



**ELECTED MEMBER'S  
REPORT/INFORMATION  
BULLETIN**

**ORDINARY  
COUNCIL MEETING**

**Tuesday 16<sup>th</sup> September 2003**

**ELECTED MEMBER'S REPORT/INFORMATION BULLETIN**  
**16<sup>th</sup> September 2003**

**1.0 AGENDA ITEM ATTACHMENTS**

**1.1 Development Services**

- 1.1.1 Designation of Biosphere over Part of District  
[Agenda Item 11.1.1 refers] [Pages 7-17]
- 1.1.2 Development Guide Plan for Lot 1274 (70-88) Albany Highway  
[Agenda Item 11.3.1 refers] [Pages 18-27]
- 1.1.3 Development Guide Plan for Lot 1342 (69-77) Stead Road  
[Agenda Item 11.3.2 refers] [Pages 28-35]
- 1.1.4 Scheme Amendment Request – Lot 10, Location 21 Nanarup Rd,  
Lower Kalgan  
[Agenda Item 11.3.3 refers] [Pages 36-43]
- 1.1.5 Bushfire Management Committee Minutes – 27th August 2003  
[Agenda Item 11.4.1 refers] [Pages 44-59]

**1.2 Corporate & Community Services**

- 1.2.1 List of Accounts  
[Agenda Item 12.1.1 refers] [Pages 61-74]
- 1.2.2 Tricolore Soccer Club  
[Agenda Item 12.2.1 refers] [Pages 75-79]
- 1.2.3 Albany Arts Advisory Committee meeting minutes  
[Agenda Item 12.8.1 refers] [Pages 80-81]

**1.3 Works and Services**

- 1.3.1 Financial Strategy Albany Airport  
[Agenda Item 13.4.1 refers] [Pages 83-111]

**1.4 General Management Services**

- 1.4.1 Request for Council to Rescind Previous Motion and Suspend Contract  
C02048 (North Road Administration Site)  
[Agenda Item 14.1.1 refers] [Page 113]
- 1.4.2 Railway Turntable  
[Agenda Item 14.1.2 refers] [Pages 114-123]
- 1.4.3 Appointment of Chief Executive Officer as City of Albany Public  
Interest Disclosure Officer  
[Agenda Item 14.2.1 refers] [Pages 124-146]

## **2.0 MINUTES OF OTHER COMMITTEES**

Nil.

## **3.0 GENERAL REPORTS ITEMS**

### **3.1 Development Services**

3.1.1 Building Activity Report August 2003  
[Pages 148-156]

3.1.2 Planning Scheme Consents – August 2003  
[Pages 157-159]

### **3.2 Corporate & Community Services**

#### **3.2.1 Common Seals**

3.2.1.1 New Lease - Rainbow Coast Toy Library  
City of Albany & Rainbow Coast Toy Library Inc.  
OCM 20/08/02 – Item 12.2.7

3.2.1.2 Contract C02054 Road Stabilisation  
City of Albany & Ertech Pty Ltd  
OCM 18/03/03 – Item 13.2.1

3.2.1.3 Contract C03003 – Supply & Delivery Sanitary Services  
City of Albany & G&M Detergents and Hygiene Services  
OCM 15/07/03 – Item 13.1.1

3.2.1.4 Deed of Surrender Drainage Easement Allwood Parade,  
Bayonet Head  
City of Albany & PA Boardley and VR McCarthy  
OCM 18/06/02 – Item 12.2.1

3.2.1.5 Lotteries House – New Lease  
City of Albany & Association for the Blind WA  
OCM 20/08/02 – Item 12.2.7

3.2.1.6 Removal of Expired Term Lease  
City of Albany & Albany BMX Club Inc.  
OCM 18/02/03 – Item 12.2.3

3.2.1.7 New Lease – Lotteries House  
City of Albany & Albany Summer School Inc.  
OCM 20/08/02 – Item 12.2.7

3.2.1.8 Amendment 225 – Lot 2 Hortin Road,, Lot 5 Cosy Corner  
Rd & Lt 130 Coombes Rd, Kronkup  
City of Albany & West Aust Planning Commission  
OCM 19/11/02 – Item 11.1.6

- 3.2.1.9 Lot 1 Cosy Corner Rd, Kronkup  
City of Albany BJ and MO Cantwell  
OCM 20/08/02 – Item 12.2.6
- 3.2.1.10 Withdrawal and placement of new caveat & new lease  
agreement  
City of Albany & D and DJ Lees  
OCM 20/08/02 – Item 12.2.6
- 3.2.1.11 Contract C02064 – Hire of Waste Compactor  
City of Albany & Armogedin Pty Ltd  
OCM 18/06/03 – Item 13.3.4
- 3.2.1.12 Contract C03004 – Supply and Delivery of Security Services  
City of Albany & Peter Hueppauff – Forte Security  
OCM 15/07/02 – Item 13.3.3
- 3.2.1.13 Financial Assistance Agreement – Wellstead Community  
Resource Centre  
City of Albany & Minister for Local Govt and Regional  
Development  
OCM 18/03/03 – Item 13.2.2
- 3.2.1.14 Lotteries House New Lease for Albany Halfway House  
Association Inc.  
City of Albany & Albany Halfway House Association Inc.  
OCM 20/08/02 – Item 12.2.7
- 3.2.1.15 Employment Contract  
City of Albany & G Edwards  
OCM 18/06/02 – Item 12.2.1
- 3.2.1.16 Contract C02055 – Wellstead Resource Centre Construction  
City of Albany & Southdown Construction Pty Ltd  
OCM 18/3/03 – Item 13.2.2
- 3.2.1.17 Lotteries House New Lease  
City of Albany & Safer WA Committees Executive Inc.  
OCM 20/08/02 – Item 12.2.7
- 3.2.1.18 Lotteries House New Lease  
City of Albany & Arthritis Foundation of WA  
OCM 20/08/02 – Item 12.2.7
- 3.2.1.19 Lotteries House New Lease  
City of Albany & Safer WA Committees Executive Inc.  
OCM 20/08/02 – Item 12.2.7
- 3.2.1.20 Lifeguard Service Contract 2003/04  
City of Albany & Surf Lifesaving Western Australia Inc.  
OCM 18/06/02 – Item 12.2.1

- 3.2.1.21 Albany City Kart Club Lease  
City of Albany  
OCM 17/09/02 – Item 12.2.5
- 3.2.1.22 AMD 225 to Town Planning Scheme No 3.  
City of Albany & WAPC  
OCM 19/11/02 – Item 11.1.2
- 3.2.1.23 Contract C03007 – Supply & Delivery Trade Services  
City of Albany & Havoc Builders  
OCM 15/07/03 – Item 13.3.2
- 3.2.1.24 New Lease – WA State Masters Games Assoc Inc.  
City of Albany & WA State Masters Games Assoc Inc.  
OCM 20/08/02 – Item 12.2.7

### **3.2.2 Other**

- 3.2.2.1 Financial Monthly Report - August 2003  
[Pages 161-165]

### **3.3 Works & Services**

Nil.

### **3.4 General Management Services**

- 3.4.1 Incoming correspondence to City of Albany
  - Flinders Park Primary School;
  - Tomioka Board of Education;
  - Great Southern Grammar;
  - Muscular Dystrophy Association;
  - Denmark Aquatic Centre Committee Inc.;
  - Department of Education;
  - Gnowellen Volunteer Bushfire Brigade;
  - Flinders Park Primary;
  - V Haines; and
  - Minister for Community Development.[Pages 168 refers]

## **4.0 STAFF MEMBERS**

### **4.1 Disclosure To Engage In Private Works**

### **4.2 New Appointments**

# **General Report Items**

## **DEVELOPMENT SERVICES SECTION**

## CITY OF ALBANY

### REPORT

To : Her Worship the Mayor and Councillors  
From : Administration Officer - Development  
Subject : Building Activity – August 2003  
Date : 2 September 2003

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1. In August 2003, seventy three (73) building licences were issued for building activity worth \$2,670,976, three (3) demolition licences and three (3) sign licences.
2. The two (2) attached graphs compare the current City activity with the past three (3) fiscal years. One compares the value of activity, while the other compares the number of dwelling units.
3. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
4. Attached are the details of the licences issued for August 2003, the 2nd month of activity in the City of Albany for the financial year 2003/2004.



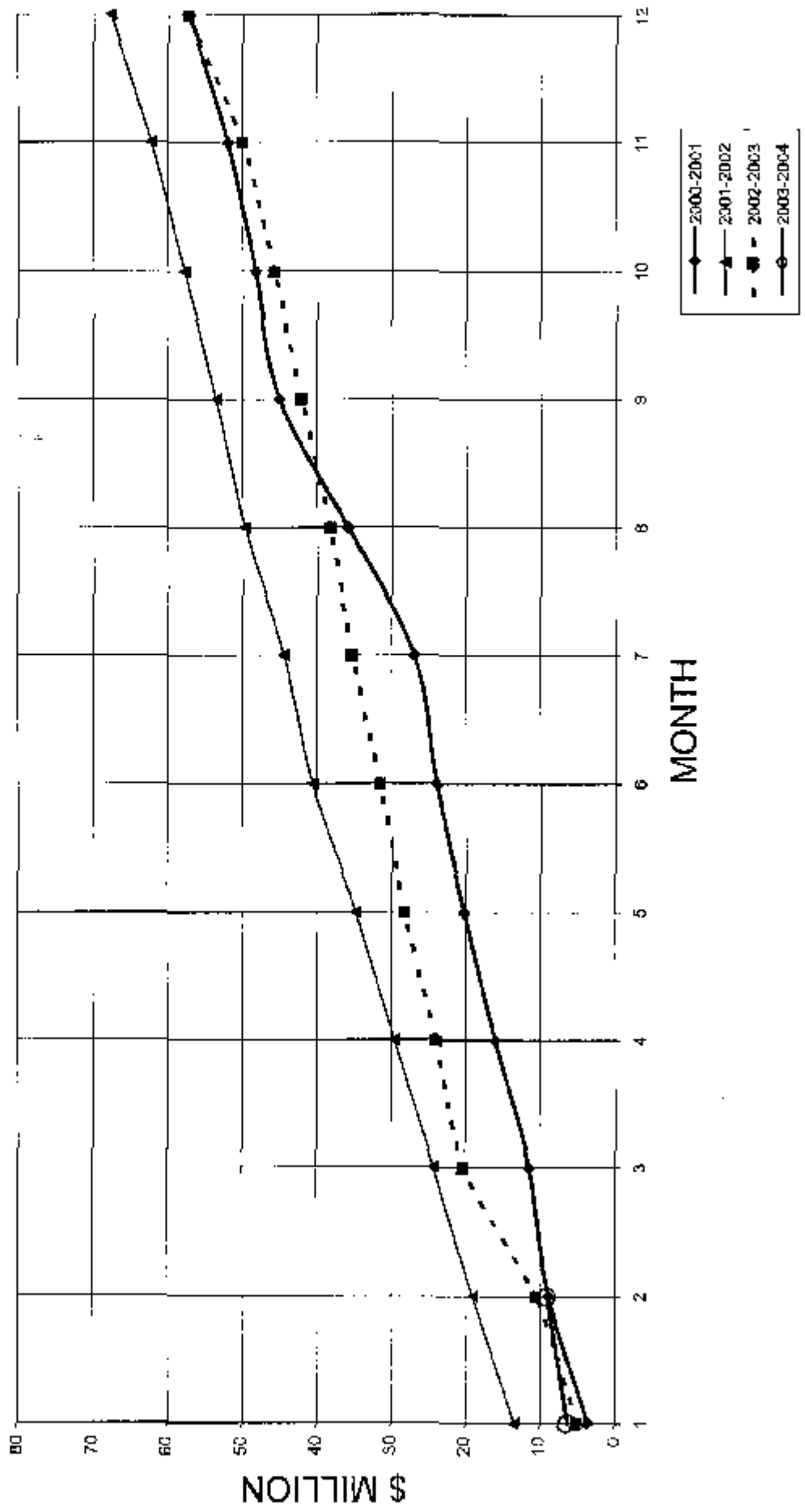
Olia Hower  
Administration Officer – Development

**CITY OF ALBANY**  
**BUILDING CONSTRUCTION STATISTICS FOR 2003-2004**

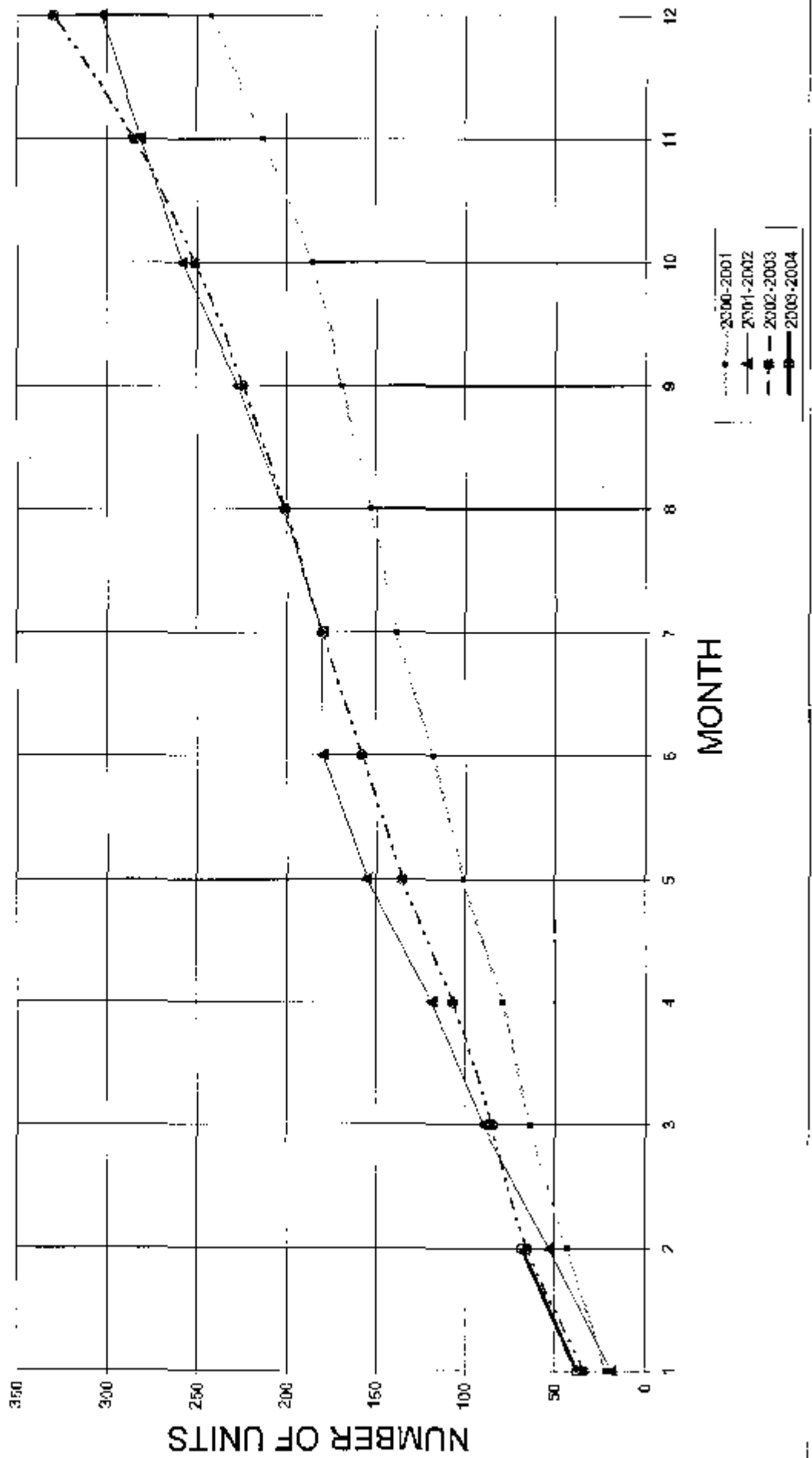
2003 YEAR	SINGLE DWELLING		GROUP DWELLING		DOMESTIC OUTBUILDINGS		ADDITIONS/ DWELLINGS		HOTEL/ MOTEL		NEW COMMERCIAL		ADDITIONS/ COMMERCIAL		OTHER		TOTAL \$ VALUE
	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	
2003	32	\$ 4,756,916.00	6	\$ 407,922.00	24	\$ 195,083.00	36	\$ 4,017,720.00	0	\$ 0.00	1	\$ 538,644.00	0	\$ 0.00	3	\$ 5,700.00	\$ 6,375,019.00
2004	24	\$ 1,280,456.00	6	\$ 466,864.00	17	\$ 37,600.00	37	\$ 2,327,200.00	0	\$ 0.00	0	\$ 0.00	7	\$ 2,100,000.00	2	\$ 815,500.00	\$ 2,770,876.00
2005																	
2006																	
2007																	
2008																	
2009																	
2010																	
2011																	
2012																	
2013																	
2014																	
2015																	
2016																	
2017																	
2018																	
2019																	
2020																	
2021																	
2022																	
2023																	
2024																	
TOTALS TO DATE		\$ 0,210,374.00	12	\$ 996,776.00	68	\$ 231,283.00	53	\$ 742,872.00			1	\$ 538,644.00	7	\$ 314,666.00	11	\$ 106,200.00	\$ 9,045,986.00



# BUILDING ACTIVITY \$M Value



# DWELLING UNITS



## BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

Applications determined for August 2003

Application Number	Builder	Owner	Description of Application	Street & Location	Property Description	Street Address	Suburb
230344		Owners Name & Address: not shown at their request	DWELLING ADDITIONS	129 Location SL118 SL119	Location SL118 SL119	SERPENTINE ROAD	ALBANY
230317	WALSON (WA) P/L (ATF) Paul Nathan Lawson	Owners Name & Address: not shown at their request	OFFICE ADDITIONS	44-56 Location SL63	Location SL63 Lot 10	SERPENTINE ROAD	ALBANY
230651	STRICKLAND MARK HENRY	Owners Name & Address: not shown at their request	BANK REFURISHMENTS	33-25 Location SL40	Location SL40 Lot 63	ALBANY HIGHWAY	ALBANY WA
230688		Owners Name & Address: not shown at their request	DWELLING	181 Location AT201	Location AT201 Lot 1	GREY STREET	ALBANY WA
230694		Owners Name & Address: not shown at their request	ALTERATIONS/ADDITIONS RETAINING WALL	198 Location AT459	Location AT459 Lot 21	BURGOYNE ROAD	ALBANY WA
230606		J E & M P R RENAUIT	GARAGE AND PATIO	180 Location 371	Location 371 Lot 1	LOWER KING ROAD	BAYONET HEAD WA
230614	WA COUNTRY BUILDERS PTY LTD	J P & A L FRIDU	DWELLING	19 Location 284	Location 284 Lot 955	ANCHORAGE VISTA	BAYONET HEAD WA
230423		Owners Name & Address: not shown at their request	RETAINING WALL	11 Location 281	Location 281 Lot 540	ALLWOOD PARADE	BAYONET HEAD WA
230629	KOSTERS STEEL CONSTRUCTIONS PTY LTD	T J SPINKS	SHED	6 Location 283	Location 283 Lot 835	SIBBALD ROAD	BAYONET HEAD WA
230590	P L BIRD	Owners Name & Address: not shown at their request	DWELLING	59 Location 4636	Location 4636 Lot 115	WARRANGOO ROAD	BAYONET HEAD WA
230657	OUTDOOR WORLD	Owners Name & Address: not shown at their request	PATIO	24 Location 281	Location 281 Lot 522	MEANANGER CRESCENT	BAYONET HEAD WA
230263	CRUMPS CANVAS	F J CUZENS	PATIO & CARPORT	16 Location 283	Location 283 Lot 624	WARLOCK ROAD	BAYONET HEAD WA
230672	SCOTT PARK HOMES PTY LTD	C E AUSBURN & S M MARK	DWELLING	6 Location 282	Location 282 Lot 218	HICKS STREET	BAYONET HEAD WA
230673		L & R E HAMILTON	DWELLING ADDITIONS	28 Location 281	Location 281 Lot 43	MEANANGER CRESCENT	BAYONET HEAD WA
230695	JAXON CONSTRUCTIONS PTY LTD	D F BRADGE	DWELLING	83 Location 283	Location 283 Lot 615	ALLWOOD PARADE	BAYONET HEAD WA
230683	GOMM JEFFREY ROBERT	Owners Name & Address: not shown at their request	ALTERATIONS ADDITIONS GARAGE SWIMMING POOL CARPORT RETAINING WALL	875 Location 111	Location 111 Lot 1	FRENCHMAN BAY ROAD	BIG GROVE WA

Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
230646	WALSON (WA) PL [ATF] Paul Nathan Lawson	Owners Name & Address not shown at their request	RETAIL SHOP ADDITIONS	110-114	Location ASL 129 Lot 66	LOCKYER AVENUE	CENTENNIAL PARK WA
230626		H-CHRISTIE & JIM REEKIE	ACCOMMODATION PYLON SIGN	278	Location ASL P7 ASL P7 Lot 4 20	ALBANY HIGHWAY	CENTENNIAL PARK WA
230633	EYERITE SIGNS	DADINGLEN PTY LTD	HORIZONTAL SIGN (X2)	110-114	Location ASL 129 Lot 66	LOCKYER AVENUE	CENTENNIAL PARK WA
230605	PHILIP MURRAY DAVID	MANLEY MOTORS PTY LTD	WORKSHOP ADDITIONS	110-114	Location ASL 07 Lot 15	CHEVALIER STREET	CENTENNIAL PARK WA
230725	K FOEKENS	SIRIUS PTY LTD/ATF JFFAMILY TRUST	PARK HOME		Location RES34925 Lot 774	CHEYNE BEACH ROAD	CHEYNE BEACH WA
230856	OUTDOOR WORLD	Owners Name & Address not shown at their request	GARAGE & PATIO	10	Location ATL 02 Lot 9	HOPE STREET	COLLINGWOOD PARK WA
230811	NIELSEN KAJ	Owners Name & Address not shown at their request	DWELLING		Location TAA 36 Lot 25	COOMBS ROAD	COSY CORNER WA
230809	KOSTERS STEEL CONSTRUCTIONS PTY LTD	Owners Name & Address not shown at their request	GARAGE		Location 5779 Lot 100	DOWN ROAD	DROME WA
230826	MCKINVEN STEPHEN JOHN	ALBANY PLANTATION EXPORT COMPANY PTY LTD	OFFICE ADDITIONS		Location 5779 Lot 100	DOWN ROAD	DROME WA
230824	ARDEENA NOMINEES PTY A J & C J CANT LTD [ATF Foster Family Tsl]		FENCE	77	Location AT 1124 Lot 1	MERMAID AVENUE	EMU POINT WA
230688	METROOF ALBANY	J B & L CAMPBELL	SHED	48	Location 2471 Lot 9	MCBRIDE ROAD	FRENCHMAN BAY WA
230668	OUTDOOR WORLD	Owners Name & Address not shown at their request	GARAGE		Location 750 Lot 301	DOUGLAS DRIVE	KING RIVER WA
230683	L A FRANTOM	Owners Name & Address not shown at their request	DWELLING ADDITIONS - GAMESROOM		Location TAA51 Part 1- 3 Lot 3	COOK ROAD	KRONKUP
230676		A SHANKS	RETAINING WALL	538	Location 24 Lot 6	FRENCHMAN BAY ROAD	LITTLE GROVE WA
230630		Owners Name & Address not shown at their request	CARPORT	14	Location 236 Lot 430	VIVIAN CRESCENT	LOCKYER WA
230702	KOSTERS STEEL CONSTRUCTIONS PTY LTD	Owners Name & Address not shown at their request	PATIO	566	Location 7 Lot 112	LOWER KING ROAD	LOWER KING WA
230619		D R & M S LAWRIE	DWELLING SHED (X2) & PATIO	23	Location 1077 Lot 83	MILNE CLOSE	LOWER KING WA

Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
230493		<i>Owners Name &amp; Address not shown at their request</i>	SHED	496	Location 520 Lot 138	LOWER KING ROAD	LOWER KING WA
230635	GLENDINNING ANDREW	A W & W K FREEMAN	GARAGE ADDITION AND RELOCATION OF SHED	65	Location 7 Lot 143	FRANCIS STREET	LOWER KING WA
230643	OUTDOOR WORLD	E B GORMAN	GARAGE	7	Location 7 Lot 42	WANDERMERE ROAD	LOWER KING WA
230645		<i>Owners Name &amp; Address not shown at their request</i>	PATIO	63	Location 1077 Lot 71	VISCOUNT HEIGHTS	LOWER KING WA
230658	Owner Builder	<i>Owners Name &amp; Address not shown at their request</i>	PATIO AND CARPORT	495A	Location 520 Lot 104	LOWER KING ROAD	LOWER KING WA
230647	T GOODALL	S A & E A SMITH	NEW BUILDING - SHED		Location 4109 Lot 2	MARBELUP NORTH ROAD	MARBELUP WA
230601		J & N J ADAMI	GARAGE	42	Location 377 Lot 122	FEDERAL STREET	MCKAIL WA
230641	OUTDOOR WORLD	<i>Owners Name &amp; Address not shown at their request</i>	PATIO & SHED	9	Location 80 Lot 653	CRISPE WAY	MCKAIL WA
230621		D G & S J SPROXTON	GARAGE & PATIO	78	Location 399 Lot 452	GREGORY DRIVE	MCKAIL WA
221063	BOUWMAN PETER JOHN	FORGIOME ROBERTO ATF R FORGIOME FAMILY	SHED		Location 4950 Lot 124	GLADVILLE ROAD	MCKAIL WA
230632	OUTDOOR WORLD	<i>Owners Name &amp; Address not shown at their request</i>	PATIO	57	Location SAC7 Lot 2	WYLIE CRESCENT	MIDDLETON BEACH WA
230670	RA POMERY & CO	H P & K A MARSHALL	DEMOLITION - WHOLE OF DWELLING & SHEDS (X2)	26	Location SA14 Lot 101	GARDEN STREET	MIDDLETON BEACH WA
230556	MILPARA METAL FABRICATION	O & E PANELL	PYLON SIGN	208	Location 871	CHESTER PASS ROAD	MILPARA WA
230667	WALSON (WA) P/L [ATF Paul Nathan Lawson F/Ts]	<i>Owners Name &amp; Address not shown at their request</i>	ALTERATIONS AND ADDITIONS RETAIL SHOP/COMPLEX	138	Location 384 Lot 21	CHESTER PASS ROAD	MILPARA WA
230632		<i>Owners Name &amp; Address not shown at their request</i>	PATIO - BALCONY	12	Location 44 Lot 144	ANDERSON PLACE	MIRA MAR WA
230631	GARY S SUTTON	H & J S WIEGELE	DEMOLITION - WHOLE OF BUILDING	20	Location 5B Lot 807	SHORTS PLACE	MIRA MAR WA
230676		D M LYDEAMORE	WORKSHOP ADDITIONS - TOILET		Location 33 Lot 11	ROBINSON ROAD	MT ELPHINSTONE WA
230628	KOSTERS STEEL CONSTRUCTIONS PTY LTD	<i>Owners Name &amp; Address not shown at their request</i>	PATIO	13	Location SL 53 Lot 32	JOHNSTON STREET	MT MELVILLE WA

Application Number	Builder	Owner	Description of Application	Street	Property Description	Street Address	Suburb
230670		TOWN OF ALBANY & ALBANY BOWLING CLUB	FENCE	389	Location 220 Lot 41-45 32-37	ALBANY HIGHWAY	ORANA
230517		M J GEROVICH	DEMOLITION - WHOLE OF BUILDING	28	Location PL353 Lot 22	KELLY STREET	ORANA
230854	Owner Builder	Owners Name & Address not shown at their request	PATIO	11	Location PT270 Lot 103	SEVILLE WAY	ORANA
230993	OUTDOOR WORLD	Owners Name & Address not shown at their request	PATIO	34	Location 222 Lot 2	BALVADG ROAD	ORANA WA
230634	FORMATION HOMES P/L [ATF The P & JE Smith F71st]	Owners Name & Address not shown at their request	DWELLING		Location 2480 Lot 122	PRINCESS AVENUE	ROBINSON WA
230642	KOSTERS STEEL CONSTRUCTIONS PTY LTD	Owners Name & Address not shown at their request	GARAGE	27	Location 42 Lot 544	MCWHAE DRIVE	SPENCER PARK WA
230546		L J & T O J WESTERBERG	RETAINING WALL	27	Location 42 Lot 544	MCWHAE DRIVE	SPENCER PARK WA
230638		Owners Name & Address not shown at their request	PATIO	27	Location 42 Lot 14	BAUDIN PLACE	SPENCER PARK WA
230416	SCOTT PARK HOMES PTY LTD	L D & R G HIPPER	DWELLING	19	Location 42 Lot 50	CHAUNCY WAY	SPENCER PARK WA
230982	WA COUNTRY BUILDERS PTY LTD	M JAMES	DWELLING	40	Location 42 Lot 532	CHAUNCY WAY	SPENCER PARK WA
230671	SCOTT PARK HOMES PTY LTD	L & R N GREAY	DWELLING	48	Location 4419 Lot 114	RANDELL CRESCENT	WARRENUP WA
230600		Owners Name & Address not shown at their request	SHED		Location 618 Lot 403	WILLYUNG ROAD	WILLYUNG WA
230607		A H GILES & K M MARWICK	SHED		Location 441 Lot 53	FINASTER ROAD	WILLYUNG WA
230516	J-CORP PTY LTD	GABCO INVESTMENTS PTY LTD & BOROVAC PTY LTD	MULTI UNIT RESIDENTIAL (X2)		Location 42 42 Lot 800 70 9	ULSTER ROAD	YAKAMIA WA
230617	WA COUNTRY BUILDERS PTY LTD	GABCO INVESTMENTS PTY LTD & BOROVAC PTY LTD	MULTI UNIT RESIDENTIAL (X2)		Location 42 42 Lot 800 70 9	ULSTER ROAD	YAKAMIA WA
230652	MILPARA METAL FABRICATION	H A & D M HOUSE	WAREHOUSE	68	Location 356 Lot 6	CHESTER PASS ROAD	YAKAMIA WA
230861	DAVIS P & D	Owners Name & Address not shown at their request	DWELLING	43	Location 356 Lot 571	BUSTS ROAD	YAKAMIA WA

Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
230615	WA COUNTRY BUILDERS PTY LTD	GABCO INVESTMENTS PTY LTD & BORGWAC PTY LTD	MULTI UNIT RESIDENTIAL		Location 42 42 42 Lot 800 70 9	ULSTER ROAD	YAKAMIA WA
230694	SCOTT PARK HOMES PTY LTD	B J & M R DITCHBURN	RETAINING WALL	56	Location 356 Lot 556	BARNESBY DRIVE	YAKAMIA WA
230660	WA COUNTRY BUILDERS PTY LTD	GABCO INVESTMENTS PTY LTD & HASLER COMMUNITY DEVELOPMENTS PTY LTD	FENCE	25	Location 42 Lots 800 70 9	ULSTER ROAD	YAKAMIA WA
230664	OUTDOOR WORLD	Owners Name & Address not shown at their request	PATIO	37	Location 356 Lot 514	TARGET ROAD	YAKAMIA WA

**CITY OF ALBANY**

**REPORT**

To : Her Worship the Mayor and Councillors  
From : Administration Officer - Development  
Subject : Planning Scheme Consents – August 2003  
Date : 1 September 2003

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1. The attached report shows what Planning Scheme Consents that have been issued under delegation by a planning officer for the month of August 2003.
2. Within the period there was a total of thirty one (31) decisions made on active Planning Scheme Consents these being:
  - Twenty Nine(29) Planning Scheme Consents were approved under delegated authority;
  - One (1) Planning Scheme Consents were approved by Council;
  - One (1) Planning Scheme Consent was cancelled.



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**Olia Hewer**  
Administration Officer - Development



**PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY**

Applications determined for August 2003

Application Number	Application Date	Applicant	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
235196	16/06/2003	L Design	Gray Street	Albany	Caralakers Dwelling	Delegate Approved	8/08/2003	Adrian Nicol
235260	4/08/2003	Eyefite Signs	York Street	Albany	Office - Signs (x2)	Delegate Approved	8/08/2003	John Devereux
235224	27/06/2003	Hobbs Smith & Holmes Architects & Design Consultants	Parade Street	Albany	Single House - Overheight	Delegate Approved	13/08/2003	John Devereux
235218	26/06/2003	Tecsat-Tai Chi Society Of Wa	String Terrace	Albany	Private Recreation - Tai Chi	Delegate Approved	8/08/2003	John Devereux
235157	21/06/2003	D J & J L Whelan	Allwood Parade	Bayonet Head	Single House/Design Codes Relaxation in relation to retaining wall	Delegate Approved	1/08/2003	John Devereux
235299	14/07/2003	P L Bird	Warrangoo Road	Bayonet Head	Single Dwelling - Design Codes Relaxation in relation to overlooking	Delegate Approved	12/08/2003	Warwick Carter
235275	13/08/2003	M & N J Oshman	Frenchman Bay Road	Big Grove	Single Dwelling	Delegate Approved	15/08/2003	Warwick Carter
235153	21/05/2003	A-Z Commercial Steel	Lockyer Avenue	Centennial Park	Industry - Extension to Showroom	Delegate Approved	7/08/2003	Warwick Carter
235246	18/07/2003	Eyefite Signs	Lockyer Avenue	Centennial Park	Change of Use - Service Industry - Signs x2	Delegate Approved	7/08/2003	Warwick Carter
235228	8/07/2003	M D Philip	Chevalier Street	Centennial Park	Vehicle Repair Station - Extension	Delegate Approved	19/08/2003	Warwick Carter
235262	28/07/2003	Outdoor World	Hope Street	Collingwood Park	Outbuilding - Side and Rear Setback Relaxation	Delegate Approved	7/08/2003	Adrian Nicol
235261	7/08/2003	Steve Mackinnon Homes	Down Road	Drome	Industry - Rural - extension to rural industry for offices Grouped Dwelling (x4)	Delegate Approved	21/08/2003	John Devereux
235248	17/07/2003	Department Of Housing & Works	Oxford Street	Gleadow	Holiday Accommodation	Delegate Approved	28/08/2003	Graeme Bride
235224	2/07/2003	Ilwama Investments Pty Ltd	Cosy Corner Road	Kimbup		Delegate Approved	12/08/2003	John Devereux
235299	28/07/2003	Woodwards W & M Ltd	Chester Pass Road	Lange	Signs (x 5)	Approved	29/08/2003	Adrian Nicol
235238	14/07/2003	D R & M J Lawrie	Milinc Close	Lower King	Single House - Special Rural Area No.11	Delegate Approved	1/08/2003	John Devereux

Application Number	Application Date	Applicant	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
235259	4/08/2003	R L & B Moseley	Lower King Road	Lower King	Outbuilding - Design Codes Relaxation	Delegate	7/08/2003	Adrian Nicol
235272	11/08/2003	Koesters Steel Construction	Lower King Road	Lower King	Outbuilding - oversize	Approved	20/08/2003	Warwick Carter
235278	14/08/2003	C A & F J Remier	Henry Street	Milpara	Outbuilding - Overheight	Delegate	26/08/2003	John Devereux
235286	14/07/2003	Watson Pty Ltd	Anthony Road	Milpara	Car Sales Premises - Farm Machinery	Approved	14/08/2003	John Devereux
235288	27/06/2003	Watson Pty Ltd	Richard Street	Milpara	Showroom	Approved	28/08/2003	Warwick Carter
235289	27/06/2003	G J & J M Augustson	Middleton Road	Mt Clarence	Consulting Rooms - Two (2) Doctors	Delegate	15/08/2003	Graeme Budge
235290	25/06/2003	L Etheredge	Mooralup Road	Maple	Use Not Listed - Country Kitchen and Three (3) Chalets	Approved	19/08/2003	John Devereux
235293	17/07/2003	J-Corp	Mowhae Drive	Spencer Park	Single House - Relaxation of Woodrise Estate Policy	Delegate	7/08/2003	John Devereux
235293	6/09/2003	Turpa Steel Fabrications	Chauncy Way	Spencer Park	Single House - Design Codes Relaxation - patio on boundary	Approved	27/08/2003	Warwick Carter
235286	7/08/2003	B J & M R Dickburn	Barnesby Drive	Yakamia	Single House - Design Codes Relaxation - retaining wall on boundaries	Delegate	12/08/2003	Adrian Nicol
235166	27/05/2003	L J Powell	Beaufort Road	Yakamia	Day Care Centre - Extension	Approved	20/08/2003	Warwick Carter
235250	25/07/2003	H A & D M House	Chester Pass Road	Yakamia	Service Industry - Redcross	Approved	7/08/2003	Warwick Carter
235270	8/08/2003	Rein Pty Ltd	Butts Road	Yakamia	Single House - Design Codes Relaxation in relation to side setback	Approved	15/08/2003	John Devereux
235232	10/07/2003	Povetmark Architectural Drafting	Bethel Way	Yakamia	Educational Establishment - Extension Early Learning Centre	Delegate	12/08/2003	Graeme Budge
235281	25/08/2003	WA Country Builders	Ashkey Boulevard	Yakamia	Single Dwelling - retaining wall	Approved	28/08/2003	Warwick Carter

# **General Report Items**

**CORPORATE & COMMUNITY  
SERVICES SECTION**



## **MONTHLY REPORT**

**AUGUST 2003**

### **Contents**

1. Operating Statement
2. Statement of Financial Position
3. Statement of Changes in Equity
4. Investment Summary

OPERATING STATEMENT FOR THE PERIOD ENDED

31-Aug-03

(a) Function / Activity

	Actual 2003/2004	Budget-Total 2003/2004	Actual 2002/2003
<b>INCOME</b>			
General Purpose Funding	14,711,289	17,291,600	16,096,926
Governance	45,873	56,500	48,860
Law Order & Public Safety	47,983	794,096	212,129
Health	1,271	39,085	41,654
Education & Welfare	98,009	707,733	577,085
Community Amenities	2,209,894	3,380,312	2,857,112
Recreation and Culture	274,540	1,625,026	2,150,237
Transport	553,778	4,789,792	3,895,191
Economic Services	115,608	1,388,954	1,284,313
Other Property and Services	17,735	5,093	67,015
	<b>18,075,980</b>	<b>30,078,191</b>	<b>27,230,514</b>
<b>EXPENDITURE</b>			
General Purpose Funding	34,171	274,028	298,700
Governance	583,788	1,318,313	1,215,626
Law Order & Public Safety	93,797	1,223,591	1,200,261
Health	31,042	354,875	332,486
Education & Welfare	105,030	929,387	752,721
Community Amenities	357,214	4,755,652	3,729,580
Recreation and Culture	718,035	6,505,148	6,038,308
Transport	964,083	9,558,042	7,932,375
Economic Services	263,817	2,504,106	2,047,396
Other Property and Services	287,291	949,276	1,348,168
	<b>3,418,249</b>	<b>28,370,416</b>	<b>24,895,600</b>
<b>Change in net assets from operations</b>	<b>14,657,732</b>	<b>1,707,775</b>	<b>2,334,914</b>

(b) Nature / Type

	Actual 2003/2004	Budget-Total 2003/2004	Actual 2002/2003
<b>INCOME</b>			
Rates	13,908,437	13,930,482	12,840,229
Grants & Subsidies	1,011,734	5,820,572	6,066,285
Contributions, Reimb & Donations	302,405	3,196,398	1,578,795
Fees & Charges	2,622,234	5,944,541	5,305,858
Interest Earned	69,190	420,000	616,917
Profit (loss) on asset disposal	32,523	197,066	1,078
Other Revenue / Income	133,445	2,110,820	5,722,612
less: applicable to capital works	(3,988)	(1,541,688)	(4,701,258)
	<b>18,075,980</b>	<b>30,078,191</b>	<b>27,230,514</b>
<b>EXPENDITURE</b>			
Employee Costs	1,422,877	10,110,348	10,022,999
Utilities	161,640	960,650	984,914
Interest Expenses	765,286	760,585	566,480
Depreciation on non-current assets	0	7,450,000	6,942,048
Contracts & materials	343,052	14,617,591	11,592,154
Insurance expenses	228,578	374,620	334,836
Other Expenses	1,395,001	11,280,891	8,394,267
less: Applicable to capital works	(898,186)	(17,184,269)	(13,941,878)
	<b>3,418,249</b>	<b>28,370,416</b>	<b>24,895,600</b>

**CITY OF ALBANY**

**STATEMENT OF FINANCIAL POSITION**

	Actual 31-Aug-03	Budget 30-Jun-04	Actual 30-Jun-03
<b>CURRENT ASSETS</b>			
Cash	4,357,441	871,456	2,842,100
Restricted Funds - Grants/loans	-		152,466
Restricted cash	1,000,729	940,561	1,046,696
Reserve Funds	6,892,654	3,690,155	8,812,540
Receivables & Other	14,357,104	1,548,062	2,107,715
Stock on hand	(14,967)	40,477	21,693
	<b>26,592,961</b>	<b>7,090,710</b>	<b>14,983,210</b>
<b>CURRENT LIABILITIES</b>			
Borrowings	-	720,000	644,014
Creditors prov - Annual leave & LSL	1,154,686	1,118,216	1,290,489
Trust Liabilities	957,828	898,354	1,003,795
Creditors prov & accruals	1,935,019	2,472,730	3,995,163
	<b>4,047,534</b>	<b>5,209,300</b>	<b>6,933,461</b>
<b>NET CURRENT ASSETS</b>	<b>22,545,427</b>	<b>1,881,410</b>	<b>8,049,749</b>
<b>NON CURRENT ASSETS</b>			
Receivables	264,355	261,706	264,355
Pensioners Deferred Rates	241,284	226,996	241,284
Property, Plant & Equip	214,571,566	222,919,094	214,427,992
	<b>215,077,205</b>	<b>223,407,795</b>	<b>214,933,630</b>
<b>NON CURRENT INVESTMENTS</b>			
Local Govt House Shares	19,501	19,501	19,501
<b>NON CURRENT LIABILITIES</b>			
Borrowings	12,448,340	13,225,826	12,448,340
Creditors & Provisions	361,598	353,038	380,077
	<b>12,809,938</b>	<b>13,578,864</b>	<b>12,828,417</b>
<b>NET ASSETS</b>	<b>224,832,195</b>	<b>211,729,842</b>	<b>210,174,464</b>
<b>EQUITY</b>			
Accumulated Surplus	199,174,922	189,265,054	182,587,290
Reserves	6,882,640	3,690,155	8,812,540
Asset Revaluation Reserve	18,774,634	18,774,634	18,774,634
	<b>224,832,195</b>	<b>211,729,842</b>	<b>210,174,464</b>

**STATEMENT OF CHANGES IN EQUITY**

**FOR THE PERIOD ENDED**

**31-Aug-03**

	<b>Actual 2003/2004</b>	<b>Budget 2003/2004</b>	<b>Actual 2002/2003</b>
<b>RESERVES</b>			
Opening Balance	8,812,540	8,330,115	8,509,437
Transfers to Municipal Fund	(2,440,231)	(5,587,404)	(3,972,101)
Transfers from Municipal Fund	510,331	957,444	4,275,204
	<b>6,882,640</b>	<b>3,690,155</b>	<b>8,812,540</b>
<b>ASSET REVALUATION RESERVE</b>			
Opening balance	18,774,634	18,774,634	18,774,634
add: Land revaluations			-
Asset revaluation	<b>18,774,634</b>	<b>18,774,634</b>	<b>18,774,634</b>
<b>ACCUMULATED SURPLUS</b>			
Opening Balance	182,587,290	182,917,319	180,555,480
Changes in net assets from Operations	14,657,732	1,707,775	2,334,914
Transfers from reserves	2,440,231	5,587,404	3,972,101
Transfers to reserves	(510,331)	(957,444)	(4,275,204)
	<b>199,174,922</b>	<b>189,265,054</b>	<b>182,587,290</b>
<b>TOTAL EQUITY</b>	<b>224,832,195</b>	<b>211,729,842</b>	<b>210,174,464</b>

CITY OF ALBANY INVESTMENTS - 2003/2004

31-Aug-03

DATE LODGED	TYPE OF INVESTMENT	TERM OF DEPOSIT	INTEREST RATE	MATURITY DATE	AMOUNT INVESTED	INTEREST EARNED	COMMENTS
	<b>Reserve Funds</b>						
7-May-03	Bendigo Bank (Kulin)	60 Days	4.88%	11 Jul-03	1,500,000.00	12,032	Matured
8-Jul-03	Bendigo Bank (Cranbrook)	30 Days	4.84%	7-Aug-03	2,500,000.00	30,331	Matured
8-Jul-03	Bendigo Bank (Cranbrook)	90 Days	4.76%	7 Oct-03	2,500,000.00		
12-May-03	Bendigo Bank (Kulin)	90 Days	4.75%	1-Oct-03	1,500,000.00		
7-Aug-03	Bendigo Bank (Mt Harker)	61 days	4.86%	7-Oct-03	2,530,331.47		
	Reserve Bank Interest to Less 02/03 Accrual Reversal	31-Aug-03				12,203 (10,014)	
	<b>Funds Invested</b>	<b>31-Aug-03</b>			<b>6,530,331.47</b>	<b>44,553</b>	<b>Budget 03/04 180,000</b>
	<b>Municipal Funds</b>						
8-Jul-03	CBA Term Deposit	30 Days	4.75%	7 Aug-03	1,500,000.00	5,856	Matured
27-Aug-03	Bendigo Bank (Cranbrook)	90 Days	4.93%	27-Nov-03	2,700,000.00		
	Municipal Bank Interest to less: T/F to Amury Trust	31-Aug-03				18,781	
	<b>Funds Invested</b>	<b>31-Aug-03</b>			<b>2,700,000.00</b>	<b>24,637</b>	<b>Budget 03/04 240,000</b>
<b>TOTAL INVESTMENTS &amp; INTEREST EARNED TO DATE</b>					<b>9,230,331.47</b>	<b>69,190</b>	

<b>Summary</b>	
Bendigo Bank	9,230,331.47
Term Deposit CBA	
	<b>9,230,331.47</b>



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**General Report Items**

**WORKS & SERVICES  
SECTION**

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**General Report Items**

**GENERAL MANAGEMENT  
SERVICES SECTION**

Flinders Park Primary School,  
Yatana Rd,  
Albany, 6330,

Mr Brett Joyes  
Manager of Works & Services  
Albany City Council  
York St, Albany, 6330

CITY OF ALBANY - RECORDS	
FILE:	252122
DOC:	308100
20 AUG 2003	
OFFICER:	EDWS1
Attach:	CSM

Dear Mr Joyes,

I would like to thank you and council for the great cycle-way from Oyster Harbour to Griffiths St. All the people in our class appreciate it.

Yours sincerely,  
Catherine Bonny  
15-8-03

Plunkers Park PS  
Yarana Rd  
Albany WA 6330  
15th August 2003

CITY OF ALBANY - RECORDS

FILE: REL122

DOC: E308078

20 AUG 2003

OFFICER: EDWARDS

ALBANY

Mr Brett Joyner  
Manager Works + Services  
Albany City Council  
York St  
Albany WA 6330

Dear Brett Joyner,

thank you for making the cycling  
from Bannock Head to Goollicks St. I think a  
of people will thank you for making this. You  
helping our fitness.

Yours Faithfully,

JAI DAKIN = BARNES

CITY OF ALBANY RECORDS	
FILE:	REL22
DOC:	1308099
20 AUG 2003	
OFFICER:	EDW51
Attachs:	

Flinders Park  
Yatona Rd.  
Albany WA 6330  
14<sup>th</sup> August 2003

Dear Mr. Joyes,

Thank you for doing  
the Path Oyster Harbour to Griggiths  
Street. We much appreciate you  
Doing the Path for us to use.

from Samantha.

Hinders Park Primary School  
Yatana Rd.  
Albany W.A. 6330

CITY OF ALBANY - RECORDS	
FILE:	RELI22
DOC:	1308097
20 AUG 2003	
OFFICE:	EDU51
AGENT:	

Mr. Brett Jones  
Manager Work and Services  
Albany City Council  
Albany W.A. 6330

Dear Mr Jones,

Thankyou for making the  
walk way from Oyster Harbour to Griffiths St.  
We always go for a walk on Tuesday and we  
went on it. It was great. The best bit was  
the corners and going down hill. Mrs Hastie (a  
teacher) walked on it on the term holidays  
and she went all the way. Thankyou  
for making it.

Yours Faithfully Kate Hastie

age 10 Yr 5

15<sup>th</sup> August 2003

Tomioka Board of Education  
1460-1 Tomioka Tomioka City  
Gunma 370-2392 JAPAN

Alison Goode  
Mayorress of Albany  
Mayoral Office  
221 York Street  
Albany  
WA 6330 AUSTRALIA

30<sup>th</sup> July, 2003

Dear Ms. Goode,

I hope that all is well with you in Australia.  
A rainy season has not finished yet, and it is cloudy everyday in Japan.

Thanks to your persistence and hard work, the Sister City Programme is flourishing. Since the programme began ten years ago our students have had the chance to visit Albany and - despite the distance - we have come to feel very close to all of you.

Every member of the exchange programme acts as a goodwill ambassador for our city, bridging the distance between Japan and Australia. The time they spend with the host families and the Sister Schools has helped to develop a fruitful relationship between our two cities. I really appreciate what you did for us.

As always, last year our exchange programme participants were able to enjoy Albany's natural beauty. They returned with hearts full of wonderful memories of their time with the host families. Now they are playing an active role in each school taking advantage of their experiences through the exchange programme. I can honestly say from the bottom of my heart that I am delighted that the Exchange Programme is deepening year by year.

This year eight teachers gathered from Primary and Junior High Schools in Tomioka will be traveling to Albany City with Mr. Miyake as representatives of the Board of Education. The purpose of their visit is manifold: to develop the Sister Schools Programme, to broaden the teachers international perspective, and especially to encourage a more international approach to education.

As last year, from August 9<sup>th</sup>, ten Junior High School students and three teachers will travel to Albany. This is the eleventh time that we have sent students to Albany as part of the exchange programme. As I said before, we owe the success of this programme to you, the Head Teachers of the various host schools, Mr. Walters and the host families.

As you can see, this year we will send two groups from Tomioka; one group of teachers, and later, one group of students. Thank you in advance for your kind assistance and cooperation during their stay.

Finally, I wish you all the best in your various activities, and I hope for the prosperity of Albany and its citizens.

Yours sincerely,



Iwai Eiju  
Superintendent  
Tomioka City Board of Education



Great  
Southern  
Grammar

CITY OF ALBANY - RECORDS	
FILE:	MAN103
DOC:	I 307838
11 AUG 2003	
OFFICER:	MAYOR
Attech:	

Nanarup Road Lower  
PO Box 1151  
Western Australia

Phone: 08 96  
Fax: 08 96

admin@gsg.wa  
www.gsg.wa

6<sup>th</sup> August 2003

Mrs Alison Goode  
Mayor  
Albany City Council  
PO Box 484  
ALBANY WA 6331

Dear Alison

*Re: Japanese Visitors*

I am writing to thank you for the luncheon that you gave for our Japanese group last week.

It was a most successful exchange between Albany and Nichinan City and the group was unanimous in their praise for the hospitality shown to them by the School community, the Albany Port Authority, the Albany Plantation Forest Company and the City of Albany.

On behalf of Great Southern Grammar I would like you to pass on my sincere appreciation to all your staff who assisted in the luncheon.

Kindest regards

Will Upson  
Japanese Visit Coordinator



# Muscular Dystrophy Association

Of Western Australia (Inc.)

## ALBANY BRANCH

President: Mr Hugh Button  
Secretary: Mrs Yvonne Day

Correspondence:  
The Secretary  
4/121 Frenchmans Bay Road  
ALBANY WA 6330



6th August 2003

The Mayor  
City of Albany  
P.O. Box 484  
Albany 6331

CITY OF ALBANY - RECORDS	
FILE:	E.No22
DOC:	3307901
15 AUG 2003	
OFFICER:	MAYOR
Attn:	

*BULLETIN*

Dear Madam

On behalf of the Albany Branch of Muscular Dystrophy Association we would like to thank The City of Albany for their generous contribution of a cheque for \$200 towards our Fundraising Dinner a NITE TO REMEMBER.

Your support in assisting us to raise funds for Research is very much appreciated.

Yours faithfully

*Yvonne Day*

Muscular dyst

Myasthenia g

Polyomyosi

Dermatomyo

Inclusion body n

Malignant hyper

Charcot-Marie-To

Guillain-Barre syndro

Spinocerebellar

4th Floor Block  
QEII Medical Ce  
Nedlands WA 61

Telephone: (08) 938

# Denmark Aquatic Centre Committee

PO Box 384 DENMARK WA 6333

10 August 2003

CITY OF ALBANY - RECORDS	
FILE:	MAN103
DOC:	1307894
13 AUG 2003	
OFFICER:	MAYOR
Attach:	

Dear Manager

Buller

**Re: Quiz Night 2003**

With the generosity and support of many sponsors, the quiz night held on 9 August was a very pleasing success. The participants all enjoyed themselves and the committee is happy with approximately \$1500 to add to the proposed swimming pool funds.

As numerous prizes had been donated, many people were able to take at least one gift home - always the bonus of attending a quiz night.

On behalf of the committee, I would like to extend our thanks to your company for your kind donation. We were able to give lovely prizes to the top three scoring tables, the lowest scoring table, plus numerous spot prizes throughout the evening.

Slowly but surely the funds are increasing, and are just that little step closer to the pool becoming a reality.

Again thank you for your support toward our community project.

Yours sincerely

B. Farrall

Bev Farrall  
(Secretary)



Department of Education  
Government of Western Australia

Albany District Education Office

ND:DMB

12 August 2003

Her Worship the Mayor  
Alison Goode JP  
City of Albany  
PO Box 484  
ALBANY 6331

CITY OF ALBANY RECORDS	
FILE:	REL22
DOC:	E308011
15 AUG 2003	
OFFICER:	SRANG / MAYOR
Attach:	

Bulletin

Dear Alison

### **RANGER PROGRAMME IN SCHOOLS**

During my visits to the numerous schools in the City of Albany, my Principals and teachers have raised the success of the *Ranger Programme in Schools*.

This programme, conducted by *Ranger Rob*, has helped raise awareness and knowledge of students and staff on dog management and responsible pet ownership. As a local government initiative I would consider this a best practice example of a community awareness and preventative program.

The essence of this project is its educative outcomes. Students and their parents have reported their appreciation for this programme and the direct outcome on community safety.

Congratulations to the City of Albany for providing a proactive and effective strategy that is appreciated by all.

Yours sincerely

NEIL DARBY  
DIRECTOR, SCHOOLS  
ALBANY EDUCATION DISTRICT

Gnowellen Volunteer Bushfire Brigade  
RMB 526 Kuch Road via  
Borden WA 6338  
Phone/Fax: 9847 1057

Her Worship the Mayor  
Ms Alison Goode  
City of Albany  
P O Box 484  
Albany WA 6330

CITY OF ALBANY - RECORDS	
FILE:	MANIA3
DOC:	L308026
18 AUG 2003	
OFFICER:	MAYOR
Attach:	

BULLETIN

Dear Ms Goode,

Thankyou, for taking the time from your busy schedule to personally officiate over the handover of the new Gnowellen Fire Truck and the opening of our Fire Station.

The truck is certainly a marvel and the brigade members will now take the opportunity to familiarise themselves with the workings before the onslaught of the summer season.

Your kind words on the role of volunteers in the community were also appreciated.

Yours sincerely,



Deborah Sounness  
Secretary/Treasurer  
Gnowellen VBFB

11<sup>th</sup> August 2003

CITY OF ALBANY - RECORDS	
FILE:	REL 22
DOC:	130809
20 AUG 2003	
OFFICER:	EDWSI
ATTACH:	

Flinders Park P2  
 Yatana Rd.  
 Albany WA 6330  
 14<sup>th</sup> August 2003

Buller

Dear Mr. Joyes

Thank you for doing  
 the Path Oyster Harb  
 Street. We much appreciate  
 Doing the Path for

Griffiths  
 You  
 also

from SA

Flinders Park PS  
Yatana Rd  
Albany WA 6330  
15th August 2003

Bulletin

CITY OF ALBANY - RECORDS	
FILE:	REL 122
DOC:	ES08098
20 AUG 2003	
OFFICER:	EDWIST
APPRO:	

Mr Brett Joyner  
Manager WORKS + SERVICES  
Albany City Council  
York St  
Albany WA 6330

Dear Brett Joyner

from Board Head  
of people will be  
helping our fitness

making the cycling  
the ST. I think a  
for making this you

ully  
IT W = BARNES

Flinders Park Primary School  
Yatana Rd,  
Albany, 6330

Bulletin

CITY OF ALBANY - RECORDS	
FILE:	AEZ122
DOC:	308100
20 AUG 2003	
OFFICER:	EDWS1
Attach:	

Mr Brett Joyes  
Manager - Works & Services  
Albany City Council  
York St, Albany, 6330

Dear Mr Joyes,

I would like to thank you and council for the great walk-way from Oyster Har to Griffiths St. We and people in our class appreciate it.

Yours sincerely,  
Catherine Bonny  
15-8-03

CITY OF ALBANY - RECORD	
FILE:	R52122
DOC:	130834
26 AUG 2017	
OFFICE:	MOW
APPROVAL:	

Bulletin

Dear Mr. Hewes

Thank you very much for getting the street speed signs moved on Rutus St. I can only hope that recent survey work by the High School means that you may have influenced some changes here too!

I do understand the constraints of Budgets and appreciate that you have made changes to help us in the area, within the constraints of your influence

Sincerely yours

Val Harris  
46 Rutus St. Albany





MINISTER FOR COMMUNITY DEVELOPMENT, WOMEN'S INTERESTS,  
SENIORS AND YOUTH; DISABILITY SERVICES; CULTURE AND THE ARTS

12TH FLOOR, DEMAS HOUSE, 2 HAYFLICK STREET, WEST PERTH, WESTERN AUSTRALIA 6005  
TELEPHONE: (08) 9213 6900, FACSIMILE: (08) 9213 6901

Cr Milton J Evans, JP  
17 Yokanup Road  
BAYONET HEAD WA 6330

Dear Cr Evans

**APPOINTMENT TO THE LIBRARY BOARD OF WESTERN AUSTRALIA**

I am pleased to advise that His Excellency the Governor in Executive Council has approved your appointment to The Library Board of Western Australia for a four year term from 5 August 2003.

The appointment is made pursuant to Section 5(3) of the Library Board of Western Australia Act 1951.

I understand that Ms Claire Forte, Acting CEO and State Librarian, will be contacting you soon with information on the schedule of Board meetings and to arrange a time to meet with you.

I hope you find your time on the Board rewarding and stimulating. I look forward to meeting you in the near future.

Yours sincerely

Sheila McHale MLA  
MINISTER FOR CULTURE AND THE ARTS

1 SEP 2003



Department of Culture and the Arts  
Government of Western Australia

State Library of Western Australia

File Ref: EX/BM/03/001  
Enquiries: Lesley Smith  
9427-3328

28 August 2003

Cr Milton J Evans JP  
17 Yokanup Road  
BAYONET HEAD WA 6330

Dear Cr Evans

**Appointment as Member of the Library Board of Western Australia**

I have recently been notified of your appointment to the Library Board of Western Australia which has been approved by His Excellency the Governor in Executive Council for a period of four years, commencing 5 August 2003. As the Executive Officer of the Board, I am pleased to welcome you as a Board member and I look forward to working with you.

I enclose for your information a copy of the Library Board of Western Australia Act 1951 and Regulations 1985, the Annual Report 2001/02, the Library Board Code of Conduct, a list of Board members and a schedule of Board meetings for 2003. If any of your details on the list of Board members is incorrect or incomplete, please contact Ms Lesley Smith on 9427 3328, or e-mail [lsmith@liswa.wa.gov.au](mailto:lsmith@liswa.wa.gov.au).

The Library Board will hold its next meeting on Thursday 25 September 2003, in the Board Room, 3rd floor, Alexander Library Building, commencing at 9.30am. I hope you will be able to attend this meeting and stay after the meeting for refreshments with the Board and State Library senior staff. Please confirm your attendance with Lesley. The papers for the September Board meeting will be posted to you one week before the meeting.

I would be pleased to answer any questions you may have about our services or your role on the Board. Should you have any queries prior to the Board meeting and to discuss your travel and accommodation needs, please contact Lesley.

May I congratulate you on your appointment.

Yours sincerely

A handwritten signature in black ink, appearing to read 'CForte', written in a cursive style.

Claire Forte  
Acting Chief Executive Officer and State Librarian  
CEO Advice of Appt to Board Milton Evans Aug 03 doc

# **Agenda Item Attachments**

## **DEVELOPMENT SERVICES SECTION**



- Home
- Topics
- Biosphere Reserves
- National Committees
- Activities
- Regional Networks
- Awards
- Co-operation
- Publications
- UN Years



Français

## Frequently asked questions on biosphere reserves

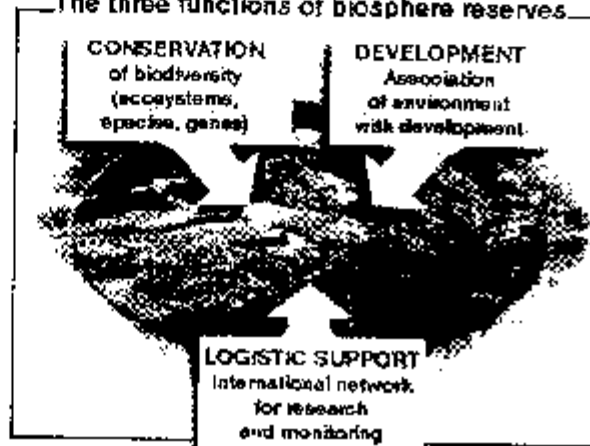
- What is a Biosphere Reserve?
- The origin of Biosphere Reserves
- Why do we need them?
- How are they organized?
- Who benefits?
- How are they selected?
- Who is participating?
- Why a World Network?

### What is a Biosphere Reserve?

**B**iosphere Reserves are areas of terrestrial and coastal ecosystems promoting solutions to reconcile the conservation of biodiversity with its sustainable use. They are internationally recognized, nominated by national governments and remain under sovereign jurisdiction of the states where they are located. Biosphere reserves serve in some ways as 'living laboratories' for testing out and demonstrating integrated management of land, water and biodiversity. Each biosphere reserve is intended to fulfil three basic functions, which are complementary and mutually reinforcing:

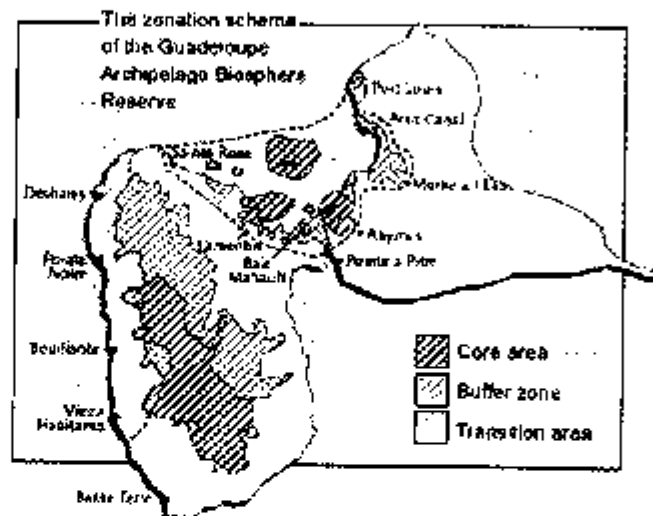
- ▶ A conservation function - to contribute to the conservation of landscapes, ecosystems, species and genetic variation;
- ▶ A development function - to foster economic and human development which is socio-culturally and ecologically sustainable;
- ▶ A logistic function - to provide support for research, monitoring, education and information exchange related to local, national and global issues of conservation and development.

#### The three functions of biosphere reserves



**B**iosphere Reserves are not covered by an international convention but must simply meet a set of criteria allowing them to fulfil properly their three functions. Collectively, biosphere reserves form a World Network. Within this network, exchanges of information, experience and personnel are promoted.

**B**iosphere reserves are organized into three interrelated zones, known as the core area, the buffer zone and the transition area and only the core area requires legal protection. A number of biosphere reserves simultaneously encompass areas protected under other systems (such as national parks or nature reserves) and other internationally recognized sites (such as World Heritage or Ramsar wetland sites).

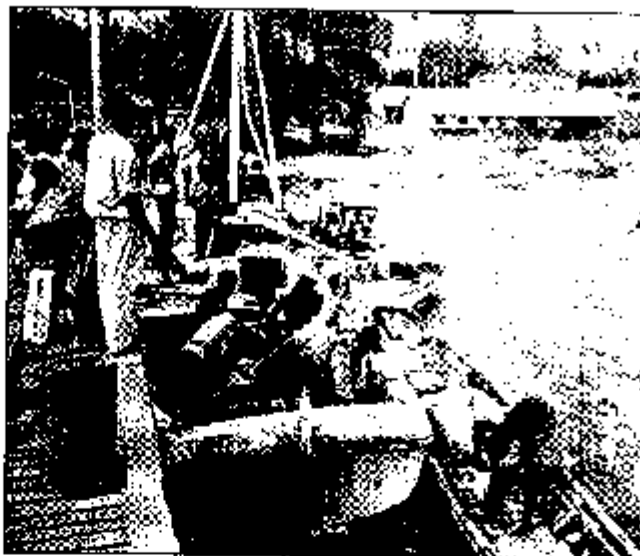


This is the zonation schema of the Guadeloupe Archipelago Biosphere Reserve. It is made up of two units: the tropical humid forest of the Guadeloupe National Park and the marine area of the Grand Cul de Sac Marine Nature Reserve consisting of mangroves, small islands and coral reefs. The transition areas include numerous small towns and villages with many tourist facilities. Different management regimes are required for each zone and each ecosystem type.

**E**stablishing a biosphere reserve obviously poses an enormous challenge, namely to set up an appropriate mechanism, for instance a Committee, to plan and co-ordinate all the activities that will take place there. This human dimension of biosphere reserves makes them special, since the management essentially becomes a "pact" between the local community and society as a whole. Management needs to be open, evolving and adaptive. Such an approach requires perseverance, patience and imagination. But it will allow the local community to be better placed to respond to external political, economic and social pressures, which would affect the ecological and cultural values of the area.

#### The origin of Biosphere Reserves

**B**iosphere Reserves are designed to meet one of the most challenging issues that the World is facing today: How can we conserve the diversity of plants, animals and micro-organisms which make up our living "biosphere" and maintain healthy natural systems while, at the same time, meet the material needs and aspirations of an increasing number of people? How can we reconcile conservation of natural resources with their sustainable use?



Biosphere reserves have been designed as tools for reconciling and integrating the conflicting interests and pressures that characterize land-use planning today. Coastal areas and islands are particularly prone to such conflicts due to the limited space and resources. The Boloma-Bijagos Biosphere Reserve in Guinea Bissau has been planned to reduce such conflicts by separating or allocating the various uses to different parts of the land and sea area.

Photo: Louis Brigand.

The origin of Biosphere Reserves goes back to the "Biosphere Conference" organized by UNESCO in 1968, the first intergovernmental conference to seek to reconcile the conservation and use of natural resources, thereby foreshadowing the present-day notion of sustainable development. The early foundations of the Biosphere Reserve Concept derived from this conference. The aim was to establish terrestrial and coastal areas representing the main ecosystems of the planet in which genetic resources would be protected, and where research on ecosystems as well as monitoring and training work could be carried out for an intergovernmental programme called for by the Conference. This "Man and the Biosphere" (MAB) Programme was officially launched by UNESCO in 1970. One of the MAB projects consisted in establishing a coordinated world network of new protected areas, to be designated as "Biosphere Reserves", in reference to the programme itself.

From the outset, then, the primary concern of this MAB project was essentially a *scientific* one, with the designated areas consisting of *representative ecosystems* and the aim being to achieve the fullest possible *biogeographical cover* of the world, ensuring more systematic *conservation of biodiversity* than before. At the same time, biosphere reserves are more than just protected areas. Their conservation objective is all the better achieved in that it is supported by research, monitoring and training activities, on the one hand, and is pursued by involving systematically the cooperation and interests of the local populations concerned, on the other hand.

In 1992, in Rio de Janeiro, the United Nations Conference on Environment and Development brought these issues to the attention of the world's leaders. Agenda 21, the Conventions on Biological Diversity, Climate Change and Desertification were agreed upon to show the way forward towards what is now termed sustainable development, incorporating care of the environment, living from the interests of the land without depleting its capital, with greater social equity, including respect for rural communities and their accumulated wisdom. The global community needs working examples that encapsulate the ideas of the Rio Conference. Such examples can only work if they express the social, cultural, spiritual and economic needs of society and are also based on sound science.

In 1995, the International Conference on Biosphere Reserves, held in

Seville (Spain), confirmed that Biosphere Reserves offer such examples. Biosphere Reserves therefore have a new role to play at the global level. Not only will they be a means for the people who live and work within and around them to attain a balanced relationship with the natural world; they should also explore ways to meet the basic needs of society towards a more sustainable future.

**T**oday, MAB has 30 years of experience in almost 100 countries, testing and demonstrating approaches to sustainable development. The ICC, at its seventeenth session concluded March 22, 2002 noted that biosphere reserves are a potential valuable operational tool for the World Summit on Sustainable Development (Rio+10), offering a suitable instrument to address many of the objectives of Agenda 21, including the key potential for poverty eradication.

**E**xamples and experiences are described in a recently published illustrated review on Biosphere reserves: special places for people and nature. The 208-page review comprises ten chapters, organized in four sections. The two chapters on 'Conserving diversity' and 'Testing approaches to sustainable development' can be accessed on the MABNet.



#### Why do we need Biosphere Reserves?

**T**o conserve biological diversity. Human pressures on land and water resources are drastically reducing the diversity of genes, plant and animal species, ecosystems and landscapes of the planet. This threatens human welfare, since this biodiversity is the potential source of foods, fibers, medicines, and raw material for industry and building. It constitutes an irreplaceable wealth for research, education and recreation for the whole of humankind. The core areas and buffer zones of biosphere reserves serve as repositories to safeguard samples of the biodiversity of the world's major biogeographical regions, and as reference and study sites to help improve our knowledge on biodiversity.



Biosphere reserves conserve samples of the world's flora and fauna for the benefit of present and future generations. The flora of the Kogelberg Biosphere Reserve in South Africa is one of the most diverse and rare of its kind. More than 1600 plant species are estimated to occur here of which 150 taxa are considered to be locally endemic.

Photo: © Beatrice Petit.

**T**o maintain healthy ecosystems. Biosphere reserves, which may represent large areas of land and water, contribute significantly to the maintenance of the life support systems which serve to avoid soil erosion, maintain soil fertility, regulate river flow, recharge aquifers, recycle nutrients, and absorb air and water pollutants.



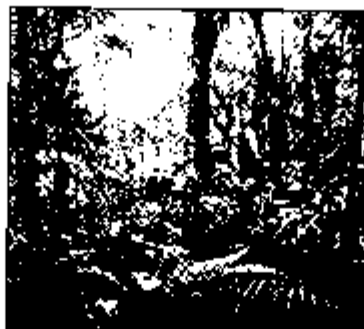


Photo: Roberto Linsker

The Mata Atlantica Biosphere Reserve covers the remaining forested areas of the mountain range that runs parallel to a stretch of 3,000 km of the Atlantic coast of Brazil. One of the major benefits it provides is to ensure a regular and clean water supply for the many towns and cities on the coast, including the megacities of Rio de Janeiro and Sao Paulo.

**T**o learn about natural systems and how they are changing. Research may be conducted on the structure and dynamics of the minimally disturbed natural systems of the core areas of biosphere reserves, and compared with the functioning of human-affected landscapes in the buffer and transition areas. Such studies, when carried out over the long term, show how these systems may be changing over time. Setting up similar long-term monitoring plots, and harmonizing methods and measurements allows comparison of results regionally and worldwide. The information thus obtained allows us to better understand global environmental changes. More information on research and monitoring can be found on the BRIM pages.



A major challenge for scientists is to collect information about the environment over a long enough period of time to understand the natural cycles and trends of nature, and hence make accurate predictions for the future. Biosphere reserves have a major role as long-term ecological research and monitoring stations to collect and analyse such data. This is a picture of the monitoring station in the Kavkazskiy Biosphere Reserve, Russian Federation.

Photo: Raymond Herrmann.

**T**o learn about traditional forms of land-use. People in many parts of the world have devised, over a long period of time, ingenious land-use practices which do not deplete the natural resources and which can provide valuable knowledge for modern production systems. Biosphere reserves are areas where such peoples can maintain their traditions, as well as improving their economic well-being through the use of culturally and environmentally appropriate technologies. Moreover, such traditional systems are highly useful for conserving ancient breeds of livestock and old land races of crops, which are invaluable gene pools for modern agriculture. The People and Plants Handbook is a source of information on applying ethnobotany to conservation and community development.



Biosphere reserves are areas where traditional land use practices and associated cultural values can be maintained and enhanced. The people of Xiaohuangbanna Biosphere Reserve, in southern China, belong to more than sixteen ethnic groups who have lived here for thousands of years; this picture shows traditional Dai housing with wooden tiles which blends harmoniously into the countryside. Today, a major challenge is to bridge the traditional lifestyles with the expectations of a modernizing nation.

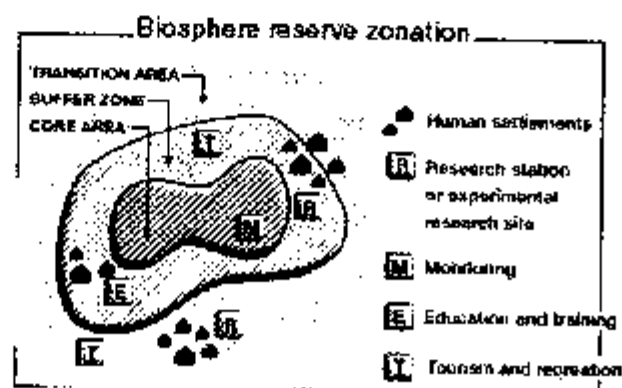
Photo: Miguel Cluserot-Gudl, UNESCO

**To share knowledge on how to manage natural resources in a sustainable way.** Research to find land-use practices that improve human well-being, without degrading the environment, is a central purpose of biosphere reserves. The lessons learned are transmitted at the field level through on-the-spot training and demonstrations. They can then be applied in the transition area and in the region beyond. Government officials, national and foreign scientists, visitors, as well as local community leaders, all benefit from this experience. The biosphere reserve thus serves to share knowledge and skills at the local, national and international levels. More information on sustainable development in biosphere reserves can be found [here](#).

**To co-operate in solving natural resources problems.** A major obstacle to reconciling environment with development is the sectoral structure of our institutions. Biosphere reserves provide places where conflicts in interest can be debated by all the stakeholders concerned: local officials, landowners, nature conservation associations, government leaders, scientists, local farmers, fishermen, private enterprises, etc. - all must work together to find appropriate co-ordination mechanisms to plan and manage the biosphere reserve. Biosphere reserves therefore provide opportunities for conflict resolution which could be applied in other land and water development issues.

### How are Biosphere Reserves organized?

**To carry out the complementary activities of nature conservation and use of natural resources, biosphere reserves are organized into three interrelated zones, known as the core area, the buffer zone and the transition area.**



**The core area** needs to be legally established and give long-term protection to the landscapes, ecosystems and species it contains. It should be sufficiently large to meet these conservation objectives. As nature is

rarely uniform and as historical land-use constraints exist in many parts of the world, there may be several core areas in a single biosphere reserve to ensure a representative coverage of the mosaic of ecological systems. Normally, the core area is not subject to human activity, except research and monitoring and, as the case may be, to traditional extractive uses by local communities.

▶ **A buffer zone (or zones)** which is clearly delineated and which surrounds or is contiguous to the core area. Activities are organized here so that they do not hinder the conservation objectives of the core area but rather help to protect it, hence the idea of "buffering". It can be an area for experimental research, for example to discover ways to manage natural vegetation, croplands, forests, fisheries, to enhance high quality production while conserving natural processes and biodiversity, including soil resources, to the maximum extent possible. In a similar manner, experiments can be carried out in the buffer zone to explore how to rehabilitate degraded areas. It may accommodate education, training, tourism and recreation facilities.



In buffer zones, emphasis is on sustainable use of the natural resources for the benefit of local communities.

**More**

▶ **An outer transition area**, or area of co-operation extending outwards, which may contain a variety of agricultural activities, human settlements and other uses. It is here that the local communities, conservation agencies, scientists, civil associations, cultural groups, private enterprises and other stakeholders must agree to work together to manage and sustainably develop the area's resources for the benefit of the people who live there. Given the role that biosphere reserves should play in promoting the sustainable management of the natural resources of the region in which they lie, the transition area is of great economic and social significance for regional development.



The human dimension of biosphere reserves is strongest in the transition areas. Here, the needs and aspirations of local communities and the various interests in agriculture, forestry, mining, etc. need to be reconciled and the whole biosphere reserve becomes an integral part of conservation and development planning in the country. In the Santa Martha de Sierra Nevada Biosphere Reserve, Colombia, local community groups meet to discuss future management decisions. Photo: Juan Mayr.

**T**his zonation is applied in many different ways in the real world to accommodate geographical conditions, socio-cultural settings, available legal protection measures and local constraints. This flexibility can be used creatively and is one of the strongest points of the biosphere reserve concept.

**S**ome countries have enacted legislation specifically to establish biosphere reserves. However, in many cases, advantage is taken of the existence of areas already protected under national law to establish biosphere reserves.

**O**wnership arrangements may vary too. The core areas of biosphere reserves are mostly public lands, but may also be privately owned or belong to non-governmental organizations. In many cases, the buffer zone is in community or private ownership, and this is generally the case for the transition area.

#### Who benefits from Biosphere Reserves?

**L**ocal communities. These range from local indigenous communities to rural societies, including country home owners. There are various potential benefits to such people, such as protection of basic land and water resources, a more stable and diverse economic base, additional employment, more influence in land-use decision-making, reduced conflict with protected area administrations and interest groups, a continued opportunity to maintain existing traditions and lifestyles, and a more healthy environment for these local communities and their children.

**F**armers, foresters, fishermen. Biosphere reserves provide access to training and demonstration projects on alternative land-uses and management strategies which maintain natural values, such as soil fertility and water quality, which make the best use of the available human and financial resources.



Farmers can benefit from biosphere reserves by participating in experimental research and projects to rehabilitate degraded ecosystems. Here in the Wadi Allaqi Biosphere Reserve in Egypt, the local people were consulted on what plants to cultivate in the buffer zone and transition areas where water is available. (As a result,

experiments were set up to cultivate medicinal and fodder plants.  
Photo: Inna Springuel.

**Scientists.** Biosphere reserves encourage research, for example on ecological processes or on biological diversity. They are areas offering a growing database on which to build new hypotheses and experiments. In addition, biosphere reserves provide long-term security for permanent plots and monitoring activities, which serve to identify longer-term trends over short-term fluctuations, as may be caused by changes in climate, etc. Biosphere reserves also allow for interdisciplinary research and monitoring comparative studies, and information exchange. They can thus encourage the allocation of national or international research funds.



Photo: Brian Craig.

Biosphere reserves are priority sites for setting up permanent plots and using standardized methodologies to better understand the dynamics of plant communities. The Smithsonian Institution biodiversity monitoring protocol is being used by many biosphere reserves, such as in Long Point Biosphere Reserve in Canada. Here, an added benefit is that school children take an active part in setting up and surveying these permanent plots, giving them invaluable practical experience for their future lives.

**Government decision-makers and agencies.** Biosphere reserves provide them with better information on natural resources, and enhanced technical and institutional capabilities to manage natural resources in a sustainable manner. They help to procure greater public support of nature conservation through demonstrating the practical benefits involved. They serve as working examples to explore how one can sustainably manage natural resources at the local and regional levels, and what institutional and legal mechanisms are needed. In doing so, biosphere reserves serve as tools to enable countries to meet their obligations under international Conventions, such as those on Biological Diversity and Desertification, and Agenda 21.

**The world community.** Through their education and communication activities, biosphere reserves demonstrate to public opinion and the world community practical ways to resolve land-use conflicts and to ensure protection of biological diversity. They offer opportunities for education, recreation and tourism, and help create a consciousness of solidarity among all peoples of the world to sustainably manage the biosphere.

#### How are Biosphere Reserves selected?

**B**iosphere reserves cover the great variety of natural areas of the biosphere, going from high mountains to greatly human-impacted plains, from coastal regions and islands to vast inland forests, from the deserts of the tropics to the tundra of the polar regions. To qualify for designation as a biosphere reserve, an area should normally:

- ▶ be representative of a major biogeographic region, including a gradation of human intervention in these systems;
- ▶ contain landscapes, ecosystems or animal and plant species, or varieties which need to be conserved;
- ▶ provide an opportunity to explore and demonstrate approaches to

sustainable development within the larger region where they are located;

- ▶ be of an appropriate size to serve the three functions of biosphere reserves mentioned above;
- ▶ have an appropriate zoning system, with a legally constituted core area or areas, devoted to long-term protection; a clearly identified buffer zone or zones and an outer transition area.

**O**rganizational arrangements should be provided for the involvement and participation of a suitable range of public authorities, local communities and private interests in the planning and management of the biosphere reserve. In the case of large natural areas which straddle national boundaries, countries are encouraged to co-operate in setting up and jointly managing transboundary biosphere reserves.

**N**ational MAB Committees or focal points are responsible for preparing biosphere reserve nominations and for involving the appropriate government agencies, relevant institutions and local authorities in preparing the nomination. Each nomination is examined by a UNESCO Advisory Committee for biosphere reserves, for recommendation to the International Co-ordinating Council of the MAB Programme. This Council takes a decision on nominations for designation and the Director-General of UNESCO notifies the State concerned of the decision. Once designated, the appropriate authorities are encouraged to publicize their biosphere reserves, for example with a commemorative plaque and distributing information material indicating this special status.

Who is participating?

**A**t the site level, biosphere reserves bring together many scientists, local officials, representatives of various national institutions and the local inhabitants.

**A**t the national level, biosphere reserves should form an integral part of national biodiversity plans for implementing the Convention on Biological Diversity, bringing together the institutions involved in nature conservation and in the sustainable use of natural resources.

**A**t the international level, many international governmental and non-governmental organizations are associated with the functioning of the World Network and the application of the concept at the field level. There are thus many projects to promote conservation and appropriate development in Biosphere Reserves, which are supported by the World Bank, the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), the Food and Agriculture Organisation of the United Nations (FAO), the World Conservation Union (IUCN), Conservation International and the World Wide Fund for Nature (WWF).

**B**iosphere Reserve guiding texts are available on the MABNet. In the UNESCO MAB Biosphere Reserve Directory you will find information on all the biosphere reserves. As of May 2002, 94 countries have established 408 biosphere reserves.



### Why a World Network?

**A**lthough biosphere reserves have very different geographical, economic and cultural contexts, they do have a common interest to seek concrete solutions to reconcile the conservation of biodiversity with the sustainable use of natural resources, for the benefit of local people. The World Network fosters exchanges amongst biosphere reserves - for example, research results or experience in resolving specific issues - and facilitates co-operative activities, including scientific research and monitoring, environmental education and specialist training. Co-operation can take the form of exchanges of information material, articles in the international bulletin, co-operative projects, twinning arrangements, swapping personnel, organizing visits, or correspondence by mail or electronic mail. The World Network is supported by regional or sub-regional networks such as in East Asia, or thematic networks, for example for studying biodiversity. The creation of new sub-networks such as these is encouraged.

**T**he World Network is formally constituted by a Statutory Framework, which resulted from the work of the International Conference on Biosphere Reserves, held in Seville (Spain), in March 1995. This Statutory Framework sets out "the rules of the game" of the World Network and foresees a periodic review of biosphere reserves. Activities of the World Network are guided by the "Seville Strategy for Biosphere Reserves", also drawn up at the Seville Conference. At present, not all existing biosphere reserves fully participate in the Network and these guiding documents will help to improve their functioning in the forthcoming years.





CONSULTING ENGR  
TOWN PL

[Agenda Item 11.3.1 refer  
[Bulletin Item 1.1.2 refers

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CITY OF ALBANY - RECORDS	
FILE:	A131518
DOC:	I308464
01 SEP 2003	
OFFICER:	PLAN2
Attach:	Plans

P02018-001-PLD210803,10-PLD

29 August, 2003

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

Attention: Mr Robert Fenn – Executive Director Development Services

Dear Sir,

**RE: PLANNING APPLICATION – LOT 1274 ALBANY HIGHWAY, CENTENNIAL PARK (FORMER ALBANY PRIMARY SCHOOL SITE) – PROPOSED COMMERCIAL DEVELOPMENT (BULKY GOODS AND OFFICES)**

BSD Consultants acts for Macquarie Asset Services Limited regarding the above site.

Please find enclosed an Application for Approval for Grant of Planning Scheme Consent relating to a proposal for a commercial/retail development (bulky goods and offices) at Lot 1274 Albany Highway, Centennial Park (the former Albany Primary School site).

The Planning Application comprises:

- A completed City of Albany Application for Approval for Grant of Planning Scheme Consent form;
- A copy of the Certificate of Title;
- Three (3) sets of plans for the City of Albany; and
- One (1) set of plans to be forwarded to the Western Australian Planning Commission for comment.

No application fee has been submitted with this application as the City of Albany (Mr Robert Fenn) has indicated it will notify us of the required fee.

In preparing the application we have had regard to all issues raised with Macquarie Asset Services Ltd and their consultants during extensive pre-lodgement discussions with Council officers.

**Existing development:**

Lot 1274 Albany Highway, Centennial Park (the site) comprises a land area of 1.887ha with a 97metre frontage to Albany Highway and a 147metre frontage to Moir Street.

The site is zoned "Central Area" and "Special Sites" under the provisions of the City of Albany Town Planning Scheme No.1A (TPS). Amendment 127 was recently amended to facilitate a "bulky goods", "showroom" or "showroom sales" as part of the Amendment 127 which was gazetted on 8 August, 2003.



The site forms part of the central business district and shopping precinct of the Albany City Centre and includes the heritage listed Albany Primary School main building.

**Current land use:**

The site abuts commercial and is adjacent to residential land uses. To the east is the "Albany Plaza" development, north are residential uses and to the west is a McDonald's Family Restaurant and drive-through.

The proposed commercial use (bulky goods and office) will complement the existing land uses and provide a buffer between the residential land uses and the McDonalds Family Restaurant.

**Scope of the proposal:**

The proposed development will see the construction of 6,500m<sup>2</sup> "bulky goods" retailing and potentially 670m<sup>2</sup> "office" floor space contained within the old primary school building. The development will be integrated with the existing "Albany Plaza", and McDonalds Family Restaurant and drive-through so that from a shopper's perspective the area will be seen as one development.

The heritage listed Albany Primary School building will be incorporated into the proposal and is the main focus from Albany Highway. The building will be utilised as offices. The proposal will therefore ensure that a heritage significant building is "rehabilitated and revitalised", which is consistent with the objectives of the TPS. A separate heritage report will be submitted in support of this element of development.

**Discussion of the proposal:**

In correspondence received from the City of Albany Planning Staff it was noted that the following issues needed to be addressed with the proposal after a preliminary viewing of concept plans:

- Building Bulk;
- Character of the proposal, streetscape and the interface with Moir Street; and
- Access to, and impact to Moir Street.

The following addresses the issues outlined above:

**Building bulk:**

The proposed building is considered to complement the current nature of commercial development fronting Moir Street and will not impact upon the amenity of the locality.

The TPS defines "Amenity" as *"...the quality of the environment as determined by the character of an area, its appearance and land use, which contributes to its pleasantness and harmony and its better enjoyment"*. (Source: City of Albany Town Planning Scheme No.1A, page 53).

The building setback has been staggered to break the bulk of the rear wall, thus providing visual relief.

The building envelope has been articulated so that it does not present as a large box. Individual units will be identified by their particular façade treatment, although there will be a consistency of materials and finishes. The proposal has however, been designed to soften the impact on the Moir Street frontage by incorporating trees into the streetscape and ensuring no reflective surfaces impact on the amenity of the adjoining residential uses.

The proposed building is much lower in scale in comparison to "Albany Plaza" which also fronts Moir Street. The façade has been broken up with a variety of heights and sections in order to avoid the creation of a blank characterless wall. Therefore it is considered that the proposed building bulk will not impact on the amenity of the locality.

Character of the proposal and the interface with Moir Street:

The proposal has been orientated towards the Albany Highway frontage to maximum exposure to this important thoroughfare and to the central car park.

Due to the exposure to Albany Highway the rear of the site (Moir Street) is by necessity the location of the service areas i.e. delivery bays, however trees and a fenced ramp will screen this area.

Trees will be planted along the entire Moir Street frontage in order to soften the impact of the building.

The proposed development reflects the character of modern commercial development and construction techniques. The utilisation of "tilt up" panels for construction facilitates the most economical method for construction. This construction will allow the introduction of colour schemes to create visual interest and aesthetic appeal. Coupled with improvements to the streetscape and architectural treatments it is considered the proposal provides a "win, win" scenario for Moir Street.

Access:

It is proposed to have two (2) entrances to the site, one from Albany Highway and one from Moir Street. In addition entry and exit ports are proposed for the service delivery ramps to Moir Street. Entrances can be accessed from the adjoining Albany Plaza and McDonalds sites, consequently creating good vehicular permeability for this locality and between all use and car parks.

A Reciprocal Rights of Access agreement will be prepared to facilitate the integrated linkages proposed between the adjoining developments.

The access car parking arrangements provides the opportunity to co-ordinate and rationalise access for this superblock and to provide integrated parking capable of reciprocal use access to the site.

The proposed Service Access has been designed to conform to the Clause 4.26 – Service Access of the TPS.

A traffic study has been prepared by BSD Consultants (Traffic Department) that endorses the above access proposals and has been supported by the City. The proposed "loading docks", included in the original study, have been redesigned to improve manoeuvrability for trucks. This is a slight change from the traffic study reviewed by the City however it is considered the alteration is minor and does not compromise the integrity of the report and improves traffic flow.

Car parking:

The car parking for the site has been provided as per the provisions of Appendix III – Zone Development Table of the TPS, 1 bay per every 40m<sup>2</sup> of gross floor space within the "Central Area" zone. Table 1 outlines the car provided:

**Table 1 – Proposed car parking**

Use	Floor Area (m <sup>2</sup> )	Car Bays
Bulky Goods	6,500	163
Offices	670	17
<b>TOTAL REQUIRED</b>		<b>180</b>
<b>TOTAL PROVIDED</b>	<b>7,170</b>	<b>180</b>

It is noted that the proposal provides an additional forty eight (48) car bays to that required by the scheme.

**City of Albany Town Planning Scheme Amendment 127**

As outlined above the site was rezoned as part of Scheme Amendment 127. Macquarie Asset Services Limited acknowledges the requirements of the amendment to ensure the development is compatible with the locality and are satisfied the following addresses these requirements:

Condition	Comments	Response
<ul style="list-style-type: none"> <li>The proposed mix, extent and layout of land uses and the layout of movement systems;</li> <li>Consideration of provision of linkages to the adjoining Albany Plaza;</li> </ul>	<ul style="list-style-type: none"> <li>These issues have been addressed by the attached plans and endorsed traffic study;</li> <li>The development plans integrate the car parking areas and provide additional linkages;</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> </ul>
<ul style="list-style-type: none"> <li>Traffic impact, and location of vehicular access points;</li> </ul>	<ul style="list-style-type: none"> <li>These issues have been addressed by the attached plans and the endorsed traffic study;</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
<ul style="list-style-type: none"> <li>Preparation of design guidelines by a suitably qualified heritage professional in consultation with the Heritage Council of that address the Conservation Plan, building scale, form and materials, and the relationship to the residential area on the northern side of Moir Street;</li> </ul>	<ul style="list-style-type: none"> <li>Our Client's Heritage Consultant has addressed these issues. Mr Robert Fenn has agreed to the submission of the heritage information at a later date.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
<ul style="list-style-type: none"> <li>Proposed subdivision (if any) of the site;</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<ul style="list-style-type: none"> <li>Incorporation of an impact assessment in accordance with Section 11.5 of the Albany Commercial Centres Strategy of January 1994 (these impacts will be considered in the assessment of the DGP and modifications to the DGP maybe required as a result); and</li> </ul>	<ul style="list-style-type: none"> <li>The proponent has committed to prepare and submit and economic study to be submitted at a later date.</li> </ul> <p>The plans submitted as part of this application fulfil the requirement for a Development Guidelines Plan;</p>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
<ul style="list-style-type: none"> <li>Such other matters considered appropriate by Council</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Conclusion:**

The following provides a summary of issues outlined above and justification in support of the application:

- The recently gazetted Amendment 127 facilitates the proposed use;
- The requirements of Amendment 127 are met through the Planning Application plans, the heritage report and the economic impact assessment report;
- The proposed "bulky goods" retailing will complement the existing land uses, and provide a buffer between the residential land use and the McDonalds Family Restaurant;
- The heritage listed Albany Primary School building will be incorporated into the proposal and will be refurbished as offices;
- The proposed building bulk is consistent with other similar style commercial development within this locality;
- The service areas will be screened by trees and fencing;
- The proposal has been designed to incorporate trees into the streetscape and ensure no reflective surfaces impact on the amenity of the adjoining residential uses;

- A traffic study has been prepared by BSD Consultants (Traffic Department) that supports the access proposals for Albany Highway and Moir Street and endorsed by the City; and
- The proposal provides an additional forty eight (48) car bays than the TPS requirements.

We trust the above information, in conjunction with the attached plans, is sufficient and satisfactory to facilitate issue of Planning Approval. Should you require any further information or have any queries, please do not hesitate to contact me at your convenience.

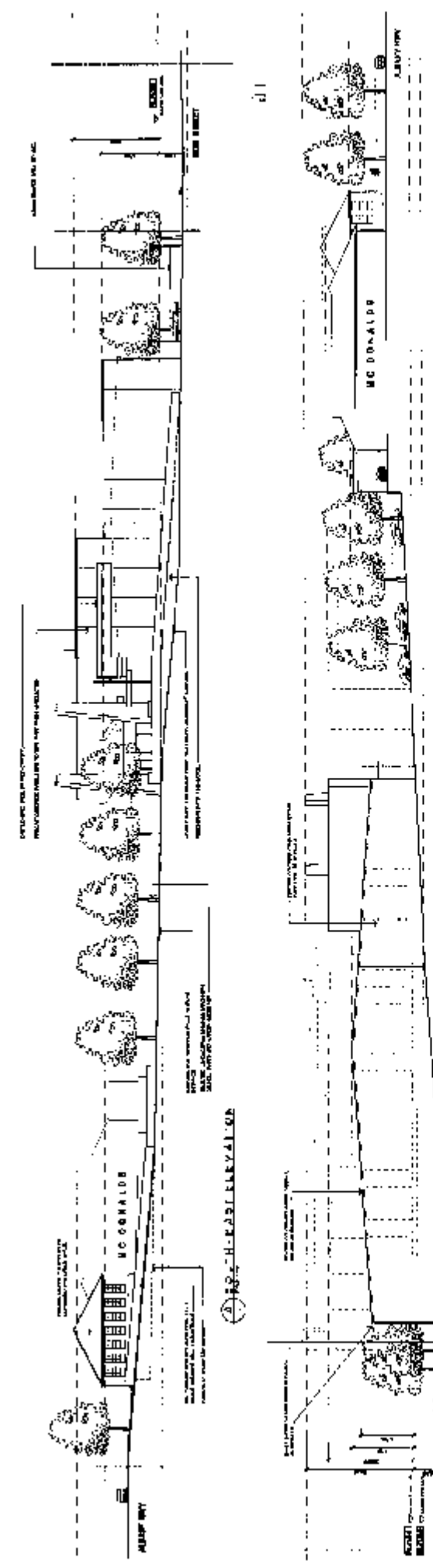
Yours faithfully,  
BSD Consultants



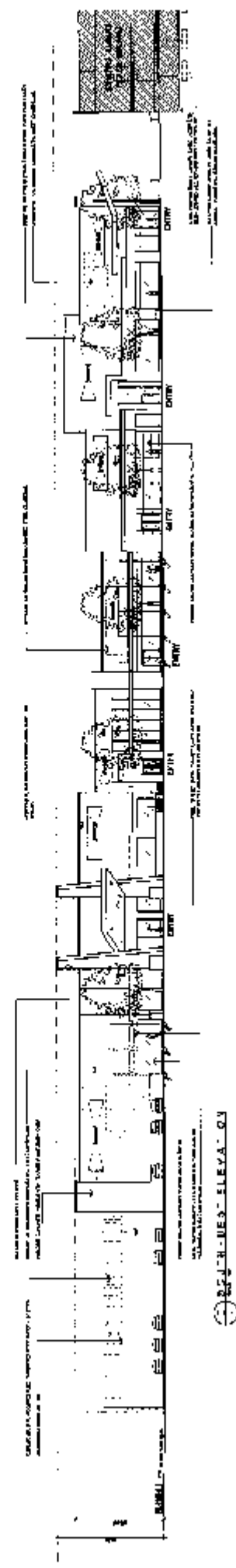
Peter Dockett  
Town Planner

cc: Macquarie Asset Services Limited - Mi Ben Ellis.

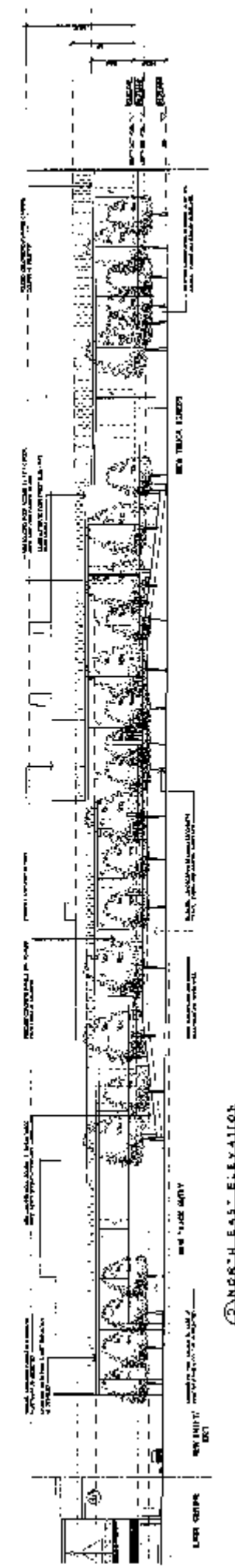




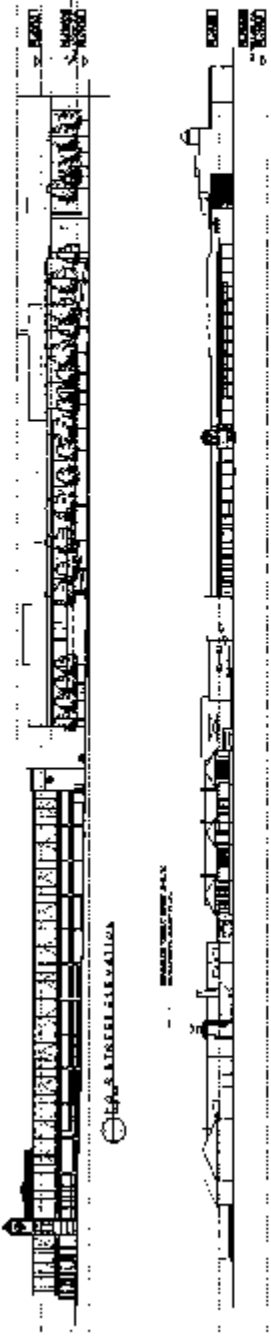
① NORTH SIDE ELEVATION



② NORTH SIDE ELEVATION



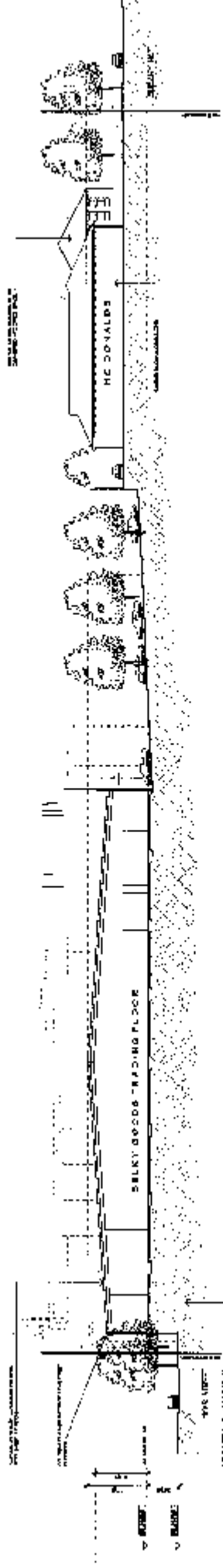
③ NORTH EAST ELEVATION



1. FRONT ELEVATION

2. SIDE ELEVATION

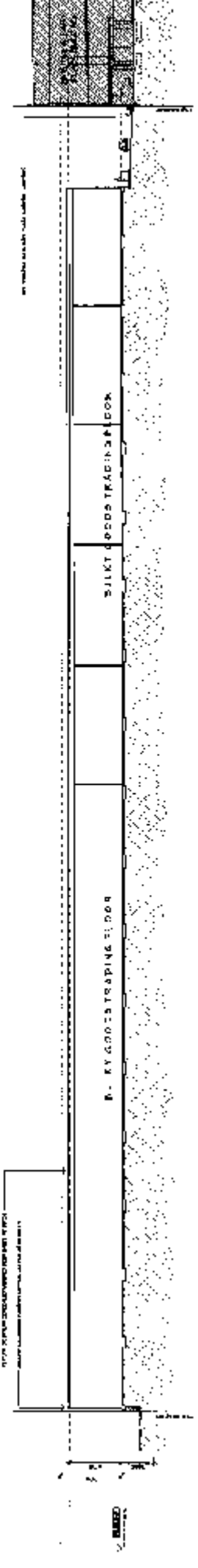
3. SIDE STREET ELEVATION



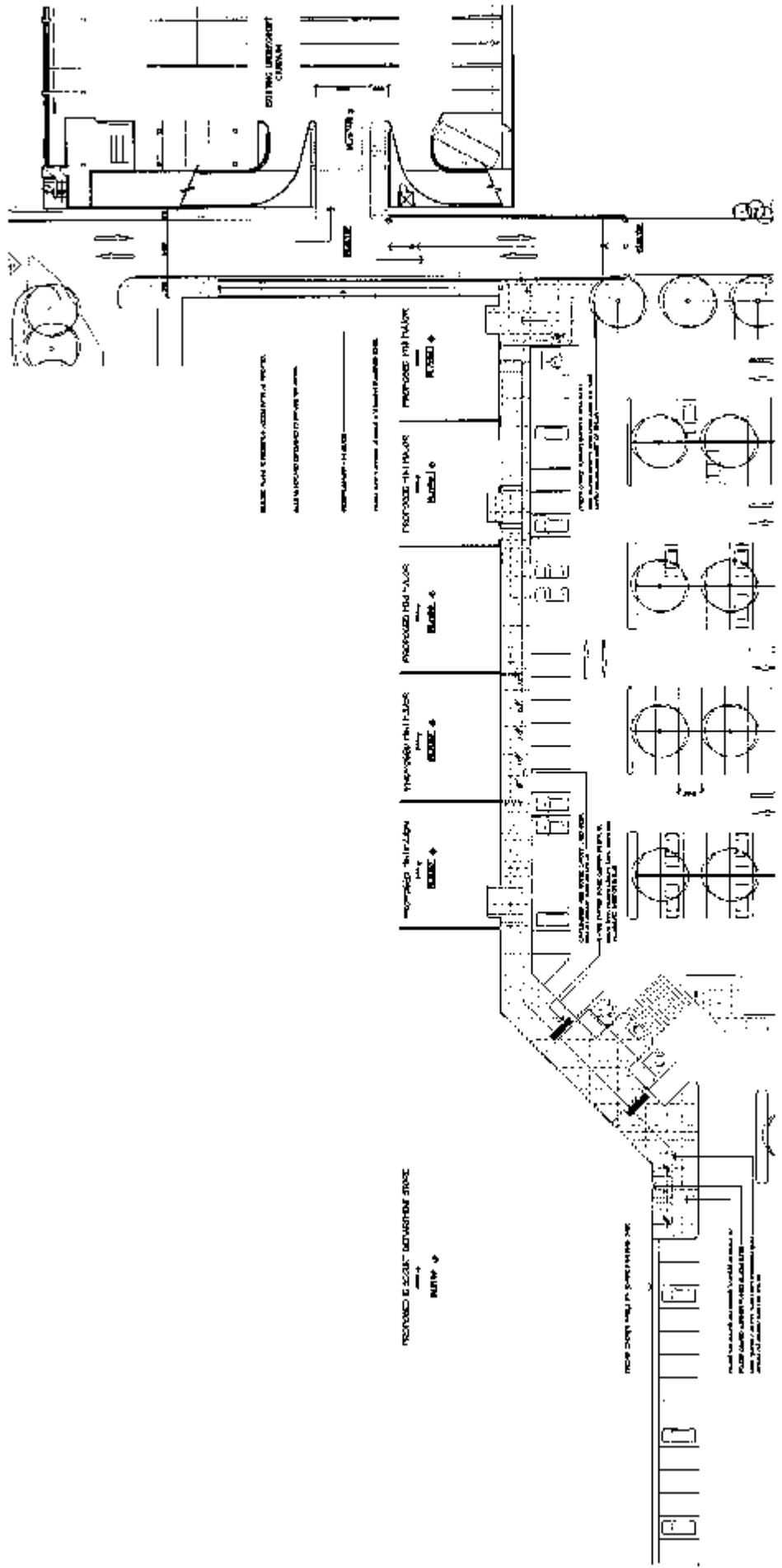
A SECTION A-A



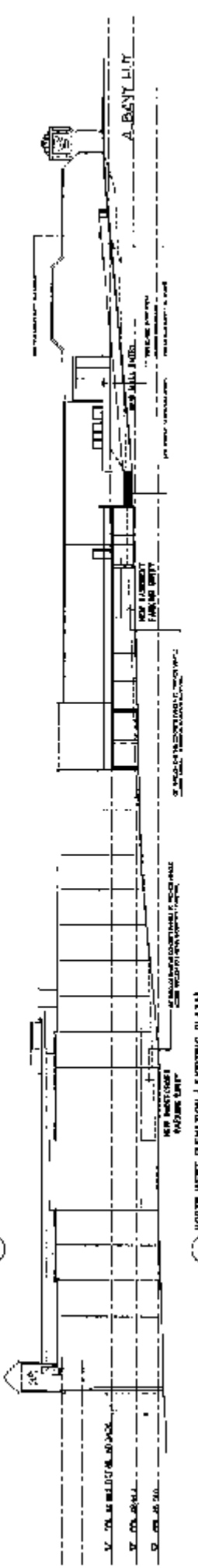
B SECTION B-B



C SECTION C-C

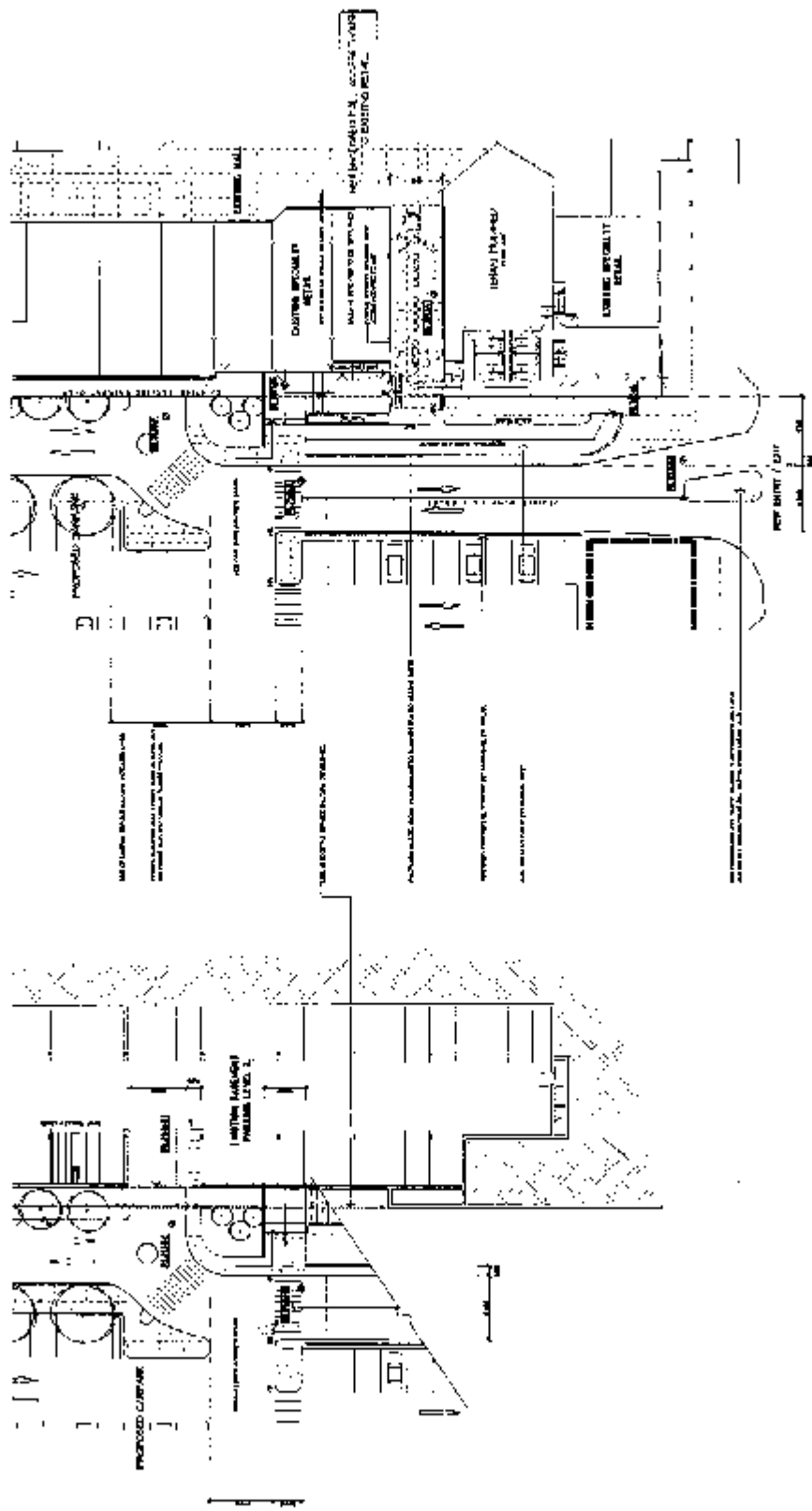


DETAIL PLAN NORTH WEST



NORTH WEST ELEVATION | EXISTING PLAZA





H J J

A L B A N Y

1. BETA PLAN EASTNET GARSONK LEVEL 3 ADDRESS 1

2. BETA PLAN EASTNET GARSONK LEVEL 3 ADDRESS 1

NO. 2014  
1. 2014  
2. 2014

PROPOSED BULKY GOODS

PROPOSED BULKY GOODS

PROPOSED BULKY GOODS

PROPOSED BULKY GOODS

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PROPOSED BULKY GOODS

PROPOSED BULKY GOODS



**OFFICE PARK DEVELOPMENT  
ALBANY**

Howard & Assoc  
Architects  
July 03

## CONCEPT

To construct the a contemporary office and residential development in a park style setting on land that was formerly Albany Primary School playing fields with frontage to Stead Road and Hymus Street.

The site is central to the commercial heart of Albany, providing easy access for motor vehicles to Lockyer Ave and Sandford road. The planning allows for extensive on site parking and is within walking distance to all major banks and shopping.

Existing pedestrian linkages across the site will be maintained using the road and pavement network.

The office accommodation will set new standards in efficient comfortable working environment which;

- Minimises energy usage
- Modular design ideally suited for individual offices or work stations
- Naturally ventilated to minimise heating and cooling costs

## DEVELOPMENT OPTIONS

It is planned (subject to final Planning consent) to subdivide the site into 5 separate titles with joint responsibility for the common area gardens which will be a feature of the total development.

Zoning of the site allows;

- Residential R40
- Offices
- Restaurants

it is planned to construct a mix of residential and office accommodation that focuses on the requirements of the small investor. Providing individually tailored work areas and live/work town houses which offer flexibility as they can be used totally for office or residential accommodation, or a mixture of both with ground floor office and upper level apartment.

Development along Stead Road is subject to planning guidelines which have been prepared by Ayton Taylor & Burrell and are attached to this submission. The Guidelines direct the building designs fronting Stead Road to have a residential scale that responds to the local urban context.

The individual sites will allow for flexibility both in development options and ownership;

- Buildings can be designed to meet specific accommodation needs
- Smaller individual strata title units to suit small businesses
- Office area scaled to attract owner occupier superannuation investment

The development will not impact on the current Commercial space in Albany as the Developers will construct the majority of the buildings with agreed purchase or lease agreements in place, there is no intention to speculatively construct large areas of residential or office space which will effect the local realty market.

## PLANNING OPTIONS

Refer to the attached site plan

The following concept has been developed based on an analysis of the local property market and to provide;

- A mix of tenancy sizes
- Individual strata title ownership
- Standard lease back office accommodation
- Flexible live/work strata units

The following descriptions outline to prospective tenants or investors the range of accommodation that can be provided on the site. The plan will be modified from time to time to meet individual accommodation and investment requirements.

### OFFICE BUILDINGS FRONTING HYMUS STREET

The concept consists of 4 individual two storey office units with a large ground floor area and smaller mezzanine or first floor. The planning of each unit allows the upper and lower floor areas to be leased separately providing additional tenancy flexibility.

### OFFICE BUILDINGS FRONTING STEAD ROAD

Both these buildings offer the potential to provide large floor areas suitable for corporate offices or can be developed into smaller strata title style development. The planning strategy is to have approximately 50% of the buildings as 2 storey

### LIVE/WORK TOWN HOUSES

Small clusters of two storey town houses which can provide the ideal home office at ground floor with a one bedroom apartment at first floor level with the additional option of a mezzanine loft in the roof space.

These units could also appeal to Professionals who have a part time practice in Albany and require a local office that can also double for holiday accommodation.

Each town house can also be utilised as a two level office or totally for town house living

### SINGLE LEVEL OFFICE

This building provides larger corporate office style floor space, which can also be divided into smaller tenancies as the market may dictate.

The internal site positioning of this building provides a unique outlook over landscaped grounds

## **TRAFFIC STUDY**

A separate Traffic study has been prepared by BSD Consultants and has been submitted to Council for consideration and issues raised from this have been discussed with Council Officers and include:

### **TRAFFIC FLOW**

Car access to the site shall be from both Hymus Street and Stead Road with egress only onto Stead Road

### **CAR PARKING**

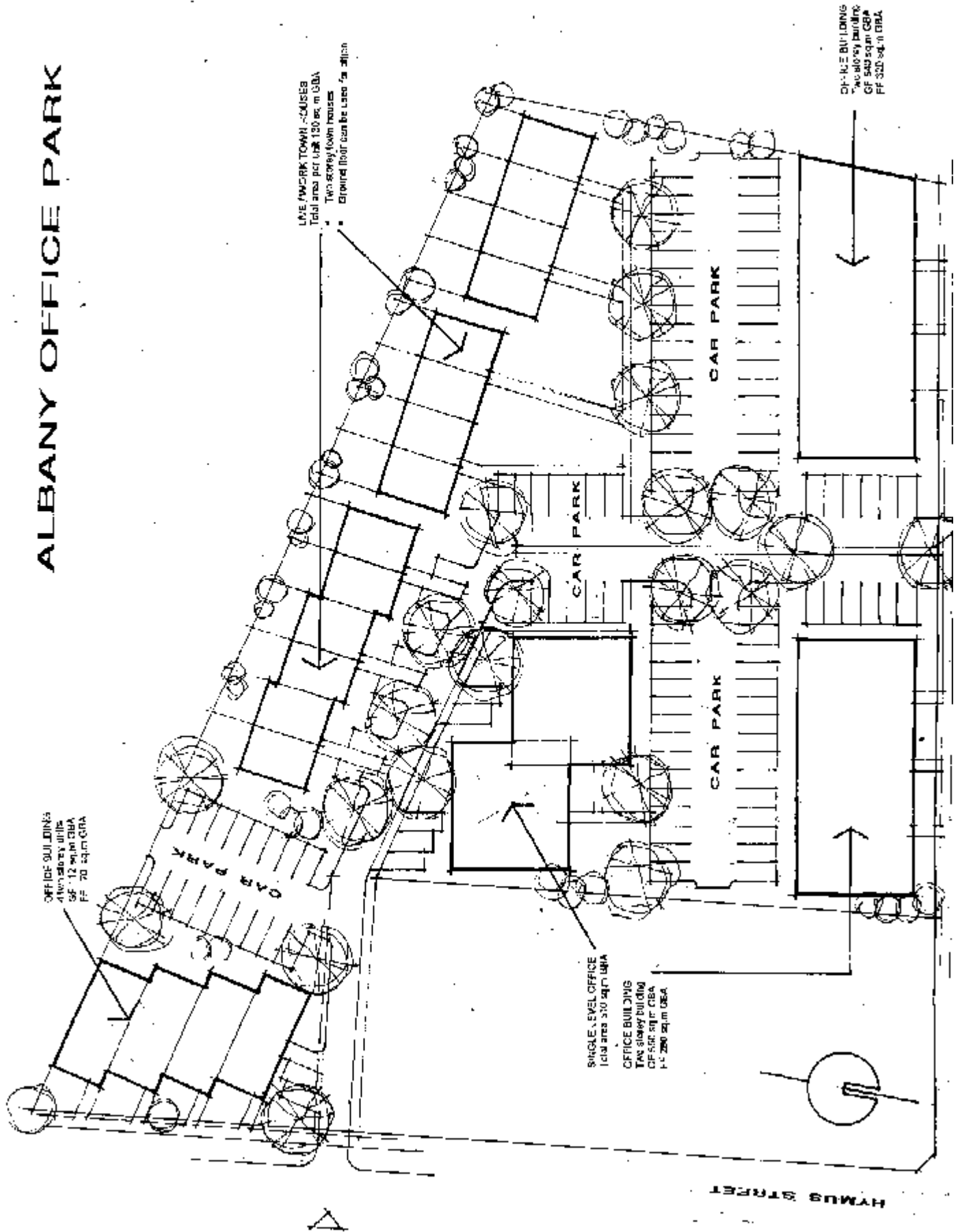
Parking will provided on site with no on street parking

### **STORM WATER**

Test holes have been dug across the site and indicate sand generally down to 1.5 metres with coffee rock at approximately 1.3 metres in the south west corner of the site. The test holes were dug in mid July 2003 and water was evident in the base of the trenches, at approximately 1.2 metres along the southern third of the site. The remainder of the test holes had no ground water intrusion.

It would appear from these results that any future storm water collected from the proposed buildings can be disbursed into the subsoil on site.

# ALBANY OFFICE PARK



## CITY OF ALBANY – STEAD ROAD SPECIAL SITE DESIGN GUIDELINES

**Applies to: Residential/Office Development Within Special Site No. 37  
fronting Stead Road.**

### 1.0 BACKGROUND

Lot 1342 Stead Road is zoned Residential R40 with additional permitted uses of Consulting Rooms, Office & Restaurant.

Prior to subdivision or development of the site, a Development Guide Plan is to be prepared by the proponent which addresses:

- Traffic on Stead road and management of traffic generated by the use of the land;
- Mixed land uses that are compatible with uses on adjoining land and land on the opposite side of Stead Road;
- **Design Guidelines for the frontage to Stead Road which produce buildings with a residential character and scale.**

The north side of Stead Road is zoned Residential R20 and has been developed predominantly with single storey fibro/weather board housing with a mix of tiled and galvanised iron rooves. Buildings are setback the traditional 7.5 metres from the property boundary and fencing includes a mix of low walls, wooden trellis, wire fencing and hedges. Overall the fencing is very permeable providing good street surveillance.

Design guidelines for the southern side of Stead road should anticipate the likelihood that housing on the north side will be redeveloped at sometime in the future given their age, condition, lot size and location.

### 2.0 AIM

The aim of the City of Albany's Stead Road Design Guidelines is:

***To ensure that development fronting the south side of Stead Road, whether it be offices, residential or a mix, be designed with a residential character and scale.***

### 3.0 SPECIFIC POLICY REQUIREMENTS

#### (3.1) Building Design

Building will be typically contemporary two storey terrace type design with a three metre building setback from Stead Road.

Any proposal for more than two storeys must be fully justified in terms of retaining a residential character and scale.

In order to achieve an attractive streetscape the design of the two storey terraces should incorporate:

- either or a mix of pitched roof, parapet, projected eaves or gable;
- where appropriate, elements such as verandahs, balconies and porches;
- entries to dwellings or offices that are clearly visible, using a porch or porch-like transition space;
- the overall design concept should be based on contemporary design as opposed to the reproduction of past building styles, as set out in Council's Design Guidelines for Infill Development (No. 13, June 1996).

### **(3.ii) Fencing**

Co-ordinated fencing fronting Stead Road to be provided in accordance with Residential Design Codes guidelines, to ensure good surveillance between building entry points and the street. High, solid walls are undesirable as they disrupt the streetscape, destroy the setting of the building and compromise security.

### **(3.iii) Car Parking**

All car parking shall be provided off street to the rear of buildings fronting Stead Road and adjacent to the proposed main entrance to the mixed use precinct off Stead Road.

Carports and/or garages shall not be permitted in front of buildings fronting Stead Road.

### **(3.iv) Streetscape**

A public footpath along Stead Road shall be constructed up to the front property boundary with street trees located between the footpath and road pavement.

Street tree selection to match the scale and bulk of the buildings fronting Stead Road.

### **(3.v) Signage**

The design of the buildings fronting Stead Road shall provide for signage either on the front boundary fence or on a signage panel which has been specifically designed to integrate with the building design.

With the exception of a directory sign which may be approved at the entrance to the special site, only one sign per business shall be permitted. Free standing pylon signs shall not be permitted.

All proposed signage must be submitted to Council for approval.



**GOLDYIELD PTY LTD DEVELOPMENT PROPOSAL  
STEAD ROAD ALBANY**

**ECONOMIC IMPACT STATEMENT**

Currently there is no quality office space available in Albany, the spaces that are empty generally are in older buildings that have not been well maintained or upgraded to what could be considered an acceptable commercial standard.

The current stock of office space available is generally not air-conditioned, has poor natural ventilation and is leased at low rates.

The proposed development will provide quality air-conditioned office space, which will appeal to the small investor/occupier and be specifically sized and designed to meet the local demand. There is no comparative or similar space available and its construction will not impact on the economic balances within the local property market. It will however provide Albany with office space, which will be affordable and attractive to business within the Great Southern.

The developers of the property Goldyield Pty Ltd plan to secure pre-commitment for the major portion of each building prior to construction. As prudent developers there is too much risk in proceeding in large speculative development in the hope that a major tenant will surface and lease the space on completion.

The office building on the corner of Peels Pl and Collins St clearly demonstrates this in that it took over four years to lease after its completion. Goldyield plan to locate tenants and design and construct each building to individual requirements, in a similar fashion to the new Water Corporation building on Stirling Tce

We believe that this cautious approach to the orderly development of the site will provide a quality office precinct in the heart of Albany which will have little or no economic impact on the existing properties. It will in time raise the level or quality of office space and will encourage owners of existing low grade space to renovate and lift the overall standard of the Central Business District.

# CITY OF ALBANY

## REZONING REQUEST REPORT

**LOT 10 OF PLANTAGENET LOCATION 1462 NANARUP ROAD,  
LOWER KALGAN**

Prepared for JB & JL Keays  
by



**AYTON TAYLOR BURRELL**

Consultants in Urban & Regional Planning  
11 DUKE STREET, ALBANY WA 6130 Ph: 0842 2304

JULY 2003

## 1.0 INTRODUCTION

The owners of Lot 10 Nanarup Road wish to incorporate a caravan park within their existing tourist development which currently incorporates four holiday chalets and a manager residence. As the Special Site zone which covers a portion of the property does not allow for a caravan park, it is necessary to request that the zoning be modified if the project is to proceed.

In accordance with Council's procedures for rezoning, this report requests Council's in principle support for the proposal prior to proceeding with preparation of detailed rezoning documentation.

## 2.0 BACKGROUND

### 2.1 Location, Area & Zoning

The property is located adjacent to the Lower Kalgan Community Hall on the south side of Nanarup Road some 17 kilometres north east from the Albany city centre. Gull Rock Road intersection is located 600 metres to the west and Hunton Road 400 metres to the east. Figure 1 refers.

The property is 14.5410ha in area of which approximately a third is zoned Special Site zone (Holiday Accommodation). The balance of the land is zoned Rural. Only a caretaker's flat and holiday accommodation are permitted in the Special Site zone. A caravan park is specifically not permitted.

### 2.2 Surrounding Land Use

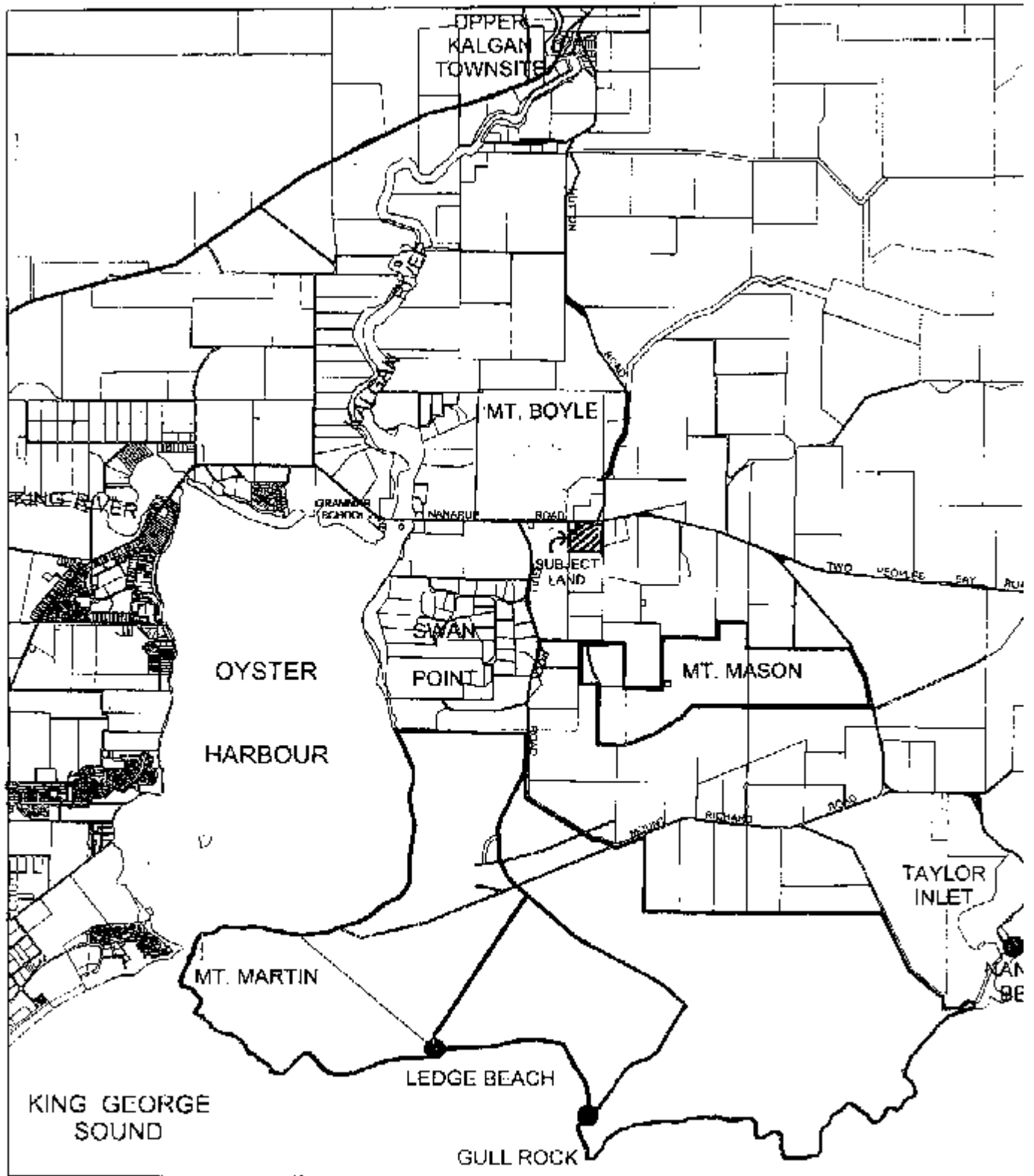
Land immediately to the west and south is zoned 'Special Rural' with a minimum lot size of 1.00ha and a portion of Lot 6 on the opposite side of Nanarup Road is incorporated within Policy Area Oyster Harbour 14 wherein Council may support proposals for rural residential/tourist development, subject to meeting certain criteria. The Lower Kalgan Hall is located on the north west corner, of the subject land and to the north and east there are a number of small Rural zoned lots. Small scale horticulture is practised on the lot immediately to the east and on the northwest corner of Hunton Road/Nanarup Road. Figure 2 refers.

### 2.3 Site Description

The subject land slopes from the southeast to the south west. In the south east corner, the land slopes at approximately 1 in 5, with mid slopes around 1 in 8 and the lower slopes 1 in 12.5.

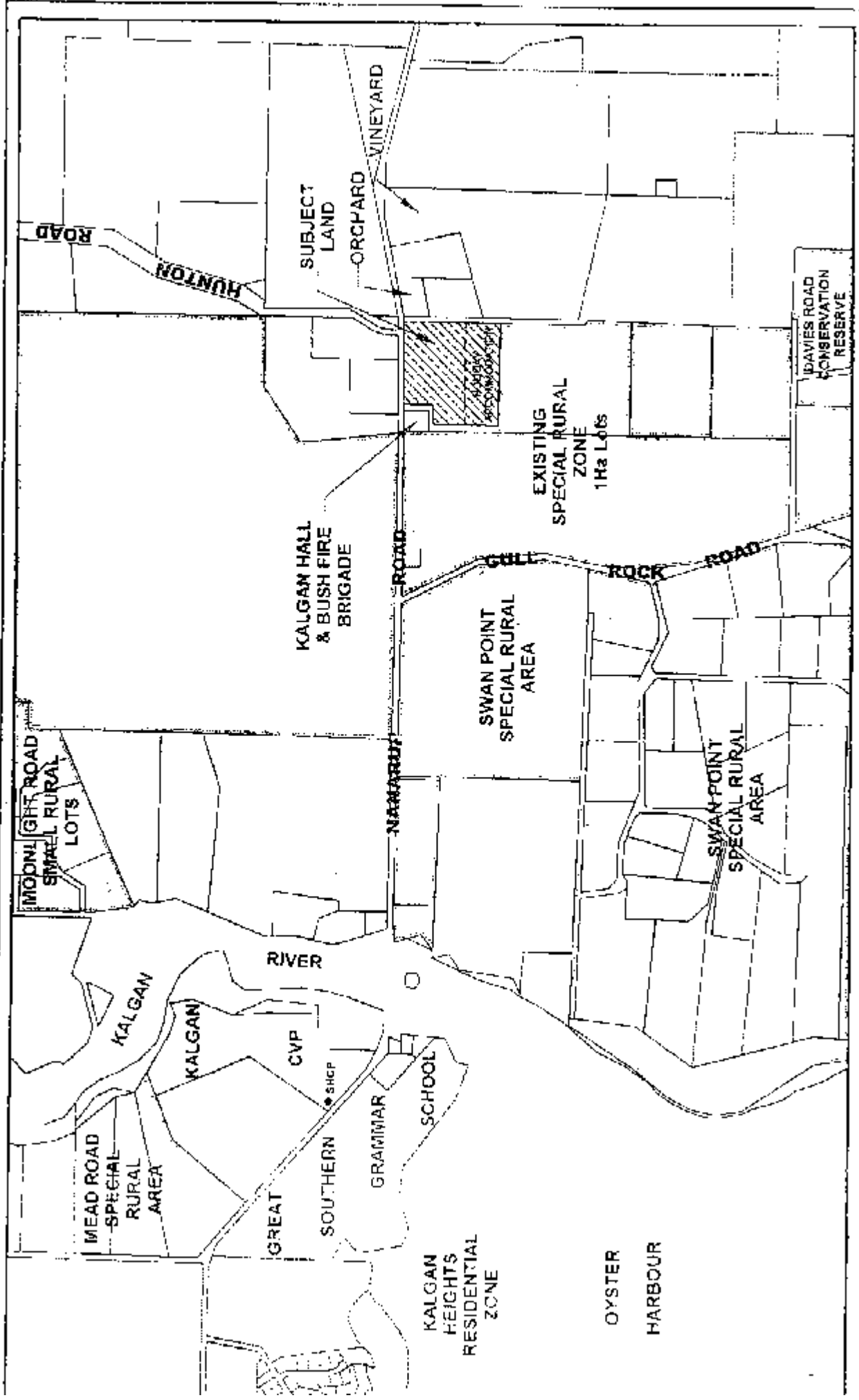
The majority of the land has been cleared and pastured with pockets of remnant vegetation located on the steeper land in the south east corner and a shelter belt in the south west corner.

Soil types fall within the BAg and BA+ Map Units as described in the City of Albany Local Rural Strategy. The BAg unit applies to the steeper land in the south east corner of the



**Location Map**  
**Lot 10 Nanarup Road**  
**Lower Kalgan, Albany.**

SCA  
 1:500



Surrounding Landuse  
 Lot 10 Nanarup Road, Kaloar

property and consists of shallow brown gritty loams and yellow duplex soils. Outcrops of granite also occur. The BAF unit covers the middle and lower slopes and consists of shaly gravelly sands with outcrops of laterite on the upper slopes and sandy yellow duplex soils on the lower slopes. Subject to more detailed assessment, the upper slopes (south west corner and midblock) and the middle slopes appear to have a high capability for the construction of chalets and a caravan park. The steep vegetated slopes in the south east corner have low capability and the lower slopes a fair to low capability with the areas of lower capability being due to drainage problems.

As noted in the introduction, the Special Site has been developed with four chalets and managers residence which are located on the upper slopes. A residence and one chalet are located on the rural zoned portion of the site.

## 2.4 Site Suitability

There are a number of reasons which support the further development of Lot 10 for tourist development:

- Portion of the property has already been zoned and developed for holiday accommodation (chalets).
- The property is located in a scenic rural area and the elevated parts of the site have an attractive rural outlook.
- It is located within easy reach of the regional city centre of Albany.
- It is located on Nanarup Road which is an important tourist route leading out to Nanarup Beach and Two Peoples Bay. Gull Rock Road is located just to the west and provides access to a number of other tourist attractions. Hunton Road to the east provides a scenic route to the Hassell Highway and East Bank Road provides access along the Kalgan River and a number of tourist attractions.
- Essential services such as scheme water, power, telecommunications and a sealed road are all available to service the development.
- The development will comply with all relevant standards when constructed.

## 3.0 PLANNING CONTEXT

### 3.1 Regional Planning

The subject land falls within the K-K7 planning unit as defined in the Regional Rural Strategy (1991). The preferred landuse of the area includes tourism and rural retreats.

### 3.2 Albany Local Planning Strategy (Draft)

The property falls within the Oyster Harbour Precinct 1A wherein land to the east of Oyster Harbour is recommended for tourism/rural retreats.

### 3.3 Albany 2020: Charting Our Course

This document is the City's strategic plan which was first established in July 2000. It was reviewed in 2001 when it was changed to, among other initiatives, encourage an enhanced role in tourism development.

### 3.4 Albany Local Rural Strategy (1996)

The strategy notes the need to provide a range of accommodation so that the economic benefit of tourism can be maximised without damaging the environment the tourists come to see.

Relevant general policies of the Strategy include GP 46 which requires a tourist caravan park to be zoned as a Special Site and for the rezoning to provide a development guide plan. Access to a sealed road is required and strata title subdivision is not permitted. Policy GP 3 provides a number of development requirements such as:

- minimise clearing and maximise revegetation;
- minimise bush fire risk;
- screen development in visually sensitive areas;
- provide appropriate potable water supply.

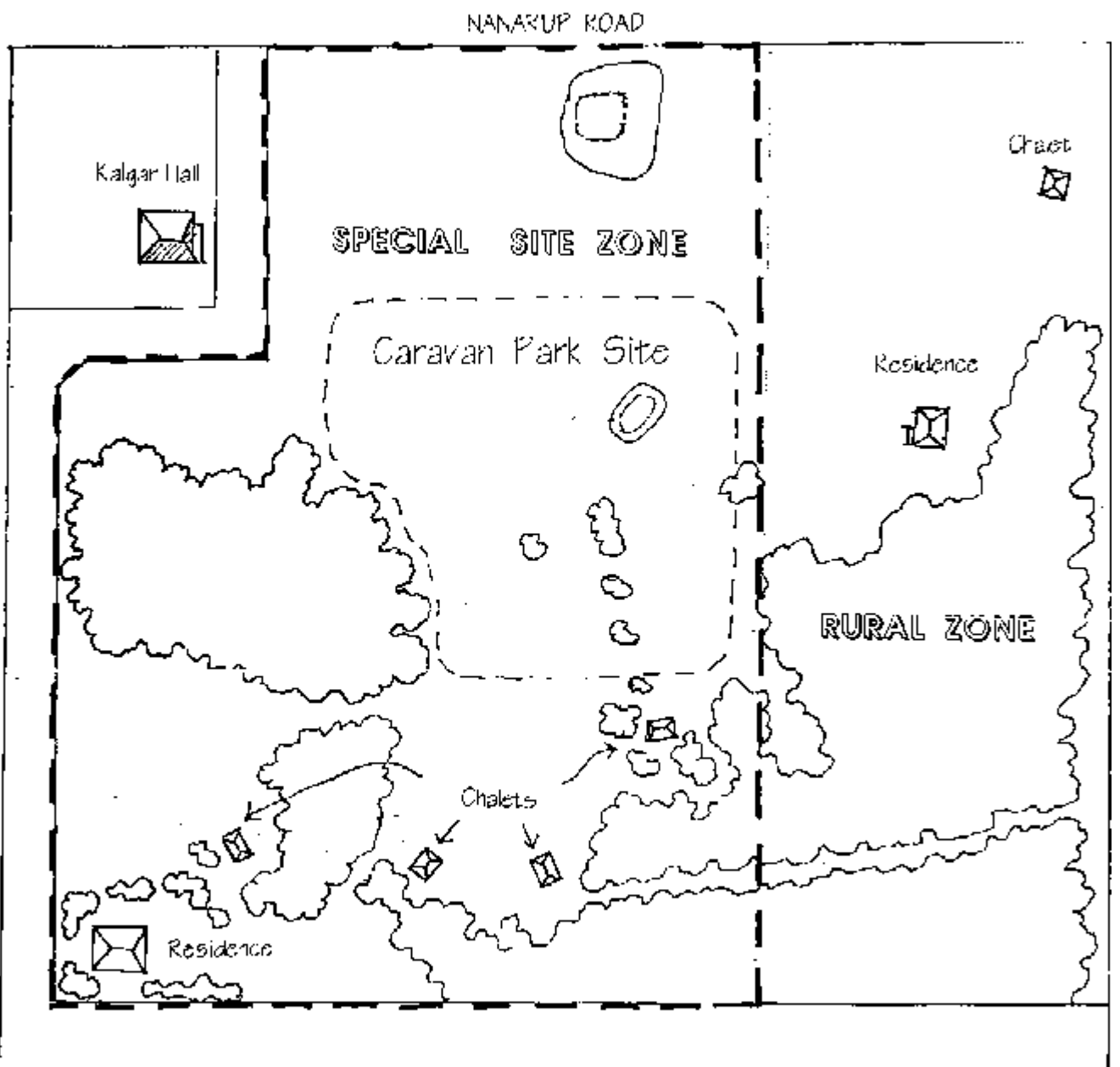
## 4.0 PROPOSED AMENDMENT

As a caravan park is not permitted in the Special Site designation currently in place over the subject land, it is proposed to amend the Special Site by incorporating 'Caravan Park' within the designation.

As the current Special Site does not abut a gazetted road, it is also proposed to realign the boundary of the Special Site so that it fronts Nanarup Road. The existing chalets and residence will remain within the site and sufficient area on the midslopes will be available to accommodate the caravan park. The balance of the land will remain rural with the existing residence and chalet. Figure 3 refers.

Further information to be provided and issues to be addressed in the rezoning documentation include:

- detailed land capability assessment;
- development guide plan for the caravan park;
- effluent disposal;
- landscaping/revegetation along Nanarup Road;
- bush fire management;
- management of stormwater;
- visual consideration;
- future subdivision.



**Site Plan**  
**Lot 10 Nanarup Road**





## 5.0 CONCLUSION

Portion of Lot 10 Nanarup Road is already zoned for tourist development and has been partially developed. The owners wish to expand their tourist business by accommodating a caravan park on the site. Current and proposed strategy plans all support the further development of tourism in this area. The site is strategically located to service the tourist destinations of Two People's Bay, Nanarup Beach, Gull Rock and the Kalgan River.

The proposed site has a high capability for the development of a caravan park and has attractive views of the surrounding rural area. Environmental issues such as effluent disposal and management of stormwater can be appropriately managed and landscaping and revegetation used to enhance the frontage to Nanarup Road and minimise any unwanted visual impact.

In order to enable the project to proceed to preparation of detailed rezoning documentation, Council's approval in principle is requested.

**CITY OF ALBANY**  
**MINUTES - BUSHFIRE MANAGEMENT COMMITTEE**  
**27<sup>th</sup> AUGUST 2003**

**1. MEETING COMMENCED AT 8.35AM:**

**2. ATTENDANCE:**

**Present**

Committee

Cllr Des Wolfe

Cllr Elizabeth Barton

Mr Ken Johnson (CBFCO)

Mr Colin Daubert (DCBFCO South West)

Mr Tony Ball

City of Albany

Mr Keith Barnett

Mr Steve Gray

FESA

Mr Murray Hatton

**Apologies**

Cllr Merryn Bojcun

Cllr Ian West

Mr Robert Fenn

Mr Garry Turner

Mr Brian Lester

Mr Greg Broomhall

City of Albany

City of Albany

DCBFCO (North East)

Department of Conservation and Land  
Management

**3. CONFIRMATION OF MINUTES:**

**Moved:** Mr K Johnson

**Seconded:** Mr T Ball

That the minutes of the Bushfire Management Committee held on 11<sup>th</sup> June 2003 be confirmed as a true record of proceedings.

**CARRIED**

**4. BUSINESS ARISING:**

Cllr E Barton inquired into the outcome from Item 9.3 regarding better mobile phone coverage. The meeting was informed that Telstra are putting up a tower on Wilyung Hill, Moirs Hill in the Stirling Range National Park and possibly Bornholm Hill over the next 12 months.

**5. DECLARATIONS OF INTEREST:**

Nil

**6. GUESTS OF COMMITTEE:**

Mr M Hatton representing FESA was present.

**7. MATTERS FOR CONSIDERATION:**

**7.1 BUSHFIRE ADVISORY COMMITTEE MEETING**

Minutes of the Bushfire Advisory Committee Meeting held on 11<sup>th</sup> August 2003 were tabled.

**Moved:** Mr C Daubert

**Seconded:** Mr T Ball

THAT the minutes of the Bushfire Advisory Committee meeting held on 11<sup>th</sup> August 2003 be received.

**CARRIED**

**7.2 BUSHFIRE ADVISORY COMMITTEE – BUSINESS ARISING**

Your attention is drawn particularly to the following items: -

(The Committee considered Item 7.2.1 in conjunction with Item 7.2.2)

**7.2.1 Gazettal of Bush Fire Control Officers (BAC 11/08/03 – Item 7.1)**

**Recommendation**

Council endorse the appointment of City of Albany Bush Fire Control Officers and Deputy Bush Fire Control Officers for the 2003/2004 fire season, as per the appended list.

**7.2.2 Appointment of Dual Bush Fire Control Officers (BAC 11/08/03 – Item 7.2)**

**Recommendation**

That Council

- 1) endorse the appointment of the following Brigade Officers from adjoining local governments as Bush Fire Control officers within the City of Albany:

Shire of Plantagenet:	Warren Forbes	(Narrikup VBFB)
	John Russell	(Porongurup VBFB)
Shire of Gnowangerup:	Colin King	(Borden VBFB)
	Graham Moir	(Borden VBFB)
Shire of Jerramungup:	Anthony Thomas	(Boxwood VBFB);
and		

- 2) note the submission of the following City of Albany Brigade Officers as Bush Fire Control Officers in adjoining local governments:

Shire of Plantagenet:	John Hood	(Kojaneerup VBFB)
	Tony Slattery	(Kojaneerup VBFB)
	Tom Collins	(Napier VBFB)
	Lance Flett	(Redmond VBFB)
Shire of Gnowangerup:	Peter Moir	(Gnowellen VBFB)
Shire of Jerramungup:	Peter Moir	(Gnowellen VBFB)
	Chris Gilmour	(Wellstead VBFB)

Moved: Mr K Johnson

Seconded: Cllr E Barton

THAT Council:

- 1) endorse the appointment of City of Albany Bush Fire Control Officers and Deputy Bush Fire Control Officers for the 2003/2004 fire season, as per the appended list;
- 2) endorse the appointment of the following Brigade Officers from adjoining local governments as Bush Fire Control officers within the City of Albany:

Shire of Plantagenet:	Ross Backhouse	(Narrikup VBFB)
	Warren Forbes	(Narrikup VBFB)
	John Russell	(Porongurup VBFB)
Shire of Gnowangrup:	Colin King	(Borden VBFB)
	Graham Moir	(Borden VBFB)
Shire of Jerramungup:	Anthony Thomas	(Boxwood VBFB);

and

- 3) note the submission of the following City of Albany Brigade Officers as Bush Fire Control Officers in adjoining local governments:

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	Tom Collins	(Napiet VBFB)
	Lance Flett	(Redmond VBFB)
Shire of Gnowangrup:	Peter Moir	(Gnowellen VBFB)
Shire of Jerramungup:	Peter Moir	(Gnowellen VBFB)
	Chris Gilmour	(Wellstead VBFB)

**CARRIED**

**7.2.3 Upgrade of South Coast Volunteer Bush Fire Brigade to Offensive Structural Capability (BAC 11/08/03 – Item 7.3)**

**Recommendation**

That the proposal for the South Coast Volunteer Bush Fire Brigade to become structurally capable by equipping it with breathing apparatus, not be pursued immediately and that the proposal be reconsidered biennial.

Moved: Mr C Daubert

Seconded: Mr T Ball

THAT the proposal for the South Coast Volunteer Bush Fire Brigade to become structurally capable by equipping it with breathing apparatus, not be pursued immediately and that the proposal be reconsidered biennial.

**CARRIED**

**7.2.4 Maintenance of First Aid Kits and Senior First Aid courses (BAC 11/08/03 – Item 7.4)**

**Recommendation**

THAT:

- 1) brigades check first aid kits on appliances on a regular basis;
- 2) the replenishment of first aid kits to be funded from brigade Emergency Service Levy budgets; and
- 3) all brigades give consideration to the inclusion of funding for Senior First Aid courses for members in the 2004/05 Emergency Services Levy submission.

**Moved:** Mr C Daubert

**Seconded:** Mr T Ball

THAT:

- 1) brigades check first aid kits on appliances on a regular basis;
- 2) the replenishment of first aid kits to be funded from brigade Emergency Service Levy budgets; and
- 3) all brigades give consideration to the inclusion of funding for Senior First Aid courses for members in the 2004/05 Emergency Services Levy submission.

**CARRIED**

**7.2.5 Identification of First Aid Certified Personnel on the Fireground (BAC 11/08/03 – Item 7.5)**

**Recommendation**

THAT:

- 1) brigades be encouraged to maintain a register of those members possessing current Senior First Aid qualifications; and
- 2) volunteers attending a wildfire be encouraged to advise their crew leader they have a current senior first aid certificate and make a notation on the "I" card by writing "SFA" after their name.

**Moved:** Mr K Johnson

**Seconded:** Mr Cllr D Wolfe

THAT:

- 1) brigades be encouraged to maintain a register of those members possessing current Senior First Aid qualifications; and
- 2) volunteers attending a wildfire be encouraged to advise their crew leader they have a current senior first aid certificate and make a notation on the "I" card by writing "SFA" after their name.

**CARRIED**

**7.2.6 Dual Cab Heavy Duty Units (BAC 11/08/03 – Item 7.6)**

**Recommendation**

That the City liaise with relevant Volunteer Bush Fire Brigades prior to ordering vehicles through the ESL submission, and those recommendations be reported back to the October Bush Fire Advisory Committee annually.

**Moved: Mr T Ball**

**Seconded: Mr K Johnson**

THAT the City liaise with relevant Volunteer Bush Fire Brigades prior to ordering vehicles through the ESL submission, and those recommendations be reported back to the October Bush Fire Advisory Committee annually.

**CARRIED**

**7.2.7 Training Modules (BAC 11/08/03 – Item 7.7)**

**Recommendation**

**THAT:**

- 1) future courses be initially targeted at specific personnel, with subsequent courses being offered to all volunteers as they become available; and
- 2) brigade Training Officers be invited to attend a meeting, at a date to be decided, to discuss next years training program and provide a list of people who wish to do specific courses.

**Moved: Mr K Johnson**

**Seconded: Mr T Ball**

**THAT:**

- 1) future courses be initially targeted at specific personnel, with subsequent courses being offered to all volunteers as they become available; and
- 2) brigade Training Officers be invited to attend a meeting, at a date to be decided, to discuss next years training program and provide a list of people who wish to do specific courses.

**CARRIED**

**7.2.8 Shed in the Goode Beach Locality (BAC 11/08/03 – Item 7.8)**

**Recommendation**

- 1) that Council be requested to support in principle the relocation of the Goode Beach fire appliance from Whaleworld to a more central site in Goode Beach, to be identified by the SCVRFB in consultation with Council staff, to improve the response capability of that unit.
- 2) that, following an appropriate consultation process with Council on a suitable site, a request be forwarded to the Department of Planning and Infrastructure (Land Asset Management Services Branch) to excise an appropriate fire station site from an existing reserve in Goode Beach.

- 3) that Council's Strategic Plan be altered to acknowledge the need for potential fire stations at Goode Beach, Cheynes Beach and Torbay (Torbay Hill) as identified in the Fire Prevention Plan report.
- 4) that forward financial planning be undertaken, through the ESL, to identify future fire stations requirements and funding be sought for those stations in a strategic manner.

**Moved:** Cllr E Barton

**Seconded:** Mr C Daubert

**THAT:**

- 1) Council be requested to support in principle the relocation of the Goode Beach fire appliance from Whaleworld to a more central site in Goode Beach to be identified by the SCVBFB in consultation with Council staff, to improve the response capability of that unit.
- 2) following an appropriate consultation process with Council on a suitable site, a request be forwarded to the Department of Planning and Infrastructure (Land Asset Management Services Branch) to excise an appropriate fire station site from an existing reserve in Goode Beach.
- 3) Council's Strategic Plan be altered to acknowledge the need for potential fire stations at Goode Beach, Cheynes Beach and Torbay (Torbay Hill) as identified in the Fire Prevention Plan report.
- 4) forward financial planning be undertaken, through the ESL, to identify future fire stations requirements and funding be sought for those stations in a strategic manner.

**CARRIED**

**7.2.9 Youngs Shed Extension (BAC 11/08/03 – Item 7.9)**

**Recommendation**

Council not support a request to include an extension to the Youngs Volunteer Bush Fire Brigade fire station in the 2004/2005 ESL funding submission.

**Moved:** Mr T Ball

**Seconded:** Cllr E Barton

**THAT** Council not support a request to include an extension to the Youngs Volunteer Bush Fire Brigade fire station in the 2004/2005 ESL funding submission.

**CARRIED**

**7.2.10 Meals at Wildfires (BAC 11/08/03 – Item 7.10)**

**Recommendation**

**THAT** Council:

- 1) adopt the revised standard of meals to be provided at major wildfires;

- 2) provide sustenance, in accordance with the revised standard of meals, during mop-up operations following a major wildfire if requested by the Incident Controller; and
- 3) amend Section 3.5 of the Strategic Bushfire Plan 2000-2005 by,
  - a) inserting the phrase “, or involved in mop-up operations,” after the words “the scene of a wildfire” in the third sentence of the first paragraph;
  - b) deleting the words “normal meals are missed, the safety of fire fighters is at risk or other criteria dictate that a meal should be provided.” in the third sentence of the first paragraph and inserting the words “the Incident Controller deems otherwise.”; and
  - c) deleting the word “Rangers” in the last sentence of the first paragraph and inserting the words “an authorised City officer”.

**Moved:** Mr K Johnson

**Seconded:** Cllr E Barton

**THAT Council:**

- 1) adopt the revised standard of meals to be provided at major wildfires;
- 2) provide sustenance, in accordance with the revised standard of meals, during mop-up operations following a major wildfire if requested by the Incident Controller; and
- 3) amend Section 3.5 of the Strategic Bushfire Plan 2000-2005 by;
  - a) inserting the phrase “, or involved in mop-up operations,” after the words “the scene of a wildfire” in the third sentence of the first paragraph;
  - b) deleting the words “normal meals are missed, the safety of fire fighters is at risk or other criteria dictate that a meal should be provided.” in the third sentence of the first paragraph and inserting the words “the Incident Controller deems otherwise.”; and
  - c) deleting the word “Rangers” in the last sentence of the first paragraph and inserting the words “an authorised City officer”.

**CARRIED**

## 8. GENERAL BUSINESS:

### 8.1 New SOP for Driptorch fuel

Mr K Johnson raised the issue of FESA’s new Standard Operating Procedure (SOP) regarding the new fuel mix for driptorches. Mr K Barnett advised the meeting that the City had not received advice on the new SOP, and is unable to implement the change until all details are known. Mr M Harton informed the meeting that he would obtain a copy of the SOP for the City.



## 8.2 Changes to Strategic Plan

Mr K Johnson enquired as to when changes to the Strategic Bushfire plan would be sent out to the brigades. Mr K Barnett advised the meeting that recent changes to the Strategic Bushfire Plan would be forwarded to brigades in due course.

## 8.3 Communications brigade

Mr K Johnson enquired about the progress of the formation of a Communications brigade for the coming fire season. Mr S Gray advised the meeting that the procedures for this Communications brigade were in a final draft stage, and that brigades would be consulted and informed of the result before the fire season.

## 8.4 Base Radio for DCBFCO (SW)

Mr C Daubert indicated that he required a base radio for his position as DCBFCO (SW). Mr K Barnett informed the meeting that due to the constraints of the ESL budget it was not possible to purchase a new base radio at this point, however a handheld is available and will be provided to the Deputy Chief Bush Fire Control Officer. The meeting was also informed that there were three other requests for additional radios that had not been budgeted for. This would have to be included in next years ESL budget submission.

## 8.5 Radio Replacement Strategy

The issue of the Radio Replacement Strategy was raised. Mr K Barnett informed the meeting that the City staff are currently working on this strategy and are waiting for brigades to respond with what radios they had so that a strategy can be put in place for next years ESL submission.

## 8.6 Loss of Volunteers

Cllr E Barton raised the issue of loss of volunteers and what was being done to recruit more members. The meeting was informed that this is not just an issue for bush fire services in Albany, but a national problem that applied to SES, Ambulance, and other emergency service volunteers, etc.

The meeting was also informed that the Fire & Emergency Services Authority had taken a recruitment display to the Dowerin Field Day.

**Moved:** Cllr E Barton

**Seconded:** Mr K Johnson

THAT the Administration Officer Bushfire write to FESA requesting them to provide a "recruitment" display stand at the Albany Show.

**CARRIED**

**8.7 Vehicle Stowage**

M Hatton advised that some fire appliances might require additional lengths of hose to assist at plantation fires. City officers indicated they would attend to the issue.

**9. NEXT MEETING:**

Wednesday, 29<sup>th</sup> October 2003 at 0830 hrs at Mercer Road office

**10. CLOSURE**

10:04am

CITY OF ALBANY  
BUSHEIRE MANAGEMENT COMMITTEE  
27<sup>TH</sup> AUGUST 2003

# APPENDIX

**CITY OF ALBANY**  
**MINUTES - BUSHFIRE ADVISORY COMMITTEE**  
**11<sup>TH</sup> AUGUST 2003**

1. **MEETING COMMENCED AT 8.05pm**

2. **ATTENDANCE & APOLOGIES:**

As per attendance and apology sheets.

3. **CONFIRMATION OF MINUTES:**

**MOVED:** J Bocian

**SECONDED:** J Hood

That the minutes of the Bush Fire advisory Committee Meeting held on 14<sup>th</sup> April 2003 be confirmed as a true record of proceedings.

**CARRIED**

4. **BUSINESS ARISING:**

The meeting was informed that General Business Item 7.4 Revision of road verge and external firebreaks in the North East Sector, had not been prepared due to further information required on the new Environmental Protection Act, Wildlife Conservation Act and Bush Fires Act. The Bushfire Administration Officer will continue to liaise with the North east sector on this issue as well as the relevant authorities, so as to be able to submit a discussion paper at the October Bush Fire Advisory Committee meeting.

5. **GUESTS OF COMMITTEE**

Representatives from Fire and Emergency Services Authority and Tree Plantation Companies were in attendance.

6. **REPORTS:**

5.1 Chief Bush Fire control officer (Ken Johnson) report attached.

5.2 Senior Ranger (Garry Turner) presented a verbal report.

5.3 FESA (Murray Hatton) report attached.

7. **MATTERS FOR CONSIDERATION**

7.1 **Gazettal of Bush Fire Control Officers**

**MOVED:** C Butcher

**SECONDED:** J Bocian

**THAT:**

Council endorse the appointment of City of Albany Bush Fire Control Officers and Deputy Bush Fire Control Officers for the 2003/2004 fire season, as per the appended list.

**CARRIED**

**7.2 Appointment of Dual Bush Fire Control Officers**

**MOVED:** A Hawley

**SECONDED:** A Marshall

**THAT** Council

- 1) endorse the appointment of the following Brigade Officers from adjoining local governments as Bush Fire Control officers within the City of Albany:

Shire of Plantagenet:	Warren Forbes	(Narrikup VBFB)
	John Russell	(Porongurup VBFB)
Shire of Gnowangerup:	Colin King	(Borden VBFB)
	Graham Moir	(Borden VBFB)
Shire of Jerramungup:	Anthony Thomas	(Boxwood VBFB); and

- 2) note the submission of the following City of Albany Brigade Officers as Bush Fire Control Officers in adjoining local governments:

Shire of Plantagenet:	John Hood	(Kojaneerup VBFB)
	Tony Slattery	(Kojaneerup VBFB)
	Tom Collins	(Napier VBFB)
	Lance Flett	(Redmond VBFB)
Shire of Gnowangerup:	Peter Moir	(Gnowellen VBFB)
Shire of Jerramungup:	Peter Moir	(Gnowellen VBFB)
	Chris Gilmour	(Wellstead VBFB)

**CARRIED**

**7.3 Upgrade of South Coast Volunteer Bush Fire Brigade to Offensive Structural Capability**

**MOVED:** C Daubert

**SECONDED:** K Johnson

**THAT:**

the proposal for the South Coast Volunteer Bush Fire Brigade to become structurally capable by equipping it with breathing apparatus, not be pursued immediately and that the proposal be reconsidered biennial.

**CARRIED**

**7.4 Maintenance of First Aid Kits and Senior First Aid courses**

**MOVED:** C Butcher

**SECONDED:** J Jamieson

**THAT:**

- 1) brigades check first aid kits on appliances on a regular basis;
- 2) the replenishment of first aid kits to be funded from brigade Emergency Service Levy budgets; and
- 3) all brigades give consideration to the inclusion of funding for Senior First Aid courses for members in the 2004/05 Emergency Services Levy submission.

**CARRIED**

**7.5 Identification of First Aid Certified Personnel on the Fireground**

**MOVED:** B Smoker

**SECONDED:** K Johnson

**THAT:**

- 1) brigades be encouraged to maintain a register of those members possessing current Senior First Aid qualifications; and
- 2) volunteers attending a wildfire be encouraged to advise their crew leader they have a current senior first aid certificate and make a notation on the "T" card by writing "SFA" after their name.

**CARRIED**

**7.6 Dual Cab Heavy Duty Units**

**MOVED:** K Johnson

**SECONDED:** J Bocian

**THAT:**

That the City liaise with relevant Volunteer Bush Fire Brigades prior to ordering vehicles through the ESL submission, and those recommendations be reported back to the October Bush Fire Advisory Committee annually.

**CARRIED**

**7.7 Training Modules**

**MOVED:** J Bocian

**SECONDED:** G Ayres

**THAT:**

- 1) future courses be initially targeted at specific personnel, with subsequent courses being offered to all volunteers as they become available; and
- 2) brigade Training Officers be invited to attend a meeting, at a date to be decided, to discuss next years training program and provide a list of people who wish to do specific courses.

**CARRIED**

**7.8 Shed in the Goode Beach Locality**

**MOVED:** S Wells

**SECONDED:** C Daubert

**THAT:**

- 1) that Council be requested to support in principle the relocation of the Goode Beach fire appliance from Whaleworld to a more central site in Goode Beach, to be identified by the SCVBFB in consultation with Council staff, to improve the response capability of that unit.
- 2) that, following an appropriate consultation process with Council on a suitable site, a request be forwarded to the Department of Planning and Infrastructure (Land Asset Management Services Branch) to excise an appropriate fire station site from an existing reserve in Goode Beach.

- 3) that Council's Strategic Plan be altered to acknowledge the need for potential fire stations at Goode Beach, Cheynes Beach and Torbay (Torbay Hill) as identified in the Fire Prevention Plan report.
- 4) that forward financial planning be undertaken, through the ESL, to identify future fire stations requirements and funding be sought for those stations in a strategic manner.

**CARRIED**

#### **7.9 Youngs Shed Extension**

**MOVED:** J Bocian

**SECONDED:** K Johnson

**THAT:**

Council not support a request to include an extension to the Youngs Volunteer Bush Fire Brigade fire station in the 2004/2005 ESL funding submission.

**CARRIED**

#### **7.10 Meals at Wildfires**

**MOVED:** A Hawley

**SECONDED:** T Collins

**THAT** Council:

- 1) adopt the revised standard of meals to be provided at major wildfires;
- 2) provide sustenance, in accordance with the revised standard of meals, during mop-up operations following a major wildfire if requested by the Incident Controller; and
- 3) amend Section 3.5 of the Strategic Bushfire Plan 2000-2005 by:
  - a) inserting the phrase ", or involved in mop-up operations," after the words "the scene of a wildfire" in the third sentence of the first paragraph;
  - b) deleting the words "normal meals are missed, the safety of fire fighters is at risk or other criteria dictate that a meal should be provided." in the third sentence of the first paragraph and inserting the words "the Incident Controller deems otherwise."; and
  - c) deleting the word "Rangers" in the last sentence of the first paragraph and inserting the words "an authorised City officer".

**CARRIED**

### **8. GENERAL BUSINESS:**

#### **8.1 Slashing of City reserves**

Alan Hawley raised the issue of re-slashing areas of City Reserves afterwards due to 'suckers' coming up. The meeting was informed that where it was warranted a tractor slasher would redo these areas.

## **8.2 2003/2004 Firebreak Notice**

A copy of this years firebreak notice was circulated around the meeting. For next years notice there will be one standard for the South West sector and one standard for the North East sector.

A meeting is to be held with those brigades who have optional firebreaks so as to have one standard for all.

## **8.3 Lot and House Numbers.**

The issue of the new house and lot numbers being allocated was raised. Robert Fenn informed the meeting that this information would be sent out with the annual rate notices.

## **8.4 Project 'Vesta' Seminar**

Disappointment was raised that more places were not available for more than 5 members to attend the Project 'Vesta' seminar held on Friday 15<sup>th</sup> August. The Bushfire Administration Officer has asked Dr Lachie McCaw to give a 1.5-2 hour talk on the outcomes of Project 'Vesta', and will advise of a time and date before commencement of the fire season.

## **9. NEXT MEETING:**

To be held at the City of Albany Mercer Road Offices, Monday 13<sup>th</sup> October 2003, commencing 8.00pm.

## **10. CLOSURE**

9.35pm



## Item 7.1 - Bushfire Advisory Committee

### CITY OF ALBANY BUSHFIRE FIRE CONTROL OFFICERS & DEPUTY BUSHFIRE CONTROL OFFICERS 2003/2004

<b>BRIGADE</b>	<b>FCO</b>	<b>* DFCO</b>
<b>BORNHOLM</b>	Graham Ayres	Gavin Hamilton
<b>ELLEKER</b>	Arthur Hills	Brian Boreham
<b>GNOWELLEN</b>	Peter Moir	Noel Stoney
<b>GREENRANGE</b>	Ian Smith	Perry Cusack
<b>HIGHWAY</b>	Chris Norton	Martin Vandongen
<b>KALGAN</b>	John Bocian	John Powis
<b>KING RIVER</b>	Brian Davis	Alan Hawley
<b>KOJANEERUP</b>	John Hood	Tony Slattery
<b>MANYPEAKS</b>	Richard Metcalf	Alan Lubke
<b>NAPIER</b>	Tom Collins	Greg Collins
<b>REDMOND</b>	Lance Flett	Garry Haley
<b>SOUTH COAST</b>	Harry Hartley	Brian May
<b>SOUTH STIRLINGS</b>	Graeme Pyle	Brenden Warburton
<b>TORBAY</b>	Andrew Marshall	Phillip Marshall
<b>WELLSTEAD</b>	Chris Gilmour	Malcolm Fenwick
<b>YOUNGS SIDING</b>	Charlie Butcher	Kevin Martin

(\* DFCOs have the authority to sign burning permits only)

<b>CITY OF ALBANY<sup>1</sup></b>	Steve Gray Garry Turner Joe Gimondo Phil Dunkley Gerry Monkhorst Rob Hall	
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(<sup>1</sup> Authority of a Fire Control Officer across the City of Albany)

<b>Chief Bush Fire Control Officer</b>	<b>Deputy Chief Bush Fire Control Officer (North East)</b>	<b>Deputy Chief Bush Fire Control Officer (South West)</b>
Ken Johnson	Brian Lester	Colin Daubert

<b>Senior Fire Control Officer (South West)</b> Charlie Butcher	<b>Senior Fire Control Officer (North East)</b> John Hood
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# **Agenda Item Attachments**

## **CORPORATE & COMMUNITY SERVICES SECTION**

DATE	CREDITOR	INVOICE DETAILS	AMOUNT
08/08/2003	ALBANY RACING CLUB	SPONSORSHIP CITY OF ALBANY CUP 2003	3,300.00
08/08/2003	BSC MOTION TECHNOLOGY	GLAND PACKING	20.55
08/08/2003	CONNELL WAGNER	ALBANY AIRPORT MASTER PLAN	4,400.00
08/08/2003	DATATRAX PTY.LTD	FULL MOTION VIDEO ADVERTISEMENT - ALBANY REGION	495.00
08/08/2003	DEPARTMENT OF LAND INFORMATION	REQUISITION NOTICE OF LEASE H552228	50.00
08/08/2003	DORALANE PASTRIES	CATERING	27.72
08/08/2003	DOWN SOUTH FESTIVAL INC.	FINANCIAL ASSISTANCE PROGRAM SUPPORT FOR THE DOWN SOUTH FESTIVAL 2004 EVENT	4,000.00
08/08/2003	GIARDINIS DELI	CATERING SUPPLIES	14.00
08/08/2003	MAJOR LOCKYER PROCLAMATION SOCIETY	MARCH FIRING OF NOONDAY GUN HISTORICAL SPEECH AND SINGING OF BRITISH NATIONAL ANTHEM	800.00
08/08/2003	PFARSON SPRAYPAINTERS	REPAIRS TO COMMODORE EXECUTIVE SEDAN	363.00
08/08/2003	PENNI SUTTON	HOLIDAY PROGRAM - SCULPTURE	270.00
08/08/2003	PETTY CASH - ADMIN LEASES	PETTY CASH - ADMIN LEASES	28.45
08/08/2003	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	268.35
08/08/2003	TEXTILE TRADERS	MATERIAL	17.98
08/08/2003	QUEST YELVERTON KALGOORLIE	ACCOMMODATION - MARK WELLER	156.00
08/08/2003	UNIVERSITY OF WESTERN AUSTRALIA	THIRD CONTRIBUTION TO CENTRE OF EXCELLENCE IN NATURAL RESOURCE MANAGEMENT 2002/2003	36,667.40
08/08/2003	WURTH AUSTRALIA PTY LTD	PACKS OF CABLE TIES	143.25
08/08/2003	BERRY, JON	CROSSOVER SUBSIDY - 65 HILL STREET	211.56
08/08/2003	VRBAN, LISA	CROSSOVER SUBSIDY - 9 HIGHCLERE CLOSE	188.00
08/08/2003	ZEN FROST	ATTENDANCE AT NATIONAL CROSS COUNTRY	200.00
14/08/2003	UNIVERSITY OF WESTERN AUSTRALIA	BIODIESEL WORKSHOP	110.00
15/08/2003	ALBANY PUBLIC LIBRARY	STAFF TEA MONEY	56.00
15/08/2003	PROPERTY FORCE EDMUNDS REALTY	50% VALUATION FEE FOR CARLYLES	110.00
15/08/2003	ALLERDING BURGESS	3RD PAYMENT PARTIAL COMPLETION OF 2ND PROGRESS	2,755.50
15/08/2003	THE APEX CLUB OF ALBANY (INC)	SPONSORSHIP FOR ALBANY HOSPICE CHARITY GOLF DAY	200.00
15/08/2003	BP AUSTRALIA LTD	REFUND AIRPORT HANGAR LEASE	575.00
15/08/2003	CITY OF ALBANY TRUST A/C	RETENTION INVOICE 00005889 CERTIFICATE NO 2 CONTRCT ADVERTISEMENT	1,065.24
15/08/2003	DATATRAX PTY.LTD	PAYMENT OF REQUISITION NOTICE FOR DOCUMENT 1548348	165.00
15/08/2003	DEPARTMENT OF LAND INFORMATION	REFUND, OVERCHARGE ON INVOICE 22585	50.00
15/08/2003	DEPARTMENT OF TRANSPORT	LEASE RENT	238.84
15/08/2003	DEPARTMENT OF PLANNING & DUNES RESTAURANT	REVIEW OF STRATEGIC PLAN WORKSHOPS	357.50
15/08/2003	GREAT SOUTHERN POLICE DISTRICT	HIRE OF ROOM AT GOLF CLUB AND CATERING	975.00
15/08/2003	INFORMA AUSTRALIA PTY LTD	2 TICKETS TO GREAT SOUTHERN POLICE CHARITY BALL SUBSCRIPTION	130.00
15/08/2003	KEYNOTE CONFERENCES	REGISTRATION FEE, SERGIO MASSIMINI	110.00
15/08/2003	LASSO PRODUCTIONS	1 BETACAM COPY OF STHRN PROVINCE PROJECTS GROUPS	672.00
15/08/2003	LOCAL GOVERNMENT MANAGERS	MEMBERSHIP SUBSCRIPTIONS 2003-2004	88.00
			297.00

DATE	CREDITOR	INVOICE DETAILS	AMOUNT
15/08/2003	MINORBA GRAZING CO	200x75x2.4 treated pine sleepers	2,559.00
15/08/2003	NCC SPRAY CLEEN AUST PTY LTD	20LTR DRUM OLYMPIC CLEEN	300.00
15/08/2003	NOORDEMAN DIESEL	Supply Cummins engine parts as requested.	814.90
15/08/2003	PAUL ARMSTRONG PANELBEATERS	REPAIRS - ESTIMATE NO. 10433	229.15
15/08/2003	PETTY CASH - ALAC	ALAC SUPPLIES	83.25
15/08/2003	PETTY CASH - ALB PUBLIC LIB	LIBRARY SUPPLIES	64.95
15/08/2003	PETTY CASH - ADMIN LEASES	PETTY CASH - ADMIN LEASES	34.15
15/08/2003	PIONEER CONSTRUCTION MATERIALS PTY	SURESET GOLD	816.13
15/08/2003	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	4,014.70
15/08/2003	TEXTILE TRADERS	15 metres hessian	66.05
15/08/2003	TREVOR LENEGAN PLUMBING	PLUMBING REPAIRS & MAINTENANCE	1,495.30
15/08/2003	CHURCHES COMMISSION ON EDUCATI	BOX OFFICE INCOME - 2ND ANNUAL YOUTHCARE VARIETY	324.40
15/08/2003	MILNE, SALLY	CROSSOVER SUBSIDY - 120 BRUNSWICK ROAD	161.49
22/08/2003	ALINTA GAS	GAS USAGE CHARGES	5,576.90
22/08/2003	APC STORAGE SOLUTIONS PTY LTD	Utility Cart Enclosed 2 Sides (4092) - Black (inclusive of freight	651.20
22/08/2003	ATTWELL, RAY	MTRS LIME FROM PIT ON PRINCESS AVENUE	528.00
22/08/2003	CITY OF ALBANY	FLOAT FOR 2ND CASHIER	500.00
22/08/2003	CM AK GROCCOTT	CLEANING	828.00
22/08/2003	CROWNE PLAZA PERTH	ACCOMMODATION FOR MR A HAMMOND LOCAL GOVERNMENT	294.00
22/08/2003	FULLER, BL & JM	REFUND BOND ON RELOCATED DWELLING-P235078-STH	5,000.00
22/08/2003	HARBOUR NEWS	NEWSPAPERS	50.31
22/08/2003	JIM KIDD SPORTS - ALBANY	AIR HORN	86.80
22/08/2003	KARRATHA INTERNATIONAL HOTEL	ACCOMMODATION: SHERYL STEVENS	624.00
22/08/2003	KIDS HELP LINE	DONATION FOR 'LOCK UP YOUR BOSS DAY' FUNDRAISING FO	100.00
22/08/2003	MAINPEAK COTTESLOE	KIDS HELP LINE	
22/08/2003	MERRIFIELD REAL ESTATE	GOODS SUPPLIES - ALAC	308.20
22/08/2003	MINORBA GRAZING CO	Rent for storage unit 10/41 vine street from 18/06/03 to 02/09/03	605.00
22/08/2003	MOTEL LEGRANDE	supply of one pack of 31 sleepers 200 x 75 x 2.4 mts	434.00
22/08/2003	PEARSON SPRAYPAINTERS	Catering for Noon Community Workshop	1,548.60
22/08/2003	PETTY CASH - CITY OF ALBANY	REPAIRS TO BUMPER BAR DAMAGE ON VEHICLE	363.00
22/08/2003	PETTY CASH - TOWN HALL	PETTY CASH - YORK STREET	461.55
22/08/2003	ALBANY SPORTS CFNTRE	PETTY CASH - TOWN HALL	211.45
22/08/2003	COMMISSIONER OF STATE REVENUE	UMPIRES/PETTY CASH MONIES	1,532.00
22/08/2003	STANDARDS AUSTRALIA	STAMP DUTY ASSESSMENT - LAIDER RJ	69.60
22/08/2003	STARBUST CIRCUS	STANDARDS PUBLICATIONS	68.64
22/08/2003	SAM STEVENSON	RELEASE OF BOND - LESS EXPENSES	749.37
22/08/2003	TELSTRA CORPORATION LIMITED	REIMBURSEMENT FOR SAFETY BOOTS	94.00
22/08/2003	TIM'S TYRES	TELEPHONE CHARGES	14,509.50
22/08/2003	TROVER LEARNING	TYRE REPAIR	22.00
22/08/2003	VANCOUVER WASTE SERVICES	GOODS - DAY CARE CENTRE	168.35
22/08/2003	WATER CORPORATION	WEEKS HIRE OF WASTE COMPACTOR AS PER CONTRACT NO:	5,500.00
		WATER CONSUMPTION	2,726.90

DATE	CREDITOR	INVOICE DETAILS	AMOUNT
29/08/2003	ALBANY COMMUNITY RADIO INC.	MAST RENTAL - AUTO RETICULATION SYSTEM	440.00
29/08/2003	ALBANY PHYSIOTHERAPY CLINIC	PROVIDER 723411X PAUL MANASSAH - EMPLOYEE	130.90
29/08/2003	ALJINTA GAS	GAS USAGE CHARGES	21.25
29/08/2003	ATTWELL, RAY	50 mls of lime stone for mairbellup rd	541.20
29/08/2003	BIRDS AUSTRALIA WESTERN AUSTRALIA	BIRD IMAGES SUPPLIED TO ALBANY BIRD GROUP	1,200.00
29/08/2003	DAVID MOSS & CO	DRAINAGE EASEMENT	1,131.80
29/08/2003	DEPARTMENT FOR PLANNING &	REGISTRATIONS 2003/2004	56.10
29/08/2003	DRAKES APARTMENTS WITH CARS	ACCOMMODATION FOR TURF SEMINAR	50.00
29/08/2003	KMART ALBANY	SELFTAPPERS, S/LINE ENERGY BC	23.57
29/08/2003	NATIONAL CHILDCARE ACCREDITATION	ANNUAL REGISTRATION FEE	144.00
29/08/2003	PETTY CASH - CITY OF ALBANY	DOOR CHIME FOR CHAMBERS	253.95
29/08/2003	PETTY CASH - DAY CARE CENTRE	KMART/LEADING EDGE COMP	238.30
29/08/2003	PETTY CASH - ALB PUBLIC LIB	CHILDREN'S BOOK WEEK	96.20
29/08/2003	PETTY CASH - ADMIN LEASES	PETTY CASH - ADMIN LEASES	31.95
29/08/2003	PM PETERS	Rates refund for assessment A91811 11 DENMAN ROAD MT	160.74
29/08/2003	SPORTS MEDICINE AUSTRALIA (WA	SPORTS MEDICINE AWARENESS COURSE	120.00
29/08/2003	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	133.65
29/08/2003	THE BOOK GARDEN PTY LTD	DCC PURCHASES	338.80
29/08/2003	WA NEWSPAPERS LIMITED	8 X COPIES OF STREETSMART 2004	140.64
29/08/2003	WATER CORPORATION	WATER CONSUMPTION	916.30
02/09/2003	DEPARTMENT FOR PLANNING &	LICENCE FEE FOR FOUR HC TRUCK LICENCES	574.80

**TOTAL - 124,231.05**

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11616	08/08/2003	ACTIVE PLUMBING	PLUMBING REPAIRS & MAINTENANCE	358.36
EFT11617	08/08/2003	AUSTRALIAN AIRPORTS ASSOCIATION	ANNUAL MEMBERSHIP SUBS 1/7/03 TO 30/6/04	1,650.00
EFT11618	08/08/2003	ALBANY ADVERTISER	ADVERTISING	252.45
EFT11619	08/08/2003	ALBANY BRAKE & CLUTCH	VEHICLE MAINTENANCE	38.50
EFT11620	08/08/2003	ALBANY HYDRAULICS	VEHICLE REPAIRS/PARTS	172.93
EFT11621	08/08/2003	ALBANY V BELT & RUBBER	FILTERS/VEHICLE PARTS	315.29
EFT11622	08/08/2003	ALBANY STATIONERS	STATIONERY SUPPLIES	47.50
EFT11623	08/08/2003	ALBANY RURAL & GENERAL	Green Pipe 6m x 250mm	173.51
EFT11624	08/08/2003	ALBANY GAS CENTRE PTY LTD	FORKLIFT GAS CYLINDER REFILL	304.00
EFT11625	08/08/2003	ALBANY REFRIGERATION	SERVICE CALL/LABOUR/BATTERIES	110.00
EFT11626	08/08/2003	ALD FUEL INJECTION SERVICES	Recon injectors as required.	572.81
EFT11627	08/08/2003	ALL EVENTS PROSOUND HIRE	WIZ REHEARSAL/BOX OFFICE - TOWN HALL	116.05
EFT11628	08/08/2003	ARGYLES BISTRO	CATERING	201.50
EFT11629	08/08/2003	ART ON THE MOVE	MEMBERSHIP 2003/2004	82.50
EFT11630	08/08/2003	ATC RECRUITING	CASUAL STAFF	6,673.85
EFT11631	08/08/2003	ATKINS CARLYLE	ELECTRICAL EQUIPMENT/SUPPLIES	57.20
EFT11632	08/08/2003	AUSSIE DRAWCARDS PTY LTD	PREMIER METROPOLITAN SERVICE - AUGUST 2003	250.00
EFT11633	08/08/2003	ALBANY AUTOSPARK	VEHICLE REPAIRS/PARTS	136.25
EFT11634	08/08/2003	BAREFOOT CLOTHING MANUFACTURERS	EMBROIDERY	42.90
EFT11635	08/08/2003	BENARA NURSERIES	white carpet roses	301.13
EFT11636	08/08/2003	BEST OFFICE SYSTEMS	PHOTOCOPIER CHARGES	741.65
EFT11637	08/08/2003	BLACKWOODS ATKINS	Cartons 4'121 Kimwipes - Barrel roll	300.23
EFT11638	08/08/2003	ALBANY BOBCAT SERVICES	remove tree loppings various locations	742.50
EFT11639	08/08/2003	MURRY BRACKNELL	REIMBURSEMENT FOR WORK PANTS	59.95
EFT11640	08/08/2003	BUILDING AND CONSTRUCTION IND TRAINING FUND	TRAINING LEVY -	9,604.90
EFT11641	08/08/2003	BUILDERS' REGISTRATION BOARD	BRB LEVY FOR MONTH OF JULY 2003	2,401.00
EFT11642	08/08/2003	BUNNINGS PROPERTY MANAGEMENT LTD	HARDWARE/TOOL SUPPLIES	95.14
EFT11643	08/08/2003	C&C MACHINERY CENTRE	VEHICLE MAINTENANCE/PARTS	312.68
EFT11644	08/08/2003	CABCHARGE AUSTRALIA LIMITED	TAXI FARES	6.00
EFT11645	08/08/2003	CBFC LIMITED	LEASE OF VEHICLE - SALEYARDS	483.48
EFT11646	08/08/2003	COAST LINE KERBING	KERBING AT LOCKER AVENUE ROUNDABOUT	1,447.50
EFT11647	08/08/2003	COLES SUPERMARKETS AUST P/LTD	ITEMS FOR CEO OFFICE (MEETINGS)	76.88
EFT11648	08/08/2003	COURIER AUSTRALIA	FREIGHT CHARGES	451.46
EFT11649	08/08/2003	COUNTRYWIDE SIGNS	SUPPLY/PAINT AND SIGNWRITE ALUMINIUM SIGN FOR THE FORTS	539.00
EFT11650	08/08/2003	COVENTRYS	VEHICLE PARTS	242.64
EFT11651	08/08/2003	CRUMPS CANVAS	REPAIRS TO CHAPS	7.50
EFT11652	08/08/2003	READYMIX HOLDINGS PTY LTD	CONSTRUCTION MATERIALS	2,129.16
EFT11653	08/08/2003	AL CURNOW HYDRAULICS	FORKLIFT HIRE	475.20
EFT11654	08/08/2003	DEPARTMENT OF LAND INFORMATION	TITLE SEARCHES	114.00

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11657	08/08/2003	ALBANY ENGINEERING CO	MAINTENANCE VEHICLES	729.95
EFT11658	08/08/2003	LAYTON TECHNOLOGY PTY LTD	CONTINUED ANNUAL SUPPORT FOR AUDITWIZARD	320.00
EFT11659	08/08/2003	FARM FRESH FOOD MARKET	CATERING SUPPLIES	314.17
EFT11660	08/08/2003	FATCATS CARWASH	CLEAN & DETAIL VEHICLE	38.00
EFT11661	08/08/2003	GEOTASK (AUSTRALIA)	FEES RELATING TO ARCVIEW DATA	3,630.00
EFT11662	08/08/2003	GEORGE VASSILIOU	FEASIBILITY STUDY AND RECREATION PRECINCT PLAN	3,850.00
EFT11663	08/08/2003	GNU SOLUTIONS	IT SUPPORT	2,266.00
EFT11664	08/08/2003	GREAT SOUTHERN GROUP TRAINING	APPRENTICES FEES	3,149.92
EFT11665	08/08/2003	PICTON PRINT & DESIGN	DESIGN & PRINTING 20000 BROCHURES FOR WASTE MANAGEMENT	2,500.00
EFT11666	08/08/2003	GT BEARING & ENGINEERING SUPPLIES	VEHICLE PARTS	177.00
EFT11667	08/08/2003	HARDING FIRE SERVICES	FIRE EQUIPMENT MAINTENANCE	114.40
EFT11668	08/08/2003	HINDLEY, RICHARD	TERTIARY STUDIES - REMBURSEMENT	1,400.00
EFT11669	08/08/2003	IMAGE QUEST	2 COPIES OF ALBANY ADVANTAGE ON SP BETACAM	200.00
EFT11670	08/08/2003	JAMES CHRISTOU & PARTNERS ARCHITECTS	ARCHITECTURAL SERVICES	7,799.00
EFT11671	08/08/2003	JAN'S ELECTRONICS	ELECTRICAL REPAIRS - TOWN HALL	93.50
EFT11672	08/08/2003	KEY 2 DESIGN	Printing of 600 3D Community Planning Workshops	742.50
EFT11673	08/08/2003	STATE LIBRARY OF WESTERN AUSTRALIA	LOST/DAMAGED BOOKS	330.00
EFT11674	08/08/2003	LORLAINE DISTRIBUTORS PTY LTD	CLEANING GOODS	163.20
EFT11675	08/08/2003	ALBANY PARTY HIRE & GRINNERS CATERING	hire glasses, tumblers and carafes	33.60
EFT11676	08/08/2003	ALBANY CITY HOLDEN	VEHICLE PARTS/MAINTENANCE	962.00
EFT11677	08/08/2003	MATHOS ENGINEERING	STOCK CRATE MADE FOR P2049	200.00
EFT11678	08/08/2003	BEST ELECTRICAL	REPAIRS & MAINTENANCE	85.90
EFT11679	08/08/2003	BROADCAST AUSTRALIA PTY LTD	TRANSMISSION SERVICE	95.03
EFT11680	08/08/2003	NEWBYS AUTOMOTIVE ELECTRICIANS	VEHICLE PARTS/REPAIRS	165.65
EFT11681	08/08/2003	N.K.P. CLEANING SERVICES	MONTHLY CLEANING CONTRACT	2,254.55
EFT11682	08/08/2003	NORTHSIDE CAR CARE	VEHICLE REPAIRS/MAINTENANCE	186.75
EFT11683	08/08/2003	TAMMI OORSCHOT	REIMBURSEMENT FOR COURSE FEES	30.00
EFT11684	08/08/2003	OZ FIBRE TEKNICS	SWIM TABLE REPAIRS	346.50
EFT11685	08/08/2003	PHOTORAMA	FILMS D & P/PURCHASES	55.80
EFT11686	08/08/2003	PHOENIX COMMUNICATIONS	PRODUCTION OF ADVERTISEMENT FOR COA IN ALBANY ADVERTISER	489.50
EFT11687	08/08/2003	PRESTIGE PROPERTY SERVICES PTY LTD	CLEANING - VANCOUVER ARTS CNTR	468.15
EFT11688	08/06/2003	PURPOSE TRAINING	EXCEL TRAINING-L SELBY & M BRACKNELL	82.50
EFT11689	08/08/2003	R & JK PETROLEUM	FUEL SUPPLIES -	9,179.26
EFT11690	08/08/2003	REEVES & CO BUTCHERS PTY LTD	CATERING SUPPLIES	113.75
EFT11691	08/08/2003	E & MJ ROSHER PTY LTD	24 bolts part no. S 4947	375.90
EFT11692	08/08/2003	SANFORD POWER TOOLS	HARDWARE/TOOL SUPPLIES	180.77
EFT11693	08/08/2003	ALBANY SANDWICH BAR	MILK SUPPLIES - STAFF YORK ST	163.25
EFT11694	08/08/2003	SKYWEST AIRLINES PTY LTD	Flight: Mark Weller Perth to Geraldton return, Perth to Kalgoorlie return, Perth to Albany	1,197.06
EFT11695	08/08/2003	SOUTHERN FUEL INJECTION SERVICES	CHECK & ALIGN C/ROD	33.00

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11698	08/08/2003	SOUTHWAY DISTRIBUTORS	GOODS DAY CARE CENTRE	86.12
EFT11699	08/08/2003	STAR SALES & SERVICE	HARDWARE/VEHICLE PARTS	37.93
EFT11700	08/08/2003	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	230.65
EFT11701	08/08/2003	SUNNY SIGN COMPANY	SIGN PURCHASES	1,798.01
EFT11702	08/08/2003	ALBANY LOCK SERVICE	LOCKSMITH SERVICES,REPAIRS ETC	327.20
EFT11703	08/08/2003	DEWSONS	GOODS - DAY CARE CENTRE	365.41
EFT11704	08/08/2003	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	470.23
EFT11705	08/08/2003	THEYER AUTOMOTIVE	ATTEND TO HANRAHAN ROAD DEPOT AND CVHECK FORKLIFT - REPAIRS/MAINTENANCE	83.30
EFT11706	08/08/2003	TRUCKLINE	VEHICLE PARTS	48.61
EFT11707	08/08/2003	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	475.00
EFT11708	08/08/2003	URBAN FOCUS	BAYONET HEAD - JAN-JUNE 2003	769.78
EFT11709	08/08/2003	IT VISION USER GROUP	ANNUAL SUBS 2003/2004	330.00
EFT11710	08/08/2003	VISUAL ECHO	ALAC FEASIBILITY STUDY & CENTENNIAL PARK PAGE	160.00
EFT11711	08/08/2003	G.P. WALKER	EMERGENCY EVACUATION LIGHTING	47.50
EFT11712	08/08/2003	ALBANY & GREAT STHN WEEKENDER	ADVERTISING	212.85
EFT11713	08/08/2003	MARK WELER	REIMBURSEMENT FACILITY TOURS	920.95
EFT11714	08/08/2003	WESTERN POWER	ELECTRICITY SUPPLIES	584.00
EFT11715	08/08/2003	WESTCARE INDUSTRIES	LB0068 - Please rewind tape stickers x 5 rolls	86.75
EFT11716	08/08/2003	WESFARMERS LANDMARK LIMITED	GALVANISED FENCE DROPPERS	154.00
EFT11717	08/08/2003	WIGNALLS WINES	Wine as per order	2,127.83
EFT11718	08/08/2003	WIZID PTY LTD	GOODS - ALAC	275.00
EFT11719	08/08/2003	ZENITH LAUNDRY	LAUNDRY SERVICES/HIRE	4.72
EFT11720	15/08/2003	A & B CANVAS AUSTRALIA	YELLOW WIND SOCK LARGE	148.90
EFT11721	15/08/2003	ABA SECURITY	SECURITY REPAIRS & MAINTENANCE	3,962.00
EFT11722	15/08/2003	ABBOTTS LIQUID SALVAGE	PUMP PUBLIC TOILETS	731.25
EFT11723	15/08/2003	ACTIV FOUNDATION INC	CLEANING RAGS	60.50
EFT11724	15/08/2003	ACTIVE PLUMBING	PLUMBING REPAIRS & MAINTENANCE	1,402.38
EFT11725	15/08/2003	AD CONTRACTORS	EARTHMOVING WORKS & EQUIP HIRE	1,311.20
EFT11726	15/08/2003	AIR LIQUIDE W.A. PTY LTD	OXYGEN/ACETYLENE SUPPLIES	217.80
EFT11727	15/08/2003	ALBANY ADVERTISER	ADVERTISING	488.07
EFT11728	15/08/2003	ALBANY VALUATION SERVICES	RENTAL VALUATIONS	275.00
EFT11729	15/08/2003	ALBANY V BELT & RUBBER	FILTERS/VEHICLE PARTS	250.04
EFT11730	15/08/2003	ALBANY CHAMBER OF COMMERCE	GRANT - ANNUAL AWARDS	2,516.20
EFT11731	15/08/2003	ALBANY AGRICULTURAL SOCIETY INC	REFUND WORK DONE TO TOILET BLOCK AT CENTENNIAL OVAL	52.90
EFT11732	15/08/2003	TRICOAST CIVIL (FORMERLY ALBANY DRAINAGE)	SALEYARDS CONTRACT 16287A TRUCK WASH	1,891.36
EFT11733	15/08/2003	ALBANY GOLF CLUB	WASTEWATER TREATMENT SYSTEM REVIEW STRATEGIC PLAN WORKSHOPS	710.00
EFT11734	15/08/2003	ALBANY PLUMBING AND BATHROOM SUPPLIES	HIRE OF ROOM AT GOLF CLUB & CATERING PLUMBING SUPPLIES	99.75



EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11737	15/08/2003	ALLROAD MOTOR BODY BUILDERS	VEHICLE REPAIRS/PARTS	432.99
EFT11738	15/08/2003	ANGUS AND ROBERTSON BOOKSHOP	BOOKS/MAGAZINES/NEWSPAPERS	552.74
EFT11739	15/08/2003	ARGYLES BISTRO	CATERING	45.00
EFT11740	15/08/2003	ATC RECRUITING	CASUAL STAFF	1,621.46
EFT11741	15/08/2003	AUSTRALIA POST	POSTAGE -	3,788.08
EFT11742	15/08/2003	BAREFOOT CLOTHING MANUFACTURERS	UNIFORM	481.40
EFT11743	15/08/2003	BEST OFFICE SYSTEMS	PHOTOCOPIER CHARGES	45.00
EFT11744	15/08/2003	BLACKWOODS ATKINS	TAPE MEASURE 8 METRES	571.29
EFT11745	15/08/2003	BOOLAH ART & CRAFT SUPPLIES	GOODS - VANCOUVER ARTS CENTRE	68.75
EFT11746	15/08/2003	BROADCAST ENGINEERING SERVICES	FINAL PAYMENT ADDITIONAL COST OF TRANSMIT ANTENNA UTILISED AT WELLSTEAD	5,000.00
EFT11747	15/08/2003	BUNNINGS PROPERTY MANAGEMENT LTD	HARDWARE/TOOL SUPPLIES	72.44
EFT11748	15/08/2003	BUSBY INVESTMENTS PTY LTD	HIRE OF CAR FOR MR WILLIAM PARKER	146.25
EFT11749	15/08/2003	BUSSELTON MOWER WORLD	5 sets of blades part no. 270990 (52)"	466.00
EFT11750	15/08/2003	J & S CASTLEHOW	ELECTRICAL REPAIRS/MAINTENANCE	60.50
EFT11751	15/08/2003	CASTROL AUSTRALIA PTY. LIMITED	OIL SUPPLIES	985.22
EFT11752	15/08/2003	CATIONS, NICOLA	Design of Albany in the 1980's poster in PDF format	297.00
EFT11753	15/08/2003	CHADSON ENGINEERING PTY LTD	TABLETS	186.45
EFT11754	15/08/2003	CIPRIAN JEWELLERS	REPAIR CLOCK AT OLD POST OFFICE	2,900.00
EFT11755	15/08/2003	CIRCUIT WEST INC.	FULL MEMBERSHIP FEES	200.00
EFT11756	15/08/2003	COLRAY EXHAUST	VEHICLE PARTS	58.00
EFT11757	15/08/2003	COLES SUPERMARKETS AUST P/LTD	DAYCARE SUPPLIES	61.15
EFT11758	15/08/2003	COUNTRY CARRIERS	FREIGHT CHARGES	56.02
EFT11759	15/08/2003	COVENTRYS	VEHICLE PARTS	194.22
EFT11760	15/08/2003	READYMIX HOLDINGS PTY LTD	CONSTRUCTION MATERIALS	3,032.66
EFT11761	15/08/2003	CUMMINS ENGINE CO PTY LTD	VEHICLE PARTS	33.44
EFT11762	15/08/2003	DELRON CLEANING ALBANY	CLEANING	4,786.08
EFT11763	15/08/2003	DEPARTMENT OF TREASURY AND FINANCE	CONTRACT 115399, MERCHANT SERVICES	133.08
EFT11764	15/08/2003	DOWD CORPORATION PTY LTD	STAFF UNIFORMS	35.50
EFT11765	15/08/2003	DR WL GRIFFITHS PTY LTD	C CRISP	49.50
EFT11766	15/08/2003	DUN & BRADSTREET (AUSTRALIA) PTY. LTD.	LEGAL FEES - DEBT RECOVERY	54.17
EFT11767	15/08/2003	EAGLE SPORTS	EYELINE SWIM FINS	53.90
EFT11768	15/08/2003	EBSCO AUSTRALIA	READERS DIGEST	66.96
EFT11769	15/08/2003	EL HASSANI, JENNIFER	PROFESSIONAL SERVICES	396.00
EFT11770	15/08/2003	P & W ELOY ELECTRICAL SERVICES	ELECTRICAL REPAIRS	1,638.77
EFT11771	15/08/2003	ESRI AUSTRALIA	ARCVIEW 3.3 FOR WINDOWS/NT - BOX	3,366.00
EFT11772	15/08/2003	FARM FRESH FOOD MARKET	CATERING SUPPLIES	646.37
EFT11773	15/08/2003	FORTS VOLUNTEERS	TOUR GUIDE FEE FOR GOLDRUSH DEPARTING 21/07/03	10.00
EFT11774	15/08/2003	GREAT SOUTHERN GROUP TRAINING	APPRENTICES FEES	1,401.13
EFT11775	15/08/2003	GT BEARING & ENGINEERING SUPPLIES	VEHICLE PARTS	136.00
EFT11776	15/08/2003	ANDREW HAMMOND	REIMBURSE EMBA W/END & LOCAL GOV.WEEK	102.00
EFT11777	15/08/2003	HARLEY SURVEY GROUP PTY.LTD.	PROFESSIONAL SERVICES	320.60

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11779	15/08/2003	JOHNSON, KEN	REIMBURSE PHONE CALLS AS CHIEF BUSH FIRE CONTROL OFFICER	63.28
EFT11780	15/08/2003	KOSTERS STEEL CONST PTY LTD	BIKE RAIL AS SPECIFIED	85.00
EFT11781	15/08/2003	STATE LIBRARY OF WESTERN AUSTRALIA	LOST/DAMAGED BOOKS	68.20
EFT11782	15/08/2003	LIVESY, EDWARD	Emu Point Oil Bunker Weekly cleaning services	176.00
EFT11783	15/08/2003	LORLAINE DISTRIBUTORS PTY LTD	CLEANING GOODS	526.85
EFT11784	15/08/2003	MARKET CREATIONS PTY LTD	WEBSITE DEVELOPMENT	2,233.00
EFT11785	15/08/2003	MIDALIA STEEL PTY LTD	STEEL SUPPLIES	466.40
EFT11786	15/08/2003	MIRA MAR VETERINARY SERVICES	DISPOSAL OF ANIMALS	66.00
EFT11787	15/08/2003	MOUNT BARKER CO-OPERATIVE LIMITED	GOODS - SALEYARDS	41.65
EFT11788	15/08/2003	MUNICIPAL LIABILITY SCHEME	FIDELITY GUARANTEE	4,078.97
EFT11789	15/08/2003	NEWBYS AUTOMOTIVE ELECTRICIANS	VEHICLE PARTS/REPAIRS	621.98
EFT11790	15/08/2003	MULTIGROUP DISTRIBUTION SERVICES	COURIER/FREIGHT SERVICE	16.92
EFT11791	15/08/2003	NORTH ROAD PHARMACY	FIRST AID SUPPLIES	127.04
EFT11792	15/08/2003	OKEEFE'S PAINTS	PAINT & PAINTING SUPPLIES	274.00
EFT11793	15/08/2003	ALBANY 3 CINEMAS	CINEMA ADVERTISING - ALAC	105.00
EFT11794	15/08/2003	POPE PACKAGING	RECYCLE BAGS WITH C.O.A BLACK LOGO	1,518.00
EFT11795	15/08/2003	R & JK PETROLEUM	FUEL SUPPLIES -	15,486.53
EFT11796	15/08/2003	RAECO INTERNATIONAL PTY LTD	Book covering as per attached order	661.88
EFT11797	15/08/2003	REEVES & CO BUTCHERS PTY LTD	CATERING SUPPLIES	105.85
EFT11798	15/08/2003	REECE PTY LTD	duct tape 50mm x 13 x 30	46.55
EFT11799	15/08/2003	ROWE, DOROTHY	BOOK EXCHANGE & AMLIB USER GROUP	66.00
EFT11800	15/08/2003	ALBANY TRAFFIC CONTROL	SUPPLY OF TRAFFIC CONTROLLERS	1,861.50
EFT11801	15/08/2003	THE ROYAL LIFE SAVING SOCIETY AUST	MANUAL	689.60
EFT11802	15/08/2003	SANFORD POWER TOOLS	HARDWARE/TOOL SUPPLIES	145.35
EFT11803	15/08/2003	SHERIDANS FOR BADGES	Supply of Bronze Plaque	183.76
EFT11804	15/08/2003	SIGMA CHEMICALS	C FILTER SOX PACK	158.92
EFT11805	15/08/2003	SKILLHIRE	CASUAL STAFF	1,559.43
EFT11806	15/08/2003	SKYWEST AIRLINES PTY LTD	RETURN FLIGHT ALBANY/PERTH FOR MR ANDREW HAMMOND	1,400.64
EFT11807	15/08/2003	SMITHS ALUMINIUM & 4WD CENTRE	MANUFACTURE ALUMINIUM FRAMES FOR THE YORK ST PHONE BOOTH	600.00
EFT11808	15/08/2003	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	17.05
EFT11809	15/08/2003	SOUTHERN STATIONERY	STATIONERY SUPPLIES	2,652.55
EFT11810	15/08/2003	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	357.56
EFT11811	15/08/2003	SOUTHCOAST SECURITY SERVICE	Collection of cash from nanrahan road tip gale for 28 weeks	373.45
EFT11812	15/08/2003	SPEEDO AUSTRALIA PTY LTD	GOGGLES, STRAP	398.75
EFT11813	15/08/2003	STAR SALES & SERVICE	HARDWARE/VEHICLE PARTS	293.74
EFT11814	15/08/2003	STIRLING FREIGHT EXPRESS	FREIGHT	45.00
EFT11815	15/08/2003	STIRLING CONFECTIONERY PLUS	KIOSK SUPPLIES	274.76
EFT11816	15/08/2003	STORM OFFICE NATIONAL	STATIONERY SUPPLIES	12.95
EFT11817	15/08/2003	SUNNY SIGN COMPANY	SIGN PURCHASES	664.00

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11819	15/08/2003	ALBANY LOCK SERVICE	LOCKSMITH SERVICES, REPAIRS ETC	196.10
EFT11820	15/08/2003	DEWSONS	GOODS - DAY CARE CENTRE	53.74
EFT11821	15/08/2003	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	681.06
EFT11822	15/08/2003	NETWORK DESIGN & CONSTRUCTION LIMITED	Costs associated with Telstra service relocations on Lockyer Avenue as per your ref. No. NISW RW 42760.	9,912.22
EFT11823	15/08/2003	TELEMANAGEMENT AUSTRALIA	Repair of telephone headset	16.50
EFT11824	15/08/2003	TOTAL TORO	VEHICLE PARTS	127.55
EFT11825	15/08/2003	TOYWORLD ALBANY	BALLS	55.93
EFT11826	15/08/2003	TRUCKLINE	VEHICLE PARTS	2,119.78
EFT11827	15/08/2003	TYCO FLOW CONTROL PACIFIC PTY LTD	SUPPLY A GREENSPAN PS310 PRESSURE LOGGER (0-5m STAGE RANGE) WITH CLOSED VENT SYSTEM AND 5M CABLE.	2,420.00
EFT11828	15/08/2003	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	11.00
EFT11829	15/08/2003	VISUAL ECHO	WEBSITE PAGES FOR ALAC	250.00
EFT11830	15/08/2003	ALBANY & GREAT STHN WEEKENDER	ADVERTISING	93.00
EFT11831	15/08/2003	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS	284.20
EFT11832	15/08/2003	RAINBOW COAST TILING	CERAMIC WALL/FLOOR TILING - EMU POINT	1,100.00
EFT11833	22/08/2003	ABBOTTS LIQUID SALVAGE	PUMP PUBLIC TOILETS	178.50
EFT11834	22/08/2003	ACTIVE PLUMBING	PLUMBING REPAIRS & MAINTENANCE	4,218.78
EFT11835	22/08/2003	AD CONTRACTORS	EARTHMOVING WORKS & EQUIP HIRE	13,831.43
EFT11836	22/08/2003	ALBANY ADVERTISER	ADVERTISING	1,381.49
EFT11837	22/08/2003	ALBANY HYDRAULICS	VEHICLE REPAIRS/PARTS	85.40
EFT11838	22/08/2003	ALBANY INDUSTRIAL SERVICES	LAY KERBING AT ALBANY HIGH SCHOOL	1,843.60
EFT11839	22/08/2003	ALBANY PRINTERS	30,000 A4 CITY OF ALBANY LETTERHEAD (3 COLOURED 90GSM OPAL LASER)	2,762.00
EFT11840	22/08/2003	ALBANY SIGNS	SIGN PURCHASES	155.06
EFT11841	22/08/2003	ALBANY SPRING WORKS	EA LITTER PICKER STICKS	79.20
EFT11842	22/08/2003	ALBANY V BELT & RUBBER	FILTERS/VEHICLE PARTS	257.71
EFT11843	22/08/2003	ALBANY RURAL & GENERAL	FERTILISER MACROCOTE BROWN	275.25
EFT11844	22/08/2003	ALBANY GAS CENTRE PTY LTD	FORKLIFT GAS CYLINDER REFILL	76.00
EFT11845	22/08/2003	ALBANY STOCKFEEDS	TWO BAGS DOG FOOD	3.70
EFT11846	22/08/2003	ALBANY WASTE DISPOSALS	BIN EMPTIES	374.00
EFT11847	22/08/2003	ALBANY ROOF RECOATING & HIGH PRESSURE CLEANING	CLEAN BRICK FOOTPATH IFO CAFE 24 & ALONG SECTION OF FOOTPATH AS DISCUSSED - REMOVE MOSS & CHEWING GUM WINDOW CLEANING	1,067.00
EFT11848	22/08/2003	ALL EVENTS PROSOUND HIRE	BOX OFFICE - TOWN HALL	82.91
EFT11849	22/08/2003	ALLGROW LANDSCAPING	MAINT LAWNS/GDNS LOTT HOUSE	1,435.50
EFT11850	22/08/2003	ALMOS FESA DIRECT BRIGADE ALARMS	ANNUAL MONITORING	599.50
EFT11851	22/08/2003	AMITY CRAFTS	WORK ASSOCIATED WITH EXHIBITION PROGRAM	343.75
EFT11852	22/08/2003	ANGUS AND ROBERTSON BOOKSHOP	NEWSPAPERS	155.05
EFT11853	22/08/2003	ARGYLES BISTRO	CATERING LESSER HALL MEETING ROOM	56.25
EFT11854	22/08/2003	ATC RECRUITING	CASUAL STAFF	5,105.53

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11857	22/09/2003	AUSTSWIM WA	RE-REGISTRATION FEE FOR DEBORAH ASHBOTH	50.00
EFT11858	22/08/2003	AVON WASTE	HIRE TRUCKS JUNE AND JULY	8,085.00
EFT11859	22/08/2003	BAREFOOT CLOTHING MANUFACTURERS	EMBROIDERY	33.00
EFT11860	22/08/2003	BEST OFFICE SYSTEMS	PHOTOCOPIER CHARGES	180.00
EFT11861	22/08/2003	BLACKWOODS ATKINS	REFLECTIVE BREATHABLE RAIN JACKET 228583M	1,967.72
EFT11862	22/08/2003	ALBANY BOBCAT SERVICES	remove tree loppings from various locations	528.00
EFT11863	22/08/2003	SOC GASES AUSTRALIA LIMITED	CONTAINER SERVICE RENTAL	45.17
EFT11864	22/08/2003	BROCKS	ULTRAFLEX TILE ADHESIVE	76.06
EFT11865	22/08/2003	BUNNINGS PROPERTY MANAGEMENT LTD	HARDWARE/TOOL SUPPLIES	343.50
EFT11866	22/08/2003	CAMLIN SPRINGS	WATER CONTAINER REFILLS	270.00
EFT11867	22/08/2003	CAPE BYRON IMPORTS	GOODS SUPPLIED - ALAC	113.39
EFT11868	22/08/2003	CARRANYA GARDEN CENTRE	ONLY STAINLESS STEEL GARDEN TROWEL	15.95
EFT11869	22/08/2003	J & S CASTLEHOW	ELECTRICAL REPAIRS/MAINTENANCE	135.52
EFT11870	22/08/2003	CATIONS, NICOLA	RANGERS LETTERHEAD DESIGN	297.00
EFT11871	22/08/2003	CJD EQUIPMENT	VEHICLE PARTS	322.52
EFT11872	22/08/2003	GAYNOR CLARKE	REIMBURSE MOBILE TELEPHONE EXPENSES	25.85
EFT11873	22/08/2003	COLRAY EXHAUST	VEHICLE PARTS	46.00
EFT11874	22/08/2003	COLES SUPERMARKETS AUST P/LTD	Batteries, key tags, key hooks and cleaning products	38.37
EFT11875	22/08/2003	COUNTRY CARRIERS	FREIGHT CHARGES	11.10
EFT11876	22/08/2003	COVENTRYS	VEHICLE PARTS	560.15
EFT11877	22/08/2003	EMOLEUM	SUPPLY COLDMIX	2,484.15
EFT11878	22/08/2003	READYMIX HOLDINGS PTY LTD	CONSTRUCTION MATERIALS	2,971.80
EFT11879	22/08/2003	CULLITY TIMBERS	Supply 11 x 3mx125/150mm treated pine poles.	363.82
EFT11880	22/08/2003	AL CURNOW HYDRAULICS	DOWTY SEAL	47.30
EFT11881	22/08/2003	CUTTING EDGES PTY. LTD.	VEHICLE PARTS	5,126.00
EFT11882	22/08/2003	G & M DETERGENTS & HYGIENE SERVICES	HYGIENE CONTRACT	1,162.59
EFT11883	22/08/2003	EAGLE SPORTS	EYELINE SWIM FINS	59.55
EFT11884	22/08/2003	EATCHA HEART OUT CAFE	CATERING	407.00
EFT11885	22/08/2003	AEROTECH MANAGEMENT SERVICES	AIRPORT:CONT	5,091.42
EFT11886	22/08/2003	P & W ELOY ELECTRICAL SERVICES	ELECTRICAL REPAIRS	5,176.54
EFT11887	22/08/2003	EVERTRANS	VEHICLE REPAIRS	4,545.20
EFT11888	22/08/2003	EYERITE SIGNS	SIGNWRITING/SIGN PURCHASES	2,519.00
EFT11889	22/08/2003	FARM FRESH FOOD MARKET	CATERING SUPPLIES	408.86
EFT11890	22/08/2003	FLEXIBLE DRIVE AGENCIES PALTD	VEHICLE PARTS	19.53
EFT11891	22/08/2003	FRANEY & THOMPSON	TIMBER SUPPLIES	148.50
EFT11892	22/08/2003	GREAT SOUTHERN GROUP TRAINING	APPRENTICES FEES	866.28
EFT11893	22/08/2003	GREEN SKILLS	Upgrade of Mt Adelaide Nature Trail	8,194.99
EFT11894	22/08/2003	GREAT SOUTHERN SAND & LANDSCAPING SUPPLIES	DIG RIBBISH HOLE AT BAKERS JUNCTION TIP	3,150.00
EFT11895	22/08/2003	GT BEARING & ENGINEERING SUPPLIES	VEHICLE PARTS	55.00
EFT11896	22/08/2003	HARDING FIRE SERVICES	FIRE EQUIPMENT MAINTENANCE	95.70
EFT11897	22/08/2003	HART'S CLEANING SERVICE	WINDOW CLEANING	167.20

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11900	22/08/2003	JUST A CALL DELIVERIES	INTERNAL MAIL YORK/MERCER/ALAC	404.80
EFT11901	22/08/2003	KEN STONE MOTOR TRIMMERS	RECOVER LAWN MOWER SEAT	136.34
EFT11902	22/08/2003	BRADLEY FRANCIS KENNEDY	TANDEM TRAILER HIRE	627.00
EFT11903	22/08/2003	KEY 2 DESIGN	Print 1000 sets A4 Report Covers-Albany's 3D Future	2,486.00
EFT11904	22/08/2003	WESFARMERS KLEENHEAT GAS PTY LTD	PROPANE BULK LITRES	47.17
EFT11905	22/08/2003	KOSTERS STEEL CONST PTY LTD	SIGN SUPPORTS	2,219.58
EFT11906	22/08/2003	KUBAT, BEVERLEY RAE	WELLSTEAD COMMUNITY RESOURCE CENTRE	510.00
EFT11907	22/08/2003	STATE LIBRARY OF WESTERN AUSTRALIA	LOST/DAMAGED BOOKS	76.10
EFT11908	22/08/2003	LIVELY, EDWARD	TRUCK HIRE	990.00
EFT11909	22/08/2003	LOADTEK AUST	HIRE RUBBISH TRUCK - REPAIRS	665.83
EFT11910	22/08/2003	LORLAINE DISTRIBUTORS PTY LTD	CLEANING GOODS	160.80
EFT11911	22/08/2003	MACDONALD JOHNSTON	VEHICLE PARTS	305.49
EFT11912	22/08/2003	MARSHALL BATTERIES	BATTERY PURCHASES	841.24
EFT11913	22/08/2003	MERLE-ANNE FLORISTS	FLOWERS TO BE DELIVERED TO ELIZABETH MILLER	125.00
EFT11914	22/08/2003	MIDALIA STEEL PTY LTD	STEEL SUPPLIES	151.00
EFT11915	22/08/2003	MINTER ELLISON LAWYERS	LEGAL COSTS	11,760.60
EFT11916	22/08/2003	MOUNT BARKER CO-OPERATIVE LIMITED	GOODS - SALEYARDS	27.95
EFT11917	22/08/2003	MOUNT BARKER COMMUNICATIONS	TWO WAY RADIO REPAIRS/MAINT	1,394.60
EFT11918	22/08/2003	MUNICIPAL INSURANCE BROKING SERVICES	aviation liability 30/6/03 to 30/6/04	9,375.52
EFT11919	22/08/2003	MUNICIPAL PROPERTY SCHEME	PROPERTY INSURANCE	38.50
EFT11920	22/08/2003	NEVILLE'S HARDWARE	HARDWARE SUPPLIES	23.85
EFT11921	22/08/2003	NEWBYS AUTOMOTIVE ELECTRICIANS	VEHICLE PARTS/REPAIRS	988.41
EFT11922	22/08/2003	NORTHSIDE CAR CARE	VEHICLE REPAIRS/MAINTENANCE	113.99
EFT11923	22/08/2003	NORMAN VENUS MANAGEMENT	ALBANY 3D VISION AT AIMWA	3,311.06
EFT11924	22/08/2003	OKEEFE'S PAINTS	PAINT & PAINTING SUPPLIES	132.20
EFT11925	22/08/2003	OPUS INTERNATIONAL CONSULTANTS	LOWER KING ROAD RECONSTRUCTION	4,440.00
EFT11926	22/08/2003	PHOTORAMA	FILMS D & PIPURCHASES	32.25
EFT11927	22/08/2003	PLASTICS PLUS	CYLINDERS/SCOOP	20.60
EFT11928	22/08/2003	PARSONS BRINCKERHOFF	BAYONET HEAD STORMWATER MANAGEMENT PLAN	10,555.60
EFT11929	22/08/2003	GREAT SOUTHERN CONCRETE & SAND SUPPLIES	BAKERS JUNCTION TIP DATA ENTRY/MANAGEMENT	10,120.00
EFT11930	22/08/2003	REDMOND VOLUNTEER BUSHFIRE BRIGADE	JULY 2003	1,062.00
EFT11931	22/08/2003	RICOH FINANCE PTY LTD	ESL LEVY - JULY PAYMENT	3,256.00
EFT11932	22/08/2003	MP ROGERS & ASSOCIATES PTY LTD	PHOTOCOPIER CHARGES	668.77
EFT11933	22/08/2003	RULES HAULAGE	CHEQUE PAID FOR OVERPAYMENT BANKED 20/7/03	638.25
EFT11934	22/08/2003	CAFF SAILS	BRICKS	667.90
EFT11935	22/08/2003	SERENITY PARK	CATERING FOR KEYSTAKEHOLDERS 3D PLANNING STRATEGY	200.00
EFT11936	22/08/2003	SHERIDANS FOR BADGES	DISPOSAL OF DOGS	28.05
EFT11937	22/08/2003	G & L SHEETMETAL	NAME BADGE FOR JOYCE MALINS (HR ASSISTANT)	11.00
EFT11938	22/08/2003	SHIRE OF DENMARK	FLASHINGS FOR THE AIRPORT ROOF	2,002.50
EFT11939	22/08/2003	THE SINGING TREE ALBANY	HIRE OF WASTE DISPOSAL TRUCK	30.47
			LIBRARY PURCHASES	

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11942	22/08/2003	SMITHS ALUMINIUM & 4WD CENTRE	REPAIR SUBFRAME ON FIRE UNIT	35.00
EFT11943	22/08/2003	SOS OFFICE EQUIPMENT	PHOTOCOPIER CHARGES	218.51
EFT11944	22/08/2003	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	8,177.84
EFT11945	22/08/2003	SOUTHERN STATIONERY	STATIONERY SUPPLIES	2,759.85
EFT11946	22/08/2003	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	2,395.63
EFT11947	22/08/2003	SOUTHWAY DISTRIBUTORS	GOODS DAY CARE CENTRE	235.04
EFT11948	22/08/2003	SOUTHCOAST SECURITY SERVICE	BANKING/SECURITY - ALAC	418.00
EFT11949	22/08/2003	COASTAL STAINLESS	Book chute surround fabrication and instalation.	165.00
EFT11950	22/08/2003	SPECTRUM THEATRE	BOX OFFICE - LIPSTICK DREAMS™	5,928.05
EFT11951	22/08/2003	STAR SALES & SERVICE	HARDWARE/VEHICLE PARTS	23.47
EFT11952	22/08/2003	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	58.85
EFT11953	22/08/2003	STATEWIDE BEARINGS	VEHICLE PARTS	254.06
EFT11954	22/08/2003	SMORGON STEELMARK METALS ALBANY	F62 MESH SHEETS	620.40
EFT11955	22/08/2003	STIRLING ELECTRONICS	DIGITAL MULTIMETER	9.98
EFT11956	22/08/2003	STORM OFFICE NATIONAL	STATIONERY SUPPLIES	332.54
EFT11957	22/08/2003	SUNNY BRUSHWARE SUPPLIES PLTD	GUTTER BROOM FOR MACDONALD JOHNSON	1,958.00
EFT11958	22/08/2003	SUNNY SIGN COMPANY	SIGN PURCHASES	543.40
EFT11959	22/08/2003	SUPREME PRINTERS	Printing of 15,000 copies of Fire Break Brochure	1,549.13
EFT11960	22/08/2003	ALBANY LOCK SERVICE	LOCKSMITH SERVICES/REPAIRS ETC	29.65
EFT11961	22/08/2003	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	733.52
EFT11962	22/08/2003	THOMAS, BRUCE	LAKE SEPPINGS BIRDWALK CARPARK	2,165.00
EFT11963	22/08/2003	TOTAL TORO	VEHICLE PARTS	122.85
EFT11964	22/08/2003	TRAILBLAZERS	SAFETY BOOTS	1,114.85
EFT11965	22/08/2003	TRADELINK PLUMBING SUPPLIES	STORMWATER SUPPLIES	23.83
EFT11966	22/08/2003	TRAFFIC SAFETY CONSULTANTS PTY LTD	ROAD SAFETY AUDITS	5,500.00
EFT11967	22/08/2003	TRUCKLINE	VEHICLE PARTS	2,008.77
EFT11968	22/08/2003	TUDOR HOUSE	pvc banner	97.00
EFT11969	22/08/2003	TUNGSTEN GROUP PTY LTD	CITY BUILDING CONDITION AUDIT AND MAINTENANCE PLAN	23,663.80
EFT11970	22/08/2003	TURF GRASS ASSOCIATION OF AUSTRALIA	turf seminar at the WACA	180.00
EFT11971	22/08/2003	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	153.00
EFT11972	22/08/2003	DEPT OF LAND INFORMATION - VALUER	GRV'S 7/6 TO 20/6/03 AND 21/6 TO 4/7/03	1,770.25
EFT11973	22/08/2003	GENERAL'S OFFICE	SUPERANNUATION CONTRIBUTIONS	72,973.40
EFT11974	22/08/2003	WALGS	JOINT VENTURE AGREEMENT - VARIATION -	817.30
EFT11975	22/08/2003	WATTS WOODHOUSE	GREAT SOUTHERN REGIONAL CATTLE SALEYARDS	615.05
EFT11976	22/08/2003	ALBANY & GREAT STHN WEEKENDER	ADVERTISING	70.70
EFT11977	22/08/2003	DENNIS WELLINGTON	COUNCILLOR ALLOWANCE	1,273.77
EFT11978	22/08/2003	WESTERBERG IRRIGATION	IRRIGATION SUPPLIES	516.26
EFT11979	22/08/2003	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS	3,732.77
EFT11980	22/08/2003	WEST AUST LOCAL GOVERNMENT ASSOC	ADVERTISING - WEST AUSTRALIAN	66.00
EFT11980	22/08/2003	WESTSHRED DOCUMENT DISPOSAL	Pick Up 2 x 240L Security Bins	

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT11982	22/08/2003	YOUNGS SIDING CONTRACTORS	EARTHMOVING EQUIPMENT HIRE	1,513.60
EFT11983	22/08/2003	ZENITH LAUNDRY	LAUNDRY SERVICES/HIRE	27.57
EFT11984	22/08/2003	ZIPFORM	RATES NOTICES - PRINTING/STATIONERY	15,145.12
EFT11985	22/08/2003	ALBANY HOSPICE INC	EMPLOYEE DEDUCTIONS	32.00
EFT11986	22/08/2003	AUSTRALIAN MANUFACTURING WORKERS UNION	Payroll deductions	54.00
EFT11987	22/08/2003	AUSTRALIAN SERVICES UNION	EMPLOYEE DEDUCTIONS	2,270.00
EFT11988	22/08/2003	CHILD SUPPORT AGENCY	EMPLOYEE DEDUCTIONS	145.80
EFT11989	22/08/2003	CITY OF ALBANY - SOCIAL CLUB	Payroll deductions	268.00
EFT11990	22/08/2003	HBF OF WA	EMPLOYEE DEDUCTIONS	1,544.40
EFT11991	22/08/2003	LGRCEU	EMPLOYEE DEDUCTIONS	85.80
EFT11992	22/08/2003	ORAL HISTORY ASSOC OF AUST	Membership renewal - Institutional	55.00
EFT11993	29/08/2003	ACTIVE PLUMBING	PLUMBING REPAIRS & MAINTENANCE	2,426.87
EFT11994	29/08/2003	AD CONTRACTORS	EARTHMOVING WORKS & EQUIP HIRE	18,271.00
EFT11995	29/08/2003	AGPARTS WAREHOUSE PTY LTD	DRAWBAR PIN	18.70
EFT11996	29/08/2003	ALBANY HYDRAULICS	VEHICLE REPAIRS/PARTS	209.11
EFT11997	29/08/2003	ALBANY PRINTERS	ENVELOPES	841.50
EFT11998	29/08/2003	ALBANY SIGNS	SIGN PURCHASES	38.50
EFT11999	29/08/2003	ALBANY V BELT & RUBBER	FILTERS/VEHICLE PARTS	1,118.84
EFT12000	29/08/2003	ALBANY INDOOR PLANT HIRE	INDOOR PLANT HIRE	473.77
EFT12001	29/08/2003	ALBANY PANEL BEATERS	INSURANCE EXCESS	300.00
EFT12002	29/08/2003	ALBANY PLANT & EQUIPMENT HIRE	DRILL ROCK FOR FOOTPATH	594.00
EFT12003	29/08/2003	ALBANY INTERIORS	SUPPLY/INSTALL INDOOR OUTDOOR MATTING TO CRECHE ENTRY - ALAC	382.80
EFT12004	29/08/2003	ALL EVENTS PROSOUND HIRE	JEFF YOULDEN SEMINARS	188.10
EFT12005	29/08/2003	ARGYLES BISTRO	CONFERENCE LUNCH	250.00
EFT12006	29/08/2003	ATC RECRUITING	CASUAL STAFF	5,893.06
EFT12007	29/08/2003	AUSTRALIAN GEOGRAPHIC	INFLATABLE SHARK/FREIGHT	25.91
EFT12008	29/08/2003	BARNESBY FORD	VEHICLE PARTS/REPAIRS	36.95
EFT12009	29/08/2003	BAREFOOT CLOTHING MANUFACTURERS	SHIRT LONG SLEEVE MW01 SIZE XL - BOB BARBER	408.50
EFT12010	29/08/2003	ALBANY BETTA ELECTRICAL	UNIDEN FP105 SPEAKER PHONE (SARAH - RECORDS)	160.00
EFT12011	29/08/2003	BINDOMATIC PTY LTD	CHROMOCARD WHITE 6 MATT A4 API	156.20
EFT12012	29/08/2003	ALBANY BOBCAT SERVICES	remove tree loppings various locations	594.00
EFT12013	29/08/2003	BOOLAH ART & CRAFT SUPPLIES	GOODS - VANCOUVER ARTS CENTRE	61.90
EFT12014	29/08/2003	BUNNINGS PROPERTY MANAGEMENT LTD	HARDWARE/TOOL SUPPLIES	90.35
EFT12015	29/08/2003	CASTROL AUSTRALIA PTY. LIMITED	OIL SUPPLIES	1,069.43
EFT12016	29/08/2003	CJD EQUIPMENT	VEHICLE PARTS	51.21
EFT12017	29/08/2003	WA COUNTRY BAKERS	CATERING SUPPLIES	25.27
EFT12018	29/08/2003	COUNTRYWIDE SIGNS	SUPPLY 2 CITY OF ALBANY SIGNS FOR NEW TRUCK BORNHOLM	86.00
EFT12019	29/08/2003	COVENTRYS	VEHICLE PARTS	558.42
EFT12020	29/08/2003	READYMIX HOLDINGS PTY LTD	CONSTRUCTION MATERIALS	1,028.61

EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT12023	29/08/2003	DIESEL MOTORS	VEHICLE PARTS/MAINTENANCE	145.29
EFT12024	29/08/2003	ALBANY DISCOUNT PHOTOS	Film Processing - Facility tours	98.65
EFT12025	29/08/2003	ELECTROBOARD PTY LTD	NEW GLOBE FOR LP 340 DATA PROJECTOR	825.00
EFT12026	29/08/2003	P & W ELOY ELECTRICAL SERVICES	ELECTRICAL REPAIRS	342.24
EFT12027	29/08/2003	BOB EMERY	COUNCILLOR ALLOWANCE	564.13
EFT12028	29/08/2003	FARM FRESH FOOD MARKET	CATERING SUPPLIES	422.73
EFT12029	29/08/2003	PETA GARBIN	GYMNASIUM INSTRUCTING FOR THE GIRLS'	100.00
			LEADERSHIP PROGRAMME	
EFT12030	29/08/2003	GNU SOLUTIONS	IT SUPPORT	396.00
EFT12031	29/08/2003	GRACE REMOVALS GROUP	removal of records archives to Weekender Building; Erectopm	1,155.00
			& organising new shelving; Remove all rubbish as required;	
			Crane Hire to reposition container containing files	
EFT12032	29/08/2003	GREAT SOUTHERN GROUP TRAINING	APPRENTICES FEES	3,195.76
EFT12033	29/08/2003	GYMGARE	MONARK ERGOMETER - ALAC	792.00
EFT12034	29/08/2003	HAMMOND SUPERANNUATION FUND	SUPER CONTRIBUTIONS	1,335.87
EFT12035	29/08/2003	HARDING FIRE SERVICES	FIRE EQUIPMENT MAINTENANCE	84.70
EFT12036	29/08/2003	THE LEISURE INSTITUTE OF WA	REGISTRATION FEE FOR M WELLER	330.00
EFT12037	29/08/2003	STATE LIBRARY OF WESTERN AUSTRALIA	LOST/DAMAGED BOOKS	31.00
EFT12038	29/08/2003	LOADTEK AUST	REPAIRS & MAINTENANCE	216.77
EFT12039	29/08/2003	LO-GO APPOINTMENTS	WEB PAGE ADVERTISING - PERSONNELL	66.00
EFT12040	29/08/2003	LORLAINE DISTRIBUTORS PTY LTD	CLEANING GOODS	1,221.35
EFT12041	29/08/2003	ALBANY CITY HOLDEN	VEHICLE PARTS/MAINTENANCE	1,199.50
EFT12042	29/08/2003	MANYPEAKS STORE	MANYPEAKS BUSHFIRE BRIG - FUEL	29.70
EFT12043	29/08/2003	MARSHALL BATTERIES	BATTERY PURCHASES	191.18
EFT12044	29/08/2003	MINTER ELLISON LAWYERS	LEGAL COSTS	863.13
EFT12045	29/08/2003	MINORBA GRAZING CO	Supply 1 pack (27) 3m x 125 - 150mm treated pine poles cut	459.00
			in half to 1.5m lengths.	
EFT12046	29/08/2003	WA RANGERS ASSOCIATION	REGISTRATION FOR WA RANGER CONFERENCE 2003	660.00
EFT12047	29/08/2003	ALBANY NEAT & TRIM LAWNS	MOW LAWN VANGOUVER ARTS CENTRE	99.00
EFT12048	29/08/2003	PN & ER NEWMAN QUALITY CONCRETE PRODUCTS	710 X710 MANHOLE INSERTS	396.00
EFT12049	29/08/2003	NOVOTEL LANGLEY PERTH HOTEL	1 NIGHT ACCOMMODATION MR BRETT JOYNES	115.00
EFT12050	29/08/2003	PALMER & RAYNER EARTHMOVING PTY LTD	CUBIC METRES CRUSHED GRAVEL FROM PIT	18,042.20
EFT12051	29/08/2003	PRIDDLE, JENNIFER	CBW VISITING AUTHOR - REIMBURSE EXPENSES	99.70
EFT12052	29/08/2003	RAINBOW COAST LAWN MOWING	LAWNS AT ABOVE ADDRESS	49.50
EFT12053	29/08/2003	WP REID	FOOTPATH CONSTRUCTION	18,150.00
EFT12054	29/08/2003	RENTAL MANAGEMENT PTY LTD	CONT. - AFICIO 551 - MERCER RD	649.20
EFT12055	29/08/2003	LISA SCANLON	CATERING	415.80
EFT12056	29/08/2003	BARKOVIC, JE & SCHUH, JS	LABOUR - LIBRARY	1,813.27
EFT12057	29/08/2003	THE SEBEL OF PERTH	Accommodation Ms Dorothy Rowe	100.00
EFT12058	29/08/2003	SHALE, S & B	TEACHING CLAYWORKS	420.00
EFT12059	29/08/2003	SHERIDANS FOR BADGES	NAME BADGE FOR TORRIE MURACE (PA / EDDS)	116.05



EFT	DATE	CREDITOR	INVOICE DETAILS	AMOUNT
EFT12062	29/08/2003	SKYWEST AIRLINES PTY LTD	Ms Dorothy Rowe	350.16
EFT12063	29/08/2003	SOUTHERN STATIONERY	STATIONERY SUPPLIES	105.55
EFT12064	29/08/2003	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	150.00
EFT12065	29/08/2003	SOUTHERN BUILDING SURVEYS	CONTRACT BUILDING SURVEY WORK	3,014.00
EFT12066	29/08/2003	STATEWIDE BEARINGS	VEHICLE PARTS	26.42
EFT12067	29/08/2003	STIRLING CONFECTIONERY PLUS	GOODS - TOWN HALL BAR	306.18
EFT12068	29/08/2003	SUNNY SIGN COMPANY	SIGN PURCHASES	6,096.60
EFT12069	29/08/2003	ALBANY LOCK SERVICE	LOCKSMITH SERVICES, REPAIRS ETC	159.60
EFT12070	29/08/2003	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	782.82
EFT12071	29/08/2003	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	559.00
EFT12072	29/08/2003	ALBANY & GREAT STHN WEEKENDER	ADVERTISING	160.00
EFT12073	29/08/2003	MARK WELER	CONSUMABLES, STATIONERY SUPPLIES	1,571.96
EFT12074	29/08/2003	WESTERN POWER	ELECTRICITY SUPPLIES	21,273.15
EFT12075	29/08/2003	WILLIAMS, DARYLL	GYMNASIUM INSTRUCTING FOR THE GIRLS'	100.00
EFT12076	29/08/2003	ZENITH LAUNDRY	LEADERSHIP PROGRAMME LAUNDRY SERVICES/HIRE	10.46

**TOTAL**

**698,095.08**

*Bulletin*  
12.2.4 Tricolore Soccer Club

<b>File/Ward</b>	: PRO 138 (Yakamia Ward)
<b>Proposal/Issue</b>	: Tricolore Soccer Club Lease
<b>Subject Land/Locality</b>	: Part Lot 5 Mercer Road, Albany
<b>Proponent</b>	: City of Albany
<b>Owner</b>	: City of Albany
<b>Reporting Officer(s)</b>	: Executive Director Corporate & Community Services (P Madigan)
<b>Disclosure of Interest</b>	: N/A
<b>Previous Reference</b>	: OCM 18/03/03 – Item 12.2.2
<b>Summary Recommendation</b>	: That the request for Frank Forgione to lease land to the Tricolore Soccer Club be deferred.
<b>Bulletin Attachment</b>	: Letter from Mr F Forgione
<b>Locality Plan</b>	: N/A

**BACKGROUND**

1. A request has been received from Mr Frank Forgione to lease a section of land within Council's Mercer Road Complex at the Tricolore Soccer Club.
2. At its March meeting of Council it was resolved:-  
  
*"THAT this matter be deferred pending staff endeavouring to locate the lease document and then refer the matter to Council for consideration."*
3. While the lease document itself has not been located, it is very clear that a lease did exist with the Albany Italian Club (Tricolore Soccer Club) and also that they did not follow up the necessary administrative functions to secure a renewal of the lease. In the circumstances it is believed the lease has expired and no option or right to tenure of the subject land exists.

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Item 12.2.4 continued.

4. The following represents documentation located in relation to the lease:

**August 1980-** Governors approval was sought and obtained on behalf of the Tricolore Soccer Club under the Local Government Act to enable leasing of Lot 5, Plantagenet Location 392 jointly to the Albany Italian Club (Inc) and Messers Guisepe Ruffo and Peter Ian Todd - President and Secretary respectively of the Tricolore Soccer Club for a cumulative period of 30 years.

**January 1981 -** Barrister and Solicitors Keall, Brinsden and Co (now Corrs, Chambers and Westgarth) were engaged to prepare the appropriate lease documentation. A Draft document was forwarded to the then Shire Clerk to await further instruction.

The terms of the lease specifically allowed for:

- Term - Ten (10) years from and including the 1<sup>st</sup> Day of October 1980; and
- Further Terms - Two (2) further term each of ten (10) years.

**February 1981 -** The Shire of Albany forwarded a copy of the draft lease document to Mr Ruffo requesting that he confer with Mr Todd, review and return the document with any proposed amendments at his earliest convenience.

**April 1981 -** Further correspondence was then forwarded to Mr Ruffo again seeking his reply with regards to the Draft lease documentation (as in February 1981).

**June 1981 -** Lease documents were forwarded to the Shire of Albany for execution by relevant parties; document then forwarded onto Mr Ruffo for their signing and return.

**July 1981 -** Duly executed documents forwarded to the Solicitors for their records.

**September 1981 -** Solicitors forwarded receipt of registration of lease with the endorsement of the Town Planning Board.

Shire of Albany forwarded stamped copy of lease document to Mr Todd of the Tricolore Soccer Club.

Original lease term finalised.

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Item 12.2.4 continued.

**November 1990** - Letter from Shire Clerk to 'The Secretary, Albany Italian Club' advising of the expiry of the original 10 year lease term of Lot 5, Plantagenet Location 392, and requesting direction as to whether the Club wishes to exercise their 10 year extension option (to provide occupancy until 30 September 2000).

**January 1991** - Letter from Mr Colalillo (Secretary of Italian Club) advising the Acting Shire Clerk (Mr Boardley) that the Club wished to 'continue the lease for another 10 years with the option ongoing'.

**May 1991** - Letter to the Secretary of the Albany Italian Club (Tricolore Soccer Club) with lease documents attached, requesting that they be duly executed, ie. signed, club seal affixed and returned at the club's earliest convenience.

5. After this time, it does not appear that the Shire of Albany received any further correspondence from the Italian Club / Tricolore Soccer Club, and there is no further evidence to indicate that the second 10 year lease option was ever executed.
6. Mr Forgione has been advised of this level of detail, and requested to provide a response as to whether he wished an item to be presented to Council in May or whether he was prepared to wait for the outcomes of the Centennial Park Precinct Plan.
7. Mr Forgione opted for the former.

#### STATUTORY REQUIREMENTS

8. Section 3.58 of the Local Government Act 1995 'Disposing of Property' requires that Council may issue a lease over a property, however it must first give statewide public notice of its intention to do so and therein invite submissions from interested persons.
9. Clause 30 of the Local Government (Function and General) Regulations 1996 provides an exemption to Council from the application of the Section 3.58 of the Act if the land is being disposed of to a body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreation or sporting or other like nature.
10. The Tricolore Soccer Club is a sporting body and therefore the proposed disposition of land is exempt from the Provisions of Section 3.58 of the Act.

Item 12.2.4 continued.

#### **POLICY IMPLICATIONS**

11. The draft final report for public comment on the Centennial Park and Yakamia Recreation Plan (February 2003) has addressed soccer into the future and is recommending that Council:-

*"- retain the present general layout of soccer pitches;  
- improve and make drainage safer;  
- develop a new western pitch for spectator viewing adjacent to a new multi-sport club; and  
- soccer facilities to be consolidated as part of the new multi sports club, this area will be the major area for soccer for the scope of this plan (15 years)."*

#### **FINANCIAL IMPLICATIONS**

12. There are no financial implications relating to this item.

#### **STRATEGIC IMPLICATIONS**

13. This request could comply with Council's Albany 2020 – Charting our Course, which in part states as follows:-

*"Parks, Gardens and Playgrounds  
A diverse range of passive and active recreational areas that are creative, attractive, safe and enjoyable to use."*

#### **COMMENT/DISCUSSION**

14. The area of land requested to lease forms part of Council's Mercer Road complex, and would require access across the site.
15. Not having considered the final use of its Mercer Road site following the construction of the new administrative complex, it would not be in Council's best strategic interest to encumber this land with a long term lease, and an alternative would be to locate another site after taking the recommendation of the above Plan into consideration.
16. Should Council wish to make a decision prior to the adoption of the Study, given that the subject land is freehold and of considerable worth to the Council, the course of action would be for Tricolore to identify some Council reserve land, but more importantly, demonstrate to the Council a detailed concept plan of what is proposed for the site and also a demonstration that the resources exist to construct and maintain the site at no cost to Council.
17. The Tricolore Soccer Club is not an incorporated body, and should seek incorporation prior to any lease being entered into by Council.

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Item 12.2.4 continued.

RECOMMENDATION

THAT;

- i) consideration of the request be deferred until such time as the Centennial Park and Yakamia Recreation Precinct Plan is finalised; and
- ii) Mr Forgiione be advised that given the strategic importance of the Mercer Road site, Council is not prepared to lease the area requested.

*Voting Requirement Simple Majority*

**MOVED COUNCILLOR EMERY  
SECONDED COUNCILLOR WELLINGTON**

**THAT**

- i) final settlement of this matter be deferred until such time as the Centennial Park and Yakamia Recreation Precincts Plan is finalised; and**
- ii) in the meantime, the administration seek clarification as to which legal entity the Council will be dealing with in regard to finding a suitable site.**

**MOTION CARRIED 15-0**

**Reason:**

The uncertainty of the history surrounding the lease of the Mercer Road area and the need to encourage community involvement in sports activities.

# MINUTES

## MINUTES OF THE MEETING OF THE ALBANY ARTS ADVISORY COMMITTEE MEETING HELD AT THE VANCOUVER ARTS CENTRE ON TUESDAY 19 AUGUST 2003 AT 4.30PM

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### 1. PRESENT

Sheryl Stephens  
Jan Waterman  
Peter Madigan  
Stewart Gartland  
Ian Haines  
Annette Davis  
Tanja Colby

### APOLOGIES

Elizabeth Grey  
Janelte Rowe  
Sue Codee  
Findlay MacNish

### 2. DISCLOSURE OF INTEREST

Nil.

### 3. CONFIRMATION OF PREVIOUS MINUTES

#### RECOMMENDATION

THAT the minutes of the Albany Arts Advisory Committee meeting held on the Tuesday 8<sup>th</sup> July 2003 be confirmed as true and accurate.

MOVED: Ian Haines  
SECONDED: Stewart Gartland  
CARRIED

### 4. MATTERS ARISING FROM PREVIOUS MINUTES

#### 4.1 Public Art Committee

- The committee has been formally appointed.

### 5. BUSINESS ITEMS

#### 5.1 Arts Project Officer's Report

Copy of the report is attached to the minutes.

#### RECOMMENDATION

THAT the Arts Project Officers Report be received.

MOVED: Ian Haines  
SECONDED: Peter Madigan?  
CARRIED

## **5.2 Committee Members Reports**

- Ian and Sheryl both discussed the Regional Arts Conference recently held in Karatha. They highlighted the strong Indigenous and youth content, the positive networking opportunities and the professional workshop program. Also of interest was the featuring of Unhiding and Salt Writers at the conference.

## **5.3 Concerts in the Gallery**

- Colin Offord Sunday 17 September a great success -- attendance 95
- Kate Bourke & Ruth Hazelton Sunday 5 October
- Bluegrass Parkway Saturday 25 October

## **5.4 Proposed Projects**

- Indigenous Workshops for children – to become the basis for developing a mural based on native animals
- Indigenous Mural - Look into ongoing maintenance and cost and put together an official proposal.
- Reserves Seating Only – performance to go ahead. Need to clarify exact dimensions of stage. Look into selling food on the night, eg meat pies, etc

## **5.5 VAC Spring Clean**

- Regular user group meeting to be held Wednesday 27 August, major cleanup at the centre planned for September.

## **6. OTHER BUSINESS**

- It was recommended and agreed that the following working groups be formed:
  1. Christmas Decorations – Peter Owen, Sheryl Stephens, Krysta Guille and Jan Waterman will meet to discuss.
  2. Banners - Jan Waterman to consult with Sheryl Stephens and identify occasions for hanging banners. Cleaning and sorting of banners to be organised by Sheryl Stephens.
  3. Artists in Residence - Studios advertisements placed in AFWA Newsletter, Albany Advertiser, Albany Weekender & The West Australian Newspaper, (Artsdirectory). Sheryl Stephens, Ian Haines & Tanja Colby to review the policy.
  4. Ian Haines, Annette Davis and Sheryl Stephens to put together a monthly general program for committee approval
- Insurance – Sheryl to research insurance for volunteers.

## **7. MEETING CLOSED**

5.45pm

## **8. NEXT MEETING**

Tuesday 9 September 2003 @4.30pm



# **Agenda Item Attachments**

## **WORKS & SERVICES SECTION**

1301

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***Financial Strategy Albany Airport  
City of Albany***

*26 March 2003  
Reference C053.01  
Revision 0*

## Document Control

Document ID: WCVPE

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ver

Rev No	Date	Revision Details				
0	March 2003	Draft Issue				
1	May 2003	Draft Issue	CT	KH	RE	KH
2	July 2003	Final Report	CT	KH	RE	KH

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## 1. Introduction

In 2001, the City of Albany commissioned Connell Wagner to produce a Master Plan for the Albany Airport. The recommendations from this study were detailed in the Albany Airport 2001 Master Plan Report, published in March 2002. The general recommendations and outcomes from the Master Plan Report were that the airport should be planned for the potential future upgrading to a Code 4D precision approach instrument runway airport as a long term development objective. This would allow the airport to ultimately accommodate aircraft similar to Boeing 737 and 767 aircraft. It is not expected that this level of aircraft operation is imminent, but it is considered to be an appropriate planning strategy for the long term future of Albany Airport. In the short to medium term (5 – 20 years), there is potential for the introduction of 100 seat regional jets. This decision will depend on regional airline marketing decisions.

The approach taken in developing a financial plan to support the future infrastructure development strategy for Albany Airport was to identify a short term, medium term and long term cash flow requirements to allow the master planned upgrading and capital works strategy to be achieved within a 20 year design horizon. The financial plan that was outlined in the master plan report was a reasonably optimistic cash flow scenario, which would see the funding of a significant capital works programme to meet the development plan objectives as outlined in the Master Plan report. This approach was not consistent with the Councils requirements for this financial plan, and as such, Council has now commissioned Connell Wagner to produce a new financial plan. This Plan is based on providing capital works to meet a lower bound forecasting strategy for Albany Airport, whilst ensuring that current operational expenditure is funded and that the airport will not operate at a loss. To achieve this objective, Connell Wagner has undertaken a review of the forecasting work that was completed for the Master Plan and has derived a financial strategy which will provide for operational budgets and includes capital works which we consider are the minimum necessary to meet forecast demand requirements for Albany Airport.

This supplementary report should be read in conjunction with the Airport Master Plan, but is a stand alone document, which outlines possible future cash flow planning for the operation and upgrading of Albany Airport to the year 2020.

## 2. Executive Summary

For some time now, Albany Airport has either been running at a loss or has been cost neutral. This financial situation is a result of the following considerations:

- The airports income stream is mainly derived from Regular Passenger Transport (RPT) passenger tax income. No income is currently derived from RPT aircraft landings or General Aviation (GA) landings.
- Minimal capital works have been undertaken over the last few years.
- Current income from leasing is generally derived from the terminal building, with most GA hangar owners enjoying low longterm lease arrangements.
- The Instrument Landing System (ILS) navigation aid is currently underutilised and costing the Council between \$50,000 and \$100,000 in maintenance expenditure per annum.

In 2002, the City of Albany commissioned Connell Wagner to undertake a review of the airports master plan. As part of this work, future airport aviation demand forecasts were produced, along with a possible future development strategy for the airport.

The City subsequently commissioned Connell Wagner to undertake a review of airport income and expenditure over the next 20 years, to reflect expected activity and to propose a capital works program and income strategy which ensured that the airport would be financially self sufficient.

A two stream approach was taken to the forecast aviation demand assessment in this study. The first was to consider potential income based on the master plan forecast growth rates. The second was to apply a sensitivity test to this potential demand by broadly considering the income achieved if only half the forecast demand was achieved at Albany Airport.

The proposed development strategy adopted for the airport over the next 20 years to cater for potential aviation demands was as follows:

- Consider both retention and sale options for the ILS.
- Increase the landside carparking for the terminal.
- Consider a long term expansion of the terminal on the basis that the new terminal is expected to have good capacity for forecast passenger demand in the short to medium term.
- Similarly, no major airside upgrading is recommended except for the provision for a surface maintenance overlay. This decision was made on the basis that the current airport has a high level of spare capacity and we believe the future trend will be for RPT services to cater for higher passenger demand using larger planes, which can still be easily accommodated by the existing infrastructure.
- Provision has been made to expand the current GA hangar area and potentially move the Bureau of Meteorology building from its current location to a new location identified in the master plan. The relocation of the BoM building will provide adequate space for the proposed GA hangar and expansion. Associated with this work is the recommendation that taxiway C be extended from the RPT to the 14 threshold of the main runway.

The financial strategies recommended for consideration in this report take several forms dependent on the income and expenditure decisions that may be made by Council in the future. All the cash flows show the airport operating profitably and are based on variances of the following:

- Adoption of a conservative capital works program based on expected infrastructure needs to meet forecast aviation demand at Albany.
- Consideration of increasing the income derived from the ILS or decommissioning the equipment and selling it.

- Maintaining the current passenger tax, but considering adjustment to the level of payment based on infrastructure capital works needs.
- Introduction of an RPT and GA aircraft landing fees to fund proposed infrastructure capital works.
- Adoption of a user pays approach to GA facilities in the future for new leases and current leases once they are due for renewal.
- Continuation of the current maintenance program, including retention of the airport contractor.

Cash flow balance sheets are appended to the report to demonstrate the various expenditure and increase options described above.

### 3. Forecasting

Full details of the forecasting demand work undertaken for the Albany Airport Master Plan are detailed in the Master Plan Report in Section 4.

In summary, the Master Plan forecasting predicts the following:

**1. Regular Passenger Transport (RPT) Passenger Growth**

An optimistic growth rate of 3.6% was chosen to represent the potential RPT passenger growth for Albany Airport. This was based on current trends, but represented a growth well in excess of the current population growth recorded for Albany of 1.27%. Based on this assumed growth rate for RPT passengers, this predicted that passenger numbers would grow from 44,000 in the year 2000 to 83,000 in the year 2020. Although the provision of new aircraft could easily accommodate this growth, the issue in a financial context is the income achieved by this growth through passenger and landing fees. To test the impact of this growth within the financial analysis, a sensitivity will be applied to the growth rate by reducing the growth rate to 2% from 3.6%.

**2. RPT Aircraft**

Currently Albany Airport accommodates in the order of 1,550 RPT services per year. This number represented a jump from an aircraft base of around 1,350 aircraft in 1999 to 1,550 aircraft in 2000. This increase in aircraft numbers coincided with the introduction of new scheduling associated with Albany Airport during this period. The forecasting expects that the growth in RPT services will not increase significantly in the 20 year planning horizon and the forecasting predicts that RPT aircraft volumes will only grow from 1,550 at present to 1,650 in 2020. Although, the forecasting produces significant increase in passenger growth, it is believed that this growth will be accommodated within a similar number of aircraft with operators opting to choose larger volume aircraft to transport these passengers in the future. It should be noted that this flat level of aircraft increase should not significantly affect the income to the airport in the future as the proposed airport revenue would be based on both a passenger tax and a fee for aircraft landings.

**3. General Aviation (GA)**

The Air Transport Statistics for General Aviation published by DoTaR's Bureau of Transport and Regional Economics indicates that GA activity in Western Australia has remained reasonably static over the last 10 years, with some sectors decreasing in activity and others increasing. Of note is that both private and business GA activity has increased by 5.3 and 6.2 percent respectively between 2001 and 2002 and charter and flying training decreasing by 2.2 and 1.9 percent respectively. Local activity will obviously vary from these figures, but recreational and business GA activity at Albany must be a significant aspect of the current GA activity. As such, the proposal from the master plan to growth GA activity over the next 20 years at 3 percent is not considered to be unreasonable. Given the DoTaR's data, it is probably a conservative approach to GA growth, but for airport planning purposes it is considered a reasonable strategy which can be confirmed over the next few years to establish its appropriateness.

The Master Plan forecasting work therefore predicts that general aviation landings will increase from roughly 8,500 in 2000 to 15,200 in the year 2020. It should be further noted that at present, no income is derived at the airport from general aviation operations apart from the income from hanger leasing.



## 4. Development Strategy

The current Albany Airport Master Plan development strategy, as outlined in the Master Plan Report, is attached to this report as Appendix A.

As mentioned in the introduction, this current strategy represents a reasonably optimistic view of airport development to meet future demand requirements. A new development strategy will now be considered based on a critical interpretation of the forecasting information. This new strategy is intended to represent the minimum capital development necessary to meet the forecast demand, whilst providing adequate income for operational requirements and to ensure that the airport does not run at a loss.

The Master Plan forecasting predicts a small increase in RPT aircraft numbers, but a reasonably large increase in RPT passenger numbers for the future. As discussed previously, Connell Wagner believes that increased passenger numbers will be accommodated in potentially larger aircraft operating RPT routes, and possibly representing the introduction of regional jet services in the future.

### 4.1 Airside Infrastructure

The airport is currently classed as a Code 3C runway airport, which is capable of accommodating aircraft similar to Skywest's F50 aircraft. To allow the possibility of regional jet traffic to be introduced into Albany, the runway coding for Albany airport would need to be increased to Code 4C. Based on this coding, the existing 1,800m runway, which is 30m wide, will still be able to accommodate the Code 4C under pavement concessions. The master plan discusses allowing for the provision of Code 4D aircraft (B737 and B767 aircraft). It is not envisaged that Albany would need to accommodate this type of aircraft in the near future but in a planning context, adequate land and area should be available for this possible eventuality in the long term.

### 4.2 Landside Infrastructure

The Albany Airport Master Plan forecasting predicts that RPT passenger numbers will increase from 44,000 to 83,000 by the year 2020. We understand that the terminal has been designed to accommodate passenger levels of around 100 passengers per aircraft. The terminal currently only accommodates aircraft passenger levels between 40-50 passengers per aircraft. As such, Connell Wagner believes that the existing terminal at Albany Airport will be of adequate size to accommodate most future aircraft demand that may occur within the 20 year planning horizon.

In making this prediction, Connell Wagner has made a judgement on future aircraft operations into the Albany Airport. As the airline industry in Western Australia is currently in a very fluid state, the actual aircraft mix that may be chosen by regional operators in the future is unclear at this stage. The actual terminal needs should be reviewed once decisions are made by operators in the future relating to aircraft types that will service the Albany market. As such, we have assumed that the current terminal should be adequate based on the forecasting logic, but this should be the subject of a completely separate study depending on decisions by the various operators that are utilising the Albany Airport terminal. For the purposes of our financial analysis however, we have assumed that capital works will be required at the terminal within the 20 year planning horizon.

The only aspect of the landside infrastructure that may require some level of upgrading is the amount of car parking available to service future aircraft passenger and meet and greet demand. Currently, the terminal car park can only accommodate up to 80 vehicles. It is considered that if 100 passenger aircraft were to be introduced into Albany, this level of car parking would need to be increased. Our prediction is that the car park would need to be increased to around 140 vehicle spaces to accommodate this demand. This will be the basis of our capital works costing for the financial plan at this stage. Some refurbishment works will be required in 2010 and a major extension will be needed in 2015.

### 4.3 General Aviation

Forecasting suggests that General Aviation aircraft movements may increase from around 8,500 to over 15,000 by the year 2020. As such, Connell Wagner believes that new general aviation infrastructure will be required to accommodate this predicted increase in demand. The Master Plan suggests that the current general aviation terminal area will need to expand further north to accommodate this predicted increase in general aviation aircraft numbers, as detailed in Figure 3 in the Albany Airport Master Plan Report – attached to this report for information. This proposed expansion of the hanger reserve and the potential rationalisations of the existing hangars and layouts should be adequate to accommodate the expected increase in general aviation demand at Albany Airport. If this proposal were to be implemented, one consequence would be that the existing Bureau of Meteorology building on the northwest sector of the airport would need to be relocated, to a site nominated in the east quadrant of the Albany Airport. Again, the actual location of a new Bureau of Meteorology facility would need to be the subject of a separate investigation. The actual timing of the need to move the BoM facilities is unknown. As the GA includes Albany is predicted to be reasonably low, it will be assumed that the BoM activities will not be required to be relocated within the current 20 year financial plan.

The predicted increase in general aviation traffic at Albany Airport will also have an impact on runway capacity available for aircraft movements. To assist with this issue, it is also recommended that if the general aviation hanger reserves area is developed, that a new taxiway be constructed to link this area to the existing 14 threshold of Runway 14/32. This will assist in reducing the level of general aviation requirements along the existing runway and obviously improve runway capacity in the future.

### 4.4 New Development Plan

A summary of the new development strategy for Albany Airport is detailed in the attached table. This outlines the assumed timing which may vary, dependant on changes in demand that may occur in the future. The general timing that are assumed in this development plan are our best estimate based on the forecasting work to date.

## Development Strategy Summary

Horizon	Development Proposal		Indicative Cost
<b>Short Term</b> 2000 – 2010	Airside	ILS Sale (2004) – Option 1  (2007) – Option 2	\$50,000 (sale price) \$200,000 (refund to DPI as part of RADS ILS Funding)
	Landside	Terminal carpark (2007) - Increase from 80 bays to 140 bays - Approx 1,400m <sup>2</sup> - Carpark lighting	\$42,000 \$25,000
	Airside	GA hangar area - Extend as per Figure 3 :apron / taxiway (2005) = approx 7,500m <sup>2</sup> - Taxiway to 14 threshold (2015) :apron / taxiway (2005) = approx 5,000m <sup>2</sup> - Taxiway lighting / linemarking (2015) :carpark (2010) = approx 1,000m <sup>2</sup> :hangar platform (2010) = approx 6,000m <sup>2</sup> :carpark lighting (2010) Relocation of Metrological Bureau (2010)	\$225,000 \$150,000 \$25,000 \$70,000 \$25,000 \$1,000,000
<b>Medium Term</b> 2010 – 2020	Airside	Runway / Taxiway / Apron reseal and strengthening (2015)	\$1,000,000
	Terminal	Major maintenance (2010) Extension (2020)	\$50,000 \$1,000,000

## 5. Financial Plan

### 5.1 Current Income

Statements of the current balance sheets for the last four (4) years for the Albany Airport have been provided by the City of Albany, as shown in Appendix B to this report.

In examining these balance sheets, it appears that the income derived from RPT landing fees has been reasonably variable over the last four years. It is assumed that based on the forecasting figures, the RPT services into Albany have been achieving in the order to 60%-80% load factors per aircraft.

The other income has been derived from the airport is from lease and rental payments for both landside and airside facilities associated with the airport. Increased lease income has been assumed in the cash flow following upgrading of the GA hangar area and following extension of the terminal. Currently there are low returns from the GA hanger leases. Council should consider this issue in the future and implement a user pays policy to provide cost recovery.

Grants for the runway extension and for the purchase of the ILS have also been made by the government in the past. For the purposes of this financial plan, it will be assumed that only limited grants will be available in the future. The only potential grant that may be available to Albany Airport would be RADS grants which may be allocated for future runway overlay and strengthening works associated with the introduction of larger aircraft for regional services throughout Western Australia. RADS grants are becoming harder to win for airports such as Albany. As such, although it may be a practical opportunity for the proposed runway overlay and strengthening work, that is predicted to be required at Albany Airport, for the purpose of the financial plan, it will be assumed that no grants will be available and that all capital works will need to be self funded by the airports income.

### 5.2 Current Expenditure

As detailed in the attached balance sheets, the bulk of the expenditure at Albany Airport is associated with maintenance and depreciation costs, the repayment of loans and the planned capital works that have occurred, such as the recently completed extension of the runway.

### 5.3 Balance Sheet

A summary of the balance sheets that are attached in Appendix B are as follows:

	Income	Expenditure
2002 – 2003	322,712	322,796
2001 – 2002	743,442	862,120
2000 – 2001	886,801	718,459
	(including 136,750 runway grant)	
1999 – 2000	1,445,289	1,174,155
	(including ILS cost 624,000)	

As can be seen by these figures, the actual income for the airport has dropped over recent years. The forecasting assumes a steady growth in RPT passengers, and as such, the actual airport income (which is heavily aligned to RPT pax numbers) should increase in the future.

#### 5.4 Airport Contractor

As part of the advice provided by Connell Wagner, it has been requested that we consider the position of the airport contractor as part of the financial planning. It is our opinion that the current contractor is performing a very serviceable job for the City of Albany. The contractor is on call generally 24 hours a day, 7 days a week and provides not only support for the airport operations, but also acts as a fuelling agent for general aviation and the various operators that use the airport. We believe that the services of the contractor should be continued and allowance made in the budget for this continuing expenditure.

#### 5.5 ILS

From the balance sheets, the ILS was introduced into Albany airport in the 1999/2000 financial year, at a cost of \$624,000. At present the ILS is costing the City of Albany between \$50,000 and \$100,000 in ongoing maintenance costs and is generating very limited income for Council. Connell Wagner believes that there is limited opportunity for income derived from the ILS and this will be ongoing unless a user such as a flying school can be attracted to Albany Airport. As the opportunity for long term fees for the ILS are considered to be quite limited within the regional context of WA airports, it is recommended that the City of Albany consider decommissioning the ILS and selling it for the best return they can achieve.

In the financial plan, Connell Wagner have assumed three scenarios for the ILS:

- That it be retained up until the end of the year 2020; or
- That it be decommissioned and sold for a figure of around \$50,000 plus an allowance of \$200,000 to be repaid to DPI as part of the RADS loan for the ILS in the year 2004; or
- That it be decommissioned and sold for a figure of around \$50,000 plus an allowance of \$200,000 to be repaid to DPI as part of the RADS loan for the ILS in the year 2007. (This last scenario is predicated on the Council heavily marketing the potential use and income of the ILS. If by 2007 the marketing is not successful and the ILS is still a loss generator, it should be sold).

#### 5.6 Fees Comparison with Other Western Australian Airports

To assist in developing a practical income strategy for Albany Airport, the landing and passenger fees charged at other Western Australian airports were investigated.

The fees income derived at both Geraldton and Kalgoorlie – Boulder Airports are compared to the Albany figures in the table below:

	Albany	Geraldton	Kalgoorlie - Boulder
Passenger Levy	18.70	13.20	15.80
RPT Airport Landing Fee (per 1000 kgm)	N/A	11.50	7.70
GA Landing Fee	N/A	5.20	5.50
Airport Fees (excluding GST)			

As can be seen from the table, Albany Airport levies the highest passenger fee when compared to Geraldton and Kalgoorlie – Boulder airports, but does not charge any landing fees for either RPT or GA aircraft movements.

Based on the fees strategy at other airports within Western Australia, it is recommended that the City of Albany consider changes to their fee charges at Albany Airport. The Passenger Levy should reflect terminal interest repayments and capital works requirements for land side facilities. Council should also consider the introduction of aircraft landing fees for both RPT and GA aircraft operations, to accommodate current loan and future capital works for airside infrastructure. These fees should be based on an agreed capital works strategy, one of which is suggested in this report. It is further recommended that the derived income from the airport operations be solely for airport operations and capital works budgets rather than being included in councils consolidated revenue budget. If this policy were to be adopted, a smaller passenger tax could be considered if landing fees were to be introduced. In general, aircraft landing fees should fund airside infrastructure and passenger fees should fund terminal and landside infrastructure. A further expenditure option that could be considered is to use some of the income to promote the airport to industry and professional users.

For the cash flow analysis derived in this report, the following fees assumptions have been made:

1. Maintain the current passenger levy at \$18.70 per passenger;
2. Introduce a \$10 per 1000 kgm landing fee for RPT services. The F50 aircraft has a maximum take off weight of around 20,000 kgm. Each F50 operation is therefore assumed to derive a landing fee of \$200;
3. Introduce a GA landing fee of \$5 per loading.

The proposed landing fees suggested are similar to those charged at other WA Regional Airports. As discussed above, once a capital works program is agreed, these fees could be adjusted to reflect actual airside and land side expenditure.

## 5.7 Financial Plans

In developing financial plans for the operation and development of Albany Airport to the year 2020, Connell Wagner has developed four (4) cash flow proposals:

- Projected cash flow based on forecast RPT growth (3.6%) with current income streams and ILS (Option 0).
- Projected cash flow based on forecast RPT growth (3.6%) with a retained ILS (Option 1).
- Projected cash flow based on forecast RPT growth (3.6%) with ILS sale in 2004 (Option 2).
- Projected cash flow based on forecast RPT growth (3.6%) with ILS sale in 2007 (Option 2a).
- Projected cash flow based on a revised RPT growth (2%) with a retained ILS (Option 3).
- Projected cash flow based on a revised RPT growth (2%) with ILS sale in 2004 (Option 4).
- Projected cash flow based on a revised RPT growth (2%) with ILS sale in 2007 (Option 4a).

### 5.7.1 Basis of Cash Flow Development

The projected cash flow to 2020 is presented in 2003 dollar values rather than discounted cash flows (DCF), since the net cash position (ie cash inflows, cash outflows, sources of cash, use of cash surpluses for adhoc capital works) is most critical for an organisation's financial planning / viability.

Essentially, in using current 2003 dollar values to 2020, the projected cash flow indicates how an organisation will realistically in today's values obtain its cash and how that cash is applied in terms of operating and capital expenditure over the cash flow period. The 2003 dollar values eliminate the requirement to gross future costs of inflation which, if wrong, will significantly distort the projected cash flow, particularly as the cash flow moves closer towards 2020.

DCF's are primarily used as a capital budgetary technique to represent cash inflows (benefits) and cash outflows (costs) of competing project options at a common point in time so that they can be compared. Therefore, by varying the timing of a project option can impact on the Net Present Value (NPV) vis-à-vis the base case or another project options. For the above, the resulting specific cash inflows (benefits) are directly related and measurable to the capital under consideration for the Albany Airport projected cash flow, it comprises a number of capital projects which are not directly related to the major revenue streams of the airport and hence is considered not suitable to DCF.

### 5.7.2 Options 1, 2 and 2a Assumptions

#### Albany Airport Projected Cash Flows 2003 to 2020 – Data Assumptions

Spreadsheet Category	Assumptions								
<b>Activity</b>									
RPT Passenger Movements	The base figure is 43,565 in 2001 (official Avstats data) growing at an average annual rate of 3.6% to 83,000 in 2020.								
RPT Aircraft Movements	The base figure is 1,550 growing at an average annual rate of 0.38% to 1,653 in 2020.								
GA Landings	The base figure is 8,500 growing at 3% per annum to 15,200 in 2020.								
<b>Revenue</b>									
<b>Aeronautical</b>									
RPT Passenger Head Fees	Passenger head tax of \$18.70 (assumed to be 90% of \$16.80 to represent child fares).								
RPT Aircraft Landing Fees	Landing charge of \$200 per landing								
GA Landing Fees	Landing charge of \$5 per landing								
<b>Other aeronautical</b>									
ILS sale	One scenario assumes the retention of the ILS. (Option 1). Two scenarios assumes sale of ILS at \$50,000 in 2004 and 2007, respectively (Options 2 and 2a). If the ILS is sold, it is assumed the Council will be required to repay some of the RADS money used for the purchase of the ILS. A figure of \$200,000 has been used in the cash flow.								
<b>Non aeronautical</b>									
Leases	This item comprises the following entries from Council's financial statement for year ending 30 June 2002.								
	<table border="0"> <tr> <td><u>CoA</u></td> <td><u>Entry</u></td> </tr> <tr> <td>3813</td> <td>A/port – leases rent</td> </tr> <tr> <td>3833</td> <td>A/port – leases</td> </tr> <tr> <td>3834</td> <td>A/port – lease inc GST</td> </tr> </table>	<u>CoA</u>	<u>Entry</u>	3813	A/port – leases rent	3833	A/port – leases	3834	A/port – lease inc GST
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3813	A/port – leases rent								
3833	A/port – leases								
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	Increase lease income of 20% is assumed in 2010 with the construction of the GA Hangar area, mainly based on improved income from new hangar leases.								
	Source same as above but includes								
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Spreadsheet Category	Assumptions																																				
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Subsidies and Grants	<p>No subsidies and grants from internal to Council and/or from external sources have been identified to 2020. The net cashflow at the end of each year indicates the extent of subsidy required for the aerodrome to break even.</p>																																				
<p><b>Expenditure</b> Operating Expenditure General</p>	<p>This item comprises the following rates from Council's financial statement for year end 30 June 2002.</p> <table border="1" data-bbox="946 1010 1490 1682"> <thead> <tr> <th data-bbox="946 1010 1082 1043"><u>CoA</u></th> <th data-bbox="1241 1010 1305 1043"><u>Entry</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="946 1043 1082 1077">3702</td> <td data-bbox="1090 1043 1417 1077">A/port – General Maintenance</td> </tr> <tr> <td data-bbox="946 1077 1082 1111">3712</td> <td data-bbox="1090 1077 1377 1111">A/port – Vehicle Op. Costs</td> </tr> <tr> <td data-bbox="946 1111 1082 1144">3722</td> <td data-bbox="1090 1111 1377 1144">A/port – Public Telephone</td> </tr> <tr> <td data-bbox="946 1144 1082 1178">3732</td> <td data-bbox="1090 1144 1393 1178">A/port – Maintenance Other</td> </tr> <tr> <td data-bbox="946 1178 1082 1211">3742</td> <td data-bbox="1090 1178 1297 1211">A/port – Contractor</td> </tr> <tr> <td data-bbox="946 1211 1082 1245">3752</td> <td data-bbox="1090 1211 1401 1245">A/port – Emp. Ind. Insurance</td> </tr> <tr> <td data-bbox="946 1245 1082 1279">3762</td> <td data-bbox="1090 1245 1433 1279">A/port – Catastrophe Insurance</td> </tr> <tr> <td data-bbox="946 1279 1082 1312">3772</td> <td data-bbox="1090 1279 1425 1312">A/port – Housing Maintenance</td> </tr> <tr> <td data-bbox="946 1312 1082 1346">3782</td> <td data-bbox="1090 1312 1385 1346">A/port – DMEI Commission</td> </tr> <tr> <td data-bbox="946 1346 1082 1413">3792</td> <td data-bbox="1090 1346 1377 1413">A/port – Term L/Int Repaid (only to 30/06/12)</td> </tr> <tr> <td data-bbox="946 1413 1082 1480">3802</td> <td data-bbox="1090 1413 1409 1480">A/port – Runway L/Int Repaid (only to 01/01/04)</td> </tr> <tr> <td data-bbox="946 1480 1082 1514">3902</td> <td data-bbox="1090 1480 1273 1514">A/port – Training</td> </tr> <tr> <td data-bbox="946 1514 1082 1547">7472</td> <td data-bbox="1090 1514 1417 1547">A/port – Building Depreciation</td> </tr> <tr> <td data-bbox="946 1547 1082 1581">7462</td> <td data-bbox="1090 1547 1393 1581">A/port – Other Depreciation</td> </tr> <tr> <td data-bbox="946 1581 1082 1615">7482</td> <td data-bbox="1090 1581 1425 1615">A/port – Furniture Depreciation</td> </tr> <tr> <td data-bbox="946 1615 1082 1648">7492</td> <td data-bbox="1090 1615 1385 1648">A/port – Plant Depreciation</td> </tr> <tr> <td data-bbox="946 1648 1082 1682">5762</td> <td data-bbox="1090 1648 1409 1682">A/port – Trans Ex Schedule 4</td> </tr> </tbody> </table>	<u>CoA</u>	<u>Entry</u>	3702	A/port – General Maintenance	3712	A/port – Vehicle Op. Costs	3722	A/port – Public Telephone	3732	A/port – Maintenance Other	3742	A/port – Contractor	3752	A/port – Emp. Ind. Insurance	3762	A/port – Catastrophe Insurance	3772	A/port – Housing Maintenance	3782	A/port – DMEI Commission	3792	A/port – Term L/Int Repaid (only to 30/06/12)	3802	A/port – Runway L/Int Repaid (only to 01/01/04)	3902	A/port – Training	7472	A/port – Building Depreciation	7462	A/port – Other Depreciation	7482	A/port – Furniture Depreciation	7492	A/port – Plant Depreciation	5762	A/port – Trans Ex Schedule 4
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ILS	<p>It is noted that General Operational Expenditure is increased by a factor of 2.5% of the capital expenditure to accommodate increased maintenance / operating expenditure.</p> <p>The Option 1 scenario, which assumes the retention of the ILS has operating expenditure from 2003 to 2020. The annual operators expenditure for all ILS for 2003 to 2020 has been determined using an average of ILS related expenditure between 2000 to 2002.</p> <p>The Option 2 scenario which assumes the sale of the</p>																																				



Spreadsheet Category	Assumptions
	ILS in 2004 results in ILS related operating expenditure in 2003 only.  The Option 2a scenario, which assumes the scale of the ILS in 2007 results in ILS related operating expenditure for 2003 – 2006.
Capital Expenditure	As per the new Airport Development Plan

**5.7.3 Options 3, 4 and 4a Assumptions**

Albany Airport – Projected Cash Flow 2003 to 2020 – Data Assumptions for Version 2

<b>Spreadsheet Category</b>	<b>Assumptions</b>																				
<b>Activity</b>																					
RPT Passenger Movements	The base figure is 43,565 in 2001 (official Avstats data) growing at an average annual rate of 2% to 63,466 in 2020.																				
RPT Aircraft Movements	The base figure is 1,550 growing at an average annual rate of 0.21% to 1,606 in 2020.																				
GA Landings	The base figure is 8,500 growing at 3% per annum to 15,200 in 2020.																				
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<b>Other aeronautical</b>																					
ILS sale	As per page 8 Options 1,2 and 2a.																				
<b>Non aeronautical</b>																					
Leases	<p>This item comprises the following entries from Council's financial statement for year ending 30 June 2002.</p> <table border="1"> <thead> <tr> <th><u>CoA</u></th> <th><u>Entry</u></th> </tr> </thead> <tbody> <tr> <td>3813</td> <td>A/port – leases rent</td> </tr> <tr> <td>3833</td> <td>A/port – leases</td> </tr> <tr> <td>3834</td> <td>A/port – lease inc GST</td> </tr> </tbody> </table> <p>Increased lease income of 20% is assumed in 2010 with the construction of the GA Hangar area, mainly based on improved income from new hanger leases</p> <p>Source same as above but includes</p> <table border="1"> <thead> <tr> <th><u>CoA</u></th> <th><u>Entry</u></th> </tr> </thead> <tbody> <tr> <td>3803</td> <td>A/Port – Public telephones</td> </tr> </tbody> </table> <p>Note the following have been excluded because they represent a subsidy or a one off income item respectively:</p> <table border="1"> <thead> <tr> <th><u>CoA</u></th> <th><u>Entry</u></th> </tr> </thead> <tbody> <tr> <td>6509</td> <td>A/port – T/F reserve</td> </tr> <tr> <td>3903</td> <td>A/port – Sale of plant</td> </tr> <tr> <td>8033</td> <td>A/port – Profit / Loss sale of assets</td> </tr> </tbody> </table>	<u>CoA</u>	<u>Entry</u>	3813	A/port – leases rent	3833	A/port – leases	3834	A/port – lease inc GST	<u>CoA</u>	<u>Entry</u>	3803	A/Port – Public telephones	<u>CoA</u>	<u>Entry</u>	6509	A/port – T/F reserve	3903	A/port – Sale of plant	8033	A/port – Profit / Loss sale of assets
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3703	A/port – General Maintenance																																								
3713	A/port – Vehicle Op. Costs																																								
3723	A/port – Public Telephone																																								
3733	A/port – Maintenance Other																																								
3743	A/port – Contractor																																								
3753	A/port – Emp. Ind. Insurance																																								
3763	A/port – Catastrophe Insurance																																								
3773	A/port – Housing Maintenance																																								
3783	A/port – DMEI Commission																																								
3793	A/port – Term L/Int Repaid																																								
	(only to 30/06/12)																																								
3803	A/port – Runway L/Int Repaid																																								
	(only to 01/01/04)																																								
3903	A/port – Training																																								
7473	A/port – Building Depreciation																																								
7463	A/port – Other Depreciation																																								
7483	A/port – Furniture Depreciation																																								
7493	A/port – Plant Depreciation																																								
5762	A/port – Trans Ex Schedule 4																																								
	It is noted that General Operational Expenditure is increased by a factor of 2.5% of the capital expenditure to accommodate increased maintenance / operating expenditure.																																								
1LS	As per page 9 Options 1, 2 and 2a.																																								
Capital Expenditure	As per the new Airport Development Plan																																								

#### **5.7.4 Conclusions**

Based on the results detailed in the options spread sheets:

- Option 0 – Forecast RPT with current income stream and ILS retained;
- Option 1 - Forecast RPT with ILS retained;
- Option 2 -Forecast RPT with 2004 sale of ILS;
- Option 2a – Forecast RPT with 2007 sale of ILS;
- Option 3 - Revised RPT Forecast with ILS retained;
- Option 4 - Revised RPT forecast with 2004 sale of ILS;
- Option 4a – Revised RPT forecast with 2007 sale of ILS.

It appears that Albany Airport should return a profit to the City of Albany.

This conclusion is predicated on agreement to the following:

- That RPT forecast growth will be achieved;
- That landing fees will be applied to RPT and GA operations;
- That the operating revenue (based on 2002 figures) is realistic;
- That the proposed capital works program reflects the city's vision for the airport; and
- That capital costs reflect comment expected expenditure for these proposed works.

## 6. Other Issues

In the initial brief for this supplementary report the City of Albany requested that Connell Wagner provide comments on several other issues associated with the operation management of Albany Airport.

### 6.1 ILS

As discussed previously, Connell Wagner's view on the ILS is that there is very limited opportunity for income to be generated from the ILS.

The aircraft that currently operate from Albany Airport do not require the ILS navigation aid.

Potential sources of use are RPT services, military traffic and flying schools. The RPT and military demand is currently small and is not expected to significantly increase in the future. If a flying school were to be attracted to Albany, this may justify the retention of the ILS. In the current environment this is a speculative position from which to maintain the high cost of the ILS operation.

Our opinion, as stated in the report, is that Council should consider selling the ILS and operating the airport without this facility. Advice on this matter should also be sought from DPI Aviation Branch, as to whether they can identify and assist with developing further demand for the ILS.

### 6.2 Albany Airport Advisory Committee (AAAC)

The current roll of the AAAC, as we understand it, is partly a management roll and partly a strategic development roll.

In our view, it is important that the strategic development of the airport be considered by such a committee. Preparation of events, strategy for increased business (both aviation and non-aviation), the role of the airport in regional development, master planning strategy etc, are all issues which should be considered. The AAAC should be made up of a wide cross section of members (as is currently the case) and should meet on say a 3-6 monthly basis.

The operation of the airport should be managed by the council officers, responsible to Council.

# ***Appendix A***

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***Master Plan Development Strategy***

# ***Appendix B***

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*Albany Airport Balance Sheets*

Project: Albany Airport  
 Title: OPTION 0 - Pro Forma Cash Flow to 2020 (in \$2000 values) - Current Financial Position  
 Author: AUB  
 Date: 9/8/2002

Activity	2005	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2020
RPT Passenger Move-in	4535	4713	4830	5657	6249	6496	6250	6275	6073	6255	6476	6701	6937	7251	7665	7732	8300
RPT Aircraft Landing Fees	1950	1533	1493	1463	1574	1581	1580	1552	1598	1654	1610	1578	1622	1628	1635	1647	1683
General Aviation Landing Fees	5186	5472	5956	6429	7150	7661	7981	8130	8189	8193	8269	8279	8111	8056	8910	14757	15200
Net Revenue	784,318	791,621	822,337	849,060	896,463	947,641	946,309	939,616	1,010,284	1,050,777	1,085,025	1,127,795	1,169,306	1,210,455	1,254,026	1,305,896	1,350,406
Net Expenditures	(20,266)	(30,268)	(32,886)	(30,288)	(36,266)	(30,268)	(30,268)	(36,210)	(36,350)	(36,316)	(38,219)	(38,219)	(38,318)	(36,318)	(36,318)	(38,319)	(38,319)
Net Cash Flow	764,052	761,353	789,451	818,772	860,197	917,373	916,041	903,406	973,934	1,014,461	1,046,806	1,127,795	1,181,022	1,214,137	1,217,708	1,267,577	1,312,087
Operating Expenditures	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000	660,000
Capital Expenditures	(195,734)	(198,647)	(231,149)	(299,718)	(323,763)	(293,732)	(293,732)	(323,594)	(323,763)	(323,763)	(323,763)	(323,763)	(323,763)	(323,763)	(323,763)	(323,763)	(323,763)
Net Operating Surplus (Project)	563,318	562,706	558,302	548,954	536,434	623,609	622,309	580,012	650,171	690,697	722,043	804,032	817,259	890,374	893,945	943,814	988,324
Net Cash Flow	542,852	531,056	526,453	518,666	503,171	586,337	589,040	546,418	626,307	666,934	698,280	780,269	793,496	866,611	870,182	910,051	959,563



Project: Albany Airport  
 Title: OPTION 1 - Projected Cash Flow in 2003 to 2020 (in \$ 2003 value) - Retaining the ILS Scenario  
 Author: AJB  
 Date: 5/29/2003

Activity	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenue																		
Airside																		
RPT Passenger Movements	\$ 45,496	\$ 47,120	\$ 48,837	\$ 50,687	\$ 52,579	\$ 54,519	\$ 56,509	\$ 58,549	\$ 60,639	\$ 62,777	\$ 64,964	\$ 67,200	\$ 69,487	\$ 71,825	\$ 74,214	\$ 76,654	\$ 79,144	\$ 81,684
RPT Aircraft Movements	\$ 152	\$ 156	\$ 162	\$ 168	\$ 174	\$ 180	\$ 186	\$ 192	\$ 198	\$ 204	\$ 210	\$ 216	\$ 222	\$ 228	\$ 234	\$ 240	\$ 246	\$ 252
General Aviation Landings	\$ 3,196	\$ 3,472	\$ 3,756	\$ 4,048	\$ 4,348	\$ 4,656	\$ 4,972	\$ 5,296	\$ 5,628	\$ 5,968	\$ 6,316	\$ 6,672	\$ 7,036	\$ 7,408	\$ 7,788	\$ 8,176	\$ 8,572	\$ 8,976
RPT Passenger Fees	\$ 762,316	\$ 791,217	\$ 820,337	\$ 849,687	\$ 879,279	\$ 909,113	\$ 939,201	\$ 969,543	\$ 1,000,141	\$ 1,031,000	\$ 1,062,120	\$ 1,093,500	\$ 1,125,140	\$ 1,157,040	\$ 1,189,200	\$ 1,221,620	\$ 1,254,300	\$ 1,287,240
RPT Aircraft Landing Fees	\$ 316,000	\$ 311,178	\$ 312,360	\$ 313,547	\$ 314,739	\$ 315,935	\$ 317,135	\$ 318,341	\$ 319,550	\$ 320,765	\$ 321,985	\$ 323,207	\$ 324,435	\$ 325,668	\$ 326,906	\$ 328,149	\$ 329,397	\$ 330,647
General Aviation Landing Fees	\$ 45,980	\$ 47,389	\$ 48,790	\$ 50,184	\$ 51,571	\$ 52,953	\$ 54,333	\$ 55,709	\$ 57,081	\$ 58,449	\$ 59,813	\$ 61,173	\$ 62,529	\$ 63,881	\$ 65,230	\$ 66,576	\$ 67,919	\$ 69,259
Sub Total	\$ 1,200,286	\$ 1,250,389	\$ 1,301,476	\$ 1,352,660	\$ 1,403,954	\$ 1,455,356	\$ 1,506,866	\$ 1,558,485	\$ 1,610,214	\$ 1,662,054	\$ 1,713,994	\$ 1,766,034	\$ 1,818,174	\$ 1,870,414	\$ 1,922,754	\$ 1,975,194	\$ 2,027,734	\$ 2,080,374
Non-Airside																		
Leases	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266	\$ 30,266
Other	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417
Sub Total	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683	\$ 30,683
Subsidies and Grants																		
Subsidies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,230,969	\$ 1,281,072	\$ 1,332,159	\$ 1,383,343	\$ 1,434,637	\$ 1,486,039	\$ 1,537,551	\$ 1,589,170	\$ 1,640,897	\$ 1,692,737	\$ 1,744,677	\$ 1,796,717	\$ 1,848,860	\$ 1,901,103	\$ 1,953,440	\$ 2,005,877	\$ 2,058,417	\$ 2,110,957
Expenditure																		
Operating Expenditure																		
General	\$ 650,000	\$ 550,000	\$ 550,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000
ILS	\$ 79,954	\$ 73,854	\$ 73,854	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954	\$ 79,954
Sub Total	\$ 729,954	\$ 723,854	\$ 723,854	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954	\$ 729,954
Capital Expenditure	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Terminal Lease Refurbishments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Terminal Refurb. Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Terminal Equipment Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Terminal Equipment Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Runways, etc. resurf. & paving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GA aprons & taxiway expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GA taxiway lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GA hangar expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GA baggage expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GA parking lot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Met. base & reflection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Total Expenditure	\$ 879,954	\$ 873,854	\$ 873,854	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954	\$ 879,954
Net Operating Surplus (Project)	\$ 351,015	\$ 407,218	\$ 458,305	\$ 503,389	\$ 554,683	\$ 606,085	\$ 657,601	\$ 709,220	\$ 761,043	\$ 813,083	\$ 865,323	\$ 917,763	\$ 970,406	\$ 1,023,249	\$ 1,076,286	\$ 1,129,523	\$ 1,182,963	\$ 1,236,604
Net Cash Flow	\$ 351,015	\$ 407,218	\$ 458,305	\$ 503,389	\$ 554,683	\$ 606,085	\$ 657,601	\$ 709,220	\$ 761,043	\$ 813,083	\$ 865,323	\$ 917,763	\$ 970,406	\$ 1,023,249	\$ 1,076,286	\$ 1,129,523	\$ 1,182,963	\$ 1,236,604
Net Total Revenue, minus Total Expenditure:	\$ 351,015	\$ 407,218	\$ 458,305	\$ 503,389	\$ 554,683	\$ 606,085	\$ 657,601	\$ 709,220	\$ 761,043	\$ 813,083	\$ 865,323	\$ 917,763	\$ 970,406	\$ 1,023,249	\$ 1,076,286	\$ 1,129,523	\$ 1,182,963	\$ 1,236,604



Project: Albany Airport  
 Title: OPERATIONAL - Projected Cash Flow in 2020 (in \$ 2015 values) - Selling the ILS in 2020 Scenario  
 Author: AUB  
 Date: 5/30/2018

Activity	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
RPT Passenger Movements	4345	4713	5003	5267	5540	5824	6113	6407	6707	7013	7324	7641	7964	8293	8628	8968	9313	9663
RPT Aircraft Movements	1529	1656	1788	1924	2064	2208	2356	2508	2664	2824	2988	3156	3328	3504	3684	3868	4056	4248
General Aviation Landings	5130	5412	5700	6000	6300	6600	6900	7200	7500	7800	8100	8400	8700	9000	9300	9600	9900	10200
Revenue																		
As a % of total																		
RPT Passenger Fees	\$ 764,316	\$ 797,801	\$ 832,337	\$ 868,069	\$ 904,958	\$ 943,090	\$ 982,465	\$ 1,023,084	\$ 1,064,947	\$ 1,108,064	\$ 1,152,436	\$ 1,198,064	\$ 1,244,947	\$ 1,293,084	\$ 1,342,473	\$ 1,393,116	\$ 1,445,013	\$ 1,498,164
RPT Aircraft Landing Fees	\$ 310,000	\$ 331,778	\$ 354,860	\$ 379,247	\$ 404,936	\$ 431,933	\$ 459,240	\$ 486,857	\$ 514,784	\$ 543,021	\$ 571,568	\$ 600,425	\$ 629,592	\$ 659,069	\$ 688,856	\$ 718,963	\$ 749,390	\$ 780,137
General Aviation Landing Fees	\$ 45,890	\$ 47,369	\$ 48,790	\$ 50,244	\$ 51,731	\$ 53,243	\$ 54,780	\$ 56,341	\$ 57,926	\$ 59,535	\$ 61,168	\$ 62,824	\$ 64,503	\$ 66,205	\$ 67,930	\$ 69,677	\$ 71,447	\$ 73,239
Sub Total	\$ 1,120,206	\$ 1,176,948	\$ 1,235,987	\$ 1,297,560	\$ 1,361,624	\$ 1,428,263	\$ 1,497,503	\$ 1,569,341	\$ 1,643,672	\$ 1,720,509	\$ 1,799,763	\$ 1,881,439	\$ 1,965,561	\$ 2,052,144	\$ 2,141,292	\$ 2,232,916	\$ 2,327,032	\$ 2,423,740
Other Aero-serv																		
ILS Sale & DP Requirement																		
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Not Applicable																		
Leases	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285	\$ 33,285
Other	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417
Sub Total	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702	\$ 33,702
Subsites and Gate																		
Subsites	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BAO Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,153,908	\$ 1,210,650	\$ 1,270,184	\$ 1,331,762	\$ 1,395,529	\$ 1,462,266	\$ 1,532,003	\$ 1,604,684	\$ 1,680,341	\$ 1,759,014	\$ 1,840,763	\$ 1,925,561	\$ 2,013,439	\$ 2,104,444	\$ 2,198,692	\$ 2,296,298	\$ 2,397,274	\$ 2,501,742
Expenditure																		
Operating Expenditure	\$ 650,000	\$ 660,000	\$ 670,000	\$ 680,000	\$ 690,000	\$ 700,000	\$ 710,000	\$ 720,000	\$ 730,000	\$ 740,000	\$ 750,000	\$ 760,000	\$ 770,000	\$ 780,000	\$ 790,000	\$ 800,000	\$ 810,000	\$ 820,000
Sub Total	\$ 650,000	\$ 660,000	\$ 670,000	\$ 680,000	\$ 690,000	\$ 700,000	\$ 710,000	\$ 720,000	\$ 730,000	\$ 740,000	\$ 750,000	\$ 760,000	\$ 770,000	\$ 780,000	\$ 790,000	\$ 800,000	\$ 810,000	\$ 820,000
Capital Expenditure	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000
Ending ILS Requirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Terminal expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Terminal carport expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Terminal ramp lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Power for terminal strength	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gate & airway expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gateways lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gateways platform	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gateways expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gateways lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000	\$ 164,000
Total Expenditure	\$ 814,000	\$ 824,000	\$ 834,000	\$ 844,000	\$ 854,000	\$ 864,000	\$ 874,000	\$ 884,000	\$ 894,000	\$ 904,000	\$ 914,000	\$ 924,000	\$ 934,000	\$ 944,000	\$ 954,000	\$ 964,000	\$ 974,000	\$ 984,000
Net Operating Surplus (Project)	\$ 339,908	\$ 350,650	\$ 399,184	\$ 399,762	\$ 405,529	\$ 412,266	\$ 422,003	\$ 434,684	\$ 446,341	\$ 459,014	\$ 472,763	\$ 487,561	\$ 503,439	\$ 519,444	\$ 536,692	\$ 554,692	\$ 573,274	\$ 592,742
Net Cash Flow	\$ 339,908	\$ 350,650	\$ 399,184	\$ 399,762	\$ 405,529	\$ 412,266	\$ 422,003	\$ 434,684	\$ 446,341	\$ 459,014	\$ 472,763	\$ 487,561	\$ 503,439	\$ 519,444	\$ 536,692	\$ 554,692	\$ 573,274	\$ 592,742



Activity	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Revenue</b>																
Aircraft																
RPT Passenger Fees	46326	47165	48099	49267	50425	51618	52824	54118	55499	56969	58533	60197	61967	63849	65841	67952
RPT Aircraft Operations	1520	1567	1640	1720	1809	1907	1999	2099	2207	2324	2450	2586	2732	2889	3057	3237
General Aviation	976	972	970	970	970	970	970	970	970	970	970	970	970	970	970	970
Other																
RPT Aircraft Landing Fees	161455	174081	187825	202729	218851	236251	255081	275491	297521	321241	346721	374121	403521	434921	468421	504021
Other	37000	37000	37000	37000	37000	37000	37000	37000	37000	37000	37000	37000	37000	37000	37000	37000
Other	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000	45000
Other	141240	156261	172525	190229	209351	230251	252781	276191	301521	328841	358221	389721	423421	459421	498421	540021
Total Revenue	1,148,328	1,261,338	1,382,958	1,514,279	1,655,958	1,808,958	1,974,479	2,153,958	2,348,958	2,560,479	2,789,958	3,038,479	3,307,479	3,597,479	3,909,479	4,244,479
<b>Expenditure</b>																
Operating Expenditure																
General	866,000	930,000	1,000,000	1,070,000	1,150,000	1,240,000	1,340,000	1,450,000	1,570,000	1,690,000	1,820,000	1,960,000	2,110,000	2,270,000	2,440,000	2,620,000
Other	79,804	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Other	720,964	810,000	920,000	990,000	1,070,000	1,160,000	1,260,000	1,370,000	1,490,000	1,610,000	1,740,000	1,880,000	2,030,000	2,190,000	2,360,000	2,540,000
Capital Expenditure																
Existing Line Equipment	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
New Equipment	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Other	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
Other	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000
Total Expenditure	1,088,764	1,190,000	1,300,000	1,420,000	1,550,000	1,690,000	1,840,000	2,000,000	2,170,000	2,350,000	2,540,000	2,740,000	2,950,000	3,180,000	3,430,000	3,690,000
Net Operating Surplus	69,564	71,338	82,958	94,279	105,958	128,958	154,479	183,958	218,958	250,479	299,958	358,479	427,479	507,479	599,479	704,479
Net Total Revenue minus Total Expenditure	69,564	71,338	82,958	94,279	105,958	128,958	154,479	183,958	218,958	250,479	299,958	358,479	427,479	507,479	599,479	704,479

Project Albany Airport

Title: OPTION 4A - Projected Cash Flow in 2003 to 2020 (in \$ 2003 values) - Selling the L.S. in 2007 Scenario - Version 2

Author: AJB

Date: 5/09/2003

Activity	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
PT Passenger Movements	46250	45202	47165	48080	49051	50042	51240	52661	54268	56051	57923	60359	63375	66933	70952	75401	80221	85488
PT Aircraft Movements	1520	1663	1657	1603	1562	1466	1370	1263	1178	1091	1003	915	827	739	651	563	475	387
General Aviation Landings	3196	3427	3736	4020	4280	4520	4760	5000	5240	5480	5720	5960	6200	6440	6680	6920	7160	7400
Revenue																		
Paroia/Life																		
PT Passenger Fees	761,450	775,685	792,223	809,387	827,229	845,712	864,828	884,578	904,970	926,025	947,755	970,180	993,310	1,017,150	1,041,710	1,067,000	1,093,030	1,119,810
PT Aircraft Landing Fees	3,000	3,000	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100
General Aviation Landng Fees	45,800	47,300	48,750	50,244	51,781	53,363	54,993	56,670	58,394	60,166	61,987	63,857	65,776	67,744	69,761	71,828	73,945	76,112
Sub Total	1,117,410	1,194,700	1,192,207	1,170,551	1,186,692	1,207,205	1,226,957	1,245,814	1,263,864	1,281,317	1,298,842	1,316,370	1,333,900	1,351,430	1,368,960	1,386,490	1,404,020	1,421,550
Other Revenue																		
LS Sale & O&M Acquisition				150,000														
Sub Total				150,000														
Non-Aircraft																		
Leases	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256	30,256
Other	417	417	417	417	417	417	417	417	417	417	417	417	417	417	417	417	417	417
Sub Total	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673	30,673
Supplies and Exp. to																		
Subtotal																		
Grants																		
Sub Total																		
Total Revenue	1,148,073	1,194,373	1,192,207	1,200,551	1,217,365	1,237,878	1,257,630	1,277,487	1,297,537	1,317,687	1,337,837	1,357,987	1,378,137	1,398,287	1,418,437	1,438,587	1,458,737	1,478,887
Expenditure																		
Operating Expenditure																		
Gamma	680,000	680,000	680,000	685,000	690,000	695,000	700,000	705,000	710,000	715,000	720,000	725,000	730,000	735,000	740,000	745,000	750,000	755,000
Delta	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554	79,554
Sub Total	759,554	759,554	759,554	764,554	769,554	774,554	779,554	784,554	789,554	794,554	799,554	804,554	809,554	814,554	819,554	824,554	829,554	834,554
Capital Expenditure																		
Existing Loan Repayments	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Terminal Rehab. & Upgrade				42,000														
Terminal Capital Expend.				25,000														
Terminal Repair, Utility																		
Runway Rehabilitation & Upgrade																		
GA and O&M Acquisition																		
Sub Total	150,000	150,000	150,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000
Total Expenditure	909,554	909,554	909,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554	956,554
Net Operating Surplus	238,519	274,819	282,653	234,000	247,811	263,323	278,077	292,833	307,583	322,333	337,083	351,833	366,583	381,333	396,083	410,833	425,583	440,333
Net Cash Flow	238,519	274,819	282,653	234,000	247,811	263,323	278,077	292,833	307,583	322,333	337,083	351,833	366,583	381,333	396,083	410,833	425,583	440,333

# **Agenda Item Attachments**

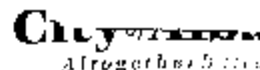
## **GENERAL MANAGEMENT SERVICES SECTION**

CITY OF ALBANY

POSTAL ADDRESS: PO BOX 484, ALBANY WA 6331  
OFFICE: Market Street Albany  
231 Market Street Albany  
FAX: (08) 9231 9232

PHONE: (08) 9231 9233  
CITY: (08) 9231 9233  
FACSIMILE: (08) 9231 9232

Bulletin Attachr  
For Item 14.1



Our Ref: PRO284  
Cross Ref: N/A  
Your Ref: N/A  
Enquiries: Councillor Paul Lionetti

22nd August 2003

Andrew Hammond  
Chief Executive Officer  
City of Albany  
PO BOX 484  
ALBANY WA 6331


Dear Andrew

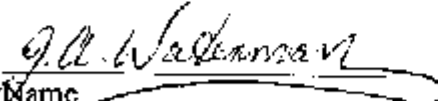
**LOCATION OF CITY OF ALBANY ADMINISTRATION BUILDING**

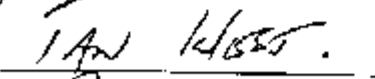
Please place before Council an Agenda Item seeking to review previous decisions made on the 19<sup>th</sup> November 2002 and 18<sup>th</sup> February 2003 in regards to the new Administration Building/Civic Centre to be located at Lot 4743 North Road Yakamia.

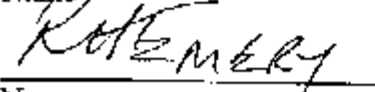
The objective of this review will be to suspend the current process for three (3) months pending an assessment on the suitability of the old Gas Works Site for the Administration Building/Civic Centre complex.

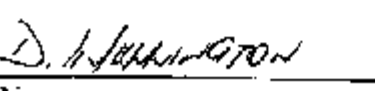
Yours sincerely

  
Paul Lionetti

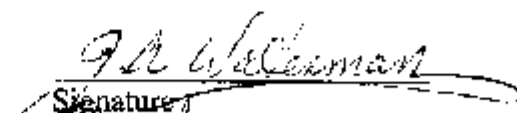
  
Name


  
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Signature

  
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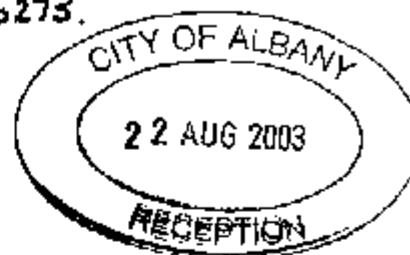


ALBANY MODEL RAILWAY ASSOCIATION INC.  
CLUBROOMS EAST END OF THE  
ALBANY RAILWAY STATION

Bulletin Attachm  
For Item 14.1.

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

CITY OF ALBANY - RECORDS	
FILE:	R6L102, Prob 273.
DOC:	I30B235
22 AUG 2003	
OFFICER:	SPL01
Attach:	



Thursday, 21 August 2003

Attention: Andrew Hammond

Subject: Submission on Old Railway Turntable- Notice of Intent to Transfer Ownership

I wish to advise the City of Albany that the Albany Model Railway Association Inc. request that the railway turntable be retained in Albany, made operational and connected to the railway network.

Our principle reason for retention is to promote the possibility of visits to Albany by steam locomotive hauled passenger trains. The installation and connection to the railway network will enable those steam locomotives to be turned to enable return travel to Katanning at full line speed. At present any steam locomotive arriving in Albany has to run backwards at reduced speed all the way to Katanning where turning facilities exist. The reduced speed, reverse running increases the return journey time to an unacceptable level and has the potential to interfere with normal Australian Railroad Group (ARG) grain and woodchip trains.

The operation of steam hauled trains to Albany and on local trains has a great tourist potential and is an excellent opportunity for locals to enjoy and relive the old days when the rail service to Albany was a daily event. This has been evident even when the services have been provided by diesel hauled passenger trains operated by the Hotham Valley Railway (HVR) and the Australian Railways Historical Society WA Branch (ARHS).

Our member Mr P Pocock provided a submission to the Council meeting of the 15/07/2003, agenda item 14.1.1, "Donation of a Railway Turntable". For your information a copy of that submission is attached for your records and we offer this document in support of our submission.

I have also been in contact with the HVR, Pemberton Tramway Company and ARHS. Please refer to the attachment of an e-mail response from the HVR confirming that the recent steam train trips to Narrogin and Katanning did not include Albany because of the lack of turning facilities.

It is important to understand that a turntable is not the only method of turning locomotives. Two other systems are in use around the world and are represented in WA. These are the so called "Y" or "triangle" or a balloon loop.

There have been local comments about the provision of a balloon loop in the Port to service the existing and future woodchip exporters.

I have also been in contact with the Port of Albany, CBH and the local consulting engineer in relation to the proposal for a balloon loop in the port area. Following those contacts it is apparent that this will not happen due to the limitations of space in the port area and the effect

ALBANY MODEL RAILWAY ASSOCIATION INC.  
CLUBROOMS EAST END OF THE  
ALBANY RAILWAY STATION

the balloon loop will have on other companies proposing to use trucks for the transport of woodchips and other bulk commodities. It has also been suggested that the Port Authority does not have the funds to provide the balloon loop.

The use of a "Y" requires a considerably greater amount of land than a turntable and that space is not easily available in the Port area. However it is possible that in conjunction with the proposed new passing loop to be installed by ARG/WestNet at Elleker a "Y" could be constructed there. This would be an ideal location as existing rail reserves provide the area required. As our first objective is the retention of the turntable in Albany the installation of the turntable at Elleker is also practical.

The operation of diesel locomotives do not specifically require the use of a turntable however from the driver's perspective many diesel locomotives are more safely run with the short hood forward as this offers greater visibility along the track and especially at level crossings. Although we have not received advice back from ARG/WestNet we believe they would also occasionally make use of the turntable.

We therefore appeal to the City of Albany to retain the turntable but only on the condition that it be installed and connected to the ARG/WestNet railway network.

If however there is no willingness to retain and install the turntable then we would prefer it being donated to the Kojonup Tourist Railway Association, even though that is an railway isolated from the railway system linking Albany and Perth.

If you have any questions regarding our submission please do not hesitate to contact me on 9842 4224 during business hours or 9844 3480 after hours.

Yours faithfully



Bruce Norton  
Secretary  
Albany Model Railway Association Inc.  
PO Box 5271  
Albany WA 6332

[bruce@omninet.net.au](mailto:bruce@omninet.net.au)

Attachments

## **Albany Railway Turntable**

**Albany City Council Meeting for 15/07/03**

**Agenda Item 14.1.1 "Donation of a Railway Turntable"**  
Submission by: Peter Pocock, Lot 33 Catalina Rd, Albany (ph:9841 8736)

- Turntable is used for turning locomotives, especially steam loco's

### **History**

- The Turntable has lain disassembled and idle at the Loco Depot, under Stirling terrace for at least 10 years
- The turntable was built for the Albany Depot and was originally installed slightly South East of the present railway station
- Due to the high water table the whole structure was mounted on about 1.8m gravel, loco's had to drive up the short incline to mount the table and thence be turned
- When the new Locomotive Service Facility was built, Westrail intended to install the turntable.
- About \$175,000 needed to install the turntable at the new Service Depot due to the poor footings and high water table of the area
- Points were installed in the line to lead to the turntable but were (after many years) removed when the table had not been installed
- Several attempts by a number of interested groups, especially the Albany Model Railway Assoc were made to Westrail to have the table installed, to no avail

### **Today**

- Hotham Valley and WA Historical Society do not like bringing steam locos down to Albany, as the nearest place to turn them is Katanning.
- Steam locos have to be driven more slowly tender first, this means a trip to Albany takes longer on the return journey to Perth.
- The above societies have said on a number of occasions if we get the turntable installed they are more willing to bring the Steam locos to Albany

- The turntable is big enough to turn the biggest diesel locos currently in use in the Great Southern and there is no doubt the present railway company would turn locos on the table if it was installed.
- They will easily accommodate a Steam Loco and its Tender for turning

### Installation and Location

- Installation at the current Loco Servicing Facility would be very costly due to the high water table and would be considered impractical from a financial point of view
- Installation on higher ground (e.g. anywhere around the CBH facility) would be high enough to get above the water table. Installation would be a fairly straightforward operation. A simple short spur to the in ground turntable would enable speedy and convenient engine turning.
- There are a number of places in the Port area that could be used with a minimum amount of space needed.

### Tourist Potential

- I have been a participant in nearly every "Excursion Train" that has come to Albany and almost without exception they are fully patronised for local day trips (also evening dinner trips, trips to Wagin Wollarama even short trips to Mt Barker) and are very popular
- Running the loco tender first on the shorter trips is not viewed as a inconvenience
- Recently in Hopetoun an old turntable was dug up during some earthworks and has now been installed, along with some track and an old railway station as a tourist attraction. It is very likely that the installation of a loco turning facility in Albany will attract enthusiasts and other interested parties to watch the loco turning process, especially when a steam loco is turned.
- As an aside, the Kojonup Tourist Railway is no longer connected to the Great Southern Railway line; the spur that connected it to Katanning was removed many years ago. Any Tourist Trains and Locomotives using the Great Southern Line could not use the turntable, if it was located at Kojonup.

**Bruce Norton**

---

**From:** "Hotham Valley Railway - Perth" <info@hothamvalleyrailway.com.au>  
**To:** "Bruce Norton" <bruce@omninet.net.au>  
**Sent:** Thursday, 31 July 2003 11:25 PM  
**Subject:** RE: Albany Turntable\_ Notice of Intent To Transfer Ownership

Thanks for the information.

The two organisations would not have a practical use nor tangible society benefit.

Retention in Albany would enable steam visits which are as you would know logistically difficult.

As a for instance, we would have run the current Great Southern Wizards Express on tour to Albany if the turntable were in place. Instead we are terminating at the last turning point, Katanning.

Regards,

Ian Wilks  
GM HVTR

-----Original Message-----

**From:** Bruce Norton [mailto:bruce@omninet.net.au]  
**Sent:** Monday, 28 July 2003 9:32 PM  
**To:** info@hothamvalleyrailway.com.au  
**Subject:** Albany Turntable\_ Notice of Intent To Transfer Ownership

Secretary/Tours Manager,

I am writing to you to see if you are interested in providing a submission to the City of Albany supporting the retention of the Albany turntable in Albany.

To my surprise I was recently made aware that the ownership of the former Albany loco depot turntable was transferred to the City of Albany (C of A) some time back. The C of A have done nothing with this asset and most councillors know nothing about it. It is currently stored out of use and dismantled near the potato shed in an area which was formerly part of the goods yard.

The Kojonup Tourist Railway Association and the Yerloop Workshops Community have individually requested transfer of the turntable to them.

The C of A have invited members of the public to submit written expressions of interest including details of how they propose to use the turntable. Submissions to be with the C of A by the 22 August.

If you are interested in the Public Notice posted by the C of A then may I send you a fax to 9221 3085 or alternative number or if you want to discuss the matter future please advise the most appropriate contact number.

If you ever consider running steam locos to Albany then the turntable is very convenient to limit reverse mainline running. (Even diesel operators appreciate short hood forward running!)

Look forward to hearing from you.

Regards  
Bruce Norton  
Secretary  
Albany Model Railway Association Inc.  
PO Box 5271 Albany WA 6332

9844 3480 AH 9842 4224 BH

4/08/03

# AUSTRALIAN RAILWAY HISTORICAL SOCIETY

WEST AUSTRALIAN DIVISION (INC)



ABN: 56 830 350 15  
Incorporates Rail Transport Museum  
and the Heritage Trail

PO Box 484, Albany WA 6331, Australia, 693

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POST OFFICE BOX 484, ALBANY WA 6331	1308213

Mr. Andrew Hammond  
CEO  
City Of Albany  
PO Box 484  
Albany WA 6331

Dear Sir,

It is with interest that the Australian Railway Historical Society (WA Div. ) notes your intent to transfer ownership of the Albany turntable and request for public submissions on the issue. As you may be aware, the ARHS operated successful weekend railtours from Perth to Albany regularly from the mid-1980's to the mid-1990's. Operations were brought to a halt when Westrail were no longer able or willing to supply locomotives and crews to operate these services as a "hook and pull" contractor. Prohibitive insurance premiums prevented the ARHS from serious consideration of becoming a fully accredited mainline operator as we have never been the recipient of ongoing funding from State or Federal government sources to assist with such expenses. Our fleet of carefully restored original Western Australian carriages remains safely undercover at the old Midland Railway Workshops. The ARHS is currently exploring avenues by which this historic fleet may once again operate, potentially utilising one of our steam locomotives, fully overhauled to operating condition.

Albany was always a popular destination, and would no doubt be a primary destination should ARHS rail tours recommence. The survival of crucial facilities such as the railway line into the station platform, an initiative promoted locally when the redevelopment of the railyards was taking place, serve as a strong incentive for heritage operators to choose Albany as a destination and capitalize on these assets.

The ARHS held discussions in the early 1990's with the Great Southern Development Commission with regards the future of the turntable. Our position was that it was not viable to run a steam locomotive to Albany, as on the return leg it would be obliged to run "tender first", in effect backward, from Albany to Katanning where turning facilities exist in the form of a triangle. Such backward running would be at a severe speed limit of no more than 40kmh, causing major timetable problems. Hence the re-instatement of the turntable, albeit in a new location, would negate this problem and open up many possibilities for steam.

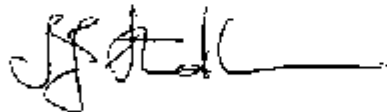
Basically, our position is the same today. We understand that in the near future the creation of a balloon loop within the Albany Port rail sidings may allow a steam locomotive to be easily turned around given the co-operation of the authorities involved. However, with the progress of time new considerations such as ash disposal, adequate access for servicing vehicles and control of the visiting public, without impinging on the parameters of the operating rail network, have added further factors to operating steam locomotives. With a separate rail siding including the turntable, such activities could be better performed without interference to other concerns.

The ARHS understands the costs involved in re-installing the turntable are significant, as would be the cost of re-connecting the turntable to the mainline network. However, we encourage the retention of the turntable in Albany both as a heritage feature and as a valuable facility for heritage rail operators.

Should the City Of Albany decide otherwise, we would prefer to see the turntable relocated to Kojonup. This move would see the turntable remain in the Great Southern region and be put to good use on a developing tourist railway. Similarly, if continuing efforts to re-install the facility in Albany amount to nothing after a period of years, then transfer to Kojonup would then be acceptable.

Thankyou for the opportunity to submit our views on this issue, and we hope that this information is of value in assisting with your final decision.

Yours Faithfully



Ian Studham,  
Hon. Secretary  
19 Aug 2003

# HIGHWAY WRECKERS

D/L 13350

RMB 9686 ALBANY HWY ALBANY 6330  
PH: 08 98422004 FAX: 08 98429658



30<sup>th</sup> JULY, 2003

MR ANDREW HAMMOND,  
CHIEF EXECUTIVE OFFICER,  
PO BOX 434,  
ALBANY WA 6330

MR HAMMOND,

RE: OLD RAILROAD TURNTABLE

AS PER MY TELEPHONE CONVERSATION WITH MR BILL PARKER YESTERDAY MY BUSINESS: HIGHWAY WRECKERS, WOULD LIKE TO EXPRESS AN INTEREST IN THE TURNTABLE. WE WOULD LIKE TO MAKE USE OF THE TURNTABLE AS A CRUSHING PLANT FOR MOTOR VEHICLES. THE SIZE, WEIGHT AND LENGTH ARE ALL PRECISE FOR THE TURNTABLE TO BE TURNED INTO A CAR COMPACTOR. HIGHWAY WRECKERS WOULD PAY FOR THE REMOVAL OF THE TURNTABLE FROM THE FORESHORE OUT TO OUR PREMISES ON ALBANY HIGHWAY- WE HAVE RECEIVED A QUOTE FROM ALBANY CRANE HIRE THAT THIS WOULD BE APPROXIMATELY \$1200.00. IF COUNCIL REQUIRED WE WOULD ALSO BE WILLING TO PAY A FEE FOR THE PURCHASE OF THE TURNTABLE.

AS COUNCIL IS AWARE CAR AND CAR BODIES ARE BECOMING A PROBLEM IN OUR AREA WITH VEHICLES BEING DUMPED IN BUSHLAND AND ON ROADSIDES. HIGHWAY WRECKERS HAVE OUR OWN TOW TRUCK AND FOR A SMALL FEE WILL COLLECT THE VEHICLES FROM THE PERSONS RESIDENCE, THEY WOULD THEN BE CRUSHED AND THEN SENT TO PERTH ON ROAD TRAINS TO EITHER METAL COMP OR SIMS METALS FOR RECYCLING.

IF ANY MORE INFORMATION IS REQUIRED PLEASE GIVE ME A CALL ON 98422004 ANYTIME.

THANK YOU.

BRETT MURPHY.

CITY OF ALBANY - RECORDS	
FILE:	REL102
DOC:	1307489
31 JUL 2003	
OFFICER:	SPO1
Attach:	





**Peel Development Commission**  
Government of Western Australia



Mr Bill Parker  
Project Administration Officer  
City of Albany  
PO Box 484  
ALBANY WA 6331

CITY OF ALBANY - RECORDS	
FILE:	REL102
DOC:	E307855
12 AUG 2003	
OFFICER:	SP01
Attach:	

Dear Mr Parker,

### ALBANY RAILWAY TURNTABLE - EXPRESSION OF INTEREST

The Peel Development Commission has worked in partnership with the Shires of Murray and Boddington, Hotham Valley Tourist Railway (HVTR) and the Rail Heritage Foundation of WA to develop the Peel Region Tourist Railway. The State Government has provided a total of \$3.23 million towards infrastructure development since 1998, including \$1 million toward the restoration of the Dwellingup to Boddington Railway line as part of the project.

The Peel Region Tourist Railway Project encompasses:

- the Pinjarra Rail Heritage Centre, tourist centre, railway markets and education facility;
- modern operations and maintenance facility for Hotham Valley Tourist Railway at Pinjarra;
- a dedicated tourist railway from Pinjarra to Dwellingup and Boddington;
- links to eco-tourism, Aboriginal cultural tourism, adventure tourism and heritage tourism product opportunities at destinations along the railway to Boddington;
- link to a proposed open range zoo as a prime destination at Boddington;
- links to a range of emerging tourism products and accommodation at Dwellingup and Boddington.

The prime operator on the Peel Region Tourist Railway is Hotham Valley Tourist Railway. HVTR appears now to be strongly managed, and is redeveloping a strong public profile as well as developing a vision of its future as a sustainable tourism and state icon based in the Peel Region where most operations will become focused.

Hotham currently operates on the Pinjarra to Dwellingup section of the railway. Restoration of the Boddington section of the railway will be undertaken this year and will include repair of Tullis Railway Bridge over the Hotham River, the Tullis to Boddington railway track and construction of the Boddington Railway Station.

The Boddington part of the project would be significantly enhanced with the installation of a locomotive turntable. The turntable would become an essential part of the operations at the Boddington end as there is no existing facility to turn locomotives.



Peel your natural choice

PO Box 543 (45 Mandurah Terrace) Mandurah WA 6210  
Tel (+61 8) 9535 0000 Fax (+61 8) 9535 2118  
Email [pdcc@peel.wa.gov.au](mailto:pdcc@peel.wa.gov.au)

The Peel Development Commission asks that favourable consideration be given to making the Albany Turntable available for the operating tourist railway in the Peel Region. From a heritage point of view it is most appropriate to utilise assets such as the turntable in a fully functional manner in keeping with its original purpose. I would be happy to provide any additional information you require regarding our request.

I look forward to your favourable reply.

Yours sincerely



Greg Woolley  
Manager Infrastructure Projects

7<sup>th</sup> August 2003

\\project\corporate\railway\boislangeron\untitled01\_albany.doc

## Public Interest Disclosure Act 2003

# Guidelines On Internal Procedures

**PART II: DRAFT INTERNAL PROCEDURES RELATING TO THE  
OBLIGATIONS OF PUBLIC AUTHORITIES UNDER THE PUBLIC  
INTEREST DISCLOSURE ACT 2003**

# CONTENTS

## PART II DRAFT INTERNAL PROCEDURES

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- Appendix 1: Rights and Obligations under the Public Interest Disclosure Act
- Appendix 2: Flowchart for Receiving Disclosures
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It is suggested that public authorities consider using Part II of the Guidelines as a basis for writing their own Internal Procedures relating to their obligations under the Act. While these draft internal procedures are not necessarily comprehensive, they are designed to cover the main requirements for a public authority under the Act.

Some sections have been presented with blank spaces to allow public authorities to insert their unique information eg name of public authority and designation of PID officer.

Where appropriate, public authorities should amend or enhance these draft procedures to better reflect their own situation and context.

These procedures should be used in conjunction with the forms provided with these guidelines.

## **A. Support for Staff who make Public Interest Disclosures**

The City of Albany does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the City of Albany and its officers, employees and contractors.

The City of Albany is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff as to corrupt or other improper conduct.

The City of Albany will take all reasonable steps to provide protection to staff who make *such* disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The City of Albany does not tolerate any of its officers, employees or contractors *engaging* in acts of victimisation or reprisal against those who make public interest disclosures.

## **B. Purpose of this Policy**

These internal procedures provide for the manner in which the City of Albany will comply with its obligations under the *Public Interest Disclosure Act 2003*. They provide for the manner in which:

- *disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).*
- *the PID Officer shall investigate the information disclosed, or cause that information to be investigated.*
- *the PID Officer may take action following the completion of the investigation.*
- *the PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.*
- *the confidentiality of the informant, and any person who may be the subject of a public interest disclosure, shall be maintained.*
- *records as to public interest disclosures shall be maintained and reporting obligations complied with.*

## **C. Object of the Act**

The *Public Interest Disclosure Act 2003* commenced operation on 1 July 2003. The object of the Act is to:

- *facilitate the disclosure of public interest information;*
- *provide protection for those who make disclosures; and*
- *provide protection for those who are the subject of a disclosure.*

This is achieved by:

- *protecting the person making the disclosure from legal or other action;*
- *providing for the confidentiality of the identity of the person making the disclosure and a person who is the subject of a disclosure; and*
- *providing remedies for acts of reprisal and victimisation that occur substantially because the person has made a disclosure.*

The rights and obligations created by the Act are described in Appendix 1 to these Procedures.

[Note for public authorities:

***The text at Part I of these Guidelines should be reproduced as an Appendix to the Internal Procedures, for the information of PID Officers and staff and customers of the public authority]***

## D. Designation of Public Interest Disclosure (PID) Officer

The person from time to time holding or acting in the position of Chief Executive Officer is designated as the Public Interest Disclosure Officer, or PID Officer, of the City of Albany. The PID Officer is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the City of Albany.

The contact details of the PID Officer are as follows:

**PO BOX 484  
ALBANY WA 6330  
PH: 08 9841 9301  
Fax: 09 9841 9222  
E-mail: [andrewh@albany.wa.gov.au](mailto:andrewh@albany.wa.gov.au)**

After assuming or beginning to act in the position of Chief Executive Officer the person holding or acting in that position must forward a completed PID Officer's Declaration (see FORMS) to the Office of the Public Sector Standards Commissioner. A copy of the completed PID Officer's Declaration shall be retained on a file to be kept for that purpose.

The person holding or acting in the position of Chief Executive Officer at the commencement of these procedures shall forward a completed PID Officer's Declaration to the Office of the Public Sector Standards Commissioner as soon as is practicable. A copy of the completed PID Officer's Declaration shall be retained on a file to be kept for that purpose.

[Notes for public authorities:

- *The PID Officer should be a senior officer within the organisation who is provided with support in relation to their obligations.*
- *Where practicable, the PID Officer ought not to be the principal executive officer of the public authority.*
- *In large or dispersed organisations it may be necessary to appoint more than one PID Officer. In these cases as few as possible positions should be designated as PID Officer.*
- *The named authorities – the Anti-Corruption Commission, the Ombudsman, the Auditor General and police officers – may themselves be proper authorities. In these named authorities a broader range of officers may require training in the receipt of public interest disclosures. For example, any police officer may be a proper authority for disclosures relating to offences. These named authorities should also appoint a PID Officer to deal with information relating to those authorities. The following special paragraphs should be included in the procedures of named authorities:*

**Anti-Corruption  
Commission**

The Act also provides for the Anti-Corruption Commission to receive public interest disclosures of information relating to an offence under State law. Subsequent references in these procedures to the PID Officer shall be taken to include an employee or officer of the Commission who receives, on behalf of the Commission, information relating to an offence under State law.

**Police**

The Act also provides for any police officer to receive public interest disclosures of information relating to an offence under State law. Subsequent references in these procedures to the PID Officer shall be taken to include an officer who receives a public interest disclosure relating to an offence under State law.

**Ombudsman**

The Act also provides for the Ombudsman to receive public interest disclosures of information relating to matters of administration within the jurisdiction of the Ombudsman, and matters relating to police officers and most public officers. Subsequent references in these procedures to the PID

Officer shall be taken to include an officer of the Ombudsman who receives, on behalf of the Ombudsman, information relating to these matters.

**Auditor General** The Act also provides for the Auditor General to receive public interest disclosures of information relating to substantial unauthorised or irregular use of, or substantial mismanagement of, public resources. Subsequent references in these procedures to the PID Officer shall be taken to include a person appointed by the Auditor General who receives, on behalf of the Auditor General, information relating to these matters.]

## **E. Receiving Public Interest Disclosures**

### **1. Advice to Informants**

Before an informant makes a public interest disclosure to a PID Officer, the PID Officer shall advise the informant of the following matters:

- (a) If they choose to make a public interest disclosure they will not as a result
  - incur any civil or criminal liability.
  - be liable to any disciplinary action under State law.
  - be liable to be dismissed or have his or her services dispensed with or otherwise terminated.
  - be liable for any breach of a duty of secrecy or confidentiality or any other applicable restriction on disclosure.
- (b) If they choose to make a public interest disclosure they may have the right to take civil proceedings if they are subject to detrimental action as a result of making the disclosure.
- (c) If they choose to make a public interest disclosure then their identity will not be disclosed except in accordance with the Act (disclosure of their identity may be required in the course of the investigation or in taking action in some circumstances).
- (d) If they choose to make a public interest disclosure then they will have the right to be informed of the progress and outcome of the investigation and action taken as a result.
- (e) If they choose to make a public interest disclosure:
  - They are only protected if they believe on reasonable grounds that the information to be disclosed is or may be true;
  - They will commit an offence, and lose the protection of the Act, if they know the information to be false or misleading in a material particular or are reckless about whether the information is false or misleading in a material particular.
  - They will forfeit the protection given by the Act if they disclose the information otherwise than under the Act (ie if they provide the information to the media or a person who is not a proper authority).
  - They will forfeit the protection given by the Act if they fail, without reasonable excuse, to assist a person investigating the matter to which the information relates, by supplying any information requested.
  - They may commit an offence if they disclose information that might identify or tend to identify anyone as a person in respect of whom a disclosure of public interest information has been made.
- (f) The disclosure will only be protected if the PID Officer is the proper authority for receiving that kind of information, as indicated in the following table:

### **Proper Authorities for Receiving Disclosures of Public Interest Information**

<b>When the disclosure relates to...</b>	<b>the proper authority is...</b>
The sphere of responsibility of a public authority (eg matters about the public authority or its officers, or which the public authority has the function of investigating)	The Public Interest Disclosure Officer (PID Officer) of the Public Authority
Offences under State law.	A police officer or the Anti-Corruption Commission
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	The PID Officer of the public authority concerned, or the Auditor General
Matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman	The PID Officer of the public authority concerned or the Ombudsman
A police officer	The Commissioner of Police or Ombudsman
A Member of the Legislative Council	The President of the Legislative Council
A Member of the Legislative Assembly	The Speaker of the Legislative Assembly
A judicial officer	The Chief Justice
A public officer who is not a member of Parliament, a Minister, a Judicial Officer or a Commissioned or other officer specified in schedule 1 of the Parliamentary Commissioner Act 1971	The PID Officer of the public authority concerned, the Ombudsman or the Commissioner for Public Sector Standards
A person or a matter of a prescribed class	A person declared by the regulations to be a proper authority

**Important Note:** In addition, the information disclosed must be public interest information as defined in the Act.

Not all proper authorities to which a disclosure may be made will be required or have the power to investigate the information disclosed. In some cases it may be necessary for the informant or information to be referred to another proper authority with power to investigate the information.

## **2. Assessing a Public Interest Disclosure**

The PID Officer must, on receiving the information, make an initial assessment of whether:

- *the information disclosed relates to a public authority, a public officer or a public sector contractor.*
- *the information disclosed relates to the performance of a public function.*
- *the information disclosed tends to show improper conduct.*
- *the improper conduct is of the kind for which the PID Officer is the proper authority (see the table in section 1).*
- *the informant believes on reasonable grounds that the information is or may be true.*
- *the information is not protected by legal professional privilege.*
- *the informant, after receiving the advice referred to in section 1, wishes to make a public interest disclosure under the Act.*

If the above questions are all answered "yes", then the disclosure of information is a public interest disclosure to which the Act will apply.



In assessing whether a disclosure is a public interest disclosure, the PID Officer should consider the *Flowchart for Receiving Disclosures* at Appendix 2, as well as complete Part 1 of the *Assessment Form Public Interest Disclosure* at Appendix 5.

### **3. Form of Public Interest Disclosure**

If a disclosure is a public interest disclosure, the informant and the PID Officer should complete the *Public Interest Disclosure Lodgement Form* (see FORMS). The PID Officer should also complete Part 2 of the *Assessment Form For Public Interest Disclosures* (see FORMS).

On completion of this form, the PID Officer should create a separate file for the Public Interest Disclosure, with the following text clearly marked on the front of the File.

#### **“CONFIDENTIAL**

**The material in this file relates to a public interest disclosure made under the *Public Interest Disclosure Act 2003***

**Disclosure of information that might identify or tend to identify either the informant or a person in respect of whom the disclosure has been made is an offence, unless the disclosure occurs in accordance with the Act.**

**Penalty: \$24,000 or imprisonment for two years”**

The making of the public interest disclosure should also be recorded in the Public Interest Disclosure Register, described in section J of these Procedures, for reporting to the Commissioner for Public Sector Standards.

## **F. Investigating a Public Interest Disclosure**

### **1. Determining whether the matter must be investigated**

After receiving a disclosure, the PID Officer must consider whether:

- *the disclosure relates to the City of Albany, its officers or contractors.*
- *the disclosure relates to a matter or person that the City of Albany has a function or power to investigate.*

If the answer to both of these questions is “no”, the PID Officer is not required by the Act to investigate the matter.

[Note for Public Authorities:

***1. At this point the Procedures may identify the matters which the proper authority has the functions and power to investigate, in accordance with the legislation under which the authority operates. This includes taking into account the independence that any particular proper authority has under a written law. ]***

The PID Officer must also consider whether:

- *the matter is trivial.*
- *the disclosure is vexatious or frivolous.*
- *there is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the occurrence of the matter.*
- *the matter is being or has been adequately or properly investigated by another proper authority to which an appropriate disclosure of public interest information has been made under the Act.*

If the answer to any of these questions is "yes", the PID Officer is not required by the Act to investigate the matter.

Where the PID Officer considers that he or she lacks sufficient power to effectively investigate the matter, but the information received causes him or her to form the opinion that a public authority, public officer or public sector contractor may have engaged in improper conduct, the PID Officer should refer the matter to another appropriate investigative body. For example, an allegation of an offence supported by cogent evidence may need to be referred by a PID Officer to the Police for investigation.

The questions to be considered in the initial assessment by the PID Officer are indicated in the *Flowchart for Investigating Information Disclosed* at Appendix 3, and Part 1 of the *Assessment Form for Public Interest Disclosures* (see FORMS) should be completed.

In assessing whether a public interest disclosure should be investigated, a PID Officer should consider the *Flowchart for Investigating Information Disclosed* (Appendix 3) and complete Part 3 of the *Assessment Form for Public Interest Disclosures* (see FORMS).

## **2. Investigating information received in a Public Interest Disclosure**

Where the PID Officer determines that the disclosure is a public interest disclosure that should be investigated, the officer must investigate the disclosed matter himself or herself or engage another person to carry out the investigation.

### ***[Note for Public Authorities***

***2. Investigative procedures that an authority already has may be incorporated into these Procedures, by reference where appropriate. The following text is provided to assist those authorities which do not have a general investigative function or established procedures, and need not be included in all cases.***

***3. An investigation should be carried out in accordance with established procedures. These procedures should be readily available to a proper authority. Where a proper authority is required to conduct investigations in a certain manner these requirements would take precedence over relevant information in the guidelines or internal proceedings.]***

In conducting an investigation, typical procedures could include:

- *drawing up terms of reference, which should clarify the key issues identified by the disclosure.*
- *Specifying a date by which the investigation should be completed.*
- *ensuring the objectives of the investigation include collecting and collating information relating to the disclosure, considering the information collected and drawing conclusions objectively and impartially.*
- *Maintaining procedural fairness for the person who is the subject of the disclosure.*
- *Giving information to the person who is the subject of a disclosure about their rights and obligations under the Act, the Code of Conduct and Integrity, any agency code of conduct, and the law.*
- *The investigator making contemporaneous notes of discussions and interviews and, where practicable and appropriate, recording discussions and interviews on audio or videotape.*
- *Ensuring strict security with all investigations, so as to maintain the confidentiality requirements of the Act.*

If a disclosure is withdrawn, a proper authority may still continue to investigate the issues raised.

## **3. Maintaining Confidentiality in an Investigation**

The Act imposes strict confidentiality requirements in relation to the identity of the informant and persons in respect of whom a public interest disclosure has been made. The disclosure of

information which might identify or tend to identify these persons, except in accordance with the Act, is a serious offence, punishable with a maximum penalty of \$24,000 or two years.

The confidentiality provisions of the Act do not apply to all information disclosed in a public interest disclosure, but only to information that might identify or tend to identify the informant and persons in respect of whom a public interest disclosure has been made.

One of the circumstances in which identifying information may be disclosed is with the consent of the person concerned. It is important that this consent be recorded. The *Consent to Disclosure of Identifying Information* form should be used for this purpose (see FORMS).

Identifying information relating to an informant may be disclosed without the informant's consent where:

- *it is necessary to do so, having regard to the rules of natural justice; or*
- *it is necessary to do so to enable the matter to be investigated effectively.*

However, before information is disclosed for these reasons the person making the disclosure must take all reasonable steps to inform the person whose identity is to be disclosed:

- *that the disclosure is being made; and*
- *the reasons for the disclosure being made.*

This information should be given, where practicable, in the form for *Notification of Disclosure of Identifying Information* (see FORMS).

Where identifying information in relation to an informant is conveyed to another person for these reasons, the other person should be warned that disclosure of the information to a third person may involve a serious offence.

Identifying information relating to a person in respect of whom a public interest disclosure has been made can be disclosed at the investigation stage where the disclosure:

- *is necessary to enable the matter to be investigated effectively;*
- *there are reasonable grounds to believe that the disclosure of identifying information is necessary to prevent or minimise the risk of injury to any person or damage to any property.*

In addition, disclosures under the *Anti-Corruption Commission Act* are exempt from these confidentiality requirements.

Particularly where an informant works for the City of Albany protecting the identity of the informant is an important part of protecting the informant from reprisals and victimisation. Careful consideration must be given as to whether the disclosure of information that might identify or tend to identify an informant is necessary for the effective investigation of the matter or having regard to the rules of natural justice.

Where a PID Officer appoints a third person to conduct an investigation in relation to the public interest disclosure, he or she must consider whether it is necessary to inform the investigator of the identity of the informant. In some cases it may not be necessary to provide the investigator with the identity of the informant. Where it is necessary, to enable an effective investigation, or having regard to the rules of natural justice, to provide identifying information to the investigating officer, then the informant should be notified in the manner described above.

#### **4. Recording the Outcome of an Investigation**

The outcome of an investigation should be clearly and comprehensively recorded. In addition to any investigation report, the person conducting the investigation should complete part 4 of the *Assessment Form for Public Interest Disclosure* (see FORMS).

The result of the investigation should also be recorded in the Public Interest Disclosure Register, described in section J of these Procedures (sample Register is provided as Appendix 5). All reporting requirements to the Commissioner for Public Sector Standards required under the Act will be based on extracts from this Register.

## **G. Taking Action Following an Investigation**

### **1. General**

The PID Officer must take action where he or she forms the opinion that a person may be, or has been or may in the future be, involved in improper conduct. Action that may be taken includes:

- *preventing the matter to which the disclosure relates from continuing or occurring*
- *referring the matter to the Police or other appropriate body, or*
- *taking disciplinary action against a person responsible for the matter.*

Before taking any action, the person against whom the action is to be taken is to be given the opportunity to make written or oral submissions.

In taking that action the PID Officer remains limited by the powers and functions that are conferred by the legislation under which the Officer operates. The Act does not give the PID Officer additional powers to take action.

As well as being limited to matters within the functions and powers of the PID Officer, the action to be taken is guided by what is necessary and reasonable.

### **2. Maintaining Confidentiality when Taking Action**

When taking action, the confidentiality of identifying information must be maintained, unless its disclosure is authorised by the Act.

The only additional exception, beyond those identified in relation to investigations, is where disclosure of the identity of a person who is the subject of a public interest disclosure is necessary in taking action following the investigation.

### **3. Recording Action Taken**

In addition to keeping other records, the PID Officer shall complete Part 5 of the *Assessment Form for Public Interest Disclosures* (see FORMS) and record a summary of the action taken in the Public Interest Disclosure Register. All reporting requirements to the Commissioner for Public Sector Standards required under the Act will be based on extracts from this Register.

## **H. Reporting to an Informant on the Progress and Outcome of an Investigation**

Where the PID Officer decides not to investigate information disclosed under the Act, or discontinues an investigation, the Officer must give the person who made the disclosure reasons for doing so.

Within three months of the disclosure being made the PID Officer must notify the informant of the action taken or proposed to be taken in relation to the disclosure.

An informant may also request a progress report.

If an investigation is not complete, the PID Officer may provide to the informant a progress report on the current status of the investigation.

If an investigation is complete, the PID Officer must provide a final report to the informant, stating the outcome of the investigation and the reason for taking action following the investigation.

In providing information and reports to informants, the PID Officer must not give information that, in the officer's opinion, would be likely to adversely affect:

- *any person's safety;*
- *the investigation of an offence or possible offence; or*
- *necessary confidentiality as to the existence or identity of another person who has made a disclosure of public interest information under the Act.*

## **I. Protecting Informants**

### **1. Victimisation and Reprisals**

The City of Albany will not tolerate any acts of victimisation or reprisal as a result of a person making, or proposing to make, a public interest disclosure.

Any victimisation or reprisals must be reported immediately to the Chief Executive Officer or the PID Officer, who must take immediate action to prevent the continuance of this unlawful conduct.

Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure.

Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the City of Albany.

### **2. Confidentiality**

The confidentiality requirements in relation to information which might identify or tend to identify an informant or a person in respect of whom a public interest disclosure has been made must be complied with at all times. As noted above, the disclosure of this identifying information, except in accordance with the Act, is an offence.

All files relating to a public interest disclosure, whether paper or electronic, must be secure and accessible only by authorised persons. Files should carry clear warnings that there are penalties for unauthorised divulgence of information concerning a disclosure.

It is strongly recommended that sensitive information is not emailed or faxed to machines with general or shared access.

## **J. Public Interest Disclosure Register**

The City Of Albany shall maintain a Public Interest Disclosure Register recording a unique register number and key information for each disclosure.

The register should include a summary of information relating to:

- The informant
- Public authorities about which a disclosure is made
- People named in the disclosure
- The nature of the disclosure
- The investigation process and the action, if any, taken
- Communication with the informant
- Disclosure of the informant's identity, if applicable
- Disclosure if identity of persons named in the disclosure
- Claims of unlawful disclosure of informant's identity or identity of persons named in the disclosure
- Claims of victimisation
- Key dates

A sample *Public Interest Disclosure Register* is provided at Appendix 5. An electronic version will be found on the website under Reporting by Public Authorities. Additional information may also be recorded in the Register at the discretion of the public authority.

All reporting requirements to the Commissioner for Public Sector Standards required under the Act will be based on extracts from the fields shown in the sample Register.

## **K. Reporting Requirements**

Under the Act public authorities will need to report to the Commissioner each year as outlined below.

### **Principal Executive Officer Report**

Under section 23 (f) of the Act, the City of Albany is required to report annually to the Commissioner for Public Sector Standards on:

- *the number of public interest disclosures received over the report period;*
- *the results of any investigations conducted as a result of the disclosures; and*
- *the action, if any, taken as a result of each investigation.*

### **Commissioner's Compliance Report**

Under section 19 and 22 of the Act, the Commissioner is required to monitor compliance with the Act, to assist public authorities to comply with the Act and the Code and to provide an Annual Report to Parliament.

Under section 27 of the Act the Minister will carry out a review of the Act in 2006.

To enable the Commissioner and the Minister to meet these obligations City of Albany will provide a report each year on compliance with and administration of the Act as requested by the Commissioner.

### **Report Format and Submission**

An electronic format for the Principal Executive Officer Report and the Information for the Commissioner's Compliance Report will be provided each year by the Commissioner and both will be able to be submitted in a single electronic submission. The reports will cover the period 1 July in any year to 30 June in the subsequent year.

Where there has been no action on a disclosure in the reporting period the format of the report will provide for a simple nil return. Where action relating to one or more disclosures has occurred, all data required will be obtainable as a simple extract from the Public Interest Disclosure Register.

## **L. Making Information Available**

These internal procedures shall be made available for access by all staff and members of the public. Copies of these internal procedures are available from the Public Interest Disclosure Officer and are to be kept at the York Street Administration Building.

After the commencement of the Act all staff should be provided with the *Information for Staff* at Appendix 6. This information should also be provided to new staff on induction.

Where a person makes an allegation about improper conduct, but the person has not referred to the Act, the person should be advised that they might want to make a public interest disclosure under the Act. If they may wish to do so, they should be referred to the PID Officer for guidance on how to make a disclosure under the Act and on the implications of having done so.

Public Interest Disclosure Act 2003

APPENDIX 1

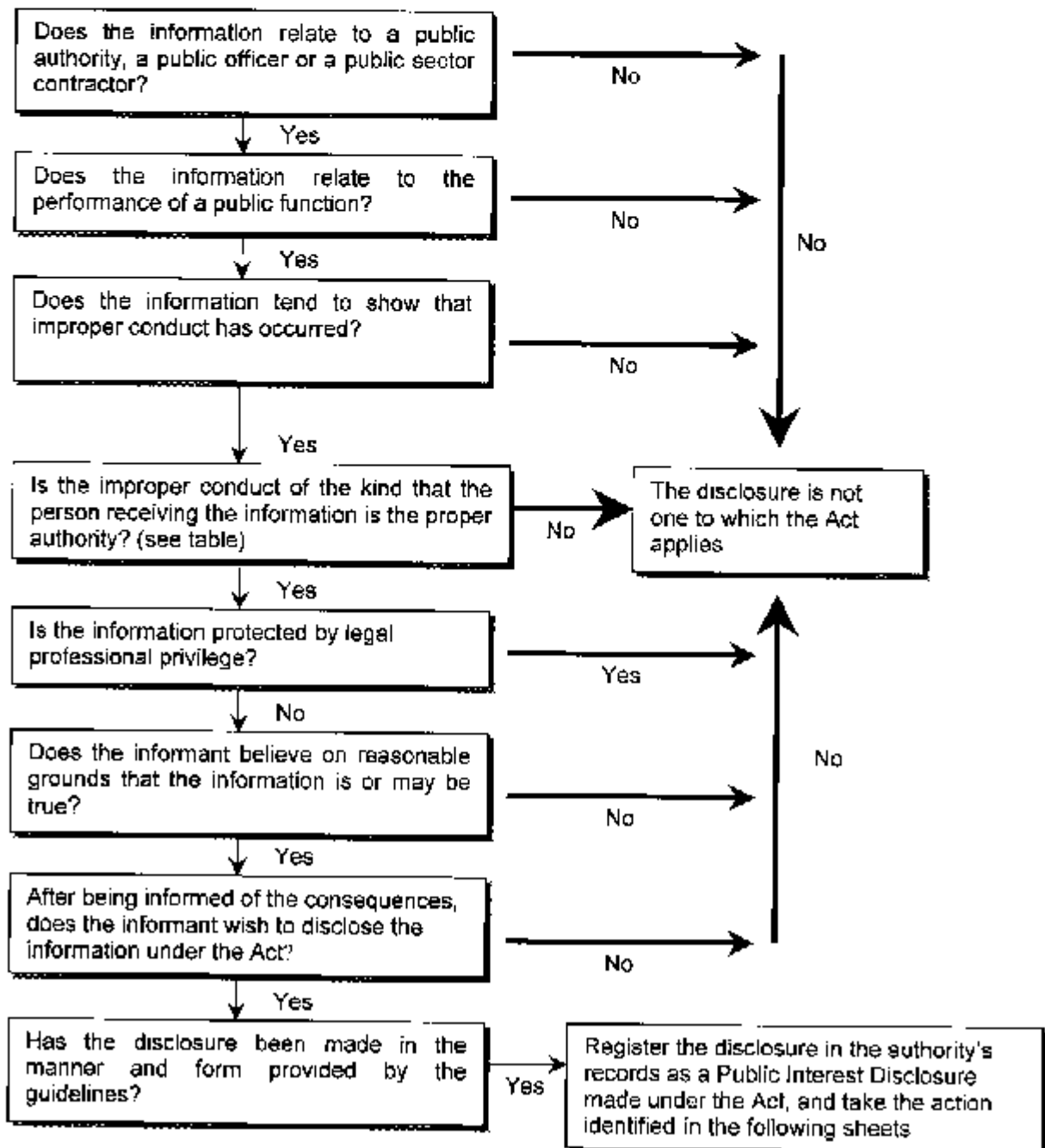
RIGHTS AND OBLIGATIONS UNDER THE PUBLIC INTEREST DISCLOSURE ACT

**Note for Public Authority:** The text of Part I of these Guidelines should be inserted here, for the information of PID officers, staff and customers of the public authority.

Public Interest Disclosure Act 2003

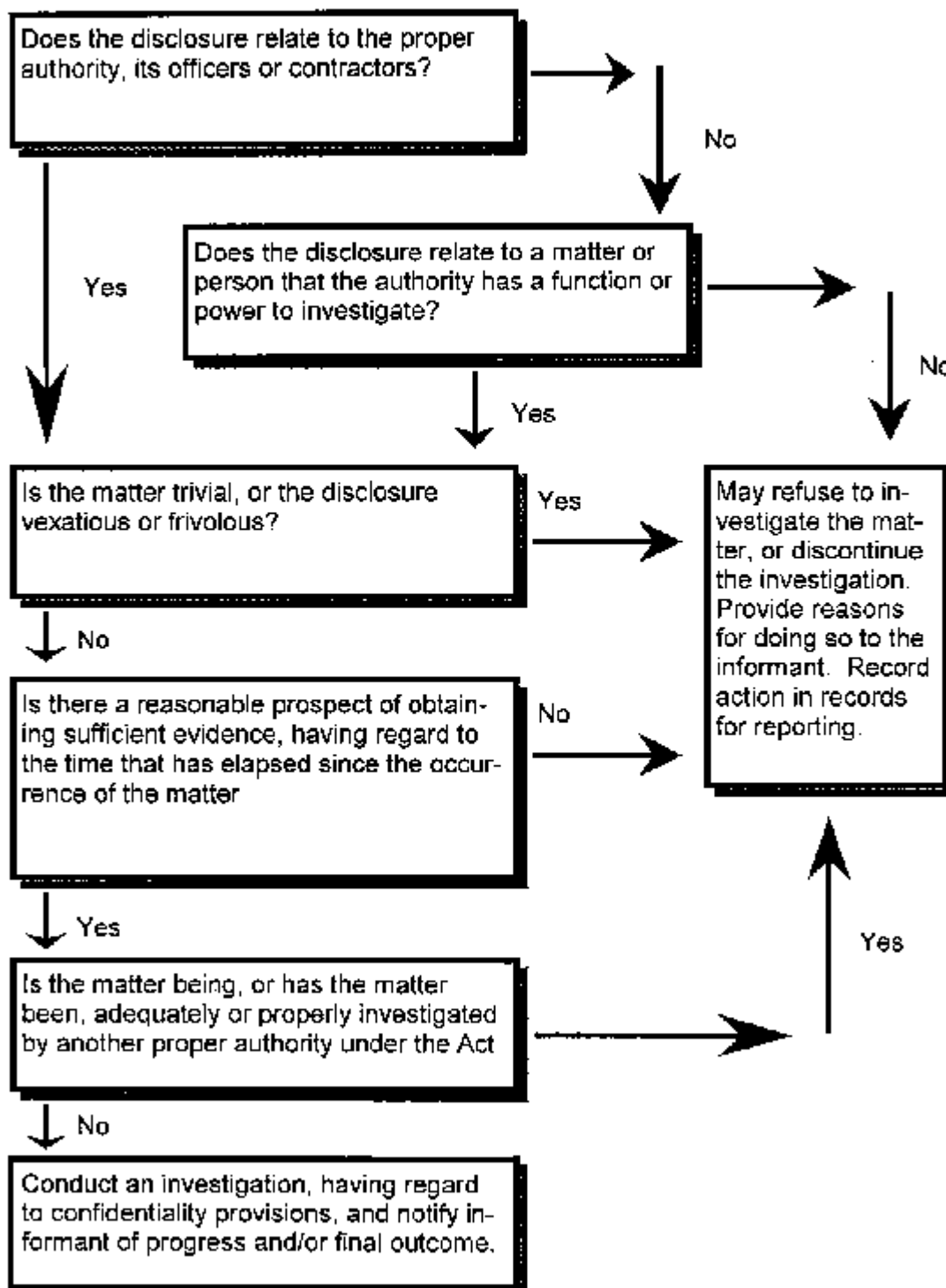
APPENDIX 2

FLOWCHART FOR RECEIVING DISCLOSURES



### APPENDIX 3

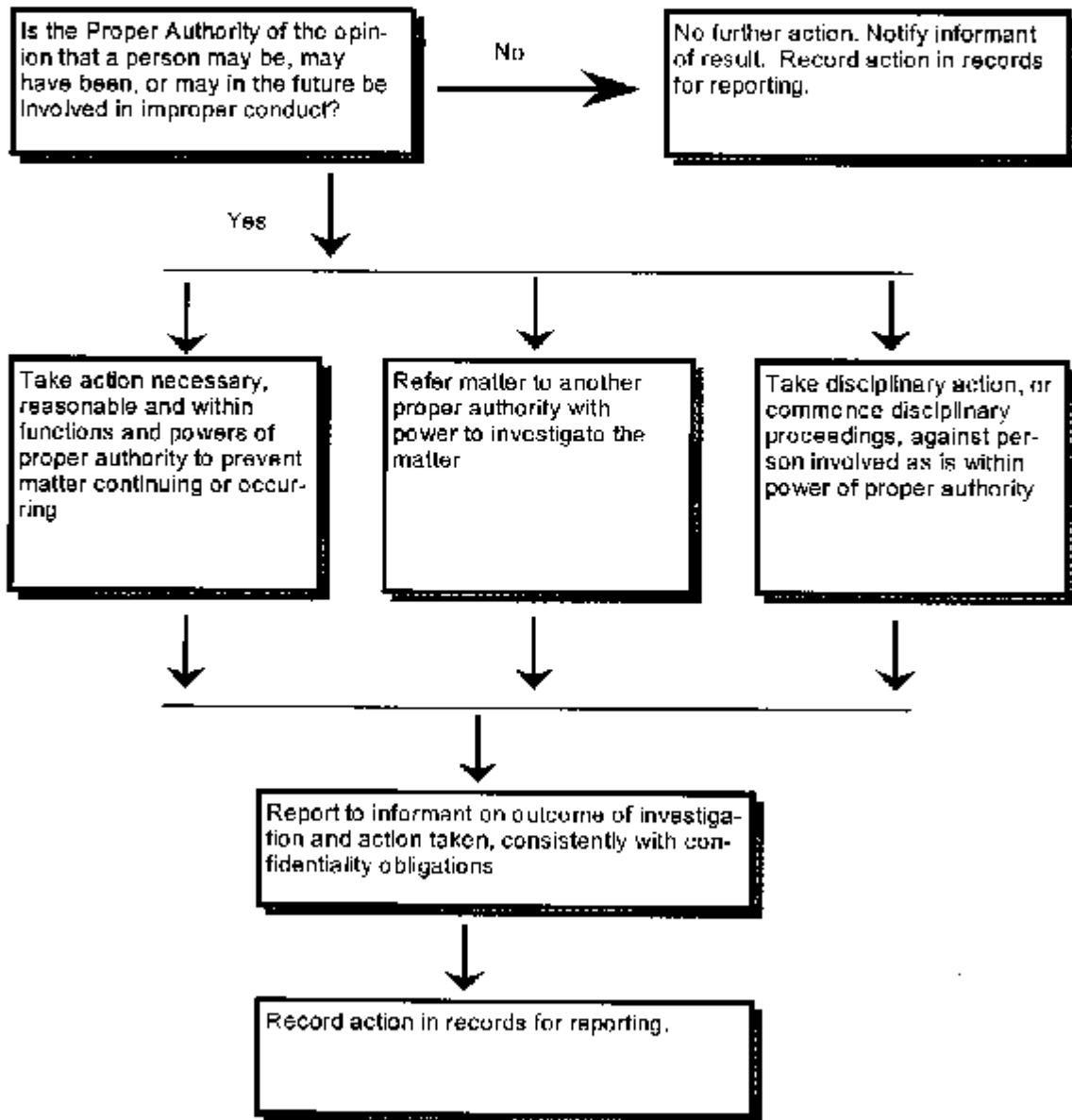
#### FLOWCHART FOR INVESTIGATING INFORMATION DISCLOSED





## APPENDIX 4

### FLOWCHART FOR TAKING ACTION AFTER INVESTIGATION



**APPENDIX 5**

**PUBLIC INTEREST DISCLOSURE REGISTER**

It is suggested that proper authorities use this Register to record public interest disclosures. All information required for reporting to the Commissioner for Public Sector Standards will be able to be extracted from this draft register.

Proper authorities should ensure that the *Public Interest Disclosure Register*, both in electronic and hardcopy forms, is kept strictly confidential and in a secure place.

This Register is also provided in electronic format on the website. In the electronic version most of these fields will have drop down menus with choices from which to select. If you wish to use a hard copy, as below, it is advised that you obtain a list of choices from the Office of the Public Sector Standards Commissioner.

• **Disclosure Number:** \_\_\_\_\_

• **Disclosure Code (Unique Register No)** \_\_\_\_\_

• **Person Making the Disclosure (Informant)**

Name of informant: \_\_\_\_\_

Gender of informant: \_\_\_\_\_

Name of public authority employing the Informant (if applicable) \_\_\_\_\_

Relationship of informant to public authority about which disclosure is made \_\_\_\_\_

• **First Public Authority about which the Disclosure is made**

Name of public authority \_\_\_\_\_

Individuals named in the disclosure \_\_\_\_\_

• **Second Public Authority about which the Disclosure is made**

Name of public authority \_\_\_\_\_

Individuals named in the disclosure \_\_\_\_\_

• **Nature of Disclosure**

Type of disclosure \_\_\_\_\_

Brief description of nature of disclosure \_\_\_\_\_

• **Investigation Process and Action Taken**

Investigation undertaken  Yes  No

Reason if no investigation or investigation discontinued \_\_\_\_\_

Outcome of investigation \_\_\_\_\_

Brief description of results of Investigation \_\_\_\_\_

Brief description of action taken if investigation has substance \_\_\_\_\_

• **Key Dates**

Date lodged \_\_\_\_\_

Date of decision on whether to investigate \_\_\_\_\_

Date Investigation completed or discontinued \_\_\_\_\_

Date of decision on action to be taken \_\_\_\_\_

• **Communication with Informant**

Total number of written progress reports to informant \_\_\_\_\_

	Yes/No	Date
First advice to informant of action taken or proposed within 3 months		
Reasons given if no investigation or investigation discontinued		
Final report requested by informant		
Final report provided to informant		

• **Disclosure of Identity of Informant**

	Yes/No	Date
Informant's identity disclosed		
Informant advised of reasons for disclosure		
Claim of unlawful disclosure made		
Reason for disclosure of identity		

• **Disclosure of Identity of Persons Named in the Disclosure**

	Yes/No	Date
Person's identity disclosed		
Person advised of reasons for disclosure		
Claim of unlawful disclosure made		
Reason for disclosure of identity		

- **Unlawful Disclosure of Informant's Identity**

Outcome of investigation \_\_\_\_\_  
 \_\_\_\_\_

Brief description of results of investigation \_\_\_\_\_  
 \_\_\_\_\_

Brief description of action taken if claim has substance \_\_\_\_\_  
 \_\_\_\_\_

- **Unlawful Disclosure of Identity of Person Named in Disclosure**

Outcome of investigation \_\_\_\_\_  
 \_\_\_\_\_

Brief description of results of investigation \_\_\_\_\_  
 \_\_\_\_\_

Brief description of action taken if claim has substance \_\_\_\_\_  
 \_\_\_\_\_

- **Claim of Victimization**

Claim of victimisation made  Yes  No Date \_\_\_\_\_

Brief description of nature of claim of victimisation \_\_\_\_\_  
 \_\_\_\_\_

Internal or Equal Opportunity Commission Investigation \_\_\_\_\_

- **Internal Handling of Victimization Claim (if applicable)**

Outcome of investigation \_\_\_\_\_

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Brief description of results of investigation \_\_\_\_\_

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Brief description of action taken if claim has substance \_\_\_\_\_

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• **Victimisation Claims Lodged with Equal Opportunity Commission (if applicable)**

Outcome of investigation \_\_\_\_\_

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Brief description of results of investigation \_\_\_\_\_

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Brief description of action taken if claim has substance \_\_\_\_\_

## STAFF INFORMATION

### WHAT IS A PUBLIC INTEREST DISCLOSURE?

The Public Interest Disclosure Act came into effect on 1 July 2003. The Act facilitates the disclosure of public interest information by providing protection for those who make disclosures and those who are the subject of disclosures.

The City of Albany is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff regarding corrupt or other improper conduct.

### WHAT DO I NEED TO KNOW BEFORE MAKING A DISCLOSURE?

The Act deals with disclosures by anyone (not just government employees) but the information must be specific to the following areas:

- |   |  |
|---|--|
| <input type="checkbox"/> Improper conduct                                 | <input type="checkbox"/> Irregular or unauthorised use of public resources   |
| <input type="checkbox"/> An offence under State law, including corruption | <input type="checkbox"/> Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources                                     |
| <input type="checkbox"/> Administration matter(s) affecting you           | <input type="checkbox"/> Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment |

If your information falls outside the above areas then you may still be able to make a complaint, but this will not be a public interest disclosure under the Act.

Before making a disclosure it is important that you are aware of the rights and responsibilities imposed on informants and others under the Act. Three issues are worth highlighting:

- it is an offence to make a disclosure if you know, or are reckless about, it being false and misleading.
- with some exceptions, the public authority will investigate your information and in doing so you will be expected to cooperate
- you will have to keep your information confidential – or else you may lose protection under the Act and may commit an offence under the Act

The Act only confers protection where a disclosure is made to an appropriate proper authority. The identity of the appropriate proper authority will vary according to the kind of information to be disclosed.

The Public Interest Disclosure Officer of the City of Albany is Andrew Hammond, Chief Executive Officer – PO BOX 484 ALBANY WA 6331.

This Officer is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the City of Albany.

## PROPER AUTHORITIES FOR RECEIVING DISCLOSURES OF PUBLIC INTEREST INFORMATION

When the disclosure relates to...	the proper authority is...
The sphere of responsibility of a public authority (eg matters about the public authority or its officers, or which the public authority has the function of investigating)	The Public Interest Disclosure Officer (PID Officer) of the public authority
Offences under State law	A police officer or the Anti-Corruption Commission
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	The PID Officer of the public authority concerned or the Auditor General
Matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman	The PID Officer of the public authority concerned or the Ombudsman
A police officer	The Commissioner of Police or the Ombudsman
A Member of the Legislative Council	The President of the Legislative Council
A Member of the Legislative Assembly	The Speaker of the Legislative Assembly
A Judicial officer	Chief Justice
A public officer who is not a member of Parliament, a Minister, a judicial officer or a Commissioned or other officer specified in schedule 1 of the <i>Parliamentary Commissioner Act 1971</i>	The PID Officer of the public authority concerned, the Ombudsman or the Commissioner for Public Sector Standards
A person or a matter of a prescribed class	A person declared by the regulations to be a proper authority

**Important Note:** In addition, the information disclosed must be public interest information as defined in the Act.

Not all proper authorities to which a disclosure may be made will be required or have the power to investigate the information disclosed. In some cases it may be necessary for the informant or information to be referred to another proper authority with power to investigate the information.

### WHAT YOU SHOULD ASK YOURSELF

Making a disclosure is a serious matter and needs to be fully considered. You should ask yourself:

- Whether you have reasonable grounds to believe the information you are thinking of disclosing is or may be true.
- If the information is something that you think is important to be disclosed because it is in the public interest. The information should not be tied to any personal agenda.
- If you have sought proper advice
- If you fully understand your responsibilities under the Act if you make a disclosure

## **I HAVE MADE A DISCLOSURE - WHAT NEXT?**

After assessing your information the public authority will have to investigate unless it considers

- The matter to be trivial
- The disclosure to be vexatious or frivolous
- There is no reasonable prospect of obtaining sufficient evidence, due to the lapse of time
- The matter is being, or has already been, adequately or properly investigated by a proper authority under the Act
- The information does not relate to the proper authority, an officer or contractor of the authority or a matter that the proper authority has the function or power to investigate

## **WILL I BE KEPT INFORMED?**

Yes – the public authority must inform you within three months of making the disclosure of what they intend to do about your disclosure.

Where the information is under investigation you will be able to request a progress report.

You are entitled to a report on the outcome and any action taken when the investigation is complete.

## **WHAT ABOUT CONFIDENTIALITY AND MY PROTECTION?**

As the disclosure is about a public interest matter rather than a specific complaint, the Act requires confidentiality to be maintained on:

- The identity of the person making the disclosure
- The identity of any person named in the disclosure

There are exceptions to these rules and anyone thinking of making a disclosure should seek advice from OPSSC on these prior to making a disclosure.

A person making a disclosure is provided with protection under the Act for

- Any reprisals
- Civil and criminal liability in the event of making a disclosure
- Dismissal or having services dispensed with
- Breach of confidentiality or secrecy agreements

A person alleging victimisation as a result of a disclosure can complain to the Equal Opportunity Commission or may be able to take civil action. (The Equal Opportunity Commission is at Level 2 Westralia Square 141 St Georges Terrace. Telephone (08) 9216-3900 or via its Website [eoc@equalopportunity.wa.gov.au](mailto:eoc@equalopportunity.wa.gov.au)).

## **AFTER THE INVESTIGATION**

After making a disclosure you will not normally be required to do anything else other than cooperate with an investigation. If you are unhappy with the public authority's response to your disclosure there is no right of appeal under the Act to challenge the public authority's actions. You may, however, be able to make another disclosure to a different proper authority.

## **VICTIMISATION AND REPRISALS**

The City of Albany will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a disclosure.

The City of Albany does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures. These acts should be reported immediately to the Public Interest Disclosure Officer or the Chief Executive Officer.



## **NAMED PROPER AUTHORITIES**

When a public authority deals with a relevant disclosure it is referred to in the Act as a proper authority. There are some public authorities that are named as proper authorities in the Act that may be able to offer you assistance. These are listed below.

- The Anti-Corruption Commission will be able to provide advice on corruption  
Telephone (08) 9213-4300      Website: [www.acc.wa.gov.au](http://www.acc.wa.gov.au)
- The Ombudsman will be able to provide advice on matters of administration  
Telephone (08) 9220-7555      Website [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au)
- The Office of the Auditor General will be able to provide advice on proper use and management of public resources and more generally public authorities' accountability and performance requirements  
  
Telephone (08) 9222-7500      Website [www.audit.wa.gov.au](http://www.audit.wa.gov.au)
- The Police Service will be able to provide advice on offences under a State law  
Telephone (08) 9222-1111      Website [www.police.wa.gov.au](http://www.police.wa.gov.au)
- The Office of the Public Sector Standards Commissioner will be able to provide assistance to public authorities and public officers to comply with the Code of Conduct and Integrity, and with the Act  
  
Telephone (08) 9260-6600      Website [www.wa.gov.au/opssc/](http://www.wa.gov.au/opssc/)