IT equipment (e.g., phones, tablets, laptops) are not included in the City's financial asset register, as they fall below the \$5,000 capitalisation threshold and are instead expensed and tracked operationally by relevant departments.

The Fleet team is currently transitioning to a Fleet Management System, which will capture all major plant items and their servicing schedules. This system will be reconciled to the financial asset register, improving asset reporting and supporting regular stocktakes and reconciliations in collaboration with Finance. Smaller fleet assets continue to be tracked via spreadsheet.

For portable and attractive IT equipment, the IT team maintains a separate register (not part of the financial asset register). A recent transition from Sophos to Intune Mobile Device Management software impacted this register. The responsible officer has identified the need to review and update the register and related procedures following the software change.

Responsible Officer: Manager Finance, Manager IT, Manager City Operations

Completion Date: 30 June 2026



4. Legislative compliance

4.1. Scope and approach

In accordance with our June 2025 Strategic Internal Audit Plan, which incorporated a Local Government (Audit) Regulation 1996, [Regulation 17] Review, our legislative compliance review examined the following areas:

- Internal monitoring of compliance with legislation and regulations;
- The Local Government's ability to stay informed regarding legislative changes;
- The Local Government's completion of the annual Compliance Audit Return and reporting the results of that review to the Audit Committee and Council;
- The monitoring of the Local Government's structured guidelines that detail the Local Government's processes for meeting statutory obligations (compliance frameworks);
- Communications between key management and the Audit Committee to ensure the Audit Committee is informed in respect to the effectiveness of the Local Government's compliance and recommendations for changes as required;
- The Local Government's procedures in respect to receiving, retaining and handling complaints, including confidential and anonymous employee complaints;
- Key managements internal review processes in respect to the identification of adverse trends and management plans to address these;
- Management disclosures in financial reports of the effect of significant compliance issues (if any);
- The internal and / or external audit contracts include an assessment of compliance and ethics risks in the development of the audit plan and in the conduct of audit projects, and report compliance and ethical issues to the Audit Committee; and
- The Audit Committee's processes and procedures in respect to compliance with legislative and regulatory compliance ensuring no misuse of position through adequate disclosure of conflicts of interest.



4.2. Detailed findings and recommendations

4.2.1. Complaint Register

Finding Rating: Low

Under the *Local Government Act 1995* Section 5.121 requires the local government to maintain a register of complaints concerning minor breaches by council members. We understand that there have been no complaints that required reporting and publishing on the City's website since 2023, however, during our review it was noted that the Complaints Register as published on the City's website states that it is current as of 2023.

Implications/Risks

Risk of non-compliance with the Local Government Act 1995.

Recommendation

We recommend the City update the register on the website on a quarterly basis.

Management Comment

The version of the Complaints Register on the City's website, dated 8/6/2023, was not updated as the register is up to date due to no complaints requiring reporting and publishing on the website since 2016.

The version control has been amended and the register republished.

We do not concur with the register being reviewed and updated quarterly.

It is only updated when a reporting requirement is required.

Responsible Officer: Manager Governance & Risk

Completion Date: Completed - 4 April 2025



5. Guidance on Risk Assessment

Risk is uncertainty about an outcome. It is the threat that an event, action or non-action could affect an organisation's ability to achieve its business objectives and execute its strategies successfully. Risk is an inherent component of all service activities and includes positive as well as negative impacts. As a result not pursuing an opportunity can also be risky. Risk types take many forms – business, economic, regulatory, investment, market, and social, just to name a few.

Risk management involves the identification, assessment, treatment and ongoing monitoring of the risks and controls impacting the organisation. The purpose of risk management is not to avoid or eliminate all risks. It is about making informed decisions regarding risks and having processes in place to effectively manage and respond to risks in pursuit of an organisation's objectives by maximising opportunities and minimising adverse effects.

Our risk guidelines are based on the Risk Management – Guidelines Standard AS / NZS ISO 31000-2018 and the City of Albany's Risk Management Framework.

Our guidance to risk classification in completing our review is as follows:

Measure of Likelihood of Risk

Likelihood is the chance that the event may occur given knowledge of the organisation and its environment. The following table provides broad descriptions to support the likelihood rating:

B – Likelihood Ratings:

Level	Description	Context	Operational Frequency	Project Frequency
5	Almost Certain	Expected to occur in most circumstances	More than once in 12 months	Greater than 90% chance of occurrence
4	Likely	Will probably occur in most circumstances	At least once in 12 months	60% - 90% chance of occurrence
3	Possible	Should occur at some time	At least once in three years.	40% - 60% chance of occurrence
2	Unlikely	Could occur at some time	At least once in ten years	10% - 40% chance of occurrence
1	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.	Less than 10% chance of occurrence

**Above Extracted from the City's Risk Management Framework.*



Measure of Consequence of Risk

Consequence is the severity of the impact that would result if the event were to occur. The following table provides broad descriptions to support the consequence rating:

Risk Category / Level	Severe	Major	Moderate	Minor	Insignificant
Service Delivery Interruption <i>(Business Continuity Plan)</i>	More than 24 hours, indeterminate prolonged interruption of services, non-performance.	11 to 24 hours, prolonged interruption of services, additional resources, and performance affected.	5 to 10 hours, medium term, temporary interruption, backlog cleared by additional resources.	2 to 4 hours, Short term, temporary interruption, backlog cleared < 1 day.	Less than 2 hours, No material service interruption.
Community	Major/multiple disruptions to the widespread community.	Substantiated disruptions to the wider spread community.	Significant disruption to the nearby community.	Minor disruptions to the nearby community.	Little or no disruption to the community.
Environment	Major breach of legislation or extensive environmental damage requiring third party investigation.	Significant breach of legislation/significant contamination or damage requiring third party	Environmental damage requiring restitution or internal clean-up.	Minor impact to the environment.	Little impact on environment.
Financial	More than \$150,000	\$50,000 to \$150,000	\$20,000 to \$50,000	\$5,000 to \$20,000	Less than \$5,000
Legal & Compliance	Custodial sentencing for responsible officers, multiple class actions and high end penalties.	Major litigation & class action against Council and responsible officers. Prosecution and fines imposed.	Serious breach of regulations, with investigation and report by 3rd party, Prosecution and fines	Minor legal implications, non-compliance and breach of regulations.	Minor regulation breach.
Operational	Non-achievement of all organisations deliverables.	Non-achievement of major organisation deliverables.	Significant delays to achieving deliverables.	Inconvenient delays in achieving deliverables.	Small impact on City deliverables.
People Health & Safety	Death(s) or severe permanent injuries, mass hospitalisation, Post-traumatic Stress Disorder.	Extensive injuries requiring hospital admission, severe trauma, extended incapacity.	Onsite medical treatment by ambulance personnel longer term illness, recovery 1 to 6 months.	First aid treatment required by first aid officer, sick leave, short term impact, recovery 1 to 3 weeks.	No injuries or injuries but not requiring first aid treatment, no leave taken.
Property	Extensive property damage resulting in prolonged period of recovery.	Significant property damage requiring external resources.	Localised damage rectified by internal and external	Localised damage rectified by internal arrangements.	Inconsequential or no damage to property.
Reputation	Substantiated public embarrassment, very high multiple impacts, high widespread multiple news profile.	Substantiated public embarrassment, high impact news profile, third party actions.	Substantiated public embarrassment, moderate impact, and moderate news	Substantiated low impact, low news profile.	Unsubstantiated, low impact, low profile, no news item.

**Above Extracted from the City's Risk Management Framework.*



Risk Analysis Matrix – Level of Risk

Finding Rating for each audit issue was based on the following table:

LIKELIHOOD		CONSEQUENCES				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

*Above Extracted from the City's Risk Management Framework.

Finding / Risk Acceptance Rating

The table below sets out the definition of the City's finding / risk acceptance rating:

RISK ACCEPTANCE CRITERIA				
* From the risk's rating, are you willing to accept this risk?				
* Who will be responsible for accepting the level of risk? * Refer to the table below and Risk Register				
Level of Risk	Description	When is the risk acceptable?	Who is responsible*	Timeframe for Action
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures.	Responsible Officer	Review controls every 6 months
MEDIUM (5-9)	Monitor	Risk acceptable by observing, assessing and improving current controls and Council procedures.	Responsible Officer	Review controls every 3 months or As per risk register
HIGH (10-16)	Urgent Attention Required	Risk acceptable by establishing and implementing new controls.	Executive & CEO	Controls implemented within two weeks of reporting Review controls every month
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority.	Audit & Risk Committee & Council	Controls implemented within 1 week of reporting Review of controls every 2 weeks

*Above Extracted from the City's Risk Management Framework.



2025 Internal Audit Report Fees, Charges & Revenue Management Review





28 February 2025

Mr Andrew Sharpe
CEO
City of Albany
PO Box 484
ALBANY WA 6331

Dear Andrew

2025 INTERNAL AUDIT

We are pleased to present the findings and recommendations resulting from our City of Albany ("the City") 2025 Internal Audit.

This report relates only to procedures and items specified within the 2025 Strategic Internal Audit Plan and does not extend to any financial report of the City.

We would like to thank Steve, Paul and the City of Albany team for their co-operation and assistance whilst conducting our internal audit.

Should there be matters outlined in our report requiring clarification or any other matters relating to our internal audit, please do not hesitate to contact Chelsea Gardiner or myself.

Yours sincerely
AMD Chartered Accountants

TIM PARTRIDGE FCA
Director



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Inherent limitations

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to internal audit, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. An internal audit is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.



We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the City of Albany's management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted with the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the City of Albany. The internal audit findings expressed in this report have been formed on the above basis.

Third party reliance

This report was prepared solely for the purpose set out in this report and for the internal use of the management of the City of Albany. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for the City of Albany's information and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This internal audit report has been prepared at the request of the City of Albany's Audit and Risk Committee or its delegate in connection with our engagement to perform internal audit services as detailed in the Strategic Internal Audit Plan for the year ending 30 June 2025 and subsequent procedures performed to February 2025. Other than our responsibility to the City of Albany, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party, on this internal audit report. Any reliance placed is that party's sole responsibility.



1. Executive Summary

1.1 Background and Objectives

In accordance with the City's Strategic Internal Audit Plan for the year ending 30 June 2025 (SIAP), as previously approved by the City's Audit and Risk Committee, the primary objective of our internal audit is:

- To form a partnership approach to assist the Audit and Risk Committee, the Chief Executive Officer (CEO) and management to achieve objectives and discharge their responsibilities;
- To provide assurance as to the reliability of accounting and financial management information;
- To provide assurance as to the protection of assets and resources;
- To provide assurance as to compliance with legislative and funding requirements, policies and procedures; and
- To provide independent advice to improve the City's operational effectiveness, efficiency and economy.

Our internal audit was completed in accordance with the SIAP and our internal audit focused on the internal audit of fees and charges and revenue management, specifically:

- Fees and charges review;
- Revenue collection management;
- Customer credit arrangements; and
- Revenue leakage analysis.

The primary objective of the review was to assess the appropriateness and effectiveness of policies, processes, internal controls and procedures in place in respect to the focus areas to ensure the City has appropriate policies in place, as complied with stated procedures and compliance requirements, and operates in accordance with best practice and to ensure adequate procedures for effective risk management.

The responsibility of determining the adequacy of the internal audit and the procedures undertaken by us is that of the City's Audit and Risk Committee.

We relied on representations made by those interviewed and observations of documentation provided to us, in order for us to form our views and provide our recommendations.

1.3 Summary of Findings

In addition to the above 2025 Internal Audit focus areas, we also conducted a Regulation 17 Review for the City, findings of which have been reported in a separate report. We note there may be some overlap in respect to issues reported within our Regulation 17 review, and matters reported within this report based on the 2025 focus areas.

Our findings included within this report are based on the work completed onsite by us at the City during the week ending 21st February 2025 and information subsequently provided.

Findings reported are on an exceptions basis, and do not take into account the many focus areas tested during our internal audit where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.



The following tables provide a summary of the findings raised in this report:

	Extreme	High	Medium	Low
Number of issues reported	0	4	6	2

For details on the internal audit rating criteria, please refer to Section 6.

Ref	Issue	Risk Rating
Focus Area: Fees and Charges Review		
Standard City Wide Guidelines For Fees and Charges Setting		
2.2.1	The City currently has no standard guidance document outlining guidelines for fees and charges setting across the City.	High
Cost Versus Income Analysis Not Completed Consistently		
2.2.2	A cost versus income analysis is not carried out for some departments when fees and charges are being set.	Medium
Lack of Documentation of Methodology Used For Setting of Fees and Charges		
2.2.3	Documentation is not retained supporting the methodology utilised for the setting of fees and charges for some departments.	Medium
Waste Services Fees and Charges		
2.2.4	We noted some enhancements to the waste services fees and charges.	Low
Focus Area: Revenue Collection Management		
Debtor Collection Policy		
3.2.1	We identified there is currently no formal policy in place in respect to revenue collection and debtor management.	Medium
Debtor Management Procedure		
3.2.2	While there is a debtor management procedure in place, it is currently not being followed.	Medium
Focus Area: Customer Credit Arrangements		
Customers Exceeding Credit Limits		
4.2.1	A review of the sundry debtors listing identified two customers who had exceeded their credit limit, additionally, we identified that there are no alerts nor stop credit applied when customers exceed their credit limits.	High
Customer Credit Policy / Procedure / Guidance		
4.2.2	We identified that there are no documented policy nor guidance in place to assist when determining the amount of the customer credit limit.	Medium
Credit Application Testing – Exceptions		
4.2.3	One instance of the credit application not being signed by the City as evidence of approval was noted within our testing.	Low
Focus Area: Revenue Leakage Analysis		
Waivers and Discounts Policy		
5.2.1	We identified that there are no documented policies and procedures in place to address the approval and granting of fee waivers and discounts.	High
Recording of Waivers and Discounts Recording		
5.2.2	Our enquiries of management indicated that there is no documentation in respect to fees and charges being waived nor when discounts are applied to fees and charges.	High
Interest on Overdue Accounts		
5.2.3	It was identified that interest is not currently being charged on overdue sundry debtor accounts.	Medium

The scope, procedures performed and our findings on each of the focus areas are detailed within sections 2 to 5 of this report.



2. Focus Area: Fees and Charges Review

2.1. Scope and Approach

In accordance with the SIAP, our internal audit examined the following in respect to Audit of Fees and Charges and Revenue Management:

- Assessed the appropriateness and consistency of the fees and charges set by the local government across different services;
- Evaluated the alignment of fees with cost-recovery principles, ensuring that charges reflect the cost of providing services, or set an appropriate subsidy level;
- Identified any discrepancies or deviations in fee-setting that could affect revenue generation;

2.2. Detailed Findings and Recommendations

2.2.1. Standard City Wide Guidelines For Fees and Charges Setting

Finding Rating: High

The City currently does not have a City-wide policy, procedure or guidelines for the setting of fees and charges to ensure a consistent approach is taken by all departments.

Implication / Risk

The absence of a standard City-wide policy, procedure or guidelines for the setting of fees and charges increases the risk of inconsistencies in pricing practices across departments, which can lead to potential revenue loss, lack of transparency, and potential for confusion for both internal stakeholders and external customers.

Recommendation

We recommend that the City develops and implements an organisation-wide policy, procedure or guideline for the setting of fees and charges. This policy should outline clear criteria for determining fees and charges, establish a consistent pricing methodology, and provide guidelines for regular reviews.

Management Comment

A Guidance document for the Setting of Fees & Charges has been developed and approved by the Executive Management Team. The Guidance includes considerations for:

- [Criteria for determining fees and charges](#)
- [Pricing Methodology](#)
- [Process for setting fees & charges](#)
- [Documentation & Transparency](#)
- [Legislative Framework.](#)

The Guidance has already been circulated to Managers, to assist with their setting of fees & Charges for the 2025/26 budget.

Responsible Officer: Manager Finance

Completion Date: 7 April 2025



2.2.2. Cost Versus Income Analysis Not Completed Consistently

Finding Rating: Medium

Our enquiries indicated that a cost versus income analysis is not carried out by all departments when determining fees and charges, nor is a consistent approach adopted between departments in determining cost recovery.

Implication / Risk

The lack of a cost versus income analysis can increase the risk of departments setting fees and charges that do not recover costs of providing services.

Recommendation

We recommend that each department conducts a formal cost versus income analysis when determining fees and charges. A standardised framework or template could be developed and adopted City-wide to ensure consistency in the analysis. This will help in setting prices that align with the true cost of service delivery. This standardised framework or template may also include reasoning for setting fees and charges that do not cover the cost-of-service delivery.

Management Comment

A standardised template will be developed and adopted across the City to support consistency in the assessment of fees and charges. However, it is important to acknowledge that the nature and purpose of fees and charges vary significantly across the organisation, and a one-size-fits-all approach may not be appropriate in all circumstances.

Where a fee or charge is directly attributable to a specific program or service, the City will aim to ensure that appropriate analysis is undertaken to assess whether the fee accurately recovers the cost incurred. This will help to strengthen transparency and ensure that such fees remain justifiable and aligned with service delivery costs.

In contrast, broader fees and charges—particularly those associated with services supported by multiple revenue streams—present a more complex challenge. In these cases, cost recovery cannot always be assessed through a straightforward “one fee vs one cost” analysis. Many business areas operate under mixed funding models, which complicates the process of isolating and attributing costs.

Despite these challenges, the City is committed to undertaking a comprehensive analysis of costs and income across its operations over time. This will be a staged and resource-intensive process, but is essential for improving financial transparency and supporting evidence-based decision-making.

Responsible Officer: All Managers responsible for setting fees and charges, with oversight from and template preparation from Manager Finance.

Completion Date: Template prepared and in use: 30 September 2025
Cost vs income analysis for all fees/charges: Multi-year project

**2.2.3. Lack Of Documentation Of Methodology Used For Setting Of Fees and Charges*****Finding Rating: Medium***

Documentation is not consistently retained as support for the methodology used in determining the fees and charges for across all departments. During our sample testing of 8 fees and charges, we identified two instances – Vancouver Arts Centre (Art Studio Rentals) and the use of the Town Square – where no supporting documentation was available to support the basis of fees charged.

Implication / Risk

The lack of documentation for the methodology used to determine fees and charges undermines transparency and accountability in the pricing process. It increases the risk of inconsistency, errors, or biases in the setting of fees and hinders the ability to review the pricing decisions effectively.

Recommendation

We recommended that all department retain documentation for the methodology used in determining fees and charges. This documentation should clearly outline the rationale behind the setting of the fees and charges, including any cost analysis carried out, market comparisons where applicable or any other factors considered when fees and charges were being set.

Management Comment

[The endorsed Guidance document for the Setting of Fees & Charges \(refer 2.2.1\) includes a section on the requirement for Officers to document how fees & charges have been determined.](#)

Responsible Officer: [Manager Finance](#)

Completion Date: [7 April 2025](#)



2.2.4. Waste Services Fees And Charges

Finding Rating: Low

The fees and charges listing for waste services as published on the City's website requires review and enhancement. For example, under tyre disposals, there is a minimum charge stated and a stated charge per tyre, however the per tyre charge is greater than the minimum charge. In respect to oil disposal, there is a minimum charge listed, although the per litre charge for disposal is stated as \$0, being less than the minimum charge. As a result, the minimum charge becomes irrelevant and does not align with the pricing structure.

Implication / Risk

Risk of incorrect charges being levied due to inconsistencies in respect to published fees and charges.

Recommendation

We recommend the waste service fees and charges be reviewed and revised as required.

Management Comment

[Awaiting response]

Responsible Officer: [Manager Operations]

Completion Date: [TBA]



3. Focus Area: Revenue Collection Management

3.1. Scope and Approach

In accordance with the SIAP, our internal audit examined the following in respect to the revenue collection management:

- Reviewed processes and controls in place for the collection of revenue from fees and charges, ensuring accuracy and timeliness;
- Examined revenue reconciliation practices, focusing on potential for errors, omissions, or fraudulent activities;
- Evaluation of the adequacy of internal controls for monitoring and managing outstanding payments and overdue accounts;

3.2. Detailed Findings and Recommendations

3.2.1. Debtor Collection Policy

Finding Rating: Medium

While we understand there is a documented procedure in place in respect of debtor management, we identified that there is currently no formally documented policy in place in respect of revenue collection and debtor management.

Implication / Risk

The lack of a formally documented policy in respect of debtor collection increases the risk of inconsistent practices and inefficiencies in handling collections.

Recommendation

We recommend a formal policy be documented, approved and circulated to all departments in respect of debtor collection.

Management Comment

A Rates and Revenue Policy is to be prepared, with the policy proposed to be endorsed by Council.

From the DLGSC (with commencement TBC): A rates and revenue policy will be required by all local governments to increase transparency for ratepayers in relation to rates and other revenue. The policy must be annually updated with a forecast of future costs of providing local government services.

It is proposed that this Policy will also incorporate debt collection, as recommended above and for greater transparency to rate payers and sundry debtors of the City.

Responsible Officer: Manager Finance

Completion Date: 30 June 2026



3.2.2. Debtor Management Procedure

Finding Rating: Medium

Our enquiries of management at the City indicated that the current debtor management procedure is not being followed for sundry debtors outstanding for 90 days or longer. Additionally, our review of the debtor follow up records and support (documentation within an excel spreadsheet) identification that the spreadsheet did not contain relevant information and was limited in details in respect to follow up actions taken.

Implication / Risk

Failure to follow the established sundry debtor follow up procedures increases the risk of bad debts. Increased risk of delayed sundry debtor recovery, accumulation of uncollected sundry receivables and a lack of accountability in managing long-outstanding debts.

Recommendation

We recommended that debtor management procedures be followed for all outstanding accounts greater than 90 days. A review of the current process should be considered to identify any barriers to compliance with the procedure. Furthermore, the monitoring system should be enhanced to ensure that overdue debts are consistently tracked, managed and related communications documented appropriately.

Management Comment

[Procedures to be reviewed and updated, in conjunction with the proposed Rates and Revenue Policy. Greater Management oversight required regarding adhering to agreed upon procedures.](#)

Responsible Officer: [Manager Finance](#)

Completion Date: [30 June 2026](#)



4. Focus Area: Customer Credit Arrangements

4.1. Scope and Approach

In accordance with the SIAP, our internal audit examined the following in respect to Customer Credit Arrangements

- Analysis of the type of customers placed on credit arrangements, including the criteria for eligibility, credit limits and approval processes;
- Assessment of the management of credit risks and debt recovery practices to ensure they mitigate financial exposure to the local government;
- Reviewed customer account performance and compliance with payment terms, highlighting any potential for bad debts;

4.2. Detailed Findings and Recommendations

4.2.1. Customers Exceeding Credit Limits

Finding Rating: High

Our review of the sundry debtor listing as at 31 December 2024 identified two customers who have exceeded their credit limit, additionally it was identified that there are no alerts nor stop credit measures in place to prevent customer from exceeding their credit limits.

Implication / Risk

The lack of alerts or stop credit mechanisms when customers exceed their credit limits exposes the City to an increased risk of financial loss in respect of the sundry debtors. Without these controls in place, the City may continue to extend credit to customers who are already over their credit limit, potentially leading to a higher value of uncollected debts.

Recommendation

We recommended that the City implement automated alerts or stop credit measures when a customer exceeds their credit limit. Ideally, these controls should be integrated into the debtor management system to ensure timely action is taken and to prevent further credit from being extended beyond established limits.

Management Comment

The City's Accounts Team will review its procedures for monitoring customer accounts and outstanding balances against approved credit limits. This review will also consider the reporting processes to relevant business units to ensure timely action—such as placing customers on stop credit or notifying teams when customers are approaching their credit limits.

Responsible Officer: Manager Finance

Completion Date: 30 June 2026



4.2.2. Customer Credit Policy / Procedure / Guidance

Finding Rating: Medium

We identified through our discussion with management that there is currently no customer credit policy, procedure or guidance in place to assist City officers in determining the appropriate amount of the customers credit limit.

Implication / Risk

Increased risk of inconsistent and subjective decision making when determining appropriate credit limits. This could lead to customers being granted inappropriate or excessive credit limits, which may lead to higher levels of bad debts.

Recommendation

We recommend that the City develop and implement a formal customer credit policy, procedure or guidelines that provides clear guidance to the City officers in determining the appropriate credit limits to be applied.

Management Comment

Customer Credit practices to be reviewed in conjunction with the proposed Rates and Revenue Policy. To be decided whether to incorporate into the Policy or have as a procedure or guideline.

Responsible Officer: [Manager Finance](#)

Completion Date: [30 June 2026](#)



4.2.3. Credit Application Testing Exceptions

Finding Rating: Low

Our testing of customer credit applications identified one instance whereby the credit application form was not signed by an officer of the City, thereby lacking evidence of approval for the credit application.

Implication / Risk

Increased risk of unauthorised credit being extended without the appropriate checks being carried out.

Recommendation

We recommend that all customer credit applications are reviewed and signed as evidence of approval by a representative of the City.

Management Comment

All customer credit applications are required to be authorised by the Manager Finance. In the one instance identified without formal sign-off, the application related to a Waste supplier and was not forwarded to the Manager Finance for approval. It should be noted that the audit did not acknowledge that all other applications followed the correct process, with appropriate authorisation obtained.

To strengthen compliance, it is recommended that the City circulate the Customer Credit procedures (refer Section 4.2.2) to relevant officers once finalised, reminding them of their responsibility to obtain the necessary endorsement before extending credit to suppliers.

Responsible Officer: [Manager Finance](#)

Completion Date: [30 June 2026](#)



5. Focus Area: Revenue Leakage Analysis

5.1. Scope and Approach

In accordance with the SIAP, our internal audit examined the following in respect to revenue leakage analysis:

- Investigated the frequency and justification for fee waivers, discounts, or reductions across services;
- Assessment of the approval processes for these waivers and discounts, ensuring they are transparent, documented, and in compliance with the policy the City's register of delegations, and/or legislation; and
- Assessment of areas where the local government may be at risk of revenue leakage due to unmonitored waivers, information discounts, or ineffective oversight.

5.2. Detailed Findings and Recommendations

5.2.1. Waivers and Discounts Policy

Finding Rating: High

Our discussions with management identified that there is currently no formal documented policy nor procedure in place to address the approval and granting of fee waivers and discounts.

Implication / Risk

Increases the risk of inconsistent and potentially unjustified decisions regarding fee waivers and discounts being made, this could lead to misuse of waivers and discounts. Without clear guidelines, there is also a lack of transparency making it difficult to track and review these decisions effectively.

Recommendation

We recommend that the City develop and implement a formal, documented policy for the approval and granting of fee waivers and discounts. This policy should define the criteria approval process and authorised personnel for granting such waivers or discounts to ensure consistency.

Management Comment

Waivers and discounts practices will be reviewed in conjunction with the development of the proposed Rates and Revenue Policy. A decision will be made as to whether these practices should be incorporated into the policy itself or documented separately as a procedure or guideline.

It is noted that the authority to grant waivers and discounts should be clearly defined in the Delegations Register, rather than within the policy or procedure documentation.

Responsible Officer: [Manager Finance](#)

Completion Date: [30 June 2026](#)



5.2.2. Recording of Waivers and Discounts

Finding Rating: High

Discussions with management indicated that there is no recording of fees and charges being waived nor when discounts are applied to fees and charges prior to invoices being raised. For example, where sporting clubs negotiate with the City in respect to the use of City facilities for an event at a discounted rate, the discount or fees waived is not documented.

Implication / Risk

The lack of a system to record waivers and discounts prior to invoicing creates a risk of incomplete or inaccurate financial records. Without proper documentation, the City may face challenges in tracking and justifying the impact of fee waivers and discounts.

Recommendation

It is recommended that a formal process be established to record all waivers and discounts applied to fees and charges prior to invoices, that is, where the invoice does not record the details of the waiver or discount. This will allow the City to analyse and quantify all fee waivers and/or discounts.

Management Comment

Waivers and discounts are permissible under the City's Delegations Register, specifically under delegation LG4.03 (D022) – *Defer, Grant Discounts, Waive or Write Off Debts* in accordance with the Local Government Act.

The administration recommends that this delegation be reviewed and, if necessary, amended to provide greater clarity regarding the circumstances under which waivers or discounts may be applied, and which officers are authorised to exercise this delegation.

Additionally, the administration recommends enhanced reporting mechanisms for the use of this delegation, particularly in relation to the waiving or discounting of fees and charges. It is proposed that the Attain software be more effectively utilised to track and report decisions made under delegation. Officers should be trained in the use of Attain and reminded of their responsibility to record all relevant decisions in the system. This will enable improved reporting and analysis of how delegation LG4.03 is being applied and assist in quantifying the total value of waivers and discounts granted.

The administration also notes the upcoming local government reform requirements, including the establishment of a Grants and Sponsorship Register. The City intends to include details of in-kind support provided on this register to enhance transparency around the financial and non-financial assistance being extended to the community.

Responsible Officer: [Manager Finance](#)

Completion Date: [30 June 2026](#)



5.2.3. Interest On Overdue Accounts

Finding Rating: Medium

As per the City's 2025 Schedule of Fees and Charges, interest is payable on debtor accounts overdue greater than 35 days.

Our review procedures identified that interest is not currently being charged on overdue sundry debtor accounts.

Implication / Risk

Increased risk of the City not capturing all revenue.

Recommendation

We recommend a policy be developed in respect of charging interest on overdue sundry debtor accounts.

Management Comment

To the best of our knowledge, the City has not historically applied interest charges on overdue sundry debtor accounts, despite such charges being listed in the City's Schedule of Fees and Charges.

The City must take a clear and consistent position—either to enforce interest charges on overdue sundry debts or to formally remove the fee from the Schedule of Fees and Charges if it is not being applied in practice.

The administration will investigate whether the Datascape ERP system can support the automatic calculation and application of interest on overdue sundry debtor accounts. If interest is to be applied, it should be implemented consistently across the organisation, with clear criteria for when the charge is triggered (e.g. a set number of days overdue) and a straightforward process for officers to apply the interest without subjectivity.

It is noted that penalty interest on overdue rates is currently applied at 7% per annum, which aligns with the interest rate listed for sundry debtors in the current Schedule of Fees and Charges—though the latter has not been enforced to date.

Unless a decision is made to implement the charge earlier, it is recommended that the interest charge on overdue sundry debtors be removed from the Schedule of Fees and Charges for the 2025/26 financial year. Subject to agreement and system capability, the charge may be reintroduced in 2026/27 with appropriate processes in place.

Responsible Officer: Manager Finance

Completion Date: 30 June 2026



6. Guidance on Risk Assessment

Risk is uncertainty about an outcome. It is the threat that an event, action or non-action could affect an organisation's ability to achieve its business objectives and execute its strategies successfully. Risk is an inherent component of all service activities and includes positive as well as negative impacts. As a result not pursuing an opportunity can also be risky. Risk types take many forms – business, economic, regulatory, investment, market, and social, just to name a few.

Risk management involves the identification, assessment, treatment and ongoing monitoring of the risks and controls impacting the organisation. The purpose of risk management is not to avoid or eliminate all risks. It is about making informed decisions regarding risks and having processes in place to effectively manage and respond to risks in pursuit of an organisation's objectives by maximising opportunities and minimising adverse effects.

Our risk guidelines are based on the Risk Management – Guidelines Standard AS / NZS ISO 31000-2018 and the City of Albany's Risk Management Framework.

Our guidance to risk classification in completing our review is as follows:

Measure of Likelihood of Risk

Likelihood is the chance that the event may occur given knowledge of the organisation and its environment. The following table provides broad descriptions to support the likelihood rating:

B – Likelihood Ratings:

Level	Description	Context	Operational Frequency	Project Frequency
5	Almost Certain	Expected to occur in most circumstances	More than once in 12 months	Greater than 90% chance of occurrence
4	Likely	Will probably occur in most circumstances	At least once in 12 months	60% - 90% chance of occurrence
3	Possible	Should occur at some time	At least once in three years.	40% - 60% chance of occurrence
2	Unlikely	Could occur at some time	At least once in ten years	10% - 40% chance of occurrence
1	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.	Less than 10% chance of occurrence

**Above Extracted from the City's Risk Management Framework.*

Measure of Consequence of Risk

Consequence is the severity of the impact that would result if the event were to occur. The following table provides broad descriptions to support the consequence rating:

Risk Category / Level	Severe	Major	Moderate	Minor	Insignificant
Service Delivery Interruption (Business Continuity Plan)	More than 24 hours, indeterminate prolonged interruption of services, non-performance.	11 to 24 hours, prolonged interruption of services, additional resources, and performance affected.	5 to 10 hours, medium term, temporary interruption, backlog cleared by additional resources.	2 to 4 hours, Short term, temporary interruption, backlog cleared < 1 day.	Less than 2 hours, No material service interruption.
Community	Major/multiple disruptions to the widespread community.	Substantiated disruptions to the wider spread community.	Significant disruption to the nearby community.	Minor disruptions to the nearby community.	Little or no disruption to the community.
Environment	Major breach of legislation or extensive environmental damage requiring third party investigation.	Significant breach of legislation/significant contamination or damage requiring third party	Environmental damage requiring restitution or internal clean-up.	Minor impact to the environment.	Little impact on environment.
Financial	More than \$150,000	\$50,000 to \$150,000	\$20,000 to \$50,000	\$5,000 to \$20,000	Less than \$5,000
Legal & Compliance	Custodial sentencing for responsible officers, multiple class actions and high end penalties.	Major litigation & class action against Council and responsible officers. Prosecution and fines imposed.	Serious breach of regulations, with investigation and report by 3rd party. Prosecution and fines	Minor legal implications, non-compliance and breach of regulations.	Minor regulation breach.
Operational	Non-achievement of all organisations deliverables.	Non-achievement of major organisation deliverables.	Significant delays to achieving deliverables.	Inconvenient delays in achieving deliverables.	Small impact on City deliverables.
People Health & Safety	Death(s) or severe permanent injuries, mass hospitalisation, Post-traumatic Stress Disorder.	Extensive injuries requiring hospital admission, severe trauma, extended incapacity.	Onsite medical treatment by ambulance personnel longer term illness, recovery 1 to 6 months.	First aid treatment required by first aid officer, sick leave, short term impact, recovery 1 to 3 weeks.	No injuries or injuries but not requiring first aid treatment, no leave taken.
Property	Extensive property damage resulting in prolonged period of recovery.	Significant property damage requiring external resources.	Localised damage rectified by internal and external	Localised damage rectified by internal arrangements.	Inconsequential or no damage to property.
Reputation	Substantiated public embarrassment, very high multiple impacts, high widespread multiple news profile.	Substantiated public embarrassment, high impact news profile, third party actions.	Substantiated public embarrassment, moderate impact, and moderate news	Substantiated low impact, low news profile.	Unsubstantiated, low impact, low profile, no news item.

**Above Extracted from the City's Risk Management Framework.*



Risk Analysis Matrix – Level of Risk

Finding Rating for each audit issue was based on the following table:

LIKELIHOOD		CONSEQUENCES				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

*Above Extracted from the City's Risk Management Framework.

Finding / Risk Acceptance Rating

The table below sets out the definition of the City's finding / risk acceptance rating:

RISK ACCEPTANCE CRITERIA				
* From the risk's rating, are you willing to accept this risk?				
* Who will be responsible for accepting the level of risk? * Refer to the table below and Risk Register				
Level of Risk	Description	When is the risk acceptable?	Who is responsible*	Timeframe for Action
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures.	Responsible Officer	Review controls every 6 months
MEDIUM (5-9)	Monitor	Risk acceptable by observing, assessing and improving current controls and Council procedures.	Responsible Officer	Review controls every 3 months or As per risk register
HIGH (10-16)	Urgent Attention Required	Risk acceptable by establishing and implementing new controls.	Executive & CEO	Controls implemented within two weeks of reporting Review controls every month
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority.	Audit & Risk Committee & Council	Controls implemented within 1 week of reporting Review of controls every 2 weeks

*Above Extracted from the City's Risk Management Framework.



REGISTER OF DELEGATIONS

Register of Delegations & Authorisations

REVIEW

Reviewed by	Date approved	References
Reviewed, amended and re-adopted by Council.	25 Jun 2024 12 May 2025	OCM 25/06/2024 Resolution AR152 CEO Administrative Amendments.

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INTRODUCTION

Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or*
- (b) A CEO from performing any of his or her functions by acting through another person."*

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision-makers.

For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

- _ *Bush Fires Act 1954, regulations and local law created under that Act*
- _ *Caravan Parks and Camping Grounds Act 1995*
- _ *Cat Act 2011 and regulations*
- _ *Control of Vehicles (Off-Road Areas) Act 1978 and regulations*
- _ *Dog Act 1976 and regulations*
- _ *Environmental Protection (Noise) Regulations 1997*
- _ *Environmental Protection Act 1986*
- _ *Litter Act 1979 and regulations*
- _ *Local Government (Miscellaneous Provisions) 1960 as amended*

Note: This is not an exhaustive list.

Transfer of Authority Due to Absence

- Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.
- Where a named Officer holding a delegation is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Directorate or Senior Line Manager for the period of absence.

Compliance Function Line Managers (includes Coordinators) Authority

- **Delegated Authority:** To enable efficiency, Line Managers and Coordinators who are charged with the responsibility to review compliance action are authorised to cancel, withdraw and/or discontinue infringements:
 - Found to contain critical errors at law; and
 - Deemed not in the public interest to pursue as an infringement or prosecution.
- This includes the authority to waive associated fees and charges.

Authorised Person Identity Card and Appointment Certificate

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

Facility Emergency Management

- Where an Officer is appointed an Emergency Control Organisation (ECO) Member (i.e. Chief Fire Warden, Fire Warden, Area Warden etc.) their responsibility and authority must be acknowledged and followed, regardless of current position (i.e. Warden has the authority to direct a Manager/Executive etc.).
- This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

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

Register of Council Adopted Policies

Policies - Council

- Council adopted Policy Positions and administrative policies authorised under delegation, enable effective and efficient management of City of Albany resources and assist staff and Council to achieve an equitable decision-making process.
- Register of Council Adopted Policies: <https://www.albany.wa.gov.au/documents/policies-council>

Register of City Administrative Policies

Policies - Admin

- Administrative policies authorised under delegation, enable effective and efficient management of City of Albany resources and assist staff and Council to achieve an equitable decision-making process.
- City of Albany Website: <https://www.albany.wa.gov.au/documents/policies-council>

Register of Local Planning Policies

Policies - Local Planning Policies

- Register Council adopted local planning policies: <https://www.albany.wa.gov.au/documents/policies-council>

DELEGATIONS

Building Act 2011

Delegations under the Building Act 2011.

Building Act - Council to CEO & CEO to Employees

Delegation	B1.01 (D024) Building Permit (Grant & Refuse)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: _s.18 Further Information _s.20 Grant of building permit _s.22 Further grounds for not granting an application _s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012: _r.23 Application to extend time during which permit has effect (s.32) _r.24 Extension of time during which permit has effect (s.32(3)) _r.26 Approval of new responsible person (s.35(c))
Function	Authority to: <ol style="list-style-type: none"> 1. Require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> a. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO
Conditions	This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011.
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Subdelegates	Building Surveyor Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services
Subdelegate conditions	<i>Subdelegates are appointed by the CEO.</i>
Statutory framework	Building Act 2011 _s.17 Uncertified application to be considered by building surveyor _s.20 (Grant of building permit), _s.21 (Grant of demolition permit), _s.22 (Further grounds for not granting an _s.23 Time for deciding application for building or demolition permit _s.58 (Grant of occupancy permit, building approval certificate), _s.65 (Extension of period of duration), _s.96 (Authorised persons), _s.110 (Building orders), _s.117 (Revocation of building order), _s.119 Building and demolition permits – application for review by SAT _s.127 (Delegation: special permit authorities and local governments), _s.139 (Presumptions about authority to do certain things), _s.191 (Notices to stop unlawful work), _s.192 (Dangerous buildings), _s.193 (Neglected buildings), _s.194 (Dilapidated buildings), _s.195(Uncompleted buildings). Building Regulations 2012 _r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT application), Building Services (Registration Act) 2011 _Section 7 Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2 Building and Construction Industry Training Fund and Levy Collection Act 1990 Heritage Act 2018 _s.79 Permit for works affecting registered place
Policy	Resources: City of Albany Website: City of Albany Building & Demolition Information sheets/guidelines/permits information/checklists: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	B1.02 (D024) Demolition Permits
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011 _s.18 Further Information _s.21 Grant of demolition permit _s.22 Further grounds for not granting an application _s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012 _r.23 Application to extend time during which permit has effect (s.32) _r.24 Extension of time during which permit has effect (s.32(3)) _r.26 Approval of new responsible person (s.35(c))
Function	Authority to: <ol style="list-style-type: none"> 1. Require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Determine an application to extend time during which a demolition permit has effect [r.23], subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] 5. Impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 6. Approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	General: This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011.
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Surveyor Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services

Subdelegate conditions	<p>Subdelegates are appointed by the CEO.</p> <p>Subject to the conditions imposed on the CEO and specifically:</p> <p><u>Manager Development Services:</u></p> <p>_s.18 (1) Further Information to determine a building permit application</p> <p>_s.20 Grant or refuse building permit</p> <p>_s.21 Grant or refuse demolition permit</p> <p>_s.22 Further grounds for not granting an application</p> <p>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</p> <p>_r.23 Application to extend time during which permit has effect</p> <p>_r.24 Extension of time during which permit has effect</p> <p>_r.26 Approval of new responsible person (s.35(c))</p> <p><u>Coordinator Building Services:</u></p> <p>_s.18 (1) Further Information to determine a building permit application</p> <p>_s.20 Grant or refuse building permit</p> <p>_s.21 Grant or refuse demolition permit</p> <p>_s.22 Further grounds for not granting an application</p> <p>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</p> <p>_r.23 Application to extend time during which permit has effect</p> <p>_r.24 Extension of time during which permit has effect</p> <p>_r.26 Approval of new responsible person (s.35(c))</p> <p><u>Senior Building Surveyor:</u></p> <p>_r.23 Application to extend time during which permit has effect</p> <p>_r.24 Extension of time during which permit has effect</p> <p>_r.26 Approval of new responsible person (s.35(c))</p> <p>_s.18(1) Further Information to determine a building permit application</p> <p>_s.20 Grant of building permit</p> <p>_s.21 Grant demolition permit</p> <p>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</p> <p><u>Building Surveyor</u></p> <p>_s.18(1) Further Information to determine a building permit application</p> <p>_s.20 Grant of building permit</p> <p>_s.21 Grant demolition permit</p> <p>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</p>
Statutory framework	<p>Building Act 2011:</p> <p>_s.119 Building and demolition permits (Application for review by SAT)</p> <p>_s.23 Time for deciding application for building or demolition permit</p> <p>Building Services (Complaint Resolution and Administration) Act 2011: Link</p> <p>_Part 7, Division 2</p> <p>Building and Construction Industry Training Fund and Levy Collection Act 1990: Link</p> <p>Heritage Act 2018: Link</p>
Policy	Resources: City of Albany Website: Building & Demolition: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	B1.03 (D023) Occupancy Permits or Building Approval Certificates
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: _s.55 Further information _s.58 Grant of occupancy permit, building approval certificate _s.62(1) and (3) Conditions imposed by permit authority _s.65(4) Extension of period of duration Building Regulations 2012 _r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	Authority to: <ol style="list-style-type: none"> 1. Require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Conditions	<p>General: This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011.</p> <p>Council Conditions on this Delegation: <i>Delegation and authority does not apply to those applications that:</i> <ol style="list-style-type: none"> 1. Proposed the creation of a vacant lot; 2. Proposed vacant air strata's in multi-tiered strata scheme developments; 3. 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, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to: <ol style="list-style-type: none"> a) type of development; and/or b) 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. 4. The WAPC is to be provided with data on all applications determined under this instrument of delegation at the conclusion of each financial year in the format as prescribed by the WAPC. 5. Must comply with relevant Council Policies. </p>

Express power to subdelegate	<p>Building Act 2011:</p> <p>_s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).</p> <p>_s.55 Further information</p> <p>_s.58 Grant of occupancy permit, building approval certificate</p> <p>_s.60 Notice of decision not to grant occupancy permit or grant building approval certificates.62(1) and (3)</p> <p>Conditions imposed by permit authority</p> <p>_s.65(4) Extension of period of duration</p> <p>Building Regulations 2012:</p> <p>_r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65).</p>
Subdelegates	<p>Building Surveyor</p> <p>Chief Executive Officer (CEO)</p> <p>Coordinator Building Services</p> <p>Executive Director Infrastructure, Development & Environment</p> <p>Manager Development Services</p>
Subdelegate conditions	<p><i>Subdelegates are appointed by the CEO.</i></p> <p><i>Senior Building Surveyors and Building Surveyors</i></p> <p><i>_s.55 and s.58 (excluding refusal) only</i></p>
Statutory framework	<p>Building Act 2011: Link</p> <p>_s.59 time for granting occupancy permit or building approval certificate</p> <p>_s.60 Notice of decision not to grant occupancy permit or grant building approval certificate</p> <p>_s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p>Building Services (Complaint Resolution and Administration) Act 2011: Link</p> <p>_Part 7, Division 2</p> <p>Building and Construction Industry Training Fund and Levy Collection Act 1990: Link</p> <p>Heritage Act 2018: Link</p>
Policy	<p>Resources: City of Albany Website: Link</p>
Record keeping	<p>Report to file.</p> <p>Each instance of the exercised use of this delegation is to be reported Council monthly.</p>
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	B1.04 (D024) Designate Employees as Authorised Persons under (Building Act 2011)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: Link _s.96(3) authorised persons _s.99(3) Limitation on powers of authorised person
Function	Authority to: <ol style="list-style-type: none"> 1. Designate an employee as an authorised person [s.96(3)]. 2. Revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i>. 2. This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011. <p><i>Note: That an authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.</i></p>
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Surveyor Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services
Subdelegate conditions	<ol style="list-style-type: none"> a. Subdelegates appointed by the CEO. b. Subject to the conditions imposed on the CEO. c. Authority to commence prosecutions must be authorised by line manager / director.
Statutory framework	Building Act 2011: _s.97 each designated authorised person must have an identity card. _r.5A Authorised persons (s.3) – definition
Policy	Policy Position: <ol style="list-style-type: none"> a. Authorised persons must hold a current authority card. b. An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce their authority to enter, to the person demanding it.

REPORT ITEM AR178 REFERS

City of Albany

Record keeping	a. Report to file. b. A copy of the Authorisation Certificate / Record is to be placed on the appropriate personal file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	B1.05 (D024) Building Orders
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: Link _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: Link _s.110(1) A permit authority may make a building order _s.111(1) Notice of proposed building order other than building order (emergency) _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect _s.118(2) and (3) Permit authority may give effect to building order if non-compliance
Function	<ol style="list-style-type: none"> Authority to make Building Orders in relation to: <ol style="list-style-type: none"> Building work Demolition work An existing building or incidental structure [s.110(1)]. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. Authority to revoke a building order [s.117]. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> take any action specified in the order ; or commence or complete any work specified in the order; or if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
Delegates	CEO
Conditions	<p>Council Conditions on this Delegation:</p> <ol style="list-style-type: none"> In undertaking the functions of this delegation, Building Surveyors (registered) must be employed by the City of Albany in accordance with s5.36 of the Local Government Act 1995; and as defined in the Building Act 2011 Part 1. 3. Must comply with Council policies.
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	<p>Building Surveyor Coordinator Building Services Development Compliance Officer Executive Director Infrastructure, Development & Environment Manager Development Services Senior Planning and Development Compliance Officer</p>

Subdelegate conditions	<p>a. Same conditions imposed on the CEO. b. Subdelegates appointed by the CEO. c. CEO Conditions on this sub-delegation:</p> <p><u>Executive Director Infrastructure, Development & Environment</u> _s.110(1) A permit authority may make a building order _s.111(1) Notice of proposed building order other than building order (emergency) _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect _s.118(2) and (3) Permit authority may give effect to building order if non-compliance <u>Manager Development Services:</u> _s.110(1) A permit authority may make a building order _s.111(1) Notice of proposed building order other than building order (emergency) _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect _s.118(2) and (3) Permit authority may give effect to building order if non-compliance _s.114 Service of building order <u>Coordinator Building Services:</u> _s.110(1) A permit authority may make a building order _s.111(1) Notice of proposed building order other than building order (emergency) _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect _s.118(2) and (3) Permit authority may give effect to building order if non-compliance _s.114 Service of building order <u>Senior Building Surveyor & Building Surveyors & Statutory Compliance Enforcement Officers:</u> _s.114 Service of building order</p>
Statutory framework	<p>Building Act 2011: Link _s111 Notice of proposed building order other than building order (emergency) _s112 Content of building order _s113 Limitation on effect of building order _s114 Service of building order _Part 9 Review - s.122 Building orders – application for review by SAT. Interpretation Act 1984: Link</p>
Policy	Regulatory Compliance Policy & Guideline: Link
Record keeping	<p>a. Report to file. b. Each instance of the exercised use of this delegation is to be reported to Council monthly.</p>
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	B1.06 (D014) Inspection and Copies of Building Records
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: _s.131(2) Inspection, copies of building records
Function	Authority to: <ol style="list-style-type: none"> 1. Determine an application from an interested person to inspect and copy a building record [s.131(2)]. 2. Appoint persons to administer this function, specifically members of the Governance and Development Services Information Teams.
Delegates	CEO
Conditions	<i>Note: The delegator may perform this function through an officer or agent.</i>
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO),
Subdelegates	Building Surveyor Coordinator Building Services Development Compliance Officer Executive Director Infrastructure, Development & Environment Manager Development Services Senior Planning and Development Compliance Officer
Subdelegate conditions	<ol style="list-style-type: none"> a. Subdelegates appointed by the CEO. b. An officer or agent appointed to perform this function must be appointed in writing.
Statutory framework	Building Act 2011 _s.146 Confidentiality
Policy	Resources: City Albany Website: Forms: Search Request for Building Plans
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	B1.07 (D024) Authorise persons to commence proceedings under (Building Act 2011)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: _s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	Authority to authorise a person to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].
Delegates	CEO
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Director Infrastructure, Development & Environment Manager Development Services
Subdelegate conditions	<i>Subdelegates are appointed by the CEO. Same conditions as imposed on the CEO.</i>
Statutory framework	Building Act 2011: Link _s.146 Confidentiality
Policy	Regulatory Compliance Policy & Guideline: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	B1.08 (D024) Referrals and Issuing Certificates
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: Link _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: _s.145A Local Government functions
Function	Authority to: <ol style="list-style-type: none"> 1. Refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City of Albany's District [s.145A(2)].
Delegates	CEO
Conditions	Council Conditions on this Delegation: If the applicant is an Elected Member or an employee, the conflict of interest provisions apply.
Express power to subdelegate	Building Act 2011: Link _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Director Infrastructure, Development & Environment Manager Development Services
Subdelegate conditions	<i>Subdelegates appointed by the CEO.</i> <i>CEO Conditions on this sub-delegations:</i> <ol style="list-style-type: none"> a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r5. of the Building Regulations 2012. b. Before exercising Authority 2 for a building outside of the City of Albany's District [s.145A (2)], the delegate is to be informed.
Statutory framework	Building Act 2011 Building Regulations 2012
Policy	Regulatory Compliance Policy & Guideline: Link
Record keeping	<ol style="list-style-type: none"> a. Report to file. b. Report to Council monthly.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

City of Albany

Delegation	B1.09 (D025) Private Pool Barrier - Alternative and Performance Solutions
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Regulations 2012: _r.51 Approvals by permit authority
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Inspect private swimming pools: <ol style="list-style-type: none"> i. Line Manager to sign any Prosecution Notices. ii. The inspection that is to be conducted after building work for an enclosure of a private swimming pool is an inspection to assess whether the pool enclosure complies with the requirements in r.50. b. Council designates the following classes of persons to administer and enforce this function: Chief Executive Officer, Executive Director Infrastructure, Development & Environment, Manager Development Services, Senior Planning & Development Compliance Officer, Coordinator Building Services, Development Compliance Officer, Senior Building Surveyors and Building Surveyors.
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	<p>Building Surveyor Coordinator Building Services Development Compliance Officer Executive Director Infrastructure, Development & Environment Manager Development Services Senior Planning and Development Compliance Officer</p>
Subdelegate conditions	<p><i>Subdelegates are appointed by the CEO.</i> <i>Subject to the same conditions imposed on the CEO.</i></p>

Statutory framework	Building Act 2011 Building Regulations 2012
Policy	Policy Position: All private swimming pools and spas that contain water that is more than 300mm deep must have a compliant barrier installed that restricts access by young children to the pool and its immediate surrounds.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	B1.10 (D023) Smoke Alarms - Alternative Solutions
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Regulations 2012: _r.55 Terms Used (alternative building solution approval) _r.61 Local Government approval of battery powered smoke alarms
Function	Authority to: <ol style="list-style-type: none"> 1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services
Subdelegate conditions	<i>Subdelegates appointed by the CEO.</i>
Statutory framework	<ol style="list-style-type: none"> 1. Building Regulations 2012: Local Government is responsible for investigating and enforcing the mandatory requirement to fit and maintain smoke alarms under the Building Regulations 2012. 2. Smoke Alarm Laws: Department of Energy, Mines, Industry Regulation & Safety: Link
Policy	Resources: Smoke Alarm Laws: Department of Energy, Mines, Industry Regulation & Safety: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	B1.11 (D025) Appoint approved officers and authorised officers under (Building Act 2011)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Regulations 2012: Link _r.70 Approved officers and authorised officers
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Appoint: <ol style="list-style-type: none"> a. An <u>approved officer</u> for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). <i>(Note: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers").</i> b. An <u>authorised officer</u> for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). <i>(Note: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2)).</i> 2. Inspect Swimming Pools: <ol style="list-style-type: none"> a. 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. b. Inspect <u>private swimming pools</u> and enforce the provisions of the Building Act 2011 and associated regulations and standards.
Delegates	CEO
Conditions	<p>Private Swimming Pools (Authority to Inspect and Enforcement):</p> <ol style="list-style-type: none"> a. Line Manager to sign any Prosecution Notices. b. 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.
Express power to subdelegate	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	<p>Building Surveyor Coordinator Building Services Development Compliance Officer Executive Director Infrastructure, Development & Environment Manager Development Services Senior Planning and Development Compliance Officer</p>

Subdelegate conditions	<i>Subdelegates are appointed by the CEO. Refer to advice notes.</i>
Statutory framework	Building Regulations 2012 : _r 70(3) each authorised officer must be issued a certificate of appointment
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Bush Fires Act 1954

Delegations under the Bush Fires Act 1954.

Bush Fires Act - Council to CEO, Mayor and Chief Bush Fire Control Officer

Delegation	BF1.01 (D029) Make Request to FES Commissioner - Control of Fire
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954 : _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954 : _s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the City that the FES Commissioner authorise the Chief Bush Fire Control Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO Chief Bushfire Control Officer
Conditions	<ul style="list-style-type: none"> a. Before making the request, if time permits, advise the CEO of the request. b. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
Express power to subdelegate	<ul style="list-style-type: none"> a. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger & Rangers. b. NIL – Sub-delegation is prohibited by s.48(3).
Subdelegates	Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
Subdelegate conditions	<i>Subdelegates appointed by the CEO.</i>
Statutory framework	Bushre Fires Act 1954
Policy	City of Albany Bush Fire Brigades Local Law 2020: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 225/06/2024 Resolution AR152. (AMENDED)

Last reviewed	25 June 2024
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Delegation	BF1.02 (D029) Prohibited Burning Times - Vary
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government _s.17(10) Prohibited burning times may be declared by Minister (power of delegation to Mayor and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	Bush Fires Act 1954: _s.17(7) Prohibited burning times may be declared by Minister Bush Fire Regulations 1954: _r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. _r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times _r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)]. Noting: _s.17(10): <i>A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).</i> _s.48(4) says 'Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business'.
Delegates	Chief Bushfire Control Officer Chief Executive Officer (CEO) Mayor
Conditions	a. Decisions under s.17(7) must be undertaken jointly by both the Mayor and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
Express power to subdelegate	a. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger & Rangers. b. NIL – Sub-delegation is prohibited by s.48(3).
Subdelegates	Executive Director Corporate & Commercial Services Manager Public Health and Safety
Subdelegate conditions	<i>Subdelegates appointed by the CEO.</i>

Statutory framework	<ol style="list-style-type: none"> 1. The Department of Conservation and Land Management (CALM) was a department of the Government of Western Australia that was responsible for implementing the state's conservation and environment legislation and regulations. It was created by the Conservation and Land Management Act 1984, also known as the CALM Act,[1] which is still in force as of 2024. 2. Now known as the Department of Biodiversity, Conservation and Attractions (DBCA). 3. Every year the City of Albany issues a Fire Management Notice that outlines the minimum requirements for all landowners and occupiers to prepare for the bushfire season. The Fire Management Notice is issued under Section 33 of the Bush Fire Act 1954 and the requirements contained within are required by law.
Policy	City of Albany Fire Management Notice: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.03 (D029) Prohibited Burning Times - Control Activities
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions. _s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land Bush Fire Regulations 1954: _r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. _r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times _r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority to: <ol style="list-style-type: none"> 1. Determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Recover the cost of measures taken by the City or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Bushfire Control Officer Chief Executive Officer (CEO) Mayor
Express power to subdelegate	<ol style="list-style-type: none"> a. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business. b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger & Rangers. c. NIL – Sub-delegation is prohibited by s.48(3)

Subdelegates	Executive Director Corporate & Commercial Services Manager Public Health and Safety
Subdelegate conditions	<i>Subdelegates appointed by the CEO.</i>
Statutory framework	Bush Fires Act 1954 Conservation and Land Management Act 1984
Policy	City of Albany Fire Management Notice City of Albany Volunteer Bush Fire Brigade Operating Procedures Extract: <i>Notifying Residents of Restricted and Prohibited Burning Times</i> _The City of Albany advises local residents of restricted and prohibited burning times through an annual fire management notice issued in conjunction with annual rates notices. _Public notices are also placed in local newspapers and on City of Albany website advising residents of dates. Notices are also published if there is any adjustment to previously advised times. _As a service to local residents some brigades also display appropriate message boards prominently out the front of their fire stations. _Restricted and prohibited times may be varied according to weather conditions.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.04 (D029) Restricted Burning Times - Vary and Control Activities
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.18(5), (11) Restricted burning times may be declared by FES Commissioner _s.22(6) and (7) Burning on exempt land and land adjoining exempt land _s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions _s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land Bush Fire Regulations 1954: _r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. _r.15C Local Government may prohibit burning on certain days _r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times _r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, determine to vary the restricted burning times in respect of that year [s.18 (5)]. 2. Determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 3. Where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 4. Determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 5. Arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 6. Declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 7. Determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 8. Issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 9. Prohibit the use of tractors, engines or self-propelled harvesters, during a Restricted Burning Times, and to give permission for the use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 10. Recover the cost of measures taken by the City or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including the authority to recover expenses in any court of competent jurisdiction [s.28(5)].

Delegates	Chief Bushfire Control Officer Chief Executive Officer (CEO) Mayor
Conditions	<ul style="list-style-type: none"> a. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited and restricted burning times, after consultation with an authorised CALM Act officer [s.17(7) and s.18(5)]. b. Authority to give and publish notices that outline the particulars of the variation [s.17(8)]. Note, the process outlined in s17(8) also applies to restricted burning times [s18(5C)].
Express power to subdelegate	<ul style="list-style-type: none"> a. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business. b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger & Rangers. c. NIL – Sub-delegation is prohibited by s.48(3)
Subdelegates	Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
Subdelegate conditions	<i>Subdelegates appointed by the CEO.</i>
Statutory framework	Bush Fire Act 1954 Conservation and Land Management Act 1984
Policy	Refer to applicable policies.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.05 (D029) Control of Operations Likely to Create Bush Fire Danger
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.27D Requirements for carriage and deposit of incendiary material Bush Fires Regulations 1954: _r.39C Welding and cutting apparatus, use of in open air _r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. _r.39D Explosives, use of _r.39E Fireworks, use of
Function	Authority to: <ol style="list-style-type: none"> 1. Give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power-operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Delegates	CEO Chief Bushfire Control Officer Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
Express power to subdelegate	<ol style="list-style-type: none"> a. NIL – Sub-delegation is prohibited by s.48(3) b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: <ol style="list-style-type: none"> 1. Chief Executive Officer, 2. Executive Director Corporate & Commercial Services, 3. Manager Public Health & Safety, Community Emergency Services Manager – CESM, 4. Chief Bush Fire Control Officer, 5. Deputy Chief Bush Fire Control Officer, 6. Coordinator Ranger Services, and 7. Senior Ranger & Rangers.

Subdelegates	Coordinator Ranger Services Ranger Senior Ranger
Subdelegate conditions	<i>Subdelegates appointed by the CEO.</i>
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954
Policy	1. City of Albany Volunteer Bush Fire Brigade Operating Procedures: Link 2. Department of Fire & Emergency Services online resources: On-line TFB Activity Notification AFDRS
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.06 (D029) Burning Garden Refuse / Open Air Fires
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.24F Burning garden refuse during limited burning times _s.24G Minister or local government may further restrict burning of garden refuse _s.25 No fire to be lit in open air unless certain precautions taken _s.25A Power of Minister to exempt from provisions of section 25 Bush Fires Regulations 1954: _r.27(3) Permit, issue of
Function	Authority to: <ol style="list-style-type: none"> 1. Give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25 (1a) and (1b)]. 5. Serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	CEO Chief Bushfire Control Officer
Conditions	Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Express power to subdelegate	<p>a. NIL – Sub-delegation is prohibited by s.48(3).</p> <p>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer 2. Executive Director Corporate & Commercial Services 3. Manager Public Health & Safety 4. Community Emergency Services Manager – CESM 5. Chief Bush Fire Control Officer 6. Deputy Chief Bush Fire Control Officer 7. Coordinator Ranger Services 8. Senior Ranger & Rangers.
Subdelegates	<p>Coordinator Ranger Services</p> <p>Manager Public Health and Safety</p> <p>Ranger</p> <p>Ranger-Fire Mitigation</p> <p>Senior Ranger</p>
Subdelegate conditions	<p><i>_Designated classes of persons listed as "Subdelegates".</i></p> <p><i>_Subdelegates appointed by the CEO.</i></p>
Statutory framework	<p>Bush Fires Act 1954</p> <p>Bush Fires Regulations 1954</p> <p>City of Albany Bush Fire Brigades Local Law 2020</p>
Policy	Resources: City of Albany Volunteer Bush Fire Operating Procedures
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Delegation	BF1.07 (D026) Firebreaks
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the City. 2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. 3. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO Chief Bushfire Control Officer
Conditions	<ol style="list-style-type: none"> a. A person authorised to administer this function: <ol style="list-style-type: none"> i. Notice to Install Firebreaks around Properties: Prevention measures and fire breaks (fire access tracks) are to be under the City of Albany Fire Management Requirements Notice (s33 of the Bush Fires Act 1954). ii. Must be qualified following the Department of Fire & Emergency Services (DFES) and/or City prescribed qualifications. b. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
Express power to subdelegate	<ol style="list-style-type: none"> a. NIL – Sub-delegation is prohibited by s.48(3). b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: <ol style="list-style-type: none"> 1. Chief Executive Officer, 2. Executive Director Corporate & Commercial Services, 3. Manager Public Health & Safety, 4. Community Emergency Services Manager – CESM, 5. Chief Bush Fire Control Officer, 6. Deputy Chief Bush Fire Control Officer, 7. Coordinator Ranger Services, 8. Senior Ranger & Rangers.

Subdelegates	Coordinator Ranger Services Executive Director Corporate & Commercial Services Ranger Ranger-Fire Mitigation Senior Ranger
Subdelegate conditions	<p>a. <i>Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</i></p> <p>b. <i>Classes of persons designated to perform this function listed as "Subdelegates".</i></p> <p>c. <i>Subdelgates appointed by the CEO.</i></p>
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954
Policy	<p>1. City of Albany Fire Management Notice</p> <p>2. Resources:</p> <p>City of Albany Volunteer Bush Fire Brigade Operating Procedures</p> <p>City of Albany Fire Information & Guidelines: <u>Link</u></p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.08 (D029)(D032) Appoint Bush Fire Control Officer/s and Fire Weather Officer
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.38 Local Government may appoint bush fire control officer Fire & Emergency Services Act 1998: _s12 (2)(e)(f) (Powers) _s37(Protection from personal and vicarious liability). Emergency Management Act 2005: _s36 (Functions of Local Government),
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and of those Officers: <ol style="list-style-type: none"> a. Appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the City [s.38(5A)]. 3. Appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have the exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. 4. Appoint deputy Fire Weather Officer/s as necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	CEO Chief Bushfire Control Officer
Conditions	<ol style="list-style-type: none"> 1. The Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers who shall be first, second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush Fire Control Officers appointed. 2. Appointments must be published in a newspaper circulating in the district and Government Gazette. 3. Appointed persons must be qualified in accordance with the Department of Fire & Emergency Services (DFES) prescribed qualifications. 4. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Express power to subdelegate	<p>a. NIL – Sub-delegation is prohibited by s.48(3).</p> <p>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, and Fire & Emergency Services Act 1998 subject to conditions:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer 2. Executive Director Corporate & Commercial Services 3. Manager Public Health & Safety 4. Community Emergency Services Manager – CESM 5. Chief Bush Fire Control Officer 6. Deputy Chief Bush Fire Control Officer 7. Coordinator Ranger Services 8. Senior Ranger & Rangers
Subdelegates	Executive Director Corporate & Commercial Services
Subdelegate conditions	<i>The classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
Statutory framework	<p>Bush Fire Act 1954</p> <p>Fire & Emergency Services Act 1988</p> <p>Bush Fire Brigades Local Law 2020</p>
Policy	<p>a. Publications: City of Albany Strategic Bush Fire Plan: Link</p> <p>b. Resources: City of Albany Website: Link</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.09 (D029) Control and Extinguishment of Bush Fires
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or propose a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	CEO Chief Bushfire Control Officer
Conditions	<ol style="list-style-type: none"> 1. Issue direction to a registered Bush Fire Brigade: Having reasonably sought information prior to issuing directions and so satisfying themselves that direction is needed. 2. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
Express power to subdelegate	<ol style="list-style-type: none"> a. NIL – Sub-delegation is prohibited by s.48(3). b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: <ol style="list-style-type: none"> 1. Chief Executive Officer 2. Executive Director Corporate & Commercial Services 3. Manager Public Health & Safety 4. Community Emergency Services Manager – CESM 5. Chief Bush Fire Control Officer 6. Deputy Chief Bush Fire Control Officer 7. Coordinator Ranger Services 8. Senior Ranger & Rangers
Subdelegates	Community Emergency Services Manager Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
Subdelegate conditions	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954 City of Albany Bush Fire Brigades Local Law 2020

Policy	City of Albany Fire Management Notice Resources: <ul style="list-style-type: none"> ▪ City of Albany Volunteer Bush Fire Brigade Operating Procedures ▪ City of Albany Website: Fire Information & Guidelines: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.10 (D029) Recovery of Expenses Incurred through Contraventions of this Act
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: _s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the City or those on behalf of the City to do [s.58].
Delegates	CEO
Conditions	Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
Express power to subdelegate	<ul style="list-style-type: none"> a. NIL – Sub-delegation is prohibited by s.48(3). b. Council designates the following classes of persons to administer this function: <ul style="list-style-type: none"> 1. Executive Director Corporate & Commercial Services 2. Manager Public Health & Safety
Subdelegates	Executive Director Corporate & Commercial Services Manager Public Health and Safety
Subdelegate conditions	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954
Policy	Resources: City of Albany Fire Information & Guidelines: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	BF1.11 (D029) Prosecution of Offences (Bush Fires Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: _s.59(3) Prosecution of offences
Express power or duty delegated	Bush Fires Act 1954: _s.59 Prosecution of offences _s.59A(2) Alternative procedure – infringement notices
Function	Authority to: <ol style="list-style-type: none"> 1. Institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	Authorisation to prosecute is limited to the following classes of persons: <ol style="list-style-type: none"> a. Executive Director Corporate & Commercial Services, b. Manager Public Health & Safety, and c. Coordinator Ranger Services,
Express power to subdelegate	<ol style="list-style-type: none"> 1. It should be noted that s.48(4) Delegation by local governments. Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business. 2. Sub-delegation is prohibited by s.48(3) of the Act.
Subdelegates	Coordinator Ranger Services Ranger Ranger-Fire Mitigation Senior Ranger
Subdelegate conditions	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
Statutory framework	Bush Fires Act 1954 Bush Fires Regulations 1954 City of Albany Bush Fire Brigades Local Law 2020
Policy	City of Albany Fire Management Notice City of Albany Volunteer Bush Fire Brigade Operating Procedures Resources: City of Albany Fire Information & Guidelines: Link
Record keeping	Report to file.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Cat Act 2011

Delegations under the Cat Act 2011.

Cat Act - Council to CEO & CEO to Employees (Authorisations)

Delegation	C1.01 (D031) Cat Registrations
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011: _s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011: _s.9 Registration _s.10 Cancellation of registration _s.11 Registration numbers, certificates and tags Cat Regulations 2012: _Schedule 3, cl.1(4) Fees Payable
Function	<ol style="list-style-type: none"> 1. Authority to: Grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to: Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to: Cancel a cat registration [s.10]. 4. Authority to: Give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to: Reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the City's District [Regs. Sch. 3 cl.1(4)]. 6. Authority to: Authorise persons to administer this function.
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
Conditions	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Objection and Review rights under Part 4, Division 5 of the Cat Act 2011. b. Withdrawal of an Infringement Notice can only be approved by the following classes of persons: <ol style="list-style-type: none"> 1. Chief Executive Officer, 2. Executive Director Corporate & Commercial Services, 3. Manager Public Health & Safety, 4. Coordinator Ranger Services.
Express power to subdelegate	Cat Act 2011: _s.45 Delegation by CEO of local government

Subdelegate conditions	<i>Noting a local government may, in writing, appoint persons or classes of persons to be authorised to perform particular functions regarding the enforcement of laws.</i>
Statutory framework	<p>Cat Regulations 2012:</p> <p>_r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>_r.12 Period of registration (s.9(7))</p> <p>_r.11 Changes in registration</p> <p>_r.14 Registration certificate (s.11(1)(b))</p> <p>_r.15 Registration tags (s.76(2))</p> <p><i>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011.</i></p> <p>City of Albany Animals Local Law 2020 (Part 8 - Cats)</p>
Policy	<p>1. Wander Cat Management Policy</p> <p>2. Resources:</p> <p>_City of Albany Website: Cat Registration Information: Link</p> <p>_The Department of Local Government, Sport and Cultural Industries: Guidelines: <i>The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia:</i> Link</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	C1.02 (D031) Cat Control Notices
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011 : _s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011 : _s.26 Cat control notice may be given to cat owner
Function	<ol style="list-style-type: none"> 1. Authority to: Give a cat control notice to a person who is the owner of a cat ordinarily kept within the City's District [s.26]. 2. Authority to: Authorise persons to administer this function.
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Ranger
Conditions	<ol style="list-style-type: none"> 1. Withdrawal of a Notice can only be approved by a delegate. 2. Authorisation to administer listed functions, limited to classes of persons designated a Ranger.
Express power to subdelegate	Cat Act 2011 : _s.45 Delegation by CEO of local government
Statutory framework	Cat Regulations 2012 _r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. City of Albany Animals Local Law 2020 (Part 8 - Cats)
Policy	Wander Cat Management Policy Resource: _City of Albany Website: Cat Management Information: Link _The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 28/02/2023 Resolution AR152.
Last reviewed	25 June 2024

Delegation	C1.03 (D031) Approval to Breed Cats (Cat Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011: _s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011: _s.37 Approval to Breed Cats _s.38 Cancellation of approval to breed cats _s.39 Certificate to be given to approved cat breeder
Function	<ol style="list-style-type: none"> 1. Authority to: Grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to: Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to: Cancel an approval to breed cats [s.38]. 4. Authority to: Give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)]. 5. Authority to: Authorise persons to administer this function.
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Ranger
Conditions	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. b. Authority to authorise persons to administer this function is limited to the following classes of persons: Rangers, and Public Health & Safety Customer Service Officers.
Express power to subdelegate	Cat Act 2011: _s.45 Delegation by CEO of local government
Subdelegates	Ranger
Subdelegate conditions	<i>Subdelegates are appointed by the CEO.</i> <i>Classes of persons authorised to administer this function listed as "Subdelegates".</i>
Statutory framework	Cat Regulations 2012: _r.21 Application for approval to breed cats (s.36(2)) _r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) _r.23 Person who not be refused approval to breed cats (s.37(5)) _r.24 Duration of approval to breed cats (s.37(6)) _r.25 Certificate given to approved cat breeder (s.39(1)) City of Albany Animals Local Law 2020 (Part 8 - Cats)

Policy	Wander Cat Management Policy Resources: _City of Albany Cat Management Information: Link _The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	C1.04 (D031) Recovery of Costs - Destruction of Cats
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011 : _s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011 : _s.49(3) Authorised person may cause cat to be destroyed
Function	<ol style="list-style-type: none"> 1. Authority to: Recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)]. 2. Authority to: Appoint persons or classes of persons to administer this function.
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Ranger
Conditions	Council has designated the following positions to administer Animal Control: _Rangers, and _Customer Service Officers responsible for administering animal control functions.
Express power to subdelegate	Cat Act 2011 : _s.45 Delegation by CEO of local government
Subdelegates	Administration Officer - Ranger & Emergency Services Ranger
Subdelegate conditions	<i>Subdelegates are appointed by the CEO.</i> <i>Authorised classes of persons appointed to administer this function are listed as "Subdelegates".</i>
Statutory framework	Cat Act 2011 : City of Albany Animals Local Law 2020 (Part 8 - Cats)
Policy	Wandering Cat Management Policy Resources: City of Albany Cat Management Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	C1.05 (D031) Authorise a person to perform Specified functions under (Cat Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011: _s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011: _s.73 Prosecutions
Function	Authority to: Authorise a person to commence a prosecution for an offence against the Cat Act 2011 and the City of Albany Animal Local Law 2020 (Part 8 - Cats) [s.73(1)(b) & (2)(b)].
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Express power to subdelegate	Cat Act 2011: _s.45 Delegation by CEO of local government
Subdelegate conditions	
Statutory framework	Cat Act 2011 Cat Regulations 2012 City of Albany Animals Local Law 2020 (Part 8 - Cats)
Policy	Wandering Cat Management Policy Resources: _City of Albany Website: Cat Management Information: Link _The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	C1.06 (D031) Applications to Keep Additional Cats
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011 : _s.44 Delegation by local government
Express power or duty delegated	Cat (Uniform Local Provisions) Regulations 2013 : _r.8 Application to keep additional number of cats _r.9 Grant of approval to keep additional number of cats
Function	<ol style="list-style-type: none"> 1. Authority to: Require any document or additional information required to determine an application [r.8(3)] 2. Authority to: Refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to: Grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Administration Officer - Ranger & Emergency Services CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Development Services Manager Public Health and Safety Ranger Senior Ranger
Conditions	<ol style="list-style-type: none"> a. Notices of decisions must include advice on reviewing rights per r.11 of the Cat (Uniform Local Provisions) Regulations 2013. b. Authority to administer this function is limited to classes of persons responsible for administering animal control functions.
Express power to subdelegate	Cat Act 2011 : _s.45 Delegation by CEO of local government
Statutory framework	Cat Act 2011 Cat (Uniform Local Provisions) Regulations 2013 City of Albany Animals Local Law 2020 (Part 8 - Cats)
Policy	Policy Position: <i>If you wish to breed cats, you must be an approved cat breeder. A cattery may be considered for approval, subject to conditions.</i> Resources: <ul style="list-style-type: none"> ▪ City of Albany Cat Management Information: Link ▪ The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: Link
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	C1.07 (D031) Reduce or Waiver Registration Fee (Cat Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011 : _s.44 Delegation by local government
Express power or duty delegated	Cat Regulations 2012 : _Schedule 3 Fees clause 1(4)
Function	<ol style="list-style-type: none"> 1. Authority to: Reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat. 2. Authority to: Designate persons or classes of persons to administer this function is limited to persons responsible for administering animal control functions.
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<ol style="list-style-type: none"> a. This delegation does NOT provide authority to determine to reduce or waive the fees payable regarding any <u>class of cat</u> within the District. b. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995. c. Noting the Cat Regulations 2012, Schedule 3 outlines the fees related to cat management and clause 1(4): Pensioner Discount: If a person is an eligible pensioner as defined in the Rates and Charges (Rebates and Deferments) Act 1992, they are entitled to a 50% discount on registration fees when registering your cat.)
Express power to subdelegate	Cat Act 2011 : _s.45 Delegation by CEO of local government
Statutory framework	Cat Act 2011 Cat Regulation 2012 City of Albany Cat Local Law 2020 (Part 8 - Cats)
Policy	Resources: City of Albany Website: Cat Management Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	C1.08 (D031) Infringement Notices - Extensions and Withdrawals (Cat Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Cat Act 2011
Delegator	CEO
Express power to delegate	Cat Act 2011 : _s.45 Delegation by CEO of local government
Express power or duty delegated	Cat Act 2011 : _s.64 Extension of time _s.65 Withdrawal of notice
Function	<ol style="list-style-type: none"> 1. Authority to: Extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority to: Withdraw an infringement notice, within one year of the infringement notice being given and whether or not the modified penalty has been paid [s.65].
Delegates	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<ol style="list-style-type: none"> a. Withdrawal of an Infringement Notice limited to delegates only. b. Classe of persons authorised to administer this function is limited to persons responsible for animal control functions.
Subdelegates	Ranger Senior Ranger
Subdelegate conditions	<i>Classes of persons authorised to administer this function are listed as "Subdelegates".</i>
Statutory framework	Cat Regulations 2012 : _r.28 Withdrawal of infringement notice (s.65(1)) City of Albany Animals Local Law 2020 (Part 8 - Cats)
Policy	Wandering Cat Management Policy Resources: City of Albany Website: Cat Management Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	Adoption Reference: OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Council Policy Position (LG Act)

Council Policy Position (Adopted by Absolute Majority) and reviewed annually with delegations.

LG Act 1995 - Council to CEO & CEO to Employees (Authorisations)

Delegation	LG1.16 (D005) Appointment of an Acting Chief Executive Officer
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Council Policy Position (LG Act)
Delegator	Councillor
Express power to delegate	Local Government Act 1995 _s5.36(1)(a) _s5.45(2) "Acting Through"
Express power or duty delegated	<i>Local Government Act 1995</i> _s5.36(1)(a) _s5.45(2) "Acting Through"
Function	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
Delegates	Chief Executive Officer (CEO)
Conditions	In accordance with the Council Policy: CEO Performance Review Process Policy: Link a. The Employee being designated a "Senior Employee", as prescribed by the Local Government Act. b. Appointments being no longer than 6 weeks. c. Council Members to be advised of acting Chief Executive Officer. d. The acting role to be rotated between the Executive Directors of the City where practicable.
Express power to subdelegate	Nil.
Statutory framework	Local Government Act 1995 _s5.42 "Acting Through". _5.39C (Policy for temporary employment or appointment of CEO)
Policy	Policies: ▪ CEO Performance Review Process Policy: Link
Record keeping	<ul style="list-style-type: none"> • Report to file. • Prior to appointment Council must be informed in writing (email) and registered on the appropriate file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

City of Albany

Delegation	LG4.02 Application of Regional Price Preference Policy (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Council Policy Position (LG Act)
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Functions and General) Regulations 1996: _r.24G Adopted regional price preference policy, effect of
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	CEO
Conditions	In accordance with the Council adopted policy position, the policy applies to: a. Quotations of \$50,000 value or greater (Major Quotations), and b. All Tenders invited by the City of Albany, for the supply of goods and services and construction (building) services, unless Council resolves that the policy does not apply to a particular tender.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
Subdelegate conditions	a. Subject to the condition on delegation to the CEO. b. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policies: <ul style="list-style-type: none"> • Purchasing Policy (Tenders & Quotes): Link • Buy Local (Regional Price Preference) Policy: Link • Employee Code of Conduct: Link(Attachment 2: Conflict of Interest Management)
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (NEW)
Last reviewed	25 June 2024

Amendments			
Date	Type	Amendment	References
22 Oct 2024	Amended delegation	Application of Regional Price Preference Policy (LG Act). "Quotations of \$30,000 value or greater (Major Quotations)," Change to \$50,000.	OCM 22/10/2024 Resolution CCS668.

Delegation	LG4.05 (D011) Power to Invest and Manage Investments (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Council Policy Position (LG Act)
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: Link _s.6.14 Power to invest Local Government (Financial Management) Regulations 1996: Link _r.19 Investments, control procedures for
Function	In accordance with the Investment of Surplus Funds Policy: Link & Cash / Investment Backing for Reserve Accounts Policy: Link Authority to: <ol style="list-style-type: none"> 1. Invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Establish and document internal control procedures to be followed in the investment and management of investments [FM r.19]. 3. Authorise persons to administer the listed functions.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policies. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17].
Express power to subdelegate	Local Government Act 1995: Link _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Business Analyst / Management Accountant Executive Director Corporate & Commercial Services Financial Services Coordinator Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> a. A decision to invest must be jointly confirmed by two Delegates. b. The following positions are authorised to enact the delegation: <ol style="list-style-type: none"> 1. Manager Finance 2. Financial Services Coordinator 3. Business Analyst / Management Accountant

Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Legislation:</p> <ul style="list-style-type: none"> Local Government (Financial Management) Regulations 1996 Refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Policy	<p>Policies:</p> <ul style="list-style-type: none"> Cash / Investment Backing for Reserve Accounts Policy: Link Investment of Surplus Funds Policy: Link
Record keeping	<ul style="list-style-type: none"> Report to file. The Corporate & Commercial Services - Finance Team is responsible for reporting to Council monthly.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Amendments			
Date	Type	Amendment	References
9 May 2025	Amended delegation	Addition of Financial Services Coordinator to delegates list	---

Dog Act 1976

Delegations under the Dog Act 1976.

Dog Act - Council to CEO & CEO to Employees (Authorisations)

Delegation	D1.01 (D031) Appoint Registration Officers (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.3 Terms Used (Registration officer means a person authorised by the local government to affect the registration of dogs pursuant to this Act)
Function	Authority to: <ol style="list-style-type: none"> 1. Authorise a person for the purposes of performing the prescribed office of Registration Officer under the <i>Dog Act 1976</i> [s.3]. 2. Sub-delegate this function.
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<ol style="list-style-type: none"> a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation. e. Council has designated the following classes of persons to administer the Dog Act 1978, subject to conditions: <ol style="list-style-type: none"> 1. Coordinator Ranger Services, Senior Rangers and Rangers 2. Customer Service Officers responsible for administering animal control functions.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Legislation: Dog Act 1976 Dog Regulations 2013 Local Laws: City of Albany Animals Local Law 2020

Policy	Resources: <ul style="list-style-type: none">▪ City of Albany Website: Dog Management Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	D1.02 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	Authority to: <ol style="list-style-type: none"> 1. Determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$200 [s.10A(1)(a) and (3)]. 2. Give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Ranger Senior Ranger
Subdelegate conditions	Classes of Persons authorised to administer this function are limited to persons responsible for administering animal control functions.
Statutory framework	Dog Act 1976 City of Albany Animals Local Law 2020
Policy	Resources: <ul style="list-style-type: none"> ▪ City of Albany Website: Dog Management Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

City of Albany

Delegation	D1.03 (D031) Refuse or Cancel Registration (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.15(2) and (4A) Registration periods and fees _s.16(3) Registration procedure _s.17A(2) If no application for registration made _s.17(4) and (6) Refusal or cancellation of registration
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the City's District [s15(4A)]. 4. Apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 5. Following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Authority to refuse or cancel registration is limited to delegates. c. Authority for delegates to sub-delegate. d. Classes of Persons authorised to administer listed functions limited to persons responsible for administering animal control.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation).

Subdelegates	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
Statutory framework	Legislation: Dog Act 1976 _s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) (Note: Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)). Local Laws: _City of Albany Animals Local Law 2020 _City of Albany Dog Local Law
Policy	Resources: ▪ City of Albany Website: Dog Management Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	D1.04 Grant Exemption as to Number of Dogs Kept at Premises (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.26(3) Limitation as to numbers
Function	Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<ul style="list-style-type: none"> a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Decisions under this delegation must comply with the relevant provisions of the Dog Act 1976 and the <i>City of Albany Dogs Local Law</i>, including: <ul style="list-style-type: none"> • Consider and be satisfied that for any particular premises the provisions of the Dog Act 1976 relating to kennel establishments need not be applied in the circumstances [s.26(3)]. • Apply the provisions of s.26(4). c. Conditions that must be applied to an approved exemption, include: <ul style="list-style-type: none"> • Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. • Registrations for each dog subject of the approved exemption must be current and maintained. • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation is only permitted where delegation to the CEO expressly authorises sub-delegation).
Subdelegates	Ranger Senior Ranger
Subdelegate conditions	<ul style="list-style-type: none"> a. Authority to grant an exemption must be given by a delegate. b. Classes of Persons authorised to administer listed functions limited to persons responsible for administering animal control functions.
Statutory framework	Legislation: Dog Act 1976 Dog Regulation 2013 (Note: Decisions under this delegation may be referred for review by the State Administration Tribunal). Local Laws: City of Albany Dog Local Law 2017: Link

Policy	<p>Policy Position: The maximum number of adult dogs that may be kept on any property in the City of Albany is 6 (on properties with an area of 4 hectares or greater). If you wish to keep more than 6 dogs you will need to apply for a kennel licence.</p> <p>Resources:</p> <ul style="list-style-type: none"> ▪ City of Albany Dog Management Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	D1.05 (D031) Kennel Establishments (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.27 Licensing of approved kennel establishments
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<ul style="list-style-type: none"> a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the City of Albany Dogs Local Law. c. Council has designated this function as limited to persons responsible for administering animal control functions.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	Legislation: Dog Act 1954 (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).
Policy	<p>Policy Position: The maximum number of adult dogs that may be kept on any property in the City of Albany is 6 (on properties with an area of 4 hectares or greater). If you wish to keep more than 6 dogs you will need to apply for a kennel licence.</p> <p>Resources: City of Albany Website: Dog Kennels and Catteries: Link</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	D1.06 (D031) Recovery of Moneys Due Under this Act (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.29(5) Power to seize dogs
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council limits this delegation to classes of persons responsible for animal control.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Statutory framework	Legislation: Dog Act 1976: Includes recovery of expenses relevant to: _s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense _s.33M Local government expenses to be recoverable. _s.47 Veterinary service expenses recoverable from local government _r.31 Local government expenses as to dangerous dogs (declared) Local Laws: _City of Albany Dog Local Law 2020
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	D1.07 (D031) Dispose of or Sell Dogs Liable to be Destroyed
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.29(11) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<ul style="list-style-type: none"> a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund. c. Council limits the sub delegation of this function to persons responsible for animal control.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Senior Ranger
Subdelegate conditions	<i>Note: Classes of persons listed as subdelegates are authorised to administer this function.</i>
Statutory framework	Legislation: Dog Act 1976 Local Law: City of Albany Dog Local Law 2020
Policy	<p>Policy Position: Unidentified dogs that have been in the pound for longer than three days, or unidentified cats that have been retained for three working days that are not claimed by owners, may be rehomed. The City of Albany works closely with animal rescue organisations to find new homes for impounded animals. If your dog or cat has been referred to a rescue organisation for re-homing you will need to contact them directly as they will be the new legal owner of the animal. A re-homing fee applies to animals rehomed directly from the City of Albany.</p> <p>Resources: City of Albany Website: Link</p>
Record keeping	Report to file.

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Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	D1.08 (D031) Declare Dangerous Dog (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council condition: Declaration must be certified by either the CEO or Executive Director Corporate & Commercial Services.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Ranger Services Senior Ranger
Subdelegate conditions	<i>Note: Classes of persons authorised to administer this function are listed as "Subdelegates".</i>
Statutory framework	Legislation: Dog Act 1976 (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).

Policy	<p>Policy Positions:</p> <ul style="list-style-type: none"> • Dangerous Dogs. Owners of a restricted breed dog, or a dog that has been declared dangerous by a local government must abide by the stringent laws that are in place to protect the community. If you own a restricted breed dog or a dog crossed with a restricted breed, you need to declare this on the application form when you register your dog for the first time, or renew its registration. Penalties for breaches of the Dog Act 1976 by a dangerous dog are double those which apply to other dogs. • Restricted Breeds. Certain breeds of dogs have been identified by the Commonwealth Government as being particularly aggressive. These breeds have been banned from import into Australia. It is an offence to sell, buy or advertise for sale restricted breed dogs. The following breeds (or crosses of these breeds) are classified as restricted: Pit Bull Terriers, American Pit Bull Terriers, Dogo Argentino, Fila Brasileiro, Japanese Tosa and Perro de Prensa Canario. • Declared Dangerous Dogs. A local government may declare a dog dangerous if it has caused injury or damage by an attack on, or chasing, a person, animal or vehicle or if a dog has repeatedly shown a tendency to attack or chase causing no injury. <p>Resources:</p> <ul style="list-style-type: none"> ▪ City of Albany Website: Dogs Control Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	Fully reviewed by Council. Adoption Reference: OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	D1.09 (D031) Dangerous Dog Declared or Seized - Deal with Objections and Determine when to Revoke (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.33F(6) Owners to be notified of making of declaration _s.33G(4) Seizure and destruction _s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Function	Authority to: <ol style="list-style-type: none"> 1. Consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]. 4. Before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council limits the delegation of this function to classes of persons responsible for animal control.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Executive Director Corporate & Commercial Services Manager Public Health and Safety
Statutory framework	Dog Act 1976 (Note: Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the Dog Act 1976).
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

City of Albany

Delegation	D1.10 (D031) Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.33H(5) Local government may revoke declaration or proposal to destroy
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)] a notice: a. Declaring a dog to be dangerous; or b. Proposing to cause a dog to be destroyed.
Delegates	CEO Executive Director Corporate & Commercial Services
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council Condition: Declaration to revoke Dangerous Dog Declaration must be certified by CEO.
Express power to subdelegate	<i>Dog Act 1976:</i> _s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	<i>Legislation:</i> <i>Dog Act 1976</i> <i>(Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).</i>
Policy	Resources: ▪ City of Albany Website: Link
Record keeping	Report to file. Report to Council Committee.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Delegation	D1.11 Determine Recoverable Expenses for Dangerous Dog Declaration (Dog Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976: _s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: _s.33M(1)(a) Local Government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council condition: Sub delegation limited to persons responsible for animal control.
Express power to subdelegate	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Executive Director Corporate & Commercial Services Manager Public Health and Safety
Statutory framework	Legislation: Dog Act 1976 (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal). Local Laws: City of Albany Dog Local Law 2020.
Policy	Resources: ▪ City of Albany Website: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Environmental Protection Act 1986

Environmental Protection Act 1986 and including State Government Authorisation and Delegations to Local Governments, including: Environmental Protection (Noise) Regulations 1997, Environmental Protection Regulations 1987

EPA Act - Authority to CEO and Authorised Employees

Delegation	SI_1.01 Noise Control - Environmental Protection Notices [Reg.65(1)] (EP Act)
Category	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
Head of power	Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Environmental Protection Act 1986 _Section 20 of the Environmental Protection Act 1986
Express power or duty delegated	Instrument of delegation — Government Gazette No. 47. pg. 919 - 19 March 2004: _All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. _Persons to whom delegation made — This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the Local Government Act 1995.
Function	_All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. _Persons to whom delegation made — This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i> .
Delegates	CEO
Subdelegates	Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
Subdelegate conditions	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
Statutory framework	Environmental Protection Act 1986
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Delegation	SI_1.02 Noise Management Plans - Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events (EP Act)
Category	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
Head of power	Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Environmental Protection Act 1986 _Section 20 Delegation by CEO
Express power or duty delegated	Pursuant to section 20 of the Act, delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i> , powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
Function	Any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i> , powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation, in relation to— <ul style="list-style-type: none"> a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— <ul style="list-style-type: none"> i. Subregulation 18(13)(b) is not delegated.
Delegates	CEO
Conditions	Subregulation 18(13)(b) is not delegated.
Subdelegates	Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
Subdelegate conditions	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates are appointed by the CEO.</i>
Statutory framework	Environmental Protection Act 1986
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Delegation	SI_1.03 Noise Management Plans - Construction Sites (EP Act)
Category	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
Head of power	Environmental Protection Act 1986
Delegator	Environmental Protection Authority
Express power to delegate	Environmental Protection Act 1986 _Section 20 Environmental Protection Act 1986
Express power or duty delegated	Instrument of delegation Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548: Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the Local Government Act 1995; and b. To any employee of the local government under the Local Government Act 1995 who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
Function	1. All power powers and duties in relation to noise management plans under regulation 13 of the Environmental Protection (Noise) Regulations 1997 other than this power of delegation. 2. Authority to appoint any employee of a local government under the Local Government Act 1995 who is appointed as an Authorised Person under section 87 of the EPA Act.
Delegates	CEO
Conditions	The authority to appoint an employee is limited to the CEO.
Express power to subdelegate	Nil.
Subdelegates	Coordinator Development Assessment and Customer Relations Coordinator Health Services Coordinator Planning Services Development Compliance Officer Development Engineer Environmental Health Officer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety Senior Environmental Health Officer Senior Planning and Development Compliance Officer
Subdelegate conditions	<i>Subdelegates are appointed by the CEO.</i>
Statutory framework	Environmental Protection Act 1986 Environmental Protection (Noise) Regulations 1997
Policy	Regulatory Compliance Policy & Guideline

REPORT ITEM AR178 REFERS

City of Albany

Record keeping	Report to file.
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EPA Act - CEO to Employees

Delegation	EH1.04.4 (D034) Environmental Protection - Illegal Dumping & Noise
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Environmental Protection Act 1986
Delegator	CEO
Express power to delegate	<p>_Delegation 52 (gazette 19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;</p> <p>_Delegation 112 (gazette 20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations;</p> <p>_Delegation 119 (gazette 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.</p>
Express power or duty delegated	<p>Environmental Protection Act 1986:</p> <p>_s79 (Noise); and</p> <p>_s49A (Dumping Waste).</p>
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Exercise the powers and discharge the duties of the local government under the Environmental Protection Act 1986. 2. Authorise classes of persons to administer any or all of the functions under: <ol style="list-style-type: none"> a. _s79 (Noise); and b. _s49A (Dumping Waste).
Delegates	<p>Coordinator Health Services</p> <p>Coordinator Ranger Services</p> <p>Coordinator Waste Operations</p> <p>Executive Director Corporate & Commercial Services</p> <p>Executive Director Infrastructure, Development & Environment</p> <p>Manager City Reserves</p> <p>Manager Operations</p> <p>Manager Public Health and Safety</p>
Conditions	<p>The CEO limits the authorisation to the following classes of persons</p> <p>_Executive Corporate & Commercial Services</p> <p>_Manager Public Health & Safety</p> <p>_Coordinator Health Services</p> <p>_Environmental Health Officers</p> <p>_Coordinator Ranger Services (Dumping Waste Only)</p> <p>_Senior Rangers, Rangers (Dumping Waste Only)</p> <p>Executive Director Infrastructure, Development & Environment: (Dumping Waste Only)</p> <p>_Manager City Reserves (Dumping Waste Only)</p> <p>_Manager Operations (Dumping Waste Only)</p> <p>_Coordinator Waste Services (Dumping Waste Only)</p> <p>_City of Albany Waste Contractors (subject to induction and authorisation) from a City employee. (Dumping Waste Only)</p>

Subdelegates	Environmental Health Officer Ranger Senior Environmental Health Officer Senior Ranger
Subdelegate conditions	<i>Note: Classes of persons authorised to administer and enforce this function listed as "Subdelegates".</i>
Statutory framework	Legislation: <ul style="list-style-type: none"> ▪ Environmental Protection Act 1986 ▪ Environmental Protection (Noise) Regulations 1997 ▪ Environmental Protection Regulations 1987
Policy	Policies: <ul style="list-style-type: none"> ▪ Regulatory Compliance Policy and Guidelines Resources: <ul style="list-style-type: none"> ▪ City of Albany Website: Waste Education: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Food Act 2008

Delegations under the Food Act 2008.

Food Act - Council to CEO & Employees

Delegation	EH1.01 (D033) Determine Compensation (Food Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008: _s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008: _s.56(2) Compensation to be paid in certain circumstances _s.70(2) and (3) Compensation
Function	<ol style="list-style-type: none"> 1. Authority to: Determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to: Determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	Chief Executive Officer (CEO) Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$1000. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	<i>NIL – Food Regulations 2009 do not provide for sub-delegation.</i>
Statutory framework	Food Act 2008: <i>Note: Decisions under this delegation may be referred for review by the State Administration Tribunal</i>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

City of Albany

Delegation	EH1.02 (D033) Prohibition Orders and Certificates of Clearance (Food Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008 : _s.118 Functions of enforcement agencies and delegation _(2)(b) Enforcement agency may delegate a function conferred on it _(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] _(4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008 : _s.65(1) Prohibition orders _s.66 Certificate of clearance to be given in certain circumstances _s.67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to: Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to: Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to: Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	<i>NIL – Food Regulations 2009 do not provide for sub-delegation</i>
Statutory framework	Food Act 2008 <i>(Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).</i> Resources: Guide to Regulator Guideline Number 1: Introduction of Regulatory Auditing In Western Australia: Link
Policy	Regulatory Compliance Policy & Guideline Trading in Public Places Policy Resources: _Mobile food business centralised register (Department of Health WA): Link _Temporary, Mobile and Home-Based Food Businesses; City of Albany website: Link
Record keeping	Report to file.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	EH1.03 (D033) Food Business Registrations (Food Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008 : _s.118 Functions of enforcement agencies and delegation _(2)(b) Enforcement agency may delegate a function conferred on it _(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] _(4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008 : _s.110(1) and (5) Registration of food business _s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to: Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to: Vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Executive Director Corporate & Commercial Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: a. Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA: Link b. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1: Link c. WA Priority Classification System: Link d. Verification of Food Safety Program Guideline: Link
Express power to subdelegate	<i>NIL – Food Regulations 2009 do not provide for sub-delegation.</i>
Subdelegates	Coordinator Health Services Environmental Health Officer Manager Public Health and Safety Senior Environmental Health Officer
Subdelegate conditions	<i>Note: Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates".</i>
Statutory framework	Food Act 2008 (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).
Policy	Regulatory Compliance Policy & Guideline Trading in Public Places Policy Resources: _Mobile food business centralised register (Department of Health WA): Link _Temporary, Mobile and Home-Based Food Businesses; City of Albany website: Link
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR52.
Last reviewed	25 June 2024

Delegation	EH1.04.0(D033) Appoint Authorised Officers and Designated Officers under (Food Act 2008, Public Health Act 2016)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008: _s.118 Functions of enforcement agencies and delegation _ (2)(b) Enforcement agency may delegate a function conferred on it _ (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] _ (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008: _s.22(1) Appointment of authorised officers _s.26(6), (7) and (13) Infringement Officers Public Health Act 2016 _s.21(1)(b)(i)
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint persons to undertake the functions of an enforcement agency under this Act. [s.118(1)]. 2. Authority to: Appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(1)]. 3. Authority to: Appoint an Authorised Officer appointed under s.122(1) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 4. Authority to: Appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO Executive Director Corporate & Commercial Services
Conditions	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ol style="list-style-type: none"> i. Appointment of Authorised Officers as Meat Inspectors: Link ii. Appointment of Authorised Officers: Link iii. Appointment of Authorised Officer - Designated Officers Only: Link iv. Appointment of Authorised Officers - Appointment of persons to assist with the discharge of duties of an Authorised Officer: Link b. A register of authorised officers appointed is to be maintained [s.122(3)]. c. Authorised Officers are to be issued with a certificate of authority. [s.123(1)].
Express power to subdelegate	<i>Note - The Food Regulations 2009 do not provide for sub-delegation.</i>
Subdelegates	Coordinator Health Services Environmental Health Officer Manager Public Health and Safety Senior Environmental Health Officer
Subdelegate conditions	<i>Note: Authorised classes of persons are listed as "Subdelegates".</i>

Statutory framework	Food Act 2008
Policy	Regulatory Compliance Policy & Procedures
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	EH1.05 (D022) Debt Recovery and Prosecutions (Food Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008: _s.118 Functions of enforcement agencies and delegation <ul style="list-style-type: none"> • (2)(b) Enforcement agency may delegate a function conferred on it • (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] • (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008: _s.54 Cost of destruction or disposal of forfeited item _s.125 Institution of proceedings
Function	Authority to: <ol style="list-style-type: none"> 1. Recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Institute proceedings for an offence under the Food Act 2008 [s.125].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil. (The Food Regulations 2009 do not provide for sub-delegation).
Subdelegates	Coordinator Health Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
Subdelegate conditions	Authorised persons: <ol style="list-style-type: none"> a. Subject to the conditions imposed on the CEO. b. Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates".
Statutory framework	Legislation: <ul style="list-style-type: none"> • Food Act 2008 • Food Regulations 2009
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Delegation	EH1.06 (D033) Abattoir Inspections and Fees (Food Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008: _s.118 Functions of enforcement agencies and delegation <ul style="list-style-type: none"> • (2)(b) Enforcement agency may delegate a function conferred on it • (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] • (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Regulations 2009: _r.43 Local government may require security _r.45 Withdrawal of inspection services
Function	Authority to: <ol style="list-style-type: none"> 1. Relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the City [r.43]. 2. Give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil. (The Food Regulations 2009 do not provide for sub-delegation).
Subdelegates	Coordinator Health Services Senior Environmental Health Officer
Subdelegate conditions	Subdelegate conditions: <ol style="list-style-type: none"> a. Subject to the conditions imposed on the CEO. b. Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates".
Statutory framework	Legislation: <ul style="list-style-type: none"> • Food Act 2008 • Food Regulations 2009
Policy	Resources: <ul style="list-style-type: none"> ▪ City of Albany Food Business Information: Link
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	EH1.07 Food Businesses List - Public Access (Food Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Food Act 2008
Delegator	Local Government
Express power to delegate	Food Act 2008: _s.118 Functions of enforcement agencies and delegation <ul style="list-style-type: none"> ▪ (2)(b) Enforcement agency may delegate a function conferred on it ▪ (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] ▪ (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	Food Act 2008: _r.51 Enforcement agency may make list of food
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO Executive Director Corporate & Commercial Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil. (The Food Regulations 2009 do not provide for sub-delegation).
Subdelegates	Coordinator Health Services Environmental Health Officer Manager Public Health and Safety Senior Environmental Health Officer
Subdelegate conditions	a. Same conditions as imposed on the CEO and Delegates. b. Classes of persons authorised to administer this function on behalf of the CEO are listed as " <i>Subdelegates</i> ".
Statutory framework	Legislation: <ul style="list-style-type: none"> ▪ Food Act 2008
Policy	Resources: <ul style="list-style-type: none"> ▪ City of Albany Food Business Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

City of Albany

Freedom of Information Act 1992

Delegations under the Freedom of Information Act 1992.

FOI Act - CEO to Employees

Delegation	FOI_1.01 (D014) Freedom of Information Act 1992
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Freedom of Information Act 1992
Delegator	CEO
Express power to delegate	Freedom of Information Act 1992 _s.100 Freedom of Information Act 1992 (Express Power to Appoint)
Function	Authority to determine decisions made under this Act [s.100(1)(b)]
Delegates	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
Conditions	Special Requirements: a. Assessment of applications to be conducted in accordance with s.30. b. Notice under s. 13(1)(b) of decision, form etc. c. Internal Reviews per s39 of the FOI Act restricted to: 1. Director Corporate & Commercial Services 2. Principal FOI Officer 3. Manager Governance & Risk.
Subdelegates	Development Compliance Officer Information Officer - Development Services Manager Development Services Manager Information Technology Senior Development Information Officer - Development Services Senior Planning and Development Compliance Officer Technical Support Officer - Development Services
Subdelegate conditions	The following classes of persons are authorised to administer the release of information pertaining to: Planning, Building and Development Information Services: (1) Building Plans: Release of plans to WAPOL: Development Information Services Team. Refer to Delegation: B1.6 Inspection and Copies of Building Records. (2) Dividing Fences Information. Refer to Delegation: B1.6 Inspection and Copies of Building Records. Corporate & Commercial Services: (1) CCTV Recordings: Manager Information Technology. (2) Body Worn Camera Footage: Principle Freedom of Information Officer Only.

Statutory framework	Freedom of Information Act. _s3 (Objects of Act), _s4 (Agencies, duties of when applying Act)
Policy	<p>Policies:</p> <ul style="list-style-type: none"> ▪ Code of Conduct for Staff with Access to Recorded Material (Audio, CCTV, Camera Footage) Policy: Link <p>Resources:</p> <ul style="list-style-type: none"> ▪ City of Albany Freedom of Information website: Link ▪ Access to Documents (Freedom of Information Act 1992) Form: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Graffiti Vandalism Act 2016

Delegations under the Graffiti Vandalism Act 2016.

Graffiti Act - Council to CEO & CEO to Employees

Delegation	G1.01 (D026) Give Notice Requiring Obliteration of Graffiti (Graffiti Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: _s.18(2) Notice requiring removal of graffiti _s.19(3) & (4) Additional powers when notice is given
Function	Authority to: <ol style="list-style-type: none"> 1. Give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Function to be administered following the Council-adopted policy position.
Express power to subdelegate	Graffiti Vandalism Act 2016: _s.17 Delegation by CEO of local government
Subdelegates	Executive Director Community Services Manager Community Relations
Subdelegate conditions	<ol style="list-style-type: none"> a. Subject to the conditions imposed on the delegate. b. Classes of Persons authorised to administer listed functions are to be determined by subdelegates.
Statutory framework	<i>Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.</i>
Policy	<ul style="list-style-type: none"> • Graffiti Management Policy: Link • Graffiti Removal Pack Application Form (Online Form): Link
Record keeping	Report to file.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	G1.02 (D026) Notices - Deal with Objections and Give Effect to Notices (Graffiti Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: _s.22(3) Objection may be lodged _s.24(1)(b) & (3) Suspension of effect of notice
Function	Authority to: <ol style="list-style-type: none"> 1. Deal with an objection to a notice [s.22(3)]. 2. Where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	CEO
Conditions	Function to be administered following the Council-adopted policy.
Express power to subdelegate	Graffiti Vandalism Act 2016: _s.17 Delegation by CEO of local government
Subdelegates	Executive Director Community Services Manager Community Relations
Subdelegate conditions	a. Subject to the conditions imposed on the delegate. b. Classes of Persons authorised to administer listed functions are to be determined by subdelegates.
Statutory framework	<i>Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.</i>
Policy	Graffiti Management Policy, Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	G1.03 (D026) Obliterate Graffiti on Private Property (Graffiti Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: _s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	Executive Director Community Services Manager Community Relations
Conditions	a. Subject to exercising Powers of Entry. b. Classes of Persons authorised to administer listed functions are to be determined by the delegates.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> _s.17 Delegation by CEO of local government
Subdelegate conditions	<i>Note: This function is administered by the City of Albany Community Development Services Team.</i>
Statutory framework	Graffiti Vandalism Act 2016
Policy	Policies: <ul style="list-style-type: none"> • Graffiti Management Policy, Link • State Government (WAPOL) Graffiti Vandalism Quick Reference Removal Guide: Link
Record keeping	<ul style="list-style-type: none"> • Report to file. • Report Graffiti Taskforce Reporting Form (website): Link
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	G1.04 (D026) Powers of Entry (Graffiti Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: _s.28 Notice of entry _s.29 Entry under warrant
Function	Authority to: <ol style="list-style-type: none"> 1. Give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO Executive Director Community Services
Conditions	The authority to enact this function is limited to the delegates.
Express power to subdelegate	Graffiti Vandalism Act 2016: _s.17 Delegation by CEO of local government
Subdelegate conditions	Notes: <ul style="list-style-type: none"> • <i>The power to enter property without the consent of the owner or occupier is only to be enacted with the approval of a delegate.</i> • <i>This function is administered by the City of Albany Community Development Services Team.</i>
Statutory framework	Graffiti Vandalism Act 2016
Policy	Policies: <ul style="list-style-type: none"> • Graffiti Management Policy
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Health (Misc Provisions) Act 1911

Health (Misc Provisions) Act 1911, .26 Powers of Local Government

Health (Misc Provisions) Act 1911 - Council to CEO & CEO to Employees

Delegation	EH1.04.2 Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government, Public Buildings, Events and Gatherings
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Health (Misc Provisions) Act 1911
Delegator	CEO
Express power to delegate	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
Express power or duty delegated	Health (Miscellaneous Provisions) Act 1911 _s176 and s177. <i>Note: s176 does not apply to or in relation to building work, as defined in the Building Act 2011 section 3, for which a building permit is required under that Act.</i>
Function	Appointment of such persons or classes of persons for the purpose of discharging it's power and functions under Health (Miscellaneous Provisions) Act 1911, specifically: 1. s176 (Approval of Plans) 2. s177 Approval must be in writing)
Delegates	Chief Executive Officer (CEO) Executive Director Community Services Executive Director Corporate & Commercial Services
Conditions	Only the CEO and the listed Delegates may issue approvals for larger events and gatherings requiring risk management plans under the <i>Health (Public Building) Regulations 1992</i> .
Subdelegates	Coordinator Health Services Environmental Health Officer Manager Community Relations Manager Governance & Risk Manager Public Health and Safety Senior Environmental Health Officer
Subdelegate conditions	a. Same conditions imposed on the CEO. b. Large events must be "certified" that all necessary approvals have been completed by the City's Event Coordinator.
Statutory framework	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
Policy	Resources: ▪ City of Albany Website: Event Information: Link

REPORT ITEM AR178 REFERS

City of Albany

Record keeping	<ul style="list-style-type: none">• Report to file.• Large gatherings in the planning stage must be reported to the Local Emergency Management Committee.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	EH1.04.3 (D033) Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Health (Misc Provisions) Act 1911
Delegator	Local Government
Express power to delegate	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
Express power or duty delegated	<p>Appointment of such persons for the purpose of discharging it's power and functions under:</p> <ul style="list-style-type: none"> ▪ Part IV – Division 4 (Sanitary Convenience) ▪ Part IV – Division 7 (Pollution of Water) ▪ Part V – Division 1 (House unfit for occupation) ▪ Part VI – Public Buildings ▪ Part VII – Division 1 (Nuisances) ▪ Health (Air Handling & Water Systems) Regulations 1994 ▪ Health (Aquatic Facilities) Regulations 2007 ▪ Health (Cloth Materials) Regulations 1985 ▪ Construction Camps Regulations 1988 ▪ Health (Construction Work) Regulations 1973 ▪ Health (Garden Soil) Regulations 1998 ▪ Health (Offensive Trade Fees) Regulations 1976 ▪ Health (Pesticides) Regulations 2011 ▪ Health (Prescribed Insect Pests) Regulations 1991 ▪ Health (Public Buildings) Regulations 1992 ▪ Health (Skin Penetration) Procedure Regulations 1998 ▪ Health (Temporary Sanitary Conveniences) Regulations 1997 ▪ Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 ▪ Health Act (Laundries and Bathrooms) Regulations ▪ Health Act (Sewerage Drainage and Underground Water Supply) Regulations 1974 ▪ Health Act (Underground Water Supply) Regulation 1959 ▪ Fly Eradication Regulations ▪ Piggeries Regulations 1979 ▪ City of Albany Health Local Laws
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Commence legal proceedings under the Health (Miscellaneous Provisions) Act 1911 and associated regulations and local laws. 2. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354 of the Health (Miscellaneous Provisions) Act 1911. 3. Delegations with respect to the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974. 4. Order premises within the City of Albany to be connected to sewer mains when such mains are completed and ready for use. (s.72 Health (Miscellaneous Provisions) Act 1911). 5. Sign and issue licences and registrations issued under the Health (Miscellaneous Provisions) Act 1911 Conditions.

Delegates	Chief Executive Officer (CEO) Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety
Conditions	<ul style="list-style-type: none"> a. Only the Manager Public Health & Safety may commence legal proceedings. b. The City's Environmental Health Officers may only serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354 of the Health (Miscellaneous Provisions) Act 1911 & Sign and issue licences and registrations issued under the Health (Miscellaneous Provisions) Act 1911. c. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council. d. The following designated classes of persons are limited to the functions listed under the Health (Public Buildings) Regulations 1992: <ul style="list-style-type: none"> 1. Manager Development Services 2. Coordinator Building Services 3. Building Surveyor
Subdelegates	Building Surveyor Coordinator Building Services Coordinator Health Services Environmental Health Officer Senior Environmental Health Officer
Subdelegate conditions	<i>Note: Classes of persons authorised this function are listed as "Subdelegates".</i>
Statutory framework	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
Policy	Policies: <ul style="list-style-type: none"> ▪ Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Library Board of Western Australia Act 1951

Library Board of Western Australia Act 1951 Delegations

Library Board Act - CEO to Employees

Delegation	LB1.01 (D010) Librarian Function & Authority
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Library Board of Western Australia Act 1951
Delegator	Chief Executive Officer (CEO)
Express power to delegate	<i>Not applicable, legislated function of the Chief Executive Officer(CEO).</i>
Express power or duty delegated	Library Board (Registered Public Library) Regulations 1985: _Regulation 29 (Authority of librarian):
Function	Authority to: <ol style="list-style-type: none"> 1. Authorise the recovery of overdue library books and other loaned Items. 2. Deny use of library services to persons whose actions are detrimental to others. 3. Authorise classes of persons to administer any or all the above functions.
Delegates	Library Team Leader Manager Arts & Culture
Conditions	<ol style="list-style-type: none"> a. Nil. b. Note: <ol style="list-style-type: none"> 1. Regulation 29 (Authority of librarian): <p>(1) A librarian may cause to be excluded or removed from a library —</p> <ol style="list-style-type: none"> (a) any disorderly person; (b) any person who is guilty of offensive behaviour; (c) any person who appears to be intoxicated; (d) any person who is not using the library for the purpose for which it is intended; or (e) any person who has committed a breach of these regulations if it appears that his continued presence in the library may lead to a further breach of these regulations. <p>(2) A librarian —</p> <ol style="list-style-type: none"> (a) may suspend the use of a reader's ticket; and (b) may refuse books and deny the use of the library to any person who refuses or neglects to comply with these regulations. <ul style="list-style-type: none"> ▪ Regulation 29(2) provides that 'a person who is aggrieved by the decision of a librarian' to deny them the use of the library may appeal the decision in writing to the CEO of the City of Albany.
Express power to subdelegate	Note: Authorised classes of person authorised to enact all listed functions: <ul style="list-style-type: none"> ▪ Library Team Leader.
Statutory framework	Library Board of Western Australia Act 1951 Library Board (Registered Public Library) Regulations 1985

Policy	Resource: <ul style="list-style-type: none">▪ City of Albany Website: Library Information: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Local Government Act 1995

Delegations under the Local Government Act 1995.

LG Act 1995 - Council to CEO & CEO to Employees (Authorisations)

Delegation	LA1.01 (D035) Creation and Change of Purpose of a Crown Reserve (Incl. Naming of Streets)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Local Government Act 1995
Delegator	Local Government
Express power or duty delegated	<p>Council designates the following classes of persons to administer and enforce the Land Administration Act 1997, subject to conditions:</p> <ul style="list-style-type: none"> ▪ Chief Executive Officer ▪ Executive Director Corporate & Commercial Services ▪ Executive Director Infrastructure Development & Environment ▪ Manager Development Services ▪ Coordinator Planning Services ▪ Lands Officer
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 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.
Delegates	Chief Executive Officer (CEO)
Conditions	<ol style="list-style-type: none"> a. Process requests related to Crown Reserves (1) Authority to process matters relating to Crown Reserves, as follows: <ol style="list-style-type: none"> 1. 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.); 2. Change of purpose of a Crown reserve; 3. Changes to reserve boundaries; 4. Acceptance of a management order, where the City is currently managing the land or can do so within existing operational budgets; and 5. 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: <ol style="list-style-type: none"> 1. Local Planning Scheme & Strategies; 2. Adopted Asset Management Plans (Roads; Reserves: Natural and Developed; Drainage); and 3. 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.

Express power to subdelegate	(a) Nil. (b) Classes of persons designated to administer this function is the Lands Officer.
Subdelegates	Coordinator Development Assessment and Customer Relations Coordinator Planning Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Lands Officer Manager Development Services
Subdelegate conditions	<i>Listed subdelegates are authorised to administer this function, exempt authority to authorise other classes of persons.</i>
Statutory framework	Local Government Act 1995: _Part 3 (Functions of local governments), Division 3 (Executive functions of local governments), s3.54 (Reserves under control of a local government) Land Administration Act 1997: _Part 2 (General administration), Division 3 (General), s26A (New subdivisions, names of roads and areas in), _Part 4 (Reserves) _Part 6 (Sales, leases, licences, etc. Of Crown land).
Policy	Policies: ▪ Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.01 Audit - CEO Review of Systems and Procedures (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Audit) Regulations 1996: _r.17 CEO to review certain systems and procedures
Function	<ol style="list-style-type: none"> 1. Authority: Conduct the review of the appropriateness and effectiveness of the City's systems and procedures in relation to <ol style="list-style-type: none"> i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)]. 2. Authority: Designate persons to administer listed functions.
Delegates	Executive Director Corporate & Commercial Services Financial Services Coordinator Manager Finance Manager Governance & Risk
Conditions	<ol style="list-style-type: none"> a. Each matter is to be reviewed at least once every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required. b. Findings are to be presented to the Executive Management Team (EMT) for comment. c. Findings including executive comment are to be presented to the Audit & Risk Committee.
Statutory framework	Local Government (Audit) Regulations 1996 Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Resources: <ul style="list-style-type: none"> ▪ Office of the Auditor General Website: Link
Record keeping	<ul style="list-style-type: none"> • Report to file. • Findings and associated response action are to be tabled to the Audit & Risk Committee.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (CEO Delegation) (NEW)
Last reviewed	25 June 2024

Delegation	LG1.02 (D016) Acknowledge Primary and Annual Returns, Gift Declarations and Financial Interest (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: _s.5.77 Acknowledging receipt of returns]
Function	<ol style="list-style-type: none"> 1. Authority to: On receipt of a Primary or Annual Return under s.5.75 or 5.76, give the person who submitted the Return written acknowledgement of having received the Return. 2. Authority to: Receipt of declarations of gifts in accordance with sections 5.87A and 5.87B of the Act. 3. Authority to: Receipt of Declarations of Interest (Impartiality, Proximity & Financial).
Delegates	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
Conditions	<ol style="list-style-type: none"> a. Before issuing a written acknowledgement, the designated person is to review the content of the Return declaration and consider any probity risks that may be evident from the disclosures in the context of the disclosing employee's job role. b. Where any probity risk is identified the designated person is to implement appropriate actions in regard to that employee's duties to mitigate the identified risk. c. Compliance with Attendance at Events Policy.
Subdelegate conditions	<i>Authorised persons are subject to the same conditions as the delegates.</i>
Statutory framework	<p>Primary & Annual: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 _s.5.88 Register of Financial Interests _s.5.96A(1)(i), Register to be published on the City's Official website</p>
Policy	<p>City of Albany Employee Code of Conduct: Link</p> <p>Resources: Department of Local Government, Operational Guideline – Primary and Annual Returns: Link</p>
Record keeping	<p>Primary & Annual Returns: If submitted manually in hardcopy, the original Primary or Annual Return and the acknowledgement is to be retained in the Register of Financial Interests kept under s.5.88 of the Local Government Act 1995.</p> <p><i>Note:</i> _Local Government Act 1995, s.5.96A(1)(i), Register to be published on the City's Official website. _The "Attain" cloud-based application is approved to facilitate this process: https://admin.attain.net.au/</p>
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.03 (D001)(D026) Authorise Persons or classes of persons to Perform Specified Functions under (LG Act 1995)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.24 Authorising persons under this Subdivision _s.3.25 Notices requiring certain things to be done by owner or occupier of land _s.3.26 Additional powers when notices given _s.3.27 Particular things local governments can do on land that is not local government property _s.3.31(2) General Procedure for entering property _s.3.39(1) Power to remove and impound _s.3.40A(1) Abandoned vehicle wreck may be taken _s.9.24(1)(c) and (2)(b) Prosecutions, commencing Local Government (Miscellaneous Provisions) Act 1960 _s.449 Pounds, establishing; pound keepers and rangers, appointing
Function	Authority to: <ol style="list-style-type: none"> 1. Authorise persons for the purposes of Part 3, Division 3, Subdivision 2 – Certain provisions about land - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24] 2. Authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 4. Authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)]. 5. Authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 6. Appoint fit and proper persons as pound keepers or rangers [Misc.Prov.s.449].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation. d. Animal Control: Council designates the following classes of persons to administer and enforce the <i>Cat Act 2011</i>, <i>Dog Act 1978</i> and the <i>Local Government (Miscellaneous Provisions) Act 1960</i>: Executive Corporate & Commercial Services, Manager Public Health & Safety, Coordinator Ranger Services, Senior Rangers and Rangers, Customer Service Officers responsible for administering animal control functions.

<p>Express power to subdelegate</p>	<p>Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.</p> <p>Classes of persons are authorised to administer the prescribed functions: _Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25((1))]:</p> <ul style="list-style-type: none"> ▪ Executive Directors ▪ Manager Development Services ▪ Development Engineer ▪ Planning Coordinator ▪ Senior Planning & Development Compliance Officer ▪ Development Compliance Officers ▪ Coordinator Building Services ▪ Manager City Reserves ▪ Manager Operations ▪ Manager Public Health & Safety ▪ Coordinator Ranger Services ▪ Senior Ranger & Rangers ▪ Coordinator Environmental Health <p>_Schedule 3.2 – Particular things local governments can do on land even though it is not local government property [s3.27(1)], limited to:</p> <ul style="list-style-type: none"> ▪ Executive Directors ▪ Manager Development Services ▪ Senior Planning & Development Compliance Officer ▪ Manager Engineering & Sustainability
<p>Subdelegates</p>	<p>Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering Manager Finance Manager Governance & Risk Manager Public Health and Safety</p>
<p>Subdelegate conditions</p>	<ol style="list-style-type: none"> a. Subject to the conditions imposed on the CEO. b. The power to authorise classes of persons is limited to the Executive Directors and the Manager Governance & Risk and must be given in writing. c. A person who is authorised to give an infringement notice under s9.16 of the Act is not eligible to be an authorised person to extend time or withdrawal. d. Authorisation involving animal control on land administered by the City must be approved in consultation with the Coordinator Ranger Services & Manager Reserves. e. The power to direct (additional powers) is limited to Executive Directors and the following classes of persons: <ul style="list-style-type: none"> _Manager Development Services _Manager Public Health & Safety _Manager Engineering & Sustainability f. The power to deal with objections and grant an extension of time is limited to Executive Directors and above and the following designated positions: <ul style="list-style-type: none"> _Manager Governance & Risk _Manager Finance g. Section 3.39 (Power to remove and impound). This section only authorises an “employee authorised by the local government”. Once impounded, the City then must give notice to the offender under section 3.42(1)(b) of the Act.

Statutory framework	Primary & Annual Returns: Delegates and subdelegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	<p>Policy Position: Classes of persons are authorised to administer the prescribed functions:</p> <ul style="list-style-type: none"> • Schedule 3.1 – Powers under notices to owners or occupiers of land[s3.25((1))]: (<i>Refer to Designated Person Register</i>) • Schedule 3.2 – Particular things local governments can do on land even though it is not local government property [s3.27(1)]: (<i>Refer to Designated Person Register</i>)
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.04 (D001, D020, D026, D030, D031) Appoint Authorised Persons or Classes of Persons under (LG Act 1995)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995 _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: _s.9.10 Appointment of authorised persons [s.9.10(2)]
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act (i.e., regulations): <ol style="list-style-type: none"> a. Local Government Act 1995 and its subsidiary legislation; b. Local Government (Miscellaneous Provisions) Act 1960; c. City of Albany Local Laws made under the Local Government Act; d. Caravan Parks and Camping Grounds Act 1995; e. Cat Act 2011; f. Cemeteries Act 1986; g. Control of Vehicles (Off-road Areas) Act 1978; h. Dog Act 1976; i. Graffiti Vandalism Act 2016 – refer s.15; and j. any other legislation prescribed for the purposes of s.9.10 of the Local Government Act 1995. 2. Authority to: Issue licences, notices, approvals and permits relating to the City of Albany Local laws.
Delegates	Chief Executive Officer (CEO) Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager City Reserves Manager Development Services Manager Engineering Manager Facilities Manager Finance Manager Governance & Risk Manager Operations Manager Public Health and Safety Manager Recreation Services

Conditions	<ul style="list-style-type: none"> a. A register of Authorisations is to be maintained as a Local Government Record. b. Only appropriately qualified and trained persons may be appointed as Authorised persons. c. A person to be appointed as an authorised officer by Regulation 70(2) of the <i>Building Regulations 2012</i> and section 6(b) of the <i>Criminal Procedure Act 2004</i> MUST first be appointed as an authorised person for section 9.16 of the <i>Local Government Act 1995</i> (LG Act). d. The power to authorise persons is limited to Executive Directors and the Manager Governance & Risk and must be given in writing. e. A person authorised to give an infringement notice under s9.16 of the LG Act is not eligible to be an authorised person to extend time or withdrawal. f. Authorisations involving animal control on land administered by the city must be approved by the Manager of Governance & Risk and/or Manager of Public Health & Safety in consultation with the Coordinator of Ranger Services and the Manager of City Reserves.
Express power to subdelegate	<p><i>The following classes of persons are authorised to administer designated functions;</i></p> <ul style="list-style-type: none"> _Manager Public Health & Safety (All listed functions) _Coordinator Ranger Services (All listed functions) _Senior Rangers & Rangers (All listed functions) _Environmental Health Officers (limited to functions listed under the <i>Caravan Parks and Camping Grounds Act 1995</i>).
Statutory framework	<p>Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><i>Note: Local laws ensure that activities throughout the City are regulated, controlled and efficiently managed. Under the Local Government Act 1995, the City of Albany Council is able to make local laws considered necessary for the good government of the district. A local law is invalid to the extent that it is inconsistent with any state or federal legislation. Local laws that are being advertised for public comment can be viewed on the community engagement page.</i></p>
Policy	<p>Regulatory Compliance Policy & Guideline</p> <p><i>Note: RE: Enforcement of the:</i></p> <ul style="list-style-type: none"> _Control of Vehicles (Off Road Areas) Act 1978; _Local Government Act 1995; and _Caravan Parks and Camping Grounds Act 1995. <p><i>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.</i></p>
Record keeping	<p>Report to file.</p> <p>Instruments or Certificates of Authorisation</p> <ul style="list-style-type: none"> _Copies are to be retained on the Authorised Person's personnel file. _A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.05 (D030) Caravan Parks & Camping Grounds Act 1995
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 _s9.10(2) (Appointment of authorised persons) Caravan Parks and Camping Grounds Act 1995 _s5 (Terms Used) <i>authorised person means a person appointed to be an authorised person under —</i> (a) section 17(1)(a); or (b) the Local Government Act 1995 section 9.10(2) for the purposes of this Act;
Express power or duty delegated	Local Government Act 1995 _s9.10(2) (Appointment of authorised persons)
Function	1. Authority to appoint classes of persons to administer and enforce the Caravan Parks & Camping Ground Act 1995. 2. Authority to authorise classes of persons the doing of all acts and things and authorised person is able to do under the Camping Act. 3. Authority to authorise classes of persons: a. to enter any facility pursuant to s18 of the Camping Act. b. to enter any occupied caravan or camp pursuant to s20 of the Camping Act.
Delegates	CEO
Conditions	a. The power to prosecute any person is only exercised by agreement of the Executive Director or Line Manager. 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 notice, is not permitted to withdraw the notice. <i>Note: Camping on undeveloped land: Noting camping on undeveloped Land may be permissible in the event they have the consent of the owner of the land, such incidents are to be administered under the Planning & Development Act 2005. Refer to policy section.</i>
Express power to subdelegate	Local Government Act 1995 _s.5.44 CEO may delegate some powers and duties to other employees Caravan Parks and Camping Grounds Act 1995 _Part 4 - Enforcement _s22 (Legal proceedings to be taken by authorised person) _23(1) (Infringement notices). An authorised person is a reference to a person appointed to be an authorised person under the Local Government Act 1995 section 9.10(2).
Subdelegates	Coordinator Health Services Coordinator Ranger Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Environmental Health Officer Senior Ranger

Statutory framework	Local Government Act 1995 Caravan Parks and Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997 Noting: _Regulation 10, states: that a person may only camp at a site in a caravan park or camping ground, as appropriate, licensed under the Camping Act, or in accordance with Regulation 11. _Regulation 11 provides the circumstances under which a person can camp somewhere other than a caravan park or camping ground and provides the following exceptions: (a) a person may camp on land which they own or have a legal right to occupy up to 3 nights in any period of 28 days; (b) roadside areas; (c) road reserves; (d) land which is held by a State Instrumentality in freehold or leasehold, or land that is under the care, control or management of a State instrumentality in accordance with that instrumentality; or (e) unallocated Crown land or unmanaged reserves. _Legal Advice: Undeveloped Land may be permissible in the event they have the consent of the owner of the land. Persons who are camping on the Undeveloped Land without permission are doing so contrary regulation 10 of the Camping Act and are liable to a modified penalty of \$1,000.
Policy	Regulatory Compliance Policy & Guideline Policy: Camping on privately-owned undeveloped land is to be administered by an appropriately authorised person under the Planning and Development Act 1995 (PD Act). Noting: _Property Management is the responsibility of the land owner. _Therefore, owners are required to take action to evict any persons who are illegally camping on the land.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (AMENDED)
Last reviewed	25 June 2024

Delegation	LG1.06 (D030) Control of Vehicles (Off-Road Areas) Act 1978
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 _s9.10(2) (Appointment of authorised persons) Control of Vehicles (Off-road Areas) Act 1978 _s38 (Authorised persons)
Express power or duty delegated	Local Government Act 1995 _s9.10(2) (Appointment of authorised persons) Control of Vehicles (Off-road Areas) Act 1978 _s38 (Authorised persons) Control of Vehicles (Off-road Areas) Act 1978 _s5(1) Local government's functions: Subject to the Minister, and in co-operation with the Director General, it shall be the duty of a local government to administer and enforce the provisions of this Act within its district.
Function	<ol style="list-style-type: none"> 1. Authority to appoint classes of persons to administer and enforce the Control of Vehicles (Off-Road Areas) Act 1978. 2. Authority to authorise classes of persons the doing of all acts and things and authorised person is able to do under the Control of Vehicles (Off-Road Areas) Act 1978.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. The power to prosecute any person is only exercised by agreement of the Executive Director or Line Manager. 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 notice, is not permitted to withdraw the notice.
Express power to subdelegate	Local Government Act 1995 : _s.9.10 Appointment of authorised persons [s.9.10(2)]
Subdelegates	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
Subdelegate conditions	<i>The same conditions imposed on the CEO.</i>
Statutory framework	Control of Vehicles (Off-Road Areas) Act 1978 Regulatory Compliance Policy & Guideline
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024

REPORT ITEM AR178 REFERS

City of Albany

Adoption references	OCM 25/06/2024 Resolution AR152 (AMENDED).
Last reviewed	25 June 2024

Delegation	LG1.07 (D017) Compensation - Damage Incurred when Performing Executive Functions (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.22(1) Compensation _s.3.23 Arbitration
Function	<ol style="list-style-type: none"> 1. Authority to: Assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)], per s.3.22 procedures. 2. Authority to: Where compensation is unable to be determined and agreed between parties, give effect to arbitration per s.3.23.
Delegates	CEO
Conditions	<p>Delegation is limited to settlements that do not exceed a material value of \$1000.</p> <p><i>Note:</i> _A local government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in s3.22 (5) of the Act, or in Schedule 3.1 or Schedule 3.2 of the Act. _s3.22 does not limit section s9.57 of the Act.</p>
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	<p>Executive Director Corporate & Commercial Services</p> <p>Manager Governance & Risk</p> <p>Risk Management & Insurance Officer</p> <p>Team Leader - Records & Council Liaison</p>
Subdelegate conditions	<i>Subdelegates are appointed by the CEO.</i>
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.08 (D015) Destruction of Electoral Papers (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Elections) Regulations 1996: _r.82 Keeping election papers – s4.84(a)
Function	Authority to: <ol style="list-style-type: none"> 1. After a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)]. 2. Authorise persons to administer the destruction process.
Delegates	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
Conditions	Carry out the destruction of electoral material relating to local government elections [Elect. r. 82 (4)] by way of: <ul style="list-style-type: none"> ▪ Supervising the destruction of parcels in the presence of at least 2 employees; or ▪ Supervising the secure conveying of parcels to a secure paper destruction company, or placed in a locked bin provided by such a company.
Statutory framework	Primary & Annual Returns: <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Resources: <ul style="list-style-type: none"> ▪ Department of Local Government, Sport and Cultural Industries: Returning Officer Manual ▪ Local Government Operational Guidelines - Owners and Occupiers Roll
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 225/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.09 (D015) Electoral Enrolment Eligibility Claims and Electoral Roll (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: Link _s.4.30 Eligibility of non-resident owners and occupiers to be enrolled _s.4.31. Rateable property: ownership and occupation _s.4.32. Eligibility to enrol under s. 4.30, how to claim _s.4.34 Accuracy of enrolment details to be maintained _s.4.35 Decision that eligibility to enrol under s.4.30 has ended _s.4.37 New roll for each election Local Government (Elections) Regulations 1995: Link _r.11 Nomination of co-owners or co-occupiers — s.4.31(1E) or (1F) _r.13(2) & (4)Register - s.4.32(6)
Function	Authority to: <ol style="list-style-type: none"> 1. Maintain the owners and occupiers roll on behalf of the CEO. 2. Determine eligibility of non-resident owners and occupiers to be enrolled. 3. Determine persons to be silent electors and omit their details from the roll.
Delegates	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
Conditions	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32 and s.4.35. b. Authority to authorise persons to administer the listed functions.
Express power to subdelegate	Nil
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Resources: <ul style="list-style-type: none"> ▪ Department of Local Government, Sport and Cultural Industries: Returning Officer Manual ▪ Local Government Operational Guidelines - Owners and Occupiers Roll: Link
Record keeping	Report to file.
Date adopted	28 February 2023
Adoption references	OCM 25/06/2024 Resolution AR131.

Last reviewed	25 June 2024
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Delegation	LG1.10 (D021) Extend Time for Lodging an Objection (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.9.5 Objection may be lodged
Function	Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
Delegates	CEO
Conditions	An extension will only be granted for a maximum period of 30 days.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services
Subdelegate conditions	Subject to the same conditions as the CEO.
Statutory framework	Primary & Annual Returns: <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>(Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.)</i>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR131.
Last reviewed	25 June 2024

Delegation	LG1.11 Financial Management Systems and Procedures (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Financial Management) Regulations 1996: _r.5 CEO's Duties as to financial management
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the City; ii. Safe custody and security of money collected or held by the City; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.27; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements. 2. Designate persons to be responsible for listed functions.
Delegates	<p>Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Finance</p>
Conditions	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained per the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17] c. When exercising authority to authorise persons under FM.r.5 to incur liabilities: <ul style="list-style-type: none"> • A register of Authorisations is to be maintained as a Local Government Record. • Only appropriately qualified and trained persons may be authorised for this purpose. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Subdelegates	Financial Services Coordinator
Subdelegate conditions	<i>Subject to the same conditions imposed on the Delegates.</i>

Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Legislation:</p> <ul style="list-style-type: none"> Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996 Fire & Emergency Services Act 1998
Policy	<p>Policies:</p> <ul style="list-style-type: none"> Corporate Credit Card Usage Policy Cash Investment Backing for Reserve Accounts Policy Buy Local Policy (Regional Price Preference) Purchasing Policy (Tenders and Quotes) Rates Financial Hardship Policy City of Albany Above Award Policy - Day Care Employees City of Albany Above Award Policy - Local Government Officers City of Albany Above Award Policy - Municipal Employees <p>Intranet ONLY:</p> <ul style="list-style-type: none"> Current Contracts Quotation Procedure Evaluation Procedure (Tenders & Quotes) Request for eQuote (Example Only) Form Non-Conforming File Note Form
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (NEW)
Last reviewed	25 June 2024

Delegation	LG1.12 (D014) Information to be Available to the Public (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: _s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information Local Government (Administration) Regulations 1996: _r.29B Copies of certain information not to be provided (Act s.5.96)
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 3. Determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)]. 4. Authorise classes of persons to administer this function.
Delegates	<p>Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Community Relations Manager Finance Manager Governance & Risk Manager Information Technology Manager Public Health and Safety Rates Coordinator Team Leader - Records & Council Liaison</p>

Conditions	<p>The authority to authorise persons or classes of persons to administer this function is limited to delegates.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. <i>The City is responsible for ensuring any register of gifts is made available for public inspection.</i> 2. <i>Information that must be published on the City's website:</i> <ol style="list-style-type: none"> 1. <i>A map of the district boundaries;</i> 2. <i>Adverse findings of the State Administrative Tribunal and Standards Panel;</i> 3. <i>An up-to-date list of fees and charges;</i> 4. <i>Confirmed minutes of council or committee meetings;</i> 5. <i>Consolidated copies of any local law that is in force in the district;</i> 6. <i>Minutes of electors' meetings; and notice papers and agendas relating to council and committee meetings that have been tabled or produced by the local government and presented at a council or committee meeting (unless it concerns an item that was part of a meeting that was closed to members of the public);</i> 7. <i>The annual budget;</i> 8. <i>The local government's plans for the future;</i> 9. <i>The notice of sale of a property because of the non-payment of rates or service charges; and</i> 10. <i>Business Plans for major land trading undertakings or major land transactions.</i>
Statutory framework	<p>Legislation:</p> <ul style="list-style-type: none"> ▪ Local Government Act 1995: <ul style="list-style-type: none"> _s5.94 (Public can inspect certain local government information), _3.59(Commercial enterprises by local governments), _s5.96A (Information published on official website), _s9.57A (Local government protected from liability for defamation: council proceedings on website), _s5118 (Carrying out orders), _Schedule 6.3 (Provisions relating to sale or transfer of land where rates or service charges unpaid). ▪ Freedom of Information Act 1992 (FOI Act): The City of Albany Information Statement made under the FOI Act prescribes that a document is required to be made which conveys information to the public about City operations, the kinds of documents it holds and the procedures for accessing them.
Policy	<p>Policies:</p> <ul style="list-style-type: none"> ▪ Social Media Policy & Guidelines: Link ▪ Code of Conduct for Recorded Material acquired on City of Albany Property (Audio, CCTV, Camera Footage) ▪ City's Information Statement ▪ Media Liaison Policy <p>Resources:</p> <ul style="list-style-type: none"> ▪ Government of Western Australia - Fact Sheet - Privacy and Responsible Information Sharing
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.

Last reviewed	25 June 2024
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Delegation	LG1.13 Performing Functions Outside the District (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.20(1) Performing functions outside district
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	CEO
Conditions	<ul style="list-style-type: none"> a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. b. Where the above conditions are not met, the matter must be referred for Council decision, supported by a cost-benefit analysis.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Primary & Annual Returns <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (NEW)
Last reviewed	25 June 2024

Delegation	LG1.14 (D002) Corporate Documents & Branding
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: _s.45(2) "Acting Through"
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Approve the use of the City of Albany Crest and Corporate Logos. 2. Update administrative policies, guidelines, procedures, and processes. 3. Make minor amendments to Council adopted policies. 4. Authorise persons to administer any or all of the above functions.. <p><i>Note: It is the role of Council to determine local government's policies.</i></p>
Delegates	<p>Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Community Relations Manager Development Services Manager Governance & Risk</p>
Conditions	<p>Council Condition of Delegation:</p> <ol style="list-style-type: none"> a. Minor amendments can be made to Council adopted policies, if authorised by the Chief Executive Officer. b. On effecting the amendment, a copy of the updated policy is to be distributed to all elected members. c. The power to authorise persons is limited to Executive Directors and above. <p><i>Note: minor amendment, means a change to a Policy or procedure, which does not alter the general meaning, scope, purpose or intent of the document.</i></p>
Statutory framework	<p>Legislation:</p> <ul style="list-style-type: none"> ▪ Local Government Act 1995: <ul style="list-style-type: none"> ◦ _Part 2 (Constitution of local government), Division 2 (Local governments and councils of local governments), s2.7(2)(b) (Role of council); ◦ _Part 3 (Functions of local governments), Division 1 (General), s3.1 (General function); and ◦ _Part 5 (Administration), Division 4 (Local government employees), s5.41 (Functions of CEO). <ol style="list-style-type: none"> 1. Planning & Development Act 2005 Planning & Development (Local Planning Schemes) Regulations 2015

Policy	Policies: <ul style="list-style-type: none">▪ Corporate Document Policy: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.15 (D003) Make Official Public Statements & Information
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer (CEO)
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: _s5.41 (d)(f) (Functions of CEO). _s5.45(2) "Acting Through"
Function	Authority to: <ol style="list-style-type: none"> 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 comments, 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.
Delegates	Community Emergency Services Manager Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager City Reserves Manager Community Relations Manager Development Services Manager Engineering Manager Facilities Manager Finance Manager Governance & Risk Manager Information Technology Manager Major Projects Manager Operations Manager People & Culture Manager Public Health and Safety Manager Recreation Services Team Leader - Records & Council Liaison
Conditions	a. The power to authorise persons is limited to the CEO, Executive Directors, and the Manager Community Relations. b. The following classes of persons are authorised: _Team Leader Arts & Culture _Communications Team Leader/Supervisor
Express power to subdelegate	Nil
Statutory framework	Local Government Act 1995: _ s5.41 (d)(f) (Functions of CEO).

Policy	Policies: <ul style="list-style-type: none">• Elected Member Communications Policy• Media Liaison Policy• Social Media Policy
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.17 (D007) Dealing with objections under Part 9 of Local Government Act 1995
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s9.5(2), s9.6(5) and s9.9(1)(b)
Function	The Chief Executive Officer is delegated the power to: <ol style="list-style-type: none"> 1. Receive an objection and grant an extension of time for an objection to be lodged (Section 9.5(2)). 2. Give notice in writing of how it has been decided to dispose of the objection and the reasons for disposing of it in that way. 3. Determine that there are reasons why the effect of a decision should not be suspended in line with the provisions of the Local Government Act 1995 Section 9.9(1)(b).
Delegates	Chief Executive Officer (CEO)
Conditions	Council Condition: This delegation may not be exercised to dispose of an objection to a decision originally made by the CEO.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Community Relations Manager Development Services Manager Finance Manager Governance & Risk Manager Public Health and Safety
Subdelegate conditions	Reviews must be conducted in accordance with the City of Albany Internal Review (Decision or conditions relating to a decision) Policy & Guideline: Link
Statutory framework	Local Government Act 1995 Part 9 (Miscellaneous provisions), Division 1 (Objections and review) _s9.1 (When this Division applies) _s9.5 (Objection may be lodged), _s9.6 (Dealing with objection), _s9.7 (Review), _s9.9 (Suspension of effect of decision) Schedule 3.1 - Powers under notices to owners or occupiers of land (s3.25).

Policy	<p>Policies:</p> <ul style="list-style-type: none"> ▪ Internal Review (Decision or conditions relating to a decision) Policy & Guideline: Link <p>Note:</p> <ol style="list-style-type: none"> 1. <i>The LG Act states in part, that the objection of a decision made is to be dealt with by the council of the local government.</i> 2. <i>Unresolved objections are facilitated through the Corporate & Community Services Committee.</i> 3. <i>Part 9 – Miscellaneous provisions, Division 1 – Objections and review applies when a local government makes a decision under the Act as to whether it will:</i> <ul style="list-style-type: none"> <i>_grant a person an authorisation under Part 3 of the Act or under any local law or regulation that is to operate as if it were a local law; or</i> <i>_renew, vary, or cancel an authorisation that a person has under any of those provisions; or</i> <i>_whenever a local government gives a person a notice under 3.25 of the Act.</i>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.18 (D006) Sign Documents on Behalf of the City of Albany (Execution of Documents)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 _s9.49A(4)
Express power or duty delegated	Local Government Act 1995 _s9.49A(4)
Function	In accordance with Council Policy: Common Seal Policy & Guideline: Link Authority to: <ol style="list-style-type: none"> 1. Execute Documents and/or Apply the Common Seal. 2. Grants: Authorise Persons to: <ol style="list-style-type: none"> a. electronically submit approved grant funding submissions. b. administer the "Grant Online Portals" and certify the electronic submissions. 3. Administer Emergency Service Levy (ESL) returns in accordance with the Fire and Emergency Services Authority of Western Australia Act 1998.
Delegates	Chief Executive Officer (CEO) Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
Conditions	<ol style="list-style-type: none"> a. The execution of the document must not be inconsistent with a Council Policy or resolution. b. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy. c. The classes of persons "Executive Director" are restricted to executing documents that are to a value of \$250,000 or less. d. Administration of Grants on behalf of the City of Albany is limited to the following classes of persons: <ol style="list-style-type: none"> i. Manager Finance; ii. Revenue Development Officer; and iii. Persons authorised in writing to administer grant funding online portals by an Executive Director.
Subdelegates	Manager Finance Manager Governance & Risk
Statutory framework	<p>Local Government Act 1995: _s2.5 (Local governments created as bodies corporate); _ s5.42 (Delegation of some powers and duties to CEO), s5.43(ha) (Limits on delegations to CEO); _s9.49A (2)(4)(5) (Execution of documents).</p> <p>Local Government (Functions and General) Regulations 1996: _Reg.34 (Common seal, unauthorised use of)</p> <p>Fire and Emergency Services Authority of Western Australia Act 1998: _s36ZJ (ESL agreement, nature of etc.), s36ZK (Part 6A modified for ESL agreement (Sch. 1A))</p>

Policy	<p>Policies:</p> <ul style="list-style-type: none"> ▪ Use of Common Seal Policy: Link <p>Resources:</p> <ul style="list-style-type: none"> • Sealing Clause Document Template (Intranet) • Sealing Clause for Common Seal Document and Template (Intranet) • Authorisation Form (Intranet)
Record keeping	<ul style="list-style-type: none"> • Report to file. • Report to Council Committee monthly.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.19 (D008) Legal Proceedings - Approval
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power or duty delegated	Local Government Act 1995 _s9.10(1)(2) (Appointment of authorised persons), _s9.29(2) (Representing local government in court),
Function	Authority to: <ol style="list-style-type: none"> 1. Authorise Legal Expenses for Council Members, Employees and Volunteers. 2. Enact legal proceedings, represent and authorise persons to represent the City in a Court. 3. Authorise classes of persons to administer any or all of the above functions.
Delegates	Chief Executive Officer (CEO)
Conditions	<ol style="list-style-type: none"> a. Compliance with Council Policy: Legal Representation for Elected Members, Employees and Volunteers. b. The City's Insurance Broker is to be notified before proceeding with action. c. Classes of persons authorised to enact legal proceedings, represent and authorise persons to represent the City in a Court: <ol style="list-style-type: none"> i. Executive Directors ii. Manager Governance & Risk iii. Manager Finance iv. Manager Public Health & Safety, Coordinator Ranger Services v. Manager Development Services
Subdelegates	Coordinator Health Services Coordinator Ranger Services Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Finance Manager Governance & Risk
Statutory framework	Local Government Act 1995 _s9.10(1)(2) (Appointment of authorised persons), _s9.29(2) (Representing local government in court),
Policy	Policies: _Legal Representation for Elected Members, Employees & Volunteers Policy: Link
Record keeping	<ul style="list-style-type: none"> • Report to file. • Report quarterly to the Audit & Risk Committee.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

City of Albany

Delegation	LG1.21 (D048) National Redress Scheme
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Institutional Child Sexual Abuse Act 2018 (Cth): _For facilitating the National Redress Scheme. Local Government Act 1995 (the Act): _If a redress application is received, the application will be administered in accordance with s.9.49A (4) of the Act.
Express power or duty delegated	Institutional Child Sexual Abuse Act 2018 (Cth):
Function	Council designates the Chief Executive Officer as being authorised to execute a service agreement with the State, if a redress application is received.
Delegates	Chief Executive Officer (CEO)
Conditions	A confidential report to be provided to Council for noting, if a redress application is received by the City of Albany.
Subdelegates	Manager Governance & Risk Team Leader - Records & Council Liaison
Subdelegate conditions	Classes of persons employed in the Governance & Risk Team are authorised to administer this function.
Statutory framework	Legislation: <ul style="list-style-type: none"> ▪ Institutional Child Sexual Abuse Act 2018 (Cth): ▪ Local Government Act 1995 (the Act): _s.9.49A (4) of the Act. ▪ State Records Act 2000: The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the State Records Act 2000 to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse.

Policy	<p>Council Policy Position:</p> <ul style="list-style-type: none"> ▪ On the 26 May 2020, Council resolved to participate in the National Redress Scheme as a State Government institution and be included as part of the State Government's declaration. ▪ Application Processing / Staffing and Confidentiality: Administratively the Chief Executive Officer will determine: <ul style="list-style-type: none"> ◦ Which position(s) will be responsible for receiving applications and responding to Requests for Information; ◦ Support mechanisms for staff members processing Requests for Information. ◦ Ensure appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements. ◦ Local Governments are required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in the Act. ◦ The State Government and the City of Albany do not have any influence on the decision made and there is no right of appeal.
Record keeping	<ul style="list-style-type: none"> • Report to file. • Reporting Requirement: Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG1.22 (NEW) Short-Term Rental Accommodation Act 2024
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer (CEO)
Express power to delegate	Local Government Act 1995 _s.5.44 CEO may delegate some powers and duties to other employees Short-Term Rental Accommodation Act 2024 _The Chief Executive Officer (CEO) is authorised to designate certain officers as 'designated officers' in accordance with regulation 9(3) of the STRA Regulations 2024.
Express power or duty delegated	Local Government Act 1995: _s.9.10 Appointment of authorised persons [s.9.10(2)] Short-Term Rental Accommodation Act 2024 _s.4a Designation of Officers
Function	Authority to Issue Section 29 Certificates: Designated officers are authorised to issue Section 29 certificates for the following purposes: (1) Determining whether approval for Short-Term Rental Accommodation (STRA) is required under the Scheme. (2) Confirming whether approval for STRA has been granted under the Scheme. (3) Verifying compliance of the premises (or their use) with a specified development approval. (4) Confirming compliance of the premises (or their use) with specified laws, including regulations related to building, health, food safety, and bushfire management, as applicable to the City. (5) Determining whether the premises do not meet specified building standards under the Building Act.
Delegates	Coordinator Planning Services Development Compliance Officer Manager Development Services Senior Planning and Development Compliance Officer
Conditions	Designated officers must provide a written notice to the owner or their agent before issuing a certificate for matters (3), (4), or (5). The written notice must: (a) Inform the owner or agent of the proposed decision to issue the certificate. (b) Invite the owner or agent to submit reasons why the certificate should not be issued.
Express power to subdelegate	Nil.
Statutory framework	Short-Term Rental Accommodation Act 2024 Short-Term Rental Accommodation Regulations 2024 _Regulation 9 (3). The designation of an officer by a local government under section 29(4) of the Act must be made on behalf of the local government by its chief executive officer.
Policy	Authorised Officers authorised to issue an infringement notice must show either a certificate or identity card.
Record keeping	Report to file.

REPORT ITEM AR178 REFERS

City of Albany

Date adopted	12 May 2025
Adoption references	CEO Delegation: The CEO is authorised to designate officer to administer this function under the STRA Regulation 2024.
Last reviewed	25 June 2024

Delegation	LG2.01 (D004) Confiscated or Uncollected Goods or Impounded Goods
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.46 Goods May be withheld until costs paid _s.3.47 Confiscated or uncollected goods, disposal of _s.3.48 Impounding expenses, recovery of
Function	Authority to: <ol style="list-style-type: none"> 1. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. The CEO may authorise, if appropriate, to donate the surplus plant, equipment and/or material to a suitable not-for-profit entity (i.e. community group, sporting organisation, school) taking into account the loss of income to the City as well as the fairness and equity to other not for profit entities in the City. c. In the absence of any sale or donation being made, it shall be at the absolute discretion of the CEO to dispose of any surplus plant, equipment and/or material in any manner thought fit by them. <p><i>Note: A declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated. Refer to Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.</i></p>
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager Facilities Manager Public Health and Safety Manager Recreation Services

Subdelegate conditions	<p>a. Subject to the conditions imposed on the CEO.</p> <p>b. An authorised person who administers the confiscation of property cannot administer the disposal.</p>
Statutory framework	<p>Local Government Act 1995 Part 3, Division 3, Subdivision 3 _s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.</p> <p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	<p>Policy Position:</p> <p>(a) Any goods slated for disposal or donation with an estimated market value exceeding \$5,000 require a two-week written notice to Elected Members before any action.</p> <p>(b) Any goods with an estimated market value above \$1,000 must be:</p> <ul style="list-style-type: none"> Sold via public auction; or Offered for sale through public tender. <p>(c) Any goods valued at \$1,000 or less may be disposed of using the methods outlined in (b) as well as:</p> <ul style="list-style-type: none"> Offering items to the City of Albany tip shop for sale; Advertising items for sale in a local newspaper; or Advertising items for sale on the City's website. <p>(d) The CEO may, at their discretion, choose to donate goods to a suitable not-for-profit entity (e.g., community group, sporting organisation, school), considering the impact on the City's income and fairness to other non-profit entities within the City.</p> <p>(e) In the absence of any sale or donation, the CEO has full discretion to dispose of goods as they see fit.</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG2.02 (D004) Declare Vehicle is Abandoned Vehicle Wreck (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.40A(4) Abandoned vehicle wreck may be taken.
Function	1. Authority to: Declare that a vehicle is an abandoned vehicle wreck [s.3.40A(4)]. 2. Authority to: Declare that an <u>impounded</u> vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken per <i>Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods</i> or may be referred for Council decision. b. An authorised person who administers impounding of property is not to administer the disposal. <i>Note:</i> _A declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). _Authority to appoint an authorised person for this purpose may be delegated. Refer to Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Administration Officer - Ranger & Emergency Services Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
Subdelegate conditions	a. Subject to the conditions on delegation to the CEO. b. The following classes of persons (Authorised Officers) are authorised to administer this function: _Senior Ranger _Ranger _Administration Office - Ranger & Emergency Services (Authority 2 only).
Statutory framework	Local Government Act 1995 Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Resources: Western Australian Police: Who do I report an abandoned vehicle to? Website: Link
Record keeping	Report to file.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG2.03 Determine if an Emergency for Emergency Powers of Entry (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: _s.3.34(2) Entry in emergency
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Public Health and Safety
Conditions	<i>Note: In case of an emergency, a local government has the legal authority to enter any land or premises without prior notice to address the emergency. An emergency is defined as a situation where obtaining entry through regular procedures is impractical or unreasonable due to the risk of injury, illness, natural disaster, or other prescribed occurrences. The local government can use reasonable force for entry and can do so during the emergency and as long as reasonably necessary afterwards. While notice is generally not required for entry, the local government should provide notice to the owner or occupier if practical.</i>
Express power to subdelegate	Nil
Statutory framework	Primary & Annual Returns: ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (CEO Delegation)(NEW)
Last reviewed	25 June 2024

Delegation	LG2.04 (D031) Disposal of Sick or Injured Animals
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.47A Sick or injured animals, disposal of _s.3.48 Impounding expenses, recovery of
Function	Authority to: <ol style="list-style-type: none"> 1. Determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Subdelegate conditions	Subject to the conditions imposed on the CEO.
Statutory framework	Primary & Annual Returns: <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy Position: <ul style="list-style-type: none"> ▪ Authorised Persons will be guided by the Department of Primary Industries and Regional Development (DPIRD) "Sustainability and Biosecurity Invasive Species" Policy Statement and Standard Operating Procedure "Humane Killing of Animals Under Field Conditions" - Link. ▪ Veterinarian euthanasia is the preferred method of destruction. The administration of lethal injection must be undertaken by an authorised veterinarian. ▪ Alternative humane methods are only to be used when appropriate and authorised by a Senior Ranger.
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG2.05 (D001) Infringement Notices (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	<i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: _s.9.13(6)(b) Onus of proof in vehicle offences may be shifted _s.9.19 Extension of Time _s.9.20 Withdrawal of Notice Building Regulations 2012: _Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	Authority to: <ol style="list-style-type: none"> 1. Consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20]. 4. <u>Line managers and coordinators</u> that administer the review of compliance actions to cancel, withdraw and/or discontinue infringements, if: <ol style="list-style-type: none"> 1. Found to contain critical errors in law; and 2. Deemed not in the public interest to pursue as an infringement or prosecution; and 3. This includes the authority to waive associated fees and charges.
Delegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety

Conditions	<p>a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.</p> <p>b. Delegation for Dog Act, Cat Act, Parking Local Law, and associated compliance action (i.e. , Infringement Notices) is limited to the following listed positions ONLY:</p> <ul style="list-style-type: none"> i. Manager Public Health & Safety ii. Coordinator Ranger Services iii. Senior Rangers iv. Rangers <p>c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices::</p> <ul style="list-style-type: none"> i. Coordinator Building Services ii. Building Surveyors iii. Senior Planning & Development Compliance Officer <p><i>(Note: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority.)</i></p>
Express power to subdelegate	Nil
Subdelegates	Building Surveyor Coordinator Building Services
Subdelegate conditions	<i>Subdelegates appointed by the CEO. Listed subdelegates are authorised officers.</i>
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG2.06 (D041) Obstruction of Footpaths and Thoroughfares
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: _r.5(2) Interfering with, or taking from, local government land _r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) _r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) _r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	Authority to: <ol style="list-style-type: none"> Determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> prevent damage to the footpath; or prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. Provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. Renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. Require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. Require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. Provided evidence of sufficient Public Liability Insurance. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Coordinator Building Services Development Compliance Officer Development Engineer Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Development Services Manager Engineering Manager Operations Manager Public Health and Safety Senior Planning and Development Compliance Officer
Subdelegate conditions	<i>Note:</i> <i>(i) The Development Information Services Team reports to the Manager Planning Services.</i> <i>(ii) The Development Information Services Team are authorised to administer:</i> <ul style="list-style-type: none"> ▪ Applications to deposit building material on, erect scaffolding or excavate near a street.
Statutory framework	Primary & Annual Returns: <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Legislation: <ul style="list-style-type: none"> ▪ Local Government (Uniform Local Provisions) Regulations 1996: Noting: <ul style="list-style-type: none"> ◦ Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the Local Government Act 1995. ◦ Modified penalties apply under the local law.
Policy	Associated Delegation: <ul style="list-style-type: none"> ▪ Determination of Bond Value and Conditions. Refer to CEO Delegation LG2.6 – Public Thoroughfare Obstruction – Determine Conditions Resources: <ul style="list-style-type: none"> ▪ City of Albany Guidelines: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG2.07 (D027) Powers of Entry (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.32 Notice of entry _s.3.33 Entry under warrant _s.3.34 Entry in an emergency _s.3.36 Opening fences
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Give notice of entry [s.3.32]. 3. Seek and execute an entry under warrant [s.3.33]. 4. Execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Give notice and effect entry by opening a fence [s.3.36]. <p><i>Note: These powers of entry may be used to perform any function under the Local Government Act where entry is required in order to perform the function or in any other case which entry is authorised by the Act, other than by a local law (refer s3.28).</i></p>
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b. When exercising authority to authorise persons under s.3.31(2): <ol style="list-style-type: none"> 1. A register of Authorisations is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. 3. Authorisations are to be provided in writing by issuing a Certificate of Authorisation. c. The power to enter property without the consent of the owner or occupier is only to be enacted if approved by a delegate.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Building Services Coordinator Development Assessment and Customer Relations Coordinator Health Services Coordinator Planning Services Coordinator Ranger Services Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Public Health and Safety

Subdelegate conditions	<p>a. Subject to the conditions imposed on the CEO.</p> <p>b. The following classes of persons may authorise a person to lawfully enter land or premises without consent:</p> <ol style="list-style-type: none"> 1. Manager Development Services 2. Manager Public Health & Safety 3. Manager Governance & Risk <p>c. The following classes of persons are authorised to enact this function if given verbal authorisation from their direct line manager:</p> <ul style="list-style-type: none"> • Rangers • Compliance Officers • Environmental Health Officers • Building Surveyors
Statutory framework	<p>Local Government Act 1995:</p> <p>_Authorise person – refer s.3.31(2)]</p> <p>_Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry</p> <p>_s.3.34(2) Entry in an emergency – Refer to CEO Delegation</p> <p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> • Delegates are designated employees under s.5.74 and must provide Primary and Annual Returns.
Policy	<p>Policies:</p> <ul style="list-style-type: none"> ▪ Regulatory Compliance Policy and Guideline
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.01.1 (D001)(D046) Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Infrastructure Control - (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<p>Activities on Thoroughfares and Public Places and Trading Local Law: PART 2—ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES</p> <ul style="list-style-type: none"> • Division 2 - Vehicle Crossings: cl.2.5(2) Removal of redundant crossing • Division 3 - Verge Treatments: cl.2.6 Interpretation – “acceptable material”, cl.2.11 Notice to owner or occupier • Division 4 - Property numbers: cl.2.15 Assignment of numbers • Division 6 - Signs erected by the local government: cl.2.17(1) Signs <p>PART 5—ROADSIDE CONSERVATION</p> <ul style="list-style-type: none"> • Division 2 - Flora roads: cl.5.3 Declaration of flora road, cl.5.5 Signposting of flora roads • Division 3 - Special environmental areas: cl.5.7 Designation of special environmental areas <p>PART 6—TRADING ON THOROUGHFARES AND PUBLIC PLACES</p> <ul style="list-style-type: none"> • Division 3 - Outdoor eating facilities on public places: cl.6.18 Obligations of permit holder (Outdoor Eating Facility) <p>PART 7—PERMITS:</p> <ul style="list-style-type: none"> • Division 1—Applying for a permit: cl.7.1 Application for Permit, cl.7.2 Decision on application for permit, cl.7.3 Conditions which may be imposed on a permit, cl.7.5 Compliance with and variation of conditions, cl.7.7 Renewal of permit, cl.7.8 Transfer of permit, cl.7.10 Cancellation of permit <p>PART 9—MISCELLANEOUS NOTICES cl.9.1 Notice to redirect or repair sprinkler, cl.9.2 Hazardous plants, cl.9.3 Notice to repair damage to thoroughfare, cl.9.4 Notice to remove thing unlawfully placed on thoroughfare</p> <p>PART 10—ENFORCEMENT:</p> <ul style="list-style-type: none"> • Division 1—Notices given under this local law: cl.10.2 Local government may undertake requirements of notice
Function	<p>1. General Activity Control(Permits) _1A. Authority, limit to permits subject of this delegation, to:</p> <ul style="list-style-type: none"> a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)];

e. determine the form of the permit [cl.7.2(2)].

_1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:

- a. Temporary vehicle crossing [cl.2.4(1)]
- b. Any activity described as requiring a permit under cl.2.2(1);
 - i. dig or otherwise create a trench through or under a kerb or footpath;
 - ii. throw, place or deposit anything on a verge;
 - iii. cause any obstruction to a vehicle or person using a thoroughfare;
 - iv. cause any obstruction to a water channel;
 - v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
 - vi. damage a thoroughfare;
 - vii. light any fire or burn anything on a thoroughfare other than under a permit issued under cl.5.13;
 - viii. fell any tree onto a thoroughfare;
 - ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare
 - x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - xi. use or do anything so as to create a nuisance;
 - xii. place or cause to be placed in on a thoroughfare a bulk rubbish container;
 - xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare;
- c. Drive or take a vehicle on a closed thoroughfare [cl.2.19];
- d. Erect or place an advertising or directional sign [cl.3.2]
- e. Use of portable signs [cl.3.4];
- f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5];
- g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)];
- h. Clear and maintain in a cleared state, the surface of a thoroughfare within 1m of the person's land [cl.5.11].
- i. Burn, subject to the Bush Fires Act 1954, slash or apply herbicides to part of a thoroughfare to reduce fire hazard, with the method approved to be beneficial to the preservation and conservation of native flora and fauna [cl.5.15]
- j. Construct firebreaks on a thoroughfare [cl.5.17]

_1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]

_1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)].

2. Use of Public Places

_2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)].

3. Crossings

_3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)].

4. Thoroughfares and Verges

_4A. Authority to determine and maintain the list of "acceptable materials" which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6].

_4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11].

_4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15].

_4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to:

- a. Alter the direction of a sprinkler or other watering equipment [cl.9.1];

	<p>b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2];</p> <p>_4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to: Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3]; Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4].</p> <p>_4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2].</p> <p>5. Flora and Fauna within Thoroughfares</p> <p>_5A. Authority to declare a flora road and to signpost it, where roadside vegetation is determined as high quality [cl.5.3 and cl.5.5].</p> <p>_5B. Authority to designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which has protected or rare flora or fauna or has environmental, aesthetic or cultural significance [cl.5.7].</p> <p>_5C. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:</p> <p>a. Collecting native flora and / or native flora seeds [cl.5.20]; b. Planting or sowing any plant seeds in a thoroughfare [cl.5.9].</p> <p>_5D. Authority to determine conditions [cl.7.2(4) and cl.7.8] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p>
Delegates	Chief Executive Officer (CEO)
Conditions	Nil.
Express power to subdelegate	<i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Development Compliance Officer Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager City Reserves Manager Development Services Manager Engineering Manager Operations Manager Public Health and Safety Ranger Senior Planning and Development Compliance Officer Senior Ranger
Subdelegate conditions	<i>The authority to issue a permit is to be limited to assigned functions relative to role.</i>
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Policy	<p>Policy Position: Associated Delegations & Conditions:</p> <p>_Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer CEO Delegations LG8.3 and LG8.6.</p> <p>_A register of all special environmental areas must be maintained under cl.5.8 of the Activities in Thoroughfares and Public Places and Trading Local Law.</p> <p>_Crossing permits are approved under Regulations 12 and 13 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer to Delegation LG8.3 Crossings – Construction, Repair and Removal.</p> <p>Guidelines:</p> <p>_Painted Kerbside House Numbering Guideline</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.01.2 (D001)(D020) Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Trading, Stallholders, Performing and Outdoor Dining (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Activities on Thoroughfares and Public Places and Trading Local Law: PART 6 TRADING ON THOROUGHFARES AND PUBLIC PLACES: Division 1 - Stallholders and traders _cl.6.6 Conditions of Permit (Stallholders and Traders) _cl.6.18 Obligations of permit holder (Outdoor Eating Facility) PART 7 - PERMITS: Division 1 - Applying for a permit _cl.7.1 Application for Permit _cl.7.2 Decision on application for permit Division 2 - Conditions _cl.7.3 Conditions which may be imposed on a permit _cl.7.5 Compliance with and variation of conditions _cl.7.7 Renewal of permit _cl.7.8 Transfer of permit _cl.7.10 Cancellation of permit

Function	<p>1. Permits General [Subdivision 2—Permits] _1A. Authority, limited to the permit types listed below, to:</p> <ul style="list-style-type: none"> a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; e. determine the form of the permit [cl.7.2(2)]. <p>[Subdivision 3 - Conduct of stallholders and traders] 2. Stallholder, Trading and Performing [Division 2 - Street entertainers] _2A. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to:</p> <ul style="list-style-type: none"> a. Stallholder [cl.6.2]; b. Trader [cl.6.3]; c. Perform in a public place [cl.6.10]. <p>_2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] _2C. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)].</p> <p>3. Outdoor Eating Facilities [Division 3 - Outdoor eating facilities on public places] _3B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16]. _3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] _3D Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].</p>
Delegates	CEO
Conditions	<ul style="list-style-type: none"> a. Stallholders representing community groups are exempt from permit fees. b. City managed facilities and reserves, approvals (permits) are subject to the following conditions: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> o the event being conducted at no cost to the City; o the organiser being required to meet the cost of all outgoings; o adjoining residential areas being notified of the event in advance; o the event not causing any inconvenience to adjacent business/commercial operations; o the City being indemnified against any claims for damages; o approval is time-limited; and o the City's Service and Tourist Signage Policy.
Express power to subdelegate	<p>Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees</p>

Subdelegates	<p>Coordinator Development Assessment and Customer Relations Coordinator Planning Services Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager City Reserves Manager Community Relations Manager Development Services Manager Facilities Manager Public Health and Safety Manager Recreation Services Senior Planning and Development Compliance Officer Senior Planning Officer - Policy & Place Senior Team Leader Property, Leasing & Customer Service</p>
Subdelegate conditions	<p>a. Authority to issue a permit is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed "Subdelegates", in addition to:</p> <p>Corporate & Community Services Directorate:</p> <ul style="list-style-type: none"> • Customer Service Team Officers • Leasing Team Employees <p>Development, Infrastructure & Services Directorate:</p> <ul style="list-style-type: none"> • Reserves Team employees • Planning Team employees <p>Corporate Services Directorate:</p> <ul style="list-style-type: none"> • Team Leader Arts & Culture • Library Team Leader • Albany Leisure & Aquatic Centre (ALAC) Duty Managers & Coordinators • Events Coordinators & Events Approval & Project Officers
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	<p>Local Law, c7.4 Imposing conditions under a policy: (1) In this clause - "policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).</p> <p>_Council Policy: Trading in Public Places</p> <p>_Applications for permits under the local law are to be submitted using the Application for Permit Form</p> <p>_Stallholders representing community groups are exempt from permit fees.</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.02 (D001) Animals Local Law 2020
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Animals Local Law 2020
Express power or duty delegated	Under the powers conferred by the Cat Act 2011, the Local Government Act 1995, and under all other powers enabling it, the Council of the City of Albany resolved on 28 July 2020 to make the local law.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
Subdelegates	Administration Officer - Ranger & Emergency Services Coordinator Health Services Coordinator Ranger Services Environmental Health Officer Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Information Officer - Environmental Health Services Manager Governance & Risk Manager Public Health and Safety Ranger Senior Environmental Health Officer Senior Ranger
Subdelegate conditions	<i>Note: Animal Control Contractors can be appointed by the appropriate Executive Director in consultation with the Coordinator of Ranger Services.</i>
Statutory framework	Local Government Ac 1995 Animals Local Law 2020
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

City of Albany

Delegation	LG3.03 (D001) Bush Fire Brigades Local Law 2020
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Under the powers conferred by the Local Government Act 1995, the Bush Fires Act 1954 and under all other powers enabling it, the Council of the City of Albany resolved on 28 July 2020 to make the local law.
Express power or duty delegated	Bush Fire Brigades Local Law 2020
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
Subdelegates	Chief Bushfire Control Officer Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
Statutory framework	Local Government Act 1995 Bush Fire Brigades Local Law 2020
Policy	Bush Fire Brigade Operating Procedures
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.04 (D001) Dog Local Law 2017
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995
Express power or duty delegated	Under the powers conferred on it by the Dog Act 1976 and the Local Government Act 1995 and under all other enabling powers, the Council of the City of Albany resolved on 31 October 2017 to make the local law.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
Subdelegates	Administration Officer - Ranger & Emergency Services Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
Statutory framework	Dog Local Law 2017
Policy	Regulatory Compliance Policy & Guideline.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.05 (D001) Extractive Industries Local Law 2009
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995
Express power or duty delegated	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 15 September 2009 to make the Local Law.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit and enforcement of the local law is limited by assigned functions. b. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function. .
Subdelegates	Coordinator Development Assessment and Customer Relations Coordinator Planning Services Development Compliance Officer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Senior Planning and Development Compliance Officer Senior Planning Officer Senior Planning Officer - Policy & Place
Statutory framework	Report to file.
Policy	Regulatory Compliance Policy & Guideline.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.06 (D001) Fencing Local Law 2010
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995
Express power or duty delegated	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 15 June 2010 to make the local law.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit or enforce this local law is to be limited by assigned functions. b. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function.
Subdelegates	Building Surveyor Coordinator Building Services Coordinator Development Assessment and Customer Relations Coordinator Planning Services Coordinator Waste Operations Development Compliance Officer Development Engineer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering Manager Operations Planning Officer Senior Planning and Development Compliance Officer Senior Planning Officer Senior Planning Officer - Policy & Place Technical Support Officer - Development Services
Statutory framework	Fencing Local Law 2010.
Policy	Regulatory Compliance Policy & Guideline.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.07 (D001) Health Local Laws 2001
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Made by the Council of the City of Albany under section 342 of the Health Act 1911 in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995.
Express power or duty delegated	Made by the Council of the City of Albany under section 342 of the Health Act 1911 in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit and/or enforce the local law is to be limited by assigned functions. b. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function.
Subdelegates	Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Information Officer - Environmental Health Services Manager Public Health and Safety Senior Environmental Health Officer
Statutory framework	Health Act 2001
Policy	Regulatory Compliance Policy & Guideline.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.08 (D001) Jetties, Bridges, Boat Pens & Swimming Structures Local Law 2020
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 City of Albany Jetties, Bridges, Boat Pens, and Swimming Structures Local Law 2020
Express power or duty delegated	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 11 August 2020 to make the local law.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit or enforce the local law is to be limited by assigned functions. b. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function.
Subdelegates	Administration Officer - Ranger & Emergency Services Coordinator Ranger Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering Manager Operations Manager Public Health and Safety Ranger Senior Ranger
Statutory framework	Local Government Act 1995
Policy	Regulatory Compliance Policy & Guideline.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.09 (D001) Local Law Relating to the Former Perth 2001
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 Local Law Relating to the Former Perth 2001
Express power or duty delegated	Local Government Act 1995 Local Law Relating to the Former Perth 2001 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 16th October 2001 to make the local law.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit or enforce the local law is limited by assigned functions. b. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function.
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
Statutory framework	Local Government Act 1995
Policy	Regulatory Compliance Policy & Guideline.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.10 (D001)(D046) Local Government Property Local Law 2011 (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 : An authorised person means 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.
Express power or duty delegated	Local Government Act 1995 : _s.5.44 CEO may delegate some powers and duties to other employees _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 15 July 2011 to make the local law.
Function	<ol style="list-style-type: none"> 1. Authority to appoint classes of persons to perform the functions required to administer and enforce the respective provisions in the listed local law. 2. Authority to authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law. 3. Public Reserve Land Management: Authority to: <ol style="list-style-type: none"> a. 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. b. 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: <ol style="list-style-type: none"> 1. Local Government Act 1995, 2. Land Administration Act 1997, and 3. Parks & Reserves Act 1895.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function. b. Public Reserves Land Management is limited to the classes of persons employed or authorised by the DIS Directorate, specifically the City Reserves Team. c. Local Law administration and compliance limited to classes of persons' roles (assigned functions).
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Administration Officer - Ranger & Emergency Services Airport Coordinator Building Surveyor Coordinator Building Services Coordinator Development Assessment and Customer Relations Coordinator Health Services Coordinator Planning Services Coordinator Ranger Services Coordinator Waste Operations Development Compliance Officer Development Engineer Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Information Officer - Development Services Manager Arts & Culture Manager City Reserves Manager Community Relations Manager Development Services Manager Engineering Manager Facilities Manager Governance & Risk Manager Operations Manager Public Health and Safety Manager Recreation Services Ranger Ranger-Fire Mitigation Senior Planning and Development Compliance Officer Senior Ranger Technical Support Officer - Development Services
Subdelegate conditions	<i>Subdelegated appointed by the CEO. Listed subdelegates are authorised officers.</i>
Statutory framework	Local Government Act 1995 : _s3.54 (Reserves under control of a local government) Land Administration Act 1997 Parks & Reserves Act 1895 City of Albany Local Government Property Local Law 2011 <i>Note: s.3.54 of the Local Government Act 1995 states in regards to reserves under control of local government:</i> <i>If land reserved under the Land Administration Act 1997 is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the Parks and Reserves Act 1895 if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.</i> <i>Subsection (1) is subject to any express provision to the contrary made by an order under the Land Administration Act 1997 in respect of the land.</i>
Policy	Regulatory Compliance Policy; Link Street Tree Management Policy: Link & Street Trees Guideline Resources: _City of Albany Urban Tree Strategy: Link _City of Albany Website: Verge & Street Trees _City of Albany Website: Parks & Reserves
Record keeping	Report to file.

REPORT ITEM AR178 REFERS

City of Albany

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.11 (D001) Signs Local Law 2006
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 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 19th September 2006 to make the "City of Albany Signs Local Law 2006.
Function	<ol style="list-style-type: none"> 1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons, the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Authority to issue a permit or enforce this local law is to be limited by assigned functions. b. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Administration Officer - Ranger & Emergency Services Building Surveyor Coordinator Building Services Coordinator Development Assessment and Customer Relations Coordinator Planning Services Coordinator Ranger Services Development Compliance Officer Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering Manager Public Health and Safety Ranger Senior Planning and Development Compliance Officer Senior Ranger
Statutory framework	Local Government Act 1995 Signs Local Law 2006
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG3.12 (D001) Waste Local Law 2017
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 Under the powers conferred on it by the Waste Avoidance and Resource Recovery Act 2007 and the Local Government Act 1995 and under all other enabling powers, the Council of the City of Albany resolved on 27 February 2018 to make the local law.
Function	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things an authorised person can do under the local law.
Delegates	CEO
Conditions	a. Authority to issue a permit or enforce the local law is limited by assigned functions. b. The listed Executive Directors can approve classes of Persons authorised to administer and enforce this function.
Express power to subdelegate	<i>Note: Contracted service providers and their employees may be appointed as "Authorised Persons".</i>
Subdelegates	Coordinator Waste Operations Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Operations Specialist Waste Operator Waste Facility Leading Hand Waste Facility Worker
Statutory framework	Waste Avoidance and Resource Recovery Act 2007 Waste Local Law 2017
Policy	Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Amendments			
Date	Type	Amendment	References
15 Jan 2025	Amended delegation	Appended with additional information: Express power to delegate: Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO Manager Engineering removed as as sub-delegate.	

Delegation	LG3.13 (D043) Parking and Parking Facilities Local Law 2009 - Treatment, schemes, bus shelters & seating
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Parking and Parking Facilities Local Law 2009 _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 18 August 2009 to make the Local Law. " authorised person " means a person authorised by the local government under s.9.10 of the Act to perform any of the functions of an authorised person under this Local Law;
Function	Authority to: <ol style="list-style-type: none"> 1. Authorise classes of persons to administer and/or enforce the Parking and Parking Facilities Local Law 2009. 2. Including the authority to: <ol style="list-style-type: none"> a. Approve and implement minor amendments to Parking Schemes and ACROD bays and the designation of visitor and authorised vehicle parking. b. Investigate and develop traffic management treatment proposals and Local Area Traffic Management Scheme proposals in order to identify and address traffic related issues. c. Locate bus shelters and seats. 3. Authorise persons to administer specific functions only, determined by the Delegate.
Delegates	Chief Executive Officer (CEO)
Conditions	Nil.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering

Subdelegate conditions	<p>Authorised classes of persons are limited to administer the following functions:</p> <p>a. Part 2 - Parking Stations:</p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.</p> <p>(ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p>b. Part 3 - Parking on Thoroughfares:</p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.</p> <p>(ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p>c. Part 4 - Stopping and Parking Generally</p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.</p> <p>(ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p>d. Part 5 - Residential Parking Permits</p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.</p> <p>(ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p>e. Part 6 - Metered Zones:</p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.</p> <p>(ii) Permit / Administration: CCS Directorate Authorised Persons (Airport Only).</p> <p>(iii) Compliance: CCS Directorate Authorised Persons (Rangers)</p> <p>f. Part 7 - Miscellaneous</p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons, with certification from CCS Directorate.</p> <p>(ii) Permit / Administration: CCS Directorate Authorised Persons (Airport Only).</p> <p>(iii) Compliance: CCS Directorate Authorised Persons (Rangers)</p>
Statutory framework	<p>Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>City of Albany Parking and Parking Facilities Local Law 2009</p>
Policy	<p>Regulatory Compliance Policy & Guideline: Link</p> <p>Resources:</p> <p>_City of Albany Website: Parking</p> <p>_City of Albany Website: Parking Infringements</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG4.01 (D012) Agreement as to Payment of Rates and Service Charges (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Council Policy: Rates Financial Hardship Policy: Link b. Agreements must be in writing and, subject to the Council Policy.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance
Subdelegate conditions	Subject to the conditions imposed on the CEO.
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policies: Rates Financial Hardship Policy: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG4.03 (D022) Defer, Grant Discounts, Waive or Write Off Debts (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.12 Power to defer, grant discounts, waive or write off debts
Function	Authority to: <ol style="list-style-type: none"> 1. Waive a debt which is owed to the City of Albany [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the City of Albany [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the City of Albany [s.6.12(1)(c)]. 4. Determine eligibility of charitable or benevolent community-based organisations within the City of Albany to qualify for a Waste Services Subsidy.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the City. c. Limited to individual debts valued below \$10,000. d. Write-off of debts greater than these values must be referred for Council decision.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Building Services Coordinator Development Assessment and Customer Relations Coordinator Health Services Coordinator Planning Services Coordinator Ranger Services Coordinator Waste Operations Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager Development Services Manager Engineering Manager Facilities Manager Finance Manager Governance & Risk Manager Operations Manager Public Health and Safety Manager Recreation Services

Subdelegate conditions	<p>a. Subject to the conditions on delegation to the CEO.</p> <p>b. This delegation:</p> <ol style="list-style-type: none"> Does not extend to statutory charges, the municipal rate or service charges incorporated within the rates notice. Subject to funding being allocated in the City's Annual Budget.
Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p><i>Note: Collection of Rates Debts – refer to Delegations:</i></p> <ul style="list-style-type: none"> Delegation LG 4.01- Agreement as to Payment of Rates and Service Charges Delegation LG 6.04 - Recovery of Rates Debts – Actions to Take Possession of the Land Delegation LG 6.05 - Recovery of Rates Debts – Require Lessee to Pay Rent Delegation LG 6.06 - Recovery of Rates or Service Charges
Policy	<p>Policies:</p> <p>_Rating Subsidy - Sporting & Community Organisations Policy: Link</p> <p>_Community Funding Policy: Link (Note: Budget allocation for Community Funding is not to be used for: Other City financial assistance programs such as: rate rebates, peppercorn rent, subsidised rental in-kind support, or in-kind support or funding provided by City Business Units).</p> <p>_Supply of Mobile Garbage Bins Policy: Link (Note: The City of Albany does not supply or facilitate the supply of MGBs to residential property owners.)</p>
Record keeping	<p>Report to file.</p> <p>Report to Council Committee Monthly.</p>
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG4.04 (D013) Payments from the Municipal or Trust Funds (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Financial Management) Regulations 1996: _r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	Authority to make payments from the municipal or trust funds [FM. r.12(1)(a)].
Delegates	CEO
Conditions	a. Authority to make payments is subject to annual budget limitations. b. Requests for "Miscellaneous Expenses" by Elected Members to be jointly signed by the Chief Executive Officer and an Executive Director or Manager.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Business Analyst / Management Accountant Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Financial Services Coordinator Manager Arts & Culture Manager City Reserves Manager Community Relations Manager Development Services Manager Engineering Manager Facilities Manager Finance Manager Governance & Risk Manager Information Technology Manager Major Projects Manager Operations Manager People & Culture Manager Public Health and Safety Manager Recreation Services

Subdelegate conditions	<ol style="list-style-type: none"> 1. Delegation Compliance: Delegates and authorised persons must adhere to the Procedures approved by the CEO, as outlined in Financial Management Regulation 5. 2. Payment Approval: Payments via cheque and EFT transactions require joint approval from two Delegates. <ol style="list-style-type: none"> a. Delegation applies to Chief Executive Officer, Executive Directors, Manager Finance, Manager Governance & Risk, Financial Services Coordinator, Business Analyst / Management Accountant, 3. Liability Verification: <ol style="list-style-type: none"> a. Delegates approving payments should not verify the liability. b. Verification of liability (including purchase orders, invoices, and evidence of goods/services received) must be conducted independently of payment approval. 4. Authority to Authorise Persons: Authority to authorise persons limited to Executive Directors and Manager Finance per the following limits: 5. Spending Limits for Authorised Persons: <ol style="list-style-type: none"> a. Category A: Limited by approved budget (Chief Executive Officer / Acting CEO). b. Category B: Up to \$250,000 (Executive Directors). c. Category C: Up to \$100,000 (Manager Engineering & Sustainability, Manager Operations). d. Category D: Up to \$50,000 (Managers). e. Category E: Up to \$20,000 (Coordinators City Asset Team, Senior Civil Engineering Officers). f. Category F: Up to \$10,000 (Team Leaders, Coordinators, PA to Mayor and Councillors). g. Category G: Up to \$5,000 (Officers)
Statutory framework	<p>Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Legislation:</p> <ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Financial Management) Regulations 1996 - refer specifically: _r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. • Local Government (Audit) Regulations 1996 <p>Guidelines: Department of Local Government, Sport and Cultural Industries:</p> <ul style="list-style-type: none"> • Operational Guideline No.11 – Use of Corporate Credit Cards • Accounting Manual
Policy	<p><i>Notes:</i></p> <ol style="list-style-type: none"> a. <i>Regulation 12 of the Local Government (Financial Management) Regulations 1996 contains provisions related to the making of payments by the local government. These payments are actual transfer of funds from the municipal fund and are distinct from agreeing to purchase.</i> b. <i>The procedures associated with this activity must be reviewed in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996.</i>
Record keeping	<ul style="list-style-type: none"> ▪ Report to file. ▪ Report to Council Committee monthly. <p><i>Note: 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.</i></p>
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Amendments			
Date	Type	Amendment	References
9 May 2025	Amended delegation	Addition of Financial Services Coordinator and Business Analyst / Management Accountant to list of delegates	---

Delegation	LG4.06 (D009) Provision of Donations & Sponsorship and the Authority to Apply for Grant Funding and Apply for Subsidies (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 _s5.42 Delegation of some powers or duties to the CEO _s5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 _s6.7. Municipal Fund (2). Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law. 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.)
Function	Authority to: <ol style="list-style-type: none"> 1. Authorise donations, grants, and sponsorship. 2. Apply for subsidy applications on behalf of the City. 3. Apply for grants on behalf of the City. 4. Authorise persons or classes of persons to administer any or all of the listed functions.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. This delegation does not extend to statutory charges, the municipal rate or service charges incorporated within the rate notice. b. This delegation is subject to: <ol style="list-style-type: none"> i. Conditions contained in Council Policies. ii. Funding being allocated in the City's Annual Budget. iii. Donations / Sponsorship above \$10,000 (ex. GST) must have a dedicated budget line item. c. Authority to authorise persons or classes of persons to administer list functions in whole or in part.
Express power to subdelegate	Local Government Act 1995 _s5.44 CEO may delegate powers and duties to other employees.
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
Subdelegate conditions	<ol style="list-style-type: none"> a. Subject to the conditions imposed on the CEO. b. Authorisation of persons or classes of persons to administer the listed functions, limited to subdelegates.
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s5.74 and are required to provide Primary and Annual Returns.

Policy	<p>Policies:</p> <ul style="list-style-type: none"> • Community Funding Policy • Community Sports & Recreation Facilities (CSRFF) Small Grant Funding Policy • Sponsorship Policy & Guideline • Annual Budget <p>Guidelines: Link</p> <ul style="list-style-type: none"> • Community Event Grants • Regional Events Sponsorship Guidelines • Sponsorship Process - Revenue Development Officer (Intranet Only)
Record keeping	<p>Report to file.</p> <p>Report to Council Committee Meeting monthly.</p>
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG5.01 (D018) Expressions of Interest for Goods and Services (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 : _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 : _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996 : _r.21 Limiting who can tender, procedure for _r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	<ol style="list-style-type: none"> 1. Authority to: Determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to: Consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	Local Government Act 1995 : _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
Subdelegate conditions	Subject to the conditions imposed on the CEO.
Statutory framework	Local Government Act 1995 : Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Notes:</i> _The Local Government (Functions and General) Regulations 1996 prescribes applicable statutory procedures. _WALGA Subscription Service.
Policy	Purchasing Policy (Tenders & Quotes): Link Buy Local (Regional Price Preference) Policy: Link _Employee Code of Conduct: Link (Attachment 2: Conflict of Interest Management)
Record keeping	Report to file. Report to Council Committee monthly.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152 (AMENDED)
Last reviewed	25 June 2024

Delegation	LG5.02 Panels of Pre-Qualified Suppliers for Goods and Services (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Functions and General) Regulation 1996: _r.24AB Local government may establish panels of pre-qualified suppliers _r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers _r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers _r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	Authority to: <ol style="list-style-type: none"> 1. Determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Decline to accept any application [F&G r.24AH(5)]. 8. Enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Delegates	CEO
Conditions	In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is included in the adopted Annual Budget.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment

Subdelegate conditions	<p>a. Subject to the conditions on delegation to the CEO.</p> <p>b. Each sub-delegate may only use the sub-delegation in regards to contracts that are within the scope of the incumbent's position role and responsibilities.</p>
Statutory framework	<p>Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Notes:</p> <p>_ Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>_ WALGA Subscription Service – Procurement Toolkit.</p>
Policy	<p>Purchasing Policy (Tenders & Quotes): Link</p> <p>_ Buy Local (Regional Price Preference) Policy: Link</p> <p>Employee Code of Conduct: Link (Attachment 2: Conflict of Interest Management)</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (NEW)
Last reviewed	25 June 2024

Delegation	LG5.03 Procurement of Goods or Services required to address a State of Emergency (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: _Regulation 11 'When tenders have to be publicly invited' _Tender exemption under subregulation 11(2)(aa) _Associated definition under subregulation 11(3)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value > \$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.
Express power to subdelegate	This authority cannot be sub-delegated.
Statutory framework	Local Government (Functions and General) Regulations 1996

Policy	<p>Policies:</p> <ul style="list-style-type: none"> • Purchasing Policy (Tenders & Quotes): Link • Buy Local (Regional Price Preference) Policy: Link • Employee Code of Conduct: Link(Attachment 2: Conflict of Interest Management)
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG5.04 Renewal or Extension of Contracts during a State of Emergency (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: _Regulation 11 (When tenders have to be publicly invited) _Tender exemption under subregulation 11(2)(ja)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Delegates	CEO
Conditions	<ol style="list-style-type: none"> The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ol style="list-style-type: none"> It is exercised at the sole discretion of the Local Government; It is in the best interests of the Local Government; It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; It has potential to promote local and/or regional economic benefits. This authority may only be exercised where the total consideration for the renewal or extension is \$1 million or less. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. This authority may only be exercised where the total consideration under the resulting contract is \$1 million or less. The CEO cannot sub-delegate this authority. Proposed decisions made under this delegation are to be communicated to the Council before enactment.
Express power to subdelegate	Not applicable
Statutory framework	Local Government (Functions and General) Regulations 1996

Policy	<p>Policies:</p> <ul style="list-style-type: none">• Purchasing Policy (Tenders & Quotes): Link• Buy Local (Regional Price Preference) Policy: Link• Employee Code of Conduct: Link (<i>Attachment 2: Conflict of Interest Management</i>)
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152,
Last reviewed	25 June 2024

Delegation	LG5.05 (D018) Tenders for Goods and Services - Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: _r.11(2)(j) Exercising contract extension options _r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders _r.20(1), (2), (3) Variation of requirements before entry into contract _r.21A Varying a contract for the supply of goods or services
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. Which tender to accept that is most advantageous to accept [F&G r.18(4). 4. Decline to accept any tender [F&G r.18(5)]. 5. Accept the next most advantageous tender if, within 6 months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). <p><i>Note: * All figures stated in this delegation are exclusive of GST.</i></p>
Delegates	CEO

Conditions	<p>a. A tender may only be accepted under delegation where the total consideration under the resulting contract is:</p> <ul style="list-style-type: none"> • For the purposes of s 5.43(b), \$1,000,000 or less; and • Included in the adopted Annual Budget. <p>b. A decision to vary a tendered contract before entry into the contract must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>c. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering Manager Finance
Subdelegate conditions	<p>a. Subject to the conditions on delegation to the CEO.</p> <p>b. Each sub-delegate may only use the sub-delegation concerning contracts that are within the scope of the incumbent's position role and responsibilities.</p> <p>c. Sub-delegates may award and vary a contract based on the following limitations:</p> <ol style="list-style-type: none"> Executive Directors (Award up to \$500,000), Vary up to \$100,000. Manager Finance: (Award up to \$250,000). Manager Engineering & Sustainability (Vary up to \$50,000) and authorise persons, vary up to \$10,000. <p>d. Only Executive Directors, Manager Finance and Manager Engineering & Sustainability may vary contracts.</p> <p>Note*:Only contracts that are of a value greater than \$50,000 are administered by this delegation.</p>
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	<p>Purchasing Policy (Tenders & Quotes): Link</p> <p>Buy Local (Regional Price Preference) Policy: Link</p> <p>Employee Code of Conduct: Link(Attachment 2: Conflict of Interest Management)</p> <p>Resources:</p> <ul style="list-style-type: none"> _The Local Government (Functions and General) Regulations 1996 prescribe applicable statutory procedures. _WALGA Subscription Service.
Record keeping	<p>Report to file.</p> <p>Report to Council Committee Monthly.</p>
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Amendments			
Date	Type	Amendment	References
22 Oct 2024	Amended delegation	Note*: Only contracts of value greater than \$30,000 are administered by this delegation." Change to \$50,000	OCM 22/10/2024 Resolution CCS668.
17 Feb 2025	Amended delegation	Sub-delegate conditions amended. _From: \$30,000 to \$50,000, being: Note*: Only contracts that are of a value greater than \$30,000 are administered by this delegation, inline with the new Major Quotation threshold, and administered by the Procurement team. _Appended with notation: All figures stated in this delegation are exclusive of GST.	

Delegation	LG5.06 Appoint Persons (other than employees) to Open Tenders (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Functions and Genera) Regulations 1996: _r.16(3) Receiving and opening tenders, procedure for
Function	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend the tender opening [F&G r.16(3)]. <i>(Note: persons other than employees, for example: a designated independent observer. This observer ensures transparency, fairness, and adherence to the established procedures. They are not directly employed by the local government but play a crucial role in verifying the integrity of the tender process. Their presence helps maintain public trust and confidence in the tender evaluation process. (i.e. Committee member).</i>
Delegates	Executive Director Corporate & Commercial Services Manager Finance
Conditions	When exercising authority to authorise persons under F&G.r.16(3): a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised for this purpose. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	Nil
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Purchasing Policy (Tenders & Quotes); Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG5.07 (D018) Tenders for Goods and Services - Call Tenders (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: _r.11(1), (2) When tenders have to be publicly invited _r.13 Requirements when local government invites tenders though not required to do so _r.14 Publicly inviting tenders, requirements for
Function	Authority to: <ol style="list-style-type: none"> 1. Call tenders [F&G r.11(1)]. 2. Invite tenders although not required to do so [F&G r.13]. 3. Determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Delegates	CEO
Conditions	Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where : <ol style="list-style-type: none"> a. the proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or b. a current supply contract expiry is imminent; and c. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and\ d. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> a. Subject to the conditions imposed on the CEO. b. Each sub-delegate may only use the sub-delegation with contracts that are within the scope of the incumbent's position role and responsibilities.

Statutory framework	<p>Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Notes:</p> <p>_ The Local Government (Functions and General) Regulations 1996 prescribes applicable statutory procedures.</p> <p>_ WALGA Subscription Service.</p>
Policy	<p>Purchasing Policy (Tenders & Quotes): Link</p> <p>_ Buy Local (Regional Price Preference) Policy: Link</p> <p>Employee Code of Conduct: Link(Attachment 2: Conflict of Interest Management)</p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG5.8 (NEW) Tenders for Goods and Services - Exempt Procurement (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: _r.11(2) When tenders have to be publicly invited (exemptions)
Function	Authority to: <ol style="list-style-type: none"> 1. Undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Determine to contract directly with a suitable supplier [F&G r.11(2)(f)], because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier.
Delegates	CEO
Conditions	Tender-exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained (Non-Conforming File Note) that evidences. <ol style="list-style-type: none"> a. A detailed specification; b. The outcomes of market testing of the specification;
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions / limitations that apply when using subdelegated powers or duties, determined by CEO: Nil.
Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p><i>Note:</i> Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p>

Policy	<p>Policies:</p> <ul style="list-style-type: none"> • Purchasing Policy (Tenders & Quotes): Link • Buy Local (Regional Price Preference) Policy: Link • Policy Position: • Employee Code of Conduct: Link (Attachment 2: Conflict of Interest Management) <p>Resources: WALGA Subscription Service – Procurement Toolkit</p>
Record keeping	Report to file.
Date adopted	17 May 2024
Adoption references	Proposed new Council Delegation.
Last reviewed	25 June 2024

Delegation	LG6.01 (D012) Determine Due Date for Rates or Service Charges (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.50(2) Rates or service charges due and payable
Function	Authority to determine the date on which rates or service charges become due and payable to the City of Albany [s.6.50].
Delegates	CEO
Conditions	This delegation may only be used to correct a financial administrative error.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance
Subdelegate conditions	Subject to the conditions imposed on the CEO.
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Rates Financial Hardship Policy: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG6.02 (D012) Rate Record - Amendment (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.39(2)(b) Rate record
Function	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act. b. Only to be used to correct a financial administrative error.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance
Subdelegate conditions	Subject to the conditions imposed on the CEO.
Statutory framework	Primary & Annual Return: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. (Note: Decisions under this delegation may be referred for review by the State Administration Tribunal).
Record keeping	Report to file. The full details of the determination are to be recorded in the appropriate rate record.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG6.03 (D021) Rate Record - Objections (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.76 Grounds of objection
Function	Authority to: <ol style="list-style-type: none"> 1. Extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. b. An extension of time [s.6.76(4)] will only be granted for a maximum period of 30 days.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance
Subdelegate conditions	Subject to the conditions imposed on the CEO.
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>(Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.)</i>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG6.04 (D012)(D022) Recovery of Rates Debts - Actions to Take Possession of the Land (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.64(1) Actions to be taken _s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings _s.6.71 Power to transfer land to Crown or local government _s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	Authority: 1. Take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the City of Albany [s.6.71]. 2. Agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Council Policy: Rates Financial Hardship Policy: Link . b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u> , within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i> .
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services
Subdelegate conditions	Subject to the conditions imposed on the CEO.

Statutory framework	<p>Local Government Act 1995: Part 6, Division 6 Subdivision 6 and Schedule 6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p>Local Government (Financial Management) Regulations 1996: Regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Annual & Primary Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Policy	Rates Financial Hardship Policy: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG6.05 Recovery of Rates Debts - Require Lessee to Pay Rent (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.60 Local Government may require lessee to pay rent
Function	<ol style="list-style-type: none"> 1. Authority to: Give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Albany [s.6.60(2)]. 2. Authority to: Recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy. b. Rates to be unpaid for at least 3 years.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance
Subdelegate conditions	Subject to the conditions imposed on the CEO.
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 : _Refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to the exercise of authority under s.6.60.
Policy	Rates Financial Hardship Policy: Link
Record keeping	Report to file. The full details of the determination to be recorded in the appropriate rate record.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (NEW).
Last reviewed	25 June 2024

Delegation	LG6.06 (D012)(D022) Recovery of Rates or Service Charges (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.6.56 Rates or service charges recoverable in court _s.6.64(3) Actions to be taken
Function	<ol style="list-style-type: none"> 1. Authority to: Recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to: Lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to: 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.
Delegates	CEO
Conditions	Decisions under this delegation must comply with Council Policy.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees.</p> <p><i>Subdelegates are authorised to 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.</i></p>
Subdelegates	Executive Director Corporate & Commercial Services Manager Finance Rates Coordinator
Subdelegate conditions	<ol style="list-style-type: none"> a. Subject to the conditions imposed on the CEO. b. Authority to: Lodge a caveat on a property to preclude dealings regarding the land and may withdraw caveats so lodged. c. Authority to: Withdraw a caveat 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. d. Authority to: Authorise classes of persons to administer any or all of the above functions. *Note: The Rates Coordinator is authorised to write-off small balances of under \$10.00 dollars.
Statutory framework	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Rates Financial Hardship Policy: Link

REPORT ITEM AR178 REFERS

City of Albany

Record keeping	Report to file. The full details of the determination to be recorded in the appropriate rate record.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG7.01 (D047) (D019) Disposing of Property (selling, leasing, transferring property) (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 : _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995 : _s.3.58(2) & (3) Disposing of Property Local Government (Functions and General) Regulations 1996 : _r.30 Dispositions of property excluded from Act s.3.58 Land Administrations Act 1997 : _Part 6 (Sales, leases, license, etc. of Crown Land)
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58.
Delegates	CEO

Conditions	<p>A. Limitation on Disposal:</p> <ul style="list-style-type: none"> I. Any lease, except Lotteries House leases, a Council resolution is required. II. According to section 5.43, the disposal of property—whether for a single project or as part of a single transaction—must not exceed a value of \$250,000 per year. <p>B. Methods of Disposal:</p> <ul style="list-style-type: none"> I. Public Auction: The reserve price for auctioned properties is determined by an independent valuation. If the reserve price is not met at auction, negotiation may be pursued to achieve a sale at up to a 10% variation from the set reserve price. II. Public Tender: If a reasonable price is not obtained through tender, the CEO evaluates whether an alternative disposal method could yield better value. If so, the tender is rejected, and an alternative method is used. III. Private Treaty (as per section 3.58(3)): The authority to negotiate the sale of the property lies with a variance of up to 20% from the valuation. Public submissions are considered, and the decision to proceed with disposal is documented. <p>C. Best Value Outcome and Equitability:</p> <ul style="list-style-type: none"> I. For disposals under Functions and General Regulations 30(2)(a), (f), (2A), or (3) (a), the chosen method must achieve the best value outcome for the Local Government. II. Disposals under Functions and General Regulations 30(2)(d) must be assessed equitably in the context of other employee disposals. <p>D. Environmental Considerations: Disposal methodologies should prioritise environmentally responsible outcomes wherever feasible.</p> <p>E. Authority for Property Management: Authorisation to designate classes of persons to administer "Property Management".</p>
Express power to subdelegate	<p>Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	Executive Director Corporate & Commercial Services

Subdelegate conditions	<p>Delegation Guidelines for Property Management</p> <ol style="list-style-type: none"> 1. Authorisation: <ol style="list-style-type: none"> a. Persons authorised to administer "Property Management" are subject to the conditions set by the CEO. b. Their responsibilities include: <ol style="list-style-type: none"> i. Processing requests related to leases and licenses. ii. Negotiating terms, conditions, and rent for leases and licenses. 2. Approvals: <ol style="list-style-type: none"> a. These authorized individuals have the authority to: <ul style="list-style-type: none"> • Renew existing leases and licenses with community groups (charitable, benevolent, religious, cultural, educational, recreational, sporting, or similar nature groups), airport hangar sites, government agencies, or telecommunication entities. • Approve new leases for Lotteries House based on recommendations from the Lotteries House Tenant Management Committee. • Consider requests to extend the term of current leases or licenses (with no variation to principal terms) and when all accounts are paid in full. • Approve variations to existing leases or licenses. • Renegotiate rental agreements with current lessees or sub-lessees. • Approve assignments of existing leases or subleases (with no variation to principal terms). • Approve subleases or sub-licenses where a current lease or license is in place. • Process the surrender of a lease or license for any property, provided the outstanding balance does not exceed \$30,000 and all accounts are settled. 3. Equitable Assessment: Disposals under Functions and General Regulations 30(2)(d) must be assessed equitably in the context of other employee disposals. 4. Environmental Considerations: Disposal methodologies should prioritize environmentally responsible outcomes whenever feasible.
Statutory framework	<p>Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>_s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995</p> <p>_r.30 Dispositions of property excluded from Act s. 3.58</p>
Policy	<p>Property Management (Leases and Licences) Policy: Link</p> <p>_Risk & Opportunity Management Framework and Risk & Opportunity Management Policy: Link</p> <p><i>Note: (The City of Albany has not established a policy position that outlines the requirements for setting the conditions relating to the sale of Real Property).</i></p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.01 (D041) Close Thoroughfares to Vehicles (Temporary Road Closures)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.50 Closing certain thoroughfares to vehicles _s.3.50A Partial closure of thoroughfare for repairs or maintenance _s.3.51 Affected owners to be notified of certain proposals
Function	<p>Authority:</p> <ol style="list-style-type: none"> 1. Close a thoroughfare (wholly or partially) to vehicles or specific vehicle classes for up to 4 weeks [s.3.50(1)]. 2. Decide on closing a thoroughfare for more than 4 weeks, including: <ul style="list-style-type: none"> _Providing public notice, _Sending written notice to the Commissioner of Main Roads and relevant persons or landowners, _Reviewing relevant submissions regarding proposed road closures [s.3.50(1a), (2), and (4)]. 3. Revoke a thoroughfare closure order [s.3.50(6)]. 4. Partially and temporarily close a thoroughfare without public notice for repair or maintenance, if it won't significantly affect thoroughfare users [s.3.50A]. 5. Define and impose conditions for road use. 6. Authorise road usage requests. 7. Authorise classes of persons to administer the listed functions. 8. Before any action covered by section 3.51: <ul style="list-style-type: none"> _Notify affected owners, _Provide public notice allowing reasonable time for submissions, _Consider any submissions before deciding to adjust the level or alignment of a thoroughfare or drain water from it to private land [s.3.51].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a metropolitan area or a Townsite only). <p><i>Note: This authority also applies to the closing of roads due to weather conditions.</i></p>
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering Manager Operations Senior Planning and Development Compliance Officer
Subdelegate conditions	<p>a. Subject to the conditions imposed on the CEO.</p> <p>b. The following classes of persons are authorised to determine road closures in an emergency, where it is determined that there is a reasonable and imminent risk to public safety or property and subject to the road closure being given effect through sufficient and compliant traffic management:</p> <ul style="list-style-type: none"> _Rangers _Emergency Management Officers _Coordinators & Supervisors of Works, Construction and Road Maintenance _Engineering & Sustainability Senior Administrators _Asset Technical Officers _Development Compliance Officers
Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Local Laws:</p> <ul style="list-style-type: none"> ▪ Activities on Thoroughfares and Public Places and Trading Local Law 2011.
Policy	<p>Policies:</p> <ul style="list-style-type: none"> ▪ Wet Weather Road Closure Policy - Link. <p><i>Note: This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.</i></p>
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.02 Control Reserves and Certain Unvested Facilities
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _s.3.53(3) Control of certain unvested facilities _s.3.54(1) Reserves under control of local government
Function	Authority to: <ol style="list-style-type: none"> 1. Agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Do anything for the purpose of controlling and managing land under the control and management of the City of Albany that the City could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Delegates	CEO
Conditions	Restricted to matters where the financial impact falls within the confines of an allocated budget and does not generate future financial obligations.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering
Subdelegate conditions	a. Subject to the conditions imposed on the CEO. <i>(Note: If a local government is given control of land reserved under the Land Administration Act 1997, it has the authority to manage and control that land as if it were a Board appointed under the Parks and Reserves Act 1895. The local government can take actions specified in section 5 of the Parks and Reserves Act 1895, with references to "by-law" understood as "local law." This authority is limited if there are specific provisions in an order under the Land Administration Act 1997 related to the land.)</i>
Statutory framework	Primary & Annual Returns: <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policies: <ul style="list-style-type: none"> ▪ Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy, Link
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.03 (D041) Crossing - Construction, Repair and Removal (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: _r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) _r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
Express power to subdelegate	<i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Building Services Development Engineer Executive Director Infrastructure, Development & Environment Manager Engineering Senior Planning and Development Compliance Officer
Subdelegate conditions	Subject to the conditions imposed on the CEO.

Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Notes;</p> <p>_The Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>_Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the Local Government Act 1995</p> <p>_Refer also to Delegation LG3.1 - Activities in Thoroughfares and Public Places and Trading Local Law.</p>
Policy	<p>Policies:</p> <ul style="list-style-type: none"> Subdivision and Development Guidelines Policy: Link
Record keeping	Report to file.
Date adopted	28 March 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.04 (D041) Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: _r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	<ol style="list-style-type: none"> When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority LG2.6: Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)]. <ol style="list-style-type: none"> Authority to authorise persons to administer these functions. Activities allowed with a permit are to be administered using the local law.
Delegates	Executive Director Infrastructure, Development & Environment Manager Engineering Manager Operations
Conditions	<ol style="list-style-type: none"> Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority LG2.6 Obstruction of Footpaths and Thoroughfares. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	Nil
Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Legislation:</p> <ul style="list-style-type: none"> Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.

Policy	Local Law: <ul style="list-style-type: none">▪ Activities on Thoroughfares and Public Places and Trading Local Law 2011: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.05 (D044) Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: _r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission for a dangerous excavation under Delegated Authority: <ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. 4. Authority to authorise persons to administer the listed functions.
Delegates	Executive Director Infrastructure, Development & Environment Manager Engineering Manager Operations
Conditions	a. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express power to subdelegate	Authority is subject to consultation with the City's Engineering and Sustainability Team.
Statutory framework	Associated Delegated Authority: <ul style="list-style-type: none"> ▪ This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. Legislation: <ul style="list-style-type: none"> • Local Government (Uniform Local Provisions) Regulations 1996 • Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Policy	Local Laws: <ul style="list-style-type: none"> ▪ City of Albany Activities on Thoroughfares and Public Places and Trading Local Law 2011: Link ▪ City of Albany Local Government Property Local Law 2011: Link

REPORT ITEM AR178 REFERS

City of Albany

Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.06 (D044) (D042) Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: _r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)]. <p>CEO assigned functions delegated to classes of persons: Authority to:</p> <ul style="list-style-type: none"> • Authority C1. 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. • Authority C2. Serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission. • Authority C3. Upgrade Existing Street Lights and Underground Power: <ol style="list-style-type: none"> 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 streetlight 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. • Authority C4. Authorise persons to administer any or all of the above functions.
Delegates	Executive Director Infrastructure, Development & Environment Manager Engineering Manager Operations

Conditions	<p>Same conditions as imposed on CEO.</p> <p>Conditions of delegations assigned by CEO:</p> <p>(a)Authority C1: Grant approval and impose conditions: _That the proposed works are legal and do not adversely affect the safety, functionality, and aesthetics of the street or adjoining properties to an unacceptable degree. _The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined. _If there are objections to the proposal, it be referred to the Council for determination.</p> <p>(b)Authority C2: Serve notices: Chief Executive Officer to sign any Notices.</p> <p>(c)Authority C3: Existing street lights and underground power: That the works are associated with projects that has obtained the approval of the Council as necessary and is within the approved budget allocation.</p> <p>Specific conditions:</p> <p>(i) Authorise classes of persons limited to CEO and Executive Director.</p> <p>(ii) Conditions: _Chief Executive Officer (Authority – All) _Executive Director Infrastructure, Development & Environment (Authority – All) _Manager Engineering & Sustainability (Limited to enact Authority C1, C2 & C4 only) _Manager Operations (Limited to enact Authority C1 & C2 only)</p>
Subdelegates	<p>Development Compliance Officer Development Engineer Manager City Reserves Manager Development Services Senior Planning and Development Compliance Officer</p>
Subdelegate conditions	<p>The following positions (Subdelegates) are limited to enact Authority 1 only:</p> <p>_Manager City Reserves _Manager Development Services _Development Engineer _Senior Planning & Development Compliance Officer _Development Compliance Officer</p>
Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p><i>Note: This delegated authority is effective only in alignment with Delegated Authority LG8.9 Private Works on, over or under Public Places.</i></p>
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.07 (D041) Gates Across Public Thoroughfares (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: _r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	Authority to: <ol style="list-style-type: none"> 1. Provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Impose conditions on granting permission [ULP r.9(4)]. 4. Renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Each approval provided must be recorded in the City's statutory Register of Gates in accordance with <i>Uniform Local Provisions Regulation 8</i>.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering Manager Operations
Subdelegate conditions	Subject to the conditions imposed on the CEO. <i>(Note: A person who is the owner or occupier of the land commits an offence if any fence or gate that separates the land from a public thoroughfare is not kept in good repair. A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.)</i>

Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> ▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Notes:</p> <p>_The Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>_Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p>
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.08 (D040) Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) 1996: _r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12 Sand Drift Prevention and Abatement Local Law 2009 _cl. 2.2 Local government notice _cl. 2.3 Notice specifying conditions _cl. 3.1 Cancellation of notice
Function	(1) Authority to give notice to a landowner/occupier if it is considered that clearing the owner/occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)]. (2) Authority to give notice and specify conditions under the local law to prevent sand drift from affecting the amenity and/or health of occupants of neighbouring properties.
Delegates	CEO
Conditions	a.Authority to issue a permit or enforce the local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Coordinator Building Services Coordinator Health Services Development Compliance Officer Development Engineer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering Manager Operations Manager Public Health and Safety Senior Environmental Health Officer Senior Planning and Development Compliance Officer

Statutory framework	<p>Primary & Annual Returns:</p> <p>_Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>_Authorised classes of persons appointed to administer the local law are not required to provide a return.</p> <p>Notes:</p> <p>_The Local Government (Uniform Local Provisions) Regulations 1996 prescribes applicable statutory procedures.</p> <p>_Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the Local Government Act 1995.</p>
Policy	Local Laws: Sand Drift Prevention and Abatement Local Law 2009: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Amendments			
Date	Type	Amendment	References
14 Jan 2025	Amended delegation	<p>Authorisation amended by CEO to clarify the application of local law relating to private property, being:</p> <p>(2) Authority to give notice and specify conditions under the local law to prevent sand drift from affecting the amenity and/or health of occupants of neighbouring properties.</p>	EMT 14/01/2025

Delegation	LG8.09 (D041) Private Works on, over or under Public Places (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: _r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	Authority to: <ol style="list-style-type: none"> 1. Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17 (5)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Building Services Development Compliance Officer Development Engineer Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Development Services Manager Engineering Manager Public Health and Safety Senior Planning and Development Compliance Officer
Subdelegate conditions	Subject to the conditions imposed on the CEO.

Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Notes:</p> <p>_The Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>_Determination of Bond Value and Conditions. Refer to the CEO Delegation LG8.6 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places.</p> <p>_Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the Local Government Act 1995.</p>
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Delegation	LG8.10 (D041) Public Thoroughfare - Dangerous Excavations (LG Act)
Category	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: _r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	Authority to: <ol style="list-style-type: none"> 1. Determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Impose conditions on granting permission [ULP r.11(6)]. 4. Renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering Senior Planning and Development Compliance Officer
Subdelegate conditions	<ol style="list-style-type: none"> a. Subject to the conditions on delegation to the CEO. b. Authority subject to consultation with the Engineering and Sustainability Team.

Statutory framework	<p>Primary & Annual Returns:</p> <ul style="list-style-type: none"> Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <p>Local Law:</p> <ul style="list-style-type: none"> City of Albany Local Government Property Local Law: Link Clause 3.13 Activities needing a permit. (1) A person shall not without a permit - (n) make any excavation on or erect or remove any fence on local government property. <p><i>Note:</i> <i>_Determination of Bond Value and Conditions. Refer to CEO Delegation LG8.5 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares.</i> <i>_The Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</i> <i>_Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the Local Government Act 1995.</i></p>
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

LG Act 1995 - Council to Committees of Council

Delegation	LG9.01 Audit and Risk Committee (LG Act)
Category	PART 4 - DELEGATIONS TO COMMITTEES
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	Local Government Act 1995: _s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Meet with the City's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Examine the report of the Auditor and determine matters that require action to be taken by the City; and 3. Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)] 4. Review and endorse the City's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Audit and Risk Committee
Conditions	<ol style="list-style-type: none"> a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council. b. Council decides the conditions / limitations that apply when using delegated powers or duties
Express power to subdelegate	Nil. Note: Sub-delegation is prohibited by s.7.1B of the Act.
Statutory framework	<p>Local Government Act 1995</p> <p>_Part 6 of the Act (Financial Management)</p> <p>_Part 7 of the Act and the Local Government (Audit) Regulations 1996 (Audit Requirements for Local Governments)</p>
Policy	<p>Resources:</p> <ul style="list-style-type: none"> ▪ Local Government Operational Guidelines: Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees ▪ _Audit and Risk Committee Terms of Reference
Record keeping	<ul style="list-style-type: none"> • Report to file. • Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of <i>Administration Regulation 19</i>.
Date adopted	25 June 2024

Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Litter Act 1979 - CEO to Employees

Delegation	EH1.04.1 (D033) Appointment of Authorised Officers (Litter Act 1979)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Local Government Act 1995
Delegator	CEO
Express power to delegate	Litter Act 1979: _s.26(1)(c) (Authorised officers, appointment and jurisdiction of etc.
Express power or duty delegated	Litter Act 1979: _s.26(1)(c) (Authorised officers, appointment and jurisdiction of etc.
Function	<p>1. Authority to: Appoint Authorised Officers to exercise the powers and duties set out in the Litter Act 1979.</p> <p>2. Authority to: Enforce the Litter Act 1979 and withdrawal infringements issued under s30(4) of the Litter Act 1979, being:</p> <p>a. s23 Littering — cigarette butt;</p> <p>b. s23 Littering — any other litter;</p> <p>c. s24 Breaking glass, metal or earthenware;</p> <p>d. s24A(1) Bill posting;</p> <p>e. s24A(2) Bill posting on a vehicle;</p> <p>f. Litter Regulations 1981, r.6 Deposit of domestic or commercial waste in a public litter receptacle, r.8 Transporting load inadequately secured.</p>
Delegates	<p>Chief Executive Officer (CEO)</p> <p>Coordinator Waste Operations</p> <p>Executive Director Corporate & Commercial Services</p> <p>Executive Director Infrastructure, Development & Environment</p>
Conditions	<p>Withdrawal of infringement notices limited to the following classes of persons:</p> <p>_Executive Directors;</p> <p>_Manager Public Health & Safety;</p> <p>_Manager Operations;</p> <p>_Coordinator Waste Operations.</p>
Subdelegates	<p>Coordinator Health Services</p> <p>Coordinator Ranger Services</p> <p>Environmental Health Officer</p> <p>Manager Public Health and Safety</p> <p>Ranger</p> <p>Senior Environmental Health Officer</p> <p>Senior Ranger</p>
Subdelegate conditions	<i>Note: Classes of persons authorised to administer and enforce this function are listed as "Subdelegates".</i>
Statutory framework	Litter Act 1979
Policy	Regulatory Compliance Policy & Guidelines
Record keeping	Report to file.

Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Permit Authority (Dangerous Goods Regulations - CEO to Employees)

Delegation	LG1.20 (D036) Authority to Approve Blasting and Fire Works (Dangerous Goods Act 2004)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: _s.5.42 "Acting Through" Dangerous Goods Safety Act 2004: _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.
Express power or duty delegated	Council designates the following classes of persons to administer and discharge the City of Albany duties under the Dangerous Goods Safety Act 2004, subject to conditions: _Chief Executive Officer _Executive Director Infrastructure, Development & Environment
Function	Authority to: 1. Grant permission of the local government to allow blasting within a town site in accordance with the Dangerous Goods Safety (Explosives) Regulations 2007, Part 12, Division 4. 2. Approve a Fire Works Application. 3. Authorise persons to administer any or all of the above functions.
Delegates	Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
Conditions	<ul style="list-style-type: none"> a. Consultation must be conducted with DFES (FRS district) and the Chief Bush Fire Control Officer (All other areas in the municipality), prior to any approval being given. b. The fireworks notice must be in an approved form and contain the following information: <ul style="list-style-type: none"> 1. the details of the fireworks operator licence that the person holds; 2. the required details of the fireworks that will be used; 3. the date and time when the firework will be used; 4. where the fireworks will be used; 5. the purpose of using the firework; and 6. 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: <ul style="list-style-type: none"> 1. Issue a notice that prohibits the explosion; 2. Issue a permit for the explosion; or 3. Issue a permit for the explosion that contains reasonable conditions to ensure the safety of people and or property, to ensure such people are notified of the proposed explosion and to reduce the potential disturbance. d. Regulation 131(7) states that a local government shall not grant a permit unless it is satisfied that public risk insurance is in place of at least \$5,000,000 or such higher amount as the local government decides is reasonable. e. Albany Airport must be notified of all approvals for fireworks.

Express power to subdelegate	Delegates are authorised to designate classes of persons to administer this function.
Statutory framework	Dangerous Goods Safety Act 2004
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Permit Authority (Liquor Control Act) - CEO to Employees

Delegation	EH1.08 (D037) Liquor Licensing & Control (Liquor Control Act 1988)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Local Government Act 1995
Delegator	Local Government
Express power to delegate	Liquor Licensing Act 1988 and Liquor Control Act 1988 _pursuant to s39 and s40 of the Liquor Control Act 1988;
Express power or duty delegated	Liquor Licensing Act 1988 and Liquor Control Act 1988 _Issue a s39 (Certificate of local government as to whether premises comply with laws) certificate; and/or _Issue a s40 (Certificate of planning authority as to whether use of premises complies with planning laws) certificate.
Function	Authority to: <ol style="list-style-type: none"> 1. Enforce all local authority responsibilities under the Liquor Licensing Act 1988 and Liquor Control Act 1988 pursuant to s39 and s40 of the Liquor Control Act 1988; 2. Issue a s39 (Certificate of local government as to whether premises comply with laws) certificate; and/or 3. Issue a s40 (Certificate of planning authority as to whether use of premises complies with planning laws) certificate.
Delegates	Chief Executive Officer (CEO) Coordinator Development Assessment and Customer Relations Coordinator Health Services Coordinator Planning Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety
Conditions	Enforcement: Subject to compliance with the Local Planning Scheme.
Express power to subdelegate	Nil. The Liquor Control Act 1988 does not contain a head of power to delegate the appointment of authorised persons to the CEO.
Statutory framework	Legislation: <ul style="list-style-type: none"> • Liquor Licensing Act 1988 • Liquor Control Act 1988
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)

Last reviewed	25 June 2024
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Planning and Development Act 2005

Delegations under the Planning and Development Act 2005.

Planning & Development Act - CEO to Employees

Delegation	PD1.01 (D039) Appointment of Authorised Persons to administer the Planning & Development Act 2005 (PD Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Planning & Development Act 2005 _s234 (Designated persons, appointment of) Local Government Act 1995 _s5.42 (Delegation of some powers and duties to CEO), _s9.10 (1) (Appointment of authorised persons) Local Government (Development Assessment Panels) Regulations 2025 _s6. Authorisation of employees
Express power or duty delegated	Heritage Act 2018: _Part 8 (Local heritage surveys) Planning and Development Act 2005: _s234 (Designated persons, appointment of) _s257C (<i>Noting from 1 July 2024, the determination of development applications for single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, must be made by the CEO of the local government or employees authorised by the CEO. This cannot be determined by Council. </i>) Planning and Development (Local Planning Schemes) Regulations 2015 _Part 3 (Heritage protection) Local Government (Development Assessment Panels) Regulations 2025 _s6. Authorisation of employees

Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. <u>Authorised Persons</u>: Appoint persons to administer the Planning & Development Act 2005, including: The authorisation of persons to enter premises. 2. <u>Local Development Plans (LDPs)</u>: Approve or Refuse LDPs after appropriate consultation and where it is unlikely to have an adverse impact on the local area; 3. <u>Heritage</u>: <ol style="list-style-type: none"> a. Make minor administrative amendments to the entry of a place in the heritage list after appropriate consultation. b. Make minor administrative amendments to the entry of a place in the local heritage survey after appropriate consultation. 4. <u>Issue & Vary Infringement Notices</u>: Pursuant to s234 of the Planning and Development Act 2005, appoint designated persons to enforce the following sections: <ol style="list-style-type: none"> a. 228 (Giving of infringement notice) b. 230 (Extension of time) c. 231 (Withdrawal of infringement notice) 5. <u>Determine Development Applications</u>: <ol style="list-style-type: none"> a. Level 1: Applications which include a variance from a Local Planning Scheme (LPS) Policy, Guidelines & Design Codes. b. Level 2/3: Applications with minor variations to LPS Policies, Guidelines & Design Codes. c. Level 4: Applications under the LPS with no variations. 6. <u>State Administrative Appeals Tribunal (SAT)</u>: Exercise discretion and to respond to appeals lodged with the SAT for: <ol style="list-style-type: none"> a. The determination of planning application appeals under Part 14 of the Planning and Development Act 2005, and the LPS; b. The determination of 'without prejudice' conditions; and c. Mediate matters before the State Administrative Tribunal (SAT). 7. <u>Development Assessment Panels: (CEO Delegation)</u>: <ol style="list-style-type: none"> a. Authorise an employee to perform relevant DAP functions.
Delegates	CEO

Conditions	<p>Function authority limits:</p> <ul style="list-style-type: none"> a. Authority 1: Limited to the CEO & Executive Director. b. Authority 2: Limited to the Manager Development Services & above. c. Authority 3: Limited to the Coordinator Planning Services & above. d. Authority 4: <p>_4a: 228 (Giving of infringement notice) - All authorised persons (Planning Officers & Compliance Officers)</p> <p>_4b: 230 (Extension of time) - Manager & above.</p> <p>_4c: 231 (Withdrawal of infringement notice) - Manager & above.</p> <ul style="list-style-type: none"> e. Authority 5: <p>_5a: Coordinator Planning Services & above.</p> <p>_5b: Senior Planning Officer & above.</p> <p>_5c: Prescribed Limits for Determining Development Applications:</p> <p>Level 1: No limit (<i>Includes authority to: Approve & Refuse applications, approve non-conforming land use, permit changes in land use, approve Bushfire Management Plans</i>): CEO, Executive Director, Manager & Coordinator.</p> <p>Level 2: Up to: \$3 million (<i>Includes authority to: Approve applications, permit changes in land use,, approve Bushfire Management Plans; Excludes authority to: Refuse applications, approve non-conforming land use</i>): Senior Planning Officers & Above.</p> <p>Level 3: Up to: \$2 million (<i>Includes authority to: Approve applications, permit changes in land use, Excludes authority to Refuse applications, approve non-conforming land use</i>): Planning Officers.</p> <p>Level 4: Up to: \$500 thousand (<i>Includes authority to: Approve applications, permit changes in land use, Excludes authority to Refuse applications, approve non-conforming land use</i>): Designated Technical Officers.</p> <ul style="list-style-type: none"> f. Authority 6: Limited to Senior Planning Officers & above. g. Authority 7: Limited to Senior Planning Officers & above.
Express power to subdelegate	<p>Council conditions:</p> <ul style="list-style-type: none"> a. Subdelegates (Authorised Persons) are appointed by the CEO. b. Authorised Persons must be: <p>_selected based on experience and qualifications held; and</p> <p>_appointed in writing (correspondence to be filed on an appropriate record and a copy of the appointment placed on the person's record).</p>
Subdelegates	<p>Coordinator Development Assessment and Customer Relations</p> <p>Coordinator Planning Services</p> <p>Development Compliance Officer</p> <p>Development Engineer</p> <p>Executive Director Infrastructure, Development & Environment</p> <p>Manager Development Services</p> <p>Planning Officer</p> <p>Senior Planning and Development Compliance Officer</p> <p>Senior Planning Officer</p>

Statutory framework	<p>Primary & Annual Returns: In accordance with sections 5.75 and 5.76 of the Act, the delegation of a power or duty to an employee under the Act or section 214 of the Planning and Development Act 2005 triggers the requirement to make disclosures in primary and annual returns. An employee to whom a duty or power is delegated under the Local Government Act 1995 is considered a 'designated employee' under section 5.74(1) of the Act.</p> <p>Planning & Development Act 2005</p> <p>_s214 (Illegal development, responsible authority's powers as to)</p> <p>Local Government (Development Assessment Panels) Regulations 2025</p> <p>_Performance of Relevant DAP Function: Relevant DAP functions must be performed by the CEO or an authorised employee on behalf of the local government. The council or a committee of the council cannot direct the CEO or authorised employees in performing these functions.</p> <p>_Authorisation of Employees:</p> <p>The CEO may authorise an employee to perform relevant DAP functions</p>
Policy	<p>Policies - Local Planning Policies: Link</p> <p>Additional Information:</p> <p>The regulations clarify the roles of the council and localgovernment staff in preparing and submitting a Responsible AuthorityReport (RAR) to a DAP. From 1 May 2025, the RAR must be prepared by the local government's administration, not the council.</p>
Record keeping	<p>_Report to Council.</p> <p>_Report to Council Committee monthly.</p>
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Amendments			
Date	Type	Amendment	References
8 May 2025	Amended delegation	The new Local Government (Development Assessment Panels) Regulations 2025 have been introduced under the Local Government Act 1995 in Western Australia. These regulations were published on 2 April 2025 and came into effect on 1 May 2025.	---
8 May 2025	Amended delegation	The new Local Government (Development Assessment Panels) Regulations 2025 have been introduced under the Local Government Act 1995 in Western Australia. These regulations were published on 2 April 2025 and came into effect on 1 May 2025	

Delegation	PD1.02 (D028)(D038) Development Control (Authority to enforce compliance, development control and take legal action) (PD Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Planning & Development Act 2005 _Part 13 — Enforcement and legal proceedings
Express power or duty delegated	Planning & Development Act 2005 _Authority to: 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.
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Deal with unauthorised development. Give <u>written direction</u> regarding unauthorised development and remove or alter unauthorised development pursuant to s214 & s215 of the Planning & Development Act 2005. 2. Enter and inspect in accordance with s79 of the Planning and Development (Local Planning Schemes) Regulations 2015; 3. Implement matters delegated to the City of Albany under the Planning and Development Act 2005; 4. Exercise discretion when issuing, withdrawing, amending notices and requisitions pursuant to Part 13 of the Planning and Development Act 2005 and the provisions the LPS; 5. Exercise discretion and to respond to appeals lodged with the State Administrative Tribunal (SAT) for: <ol style="list-style-type: none"> a. The determination of planning application appeals under Part 14 of the Planning and Development Act 2005, and the City's Local Planning Scheme (LPS); b. The determination of <u>building</u> 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). 6. Take action for departure from the requirements and provisions of the LPS, including the Planning and Development Act 2005, Part 13. 7. Authorise persons to administer any or all of the above functions.
Delegates	Executive Director Infrastructure, Development & Environment
Conditions	<ol style="list-style-type: none"> a. Development Control, Enforcement and Legal Action (including Appeals and SAT Matters): <ol style="list-style-type: none"> i. The Executive Director shall sign any Prosecution Notices. ii. 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 (or in their absence), the approval of the CEO. d. Any third-party action against the City must be reported to the City's insurer.

Express power to subdelegate	Local Government Act 1995 _s.5.42(b) Delegation of some powers or duties to the CEO
Subdelegates	Coordinator Development Assessment and Customer Relations Coordinator Planning Services Development Compliance Officer Development Engineer Executive Director Corporate & Commercial Services Manager Development Services Planning Officer Senior Planning and Development Compliance Officer Senior Planning Officer
Subdelegate conditions	<p>a. Classes of persons authorised to administer this function with conditions are listed as "Subdelegates".</p> <p>b. Subdelegates are appointed by the CEO.</p> <p>c. The classes of persons and limitations are assigned by the CEO as follows;</p> <ul style="list-style-type: none"> ▪ Executive Director (All) ▪ Manager Development Services (Authority 1, 2, 3, 4, 5 a, c, d, e & f only, 6) ▪ Coordinator Planning Services (Authority 2, 3, 4, 5 a, c, d, e & f only, 6) ▪ Senior Planning Officer(s) (Authority 2, 3, 5 a, c, & f only, 6) ▪ Development Engineer (Authority 2, 3, 5 a, c, & f only, 6) ▪ Planning Officer (s) (Authority 2, 3, 5 a, c, & f only) ▪ Senior Planning & Development Compliance Officer (Authority 1, 2, 3, 4, 5 a, c, d, e & f only, 6) ▪ Development Compliance Officer (Authority 1, 2, 3, 4, 5 a, c, d, e & f only, 6)
Statutory framework	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.),
Policy	Local Planning Scheme Regulatory Compliance Policy & Guideline
Record keeping	_Report to file. _Report to Council Committee monthly.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Planning & Development Act - Minister of Lands to CEO

Delegation	SI_2.01 Sign Development Applications for Crown Land as Owner (PD Act)
Category	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
Head of power	Planning and Development Act 2005
Delegator	Minister for Lands
Express power to delegate	Planning and Development Act 2005 _Section 267A Planning and Development Act 2005
Express power or duty delegated	Instrument of delegation: <i>I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the Land Administration Act 1997, under section 267A of the Planning and Development Act 2005, HEREBY authorise, in respect of each local government established under the Local Government Act 1995 and listed in Column 2 of the Schedule, the person from time to time or holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule. Dated the 2nd day of June 2016</i>

Function	<ol style="list-style-type: none"> 1. The power to sign as owner in respect of Crown land that is: <ol style="list-style-type: none"> a. a reserve managed by the local government pursuant to section 46 of the Land Administration Act 1997 and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or b. the land is a road of which the local government has the care, control and management under section 55(2) of the Land Administration Act 1997 and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of: <ol style="list-style-type: none"> i. a "<u>minor encroachment</u>" in the Building Regulations 2012 (Regulation 45A), ii. or is an "awning, verandah or thing" (Regulation 458), or is a ground anchor, iii. and where the development is consistent with the use of the land as a road, 2. In respect of development applications being made under or referred to in: <ol style="list-style-type: none"> a. (section 99(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a regional Interim development order (as that term, is defined in that Act); b. section 103(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a local interim development order (as that term, is defined in that Act); c. section 115 of the Planning and Development Act 2005 in respect of development within a planning control area (as that term, is defined in that Act); d. section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act); e. section 162 of the Planning and Development Act 2005 in respect of developments for which approval is required under a Planning scheme or Interim development order (as those terms are defined in that Act); f. section 163 of the Planning and Development Act 2005 in respect of development on land which is comprised within a place entered in the Register maintained by Heritage Council under the Heritage of Western Australia Act 1990, or which such a place forms part; g. section 171A of the Planning and Development Act 2005 in respect of a prescribed development application (as that term is defined in that section of the Act).
Delegates	CEO
Conditions	<p>Refer to Column 3 of the Schedule. <i>Extract:</i></p> <ol style="list-style-type: none"> a. In accordance with and subject to approved Government. Land policies. b. Any signature subject to the following endorsement: <ol style="list-style-type: none"> i. Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown Land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provisions of the Planning and Development Act 2005 (including any planning scheme). ii. The signature does not represent approval or consent for planning purposes. iii. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.
Statutory framework	Planning & Development Act 2005 Land Administration Act 1997

REPORT ITEM AR178 REFERS

City of Albany

Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Planning & Development Act 2005 - Western Australia Planning Commission to CEO

Delegation	SI_2.02 WA Planning Commission - Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)
Category	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
Head of power	Planning and Development Act 2005
Delegator	Western Australian Planning Commission
Express power to delegate	Planning and Development Act 2005 _Section 16 Planning and Development Act 2005
Express power or duty delegated	<p>Instrument of Delegation: Government Gazette 29 January 2021 DEL 2020/01 (Pg. 449). The Western Australian Planning Commission (the WAPC) may delegate any function to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government. Extract: <i>Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the Strata Titles Act 1985.</i> <i>Preamble: Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government. In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.</i></p>
Function	<p>On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED –</p> <ul style="list-style-type: none"> A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. To delegate to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. To amend “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.
Delegates	CEO
Conditions	<p>The following conditions pertain to the Schedules listed: Schedule 1 1. Applications made under section 15 of the Strata Titles Act 1985: Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that –</p> <ul style="list-style-type: none"> (a) propose the creation of a vacant lot; (b) propose vacant air stratas in multi-tiered strata scheme developments; (c) propose the creation or postponement of a leasehold scheme; (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the Strata Titles Act 1985); (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to –

- i. a type of development; and/or
- ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined 1s otherwise in the public interest for the W APC to determine the application.

2. Applications under sections 21 and 22 of the Strata Titles Act 1985:

Power to determine applications under –

- (a)section 21 of the Strata Titles Act 1985;
- (b)section 22 of the Strata Titles Act 1985 where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

RE: INSTRUMENT OF DELEGATION – STRATA TITLE SCHEME APPLICATIONS

The Western Australian Planning Commission (WAPC) advises that the Instrument of Delegation (DEL 2020/01 – Powers of Local Government (Strata Titles Act) (the Delegation) has been updated. These changes are appropriate following the 1 May 2020 amendments to the Strata Titles Act 1985 (STA).

Two amendments have been made.

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

Lastly, the letter provides advice on process matters relating to applications to terminate a strata scheme.

Restrictive use conditions or by-laws for strata schemes

Where restricted use or planning (scheme by-laws) conditions have been applied to a strata plan (survey-strata or strata) approval is required from the WAPC to impose, amend or remove the condition or by-law (section 21 and 22 of STA). Given these restrictions are often applicable to, or have effect at, the development stage rather than at the subdivision stage, it was considered appropriate to delegate this power to local government.

Type subdivisions that effect an amendment to a strata scheme plan

Prior to the STA amendments coming into effect on 1 May 2020 proposals to add land to or remove land from an existing strata scheme, or to consolidate or re-subdivide the strata schemes, were approved by Landgate. The amendments to the STA have resulted in these proposals being considered types of amendments to a strata scheme, under section 11, and now require subdivision approval from the WAPC.

It is considered appropriate for these applications to be delegated to local government to determine applications to amend a strata scheme where only the internal scheme boundaries are impacted (consolidation or re-subdivision, now referred to as type 1B, type 3 or type 4 amendments) and vacant lots aren't created.

However, applications that result in the addition or removal of land from a strata scheme (type 1A or type 2 amendments) will be determined by the WAPC as the determining authority. This is because often an adjacent green title lot is impacted and, in some cases, independent vacant green title lots may be created. As such, the Delegation has been amended to exclude the power to determine type 1A and type 2 subdivision applications.

Advice on Termination processes

Termination of strata schemes

When the termination process is undertaken, the land ceases to be subdivided by a strata scheme (be it survey-strata, strata, leasehold (strata) or leasehold (survey-strata)). The scheme notice and associated documents are also terminated while the strata company is dissolved. This process includes an application for subdivision, made under the Planning and Development Act 2005 (PD Act), to remove the strata scheme to create a single green title lot. In some instance, there may be a concurrent application to create new strata or green title lots from the subject site.

Given the termination process outlined in Part 12 of the STA, it is recommended that, where further subdivision is proposed, a subdivision application for that proposal is also lodged with the termination proposal to enable the outline of termination report and full termination report (as applicable) to identify the ultimate intent for the subject land.

	The termination process provided for under section 177 and 184 of the STA involves a subdivision application under the PD Act. Subdivision applications under the PD Act are not delegated to local government and are to be lodged with the WAPC for determination, (i.e. including where the proposal concerns for strata (built) schemes).
Statutory framework	Planning and Development Act 2005 <i>Instrument of Delegation: DEL2020/01 Powers of Local Governments: Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the Strata Titles Act 1985.</i>
Record keeping	_Report to file. _Report to Council Committee.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152 (AMENDED)
Last reviewed	25 June 2024

Public Health Act 2016

Delegations under the Public Health Act 2016.

Public Health Act - Council to CEO & CEO to Employees

Delegation	EH2.01 Appoint Authorised Officer or Approved Officer under (Public Health Act 2016, Asbestos Regs)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Public Health Act 2016
Delegator	Local Government
Express power to delegate	Health (Asbestos) Regulations 1992: _r.15D(7) Infringement Notices
Express power or duty delegated	Health (Asbestos) Regulations 1992: _r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Delegates	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
Conditions	<p>a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].</p> <p>b. Classes of persons authorised to be appointed and administer this function are listed as "sub-delegates".</p>
Express power to subdelegate	Nil. (<i>The Health (Asbestos) Regulations 1992 do not provide a power to sub-delegate</i>).
Subdelegates	Coordinator Health Services Development Compliance Officer Environmental Health Officer Senior Environmental Health Officer Senior Planning and Development Compliance Officer
Subdelegate conditions	<i>Note: Classes of persons who are authorised to administer this function are listed as Subdelegates.</i>
Statutory framework	<p>Legislation:</p> <ul style="list-style-type: none"> Public Health Act 2016 Health (Asbestos) Regulations 1992 Criminal Procedure Act 2004 – Part 2

Policy	Resources: <ul style="list-style-type: none"> • City of Albany Environmental Guidelines: Link • City of Albany Building Services Guidelines: Building Services Demolition Work • City of Albany Transfer Station User Guides: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	EH2.02 (D033) Enforcement Agency Reports to the Chief Health Officer (Public Health Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Public Health Act 2016
Delegator	Local Government
Express power to delegate	Public Health Act 2016: _s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 _s.22 Reports by and about enforcement agencies
Function	Authority to: <ol style="list-style-type: none"> 1. Prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City [s.22(1)] 2. Prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegates	Executive Director Corporate & Commercial Services Manager Public Health and Safety
Subdelegate conditions	Nil.
Statutory framework	Public Health Act 2016 _s.20 Conditions on performance of functions by enforcement agencies.
Policy	Nil.
Record keeping	<ul style="list-style-type: none"> • Report to file. • Report to Council Committee annually.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Delegation	EH2.03 (D033) Designate Authorised Officers under (Public Health Act 2016 & Others)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Public Health Act 2016
Delegator	Local Government
Express power to delegate	<p>Public Health Act 2016: _s.21 Enforcement agency may delegate</p> <p>Health (Miscellaneous Provisions) Act 1911: _s349 enter premises and administer the provisions in the regulations _s35 service of notices, repairs to businesses, shops and dwellings</p> <p>Litter Act 1979: _s26(1)(c) (Authorised officers, appointment and jurisdiction of etc.), _s27 (Authorised officers, powers of); _s27AA (Honorary inspectors, appointment of), s30 (Infringement notices)</p>
Express power or duty delegated	<p>Public Health Act 2016 _s.24(1) and (3) Designation of authorised officers</p>
Function	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> a. The Public Health Act 2016 or other specified Act. b. Specified provisions of the Public Health Act 2016 or other specified Act. 2. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act, including: <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; or b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, or c. a mixture of the two. [s.24(1) and (3)].
Delegates	<p>CEO Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer</p>

<p>Conditions</p>	<p>a. Subject to each person so appointed being;</p> <ul style="list-style-type: none"> ◦ Appropriately qualified and experienced [s.25(1)(a)]; and ◦ Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. <p>b. A Register (list) of authorised officers is to be maintained under s.27.</p> <p>Authorisation conditions specific to the Act: _Only the Chief Executive Officer and/or Executive Director Corporate & Commercial Services may institute legal proceedings.</p> <p>Health (Miscellaneous Provisions) Act 1911: _Environmental Health Officer conditions under the Health (Miscellaneous Provisions) Act 1911:</p> <p>a. Part IV (Sanitary provisions), Divisions 4 (Sanitary conveniences) & 7 (Pollution of water): Authority is limited to the forming of opinions 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, or the provision of sanitary conveniences.</p> <p>b. 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 arranging for the carrying out, of works in default of duly served notices.</p> <p>c. 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.</p> <p>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974: _Authorisation condition specific 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 issuing permits to use effluent disposal systems as described in Regulation 10.</p>
<p>Express power to subdelegate</p>	<p><i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i></p>

Statutory framework	<p>Legislation:</p> <ul style="list-style-type: none"> Public Health Act 2016 <p>_s.20 Conditions on performance of functions by enforcement agencies. _s.25 Certain authorised officers required to have qualifications and experience. _s.26 Further provisions relating to designations _s.27 Lists of authorised officers to be maintained _s.28 When designation as authorised officer ceases _s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers _s.30 Certificates of authority _s.31 Issuing and production of certificate of authority for purposes of other written laws _s.32 Certificate of authority to be returned. _s.136 Authorised officer to produce evidence of authority</p> <ul style="list-style-type: none"> Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016 The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016 <p>Local Laws:</p> <ul style="list-style-type: none"> Health Local Laws 2001 Health (Eating-Houses and Itinerant Food Vendors) Local Laws 2001 Waste Local Law 2017 (As amended)
Policy	<p>Policies:</p> <ul style="list-style-type: none"> Regulatory Compliance Policy & Guideline
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (AMENDED)
Last reviewed	25 June 2024

Delegation	EH2.04 Dealing with Seized Items under the Public Health Act
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Public Health Act 2016
Delegator	Local Government
Express power to delegate	Public Health Act 2016: _s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 _s.260 Return of seized item _s.262 Cost of destruction or disposal of forfeited items _s.263 Return of forfeited items _s.264 Compensation
Function	Authority to: <ol style="list-style-type: none"> 1. Determine if no contravention of the <i>Public Health Act 2016</i> has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Recover the cost of destruction or disposal of forfeited items [s.262]. 3. In response to an application for compensation, Determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	CEO
Conditions	Compensation is limited to a maximum value of \$1000 , with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	<i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i>
Subdelegates	Coordinator Health Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
Statutory framework	Public Health Act 2016 _s.20 Conditions on performance of functions by enforcement agencies. <i>Note – Decisions about compensation may be referred for review by the State Administration Tribunal [s.265]</i>
Policy	Resources: <ul style="list-style-type: none"> ▪ Guidelines: Powers and entry inspection and seizure - Public Health Act - Link
Record keeping	<ul style="list-style-type: none"> • Report to file. • Report to Council Committee.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)

Last reviewed	25 June 2024
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Delegation	EH2.05 Appoint Designated Officer - Public Health Information Sharing
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Public Health Act 2016
Delegator	Local Government
Express power to delegate	Public Health Act 2016: _s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 _s.299 Information Sharing
Function	Authority, to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
Delegates	CEO Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
Conditions	Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline , prepared in accordance with s.300.
Express power to subdelegate	<i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i>
Statutory framework	Public Health Act 2016 _s.300 Guidelines relating to information sharing. (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).
Policy	Guidelines: <ul style="list-style-type: none">▪ Chief Health Officer - Information Sharing - Guidelines (For the purposes of sections 299 and 300 of the Public Health Act 2016): Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152.
Last reviewed	25 June 2024

Road Traffic (Vehicles) Act 2012

State Government Authorisation and Delegation to Local Governments.

Road Traffic Act - CEO to Employees

Delegation	V1.01 Approval for Certain Local Government Vehicles as Special Use Vehicles (Vehicles Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Road Traffic (Vehicles) Act 2012
Delegator	Department of Transport
Express power to delegate	Road Traffic (Vehicles) Regulations 2014 _Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i>
Express power or duty delegated	<p>Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:</p> <ul style="list-style-type: none"> a. the <i>Local Government Act 1995</i>; b. regulations made under the <i>Local Government Act 1995</i>; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1 976</i>); or e. any combination of the above paragraphs (a) to (d);
Function	<p>To perform functions on its behalf under:</p> <ul style="list-style-type: none"> a. the <i>Local Government Act 1995</i>; b. regulations made under the <i>Local Government Act 1995</i>; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1 976</i>); or e. any combination of the above paragraphs (a) to (d); <p>As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations,</p>
Delegates	CEO

Conditions	<ol style="list-style-type: none"> 1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: <ol style="list-style-type: none"> a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>
Subdelegates	Executive Director Infrastructure, Development & Environment Manager Operations
Subdelegate conditions	<ol style="list-style-type: none"> a. Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates". b. City employees responsible for "Fleet Management" are authorised this function on behalf of the "Subdelegates".
Statutory framework	Road Traffic Authority Delegation: Link
Policy	<p>Policies:</p> <ul style="list-style-type: none"> ▪ City of Albany Fleet Management Policy & Guidelines: Link
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	V1.02 (D045) Traffic Management - Events on Roads (Vehicles Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Road Traffic (Vehicles) Act 2012
Delegator	Commissioner of Main Roads
Express power to delegate	Road Traffic Code 2000 _Regulation 297(2) <i>Road Traffic Code 2000</i>
Express power or duty delegated	<p>Reference: Instrument of Delegation - Traffic Management for Events - Code of Practice</p> <p>Authorised Bodies (City of Albany): Link</p> <p>Extract: Express Power or Duty Authorised: Erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.</p>
Function	<p>Local Government ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ul style="list-style-type: none"> i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>; ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>; <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction.</p>
Delegates	CEO
Conditions	<p>Conditions of Authorisation: At all times, the "Authorised Body", being the Local Government (City of Albany):</p> <ul style="list-style-type: none"> a. Shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. Shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. Shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

Express power to subdelegate	Positions Authorised: The Local Government itself, its employees, consultants, agents and contractors.
Subdelegates	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering Manager Operations
Subdelegate conditions	<p>a. Classes of persons authorised to administer this function designated as "Subdelegates".</p> <p>b. Authorised classes of person to administer this function on behalf of the "Subdelegates":</p> <p><i>_Persons employed in the City's Asset Management Team.</i></p>
Statutory framework	<p>Authorised Bodies: Authorised Bodies (City of Albany): Link</p> <p>Code of Practice: Traffic Management for Events Code of Practice</p>
Policy	<p>Resources: Main Roads Western Australia: Planning and Technical Services Directorate Road Safety Branch February 2021: Link</p>
Record keeping	<p>Report to file.</p> <p>Report to Council Committee.</p>
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

Delegation	V1.03 (D045) Traffic Management - Road Works (Vehicle Act)
Category	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
Head of power	Road Traffic (Vehicles) Act 2012
Delegator	Commissioner of Main Roads
Express power to delegate	Road Traffic Code 2000 _Regulation 297(2) of the <i>Road Traffic Code 2000</i>
Express power or duty delegated	Instrument of Delegation - Traffic Management for Works on Roads - Code of Practice; Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Function	Authority to: Erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Delegates	CEO
Conditions	Terms & Conditions; Authorised Bodies (Local Government), being the City of Albany: a. Shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. Shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. Shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Subdelegates	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering Manager Operations
Subdelegate conditions	a. Same conditions imposed on the CEO. b. Classes of persons authorised to administer this function are designated as "Subdelegates".

Statutory framework	Legislation: <ul style="list-style-type: none">• Road Traffic (Vehicles) Act 2012
Policy	Nil.
Record keeping	Report to file.
Date adopted	25 June 2024
Adoption references	OCM 25/06/2024 Resolution AR152. (NEW)
Last reviewed	25 June 2024

AMENDMENTS

Delegation	Date	Type	Amendment	References
LG3.12 (D001) Waste Local Law 2017	15 Jan 2025	Amended delegation	Appended with additional information: Express power to delegate: Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO Manager Engineering removed as sub-delegate.	
LG4.02 Application of Regional Price Preference Policy (LG Act)	22 Oct 2024	Amended delegation	Application of Regional Price Preference Policy (LG Act). "Quotations of \$30,000 value or greater (Major Quotations)." Change to \$50,000.	OCM 22/10/2024 Resolution CCS668.
LG4.04 (D013) Payments from the Municipal or Trust Funds (LG Act)	9 May 2025	Amended delegation	Addition of Financial Services Coordinator and Business Analyst / Management Accountant to list of delegates	Nil
LG4.05 (D011) Power to Invest and Manage Investments (LG Act)	9 May 2025	Amended delegation	Addition of Financial Services Coordinator to delegates list	Nil
LG5.05 (D018) Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options (LG Act)	22 Oct 2024	Amended delegation	Note*: Only contracts of value greater than \$30,000 are administered by this delegation." Change to \$50,000	OCM 22/10/2024 Resolution CCS668.
LG5.05 (D018) Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options (LG Act)	17 Feb 2025	Amended delegation	Sub-delegate conditions amended. _From: \$30,000 to \$50,000, being: Note*: Only contracts that are of a value greater than \$30,000 are administered by this delegation, inline with the new Major Quotation threshold, and administered by the Procurement team. _Appended with notation: All figures stated in this delegation are exclusive of GST.	

Delegation	Date	Type	Amendment	References
LG8.08 (D040) Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift (LG Act)	14 Jan 2025	Amended delegation	Authorisation amended by CEO to clarify the application of local law relating to private property, being: (2) Authority to give notice and specify conditions under the local law to prevent sand drift from affecting the amenity and/or health of occupants of neighbouring properties.	EMT 14/01/2025
PD1.01 (D039) Appointment of Authorised Persons to administer the Planning & Development Act 2005 (PD Act)	8 May 2025	Amended delegation	The new Local Government (Development Assessment Panels) Regulations 2025 have been introduced under the Local Government Act 1995 in Western Australia. These regulations were published on 2 April 2025 and came into effect on 1 May 2025.	Nil
PD1.01 (D039) Appointment of Authorised Persons to administer the Planning & Development Act 2005 (PD Act)	8 May 2025	Amended delegation	The new Local Government (Development Assessment Panels) Regulations 2025 have been introduced under the Local Government Act 1995 in Western Australia. These regulations were published on 2 April 2025 and came into effect on 1 May 2025	

Council Policy Register Extract as at 22 May 2025

Key: ■ Review Initiated: ■ Review Completed ■ Action Proposed

Policy Number	Policy Title (Date: Reviewed / Amended/ Revised)	Policy Owner - Accountable Officer (A)	Responsible Officer (R)	Comments	STATUS
1.01	Art in the Public Domain Policy (1.1) (25/06/2024)	Executive Director Community Services	Manager Arts & Culture	2025: MAC: Major review in 2024.	■
1.02	Artwork Collection Policy (1.2) (25/06/2024)	Executive Director Community Services	Manager Arts & Culture	2025: MAC: Major review in 2024.	■
1.03	Asset Management Policy (1.3) (25/06/2024)	Executive Director Infrastructure, Development and Environment	Manager Engineering & Assets	2025: MGR. Responsible Officer assignment updated. Minor formatting.	■
1.04	Attendance at Events and Functions Policy (1.4) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Minor formatting, links checked. Legislation current.	■
1.05	Beach Closure Policy & Procedure (1.5) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Public Health & Safety	2025: MGR: Minor formatting, links checked. Legislation current.	■
1.06	Bushfire Attack Level (BAL) Public Land Management Policy (1.6) (25/06/2024)	Executive Director Infrastructure, Development and Environment	Manager City Reserves	2025: MGR: State Planning Policy No. 3.7 updated in October 2024. Minor formatting.	■
1.07	Bushfire Management in Conservation, Special Residential & Rural Residential (Special Rural) Zoned Policy (01/07/2019)	<i>Executive Director Infrastructure, Development and Environment</i>	<i>Manager Development Services</i>	2025: MGR: Under review. Raised at EMT 14/05/2025.	■
1.08	Buy Local Policy (1.8) (22/10/2024)	Executive Director Corporate & Commercial Services	Manager Finance	2025: MF: Reviewed - no requirement to amend. MGR: Minor formatting.	■
1.09	Cash Investment Backing for Reserve Accounts Policy (1.9) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Finance	2025: MF: Reviewed - no requirement to amend.	■
1.10	CEO Performance Review Process Policy (1.10) (25/06/2024)	Chief Executive Officer	Manager Governance & Risk	2025: MGR. Reviewed - no requirement to amend.	■
1.11	Civic Affiliations Policy (1.11) (24/09/2024)	Chief Executive Officer	Manager Governance & Risk	2025: MGR. Reviewed - no requirement to amend.	■
1.12	Child Safe Awareness Policy (1.12) (10/04/2025)	Chief Executive Officer	Manager Community Relations	2025: MGR. Adopted by Council 25/03/2025. (CCS687).	■
1.13	Community Engagement Policy (1.13) (25/06/2024)	Executive Director Community Services	Manager Community Relations	2025: MGR. Reviewed - no requirement to amend.	■
1.14	Code of Conduct for Council Members, Committee Members and Candidates (25/06/2024)	Chief Executive Officer	Manager Governance & Risk	2025: MGR. Reviewed - no requirement to amend.	■

Policy Number	Policy Title (Date: Reviewed / Amended/ Revised)	Policy Owner - Accountable Officer (A)	Responsible Officer (R)	Comments	STATUS
1.15	Community Funding Policy (1.15) (25/06/2024)	Executive Director Community Services	Manager Community Relations	2025: MGR. Reviewed - no requirement to amend.	
1.16	Community Sports & Recreation Facilities Small Grant Funding Policy (1.16) (01/07/2024)	Executive Director Community Services	Manager Recreation Services	2025: MGR. Reviewed - no requirement to amend.	
1.18	Corporate Document Policy & Guideline (1.18) (04/08/2023)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: 13/05/2025: Fully reviewed, based on feedback. Pending presentation to Council.	
1.19	Day Care Policy (1.19) (25/06/2024)	Executive Director Community Services	Manager Facilities	2025: MF. Reviewed - no requirement to amend. Reference to Corporate Business Plan updated.	
1.20	Dog Exercise, Prohibited and Rural Areas Leashing Policy (1.20) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager City Reserves Reserves Officer	2025: MGR. Reviewed - no requirement to amend.	
1.21	Elected Member Communications Policy and Guideline (1.21) (19/07/2023)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR. Reviewed - no requirement to amend.	
1.22	Elected Member Professional Development & Training Policy (1.22) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025 EDCCS: Regulation 37 prohibits paying fees or reimbursing expenses for elected members' continuing professional development (CPD) in the final three months of their term, after notice of resignation, or while suspended. _This applies to City of Albany elected members, as our Elected Member Professional Development Policy includes CPD allowances beyond mandatory training. _The policy needs updating to reflect this regulation. Given its relevance to Council operations, the revised policy should be presented to Council for adoption.	
1.23	Elected Members Proposed Amendments to Responsible Officer & Committee Recommendation Policy (1.23) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR. Reviewed - no requirement to amend.	
1.24	Election Caretaker Period Policy (1.24) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Recommend rescinding, as replaced by new legislation.	
1.25	Environmental Impact Assessment Policy (1.25) (25/06/2024)	Executive Director Infrastructure, Development and Environment	Manager City Reserves	2025: MGR: Recommend review.	
1.26	Environmental Policy (1.26) (25/06/2024)	Executive Director Infrastructure, Development and Environment	Manager Operations	2025: MGR: Review of assigned Responsible Officer, recommended.	

Policy Number	Policy Title (Date: Reviewed / Amended/ Revised)	Policy Owner - Accountable Officer (A)	Responsible Officer (R)	Comments	STATUS
1.27	Fraud & Corruption Control Policy & Guideline (1.27) (25/06/2024)	Executive Director Corporate & Commercial Services	Executive Management Team	2025: MGR: Review required in 2025.	
1.28	Freedom of Entry & Keys to the City of Albany Policy & Procedure (1.28) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Community Relations	2025: MGR: Review of assigned Responsible Officer recommended.	
1.29	Governance and Meetings of Council Framework Policy (Terms of Reference for Committees and Working Groups) (1.29) (07/02/2025)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Currently under review, noting update of Committee Terms of Reference and changes to Audit & Risk Committee.	
1.30	Graffiti Management Policy (1.30) (25/06/2024)	Executive Director Community Services	Manager Community Relations	2025: MCR: Reviewed - No requirement to amend.	
1.31	Honorary Freeman of the City of Albany (1.31) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Review of assigned Responsible Officer recommended.	
1.32	Investment of Surplus Funds Policy (1.32) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Finance	2025: MF: Reviewed - no requirement to amend.	
1.33	Legal Representation for Elected Members, Employees & Volunteers Policy & Guidelines (1.33) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Reviewed - no requirement to amend.	
1.34	Long Term Borrowing Policy (1.34) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Finance	2025: MF: Reviewed - no requirement to amend.	
1.37	Mayoral Vehicle Policy (1.37) (07/11/2024)	Executive Director Infrastructure, Development & Engineering	Manager Operations	2025: MGR: Changed to Manager Operations from Manager Finance. Reviewed - no requirement to amend.	
1.38	Memorial Plaque & Seat Policy & Guideline & Guideline (1.38) (25/06/2024)	Executive Director Infrastructure, Development & Engineering	Manager City Reserves	2025: MGR: Review required. Review of the assigned Responsible Officer. Applications are currently suspended for the Ellen Cove Boardwalk.	
1.39	Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards (1.39) (25/06/2024)	Executive Director Community Services	Manager Community Relations	2025: MGR: Review required. Review of assigned Responsible Officers.	
1.40	Payments to Employees Above Contract or Award Policy (1.40) (25/06/2024)	Chief Executive Officer	Manager People & Culture	2025: MGR: Review of assigned Responsible Officers.	
1.41	Petition Policy (1.41) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Review required in regarding online petitions.	
1.42	Property Management (Leases and Licences) Policy (1.42) (25/06/2024)	Executive Director Corporate & Commercial Services	Team Leader Property, Leasing & Customer Service	2025: MGR: Reviewed - no requirement to amend.	
1.44	Radio Communication Allocation to Brigade Members Policy (1.44) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Public Health & Safety	2025: MGR: Flagged to be rescinded, replaced by Bushfire Brigade Operating Procedures.	

Policy Number	Policy Title (Date: Reviewed / Amended/ Revised)	Policy Owner - Accountable Officer (A)	Responsible Officer (R)	Comments	STATUS
1.45	<i>Rates Financial Hardship Policy (1.45) (25/06/2024)</i>	<i>Executive Director Corporate & Commercial Services</i>	<i>Manager Finance</i>	<i>2025: MF: Proposing changes.</i>	
1.46	<i>Rating Subsidy - Sporting & Community Organisations Policy (25/06/2024)</i>	<i>Executive Director Corporate & Commercial Services</i>	<i>Manager Finance</i>	<i>2025: MF: Policy name to be changed, no other changes required.</i>	
1.47	<i>Regulatory Compliance Policy & Guideline (1.47) (25/06/2024)</i>	Executive Director Infrastructure, Development & Environment Executive Director Corporate & Commercial Services	Manager Governance & Risk	20225: EDCCS: Currently under review. Minor Review. Some updates to legislation, but overall, the policy remains well-founded and relevant.	
1.48	<i>Response to Appeals to the State Administrative Tribunal (SAT) Policy (1.48) (25/06/2024)</i>	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Reviewed - no requirement to amend.	
1.50	<i>Right of Way Policy (1.50) (25/06/2024)</i>	Executive Director Infrastructure, Development & Environment	Manager Development Services	2025: MGR: Reviewed - no requirement to amend.	
1.52	<i>Risk & Opportunity Management Framework (20/07/2023)</i>	<i>Executive Director Corporate & Commercial Services</i>	<i>Manager Governance & Risk</i>	2025: Review in progress. MGR.	
1.52	<i>Risk & Opportunity Management Policy (1.52) (25/06/2024)</i>	<i>Executive Director Corporate & Commercial Services</i>	Manager Governance & Risk	2025: Review in progress. MGR.	
1.53	<i>Service Information and Tourist Signs Policy_NP1767057(2) - RESCINDED - REPLACED 1.67</i>	<i>Executive Director Infrastructure, Development & Environment</i>	<i>Manager Engineering</i>	2025: MGR: Rescinded, replaced by Advertising & Guidance Signage on Public Land and Road Reserves Policy (1.67) (25/06/2024)	
1.54	<i>Smoke Free Outdoors Policy (25/06/2024)</i>	Executive Director Community Services	Manager Community Relations Manager Public Health & Safety	2025: MGR: Reviewed - no requirement to amend.	
1.55	<i>Sponsorship Policy & Guideline (1.55) (25/06/2024)</i>	Executive Director Corporate & Commercial Services	Manager Finance	2025: MF: Responsible Officer changed to Manager Finance, Flagged for review in 2025. MGR: Minor formatting, website updated.	
1.56	<i>Street Trees Management Policy (1.56) (25/06/2024)</i>	<i>Executive Director Infrastructure, Development & Environment</i>	<i>Manager City Reserve</i>	<i>2025: MGR: Major review may be required to provide more details around tree risk management.</i>	
1.57	<i>Temporary and Short Term Extended Trading Hours Policy_NP19103133(2)</i>	<i>Chief Executive Officer</i>	<i>Manager Governance & Risk</i>	<i>2025: "In light of legislative updates, the Temporary and Short Term Extended Trading Hours Policy (NP19103133(2)) is no longer in effect." Request Council ratify.</i>	
1.58	<i>Trading in Public Places Policy (1.58) (16/01/2025)</i>	Executive Director Infrastructure, Development & Environment	Manager Development Services	2025: MGR: Fully reviewed and re-adopted in May 2024. Reference: DIS392.	

Policy Number	Policy Title (Date: Reviewed / Amended/ Revised)	Policy Owner - Accountable Officer (A)	Responsible Officer (R)	Comments	STATUS
1.60	Travel and Representation Policy (1.60) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Reviewed - no requirement to amend.	
1.61	Upgrades and Maintenance of Watercourses & Drainage Channels Policy (1.61) (25/06/2024)	Executive Director Infrastructure, Development & Environment	Manager Engineering	2025: MGR: Reviewed - no requirement to amend.	
1.62	Common Seal Policy & Guidelines (1.62) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Governance & Risk	2025: MGR: Reviewed - no requirement to amend. MGR: Consider rescinding and replaced with Delegation.	
1.63	Wandering Cat Management Policy (1.63) (25/06/2024)	Executive Director Corporate & Commercial Services	Manager Public Health & Safety Ranger Coordinator	2025: MGR: Reviewed - no requirement to amend. Review initiated with Ranger Team.	
1.64	Wet Weather Road Closure Policy (1.64) (25/06/2024)	Executive Director Infrastructure, Development & Environment	Manager Operations	2025: MGR: Reviewed - no requirement to amend.	
1.67	Advertising & Guidance Signage on Public Land and Road Reserves Policy (1.67) (25/06/2024)	Executive Director Infrastructure, Development and Environment	Manager Development Services	2025: MGR: Fully revised, no action required.	
1.68	Purchasing Policy (1.68) (22/10/2024)	Executive Director Corporate & Commercial Services	Manager Finance	2025: MF: Reviewed and new version created - One change, addition of Exemption (k) - Wagyl Kaip.	
1.69	Developed Managed Space (Parks & Gardens) Policy - No. 1.69 (10/07/2024)	Executive Director Infrastructure, Development and Environment	Manager City Reserves	MCR: Minor administrative changes to be made.	
1.71	Appointment of Acting Chief Executive Officer (1.71) (14/05/2025)	Chief Executive Officer	Manager Governance & Risk	2025: MGR: New Policy. Adopted 25/03/2025 Resolution AR167.	
Not assigned	Revised Climate Change Action Declaration (21/03/2024)	Chief Executive Officer		2025: MGR: To be reviewed. Quasi-Policy Position.	
Not assigned	Subdivision and Development Guidelines (01/07/2019)	Executive Director Infrastructure, Development and Environment	Manager Development Services	2025: MDS: Under review.	