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# MINUTES

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**For the Ordinary Meeting of Council  
Held on  
Tuesday 18 June 2013  
6.00pm  
City of Albany Council Chambers**

## **CITY OF ALBANY STRATEGIC PLAN (2011-2021)**

The City of Albany Strategic Plan was adopted by Council on 16 August 2011 and is available at [www.albany.wa.gov.au](http://www.albany.wa.gov.au)

The Plan states our vision and values as:

### **VISION**

Western Australia's most sought after and unique regional city to live, work and visit.

### **VALUES**

The values of the City of Albany apply to elected members and staff who commit to:

- Results
- Ethical behaviour
- Accountability
- Leadership

ORDINARY COUNCIL MEETING

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\*\* REFER DISCLAIMER \*\*

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**I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

[6:00:07 PM](#) the Presiding Member declared the meeting open.

**II. OPENING PRAYER**

*“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”*

**ITEM 2.0: RESOLUTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR HOLDEN**

**SECONDED: COUNCILLOR GREGSON**

**THAT Standing Order 3.1 be SUSPENDED to allow recording of proceedings.**

**CARRIED 11-0**

**III. ANNOUNCEMENTS BY MAYOR AND COUNCILLORS WITHOUT DISCUSSION**

**6.01PM Councillor Attwell**

Councillor Attwell’s tabled address is detailed at Appendix B. Summary of key points:

- Praised the late Mr George Walmsley for his contribution to the Albany community.

**6.04PM Councillor Hammond**

Summary of key points:

- Attended City of Albany Business Luncheon.
- Limited current employment opportunities in the City
- Proposed the formation of a Working Group to include the City of Albany, UWA, Great Southern Institute of Technology, Great Southern Development Commission and other interested stakeholders with a view to establishing a Science and Technology Park to attract established industries. This should take place within six months
- Council should strongly support and encourage new and innovative industry

**6.07PM Councillor Bowles**

Summary of key points:

- Attended in part the Mountain Biking and Trails Forum, which was held over two days and hosted by the City and Department of Sport and Recreation
- The forum was well attended and supported by local residents and enthusiasts, and fostered positive attitudes and enthusiasm

### **6.09PM Councillor Sutton**

Summary of key points:

- Supported Councillor Hammond's comments regarding economic sustainability in our region, and suggested that Council consider a possible land subsidy to assist further development
- Congratulated City of Albany staff on securing full funding for the Centennial Precinct project

### **6.12PM Councillor Stocks**

Summary of key points:

- Attended City of Albany Business Luncheon
- The long term future of Grange Resources does not look hopeful, and the City should not be relying upon its development in terms of economic growth
- Supported Councillor Hammond's proposal for a Working Group
- Congratulated City staff for their work in securing full funding for the Centennial Precinct project.

### **6.14PM Councillor Dowling**

Summary of key points:

- Attended City of Albany Business Luncheon
- Supported Councillor Hammond's proposal
- Felt that Council was moving forward in a proactive and cohesive manner, and regaining public confidence

### **6.15PM Mayor's Report**

Below is a brief summary of Mayoral Office activities since the last Council meeting held on Tuesday 21 May 2013.

- Community radio commitment
- Monthly phone call – Brad Jolly WALGA
- Participate in "Readers in Residence Programme" Library
- City of Albany representative US Submariners Memorial Service
- City of Albany representative, Albany Surf Life Saving Club to start race at Boatshed, also attend BBQ at finish of race
- City of Albany representative, start of Albany Classic race, Albany Classic Dinner, Motel Le Grande
- Meeting Mr Bruce Manning GSDC
- Attended Jetty Art Sculptures', Middleton Beach
- Attended The City of Albany Band Corporate Evening – Albany Port Theatre

#### **ITEM 3.0: RESOLUTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR HOLDEN**

**SECONDED: COUNCILLOR HORTIN**

**The Mayor's Report be RECEIVED.**

**CARRIED 11-0**

**IV. RESPONSE TO PREVIOUS UNANSWERED QUESTIONS FROM PUBLIC**

Nil.

**V. PUBLIC QUESTION AND STATEMENT TIME**

Each person asking questions or making comments at the Open Forum will be **LIMITED** to a time period of **4 MINUTES** to allow all those wishing to comment an opportunity to do so.

[6:18:16 PM](#) **Mr Tony Stanton, 55 Chipana Drive, Little Grove**

Mr Stanton's tabled address is detailed at Appendix B. Summary of key points:

- Fees for disability swimming lessons at ALAC

[6:22:49 PM](#) **Ms Delma Baesjou, Ayton Baesjou Planning, 11 Duke Street, Albany**

Summary of key points:

- Spoke in support of the Alternative Officer Recommendation for Item 2.8.

[6:25:01 PM](#) **Ms Aileen Lemon, 186 Hare Street, Albany**

Summary of key points:

- Requested that Council consider construction of a footpath on Minna Street as the verge becomes very slippery and muddy during winter. Walking on the road is a hazard for Activ Industries workers, most of whom walk to and from work.

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**VI. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

**Mayor** D Wellington

**Councillors:**

Breaksea Ward	R Hammond
Frederickstown Ward	C Dowling
Frederickstown Ward	G Stocks
Kalgan Ward	Y Attwell
Kalgan Ward	C Holden
West Ward	G Gregson
Yakamia Ward	R Sutton
Yakamia Ward	A Hortin JP
Vancouver Ward	S Bowles
Vancouver Ward	D Bostock

**Staff:**

Chief Executive Officer	G Foster
Executive Director Planning & Development Services	D Putland
Executive Director Works & Services	M Thomson
Executive Director Corporate Services	G Adams
Executive Director Community Services	C Woods
Minutes	C Crane

Two members of the media and approximately 15 members of the public were in attendance.

**Apologies:**

West Ward	D Dufty (Leave of Absence)
Breaksea Ward	V Calleja (Apology)

**VII. APPLICATIONS FOR LEAVE OF ABSENCE**

**ITEM 7.0: RESOLUTION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR GREGSON**  
**SECONDED: COUNCILLOR DOWLING**

**THAT Applications for leave of absence be carried EN BLOC.**

**CARRIED 11-0**

**ITEM 7.0: RESOLUTION 1**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Councillor Bostock be granted leave of absence from 20 June 2013 to 10 August 2013.**

**CARRIED EN BLOC**

**ITEM 7.0: RESOLUTION 2**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Councillor Hortin be granted leave of absence from 5th July 2013 to 11 October 2013.**

**CARRIED EN BLOC**

**ITEM 7.0: RESOLUTION 3**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Councillor Bowles be granted leave of absence from 12th July 2013 to 4 August 2013.**

**CARRIED EN BLOC**

**ITEM 7.0: RESOLUTION 4**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Councillor Holden be granted leave of absence from 5th September 2013 to 20th September 2013.**

**CARRIED EN BLOC**

**ITEM 7.0: RESOLUTION 5**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Councillor Attwell be granted leave of absence from 1st July 2013 to 31 July 2013.**

**CARRIED EN BLOC**

**ITEM 7.0: RESOLUTION 6  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Councillor Calleja be granted leave of absence for the 16 July 2013 Ordinary Council Meeting.**

**CARRIED EN BLOC**

**ITEM 7.0: RESOLUTION 7  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Councillor Stocks be granted leave of absence for the 25 June 2013 Special Council Meeting.**

**CARRIED EN BLOC**

**VIII. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**ITEM 8.0: RESOLUTION 1**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR HAMMOND**

**SECONDED: COUNCILLOR BOWLES**

**THAT the minutes of the Ordinary Council Meeting held on 21 May 2013, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 11-0**

**ITEM 8.0: RESOLUTION 2**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR HAMMOND**

**SECONDED: COUNCILLOR BOWLES**

**THAT the minutes of the Special Council Meeting held on 6 June 2013, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 11-0**

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**IX. DECLARATIONS OF INTEREST**

<b>Name</b>	<b>Item Number</b>	<b>Nature of Interest</b>
Councillor Bowles	4.1	<b>Financial.</b> Councillor Bowles is the Secretary Great Southern Factor Inc. Paperbark Merchants and H&H both have sponsorship arrangements with Great Southern Factor Inc. Councillor Bowles remained in the Chamber and participated in the discussion and vote.
Councillor Stocks	4.1	<b>Financial.</b> Councillor Stocks is a shareholder of a company listed for payment. Councillor Stocks left the Chamber and did not participate in the discussion or vote.
Councillor Attwell	1.1	<b>Proximity:</b> Councillor Attwell is a part owner of land in the same proximity as Councils Lot 9001 Gifford Street. Councillor Attwell remained in the Chamber and participated in the discussion and vote.



**X. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS**

Nil.

**XI. PETITIONS, DEPUTATIONS AND PRESENTATIONS**

Nil.

**XII. ADOPTION OF RECOMMENDATIONS EN BLOC**

**ITEM 12.0: RESOLUTION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR SUTTON  
SECONDED: COUNCILLOR GREGSON**

**THAT the following Report Items be CARRIED EN BLOC:**

- **1.1: Audit and Finance Committee**
- **1.1.1: Governance Committee**
- **1.2: Common Seal and Executed Documents**
- **1.3: City of Albany Standing Orders Local Law 2013**
- **2.2: Planning and Building Reports May 2013**
- **2.3: Land Use Application-Temporary Accommodation-Lot 169 Deloraine Drive**
- **4.2: Financial Activity Statement April 2013**

**CARRIED 10-1  
ABSOLUTE MAJORITY**

**Record of Vote**

Against the Motion: Councillor Holden

**6.34PM Councillor Hortin left the Chamber and did not return.**

## **RISK MANAGEMENT FRAMEWORK**

The City of Albany Organisational Risk Management Framework, which will be used as a Reference Document for the “Risk Identification and Mitigation” Section for all Papers in the Agenda, has been previously distributed to all Elected Members.

**1.1: AUDIT AND FINANCE COMMITTEE**

**Proponent** : City of Albany  
**Attachment** : Confirmed Minutes of Audit and Finance Committee Meeting held 8 April 2013  
**Responsible Officer** : Acting Chief Executive Officer (G Foster)

**ITEM 1.1: RESOLUTION 1  
VOTING REQUIREMENT : SIMPLE MAJORITY**

**THE CONFIRMED minutes of the Audit and Finance Committee meeting held on 8 April 2013, as previously distributed, be RECEIVED.**

**CARRIED EN BLOC**

**ITEM 1.1: RESOLUTION 2  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council ADOPT the Asset Impairment Policy.**

**CARRIED EN BLOC**

**ITEM 1.1: RESOLUTION 3  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council REQUEST the Royalties for Regions-Country Local Government Funding Program AGREE to the transfer of remaining funds totalling \$580,000 from the North Road/Sanford Road Drainage Project, to the new project-North Road Drainage Upgrade in the 2013-14 financial year.**

**CARRIED EN BLOC  
ABSOLUTE MAJORITY**



## Council Policy

# Asset Impairment

**Table of Contents**

1. Objective
2. Scope
3. Policy Statement
4. Legislative and Strategic Context
5. Review
6. Definitions

## 1. Objective

The Accounting Standard AASB 136 – Impairment of Assets, prescribes the procedures that an entity applies to ensure that its assets are carried at no more than their recoverable amount. An asset is carried at more than its recoverable amount if its carrying amount exceeds the amount to be recovered through the use or sale of the asset.

## 2. Scope

The purpose of this Policy is to provide guidance to all City Officers involved in the assessment of whether assets have been impaired and the determination of the amount by which the impairment is to be recognised in Council's annual financial statements.

This policy applies to all assets as required by Accounting Standard AASB 136 – Impairment of Assets. These assets are predominantly Infrastructure Assets and Property, Plant and Equipment.

## 3. Policy Statement

In accordance with AASB 136 – Impairment of Assets, an annual assessment will be made at 30 June each year, as to whether there is any indication that an asset (or a class of assets) is impaired.

This assessment can also be informed by any indications of impairment highlighted during the process of revaluing a class of Council assets. An asset is impaired when its carrying amount exceeds its recoverable amount.

This assessment will be documented and recorded as part of the annual financial statements working papers, for review by the external auditor.

In making this assessment, City officers are required as a minimum, to consider the following indications:

- a) External sources of information.
  - a. During the period, an assets market value has declined significantly more than expected as a result of the passage of time or normal use.
  - b. Significant changes with an adverse effect on the Council have taken place during the period, or are expected to take place in the near future, in the technological, market, economic or legal environment in which the Council operates or in the market to which an asset is dedicated;
  - c. Market interest rates or other market rates of return on investments have increased during the period and those increases are likely to affect the discount rate used in calculating an asset's value in use and decrease the asset's recoverable amount materially;
  - d. The carrying amount of the net assets of the Council is more than its market capitalisation;
- b) Internal sources of information
  - a. Evidence is available of obsolescence or physical damage of an asset;
  - b. Significant changes with an adverse effect on the Council have taken place during the period, or are expected to take place in the near future, in the extent to which, or manner in which, an asset is used or is expected to be used. These changes include the asset becoming idle, plans to discontinue or restructure the operation to which an asset belongs, plans to dispose of an asset before the

- previously expected date, and reassessing the useful life of an asset as finite rather than indefinite; and
- c. Evidence is available from internal reporting that indicates that the economic performance of an asset is, or will be, worse than expected.

Where an asset is considered likely to have been determined to be impaired, the Cityentit will shall estimate the recoverable amount of the asset. If the assets carrying amount exceeds the amount to be recovered through the use or sale of the asset, it will be written down and an impairment loss recorded in the Financial Accounts, unless the asset is carried at a revalued amount. Where an asset has been revalued, the impairment loss will be offset against the asset revaluation reserve to the extent available. An impairment loss can be reversed for physical non-current assets in subsequent years.

#### 4. Legislative and Strategic Context

AASB 116 – Property, Plant and Equipment  
 AASB 136 – Impairment of Assets  
*Local Government (Financial Management) Regulations 1996*

#### 5. Review

Chief Executive Officer to review on or before 30/6/2016

#### 6. Definitions

**Carrying amount:** The amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

**Depreciation:** The systematic allocation of the depreciable amount of an asset over its useful life.

**Fair value:** The amount for which an asset could be exchanged between knowledgeable, willing parties in an arm’s length transaction. Where there is no market price, fair value is determined from the cost to replace the future economic benefits contained in the assets.

**Impairment:** The amount by which the carrying amount of an asset exceeds its recoverable amount.

**Recoverable amount:** The higher of its fair value less cost to sell and its value in use.

**Value in use:** The present value of the future cash inflows and outflows to be derived from the continuing use of the asset and from its ultimate disposal.

#### Version Control

Version	Date	Status	Distribution	Comment
01	22/4/13	Draft	Finance	Adoption Reference: OCM DD Month YYYY Item No. (if Council) or EMT date for (Operational matters)

CEO Authorisation: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_



**AUDIT & FINANCE COMMITTEE**

**MINUTES**

For the meeting to be held 8 April 2013  
 In the Margaret Coates Boardroom, City Office, North Road, Albany

**(File Ref: FM.MEE.1/AM1329802)**

**Terms of Reference:** *The Committee is established under section 7.1A of the Local Government Act 1995 (the Act) and its Regulations. The Committee does not have any delegated authority from Council.*

**1.0 ATTENDANCE**

<b>Mayor</b>	D Wellington (Deputy Chair)
<b>Councillors:</b>	
G Stocks	Member (Chair)
R Hammond	Member
Y Attwell	Member
S Bowles	Member
C Holden	Member
A Hortin	Member
C Dowling	Member
D Bostock	Member
V Calleja	Member
<b>Staff:</b>	
Chief Executive Officer	G Foster
Executive Director Works & Services	M Thomson
Executive Director Community Services	C Woods
Executive Director Corporate Services	G Adams
Minute Taker	E Hubble
<b>Apologies/Leave of Absence:</b>	
D Dufty	Member
G Gregson	Member
R Sutton	Member

**2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**ITEM 2.0: COMMITTEE RESOLUTION**

**MOVED: COUNCILLOR CALLEJA**  
**SECONDED: COUNCILLOR BOWLES**

**The unconfirmed minutes of the Audit Committee meeting held on Monday 11 March 2013, as previously distributed, be confirmed as a true and accurate record of proceedings.**

**CARRIED: 11-0**

**3.0 DISCLOSURE OF INTEREST**

*[Elected members of Council and staff are asked to use the forms prepared for the purpose, aiding the proceedings of the meeting by notifying the presiding member prior to the conduct of the meeting]*

**4.0 STANDING ITEMS FOR DISCUSSION**

**4.1 MONTHLY FINANCIAL REPORT**

**Reporting Officer:** Executive Director Corporate Services

**Discussion**

- Financial Report for month ending February 2013 distributed to committee with agenda.
- Budget versus operating expenses – year to date versus actual currently on budget with expenses. Revenue above due to CDO recoveries, over budget for revenue from Airport, original airport budget conservative. Net current assets at same as this time last year. Cash investment report revised to show under the new investment policy, our portfolio now displayed with the break up into BBB, AA and A rated, currently meeting all targets.
- Major variances contributions, insurance and donations – includes the reimbursement from insurance company for Faileen James case, workers compensation claim reimbursement.
- Interest earnings – investment strategy, budget included lower interest rate on rates than currently receiving as dictated by Department of Local Government.
- SkyWest rate payment – deposited monies to bring current total \$726k. Reduce terms to 60 days realistically to make payment. New policy to be formed with new company with revised terms of payment.

**Action:** Executive Director Corporate Services to provide summary of discussion had with Virgin/SkyWest merger and the ability under the act to allow apposing penalty interest after 30 days.

**ITEM 4.1: RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: MAYOR WELLINGTON**

**THAT the Monthly Financial Report be NOTED.**

**CARRIED: 11-0**

**5.0 ITEMS FOR DISCUSSION**

**5.1 MAJOR PLANT REPLACEMENT AND DISPOSALS**

**Reporting Officer:** Executive Director Works and Services

**Discussion**

- Current budget considered 3 trucks looking to dispose of, undertaken analysis for utilisation of vehicles, deemed to be inadequate. Vehicles over 10 years old. Replacement in accordance with long term financial plan.
- Vehicles to go to auction at a reserve price determined by fleet management process and fleet officer.

**ITEM 5.1: RECOMMENDATION**

**MOVED: COUNCILLOR DOWLING  
SECONDED: MAYOR WELLINGTON**

**THAT:**

1. **The disposal of two Isuzu Giga Trucks be delayed until they are replaced as per the 10 year Financial Plan for Plant; and**
2. **One Isuzu Giga Truck be reallocated to the Waste Management operations area and the current Nissan Prime Mover - AL13324 (P8) be disposed of.**

**CARRIED: 11-0**



**5.2 ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 28 FEBRUARY 2013**

**Reporting Officer:** Executive Director Corporate Services

**Discussion**

- After budget review 31 January 2013 contacted by Department of Local Government with regards to the way that grants money was treated in opening balances. To rectify situation, budget review item needs to be address in the way that the money was showed in previous review.
- No impact on budget. Surplus carried forward remains the same.

**ITEM 4.6: RECOMMENDATION**

**MOVED: COUNCILLOR ATTWELL  
SECONDED: COUNCILLOR CALLEJA**

**THAT Council ADOPT the Budget Review for the period ending 28 February 2013.**

**CARRIED: 11-0**

**5.3 REGIONAL DEVELOPMENT AUSTRALIA (ROUND 4) FUNDING APPLICATION**

**Reporting Officer:** Executive Director Community Services

**Discussion**

- Approval to proceed with original RDA Round 3 submission of \$8.75m. Recent announcement from State Government gifting City \$8.75m.
- Continue with application with real costing, OPUS costing for entire project of \$40m, Developed project that would cover eastern and western precinct costing of \$27m. With State Government \$8.75m, DSR \$4.1m, required for City to fund \$3m in cash and in kind contribution of \$1m.
- Freehold land that City own on southern end – Current plans show oval in exact space as original plans. 2/3 of current side could be exercised for sale. Future of the site would need to be determined by council. Council reduced from 60,000m<sup>2</sup> to 40,000m<sup>2</sup>.

**ITEM 5.3: RECOMMENDATION**

**MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR CALLEJA**

**THAT:**

1. Provision is made in the 2013/2014 budget for the City's contribution to the Centennial Park redevelopment project of \$3 million in cash and \$1million in kind.
2. Instruct the Chief Executive Officer to submit an application to Regional Development Australia for the Centennial Park Sporting Precinct redevelopment project for an amount to be determined upon the receipt of an independent cost report.

**CARRIED: 10-1**

**RECORD OF VOTE**

**AGAINST: COUNCILLOR BOSTOCK**

**5.4 ADOPTION OF DEBT POLICY**

**Reporting Officer:** Executive Director Corporate Services

**Discussion**

- Currently no clear policy or framework in place for council to make decisions around borrowing for particular projects or assets.
- Department of local government recently changed ratio's required to use when looking at debt servicing. Benchmark should be between 200-500%.
- City's debt ratios currently meet all benchmarks.
- Policy outlines the framework regarding debt decisions.
- Discussion paper presented outlining all the issues considered.

**ITEM 5.4: RECOMMENDATION**

**MOVED: COUNCILLOR HAMMOND  
SECONDED: COUNCILLOR ATTWELL**

**THAT Council ADOPT the Long Term Borrowing Policy**

**CARRIED 11-0**

**6.0 ITEMS TO BE DISCUSSED AT FUTURE MEETINGS**

**7.0 GENERAL DISCUSSION**

**8.0 DATE OF NEXT MEETING**

13 May 2013

**9.0 CLOSURE OF MEETING**

Meeting Closed 6.47pm

18/06/2013

\*\*REFER DISCLAIMER\*\*

**1.1.1: GOVERNANCE COMMITTEE**

**Proponent** : City of Albany  
**Attachment** : Confirmed Minutes of Governance Committee Meeting held on 9 May 2013  
**Responsible Officer(s)** : Acting Chief Executive Officer (G Foster)

**ITEM 1.1.1: COMMITTEE RECOMMENDATION 1  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the CONFIRMED minutes of the Governance Committee Meeting held on 9 May 2013, be RECEIVED.**

**CARRIED EN BLOC****ITEM 1.1.1: COMMITTEE RECOMMENDATION 2  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council:**

- 1. NOTE the concerns raised by the Volunteer Bush Fire Brigade Members with regard to the Emergency Services Review.**
- 2. Prior to any consideration of the transfer of responsibility for bush fire brigade operations and administration to DFES, a presentation be called for by DFES before a Special Council Meeting called for that purpose.**
- 3. AUTHORISE the Chief Bush Fire Control Officer as the Senior City of Albany Volunteer Bush Fire Brigade member to communicate directly with the DFES Legislative Review Project Team.**

**CARRIED EN BLOC**



**GOVERNANCE COMMITTEE**

**CONFIRMED MINUTES**

for the meeting held 5.30pm Thursday 9 May 2013,  
in the Margaret Coates Boardroom, City Office, North Road, Albany

**(File Ref: CM.MEE.6/AM1330422)**

**Terms of Reference:** *The Committee is established under section 7.1A of the Local Government Act 1995 (the Act) and its Regulations. The Committee does not have any delegated authority from Council.*

**1.0 ATTENDANCE**

<b>Mayor</b>	D Wellington(Chair)
<b>Councillors:</b>	
R Hammond	Member
D Bostock	Member
S Bowles	Member
R Sutton	Member
A Hortin	Member
V Calleja	Member
D Dufty	Member
C Dowling	Member
<b>Staff:</b>	
Executive Director Corporate Services	G Adams
Manager Human Resources	S Dale
Minutes	C Crane
<b>Apologies/Leave of Absence:</b>	
G Gregson	Member
G Stocks	Member
C Holden	Member
Y Attwell	Member
Chief Executive Officer	G Foster

**2.0 CONFIRMATION OF MINUTES**

**ITEM 2.0: RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR BOWLES**

**THAT the minutes of the Governance Committee Meeting held on 8 April 2013, as previously distributed, be accepted as a true and accurate record of proceedings.**

**CARRIED 9-0**

**3.0 STANDING ITEMS**

**3.1 Staff Movements**

**ITEM 3.0: RECOMMENDATION**

**MOVED: COUNCILLOR HORTIN  
SECONDED: COUNCILLOR SUTTON**

**THAT the Staff Movements Report for April 2013 be NOTED.**

**CARRIED 9-0**

**4.0 ITEMS FOR DISCUSSION**

**4.1: Appointment of Chief Executive Officer (Mayor Wellington)**

Further discussion of this matter has been referred to a Special Governance Committee meeting scheduled for 29 May 2013, prior to a Special Council Meeting to be held on 30 May 2013 regarding Appointment of Chief Executive Officer.

**ITEM 4.2: RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR HAMMOND**

**THAT the Committee NOTE that in accordance with the City's insurers recommendation, Jarman McKenna have been appointed to represent the City in its defence against the claim by Ms Faileen James.**

**CARRIED 9-0**

**5.0 ITEMS TO BE DISCUSSED AT NEXT MEETING**

**6.0 GENERAL DISCUSSION**

Councillor Bowles requested an update on the progress of the Council Committee restructure. Mayor Wellington responded that the process was still under review by the Executive Management Team, but will progress in the next two months to a better structure.

**7.0 DATE OF NEXT MEETING: 29 May 2013**

**8.0 CLOSURE OF MEETING**

<b>STATUS REPORT ON DEFERRED ITEMS FROM PREVIOUS MEETINGS</b>		
<b>Meeting Date</b>	<b>Item No.</b>	<b>Details/Status</b>
11/03/2013	4.1	<b>STANDING ORDERS LOCAL LAW.</b> Laid on the table.  Council is currently operating under Standing Orders Local Law 2009, pending review of Local Law Meeting Procedures 2011 by the Joint Standing Committee on Delegated Legislation.

**1.1.4: CULTURAL AND COMMUNITY DEVELOPMENT COMMITTEE**

**File Number (Name of Ward)** : CS.MEE.6  
**Proponent** : City of Albany  
**Appendices** : • Minutes of the Cultural and Community Development Committee 23 October 2012 (Confirmed)  
 • Aboriginal Accord Strategy  
**Responsible Officer** : Executive Director Community Services (C Woods)

**IN BRIEF**

- Receive the minutes of the Cultural and Community Development Committee.

**ITEM 1.1.4: RESOLUTION 1**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR BOWLES**  
**SECONDED: COUNCILLOR GREGSON**

**THAT the CONFIRMED minutes of the Cultural and Community Development Committee meeting held on Tuesday 23 October 2012, be RECEIVED.**

**CARRIED 10-0**

**ITEM 1.1.4: RESOLUTION 2**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR BOWLES**  
**SECONDED: COUNCILLOR GREGSON**

**THAT the City of Albany develops a resource to manage the community liaison requirements of ANZAC Centenary events and other activities.**

**CARRIED 10-0**

**ITEM 1.1.4: COMMITTEE RECOMMENDATION 3 AMENDMENT COUNCILLOR BOSTOCK**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR BOSTOCK/**  
**SECONDED: COUNCILLOR HOLDEN**

**THAT a Working Group be established to review Council's Aboriginal Accord Strategy.**

**LOST 2-8**

**Record of Vote**

For the Motion: Councillors Bostock and Holden

**ITEM 1.1.4: RESOLUTION 3  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR BOWLES  
SECONDED: COUNCILLOR STOCKS**

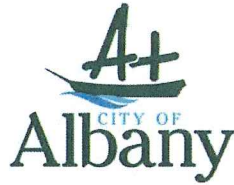
**THAT a Working Group be established to review Council's Aboriginal Accord Strategy with a view to determining the City's strategic direction and developing more relevant and meaningful outcomes for the Noongar Community.**

**CARRIED 8 -2**

**Record of Vote**

Against the Motion: Councillors Bostock and Holden





**CULTURAL AND COMMUNITY DEVELOPMENT COMMITTEE**

**MINUTES**

For the meeting held from 3.30pm to 5.30pm on Tuesday 23 October 2012,  
in the Margaret Coates Boardroom, City Office, North Road, Albany

(File Ref: CS.MEE.6/AM1227295)

**Cultural and Community Development 5 Identified Priority Areas**

Community Capacity Building
Motivating the Community
Community Engagement
Creating Change
Meeting Places

**1.0 ATTENDANCE**

<b>Councillors:</b>	
Cr Sarah Bowles	Chair
Cr Don Dufty	Councillor
<b>Committee Members:</b>	
Dr Dell Dennis	Community Representative
Ms Rachel Wilsher-Saa	Community Representative
Mr Tim Riessen	Community Representative
<b>Staff:</b>	
Adam Cousins	Manager, Cultural and Community Development
Emily Hubble	Administrative Assistant, Community Services
<b>Apologies/Leave of Absence:</b>	
Cameron Woods	Executive Director, Community Services
Cr Chris Holden	Councillor

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**ITEM 2.0: RESOLUTION**

**MOVED: DELL DENNIS  
SECONDED: CR SARAH BOWLES**

**THE UNCONFIRMED MINUTES OF THE CULTURAL AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON 10 AUGUST 2012 AS PREVIOUSLY DISTRIBUTED, BE CONFIRMED AS A TRUE AND ACCURATE RECORD OF PROCEEDINGS.**

**CARRIED 5-0**

3.0 DISCLOSURE OF INTEREST

NIL

4.0 ITEMS FOR DISCUSSION

**4.1 ANZAC CENTENARY PROJECTS – UPDATE (STANDING ITEM)**

Chair discussed ANZAC Centenary Projects. Noted concurrent projects and feasibility were moving at a rapid pace and would require Council resolutions in the future.

Rachel Wilsher-Saa noted that the Albany Museum is progressing an online education program on the 100 years of ANZAC.

**4.2 COMMUNITY FUNDING**

Adam Cousins gave brief outline on the current stage of Community Funding Program, with \$35,000 distributed between 11 community groups. Issue was raised by committee members regarding the complexity of the application process. Noted that assistance or workshop could be offered to groups and individuals applying for funding. Comment was made that the Department of Sport and Recreation hold similar workshops.

It was suggested that funding recommendations could come from the CCD committee to Council for the next funding round. It was noted that to allow adequate time to communicate the program Council may need to commit funds to the program outside of the normal budget cycle.

**ACTION:** Adam Cousins to prepare a report for the next meeting to review Community Funding application process prior to 2013/2014 budget.

**4.3 PATHWAYS, CYCLEWAYS AND TRAILS**

Current Recreation and Sport project, funding available from Department of Sport and Recreation as well as Department of Transport with strong support from all stakeholders.

**4.4 CENTENNIAL PRECINCT**

Centennial Precinct Master Plan currently is out for public comment. Committee requested an invitation go out to the Manager of Recreation Services and/or Manager Major Projects provide an overview of the project for the next committee meeting.

**ACTION:** Adam Cousins to request Manager of Recreation Services and/or Manager Major Projects provide a presentation to the CCD committee at its next meeting.

**5.0 ITEMS TO BE DISCUSSED AT FUTURE MEETING**

- 5.1 ANZAC Centenary projects – update (standing Item)
- 5.2 Community Funding
- 5.3 Community Development Strategy
- 5.4 Aboriginal Accord

*Councillor Don Dufty exited meeting at 4.55pm*

**6.0 GENERAL DISCUSSION**

**6.1 RESIGNATION COMMITTEE MEMBER**

Committee acknowledged the resignation of committee member, Dianne Loftus-Taylor. Committee made the decision to not replace member at present but to review as required.

**6.2 ABORIGINAL ACCORD**

Dr Dell Dennis questioned the term of reference and how the committee could focus more on the Aboriginal Accord. Requested more information to be brought to next committee meeting.

**ACTION:** Adam Cousins to brief committee on Aboriginal Accord at next meeting.

**6.3 AUSTRALIA DAY AWARDS**

Adam Cousins advised there was no updates available.

**ACTION:** Adam Cousins to email Committee members as Award Information becomes available.

**6.4 ACCESS AND INCLUSION PLAN**

Council have endorsed the Access and Inclusion Plan.

**6.5 COMMUNITY SERVICES RECRUITMENT**

Adam Cousins advised that the City had recently recruited new staff to key portfolios within the Community Services Directorate as follows:

- Samantha Stevens – Manager Recreation Services
- John Toomey – Manager Albany Leisure and Aquatic Centre
- Paul Nielsen – Manager Library Services

**6.6 CITY OF ALBANY CHRISTMAS PAGEANT**

Annual City of Albany Christmas Pageant has moved back to the York Street precinct and will be held on 1 December 2012.

**6.7 ART AWARDS**

Jack Family Trust has agreed to the Albany Art Prize taking place in October 2013.

**6.8 TOWN HALL PROGRAM**


Adam Cousins gave a brief overview of p[rogramming that had been delivered at the Town Hall.

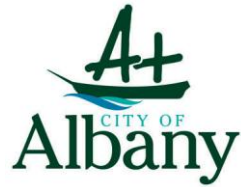
**6.9 SALIABILITY PROGRAM FUNDING**

Adam Cousins advised that the City had been successful in receiving funding to support a Sailability program delivered by the Princess Royal Sailing Club. The project is active and the PRSC has recruited a coordinator.

**7.0 DATE OF NEXT MEETING**  
20 FEBRUARY 2013

**8.0 CLOSURE OF MEETING**  
5.20PM

Confirmed:  Date: 17.5.13



# Council Strategy

# **Aboriginal Accord**

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### Version Control

Version	Date	Status	Distribution	Comment
01	18/03/03	Adopted	Internal/External	OCM Item 12.2.1
02	19/05/09	Adopted	Internal/External	OCM Item 12.12.2(4)
03	17/01/11	Amended	Internal/External	Formatting only & File Ref.

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## 1. Executive Summary

On the 30 November 1999 representatives from the City of Albany, the Aboriginal community and the wider Albany community signed a 'Statement of Understanding and Commitment'. This document committed the parties involved to establish a strategic accord that would provide a greater understanding of Aboriginal and non Aboriginal history and culture.

On 18 March 2003, the City of Albany adopted an Aboriginal Accord and Action Plan recognising the role that the City must play in the provision of services and facilities for the Aboriginal community.

The adoption of the initial Aboriginal Accord and associated Action Plan has been partially implemented with varying success. A number of successful outcomes have been achieved including the employment of an Aboriginal Liaison Officer and the development of staff training sessions to promote a greater understanding of Aboriginal culture and customs. However, in its capacity as a service provider, the City has experienced difficulty engaging the Aboriginal community to assist with the Accord's implementation.

This difficulty in engaging and stimulating participation within the local community can be attributed to a number of factors including the capacity of the City to deliver upon the aspirations of the local Aboriginal community. Feedback received through the consultation process indicates priority issues within the local community are the provision of housing and employment (both of which the City can only have little direct involvement).

This strategy document builds upon the foundations and situation analysis of the original accord adopted in March 2003, however recognises the City's limitations in delivering upon the aspirations of the local community and therefore focuses on an advocacy role in relation to the services and facilities provided by other government agencies and organisations.

## 2. Definitions

**Aboriginal** Term pertaining to members of the indigenous people of Australia.

### 3. Strategic Context

Within the corporate hierarchy of strategy development and implementation, this strategic document is positioned at the strategic business unit or SBU level. This document is aligned to the City's corporate strategy and relates to the following elements from the 3D Corporate Plan:

#### **The Vision for Albany: Albany Insight – Beyond 2020**

*The major goals for Albany – Albany will be a City where...*

*Lifestyle & Environment...1.4 Our cultural and artistic communities are valued, celebrated and supported.*

*Economic Development...2.4 Our strategic proximity to Antarctica is exploited to its maximum potential.*

*Governance...4.3 Deliver excellent community services that meet the needs and interests of our diverse communities.*

### 4. Strategic Focus Areas

#### **Cross Cultural Awareness & Understanding**

As a service delivery organisation, the City has identified that traditional service delivery and transaction methods may impede the City's interaction with the local Aboriginal community. In order to effectively provide services and facilities to the Aboriginal community, a greater cultural awareness and understanding is required.

#### **Advocacy**

The City has identified that independently, it cannot deliver on the high priority aspirations of the Aboriginal community such as the provision of housing and employment. However, through its distribution channels, consultation methods and proximity to the local community, the City is perfectly positioned to provide a communication and service delivery conduit between the Aboriginal community and the government agencies and organisations that can satisfy the community's aims and objectives.

#### **Consultation, Engagement & Liaison**

Given the constructive nature of the projects that the City's works teams facilitate, the City must be exhaustive and consistent from a consultation and liaison perspective during the planning stages of remediation works and major projects. At times, these projects may impact upon places of significance and therefore consultation, engagement and liaison with the local community is required to ensure the culture of Aboriginal people and places of historical significance are sustained.

#### **Social & Economic Planning**

Representatives from the Aboriginal community rarely participate in the strategic, social and economic planning processes convened by the City of Albany. Through increased participation and involvement in these processes, the aims and objectives of the local Aboriginal community can be recognised, considered and potentially implemented.

#### **Environment**

Given the historical connection between the Aboriginal people and the location of Albany, a number of places of significance exist.

In the City's operational capacity, a number of opportunities exist to protect and enhance these venues and facilities for future generations to enjoy, appreciate and connect with their culture.

#### **Arts & Culture**

The City's involvement with the arts community and the provision of art facilities provides opportunities for the promotion and recognition of indigenous art and its contribution towards the artistic fabric of Albany.



### Employment Education & Training

The City recognises the difficulty that local Aboriginal people experience in completing educational and vocational training programs and the subsequent difficulty finding permanent employment.

### Young People

The City recognises that youth generally regardless of culture are vulnerable to external influences. Opportunities exist within the community to provide recreational and cultural engagement programs to engage youth throughout these formative and influential years.

## 5. Key Action Plan

### Cross Cultural Awareness & Understanding

<b>1. To improve awareness and understanding of Aboriginal culture and customs amongst Elected Members and the City of Albany staff.</b>	
Timeframe	Ongoing
Resources	Incorporation into induction procedures.
Officer	EDCCS
References	

<b>2. To establish a series of service delivery protocols that encourages community engagement and establishes partnerships with the local Aboriginal community.</b>	
Timeframe	December 2008
Resources	
Officer	MCS
References	Customer Service Strategy

### Advocacy

<b>3. To provide assistance to the local Aboriginal community from an advocacy perspective to deliver upon housing and employment aspirations.</b>	
Timeframe	Ongoing
Resources	
Officer	ILO
References	

<b>4. To capitalise on the City's proximity to the local Aboriginal community by acting as a conduit between the community and the government departments that provide the relevant services and facilities.</b>	
Timeframe	Ongoing
Resources	
Officer	ILO
References	

### Consultation, Engagement & Liaison

<b>5. To formalise the City's consultation procedures with the Aboriginal community to ensure that remediation works and major projects do not adversely impact upon Aboriginal culture or places of significance.</b>	
Timeframe	December 2008
Resources	
Officer	EDCCS
References	Aboriginal Heritage Act 1972

<b>6. To provide an ongoing avenue of liaison and consultation between Council and the Aboriginal Community.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS
References	

### Social & Economic Planning

<b>7. To provide Aboriginal people with an opportunity to be actively involved in social and economic planning processes of the City of Albany.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS
References	

<b>8. To increase the involvement of Aboriginal people in civic and community affairs.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS & MLO
References	

### Environment

<b>9. To formalise the traditional and cultural links that Aboriginal people have with the environment and to develop programs to ensure these links continue.</b>	
Timeframe	December 2008
Resources	
Officer	EDCCS
References	

<b>10. To ensure that Aboriginal people are given the opportunity to provide input in relation to works completed in City of Albany reserves.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS
References	

<b>11. To incorporate indigenous flora into street scapes, parks and reserves where appropriate.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS
References	

**Arts & Culture**

<b>12. To provide programs that raise awareness of all forms of Aboriginal art and culture.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS
References	

<b>13. To encourage the involvement of young Aboriginal people in artistic and cultural pursuits.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS
References	

<b>14. To incorporate themes into public art displays and general works that reflect Aboriginal culture.</b>	
Timeframe	December 2008
Resources	
Officer	EDCCS
References	

**Employment Education & Training**

<b>15. To improve employment opportunities for Aboriginal people within the City's administration and outdoor work forces</b>	
Timeframe	Ongoing
Resources	
Officer	HRS
References	

**Young People**

<b>16. Provide assistance to programs that increase self-esteem and pride within the young Aboriginal Community.</b>	
Timeframe	Ongoing
Resources	
Officer	EDCCS
References	Community Financial Assistance Program

<b>17. To increase the involvement of young Aboriginal people in recreational activity.</b>	
Timeframe	Ongoing
Resources	
Officer	MCD
References	Recreation Strategy

<b>18. To improve the employment prospects of young Aboriginal people at the City of Albany.</b>	
Timeframe	Ongoing
Resources	
Officer	HRS
References	

<b>19. To participate in programs that reduce the incidence of crime and anti-social behaviour involving young Aboriginal people.</b>	
Timeframe	Ongoing
Resources	
Officer	MCD
References	

## **6. Performance Measurement**

### **Cross Cultural Awareness & Understanding**

- Number of staff participating in cultural awareness training.
- Creation of an annual survey completed by the Aboriginal Community to assess the City's effectiveness from a service delivery perspective.

### **Advocacy**

- Establish a scorecard to determine the number of referrals to more appropriate service providers.

### **Consultation, Engagement & Liaison**

- Annual assessment on trends and feedback from the Aboriginal community with regard to works commencing whereby no consultation has occurred.

### **Social & Economic Planning**

- Annual reporting on the number of Aboriginal people that participate in planning workshops facilitated by the City of Albany.

### **Environment**

- Incorporation of traditional Aboriginal plantings into streetscapes, parks and reserves.

### **Arts & Culture**

- Participation of Aboriginal people in Vancouver Arts Centre programs.
- Number of Aboriginal Art Submissions in Albany Art Prize.

### **Employment Education & Training**

- Number of Aboriginal people employed by the City of Albany.
- Number of traineeships offered to Aboriginal people by the City of Albany.

### **Young People**

- Number of programs offered at the Aboriginal Corporation for Aboriginal youth.
- Reduction of youth related crime.

## **7. Review**

Executive Director Corporate and Community Services to review on or before 30/6/2011

## **8. Associated Documents**

List related policies, procedures, references, guidelines or other documents that have a bearing on this strategy and that may be useful reference material for users of this strategy.

- Customer Service Strategy
- Human Resources Strategy
- Recreation Strategy

**1.2: COMMON SEAL AND EXECUTED DOCUMENTS UNDER DELEGATION REPORTS**

**Responsible Officer** : Chief Executive Officer (G Foster)  
**Attachments** : Common Seal Report

**IN BRIEF**

- Receive the Common Seal Reports for May 2013, which include decisions made by Delegated Authority

**ITEM 1.2: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the Common Seal Report for May 2013 be RECEIVED.**

**CARRIED EN BLOC**

NCSR1330563 PRO185

COPY OF COMMON SEAL

ITEM: 1.1 OCM: 18.09.12

RE: DEED OF EXTENSION OF LEASE - PORTION ALBANY AIRPORT TERMINAL, 35615  
ALBANY HIGHWAY WALMSLEY

PARTIES: CITY OF ALBANY AND GERALD J VANDER ROS AND JULIE VANDER ROS

T/AS BUDGET RENT A CAR

SIGNED BY MAYOR AND A/CEO G FOSTER 2 COPIES

NCSR1330564 PRO181

COPY OF COMMON SEAL

ITEM: 1.1 OCM: 18.09.12

RE: DEED OF LEASE - CHEYNE BEACH HOLIDAY ACCOMMODATION OF PORTION OF  
CROWN RESERVE 878 - LOT 6 BAXTERI ROAD, CHEYNE BEACH

PARTIES: CITY OF ALBANY AND JOHN STEWART GIBBONS AND SHIRLEY ANNE  
GIBBONS - LESSEE

SIGNED BY MAYOR AND A/CEO G FOSTER 2 COPIES

NCSR1330565

COPY OF COMMON SEAL

ITEM: 1.4 OCM: 16.04.13

RE: C13001 MT CLARENCE INFRASTRUCTURE UPGRADE - CONSTRUCTION WORKS

PARTIES: CITY OF ALBANY AND WAUTERS ENTERPRISES PTY LTD

SIGNED BY MAYOR AND A/CEO G FOSTER 2 COPIES

NCSR1330593 PRO217

COPY OF COMMON SEAL

ITEM: 1.1 OCM: 18.09.12

RE: DEED OF ASSIGNMENT OF LEASE - CHEYNE BEACH HOLIDAY  
ACCOMMODATION ON PORTION OF CROWN RESERVE 878- LOT 22 BAXTERI ROAD,  
CHEYNE BEACH

PARTIES: CITY OF ALBANY AND GLORIA ELSIE DAWSON - ASSIGNOR AND PAUL  
NATHAN LAWSON AND CHANTEL MARGARET LAWSON - ASSIGNEE

SIGNED BY MAYOR AND A/CEO G FOSTER 3 COPIES

AGENDA ITEM 1.2 REFERS

EDR1330468            C12019  
EXECUTED DOCUMENT  
ITEM: 5.3 OCM: 16.10.12  
RE: PROGRESS PAYMENT NO 4 FOR CONTACT C12019 - LOWER DENMARK ROAD  
(SLK14.65 - 18.2)  
PARTIES: CITY OF ALBANY AND ARMOGEDIN PTY LTD (TRADING AS GREAT  
SOUTHERN SANDS)  
SIGNED BY A/CEO G FOSTER 1 COPY

EDR1330476            RD.DEC.2  
EXECUTED DOCUMENT  
ITEM: 4.4 OCM: 19.03.13  
RE: APPLICATION FOR APPROVAL OF FREEHOLD OR SURVEY STRATA  
SUBDIVISION - LOT 35 ULSTER ROAD,-COLLINGWOOD HEIGHTS  
PARTIES: CITY OF ALBANY  
SIGNED BY A/CEO G FOSTER 1 COPY

EDR1330532            SD.AGR.1  
EXECUTED DOCUMENT  
ITEM: N/A OCM: N/A  
RE: REGULATION 10 APPLICATION- STORMWATER DRAINAGE UPGRADE  
AFFECTING YAKAMIA CREEK (SITE 24418)  
PARTIES: CITY OF ALBANY  
SIGNED BY A/CEO G FOSTER 1 COPY

EDR1330560            PRO185  
EXECUTED DOCUMENT  
ITEM: 1.1 OCM: 18.912  
RE: DEED OF EXTENSION OF LEASE - PORTION ALBANY AIRPORT TERMINAL -35615  
ALBANY HIGHWAY WALSMLEY  
PARTIES: CITY OF ALBANY AND GERALD J VANDER ROSE AND JULIE VANDER ROS  
T/AS BUDGET RENT A CAR  
SIGNED BY A/CEO G FOSTER 2 COPIES

EDR1330569            A55398  
EXECUTED DOCUMENT  
ITEM: 2.7 OCM: 17.07.12  
ITEM: 2.5 OCM: 16.10.12  
RE: MODIFIED LOCAL PLANNING SCHEME POLICY FOR SPECIAL RESIDENTIAL AREA  
NO 11. LOTS 104 AND 105 WILLYUNG ROAD  
PARTIES: CITY OF ALBANY AND B J PANIZZA  
SIGNED BY A/CEO G FOSTER 2 COPIES

EDR10330697            RD.PLA.2  
EXECUTED DOCUMENT  
ITEM: 4.6 OCM: 19.03.13  
RE: APPLICATION FOR APPROVAL OF FREEHOLD OR SURVEY STRATA  
SUBDIVISION - PFEIFFER ROAD  
PARTIES: CITY OF ALBANY AND MICHAEL DAVID DOVEY AND ROBYN GAYE DOVEY  
SIGNED BY A/CEO G FOSTER 1 COPY



AGENDA ITEM 1.2 REFERS

EDR1330705            RD.RDC.2  
EXECUTED DOCUMENT  
ITEM: 4.6 OCM: 19.03.13  
RE: PROPOSED ROAD CLOSURE TO CREATE FORESHORE RESERVE - SEAWOLF  
ROAD - MT ELPHINSTONE  
PARTIES: CITY OF ALBANY  
SIGNED BY A/CEO G FOSTER 1 COPY

EDR1330718            PE.COT.4  
EXECUTED DOCUMENT  
ITEM: 1.1 OCM: 18.09.12  
RE: CONTRACT C13006 - PROVISION OF SUPPORT SERVICES FOR NATURAL  
RESERVES  
PARTIES: CITY OF ALBANY AND GREEN SKILLS INC  
SIGNED BY A/CEO G FOSTER 1 COPY

EDR1330719            GS.APC.60  
EXECUTED DOCUMENT  
ITEM:4.6 OCM: 15.03.11  
RE: GRANT AGREEMENT FOR PRE-MASTER PLAN REPORT FOR THE ALBANY  
WATERFRONT CULTURAL HERITAGE AND TOURISM PRECINCT  
PARTIES: CITY OF ALBANY AND GREAT SOUTHERN DEVELOPMENT COMMISSION  
SIGNED BY A/CEO G FOSTER 1 COPY

### 1.3: CITY OF ALBANY STANDING ORDERS LOCAL LAW 2013

<b>Land Description</b>	: Whole of Municipality
<b>Proponent</b>	: City of Albany
<b>Attachment</b>	: Draft City of Albany Standing Orders Local Law 2013
<b>Responsible Officer</b>	: Manager Compliance (S Jamieson)

#### IN BRIEF

- Recommend the procedures for making the City of Albany Standing Orders Local Law in accordance with Local Laws - Local Government Operational Guidelines – Number 16 November 2011.

#### ITEM 1.3: RESOLUTION

#### VOTING REQUIREMENT: ABSOLUTE MAJORITY

#### Council:

- (1) **NOTE** that Local Law procedures must be restarted to ensure legal validity and compliance with prescribed process.
- (2) **APPROVES** the recommended amendments to the proposed Local Law for the purposes of advertising.
- (3) **AGREES** to restart the procedure for making the Local Law.
- (4) In accordance with section 3.12 of the *Local Government Act 1995*, agrees to **GIVE PUBLIC NOTICE** of its intention to **MAKE** the City of Albany Standing Orders Local Law 2013.

**CARRIED EN BLOC  
ABSOLUTE MAJORITY**

#### BACKGROUND

1. Council at its Ordinary Meeting of 15 November 2011 commenced the process to make the City of Albany Meeting Procedures Local Law.
2. Final adoption of the Local Law was put on hold until comparable Standing Orders (Meeting Procedures) Local Laws were scrutinised by the Joint Standing Committee on Delegated Legislation (JSCDL).
3. Whilst the Act does not expressly prescribed a timeframe in which the procedural requirements for making Local Laws are to be completed, the procedures should be undertaken with “all convenient speed” in line with the Interpretations Act 1984.

#### DISCUSSION

4. As no current staff member was involved in developing the proposed Local Law with Council a further review (additional scrutiny) was conducted which identified that the procedure for making the Local Law must be restarted.
5. Based on comparison to comparable Local Laws that have passed the review of the JSCDL additional amendments to the proposed Local Law are recommended (detailed in report).

6. Should Council wish to conduct additional scrutiny on the proposed Local Law Council may consider it appropriate to honour the outstanding written undertaking and amend the current standing orders (City of Albany Standing Orders Local Law 2009) in accordance with the Council's previous resolution (written undertaking), being:

*"THAT Council give a written undertaking that the City of Albany will affect the following amendments within the **next two years** and not rely or use the following clauses and sub clauses in the interim, being:*

- a. Delete clause 4.8 and clause 4.12;*
- b. Amend sub clause 4.15(3) by deleting the words "and must be accepted by the meeting without argument or comment" after the word "final";*
- c. Amend sub clause 4.16(3) by deleting the words "that meeting' after the words "part in" and insert the words "the debate of the item"; and*
- d. Delete sub clause 5.11(3)."*

7. The following draft recommendation has been prepared if that is Council's intent.

ITEM 1.3: DRAFT RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council in accordance with Section 3.12 of the *Local Government Act 1995*:

- (a) RESOLVES TO MAKE the *City of Albany Standing Orders Amendment Local Law 2013* as follows:

LOCAL GOVERNMENT ACT 1995  
CITY OF ALBANY

STANDING ORDERS AMENDMENT LOCAL LAW 2013

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

2. Citation. This Local Law may be cited as the *City of Albany Standing Orders Amendment Local Law 2013*.
3. Commencement. This Local Law will come into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.
4. Principal Local Law. In this Local Law, the *City of Albany Standing Orders Local Law 2009* as published in the *Government Gazette* on Wednesday, 24 June 2009 is referred to as the principal Local Law.

The principal Local Law is amended as follows:

- (a) Delete clause 4.8 and clause 4.12;
- (b) Amend sub clause 4.15(3) by deleting the words "and must be accepted by the meeting without argument or comment" after the word "final";
- (c) Amend sub clause 4.16(3) by deleting the words "that meeting' after the words "part in" and insert the words "the debate of the item"; and
- (d) Delete sub clause 5.11(3)."

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

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

\_\_\_\_\_  
Graham Foster  
Chief Executive Officer

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

- (b) APPROVES giving notice through the placement of a state-wide public notice of the proposed *City of Albany Standing Orders Amendment Local Law 2013*, in order to seek public comment.

**PUBLIC CONSULTATION / ENGAGEMENT**

8. At the close of the advertising period **no community submissions** were recorded on the proposed Local Law.

**GOVERNMENT CONSULTATION**

9. As required by section 3.12(3)(b) of the *Local Government Act 1995*, a copy of the proposed Local Law was provided to the Minister for Local Government on 5 September 2012.
10. Feedback was received from the Department on the proposed NEW City of Albany Standing Orders Local Law 2013 (Meeting Procedures 2011).
11. The Manager Compliance, conducted an additional review by comparing the proposed Local Law against comparable Local Laws that have been scrutinised by the JSCDL, such as the City of Greater Geraldton and Shire of East Pilbara.

Feedback/Proposed Amendment	Draft Local Law	Recommendation
	<b>Part 1 - Preliminary</b>	
<p><b>Department Feedback:</b></p> <p>The Department recommended that the proposed NEW Local Law title be changed from City of Albany Meeting Procedures Local Law to City of Albany Standing Orders Local Law. The law defines “Standing Orders Local Laws” as the legal rules that govern meeting procedures.</p>	<p><b>1.1 Citation</b> This Local Law may be cited as the <i>City of Albany Meeting Procedures Local Law 2011</i>.</p>	<p><b>Amend clause to read:</b></p> <p><b>1.1 Citation</b> This Local Law may be cited as the <i>City of Albany Standing Orders Local Law 2013</i>.</p> <p><b>Reason:</b> Concur with Department’s recommendation.</p>
<p><b>No comment.</b></p>	<p><b>1.2 Commencement</b> This Local Law commences on the fourteenth day after it is published in the <i>Government Gazette</i>.</p>	<p><b>No change.</b></p>

<p><b>Department Feedback:</b></p> <p>Draft clause 1.3: The reference to "These Meeting Procedures contain the rules that apply to the conduct of meetings ... " should be a reference to "This Local Law contains the rules that apply to the conduct of meetings..."</p>	<p><b>1.3 Application and intent</b></p> <p>(1) <b>These Meeting Procedures</b> contain the rules that apply to the conduct of meetings of the Council of the City of Albany, and its Committees and to meetings of electors.</p> <p>(2) All Meetings are to be conducted in accordance with the Act, its Regulations and these Meeting Procedures Local Law.</p> <p>(3) These Meeting Procedures are intended to result in:</p> <ul style="list-style-type: none"> <li>(a) better decision-making by Council and its Committees;</li> <li>(b) the orderly conduct of meetings dealing with Council business;</li> <li>(c) better understanding of the process of conducting meetings; and</li> <li>(d) the more efficient and effective use of time at Meetings.</li> </ul>	<p><b>Amend clause to read:</b></p> <p><b>1.3 Application and intent</b></p> <p>(1) This Local Law contain the rules that apply to the conduct of meetings of the Council of the City of Albany, and its Committees and to meetings of electors.</p> <p>(2) All Meetings are to be conducted in accordance with the Act, its regulations and this Local Law.</p> <p>(3) The meeting procedures defined in this Local Law are intended to result in:</p> <ul style="list-style-type: none"> <li>(a) better decision-making by Council and its Committees;</li> <li>(b) the orderly conduct of meetings dealing with Council business;</li> <li>(c) better understanding of the process of conducting meetings; and</li> <li>(d) the more efficient and effective use of time at Meetings.</li> </ul> <p><b>Reason:</b> Concur with Department's recommendation.</p>
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<p><b>Department Feedback:</b></p> <p>Draft clause 1.4: The definition for "CEO" has this wording "or the CEO's delegate" which is ambiguous as section 5.44 of the LG Act is talking about the delegating of "powers and functions" of the position of CEO.</p> <p>It is the carrying out of the delegated work to an employee; the "delegate" is not a "CEO". It is clearer when wording like this is used: "or the person acting as CEO for the time being".</p>	<p><b>Clause 1.4 Interpretation</b></p> <p>Unless otherwise defined in these Local Laws, terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations...</p> <p><b>“CEO”</b> means the Chief Executive Officer of the City of Albany, or the CEO’s delegate;</p>	<p><b>Amend clause to read:</b></p> <p><b>From:</b> <b>“CEO”</b> means the Chief Executive Officer of the City of Albany, or the CEO’s delegate;</p> <p><b>To:</b> <b>“CEO”</b> means the Chief Executive Officer of the Local Government, or the person acting as CEO for the time being;</p> <p><b>Reason:</b> Concur with Department’s recommendation.</p> <p>Consider also including the following definitions:</p> <p>In this Local Law unless the context requires otherwise—</p> <ul style="list-style-type: none"> <li>• <b>absolute majority</b> has the meaning given to it in the Act;</li> <li>• <b>Regulations</b> means the <i>Local Government (Administration) Regulations 1996</i>;</li> <li>• <b>simple majority</b> means more than 50% of the members present and voting;</li> </ul>
<p><b>Compliance Officer Comment:</b> Administrative error.</p>	<p><b>1.5 Repeal</b></p> <p>The <i>City of Albany Standing Orders Local Law 2009</i> published in the <i>Government Gazette</i> on [INSERT DATE] is repealed.</p>	<p><b>Amend clause to read:</b></p> <p><b>1.5 Repeal</b></p> <p>The <i>City of Albany Standing Orders Local Law 2009</i> published in the <i>Government Gazette</i> on 24 May 2009 is repealed.</p>
<p><b>Part 2 – Meetings of Council</b></p>		

<p><b>Compliance Officer Comment:</b> Consistent with comparable local laws.</p>	<p><b>2.1 Ordinary and special Council Meetings</b></p> <p>(1) An ordinary Meeting of Council is for the purpose of considering and dealing with the ordinary business of Council and may include any matter the CEO considers should be decided at the Meeting.</p> <p>(2) A special Meeting of Council is held for the purpose of considering and dealing with Council business that is of an urgent nature and for a particular purpose.</p>	<p><b>No change.</b></p>
<p><b>No comment.</b></p>	<p><b>2.2 Committee Meetings</b></p> <p>(1) The CEO is to call a Meeting of any Committee when requested:</p> <p>(a) by the Presiding Member of the Committee or</p> <p>(b) In writing, by the majority of Members of that Committee.</p> <p>(2) In convening a Meeting of a Committee, the CEO is to give each Member at least 72 hours notice of the date, time, place and purpose of the Meeting.</p> <p>(3) The Committee Meeting notice may include any matter the CEO considers should be considered at the Meeting</p>	<p><b>No change.</b></p>
<p><b>No comment.</b></p>	<p><b>2.3 Quorum for Meetings</b></p> <p>(1) If at any time during a Meeting a quorum is not present the Presiding Member must immediately suspend the Meeting for at least five minutes and not more than 30 minutes.</p> <p>(2) If, at the end of the stated period, there is no quorum, the Presiding Member is to adjourn the Meeting or extend the extension period for a further 30 minutes.</p> <p>(3) If a quorum is not present at the end of the extended period under sub-clause (2), the Presiding Member is to adjourn the Meeting to be resumed at some future time and date.</p> <p>(4) At any Meeting:</p> <p>(a) at which there is not a quorum present; or</p> <p>(b) which is adjourned for want of a quorum, the names of the Members then present are to be recorded in the minutes.</p>	<p><b>No change.</b></p>

<p><b>No comment.</b></p>	<p><b>2.3 Quorum for Meetings</b></p> <ul style="list-style-type: none"> <li>(5) If at any time during a Meeting a quorum is not present the Presiding Member must immediately suspend the Meeting for at least five minutes and not more than 30 minutes.</li> <li>(6) If, at the end of the stated period, there is no quorum, the Presiding Member is to adjourn the Meeting or extend the extension period for a further 30 minutes.</li> <li>(7) If a quorum is not present at the end of the extended period under sub-clause (2), the Presiding Member is to adjourn the Meeting to be resumed at some future time and date.</li> <li>(8) At any Meeting:             <ul style="list-style-type: none"> <li>(a) at which there is not a quorum present; or</li> <li>(b) which is adjourned for want of a quorum, the names of the Members then present are to be recorded in the minutes.</li> </ul> </li> </ul>	<p><b>No change.</b></p>
<p><b>Part 3 – Business of a Meeting</b></p>		
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>3.1 Business to be specified</b></p> <ul style="list-style-type: none"> <li>(1) No business is to be transacted at any ordinary Meeting of Council other than that specified in the agenda, without the approval of Council.</li> <li>(2) No business is to be transacted at a special Meeting of Council other than that specified in the agenda.</li> <li>(3) Subject to sub-clause (4), no business is to be transacted at an adjourned Meeting of Council other than that which remains unresolved and is specified in the agenda of the Meeting which had been adjourned.</li> <li>(4) Where a Meeting is adjourned to the next ordinary Meeting of Council then, unless Council resolves otherwise, the business unresolved at the adjourned Meeting is to be dealt with before considering City officer Reports at that ordinary Meeting.</li> <li>(5) The business to be transacted at a Committee Meeting is that specified in the Meeting agenda and any other business approved at the Meeting by the Presiding Member.</li> </ul>	<p><b>No change.</b></p>



<p><b>Compliance Officer Comment:</b></p> <p>Consider the inclusion of the Acknowledgement of Country, noting the City’s adopted Statement of Understanding and Commitment, being:</p> <p><i>The City of Albany and its people are committed to working with the Aboriginal people of Albany to establish an accord, which will promote a greater understanding throughout the community of Aboriginal and Non Aboriginal peoples history and culture.</i></p> <p><i>The City of Albany – Aboriginal Peoples Accord will be a living document that promotes reconciliation, provides a process of negotiation and co-operation and results in a mutual sharing of the economic and social prosperity of the City of Albany.</i></p> <p><i>The City of Albany, the people of Albany and the Aboriginal community accept their responsibilities to work together to develop an awareness of our shared history and culture, and to build a partnership based upon mutual respect, understanding, cooperation and trust.</i></p> <p><i>Signed by representatives of the City of Albany, Aboriginal community and wider community. Witnessed by the Minister for Aboriginal Affairs and Minister for Local Government.</i></p>	<p><b>3.2 Order of business</b></p> <p>(1) Unless otherwise decided by Council, the order of business at any ordinary Meeting of Council will be:</p> <ol style="list-style-type: none"> <li>1. Declaration of opening</li> <li>2. Prayer</li> <li>3. Record of apologies and leave of absence</li> <li>4. Disclosures of interests</li> <li>5. Reports of Members</li> <li>6. Response to previous public questions taken on notice</li> <li>7. Public question time</li> <li>8. Applications for leave of absence</li> <li>9. Petitions and Deputations</li> <li>10. Confirmation of minutes</li> <li>11. Presentations</li> <li>12. Unresolved business from previous Meetings</li> <li>13. Minutes and recommendations of Committees</li> <li>14. New business of an urgent nature introduced by decision of Council</li> <li>15. Motions of which previous notice has been given</li> <li>16. Reports of City officers</li> <li>17. Meeting closed to public</li> <li>18. Closure</li> </ol> <p>(2) The order of business at any special Meeting of Council is to be the order in which that business stands in the agenda of the Meeting.</p>	<p><b>Comment:</b> Consider amending clause 3.2(1), point 2 to include welcome to country.</p> <p><b>To read:</b> 2. Prayer and Welcome to Country</p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p>(3) Unless otherwise decided by the Committee, the order of business at any Committee Meeting is to be the order in which that business stands in the agenda of the Meeting.</p> <p>(4) Notwithstanding sub-clauses (1), (2) and (3), the Presiding Member or the CEO may include on the agenda of an ordinary Council or Committee Meeting in an appropriate place within the order of business, any matter which the CEO considers must be decided at that Meeting.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>3.3 Reports of Members</b> At any ordinary Meeting of Council, a Member is not to speak to any report under item 5 of clause 3.2(1) for more than two minutes without the consent of Council which, if given, is not subject to debate.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>3.4 Presentations</b> (1) In this clause, a “presentation” includes the acceptance of a gift or an award by Council on behalf of the City or the community. (2) A presentation may be made to Council or a Committee at a Meeting only with the prior approval of the Presiding Member.</p>	<p><b>No change.</b></p>
<p><b>Department Feedback:</b></p> <p>Draft clause 3.5(4): The reference to "a Town Planning Scheme ..." needs to be corrected to read "a local planning scheme ..." without the use of capital letters.</p> <p>The new <i>Planning and Development Act 2007</i> (the PDA) makes reference to a "local planning scheme" throughout the Act, but refers to the "town" planning schemes in transitional provisions, this means that references to any "local" planning schemes include references to previous town planning schemes adopted during the time of the old <i>Town and Planning Development Act 1928</i> (the TPDA).</p> <p>The TPDA was repealed by the new PDA. The old TPDA provided for towns to be built. The new PDA provides for all areas within the district of the local govt.</p> <p>The capital letters in a Town Planning Scheme is used when it is the specific name of a specific scheme, for example "City of Albany Town Planning Scheme No. 2" for specifically identified land lots in a specific plan(s).</p>	<p><b>3.5 New business of an urgent nature</b> (1) In cases of extreme urgency, matters may, on a motion: (a) by a Member that the matter should be considered by Council at the Meeting because of its urgency, and (b) carried by absolute majority of Council that the matter is urgent, be raised without notice and decided at the Meeting. (2) In sub-clause (1), “cases of extreme urgency” means matters that: (a) have arisen after the publication of the agenda that are considered by Council to be of such importance and urgency that they are unable to be dealt with administratively by the CEO and (b) must be considered and dealt with by Council before the next ordinary Council Meeting. (3) In considering an urgent matter without notice, Council must have available to it sufficient information to make an informed decision, and if Council considers such information is not available, it must adjourn the matter. (4) Despite sub-clause (1), exercise of a discretion or a legislative power under a local planning scheme cannot be considered as an urgent matter under clause 3.4.</p>	<p><b>Amend clause 3.5(4):</b></p> <p>Despite sub-clause (1), exercise of discretion or a legislative power under a <del>Town Planning Scheme</del> local planning scheme cannot be considered as an urgent matter under clause 3.4.</p> <p><b>Reason:</b> Concur with Department’s recommendation.</p>

<p><b>Compliance Officer Comment:</b> Administrative amendment, to ensure consistent terminology.</p>	<p><b>3.6 Motions of which previous notice has been given</b></p> <p>(1) A notice of motion under item 15 of clause 3.2 (1) is to be given no less than ten days before the Meeting at which the motion is moved.</p> <p>(2) A notice of motion for a special Council Meeting is to be given no less than 48 hours before the Meeting at which the motion is moved.</p> <p>(3) The CEO:</p> <p>(a) may, with the concurrence of the Presiding Member, exclude from the Council papers any notice of motion which is, or is likely to involve, a breach <b>these Meeting Procedures</b> or any other law;</p> <p>(b) will inform the Member making the motion the reasons for any such exclusion;</p> <p>(c) may provide to Council relevant facts, information and circumstances pertaining to the notice of motion.</p> <p>(4) A motion of which notice has been given will lapse unless the Member who gave notice of it moves the motion when called on.</p>	<p><b>Amend clause 3.6(3)(c) to read:</b></p> <p>(c) may, with the concurrence of the Presiding Member, exclude from the Council papers any notice of motion which is, or is likely to involve, a breach <a href="#">this Local Law</a> or any other law.</p> <p><b>Reason:</b> Consistent terminology.</p>
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<b>Part 4 – Public Participation</b>		
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>Similar to current Standing Orders Local Law 2009, with the inclusion of 4.1(3)(a).</p>	<p><b>4.1 Meetings closed to the public</b></p> <p>(1) A motion to close a Meeting to members of the public may be made without notice.</p> <p>(2) The CEO may, at any time, recommend that a Meeting or part of a Meeting be closed to members of the public.</p> <p>(3) If a Meeting is to be closed to members of the public:</p> <p style="margin-left: 20px;">(a) the Presiding Member is to direct everyone to leave the Meeting except:</p> <p style="margin-left: 40px;">(i) the Members;</p> <p style="margin-left: 40px;">(ii) the CEO;</p> <p style="margin-left: 40px;">(iii) any officer specified by the CEO;</p> <p style="margin-left: 20px;">and</p> <p style="margin-left: 20px;">(b) the Meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the Meeting to the public, Council or the Committee decides otherwise.</p> <p>(4) A person who fails to comply with a direction under sub-clause (3) may, by order of the Presiding Member, be removed from the Meeting.</p> <p>(5) Once the Meeting is reopened to members of the public, the Presiding Member is to ensure:</p> <p>(6) any resolution made while the Meeting was closed to the public is read out;</p> <p>(7) the vote of Members is included in the minutes.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>4.2 Procedures for public question time</b></p> <p>(1) A member of the public who raises a question or makes a statement during question time must:</p> <ul style="list-style-type: none"> <li>(a) first state their name and address;</li> <li>(b) direct the question or statement to the Presiding Member;</li> <li>(c) ask the question briefly and concisely; and</li> <li>(d) limit any preamble to matters directly relevant to the question or statement.</li> </ul> <p>(2) A question may be taken on notice by the Presiding Member or CEO for a response no later than seven days after the Meeting.</p> <p>(3) When a question is taken on notice, the CEO is to ensure that:</p> <ul style="list-style-type: none"> <li>(a) the response is given to the member of the public in writing; and</li> <li>(b) The response is included in the papers of the next Meeting.</li> </ul> <p>(4) A response to a question:</p> <ul style="list-style-type: none"> <li>(a) is to be brief and concise; and</li> <li>(b) is not to be the subject of any discussion except that, if in the opinion of a Member or the CEO, false information or adverse reflection is contained in any question asked or statements made by a member of the public, then the Member or CEO may correct or clarify the matter.</li> </ul>	<p><b>No change.</b></p>
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<p><b>No comment.</b></p>	<p>(5) The Presiding Member may decide that a public question shall not be responded to where:</p> <ul style="list-style-type: none"> <li>(a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;</li> <li>(b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.</li> </ul> <p>(6) The total time allowed for public question time will be no more than thirty minutes.</p> <p>(7) Each member of the public shall have up to two minutes in total to ask questions or make statements.</p> <p>(8) Council may agree to extend public question time.</p> <p>(9) Where a public question is asked or a statement given at a Meeting, a summary of the question or statement and any answer is to be included in the minutes.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>4.3 Distinguished visitors</b> If a distinguished visitor is present at a Meeting, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the Meeting, and the presence of that visitor shall be recorded in the minutes.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>4.4 Deputations</b></p> <p>(1) Any person or group wishing to be received as a deputation by Council or a Committee is to apply in writing to the Presiding Member for approval at least <b>seven days</b> prior to the Meeting.</p> <p>(2) The Presiding Member may either:</p> <p>(a) approve the request and invite the deputation to attend the Meeting; or</p> <p>(b) refer the request to Council or the Committee to decide whether or not to receive the deputation.</p> <p>(3) Unless Council or the Committee resolves otherwise, a deputation invited to attend a Meeting:</p> <p>(a) is not to exceed five persons, only two of whom may address the Meeting, although all five may respond to specific questions from Members;</p> <p>(b) is not to address the Meeting for a period exceeding eight minutes without the agreement of Council or the Committee; and</p> <p>(c) may only address the Meeting on matters included in the agenda.</p> <p>(4) Any matter which is the subject of a deputation to Council is not to be decided by Council until the deputation has completed its presentation.</p>	<p><b>Comment:</b> Consider amending 4.4(1) to <b>24 hours</b>.</p> <p><b>Reason:</b> Provides better public (community) access to Council.</p>
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<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>4.5 Petitions</b></p> <p>(1) A petition is to:</p> <ul style="list-style-type: none"> <li>(a) be addressed to the CEO or the Presiding Member;</li> <li>(b) be made by at least fifty electors of the City;</li> <li>(c) state the request and contain a summary of the reasons for the request on each page of the petition;</li> <li>(d) contain the name, address and signature of each elector making the request, and the date each elector signed; and</li> <li>(e) state the name of the person to whom, and an address at which, notice to the petitioners can be given.</li> </ul> <p>(2) Upon receiving a petition, the CEO is to submit the petition to the next ordinary Meeting of Council.</p> <p>(3) The CEO may provide to Council relevant facts, information and circumstances pertaining to the petition.</p> <p>(4) At any Meeting, Council is not to vote on any matter that is the subject of a petition presented to that Meeting, unless:</p> <ul style="list-style-type: none"> <li>(a) the matter is the subject of a Report included in the agenda; and</li> <li>(b) Council has considered the issues raised in the petition.</li> </ul>	<p><b>No change.</b></p>
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<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>Consider the inclusion of a clause that supports the hearing of public submissions. (Reference: City of Greater Geraldton Local Law, clause 5.13):</p>	<p><b>4.6 Participation at Committee Meetings</b></p> <p>(1) Without the consent of the Presiding Member, a person who is not a member of that Committee, cannot address a Committee Meeting.</p> <p>(2) The Presiding Member of a Committee will determine the length of time any person addressing the Committee will be given to speak.</p> <p>(3) A person who fails to comply with any reasonable direction of the Presiding Member may, by order of the Presiding Member, be removed from the Committee room.</p>	<p><b>No change. Comment:</b> Consider the inclusion of:</p> <p><b>Council may meet to hear public submissions</b></p> <p>(1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.</p> <p>(2) The CEO and the Mayor shall set the time and date of the meeting to provide the opportunity to be heard.</p> <p>(3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the presiding member shall—</p> <p>(a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;</p> <p>(b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 5.9 to make a deputation on the issue; and</p> <p>(c) cause minutes to be kept of the meeting to provide the opportunity to be heard.</p> <p>(4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.</p>
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<p><b>Continued.</b></p>	<p><b>Continued.</b></p>	<p>(5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.</p> <p>(6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member.</p> <p>(7) Once every member of the public has had the opportunity to make a submission the presiding member is to close the meeting.</p> <p>(8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.</p> <p>(9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).</p> <p><b>Reason:</b> Provide better public (community) access to Council, openness and transparency.</p>
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<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws and regulations.</p>	<p><b>4.7 Confidentiality of information withheld</b></p> <p>(1) Information withheld by the CEO from the public is to be:</p> <ul style="list-style-type: none"> <li>(a) identified in the agenda of a Meeting under the item “Matters for which Meeting may be closed”;</li> <li>(b) marked “Confidential” in the agenda; and</li> <li>(c) kept confidential by City officers and Members until Council resolves otherwise.</li> </ul> <p>(2) A Member or a City officer who has:</p> <ul style="list-style-type: none"> <li>(a) confidential information under sub-clause (1);</li> <li>(b) information that is provided or disclosed during a Meeting or part of a Meeting that is closed to the public,</li> </ul> <p>must not to disclose that information to any person other than another Member or the CEO to the extent necessary for the purpose of carrying out their duties.</p> <p>(3) Sub-clause (2) does not prevent a Member or City officer from disclosing information:</p> <ul style="list-style-type: none"> <li>(a) at a Meeting closed to the public;</li> <li>(b) to the extent specified by Council and subject to such other conditions as Council decides;</li> <li>(c) that is already in the public domain;</li> <li>(d) to the Minister;</li> <li>(e) to a legal practitioner for the purpose of obtaining legal advice; or</li> <li>(f) if the disclosure is required or permitted by law.</li> </ul>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>If CEO does not grant approval, to a member’s request, the matter shall be referred to Council for resolution.</p>	<p><b>4.8 Recording of Meetings</b></p> <p>(1) No person other than the Meeting secretary is to use any recording device or instrument to record Meetings without the written permission of the Presiding Member.</p> <p>(2) When a Meeting is closed to the public, the recording of the Meeting will cease.</p> <p>(3) Subject to the approval of the CEO, Members and City officers may have reasonable access to listen to the recordings of Meetings for purposes relevant to the performance of their role.</p> <p>(4) All recordings are to be retained as part of the City’s records in accordance with the State Records Act 2000 and other archival legislation.</p>	<p><b>No change.</b></p> <p><b>Comment:</b> Consider additional clause 4.8(4), being:</p> <p>If the CEO does not grant approval, to a member’s request, the matter shall be referred to Council for resolution.</p> <p><b>Reason:</b> Transparency of decision to refuse an elected members request.</p>

<p><b>Department Feedback:</b> Boxed Notes (shaded in grey) at the bottom of draft clause 4.9: The JSCDL had concerns over the inclusion of boxed notes in Local Laws published in the Gazette.</p> <p>The boxed notes do NOT form part of the law - they were placed in drafts for the purpose of giving some background info.</p> <p>The boxed notes should be placed in meeting procedures manuals that provide the background info.</p> <p><b>Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>4.9 Prevention of disturbance</b></p> <ol style="list-style-type: none"> <li>(1) A person addressing Council or a Committee shall extend due courtesy and respect to Council or the Committee, and its Members, and the processes under which it operates, and shall comply with any direction by the Presiding Member.</li> <li>(2) A person shall not create a disturbance at a Meeting.</li> <li>(3) In this clause, “create a disturbance” includes –             <ol style="list-style-type: none"> <li>(a) using insulting, offensive or threatening language;</li> <li>(b) behaving in an insulting, offensive or threatening manner;</li> <li>(c) behaving in a disorderly way;</li> <li>(d) acting in a manner that brings the Council or Committee into disrepute; or</li> <li>(e) disrupting, disturbing, interfering with, or interrupting the Meeting</li> </ol> </li> <li>(4) A person shall ensure that their mobile telephone and audible pager cannot be heard during any Meeting.</li> <li>(5) If a person who fails to comply with this clause, the Presiding Member may warn that person to so comply.</li> <li>(6) If, after being warned by the Presiding Member under sub-clause (5), a person:             <ol style="list-style-type: none"> <li>(a) again acts contrary to this clause, or to these Meeting Procedures; or</li> <li>(b) refuses or fails to comply with a direction by the Presiding Member,</li> </ol>             the Presiding Member may order the person to leave the room.         </li> <li>(7) A person who is ordered to leave the Meeting room under sub-clause (5) and fails to do so may, by order of the Presiding Member, be removed from the Meeting and from the premises.</li> <li>(8) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.</li> </ol> <p>Note: Detailed under clause 4.9 (shaded grey box): Any person who by violence, or by threats or intimidation of any kind, hinders or interferes with the free exercise of any political right by another person, is guilty of a crime, and is liable to imprisonment for 3 years. [Section 75 of the Criminal Code]</p>	<p><b>Amend draft Local Law by deleting the following note:</b></p> <p style="text-align: center;"><i>Any person who by violence, or by threats or intimidation of any kind, hinders or interferes with the free exercise of any political right by another person, is guilty of a crime, and is liable to imprisonment for 3 years. [Section 75 of the Criminal Code]</i></p> <p><b>Reason:</b> Concur with Department’s feedback.</p>
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<b>Part 5 – Questions By Members</b>		
<p><b>Compliance Officer Feedback:</b> Not consistent with comparable Local Laws, such as the City of Great Geraldton’s Local Law, which states:</p> <p>(1) Members may ask questions relating to an item on the agenda <b>or on matters related to the good governance of persons in the district.</b></p> <p>(2) <b>At any time during the debate on a motion before the motion is put, a member may ask a question and, with the consent of the presiding member, may ask one or more further questions.</b></p> <p>(3) <b>A member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that Officer or another Officer present at the meeting.</b></p> <p>(4) <b>Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that the answer to the question be given to the member who asked it within 5 days.</b></p> <p>(5) Every question and answer— (i) is to be brief and concise; and (ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.</p> <p>(6) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.</p>	<p>(1) Members may ask questions relating to an item on the agenda.</p> <p>(2) The CEO or a City officer shall endeavour to answer the question to the best of their knowledge, however, if the information is unavailable or the answer requires research or investigation, the CEO will provide, on the request of and to the Member who asked the question, the answer to the question within seven days.</p> <p>(3) Every Member question and answer: (a) is to be brief and concise; and (b) is not to be accompanied by argument or expression of opinion except to the extent necessary to explain the question or answer.</p> <p>(4) In answering any question, the CEO and any City officer may qualify their answer and may at a later time in the Meeting, or at a subsequent Meeting, alter, correct, add to or otherwise amend the original answer.</p>	<p><b>Comment:</b> Consider the additional clauses and amendments as follows:</p> <p><b>Amend Part 5: clause (1) to read:</b> (1) Members may ask questions relating to an item on the agenda <b>or on matters related to the good governance of persons in the district.</b></p> <p><b>Insert additional clauses:</b> (2) <b>At any time during the debate on a motion before the motion is put, a member may ask a question and, with the consent of the presiding member, may ask one or more further questions.</b></p> <p>(3) <b>A member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that Officer or another Officer present at the meeting.</b></p> <p><b>Insert new Clause 4 to read:</b> (4) <b>Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that the answer to the question be given to the member who asked it within 5 days.</b></p> <p><b>Renumber clause (4) to (5) – No change.</b></p> <p><b>Renumber clause (4) to (6) – No change.</b></p> <p><b>Reason:</b> Facilitates better transparency, member participation, scrutiny of information being presented.</p>

<b>Part 6 – Conduct Of Members</b>		
<p><b>Compliance Officer Comment:</b> Not Consistent with comparable Local Laws.</p> <p>Consider amending clause 6.1(1) to read:</p> <p>At the first meeting held after each election day, the CEO is to allot a position at the Council table to each member.</p>	<p><b>6.1 Seating Position of Members</b></p> <p>(1) The CEO is to allot a position at the Council chamber to each Member.</p> <p>(2) Each Member is to occupy their allotted position at each Council Meeting.</p>	<p><b>Amend clause 6.1(1) to read:</b></p> <p>(1) <i>At the first meeting held after each election day</i>, the CEO is to allot a position at the <i>Council table</i> to each member.</p> <p><b>Reason:</b> Consistency with comparable Local Laws.</p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.2 Titles to be used</b></p> <p>A speaker, when referring to the City of Albany Mayor or Deputy Mayor, Presiding Member, a Member or City officer, is to use the title of that person's office.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p><b>Note:</b> <i>Regulation 11 (b) of the Regulations requires the content of minutes of meeting of a Council or committee to include—</i>  <i>“(b) where a member enters or leaves a meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting...”</i></p>	<p><b>6.3 Advice of entry or departure</b></p> <p>During the course of a Meeting, a Member is not to enter or leave the Meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.4 Members to indicate their intention to speak</b></p> <p>A Member who wishes to speak is to indicate their intention by raising their hand or by another method agreed by the Presiding Member.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.5 Priority of speaking</b></p> <p>(1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.</p> <p>(2) A decision of the Presiding Member under sub-clause (1) is not open to discussion or dissent.</p> <p>(3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>Administrative amendment required change reference to Meeting Procedures to Local Law.</p>	<p><b>6.6 Presiding Member may take part in debates</b> The Presiding Member may take part in the discussion of any matter at a Meeting, subject to compliance with these Meeting Procedures.</p>	<p><b>Amend clause 6.6 to read:</b></p> <p>The Presiding Member may take part in the discussion of any matter at a Meeting, subject to compliance with <a href="#">these Local Laws</a>.</p> <p><b>Reason:</b> Consistency of terminology.</p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.7 Relevance</b> A Member is to restrict their remarks to the motion or any amendment of it under discussion, or to a personal explanation or point of order.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.8 Speaking twice</b> (1) A Member is not to address a Council Meeting more than once on any motion or amendment except: (a) as the mover of a substantive motion, to exercise a right of reply; or (b) to raise a point of order. (2) A Member who asks a question under Part 5 has not addressed the Meeting for the purposes of this clause.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.9 Duration of speeches</b> (1) A Member is not to speak on any matter at a Council Meeting for more than four minutes without the consent of Council which, if given, is not subject to debate. (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed eight minutes.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.10 No speaking after conclusion of debate</b> A Member is not to speak on, or ask questions in respect of, any motion or amendment after the mover has replied.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.11 No interruption</b></p> <p>(1) A Member is not to interrupt another Member who is speaking except to:</p> <p>(a) raise a point of order;</p> <p>(b) call attention to the absence of a quorum;</p> <p>(c) make a personal explanation under clause 6.13; or</p> <p>(d) move a procedural motion that the Member be no longer heard under Part 7(1)(e)</p> <p>(e) call attention to irrelevant or repetitious statements by the speaker.</p> <p>(2) The Presiding Member may direct the Member who was speaking, to discontinue speaking, and the Presiding Member will address the matter raised under sub-clause (1).</p> <p>(3) A Member is to comply with the direction of the Presiding Member under sub-clause (2) by immediately ceasing to speak.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.12 Personal explanations</b></p> <p>(1) A Member who wishes to make a personal explanation relating to a matter raised by another Member who is then speaking, is to indicate to the Presiding Member their intention to make a personal explanation.</p> <p>(2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.</p> <p>(3) A Member making a personal explanation is to confine their observations to a succinct statement relating to a specific part of the speech at which they may have been misunderstood.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.13 No reopening of discussion</b></p> <p>A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked.</p>	<p><b>No change.</b></p>



<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.14 Presiding Member to preserve order</b></p> <ul style="list-style-type: none"> <li>(1) The Presiding Member is to preserve order, and whenever they consider necessary, may call any Member to order.</li> <li>(2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that they wish to speak, is to preserve strict silence so that the Presiding Member may be heard without interruption.</li> <li>(3) Sub-clause (2) is not to be used by the Presiding Member to exercise the right provided in clause 6.6, but to preserve order.</li> </ul>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.15 Point of order</b></p> <ul style="list-style-type: none"> <li>(1) A Member may object, by way of a point of order, only to a breach of any of these Meeting Procedures or any other law.</li> </ul> <p><i>Note: examples of valid points of order are where a speaker's:</i></p> <ul style="list-style-type: none"> <li>a) <i>remarks not being relevant to the motion or amendment being debated</i></li> <li>b) <i>use of expressions is offensive or objectionable.</i></li> </ul> <ul style="list-style-type: none"> <li>(2) Despite anything in these Meeting Procedures to the contrary, a point of order:             <ul style="list-style-type: none"> <li>(a) takes precedence over any discussion; and</li> <li>(b) until determined, suspends the consideration or discussion of any other matter.</li> </ul> </li> </ul>	<p><b>Amend reference to Meeting Procedures and change to Local Laws.</b></p> <p><b>Reason:</b> Consistency of terminology.</p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.16 Procedures on a point of order</b></p> <p>(1) A Member interrupted on a point of order is to cease speaking until:</p> <p>(a) the Member raising the point of order has been heard; and</p> <p>(b) the Presiding Member has ruled on the point of order and, if permitted, the Member who has been interrupted may then proceed.</p> <p>(2) The Presiding Member is to rule on any point of order which is raised, by either upholding or rejecting the point of order.</p> <p>(3) A ruling by the Presiding Member on a point of order:</p> <p>(a) is not to be the subject of debate or comment; and</p> <p>(b) is to be final unless by an absolute majority vote, on a motion moved immediately after the ruling, to dissent from the ruling.</p> <p>(4) Subject to a motion of dissent being carried under sub-clause (3), if the Presiding Member rules that:</p> <p>(a) any motion, amendment or other matter before the Council or Committee is out of order, it is not to be considered further;</p> <p>(b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p>(5) If a Member:</p> <p>(a) persists in any conduct that the Presiding Member had ruled is out of order under sub-clause (4); or</p> <p>(b) fails or refuses to comply with a direction from the Presiding Member the Presiding Member may direct the Member to refrain from taking any further part in that Meeting, other than by voting, and the Member is to comply with that direction.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.17 Right of Presiding Member to adjourn</b>                  (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the Meeting for a period of up to 15 minutes.                  (2) On resumption, the debate is to continue at the point at which the Meeting was adjourned.                  (3) If, at any one Meeting, the Presiding Member adjourns the Meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to another time on the same day or to another day.</p>	<p>No change.</p>
<p><b>Compliance Officer Comment:</b> The City of Albany must comply with the <i>Town Planning Regulations 1972</i>, it does not need to be restated in the Standing Orders.</p>	<p><b>6.18 Substantive motions</b>                  (1) A Member who wishes to move a substantive motion or an amendment to a substantive motion:                  (a) is to state the substance of the motion before speaking to it; and                  (b) if required by the Presiding Member, is to put the motion or amendment in writing.                  (2) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.                  (3) A decision required under regulations 17(2) and 18 of the Town Planning Regulations (as amended) requires that Council pass a motion which either:                  (a) adopts the motion with or without modification; or                  (b) resolves that Council does not wish to proceed with the matter, and states a summary of the reasons why the Council does not wish to proceed with the matter.</p>	<p><b>Amend clause 6.18 by deleting sub-clause (3). Clause to read:</b>   <b>6.18 Substantive motions</b>                  (1) A Member who wishes to move a substantive motion or an amendment to a substantive motion:                  (a) is to state the substance of the motion before speaking to it; and                  (b) if required by the Presiding Member, is to put the motion or amendment in writing.                  (2) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.   <b>Reason:</b> Not required.</p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.19 Only one substantive motion to be considered at a time</b>                  When a substantive motion is under debate at a Meeting, no further substantive motion is to be accepted.</p>	<p>No change.</p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.20 Order of call in debate</b> Subject to clause 6.19, the Presiding Member is to call speakers to a substantive motion in the following order:</p> <ul style="list-style-type: none"> <li>(a) the mover to state the motion;</li> <li>(b) a seconder to the motion;</li> <li>(c) the mover to speak to the motion;</li> <li>(d) the seconder to speak to the motion;</li> <li>(e) a speaker against the motion;</li> <li>(f) other speakers for and against the motion, alternating where possible; and</li> <li>(g) the mover for a right of reply which closes debate.</li> </ul>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>Noting that if a member disagrees with the Presiding Members ruling a procedural motion can be moved: <i>that the ruling of the Presiding Member be disagreed with.</i></p>	<p><b>6.21 Limit of debate</b> The Presiding Member may offer the right of reply and put a substantive motion to the vote at any time if they believe that sufficient discussion has taken place on an item, even though all Members may not have spoken.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.22 Consent of seconder required for alteration</b> The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.</p>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.23 Order of amendments</b> Any number of amendments may be proposed to a substantive motion, but when an amendment is moved, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>For clarity consider breaking down as follows:</p> <ul style="list-style-type: none"> <li>• <b>Form of an amendment.</b> An amendment must add, delete, or substitute words to the substantive motion.</li> <li>• <b>Amendment must not negate original motion.</b> An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.</li> <li>• <b>Relevance of amendments.</b> Each amendment is to be relevant to the motion in respect of which it is moved.</li> <li>• <b>Mover of motion may speak on amendment.</b> Any member may speak during debate on an amendment.</li> <li>• <b>Effect of an amendment.</b> If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.</li> </ul>	<p><b>6.24 Amendment to motions</b></p> <ol style="list-style-type: none"> <li>(1) An amendment must add, delete, or substitute words to the substantive motion, but not to such an extent that the amendment is substantive in its own right, or negates the original motion or the intent of the original motion.</li> <li>(2) Each amendment is to be relevant to the motion in respect of which it is moved.</li> <li>(3) If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.</li> </ol>	<p><b>Amend clause 6.24 to read:</b></p> <p><b>6.24 Amendment to motions</b></p> <ol style="list-style-type: none"> <li>(1) <b>Form of an amendment.</b> An amendment must add, delete, or substitute words to the substantive motion.</li> <li>(2) <b>Amendment must not negate original motion.</b> An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.</li> <li>(3) <b>Relevance of amendments.</b> Each amendment is to be relevant to the motion in respect of which it is moved.</li> <li>(4) <b>Mover of motion may speak on amendment.</b> Any member may speak during debate on an amendment.</li> <li>(5) <b>Effect of an amendment.</b> If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.</li> </ol> <p><b>Reason:</b> Improve presentation of information.</p>
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<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.25 Withdrawal of motion or amendment</b></p> <ul style="list-style-type: none"> <li>(1) Subject to sub-clause (2), Council may, without debate, approve the withdrawal of a motion or amendment, on the request of the mover of the motion or amendment, and with the approval of the seconder.</li> <li>(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by agreement of Council, until the amendment proposed has been withdrawn or lost.</li> </ul>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>6.26 Right of reply</b></p> <ul style="list-style-type: none"> <li>(1) The mover of a substantive motion or any amendment to a substantive motion has the right of reply.</li> <li>(2) The right of the reply may only be exercised:             <ul style="list-style-type: none"> <li>(a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or</li> <li>(b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.</li> </ul> </li> <li>(3) After the mover of the substantive motion has commenced their reply, there is to be no further discussion on, or any further amendment to, the motion.</li> <li>(4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.</li> <li>(5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.</li> </ul>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Not Consistent with comparable Local Laws.</p> <p>Clause 6.27(4), may expose Council to litigation by aiding the promulgation of defamatory comments.</p> <p>Consider the intent of sub-clause (4), being: If a Member or the CEO specifically requests (immediately after their use) that any particular words stated by them be recorded in the minutes: (a) the Presiding Member is to cause the words used to be taken down and read to the Meeting for verification; and (b) the minutes are to record those words.</p>	<p><b>6.27 Appropriate Member Behaviour</b></p> <p>(1) After a motion is decided, a Member is not to adversely comment on the decision either during the Meeting or at any other time, except at a Meeting considering a motion that the decision be revoked.</p> <p>(2) A Member is not during debate to:</p> <p>(a) adversely comment on the character of another Member or City officer;</p> <p>(b) impute any improper motive to a Member or City officer;</p> <p>(c) use offensive or objectionable expressions in reference to any Member, City officer or other person.</p> <p>(3) A Member who, in the opinion of the Presiding Member, uses an expression or language, or makes a statement, which:</p> <p>(a) reflects adversely on the character of another Member or City officer;</p> <p>(b) imputes any improper motive to a Member or City officer; or</p> <p>(c) could reasonably be considered:</p> <p>(i) irrelevant, repetitious, offensive or insulting;</p> <p>(ii) disrespectful to another Member, including the Presiding Member;</p> <p>(iii) a breach of order or decorum by a Member;</p> <p>must, when directed by the Presiding Member, withdraw the expression, language or statement, and make an apology satisfactory to the other Member or City officer.</p> <p>(4) If a Member or the CEO specifically requests (immediately after their use) that any particular words stated by them be recorded in the minutes: (c) the Presiding Member is to cause the words used to be taken down and read to the Meeting for verification; and (d) the minutes are to record those words.</p>	<p><b>Amend clause 6.27 by deleting sub clause 6.27(4).</b></p>
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<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p>(5) If a Member fails to comply with a direction of the Presiding Member under sub-clause (4) the Presiding Member may refuse to hear the Member further and call on the next speaker.</p>	<p><b>No change.</b></p>
<p><b>Part 7 – Procedural Motions</b></p>		
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>Consider the inclusion of the following conditions through amendment:</p> <p>(b) That the item be <b>referred or</b> adjourned;</p> <p><b>Reason:</b> Facilitates the item being referred to a Committee of Council for further scrutiny.</p> <p>(c) That the Meeting <b>now adjourn</b>;</p> <p><b>Reason:</b> The term “now” means to take effect immediately.</p>	<p>(1) A Member may move the following procedural motions:</p> <ul style="list-style-type: none"> <li>(a) that the Meeting proceed to the next item of business;</li> <li>(b) that the item be adjourned;</li> <li>(c) that the Meeting be adjourned;</li> <li>(d) that the motion be now put;</li> <li>(e) that the Member be no longer heard;</li> <li>(f) that the ruling of the Presiding Member be disagreed with; or</li> <li>(g) that the Meeting be closed to the public [clause 4.1].</li> </ul>	<p><b>Amend Part 7 – Clause (1) to read:</b></p> <p>(1) A Member may move the following procedural motions:</p> <ul style="list-style-type: none"> <li>(a) that the Meeting proceed to the next item of business;</li> <li>(b) that the item <b>be referred or</b> adjourned;</li> <li>(c) that the Meeting <b>now adjourn</b>;</li> <li>(d) that the motion be now put;</li> <li>(e) that the Member be no longer heard;</li> <li>(f) that the ruling of the Presiding Member be disagreed with; or</li> <li>(g) that the Meeting be closed to the public [clause 4.1].</li> </ul> <p><b>Reason:</b> Facilitates the item being referred to a Committee of Council for further scrutiny.</p> <p><b>Reason:</b> The term “now” means to take effect immediately.</p>



<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p>(2) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of sub-clause (1) may speak to the motion for not more than one minute. The seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.</p> <p>(3) The mover of a motion specified in paragraph (d) or (e) of sub-clause (1) is not to speak to the motion. The seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.</p> <p>(4) No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.</p> <p>(5) Subject to sub-clauses (6) and (7) the carrying of a procedural motion which closes debate on a substantive motion or an amendment to the motion, and forces a decision on the substantive motion or amendment, does not deny the right of reply to the mover of the substantive motion.</p>	<p><b>Amend Part 7 – Clauses for ease of reference.</b></p> <p>(2) <b>No debate.</b> The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of sub-clause (1) may speak to the motion for not more than one minute. The seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.</p> <p>(3) The mover of a motion specified in paragraph (d) or (e) of sub-clause (1) is not to speak to the motion. The seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.</p> <p>(4) <b>Who may move.</b> No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.</p> <p>(5) <b>Procedural motions—right of reply on substantive motion.</b> Subject to sub-clauses (6) and (7) the carrying of a procedural motion which closes debate on a substantive motion or an amendment to the motion, and forces a decision on the substantive motion or amendment, does not deny the right of reply to the mover of the substantive motion.</p>
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<p><b>Continued.</b></p>	<p>(6) The motion “that the Meeting proceed to the next item of business”, if carried, has the effect that:</p> <p>(a) the debate on the substantive motion or amendment ceases immediately;</p> <p>(b) no decision is made on the substantive motion;</p> <p>(c) The Meeting moves to the next item of business; and</p> <p>(d) there is no requirement for the matter to be raised again for consideration.</p> <p>(7) A motion “that the item be adjourned”:</p> <p>(a) is to state a time and date to which the debate is to be adjourned; and</p> <p>(b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time and date stated in the motion.</p> <p>(8) A Member is not to move or second more than one motion “that the Meeting be adjourned” during the same Meeting, but if a Member’s motion that “the Meeting be adjourned” is carried, the Meeting is adjourned to a time and date specified by the Presiding Member.</p> <p>(9) A Meeting adjourned under sub-clause (8) is to continue from the point at which it was adjourned, unless the Presiding Member determines otherwise.</p>	<p>(6) <b>Meeting to proceed to the next business.</b> The motion “that the Meeting proceed to the next item of business”, if carried, has the effect that:</p> <p>(a) the debate on the substantive motion or amendment ceases immediately;</p> <p>(b) no decision is made on the substantive motion;</p> <p>(c) The Meeting moves to the next item of business; and</p> <p>(d) there is no requirement for the matter to be raised again for consideration.</p> <p>(7) <b>Item to be referred or adjourned.</b> A motion “that the item be adjourned”:</p> <p>(a) is to state a time and date to which the debate is to be adjourned; and</p> <p>(b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time and date stated in the motion.</p> <p>(8) <b>Meeting now adjourn.</b> A Member is not to move or second more than one motion “that the Meeting be adjourned” during the same Meeting, but if a Member’s motion that “the Meeting be adjourned” is carried, the Meeting is adjourned to a time and date specified by the Presiding Member.</p> <p>(9) A Meeting adjourned under sub-clause (8) is to continue from the point at which it was adjourned, unless the Presiding Member determines otherwise.</p>
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<p><b>Continued.</b></p>	<p>(10) If a motion "that the motion be now put":                  (a) is carried during debate of a substantive motion or an amendment, the Presiding Member is to put the motion or amendment to the vote without further debate; or                  (b) is lost, debate is to continue.                  (11) If the motion "that the Member be no longer heard" is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if they are the mover of the substantive motion.                  (12) If the motion "that the ruling of the Presiding Member be disagreed with" is carried, that ruling is to have no effect and the Meeting is to proceed accordingly.</p>	<p>(10) If a motion "that the motion be now put":                  (a) is carried during debate of a substantive motion or an amendment, the Presiding Member is to put the motion or amendment to the vote without further debate; or                  (b) is lost, debate is to continue.                  (11) <b>Motion to be put.</b> If the motion "that the Member be no longer heard" is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if they are the mover of the substantive motion.                  (12) <b>Member to be no longer heard.</b> If the motion "that the ruling of the Presiding Member be disagreed with" is carried, that ruling is to have no effect and the Meeting is to proceed accordingly.</p> <p><b>Reason:</b> Improve presentation of information.</p>
<p><b>Compliance Officer Comment:</b>                  Consistent with comparable Local Laws.</p>	<p><b>7.1 Method of taking vote</b>                  (1) In taking the vote on any motion or amendment the Presiding Member:                  (a) is to ask for a show of hands, first in the affirmative, and then in the negative;                  (b) may ask for a show of hands as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;                  (c) is to count and determine the votes of Members in any way that enables a record of Members' votes;                  (d) the result of the vote is to be determined on the count of raised hands; and                  (e) is, subject to this clause, to declare the result including the names of those Members who voted in the minority.</p>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>7.2 Confirmation of minutes</b></p> <ul style="list-style-type: none"> <li>(1) The CEO is to distribute to each Member:             <ul style="list-style-type: none"> <li>(a) The unconfirmed minutes of each Council Meeting within 14 days after the Meeting; and</li> <li>(b) The unconfirmed minutes of a Committee Meeting within seven days after the Meeting.</li> </ul> </li> <li>(2) When minutes of an ordinary Meeting of Council are distributed and a Member is dissatisfied with the accuracy of those unconfirmed minutes, the Member shall provide the CEO with a written copy of alternative wording to amend the minutes no later than ten days before the next ordinary Meeting of Council.</li> <li>(3) At the next ordinary Meeting of Council, any Member who provided alternative wording to amend the minutes shall, at the time for confirmation of minutes –             <ul style="list-style-type: none"> <li>(a) state the item or items with which they are dissatisfied; and</li> <li>(b) propose a motion clearly outlining the alternative wording to amend the minutes.</li> </ul> </li> <li>(4) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of Meetings.</li> </ul>	<p><b>No change.</b></p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>7.3 Meeting may be adjourned</b></p> <p>Any Meeting may be adjourned:</p> <ul style="list-style-type: none"> <li>(a) to a later time on the same day; or</li> <li>(b) to any other time on any other day, including a time which coincides with the conclusion of another Meeting or event.</li> </ul>	<p><b>No change.</b></p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>7.4 Effect of adjournment</b> Where any matter, motion, debate or Meeting is adjourned under these Meeting Procedures:                  (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;                  (b) debate is to be resumed at the next Meeting at the point where it was interrupted; and                  (c) the provisions of clause 6.8 [speaking twice] apply when the debate is resumed.</p>	<p><b>No change.</b></p>
	<p><b>Part 8 - Limitations on powers to revoke or change decisions</b></p>	

<p><b>Compliance Officer Comment:</b> Not Consistent with comparable Local Laws.</p> <p>Recommend replacing clause in entirety from a comparable local law that has passed the scrutiny of the JSCDL (City of Greater Geraldton).</p> <p>The inclusion of clause 3 &amp; 4 ensure Council is fully aware of decisions that will be implemented with immediate effect.</p> <p><b>Reason:</b> Good governance, transparency of decision process and action.</p>	<p><b>8.1 Implementing a Decision</b></p> <p>(1) Council is not to consider a motion to revoke a decision of Council:</p> <p>(a) where, at the time the motion is moved or notice is given, action has been taken under sub-clause (2) to implement the decision; and</p> <p>(b) unless a statement of impact has been provided by the CEO to Council, of the legal, financial and other risks and consequences of the proposed revocation; or</p> <p>(c) where the decision is procedural in its form or effect.</p> <p>(2) In this Part 8:</p> <p>(a) "action" includes the issuing of a licence, permit, approval or other means of authorising a person to do anything;</p> <p>(b) "implement" any decision includes:</p> <p>(i) communicating notice of the decision to a person affected by, or with an interest in, the decision; or</p> <p>(ii) taking any other action to give effect to the decision.</p> <p>(3) Council may, by resolution carried at the same Meeting at which a decision was made, direct the CEO to delay implementing the decision until a certain date and time.</p> <p>(4) A decision made at a Meeting is not to be implemented by the CEO:</p> <p>(a) if, before implementing the decision, the CEO is given a valid notice of a revocation motion; or</p> <p>(b) the revocation motion has been determined by Council.</p>	<p><b>Amend Clause 8.1 to read: Implementing a decision</b></p> <p>(1) In this clause—</p> <p>(a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;</p> <p>(b) "implement", in relation to a decision, includes—</p> <p>(i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and</p> <p>(ii) take any other action to give effect to the decision.</p> <p>(2) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.</p> <p>(3) Subject to subclause (4), and unless a resolution is made under subclause (4), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.</p> <p>(4) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.</p> <p>(5) A decision made at a meeting is not to be implemented by the CEO or any other person—</p> <p>(a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and</p> <p>(b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.</p> <p>(6) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation—</p> <p>(a) is to take effect only in accordance with this clause; and</p> <p>(b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.</p>
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<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>8.2 Suspension of Local Laws</b></p> <ul style="list-style-type: none"> <li>(1) A Member may at any time during a Meeting move that the operation of one or more of these <b>Meeting Procedures</b> be suspended.</li> <li>(2) A Member moving a motion under sub-clause (1) is to state the reason for the motion but no other discussion is to take place.</li> <li>(3) A motion under sub-clause (1) which if carried by an absolute majority, suspends the operation of clauses of these <b>Meeting Procedures</b> to which the motion relates, for the duration of the Meeting, unless Council or the Committee earlier resolves otherwise.</li> </ul>	<p><b>Amend clause 8.2 to read:</b></p> <p><b>8.2 Suspension of Local Laws</b></p> <ul style="list-style-type: none"> <li>(1) A Member may at any time during a Meeting move that the operation of one or more of <b>these Local Laws</b> be suspended.</li> <li>(2) A Member moving a motion under sub-clause (1) is to state the reason for the motion but no other discussion is to take place.</li> <li>(3) A motion under sub-clause (1) which if carried by an absolute majority, suspends the operation of clauses of these <b>Local Laws</b> to which the motion relates, for the duration of the Meeting, unless Council or the Committee earlier resolves otherwise.</li> </ul> <p><b>Reason:</b> Consistence use of terminology (meeting procedures to Local Law).</p>
<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>8.3 Where Local Laws do not apply or are silent</b></p> <ul style="list-style-type: none"> <li>(1) In situations where:             <ul style="list-style-type: none"> <li>(a) clauses of these <b>Meeting Procedures</b> have been suspended;</li> <li>(b) a matter is not regulated by the Act, its Regulations or these <b>Meeting Procedures</b>,</li> <li>(c) these <b>Meeting Procedures</b> are silent as to procedure the Presiding Member is to decide questions relating to the conduct of a Meeting.</li> </ul> </li> <li>(2) The decision of the Presiding Member under sub-clause (1) is final.</li> </ul>	<p><b>Amend clause 8.3 to read:</b></p> <p><b>8.3 Where Local Laws do not apply or are silent</b></p> <ul style="list-style-type: none"> <li>(1) In situations where:             <ul style="list-style-type: none"> <li>(a) clauses of these <b>Local Laws</b> have been suspended;</li> <li>(b) a matter is not regulated by the Act, its Regulations or these <b>Local Laws</b>,</li> <li>(c) these <b>Local Laws</b> are silent as to procedure the Presiding Member is to decide questions relating to the conduct of a Meeting.</li> <li>(d) The decision of the Presiding Member under sub-clause (1) is final, <b>except where a motion is moved and carried under Part 7, clause (1)(f).</b></li> </ul> </li> </ul> <p><b>Reason:</b> Consistency of terminology and ensuring that an appropriate reference is made to the applicable procedural motion.</p>

<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p>	<p><b>8.4 Establishment of Committees</b>                  (1) A Council resolution to establish a Committee under section 5.8 of the Act is to include:                  (a) the terms of reference of the Committee;                  (b) the names or titles of Council Members and City officers to be appointed to the Committee;                  (c) the names and titles of other persons to be appointed to the Committee or an explanation of the procedure to be followed to determine the appointment of such other persons;                  (d) details of the delegation of any powers or duties to the Committee under section 5.16 of the Act.                  (2) These <b>Meeting Procedures</b> are to apply to the conduct of Committee Meetings.</p>	<p><b>Amend clause 8.4 to read:</b></p> <p><b>8.4 Establishment of Committees</b>                  (1) A Council resolution to establish a Committee under section 5.8 of the Act is to include:                  (a) the terms of reference of the Committee;                  (b) the names or titles of Council Members and City officers to be appointed to the Committee;                  (c) the names and titles of other persons to be appointed to the Committee or an explanation of the procedure to be followed to determine the appointment of such other persons;                  (d) details of the delegation of any powers or duties to the Committee under section 5.16 of the Act.                  (2) These <b>Local Laws</b> are to apply to the conduct of Committee Meetings.</p> <p><b>Reason:</b> Consistency of terminology.</p>
<p><b>Compliance Officer Comment:</b> No comment.</p>	<p><b>8.5 Electronic endorsement of Committee minutes</b>                  Where a Committee is unlikely to meet for two months or more since the date of the last Committee Meeting:                  (a) the confirmation of the minutes of that Committee Meeting may be done by electronic means, sending an electronic copy of the draft minutes to all Members; and                  (a) Members may reply by electronic means; and                  (b) if the majority of Members reply in the affirmative for endorsement,                  the Minutes will be accepted as confirmed.</p>	<p><b>No change.</b></p>



<p><b>Compliance Officer Comment:</b> Consistent with comparable Local Laws.</p> <p>Consider an additional clause: A committee is answerable to the Council...</p> <p>Promoting accountability and compliance of Committees actions to Council.</p>	<p><b>8.6 Committees to report</b> A Committee is to report on its activities when, and to the extent, required by Council.</p>	<p><b>Amend clause 8.6 to read:</b></p> <p><b>8.6 Committees to report</b> A Committee - (a) is answerable to the Council; and (b) is to report on its activities when, and to the extent, required by Council.</p> <p><b>Reason:</b> Promotes accountability and compliance of Committees actions to Council.</p>
<p><b>Part 9 – Penalty for breach</b></p>		
<p><b>Departments Feedback:</b> Meeting procedures themselves do not justify the imposition of a penalty of \$5,000 and a daily penalty of \$500 for a continued offence.</p> <p>Draft clause 9.1 (under PART 9): In 2010, the JSCDL had an issue with the penalty amount of \$5,000 - the Committee regarded it as excessive and a local govt was asked to amend the excessive amount to \$1,000.</p>	<p><b>Part 9 – Penalty For Breach</b> - A person who breaches a provision of these Meeting Procedures commits an offence for which the penalty is \$5,000.00 and a daily penalty of \$500.00 if the offence continues.</p>	<p><b>Amend Part 9 - Penalty for breach to read:</b></p> <p><b>Part 9 – Penalty For Breach</b> - A person who breaches a provision of these Meeting Procedures commits an offence for which the penalty is \$1,000.00 and a daily penalty of \$100.00 if the offence continues.</p> <p><b>Reason:</b> Concur with Department’s feedback.</p>
<p><b>Compliance Comment:</b></p> <p>Remove page numbering to ensure Gazettal compliant format.</p>		<p><b>Amend Local Law by removing page number to ensure Gazettal compliant format.</b></p>

**STATUTORY IMPLICATIONS**

12. Section 3.12 of the Local Government Act 1995 (the Act) states the procedures for making Local Laws.
13. Review of the published Local Public Notice identified an error in the time allocated for public submissions. The public notice is therefore not compliant with the prescribed process and the public advertisement notice must be restarted.
14. Section 3.12 of the Act requires the person presiding at a Council meeting to give notice to the meeting of the purpose and effect of the proposed local law.

**Purpose:** The purpose of this local law is to define the rules that apply to the conduct of meetings of the Council of the City of Albany, and its Committees and to meetings of electors, ensuring compliance with the Act and its regulations.

**Effect:** The meeting procedures defined in this Local Law are intended to result in:

- (a) better decision-making by Council and its Committees;
- (b) the orderly conduct of meetings dealing with Council business;
- (c) better understanding of the process of conducting meetings; and
- (d) the more efficient and effective use of time at Meetings.

**FINANCIAL IMPLICATIONS**

15. Cost will be incurred with respect to the advertising and eventual publication in the Government Gazette of the Local Law. Advertising costs are as follows:
  - State-Wide Notice (The West Australian) approximately: \$300.00
  - Local Public Notice (The Albany Advertiser and Great Southern Weekender): \$200.00
  - State Law Publishing (Gazettal) – Full Local Law \$1,500.00
  - State Law Publishing (Gazettal) – Amendment Local Law \$100.00

**POLICY IMPLICATIONS**

16. There are no policy implications related to this item.

**LEGAL IMPLICATIONS**

17. Section 3.12 of the Act prescribes the procedures for making Local Laws.
18. In accordance with section 3.13 of the Act if during the procedure for making a proposed Local Law the local government decides to make a Local Law that would be significantly different from what it first proposed, the local government is to recommence the procedure.
19. Noting that Local Law procedures that take more than a year could be subject to legal validity.

**SUMMARY CONCLUSION**

20. It is recommended that Council recommence the making of the Local Law process in accordance with section 3.12 of the *Local Government Act 1995*, and agrees to GIVE PUBLIC NOTICE of its intention to MAKE the City of Albany Standing Orders Local Law 2013.

<b>Consulted References</b>	Local Government Act 1995 Local Government (Functions & General) Regulations 1996 Local Government Operational Guidelines – Number 16 November 2011
<b>File Number (Name of Ward)</b>	All Wards
<b>Previous Reference</b>	OCM 15/11/2011 Item 1.4

**LOCAL GOVERNMENT ACT 1995**

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**CITY OF ALBANY**

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**STANDING ORDERS  
LOCAL LAW 2013**

LOCAL GOVERNMENT ACT 1995

City of Albany

**STANDING ORDERS LOCAL LAW 2013**

**ARRANGEMENT**

**PART 1 – PRELIMINARY**

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application and intent
- 1.4 Interpretation
- 1.5 Repeal

**PART 2 – MEETINGS OF COUNCIL AND COMMITTEES**

- 2.1 Ordinary and special Council Meetings
- 2.2 Committee Meetings
- 2.3 Quorum for Meetings

**PART 3 - BUSINESS OF A MEETING**

- 3.1 Business to be specified
- 3.2 Order of business
- 3.3 Reports of Members
- 3.4 Presentations
- 3.5 New business of an urgent nature
- 3.6 Motions of which previous notice has been given

**PART 4 - PUBLIC PARTICIPATION**

- 4.1 Meetings closed to the public
- 4.2 Procedures for public question time
- 4.3 Distinguished visitors
- 4.4 Deputations
- 4.5 Petitions
- 4.6 Participation at Committee Meetings
- 4.7 Council may meet to hear public submissions
- 4.8 Confidentiality of information withheld
- 4.9 Recording of Meetings
- 4.10 Prevention of disturbance

**PART 5 - QUESTIONS BY MEMBERS**

**PART 6 – CONDUCT OF MEMBERS**

- 6.1 Seating Position of Members
- 6.2 Titles to be used
- 6.3 Advice of entry or departure
- 6.4 Members to indicate their intention to speak
- 6.5 Priority of speaking
- 6.6 Presiding Member may take part in debates
- 6.7 Relevance
- 6.8 Speaking twice
- 6.9 Duration of speeches

- 6.10 No speaking after conclusion of debate
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- 6.12 Personal explanations
- 6.13 No reopening of discussion
- 6.14 Presiding Member to preserve order
- 6.15 Point of order
- 6.16 Procedures on a point of order
- 6.17 Right of Presiding Member to adjourn
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- 6.19 Only one substantive motion to be considered at a time
- 6.20 Order of call in debate
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**PART 7 - PROCEDURAL MOTIONS**

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**PART 9 – PENALTY FOR BREACH**

LOCAL GOVERNMENT ACT 1995

City of Albany

**STANDING ORDERS LOCAL LAW 2013**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the City of Albany resolved on **[INSERT DATE]** to make the following **Local Law**.

**PART 1 – PRELIMINARY**

**1.1 Citation**

This **Local Law** may be cited as the *City of Albany Standing Orders Local Law 2013*.

**1.2 Commencement**

This **Local Law** commences on the fourteenth day after it is published in the *Government Gazette*.

**1.3 Application and intent**

- (1) **This Local Law** contain the rules that apply to the conduct of meetings of the Council of the City of Albany, and its Committees and to meetings of electors.
- (2) All Meetings are to be conducted in accordance with the Act, its regulations and **this Local Law**.
- (3) The **meeting procedures defined in this Local Law** are intended to result in:
  - (a) better decision-making by Council and its Committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at Meetings.

**1.4 Interpretation**

Unless otherwise defined in these **Local Laws**, terms and expressions used in these **Local Laws** are to have the meaning given to them in the Act and Regulations.

**“Absolute Majority”** has the meaning given to it in the Act.

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

**“CEO”** means the Chief Executive Officer of the Local Government, or the person acting as CEO for the time being;

**“City”** means the City of Albany;

**“Committee”** means a Committee of Council established under section 5.8 of the Act;

**“Council”** means the Council of the City;

**“Meeting”** means a meeting of Council or a Committee, or an electors meeting as the context requires.

**“Member”** means a member of Council or a Committee, as the context requires.

**“Presiding Member”** means:

- (a) in respect of Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a Committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**“Regulations”** means the *Local Government Administration) Regulations 1996*;

**“simple majority”** means more than 50% of the members present and voting;

**“substantive motion”** means an original motion or an original motion as amended, of a substantive nature, and does not include a procedural motion.

## **1.5 Repeal**

The *City of Albany Standing Orders Local Law 2009* published in the *Government Gazette* on **24 June 2009** is repealed.

## **PART 2 – MEETINGS OF COUNCIL AND COMMITTEES**

### **2.1 Ordinary and special Council Meetings**

- (1) An ordinary Meeting of Council is for the purpose of considering and dealing with the ordinary business of Council and may include any matter the CEO considers should be decided at the Meeting.
- (2) A special Meeting of Council is held for the purpose of considering and dealing with Council business that is of an urgent nature and for a particular purpose.

### **2.2 Committee Meetings**

- (1) The CEO is to call a Meeting of any Committee when requested:
  - (a) by the Presiding Member of the Committee or
  - (b) In writing, by the majority of Members of that Committee.
- (2) In convening a Meeting of a Committee, the CEO is to give each Member at least 72 hours notice of the date, time, place and purpose of the Meeting.
- (3) The Committee Meeting notice may include any matter the CEO considers should be considered at the Meeting

### **2.3 Quorum for Meetings**

- (1) If at any time during a Meeting a quorum is not present the Presiding Member must immediately suspend the Meeting for at least five minutes and not more than 30 minutes.
- (2) If, at the end of the stated period, there is no quorum, the Presiding Member is to adjourn the Meeting or extend the extension period for a further 30 minutes.
- (3) If a quorum is not present at the end of the extended period under sub-clause (2), the Presiding Member is to adjourn the Meeting to be resumed at some future time and date.
- (4) At any Meeting:
  - (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,the names of the Members then present are to be recorded in the minutes.

**PART 3 - BUSINESS OF A MEETING**

**3.1 Business to be specified**

- (1) No business is to be transacted at any ordinary Meeting of Council other than that specified in the agenda, without the approval of Council.
- (2) No business is to be transacted at a special Meeting of Council other than that specified in the agenda.
- (3) Subject to sub-clause (4), no business is to be transacted at an adjourned Meeting of Council other than that which remains unresolved and is specified in the agenda of the Meeting which had been adjourned.
- (4) Where a Meeting is adjourned to the next ordinary Meeting of Council then, unless Council resolves otherwise, the business unresolved at the adjourned Meeting is to be dealt with before considering City officer Reports at that ordinary Meeting.
- (5) The business to be transacted at a Committee Meeting is that specified in the Meeting agenda and any other business approved at the Meeting by the Presiding Member.

**3.2 Order of business**

- (1) Unless otherwise decided by Council, the order of business at any ordinary Meeting of Council will be:
  1. Declaration of opening
  2. Prayer [and Welcome to Country](#)
  3. Record of apologies and leave of absence
  4. Disclosures of interests
  5. Reports of Members
  6. Response to previous public questions taken on notice
  7. Public question time
  8. Applications for leave of absence
  9. Petitions and Deputations
  10. Confirmation of minutes
  11. Presentations
  12. Unresolved business from previous Meetings
  13. Minutes and recommendations of Committees
  14. New business of an urgent nature introduced by decision of Council
  15. Motions of which previous notice has been given
  16. Reports of City officers
  17. Meeting closed to public
  18. Closure
- (2) The order of business at any special Meeting of Council is to be the order in which that business stands in the agenda of the Meeting.
- (3) Unless otherwise decided by the Committee, the order of business at any Committee Meeting is to be the order in which that business stands in the agenda of the Meeting.



- (4) Notwithstanding sub-clauses (1), (2) and (3), the Presiding Member or the CEO may include on the agenda of an ordinary Council or Committee Meeting in an appropriate place within the order of business, any matter which the CEO considers must be decided at that Meeting.

### **3.3 Reports of Members**

At any ordinary Meeting of Council, a Member is not to speak to any report under item 5 of clause 3.2(1) for more than two minutes without the consent of Council which, if given, is not subject to debate.

### **3.4 Presentations**

- (1) In this clause, a “presentation” includes the acceptance of a gift or an award by Council on behalf of the City or the community.
- (2) A presentation may be made to Council or a Committee at a Meeting only with the prior approval of the Presiding Member.

### **3.5 New business of an urgent nature**

- (1) In cases of extreme urgency, matters may, on a motion:
  - (a) by a Member that the matter should be considered by Council at the Meeting because of its urgency, and
  - (b) carried by absolute majority of Council that the matter is urgent, be raised without notice and decided at the Meeting.
- (2) In sub-clause (1), “cases of extreme urgency” means matters that:
  - (a) have arisen after the publication of the agenda that are considered by Council to be of such importance and urgency that they are unable to be dealt with administratively by the CEO and
  - (b) must be considered and dealt with by Council before the next ordinary Council Meeting.
- (3) In considering an urgent matter without notice, Council must have available to it sufficient information to make an informed decision, and if Council considers such information is not available, it must adjourn the matter.
- (4) Despite sub-clause (1), exercise of a discretion or a legislative power under a [local planning scheme](#) cannot be considered as an urgent matter under clause 3.4.

### **3.6 Motions of which previous notice has been given**

- (1) A notice of motion under item 15 of clause 3.2 (1) is to be given no less than ten days before the Meeting at which the motion is moved.
- (2) A notice of motion for a special Council Meeting is to be given no less than 48 hours before the Meeting at which the motion is moved.
- (3) The CEO:
  - (a) may, with the concurrence of the Presiding Member, exclude from the Council papers any notice of motion which is, or is likely to involve, a breach these Meeting Procedures or any other law;
  - (b) will inform the Member making the motion the reasons for any such exclusion;

- (c) may provide to Council relevant facts, information and circumstances pertaining to the notice of motion.
- (4) A motion of which notice has been given will lapse unless the Member who gave notice of it moves the motion when called on.

#### **PART 4 - PUBLIC PARTICIPATION**

##### **4.1 Meetings closed to the public**

- (1) A motion to close a Meeting to members of the public may be made without notice.
- (2) The CEO may, at any time, recommend that a Meeting or part of a Meeting be closed to members of the public.
- (3) If a Meeting is to be closed to members of the public:
  - (a) the Presiding Member is to direct everyone to leave the Meeting except:
    - (i) the Members;
    - (ii) the CEO;
    - (iii) any officer specified by the CEO;
  - and
  - (b) the Meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the Meeting to the public, Council or the Committee decides otherwise.
- (4) A person who fails to comply with a direction under sub-clause (3) may, by order of the Presiding Member, be removed from the Meeting.
- (5) Once the Meeting is reopened to members of the public, the Presiding Member is to ensure:
  - (a) any resolution made while the Meeting was closed to the public is read out;
  - (b) the vote of Members is included in the minutes.

##### **4.2 Procedures for public question time**

- (1) A member of the public who raises a question or makes a statement during question time must:
  - (a) first state their name and address;
  - (b) direct the question or statement to the Presiding Member;
  - (c) ask the question briefly and concisely; and
  - (d) limit any preamble to matters directly relevant to the question or statement.
- (2) A question may be taken on notice by the Presiding Member or CEO for a response no later than seven days after the Meeting.
- (3) When a question is taken on notice, the CEO is to ensure that:
  - (a) the response is given to the member of the public in writing; and
  - (b) The response is included in the papers of the next Meeting.
- (4) A response to a question:
  - (a) is to be brief and concise; and
  - (b) is not to be the subject of any discussion except that, if in the opinion of a Member or the CEO, false information or adverse reflection is contained in any question asked or statements made by a member of the public, then the Member or CEO may correct or clarify the matter.

- (5) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;
  - (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.
- (6) The total time allowed for public question time will be no more than thirty minutes.
- (7) Each member of the public shall have up to two minutes in total to ask questions or make statements.
- (8) Council may agree to extend public question time.
- (9) Where a public question is asked or a statement given at a Meeting, a summary of the question or statement and any answer is to be included in the minutes.

#### **4.3 Distinguished visitors**

If a distinguished visitor is present at a Meeting, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the Meeting, and the presence of that visitor shall be recorded in the minutes.

#### **4.4 Deputations**

- (1) Any person or group wishing to be received as a deputation by Council or a Committee is to apply in writing to the Presiding Member for approval at least **24 hours** prior to the Meeting.
- (2) The Presiding Member may either:
  - (a) approve the request and invite the deputation to attend the Meeting; or
  - (b) refer the request to Council or the Committee to decide whether or not to receive the deputation.
- (3) Unless Council or the Committee resolves otherwise, a deputation invited to attend a Meeting:
  - (a) is not to exceed five persons, only two of whom may address the Meeting, although all five may respond to specific questions from Members;
  - (b) is not to address the Meeting for a period exceeding eight minutes without the agreement of Council or the Committee; and
  - (c) may only address the Meeting on matters included in the agenda.
- (4) Any matter which is the subject of a deputation to Council is not to be decided by Council until the deputation has completed its presentation.

#### **4.5 Petitions**

- (1) A petition is to:
  - (a) be addressed to the CEO or the Presiding Member;
  - (b) be made by at least fifty electors of the City;
  - (c) state the request and contain a summary of the reasons for the request on each page of the petition;

- (d) contain the name, address and signature of each elector making the request, and the date each elector signed; and
  - (e) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the CEO is to submit the petition to the next ordinary Meeting of Council.
  - (3) The CEO may provide to Council relevant facts, information and circumstances pertaining to the petition.
  - (4) At any Meeting, Council is not to vote on any matter that is the subject of a petition presented to that Meeting, unless:
    - (a) the matter is the subject of a Report included in the agenda; and
    - (b) Council has considered the issues raised in the petition.

#### **4.6 Participation at Committee Meetings**

- (1) Without the consent of the Presiding Member, a person who is not a member of that Committee, cannot address a Committee Meeting.
- (2) The Presiding Member of a Committee will determine the length of time any person addressing the Committee will be given to speak.
- (3) A person who fails to comply with any reasonable direction of the Presiding Member may, by order of the Presiding Member, be removed from the Committee room.

#### **4.7 Council may meet to hear public submissions**

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the Mayor shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the presiding member shall—
  - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 5.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the presiding member.

- (7) Once every member of the public has had the opportunity to make a submission the presiding member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**4.8 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public is to be:
  - (a) identified in the agenda of a Meeting under the item "Matters for which Meeting may be closed";
  - (b) marked "Confidential" in the agenda; and
  - (c) kept confidential by City officers and Members until Council resolves otherwise.
- (2) A Member or a City officer who has:
  - (a) confidential information under sub-clause (1);
  - (b) information that is provided or disclosed during a Meeting or part of a Meeting that is closed to the public,must not to disclose that information to any person other than another Member or the CEO to the extent necessary for the purpose of carrying out their duties.
- (3) Sub-clause (2) does not prevent a Member or City officer from disclosing information:
  - (a) at a Meeting closed to the public;
  - (b) to the extent specified by Council and subject to such other conditions as Council decides;
  - (c) that is already in the public domain;
  - (d) to the Minister;
  - (e) to a legal practitioner for the purpose of obtaining legal advice; or
  - (f) if the disclosure is required or permitted by law.

**4.9 Recording of Meetings**

- (1) No person other than the Meeting secretary, is to use any recording device or instrument to record Meetings without the written permission of the Presiding Member.
- (2) When a Meeting is closed to the public, the recording of the Meeting will cease.
- (3) Subject to the approval of the CEO, Members and City officers may have reasonable access to listen to the recordings of Meetings for purposes relevant to the performance of their role.
- (4) If the CEO does not grant approval, to a member's request, the matter shall be referred to Council for resolution.
- (5) All recordings are to be retained as part of the City's records in accordance with the State Records Act 2000 and other archival legislation.

**4.10 Prevention of disturbance**

- (1) A person addressing Council or a Committee shall extend due courtesy and respect to Council or the Committee, and its Members, and the processes under which it operates, and shall comply with any direction by the Presiding Member.
- (2) A person shall not create a disturbance at a Meeting.
- (3) In this clause, “create a disturbance” includes –
  - (a) using insulting, offensive or threatening language;
  - (b) behaving in an insulting, offensive or threatening manner;
  - (c) behaving in a disorderly way;
  - (d) acting in a manner that brings the Council or Committee into disrepute; or
  - (e) disrupting, disturbing, interfering with, or interrupting the Meeting
- (4) A person shall ensure that their mobile telephone and audible pager cannot be heard during any Meeting.
- (5) If a person who fails to comply with this clause, the Presiding Member may warn that person to so comply.
- (6) If, after being warned by the Presiding Member under sub-clause (5), a person:
  - (a) again acts contrary to this clause, or to these Meeting Procedures; or
  - (b) refuses or fails to comply with a direction by the Presiding Member,the Presiding Member may order the person to leave the room.
- (7) A person who is ordered to leave the Meeting room under sub-clause (5) and fails to do so may, by order of the Presiding Member, be removed from the Meeting and from the premises.
- (8) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

**PART 5 - QUESTIONS BY MEMBERS**

- (1) Members may ask questions relating to an item on the agenda or on matters related to the good governance of persons in the district.
- (2) At any time during the debate on a motion before the motion is put, a member may ask a question and, with the consent of the presiding member, may ask one or more further questions.
- (3) A member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (4) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that the answer to the question be given to the member who asked it within 5 days.
- (5) Every Member question and answer:
  - (a) is to be brief and concise; and
  - (b) is not to be accompanied by argument or expression of opinion except to the extent necessary to explain the question or answer.

- (6) In answering any question, the CEO and any City officer may qualify their answer and may at a later time in the Meeting, or at a subsequent Meeting, alter, correct, add to or otherwise amend the original answer.

## **PART 6 – CONDUCT OF MEMBERS**

### **6.1 Seating Position of Members**

- (1) [At the first meeting held after each election day](#), the CEO is to allot a position at the Council chamber to each Member.
- (2) Each Member is to occupy their allotted position at each Council Meeting.

### **6.2 Titles to be used**

A speaker, when referring to the City of Albany Mayor or Deputy Mayor, Presiding Member, a Member or City officer, is to use the title of that person's office.

### **6.3 Advice of entry or departure**

During the course of a Meeting, a Member is not to enter or leave the Meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **6.4 Members to indicate their intention to speak**

A Member who wishes to speak is to indicate their intention by raising their hand or by another method agreed by the Presiding Member.

### **6.5 Priority of speaking**

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
- (2) A decision of the Presiding Member under sub-clause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

### **6.6 Presiding Member may take part in debates**

The Presiding Member may take part in the discussion of any matter at a Meeting, subject to compliance with [these Local Laws](#).

### **6.7 Relevance**

A Member is to restrict their remarks to the motion or any amendment of it under discussion, or to a personal explanation or point of order.

### **6.8 Speaking twice**

- (1) A Member is not to address a Council Meeting more than once on any motion or amendment except:
  - (a) as the mover of a substantive motion, to exercise a right of reply; or
  - (b) to raise a point of order.

- (2) A Member who asks a question under Part 5 has not addressed the Meeting for the purposes of this clause.

**6.9 Duration of speeches**

- (1) A Member is not to speak on any matter at a Council Meeting for more than four minutes without the consent of Council which, if given, is not subject to debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed eight minutes.

**6.10 No speaking after conclusion of debate**

A Member is not to speak on, or ask questions in respect of, any motion or amendment after the mover has replied.

**6.11 No interruption**

- (1) A Member is not to interrupt another Member who is speaking except to:
  - (a) raise a point of order;
  - (b) call attention to the absence of a quorum;
  - (c) make a personal explanation under clause 6.13; or
  - (d) move a procedural motion that the Member be no longer heard under Part 7(1)(e)
  - (e) call attention to irrelevant or repetitious statements by the speaker.
- (2) The Presiding Member may direct the Member who was speaking, to discontinue speaking, and the Presiding Member will address the matter raised under sub-clause (1).
- (3) A Member is to comply with the direction of the Presiding Member under sub-clause (2) by immediately ceasing to speak.

**6.12 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter raised by another Member who is then speaking, is to indicate to the Presiding Member their intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine their observations to a succinct statement relating to a specific part of the speech at which they may have been misunderstood.

**6.13 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked.

**6.14 Presiding Member to preserve order**

- (1) The Presiding Member is to preserve order, and whenever they consider necessary, may call any Member to order.



- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that they wish to speak, is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Sub-clause (2) is not to be used by the Presiding Member to exercise the right provided in clause 6.6, but to preserve order.

**6.15 Point of order**

- (1) A Member may object, by way of a point of order, only to a breach of any of these Meeting Procedures or any other law.

*Note: examples of valid points of order are where a speaker's:*

- a) *remarks not being relevant to the motion or amendment being debated*
- b) *use of expressions is offensive or objectionable.*

- (2) Despite anything in these **Local Laws** to the contrary, a point of order:
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

**6.16 Procedures on a point of order**

- (1) A Member interrupted on a point of order is to cease speaking until:
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order and, if permitted, the Member who has been interrupted may then proceed.
- (2) The Presiding Member is to rule on any point of order which is raised, by either upholding or rejecting the point of order.
- (3) A ruling by the Presiding Member on a point of order:
  - (a) is not to be the subject of debate or comment; and
  - (b) is to be final unless by an absolute majority vote, on a motion moved immediately after the ruling, to dissent from the ruling.
- (4) Subject to a motion of dissent being carried under sub-clause (3), if the Presiding Member rules that:
  - (a) any motion, amendment or other matter before the Council or Committee is out of order, it is not to be considered further;
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

- (5) If a Member:
  - (a) persists in any conduct that the Presiding Member had ruled is out of order under sub-clause (4); or
  - (b) fails or refuses to comply with a direction from the Presiding Member the Presiding Member may direct the Member to refrain from taking any further part in that Meeting, other than by voting, and the Member is to comply with that direction.

**6.17 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the Meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the Meeting was adjourned.
- (3) If, at any one Meeting, the Presiding Member adjourns the Meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to another time on the same day or to another day.

**6.18 Substantive motions**

- (1) A Member who wishes to move a substantive motion or an amendment to a substantive motion:
  - (a) is to state the substance of the motion before speaking to it; and
  - (b) if required by the Presiding Member, is to put the motion or amendment in writing.
- (2) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.

**6.19 Only one substantive motion to be considered at a time**

When a substantive motion is under debate at a Meeting, no further substantive motion is to be accepted.

**6.20 Order of call in debate**

Subject to clause 6.19, the Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) other speakers for and against the motion, alternating where possible; and
- (g) the mover for a right of reply which closes debate.

**6.21 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote at any time if they believe that sufficient discussion has taken place on an item, even though all Members may not have spoken.

**6.22 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**6.23 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

**6.24 Amendment to motions**

- (1) **Form of an amendment.** An amendment must add, delete, or substitute words to the substantive motion.
- (2) **Amendment must not negate original motion.** An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.
- (3) **Relevance of amendments.** Each amendment is to be relevant to the motion in respect of which it is moved.
- (4) **Mover of motion may speak on amendment.** Any member may speak during debate on an amendment.
- (5) **Effect of an amendment.** If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

**6.25 Withdrawal of motion or amendment**

- (6) Subject to sub-clause (2), Council may, without debate, approve the withdrawal of a motion or amendment, on the request of the mover of the motion or amendment, and with the approval of the seconder.
- (7) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by agreement of Council, until the amendment proposed has been withdrawn or lost.

**6.26 Right of reply**

- (1) The mover of a substantive motion or any amendment to a substantive motion has the right of reply.
- (2) The right of the reply may only be exercised:
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (3) After the mover of the substantive motion has commenced their reply, there is to be no further discussion on, or any further amendment to, the motion.
- (4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

**6.27 Appropriate Member Behaviour**

- (1) After a motion is decided, a Member is not to adversely comment on the decision either during the Meeting or at any other time, except at a Meeting considering a motion that the decision be revoked.
- (2) A Member is not during debate to:
  - (a) adversely comment on the character of another Member or City officer;
  - (b) impute any improper motive to a Member or City officer;
  - (c) use offensive or objectionable expressions in reference to any Member, City officer or other person.
- (3) A Member who, in the opinion of the Presiding Member, uses an expression or language, or makes a statement, which:
  - (a) reflects adversely on the character of another Member or City officer;
  - (b) imputes any improper motive to a Member or City officer; or
  - (c) could reasonably be considered:
    - (i) irrelevant, repetitious, offensive or insulting;
    - (ii) disrespectful to another Member, including the Presiding Member;
    - (iii) a breach of order or decorum by a Member;
 must, when directed by the Presiding Member, withdraw the expression, language or statement, and make an apology satisfactory to the other Member or City officer.

**PART 7 - PROCEDURAL MOTIONS**

- (1) A Member may move the following procedural motions:
  - (a) that the Meeting proceed to the next item of business;
  - (b) that the item **be referred or** adjourned;
  - (c) that the Meeting **now adjourn**;
  - (d) that the motion be now put;
  - (e) that the Member be no longer heard;
  - (f) that the ruling of the Presiding Member be disagreed with; or
  - (g) that the Meeting be closed to the public [clause 4.1].
- (2) **No debate.** The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of sub-clause (1) may speak to the motion for not more than one minute. The seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (3) The mover of a motion specified in paragraph (d) or (e) of sub-clause (1) is not to speak to the motion. The seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (4) **Who may move.** No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

- (5) **Procedural motions – right of reply on substantive motion.** Subject to sub-clauses (6) and (7) the carrying of a procedural motion which closes debate on a substantive motion or an amendment to the motion, and forces a decision on the substantive motion or amendment, does not deny the right of reply to the mover of the substantive motion.
- (6) **Meeting to proceed to the next business.** The motion “that the Meeting proceed to the next item of business”, if carried, has the effect that:
  - (a) the debate on the substantive motion or amendment ceases immediately;
  - (b) no decision is made on the substantive motion;
  - (c) The Meeting moves to the next item of business; and
  - (d) there is no requirement for the matter to be raised again for consideration.
- (7) **Item to be referred or adjourned.** A motion “that the item be adjourned”:
  - (a) is to state a time and date to which the debate is to be adjourned; and
  - (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time and date stated in the motion.
- (8) **Meeting now adjourn.** A Member is not to move or second more than one motion “that the Meeting be adjourned” during the same Meeting, but if a Member’s motion that “the Meeting be adjourned” is carried, the Meeting is adjourned to a time and date specified by the Presiding Member.
- (9) A Meeting adjourned under sub-clause (8) is to continue from the point at which it was adjourned, unless the Presiding Member determines otherwise.
- (10) If a motion "that the motion be now put":
  - (a) is carried during debate of a substantive motion or an amendment, the Presiding Member is to put the motion or amendment to the vote without further debate; or
  - (b) is lost, debate is to continue.
- (11) **Motion to be put.** If the motion “that the Member be no longer heard” is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if they are the mover of the substantive motion.
- (12) **Member to be no longer heard.** If the motion “that the ruling of the Presiding Member be disagreed with” is carried, that ruling is to have no effect and the Meeting is to proceed accordingly.

### 7.1 Method of taking vote

- (1) In taking the vote on any motion or amendment the Presiding Member:
  - (a) is to ask for a show of hands, first in the affirmative, and then in the negative;
  - (b) may ask for a show of hands as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) is to count and determine the votes of Members in any way that enables a record of Members’ votes;
  - (d) the result of the vote is to be determined on the count of raised hands; and
  - (e) is, subject to this clause, to declare the result including the names of those Members who voted in the minority.

**7.2 Confirmation of minutes**

- (1) The CEO is to distribute to each Member:
  - (a) The unconfirmed minutes of each Council Meeting within 14 days after the Meeting; and
  - (a) The unconfirmed minutes of a Committee Meeting within seven days after the Meeting.
- (2) When minutes of an ordinary Meeting of Council are distributed and a Member is dissatisfied with the accuracy of those unconfirmed minutes, the Member shall provide the CEO with a written copy of alternative wording to amend the minutes no later than ten days before the next ordinary Meeting of Council.
- (3) At the next ordinary Meeting of Council, any Member who provided alternative wording to amend the minutes shall, at the time for confirmation of minutes –
  - (a) state the item or items with which they are dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (4) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of Meetings.

**7.3 Meeting may be adjourned**

Any Meeting may be adjourned:

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another Meeting or event.

**7.4 Effect of adjournment**

Where any matter, motion, debate or Meeting is adjourned under these Meeting Procedures:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next Meeting at the point where it was interrupted; and
- (c) the provisions of clause 6.8 [speaking twice] apply when the debate is resumed.

**PART 8 - LIMITATIONS ON POWERS TO REVOKE OR CHANGE DECISIONS**

**8.1 Implementing a Decision**

- (1) In this clause—
  - (a) “authorisation” means a licence, permit, approval or other means of authorising a person to do anything;
  - (b) “implement”, in relation to a decision, includes—
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision.

- (2) “valid notice of revocation motion” means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (3) Subject to subclause (4), and unless a resolution is made under subclause (4), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (4) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (5) A decision made at a meeting is not to be implemented by the CEO or any other person—
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (6) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation—
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## **8.2 Suspension of Local Laws**

- (1) A Member may at any time during a Meeting move that the operation of one or more of these Local Laws be suspended.
- (2) A Member moving a motion under sub-clause (1) is to state the reason for the motion but no other discussion is to take place.
- (3) A motion under sub-clause (1) which if carried by an absolute majority, suspends the operation of clauses of these Local Laws to which the motion relates, for the duration of the Meeting, unless Council or the Committee earlier resolves otherwise.

## **8.3 Where Local Laws do not apply or are silent**

- (1) In situations where:
  - (a) clauses of these Local Laws have been suspended;
  - (b) a matter is not regulated by the Act, its Regulations or these Local Laws,
  - (c) these Local Laws are silent as to procedurethe Presiding Member is to decide questions relating to the conduct of a Meeting.
- (2) The decision of the Presiding Member under sub-clause (1) is final, *except where a motion is moved and carried under Part 7, clause (1)(f).*

## **8.4 Establishment of Committees**

- (1) A Council resolution to establish a Committee under section 5.8 of the Act is to include:

- (a) the terms of reference of the Committee;
  - (b) the names or titles of Council Members and City officers to be appointed to the Committee;
  - (c) the names and titles of other persons to be appointed to the Committee or an explanation of the procedure to be followed to determine the appointment of such other persons;
  - (d) *details* of the delegation of any powers or duties to the Committee under section 5.16 of the Act.
- (2) These [Local Laws](#) are to apply to the conduct of Committee Meetings.

**8.5 Electronic endorsement of Committee minutes**

Where a Committee is unlikely to meet for two months or more since the date of the last Committee Meeting:

- (a) the confirmation of the minutes of that Committee Meeting may be done by electronic means, sending an electronic copy of the draft minutes to all Members; and
- (a) Members may reply by electronic means; and
- (b) if the majority of Members reply in the affirmative for endorsement, the Minutes will be accepted as confirmed.

**8.6 Committees to report**

A Committee –

- (a) [is answerable to the Council](#); and
- (b) is to report on its activities when, and to the extent, required by Council.

**PART 9 – PENALTY FOR BREACH**

A person who breaches a provision of these [Local Laws](#) commits an offence. Penalty: [\\$1000](#) and a daily penalty of [\\$100.00](#) if the offence continues.

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

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

---

Dennis Wellington  
Mayor

Graham Foster  
Chief Executive Officer



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## 1.4: NEW STANDING COMMITTEES OF COUNCIL

<b>Attachments</b>	:	<ul style="list-style-type: none"> <li>• Council Policy – Governance Meeting Framework</li> <li>• Standing Committee's Terms of Reference (TOR)</li> <li>• Local Emergency Management Committee TOR</li> <li>• Airport Emergency Management Committee TOR</li> <li>• Bushfire Advisory Committee TOR</li> </ul>
<b>City of Albany Website:</b>	:	Council Policy - Governance and Meeting Framework.
<b>Responsible Officer(s)</b>	:	Chief Executive Officer (Graham Foster)

### IN BRIEF

- Dissolve current committee structure and establish new Standing Committees (Committees of Council), including reclassification of some to Working Groups.
- Note the new committee structure will reduce Standing Committees and provide a medium for strategic issues previously presented to committees that are now dissolved:
  - (1) **Community Services Committee** (replacing the Cultural Development Committee, Seniors Committee) and none active committees such as the Aboriginal Advisory Committee, Albany Arts Development Committee, Community Financial Assistance Committee, Airport Users Focus Group Committee, Premiers Australia Day Active Citizenship Award Committee, Youth Advisory Committee, ALAC Presidents Strategic Forum, Albany Centenary of Anzac Alliance Committee)
  - (2) **Works & Services Committee** (replacing the Environment & Reserves Committee which as formally known as the Bush Carers Advisory Committee, and none active committees such as the Streetscape Committee and Wilson Inlet Management Advisory Group),
  - (3) **Corporate Services and Finance Committee** (replacing the Governance Committee, and none active Service Complaint Internal Review Committee and Finance Strategy Committee)
  - (4) **Economic Development Committee** (replacing the Marketing Albany Committee, formally known as the Tourism Marketing Advisory Committee)
  - (5) **Planning and Development Committee** (replacing the old committee of the same name with new terms of reference);
  - (6) **Audit and Risk Committee** (replacing the Audit & Finance Committee). Note that it is a statutory requirement to have an Audit Committee.
- Note: There is a statutory requirement to have a **Local Emergency Management Committee (LEMC)** . Therefore the LEMC will remain however not have the Bush Fire Advisory Group (BFAG) report as a sub-committee.
- Note: The Volunteer Bush Fire Brigade Members have requested that the **Bushfire Advisory Committee** (Sub-Committee), be reinstated as a standing committee (committee of council) and report directly to Council. This meeting will only be called to address strategic matters.

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**RECOMMENDATIONS****ITEM 1.4: PROCEDURAL MOTION BY COUNCILLOR ATTWELL  
VOTING REQUIREMENT: SIMPLE MAJORITY****MOVED: COUNCILLOR ATTWELL  
SECONDED: COUNCILLOR DOWLING****THAT this item lay on the table and be presented to the July 2013 Ordinary Council Meeting.****CARRIED 8-2****Record of Vote**

Against the Motion: Councillors Bostock and Hammond

**Councillor's Reason:**

To allow more time for Council to consider the new Committee structure.

**ITEM 1.4: RESPONSIBLE OFFICER RECOMMENDATION 1  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT Council:

- (1) ENDORSE the proposed Standing Committees of Council Structure.
- (2) DISSOLVE the following Committees of Council (Standing Committees), with Community Representation transitioning to the appropriate Standing Committee or Working Group:
  - (a) Cultural Development Committee,
  - (b) Environment & Reserves Committee.
  - (c) Governance Committee.
  - (d) Marketing Albany Committee.
  - (e) Planning and Development Committee.
  - (f) Seniors Committee.
  - (g) Audit & Finance Committee.
- (3) RE-CLASSIFY the following Committees of Council (Standing Committees) as Working Groups:
  - (a) Seniors Advisory Committee
  - (b) Environment & Reserves Committee
- (4) ADOPT the new Standing Committees of Council Terms of Reference as detailed in the report.
- (5) AMEND the Council Policy - Governance and Meeting Framework accordingly.

*Note: Prior to appointing members to the listed Committees, nominations will be called by the Presiding member.*

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ITEM 1.4: RESPONSIBLE OFFICER RECOMMENDATION 2  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

- (a) APPOINT the following elected members to the associated standing committees of Council:

<i>Standing Committee Title (Committee of Council)</i>	<i>Elected Member Name</i>	<i>Ward Represented</i>
<i>Economic Development</i>		
<i>Economic Development</i>		
<i>Works &amp; Services</i>		
<i>Planning &amp; Building</i>		
<i>Community Services</i>		
<i>Corporate Services and Finance</i>		

ITEM 1.4: RESPONSIBLE OFFICER RECOMMENDATION 3  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

- (a) REINSTATE the Bushfire Advisory Committee as a Standing Committee of Council.
- (b) ADOPT the new Bushfire Advisory Committee Terms of Reference as detailed in the report.
- (c) APPOINT the following elected member(s) to the Committee:

\_\_\_\_\_

\_\_\_\_\_

- (d) APPOINT the following positions to the Committee:
- *Chief Bush Fire Control Officer*
  - *Deputy Chief Bush Fire Control Officer (North East Sector)*
  - *Deputy Chief Bush Fire Control Officer (South West Sector)*
  - *Senior Fire Control Officer (North East Sector)*
  - *Senior Fire Control Officer (South West Sector)*
  - *Chair of the Bush Fire Advisory Group*

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**BACKGROUND**

1. It is acknowledged that the current committee structure made it difficult to define:
  - a. a Committee's purpose;
  - b. how it adds to the achievement of the Strategic Plan;
  - c. who is accountable for the development and monitoring of the agreed strategies;
  - d. how particular decisions are made; or
  - e. how the community can contribute to the 'conversation' about matter that affect them.
2. Noting that Committees are a decision making tool, not an end in themselves. They, too, should be structured in a way that provides two-way information and assists in the delivery of the Strategic Plan.

**DISCUSSION**

3. It is proposed that Council consider a reduction in the number of standing committees and the creation of a standing committee structure that reflects the key result areas identified in the Strategic Plan.
4. The Strategic Plan Key Result Areas, developed by Council with the Community, are:
  - a. Smart, Prosperous and Growing (Economic Development)
  - b. Clean and Green (Works & Services)
  - c. A Liveable Built Environment (Planning & Building)
  - d. Our Sense of Community (Community Services)
  - e. Civic Leadership (Corporate Services and Finance)
5. To ensure that representation is evenly maintained it is recommended that Council give consideration to the inclusion of one Ward representation on each Committee and that Committee taking responsibility for reporting to the whole of Council with recommendations on the matters it considers.
6. The purpose of each proposed committee is defined in the Terms of Reference (TOR):
  - a. **ECONOMIC DEVELOPMENT COMMITTEE - TOR.** The Economic and Development Committee will be responsible for:
    - Considering and recommending to Council ways to strengthen the local Albany economy; and
    - Delivering the following Smart, Prosperous and Growing Objectives contained in the City of Albany Strategic Plan:
      - (1) To foster links between education, training and employment that support economic development.
      - (2) To strengthen our region's economic based.
      - (3) To develop and promote Albany as a unique and sought after visitor destination.
    - It will achieve this by:
      - (4) Developing policies and strategies;
      - (5) Establishing ways to measure progress;
      - (6) Receiving progress reports;
      - (7) Considering officer advice;
      - (8) Debating topical issues;
      - (9) Providing advice on effective ways to engage and report progress to the Community ; and

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(10) Making recommendations to Council.

- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

b. This committee will replace the **Marketing Albany Committee**c. **WORKS & SERVICES COMMITTEE - TOR.** The Works & Services Committee will be responsible for the delivery of the following Clean and Green Objectives contained in the City of Albany Strategic Plan:

- (1) To protect and enhance our pristine natural environment;
- (2) To promote environmental sustainability;
- (3) To promote our region as clean and green.

• It will achieve this by:

- (4) Developing policies and strategies;
- (5) Establishing ways to measure progress;
- (6) Receiving progress reports;
- (7) Considering officer advice;
- (8) Debating topical issues;
- (9) Providing advice on effective ways to engage and report progress to the Community ; and
- (10) Making recommendations to Council.

- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

d. This Committee will replace the **Environment and Reserves Committee**e. **PLANNING AND DEVELOPMENT COMMITTEE - TOR.** The Planning and Development Committee will be responsible for the delivery of the following Liveable Environmental Objectives contained in the City of Albany Strategic Plan:

- (1) To advocate, plan and build connected, liveable communities;
- (2) To create a community that supports people of all ages and backgrounds;
- (3) To create vibrant neighbourhoods which are safe yet retain our local character and heritage.

• It will achieve this by:

- (4) Developing policies and strategies;
- (5) Establishing ways to measure progress;
- (6) Receiving progress reports;
- (7) Considering officer advice;
- (8) Debating topical issues;
- (9) Providing advice on effective ways to engage and report progress to the Community ; and
- (10) Making recommendations to Council.

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- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

f. This Committee will replace the current Planning and Development Committee,

g. **COMMUNITY SERVICES COMMITTEE - TOR.** The Community Services Committee will be responsible for the delivery of the following Sense of Community Objectives contained in the City of Albany Strategic Plan:

- (1) To build resilient and cohesive communities with a strong sense of place and community spirit;
- (2) To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
- (3) To develop and support an inclusive and accessible community.

- It will achieve this by:

- (4) Developing policies and strategies;
- (5) Establishing ways to measure progress;
- (6) Receiving progress reports;
- (7) Considering officer advice;
- (8) Debating topical issues;
- (9) Providing advice on effective ways to engage and report progress to the Community ; and
- (10) Making recommendations to Council.

- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

h. This Committee will replace the ***Cultural Development Committee*** and ***Seniors Advisory Committee***.

i. The Seniors Committee can continue to meet as a working group and report to the Cultural Development Committee.

j. **CORPORATE SERVICES AND FINANCE COMMITTEE - TOR.** The Corporate Services and Finance Committee will monitor and comment on the financial health and strategies of Council and will be responsible for the delivery of the following Civic Leadership Objectives contained in the City of Albany Strategic Plan:

- (1) To establish and maintain sound governance structures;
- (2) To provide strong, accountable leadership supported by a skilled and professional workforce;
- (3) To engage effectively with our community.

- It will achieve this by:

- (4) Monitoring and commenting on the financial health and strategies of Council;
- (5) Developing policies and strategies;
- (6) Establishing ways to measure progress;

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- (7) Receiving progress reports;
- (8) Considering officer advice;
- (9) Debating topical issues;
- (10) Providing advice on effective ways to engage and report progress to the Community ; and
- (11) Making recommendations to Council.

- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

k. This Committee will replace the **Governance Committee**.

l. **AUDIT AND RISK COMMITTEE - TOR.** The Audit and Risk Committee will be responsible for assisting Council discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:

- (1) the reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City; and
- (2) the assessment of the adequacy of the management Risk.

• It will achieve this by:

(3) Audit:

- (i) Considering and approving the brief for the provision of audit services;
- (ii) Evaluating the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
- (iii) Meeting with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;
- (iv) Ensuring that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
- (v) Ensuring that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
- (vi) Ensuring that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently understand the financial performance of the Council's affairs;
- (vii) Reviewing the audit report and make appropriate recommendations to Council; and
- (viii) Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.

(4) Risk Management.

- (ix) At least once every year consider a report in relation to the management of risk within the City of Albany and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with the risks that impact on the City.

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- (x) To address any specific requests referred to it from Council in relation to issues of risk and risk management.

- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

- m. This Committee will replace the ***Audit and Finance Committee***.

7. The following standing committees (committees of council) will remain with modification:

- a. **Local Emergency Management Committee (LEMC)** and the **Airport Emergency Committee** to continued to operate as a subcommittee to the LEMC. Noting the LEMC is established under legislation, by the local government to overview, plan and test the local community emergency management arrangements. The LEMC is immediately followed by the Airport Emergency Committee (sub-committee of the LEMC), with both Committees being convened every three months.
- b. **Bushfire Advisory Committee.** The City of Albany currently provides administrative support to a Bushfire Management Committee and Bush Fire Advisory Group with no elected member representation.
- c. In 2011 these two committees were disbanded as standing committees of Council, and transitioned to being managed as operational working groups of LEMC, with officers, including volunteer fire brigade members, meeting as required to consider operational issues arising out of LEMC or other emergency operational matters and reporting to LEMC as necessary.
- d. These operational committees consider issues such as:
- (i) the operational planning and maintenance of fire-breaks across the district;
  - (ii) the preparedness of the City in regards to its obligations under the *Bush Fires Act 1954*;
  - (iii) the operational effectiveness and efficiency of bushfire brigades
- e. Noting that Council delegates though appointment the responsibility for the City's Volunteer Bushfire Brigades to the Chief Executive Officer (administrative logistic support) and command and control (operations) through the appointment of a Chief Bushfire Control Officer.
- f. At the City's Volunteer Bushfire Brigade Advisory Group meeting held on 23 May 2013, the group requested:
- Council is requested to re- establish the Bushfire Management Advisory Committee.*
- *Terms of Reference: Review decisions of the Bushfire Advisory Group and provide advice on Bush Fires Act 1954.*
  - *That the Bushfire Management Advisory Committee report directly to Council, not through the Local Emergency Management Committee (LEMC).*
- g. A copy of the proposed Terms of Reference is attached with an elected member representative being requested.



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**GOVERNMENT CONSULTATION**

8. The following legislation and Department of Local Government Guidelines was consulted:
- a. The Local Government Act 1995
  - b. Department of Local Government Guideline – Audit Committees in Local Government , Their Appointment, Function and Responsibilities;
  - c. Department of Local Government Guideline – Council Forums;

**PUBLIC CONSULTATION / ENGAGEMENT**

9. Public consultation was conducted in formulating the Strategic Plan.
10. The request to re-establish the Bushfire Advisory Committee as a standing committee of Council as requested at the City's Volunteer Bushfire Brigade Advisory Group meeting held on 23 May 2013.

**STATUTORY IMPLICATIONS**

11. Division 2, Part 5 of the Local Government 1995 deals with Council Meetings, committees and their meetings.
12. For the purposes of Section 5.98 (2) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from agenda briefing requests..

**STRATEGIC IMPLICATIONS**

13. The introduction of the new standing committee structure directly links to the City's Vision and Values (2011-2021), being: Results: Strive for business excellence and continuous improvement.

**Key Focus Areas:**

- **Community Priorities:** Policy and procedures
- **Proposed Strategies:** Regularly review all policies in consultation with community and key stakeholders

**POLICY IMPLICATIONS**

14. The risk identification and categorisation relies on the City's Risk Management Framework.

**RISK IDENTIFICATION & MITIGATION**

15. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not support the proposed committee structure</i>	<i>Unlikely</i>	<i>Medium</i>	<i>Medium</i>	<i>The proposed committee structure will be further reviewed and resubmitted to a future Council meeting.</i>

18/06/2013

\*\*REFER DISCLAIMER\*\*

**FINANCIAL IMPLICATIONS**

16. The cost to implement the recommendations involves improvements to processes, reporting benchmarks and the completion of key strategic documents which will be undertaken by the Directorate using existing staff resources within existing budget lines.

**LEGAL IMPLICATIONS**

17. There are no legal implications related to this item except for compliance with specific provisions of the Local Government Act 1995, including subdivision 2 – Committees and their meetings.

**ALTERNATE OPTIONS**

18. Council can continue to use the existing structure, or create different Committees to that proposed.

<b>Consulted References</b>	:	Local Government Act 1995
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 15/11/2011 Item 1.5 OCM 11/10/2011 Item 1.8

**2.2: PLANNING AND BUILDING REPORTS MAY 2013**

**Responsible Officer** : Executive Director Planning and Development  
Services (D Putland)  
**Attachment** : Planning and Building Reports May 2013

**IN BRIEF**

- Receive the contents of the Planning and Building Report for May 2013

**ITEM 2.2: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the Planning and Building Report for May 2013 be RECEIVED.**

**CARRIED EN BLOC**

**CITY OF ALBANY**

**REPORT**


To : His Worship the Mayor and Councillors  
From : Building Services Liaison Officer  
Subject : Building Activity – May 2013  
Date : 4 June 2013

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1. In May 2013, 67 building permits were issued for building activity worth \$10,256,202. This included 6 demolition licences.

It is brought to Council's attention that these figures included building licence No 130275 for the Mount Clarence Infrastructure Upgrade with an estimated value of \$3,000,000.

2. The two (2) attached graphs compare the current City activity with the past three (3) fiscal years. One compares the value of activity, while the other compares the number of dwelling units.
3. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
4. Attached are the details of the permits issued for May 2013, the eleventh month of activity in the City of Albany for the financial year 2012/2013.



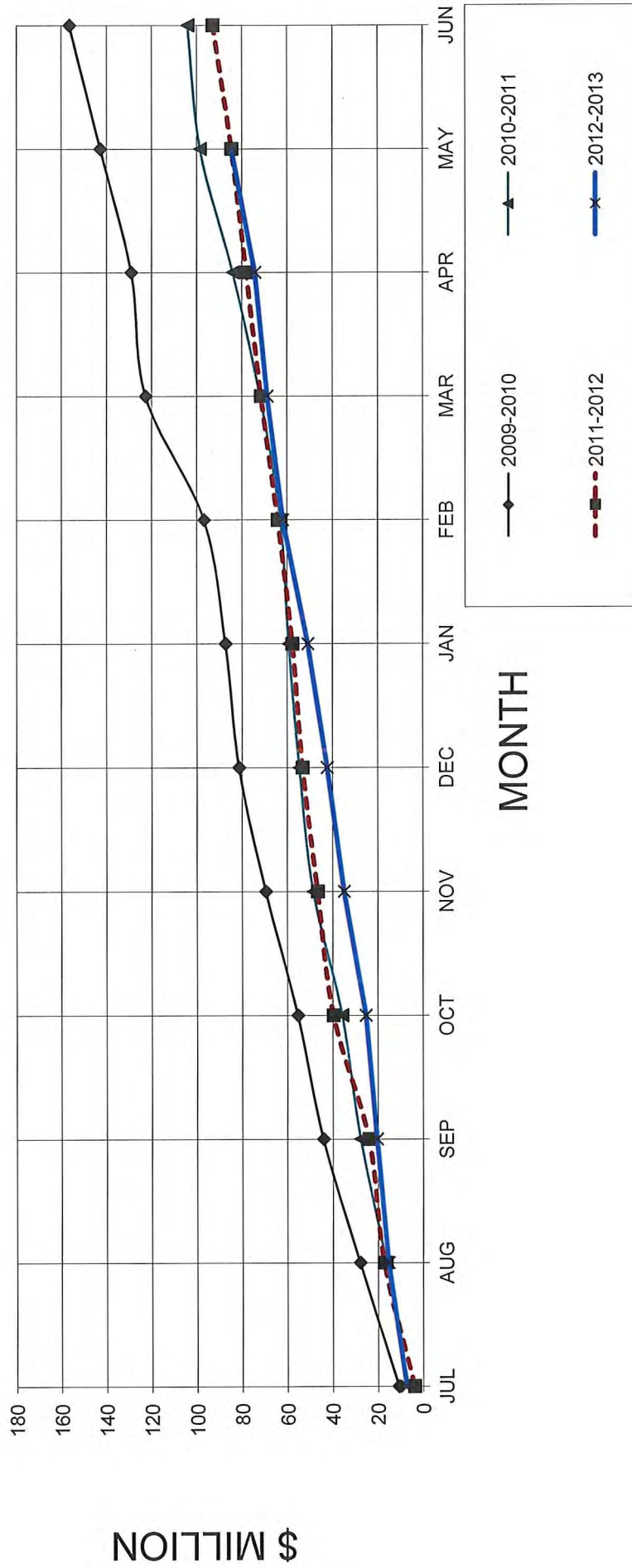
Druella McTavish  
**Building Services Liaison Officer**

CITY OF ALBANY

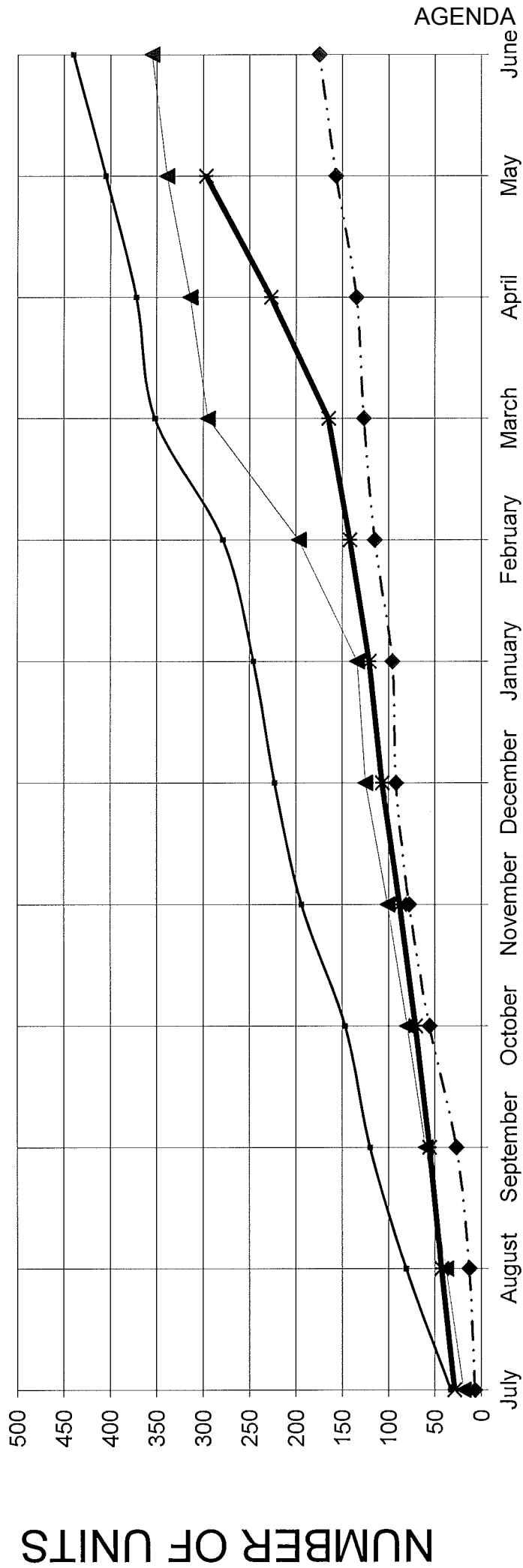
BUILDING CONSTRUCTION STATISTICS FOR 2012 - 2013

2012/2013	SINGLE DWELLING		GROUP DWELLING		DOMESTIC/ OUTBUILDINGS		ADDITIONS/ DWELLINGS		HOTEL/ MOTEL		NEW COMMERCIAL		ADDITIONS/ COMMERCIAL		OTHER		TOTAL \$ VALUE
	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	
JULY	22	4,930,929	7	1,540,000	29	88,932	27	626,539			1	47,755	5	182,000	3	55,000	7,471,155
AUGUST	14	3,147,178			14	398,741	19	508,776			2	3,183,000	3	505,000	7	208,268	7,950,963
SEPTEMBER	13	3,038,367	0	0	13	295,781	4	126,277	0	0	0	0	1	1,319,449	12	353,613	5,133,487
OCTOBER	15	3,380,083	0	0	15	443,633	3	360,000	0	0	0	0	0	0	6	727,986	4,911,702
NOVEMBER	16	4,319,242	1	3,080,100	17	309,953	19	587,386	0	0	1	900,000	3	63,000	6	367,733	9,627,414
DECEMBER	18	5,491,722	1	185,000	19	73,900	18	379,118	0	0	0	0	6	1,002,000	6	389,900	7,521,640
2012																	
JANUARY	14	4,044,988	0	0	14	349,665	14	453,957	0	0	1	2,614,700	3	867,193	3	120,578	8,451,081
FEBRUARY	19	5,402,377	2	4,258,553	21	171,645	17	145,218	0	0	0	0	10	960,664	5	105,300	11,043,757
MARCH	23	5,389,389.00	0	0	23	304,420	18	322,709	0	0	0	0	4	489,979	7	362,115	6,868,612
APRIL	12	3,120,332	0	0	12	388,243	22	291,776	0	0	0	0	3	1,527,575	5	69,837	5,397,763
MAY	23	6,336,462	0	0	23	284,724	19	543,525	0	0	0	0	1	3,000,000	11	91,491	10,256,202
JUNE																	0
TOTALS TO DATE	189	48,601,069	11	9,063,653	200	3,109,637	180	4,345,281	0	0	5	6,745,455	39	9,916,860	71	2,851,821	84,633,776

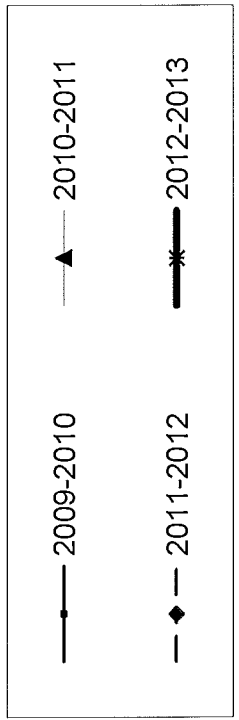
**BUILDING ACTIVITY**  
**\$M Value**



# DWELLING UNITS



MONTH



AGENDA ITEM 2.2 REFERS

Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
130294	McGonnell Alan Desmond	M & G BLAKE	AMENDMENT TO BP120178 - ALTERATIONS TO MAIN	82-84	Lot 522	STIRLING TERRACE	ALBANY
130309	RYDE BUILDING COMPANY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED	1	Lot 48	MASKILL PLACE	ALBANY
130319	DOWNRITE DEMOLITION	P & K & C ROGERSON	DEMOLITION	114-118	Lot 1	ABERDEEN STREET	ALBANY
130320	Baroven Pty Ltd	P & K & C ROGERSON	ALTERATIONS TO EXISTING OFFICE - CERTIFIED	114-118	Lot 1	ABERDEEN STREET	ALBANY
130153	OUTDOOR WORLD	Owner's name & address not shown at their request	PATIO - UNCERTIFIED	6	Lot 219	FRANKLIN COURT	BAYONET HEAD
130278	L J BRENTON	GZ GLIGOREVIC	CARPOR AND SHED - UNCERTIFIED	3	Lot 202	LOUND STREET	BAYONET HEAD
130290	RANBUILD GREAT SOUTHERN	H & M GRANUCCI	SHED - UNCERTIFIED	63	Lot 34	BAYONET HEAD ROAD	BAYONET HEAD
130296	ECOFIT HOMES	ALBANY LIFESTYLE VILLAGE	PARK HOME SITE 28	20	Lot 500	ALISON PARADE	BAYONET HEAD
130297	ECOFIT HOMES	PTY LTD ALBANY LIFESTYLE VILLAGE	PATIO - UNCERTIFIED	20	Lot 500	ALISON PARADE	BAYONET HEAD
130313	R & E SCHLAGER	PTY LTD LOWE PTY LTD &	NEW DWELLING - CERTIFIED		Lot 9001	HOUGHTON	BAYONET HEAD
130324	ECOFIT HOMES	DEPARTMENT OF HOUSING NATIONAL LIFESTYLE	PARK HOME SITE 23	20	Lot 500	BOULEVARD ALISON PARADE	BAYONET HEAD
130325	ECOFIT HOMES	VILLAGES ALBANY LIFESTYLE VILLAGE	PATIO SITE 23 -	20	Lot 500	ALISON PARADE	BAYONET HEAD
130335	ECOFIT HOMES	PTY LTD NATIONAL LIFESTYLE	UNCERTIFIED PARK HOME - SITE 39	20	Lot 500	ALISON PARADE	BAYONET HEAD
130338	ECOFIT HOMES	VILLAGES ALBANY LIFESTYLE VILLAGE	PATIO - UNCERTIFIED - SITE 39	20	Lot 500	ALISON PARADE	BAYONET HEAD
130343	MCB CONSTRUCTION PTY LTD	PTY LTD J & C HODGETTS	CARPOR - UNCERTIFIED	45	Lot 840	WARLOCK ROAD	BAYONET HEAD
130344	OCCUPANCY PERMIT	CUSCUNA NOMINEES PTY LTD	OCCUPANCY PERMIT	206	Lot 508	LOWER KING ROAD	BAYONET HEAD



Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
130280	DAVID BRUCE & PENELOPE WYATT	D & P WYATT	NEW DWELLING SHED & RAINWATER TANKS - UNCERTIFIED				BORNHOLM
130288	PLUNKETT HOMES (1903) PTY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED	50	Lot 8	LION STREET	CENTENNIAL
130310	MATHOS ENGINEERING	M & S MUSCAT	UNCERTIFIED RAMP - UNCERTIFIED	134-136	Location 12 4	ALBANY HIGHWAY	PARK CENTENNIAL
130303	Puls Graeme & Cheryl	SOUTHERN ABORIGINAL CORPORATION	ADDITIONS/ALTERATIONS - CERTIFIED SHED - UNCERTIFIED	63-65	Lot 18	TROODE STREET	PARK COLLINGWOOD
130236	SOUTH COAST SHEDS	P & J GENDLE	NEW DWELLING - UNCERTIFIED	136	Lot 102	BAY VIEW DRIVE	PARK KALGAN
130271	LEEDER GREGORY	R & J COFFEY	NEW DWELLING - UNCERTIFIED				LITTLE GROVE
130329	MCB CONSTRUCTION PTY LTD	G & J WOODALL	SHED - UNCERTIFIED	90	Lot 3	BAY VIEW DRIVE	LITTLE GROVE
130302	SOUTH COAST SHEDS	DG FISHER & DEPARTMENT OF HOUSING	SHED - UNCERTIFIED	15	Lot 457	VIVIAN CRESCENT	LOCKYER
130247	RYDE BUILDING COMPANY PTY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED		Lot 20	RIVERVALE CHASE	LOWER KING
130270	WA COUNTRY BUILDERS PTY LTD	Owner's name & address not shown at their request	RELOCATE RAIN WATER TANK - UNCERTIFIED		Location 520	HILLVIEW RISE	LOWER KING
130291	OWNER BUILDER	shown at their request	PATIO - UNCERTIFIED		Lot 3		LOWLANDS
130265	BLUEWATER TANKS	DO SPRONK	WATER TANK - UNCERTIFIED	3098	Lot 1	LOWER DENMARK	LOWLANDS
130281	FENELLA SEPT	FA SEPT	SHED - UNCERTIFIED	197	Location 6677	ROAD PFEIFFER ROAD	MANYPEAKS
130263	MATTHEW POCKOCK	D ARNEY & A ARNEY	NEW DWELLING - UNCERTIFIED	176	Lot 176	LOWANNA DRIVE	MARBELUP
130286	CLINTON & SHARELLE PLUG	C & S PLUG	NEW DWELLING - UNCERTIFIED	190	Lot 174	LOWANNA DRIVE	MARBELUP
130316	OWNER BUILDER	J & MRS D MILLS	UNCERTIFIED SHED - UNCERTIFIED	376	Lot 151	LOWANNA DRIVE	MARBELUP
130321	BUILDING APPROVAL	P VANNI	BUILDING APPROVAL - CERTIFICATE - ADDITIONS TO DWELLING & ASSO				MCKAIL
130225	RYDE BUILDING COMPANY PTY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED	31	Location 386	MONCRIEFF ROAD	MCKAIL

Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
130252	KOSTERS OUTDOOR PTY LTD	MR LEMBO	PATIO - UNCERTIFIED	15	Location 381	EDINBURGH ROAD	MCKAIL
130266	OWNER BUILDER	L & N KNUJMAN	CARPORT - UNCERTIFIED	30	Lot 1 Location 492	SCORPIO DRIVE	MCKAIL
130311	FORMATION HOMES PTY LTD	B & C BOWMAN	NEW DWELLING - UNCERTIFIED	7	Lot 27 Lot 342	SATELLITE CLOSE	MCKAIL
130317	MATTHEW POCOCK	SA BARTON	NEW DWELLING - UNCERTIFIED	31	Lot 337	COMET CORNER	MCKAIL
130318	MATTHEW POCOCK	BJJ GAUGG & JI JONES	NEW DWELLING - UNCERTIFIED	10	Lot 333	SATELLITE CLOSE	MCKAIL
130331	RYDE BUILDING COMPANY PTY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED	11	Lot 340	SATELLITE CLOSE	MCKAIL
130340	WA COUNTRY BUILDERS PTY LTD	Owner's name & address not shown at their request	UNCERTIFIED AMENDED LOCATION OF DWELLING APPROVED	577	Location 386	ALBANY HIGHWAY	MCKAIL
130347	HOME GROUP WA GREAT SOUTHERN PTY LTD	Owner's name & address not shown at their request	UNDER BP 302058 & ALTE NEW DWELLING - UNCERTIFIED	11	Location 492	MOON PARADE	MCKAIL
130359	FORMATION HOMES PTY LTD	FORMATION HOMES PTY	NEW DWELLING - UNCERTIFIED	23	Lot 168 Lot 726	KITCHER PARADE	MCKAIL
130208	DOWNWRITE DEMOLITION LTD	NATIONAL TRUST OF AUSTRALIA (WA)	UNCERTIFIED DEMOLITION PERMIT	170	Lot 124	MIDDLETON ROAD	MIRA MAR
130298	JR GOMM	B & G HEMLEY	RESIDENTIAL LIFT - FREE STANDING - UNCERTIFIED	63	Lot 24	DREW STREET	MIRA MAR
130314	MEUZELAAR ENTERPRISES PTY LTD	BU BUCHANAN & KAJ DREW	GARAGE - UNCERTIFIED	29	Lot 208	BLUFF STREET	MIRA MAR
130322	DOWNWRITE DEMOLITION	NATIONAL TRUST OF AUSTRALIA (WA)	DEMOLITION - ABLUTION BLOCK	13-17	Lot 127	BEAUCHAMP STREET	MIRA MAR
130275	Wauters Enterprises Pty Ltd	CITY OF ALBANY (VESTED)	MOUNT CLARENCE		Location RES		MOUNT
120480	BUILDING APPROVAL STRATA	CROWN LAND RG GLIOSCA & AC GLIOSCA	INFRASTRUCTURE UPGRADE BUILDING APPROVAL	4	27068 R Lot 36	VERDI STREET	CLARENCE MOUNT
130326	PULS PATIOS	J & R & J STOKES & MEA	STRATA PATIO - UNCERTIFIED	1423	Lot 31	NANARUP ROAD	MELVILLE NANARUP
		MALLABY					

Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
130337	OWNER BUILDER	M & C POOLE	GARAGE - UNCERTIFIED	331	Location 7440	DEEP CREEK ROAD	NAPIER
130348	RYDE BUILDING COMPANY PTY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED	71	Lot 260	CARBINE STREET	ORANA
130284	BEN CANDY CONSTRUCTIONS LTD	P & M NESBITT	PATIO - UNCERTIFIED				ROBINSON
130283	ALAN HORDACRE & KYLIE RICHES	AL HORDACRE & KM RICHES	VERANDAH & STABLES - UNCERTIFIED	84	Location 33	SAND PIT ROAD	ROBINSON
130334	AD CONTRACTORS PTY LTD	MM MEUZELAAR	DEMOLITION OF OLD IWASHING SHED AND FIBRO FENCE	172	Lot 97	FRENCHMAN BAY	ROBINSON
130273	JR GOMM	Owner's name & address not shown at their request	PATIO - UNCERTIFIED	102	Lot 15	ROAD COLLINGWOOD ROAD	SEPPINGS
130258	HOME GROUP WA GREAT SOUTHERN PTY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED	4	Lot 553	STOKES TERRACE	SPENCER PARK
130279	WAUTERS ENTERPRISES PTY LTD	ROMAN CATHOLIC BISHOP	FULL DEMOLITION OF MAINTENANCE SHED	30	Location	MARTIN ROAD	SPENCER PARK
130301	OWNER BUILDER	OF BUNBURY K & A ROBINSON	SHED - UNCERTIFIED	79	Lot 27, 222, 221, Location 42	DAVID STREET	SPENCER PARK
130306	GREAT SOUTHERN BOUNDARIES	R & C PLANT	RETAINING WALL - UNCERTIFIED	6	Lot 110	HUGEL PLACE	SPENCER PARK
130264	T & W BRADY	SI WOOD & MJ PENNO	NEW DWELLING - UNCERTIFIED	207	Lot 71	PERKINS BEACH ROAD	TORBAY
130333	OWNER BUILDER	ELMS COURT HOLDINGS	RAINWATER TANK - UNCERTIFIED	121	Location 4805	THOMAS ROAD	TORBAY
130277	TURPS STEEL FABRICATIONS PTY LTD	HAWTHORN HOUSE	GARAGE AND UNDERCOVER	40	Location RES	HENRY STREET	RRENUP
130300	RYDE BUILDING COMPANY PTY LTD	Owner's name & address not shown at their request	AREA - UNCERTIFIED - NEW DWELLING - UNCERTIFIED	50919	Lot 501		WILLYUNG
130253	OWNER BUILDER	D & N MARSH	DEMOLITION OF EXISTING SHED - SHED TO BE RELOCATED ON SAME P	136	Lot 212	GREENWOOD DRIVE	WILLYUNG
130254	OWNER BUILDER	ID & N MARSH	RELOCATED SHED - UNCERTIFIED	136	Lot 212	GREENWOOD DRIVE	WILLYUNG
130268	OWNER BUILDER	IP & C ADAMS	SHED - UNCERTIFIED	6	Lot 227	MANITON WAY	WILLYUNG

Application Number	Builder	Owner	Description of Application	Street #	Property Description	Street Address	Suburb
130328	OWNER BUILDER	H & J TEN HAAF	SOLID ANNEXE TO CARAVAN	795	Location 245 Lot 4	CHESTER PASS ROAD	WILLYUNG
130287	PLUNKETT HOMES (1903) PTY LTD	Owner's name & address not shown at their request	NEW DWELLING - UNCERTIFIED				YAKAMIA
130282	OWNER BUILDER	GB LEMBO	RELOCATE GARAGE - UNCERTIFIED	7	Lot 84	LESLIE STREET	YAKAMIA
130285	TURPS STEEL FABRICATIONS	THE BAPTIST UNION OF WA	PATIO - UNCERTIFIED	20	Location RES	BETHEL WAY	YAKAMIA
130238	RANBUILD GREAT SOUTHERN	INCORPORATED BP DAVIS	FARM MACHINERY SHED - UNCERTIFIED	53	44636 Lot 381 Location 6074	SLEEMAN ROAD	YOUNGS SIDING

No.	SINGLE DWELLING	GROUP DWELLING	DOMESTIC/		HOTEL/	NEW	ADDITIONS/		OTHER
			OUTBUILDINGS	DWELLINGS			MOTEL	COMMERCIAL	
1	294,540		18,700	18,000			3,000,000	8,000	
2	636,890		2,000	60,000				4,321	
3	297,215		13,000	200,000				100	
4	267,753		13,500	4,000				9,000	
5	391,171		35,000	173,000				12,000	
6	369,439		32,000	8,000				1,000	
7	150,000		8,000	901				9,000	
8	196,000		18,500	3,000				11,000	
9	262,837		13,200	8,500				5,170	
10	210,724		31,000	2,145				5,500	
11	245,192		13,264	9,000				26,400	
12	519,500		2,500	4,000					
13	225,750		8,000	8,000					
14	278,759		17,000	5,500					
15	269,889		17,060	14,300					
16	239,633		42,000	6,430					
17	350,000			7,003					
18	236,064			4,200					
19	234,100			7,546					
20	220,000								
21	164,017								
22	134,303								
23	142,686								
Total	6336462		284724	543525	0	0	3000000	91491	

**Grand Total** \$10,256,202.00

N.B Red font denotes Park Home Licence

**CITY OF ALBANY**

**REPORT**

To : His Worship the Mayor and Councillors  
From : Administration Officer - Planning  
Subject : Planning Scheme Consents – May 2013  
Date : 5 June 2013

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1. The attached report shows Planning Scheme Consents issued under delegation by a planning officer for the month of January 2013.
2. Within this period 45 Planning Scheme Consent applications were determined, of these;
  - 43 Planning Scheme Consent applications were approved under delegated authority;
  - 1 Planning Scheme Consent application was conditionally approved by Council; and
  - 1 Planning Scheme Consent application was withdrawn.



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**Jessica Davidson**  
Administration Officer – Planning

**PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY**

Applications determined for May 2013

Application Number	Application Date	Applicant	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2130037	1/02/2013	Albany Legal Pty Ltd	Stirling Terrace	Albany	Change Of Use - Tavern	Conditionally Approved	31/05/2013	Tom Wenbourne
P2130054	15/02/2013	C Pursey	Collie Street	Albany	Change Of Use - Restaurant	Delegate Approved	22/05/2013	Tom Wenbourne
P2130137	4/04/2013	Hobbs Smith And Holmes Pty Ltd	Burgoyne Road	Albany	Single House - Alterations and Additions	Delegate Approved	28/05/2013	Craig McMurtrie
P2120319	30/11/2012	J Schreuders	Innes Street	Albany	Single House (Design Codes Relaxation and Policy Relaxation)	Delegate Approved	17/05/2013	Tom Wenbourne
P2130173	29/04/2013	Vrban Homes	Maddison Way	Bayonet Head	Single House	Delegate Approved	16/05/2013	Tom Wenbourne
P2130178	3/05/2013	I Hodgetts	Warlock Road	Bayonet Head	Single House - Addition (Carport) - Side Setback Relaxation	Delegate Approved	22/05/2013	Deb Delury
P2130160	19/04/2013	M & S Muscat	Albany Highway	Centennial Park	Bulky Goods Outlet - Additions (Ramp)	Delegate Approved	9/05/2013	Jessica Anderson
P2130170	24/04/2013	Plunkett Group	Hope Street	Collingwood Park	Single House (Design Codes Relaxation)	Delegate Approved	2/05/2013	Jessica Anderson
P2130036	1/02/2013	M Wright	Karrakatta Road	Goode Beach	Single House - Additions (Design Codes Relaxation)	Delegate Approved	2/05/2013	Jessica Anderson
P2130132	3/04/2013	South Coast Sheds	Hunton Road	Kalgan	Single House - Outbuilding	Delegate Approved	23/05/2013	Tom Wenbourne
P2130144	9/04/2013	S Adis	Henty Road	Kalgan	Development (Earthworks In Excess Of 600mm) - Dam	Delegate Approved	1/05/2013	Adrian Nicoll
P2130201	22/05/2013	C Fitzpatrick	Levardia Road	Kronkup	Single House	Delegate Approved	27/05/2013	Adrian Nicoll
P2130114	14/03/2013	Salvation Army Community Store	Chester Pass Road	Lange	Showroom And Warehouse - Addition (Sea Container)	Delegate Approved	29/05/2013	Tom Wenbourne
P2130131	3/04/2013	T Scott	Blackswan Court	Little Grove	Single House (Design Codes Relaxation)	Delegate Approved	9/05/2013	Adrian Nicoll
P2130153	17/04/2013	R Slobe	Wilson Street	Little Grove	Grouped Dwelling x 2 (second dwelling to be located at north west corner of lot)	Delegate Approved	14/05/2013	Adrian Nicoll
P2130181	6/05/2013	MCB Construction	Bay View Drive	Little Grove	Single House - Outbuilding (Front Setback Relaxation)	Delegate Approved	28/05/2013	Tom Wenbourne
P2130152	3/04/2013	Ryde Building Company Pty Ltd	Rivervale Chase	Lower King	Single House And Outbuilding	Delegate Approved	6/05/2013	Jessica Anderson

AGENDA ITEM 2.2 REFERS

Application Number	Application Date	Applicant	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2130180	6/05/2013	P Trahair	Nambucca Rise	Lower King	Single House - Outbuilding (removal of existing and construction of new outbuilding)	Delegate Approved	31/05/2013	Deb Delury
P2130205	24/05/2013	I Tarbotton	Bon Accord Road	Lower King	Single House - Additions	Delegate Approved	27/05/2013	Adrian Nicoll
P2120237	20/09/2012	H&H Architects	Kula Road	Lower King	Public Recreation (Boardwalk And Shelter)	Delegate Approved	20/05/2013	Taylor Gunn
P2130168	24/04/2013	D Arney	Lowanna Drive	Marbelup	Single House And Outbuilding	Delegate Approved	6/05/2013	Jessica Anderson
P2130109	13/03/2013	L Brenton	Moncrieff Road	Mckail	Single House - Outbuilding (Overheight)	Withdrawn	20/05/2013	Deb Delury
P2130163	22/04/2013	G Cluett	Orion Avenue	Mckail	Single House - Outbuilding (Setback Relaxation)	Delegate Approved	2/05/2013	Jessica Anderson
P2130165	15/04/2013	Ryde Building Company Pty Ltd	Moncrieff Road	Mckail	Single House	Delegate Approved	17/05/2013	Tom Wenbourne
P2130020	18/01/2013	M Ford	Flinders Parade	Middleton Beach	Public Recreation (Outdoor Shower)	Delegate Approved	7/05/2013	Adrian Nicoll
P2130146	10/04/2013	MCB Construction Pty Ltd	Chester Pass Road	Milpara	Bulky Goods Outlet - Addition	Delegate Approved	30/05/2013	Tom Wenbourne
P2130147	11/04/2013	National Trust Of Australia (WA)	Middleton Road	Mira Mar	Single House - Demolition (Heritage Listed)	Delegate Approved	2/05/2013	Tom Wenbourne
P2130156	18/04/2013	M De Giambattista	Cockburn Road	Mira Mar	Single House - Outbuilding (Design Codes Relaxation)	Delegate Approved	6/05/2013	Jessica Anderson
P2130121	20/03/2013	Albany Elite Earthmoving And Drainage	Durman Place	Mount Melville W	Development (Earthworks In Excess Of 600mm) - Retaining Wall	Delegate Approved	3/05/2013	Deb Delury
P2130162	22/04/2013	M Poole	Deep Creek Road	Napier	Single House - Outbuilding	Delegate Approved	6/05/2013	Jessica Anderson
P2120204	6/09/2012	Denmark Survey & Mapping	Nullaki Drive	Nullaki	Single House And Outbuilding; Including Development Areas for main residence and caretaker's dwelling	Delegate Approved	8/05/2013	Tom Wenbourne
P2130111	13/03/2013	R Siemiginowski	Albany Highway	Orana	Cinema - Additions	Delegate Approved	6/05/2013	Tom Wenbourne
P2130058	18/02/2013	M Harding	Frenchman Bay Road	Robinson	Single House - Outbuilding	Delegate Approved	9/05/2013	Jessica Anderson
P2130158	19/04/2013	B Candy	Princess Avenue	Robinson	Single House - Additions (Patio)	Delegate Approved	2/05/2013	Jessica Anderson



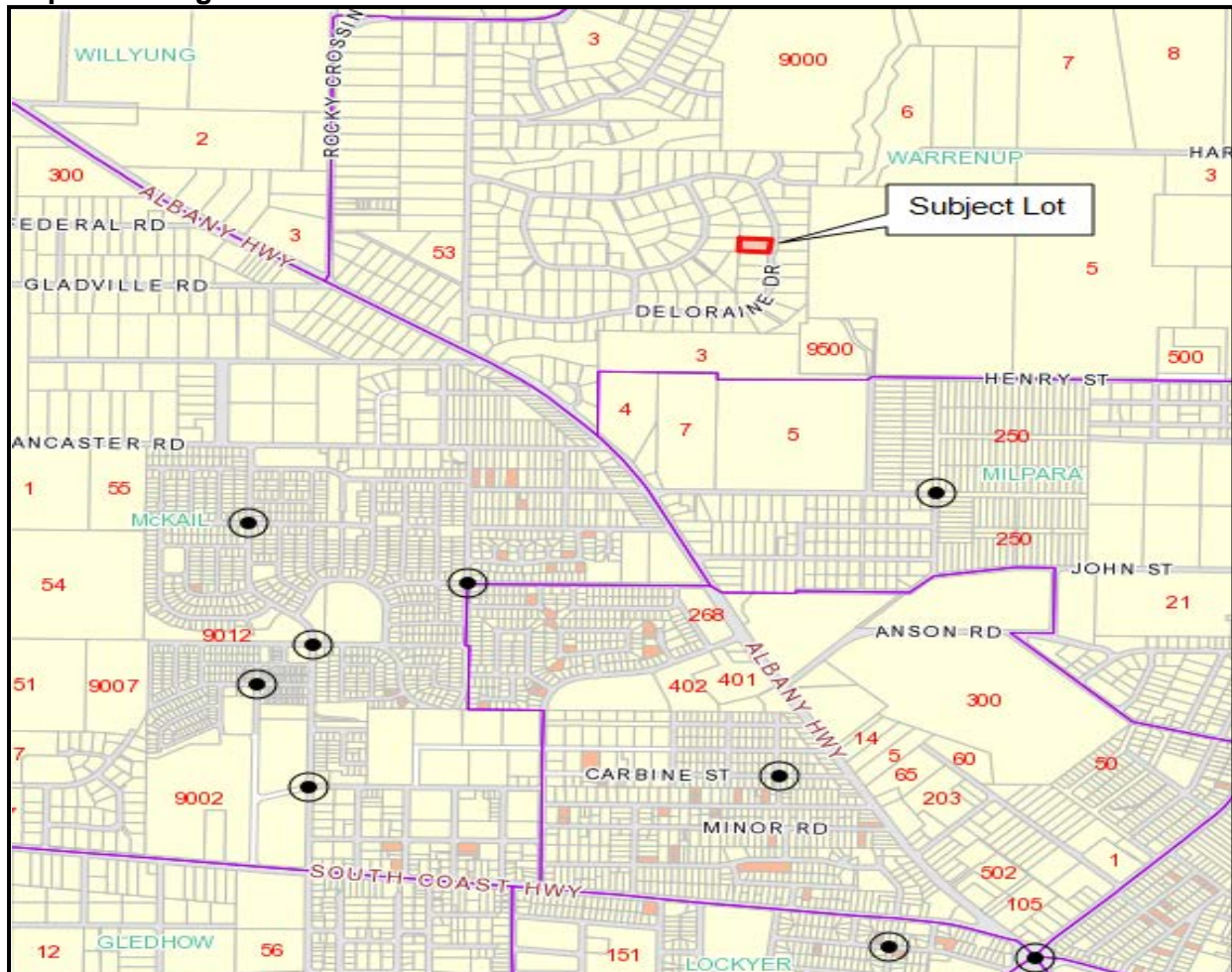
AGENDA ITEM 2.2 REFERS

Application Number	Application Date	Applicant	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2130177	2/05/2013	A Hordacre	Sand Pit Road	Robinson	Single House - Additions and Stable	Delegate Approved	14/05/2013	Adrian Nicoll
P2130184	8/05/2013	L Brand	Manni Road	Robinson	Development (Earthworks In Excess Of 600mm) - Separation Barrier	Delegate Approved	22/05/2013	Adrian Nicoll
P2130139	5/04/2013	Home Group WA Great Southern	Stokes Terrace	Spencer Park	Single House (Design Codes Relaxation)	Delegate Approved	2/05/2013	Jessica Anderson
P2130157	19/04/2013	Great Southern Boundaries	Hugel Place	Spencer Park	R-Codes Relaxation - Retaining Wall On Boundary	Delegate Approved	8/05/2013	Deb Delury
P2130185	9/05/2013	D Ten Haaf	Warrenup Place	Warrenup	Single House - Outbuilding	Delegate Approved	31/05/2013	Tom Wenbourne
P2130159	19/04/2013	D Marsh	Greenwood Drive	Willyung	Development (Relocation of Existing Shed)	Delegate Approved	7/05/2013	Deb Delury
P2130164	17/04/2013	Ryde Building Company Pty Ltd	Neilson Road	Willyung	Grouped Dwelling	Delegate Approved	7/05/2013	Tom Wenbourne
P2130174	30/04/2013	Caltex Energy WA	Menang Drive	Willyung	Service Station - Addition (Transportable Toilets)	Delegate Approved	8/05/2013	Adrian Nicoll
P2130149	12/04/2013	Powerhouse Architectural Drafting	Beaufort Road	Yakamia	Education Establishment - Additions (Kindergarten)	Delegate Approved	24/05/2013	Deb Delury
P2130154	18/04/2013	Turps Steel Fabrications	Bethel Way	Yakamia	Education Establishment - Additions	Delegate Approved	2/05/2013	Deb Delury
P2130166	23/04/2013	Home Group WA Great Southern	Hume Corner	Yakamia	Single House (Front Setback Relaxation)	Delegate Approved	22/05/2013	Tom Wenbourne

**2.3: LAND USE APPLICATION – TEMPORARY ACCOMMODATION – LOT 169 DELORAINE DRIVE**

**Land Description** : Lot 169 Deloraine Drive  
**Proponent/Owner** : William Casserly  
**Attachment** : Temporary Accommodation Policy  
**Responsible Officer(s)** : Executive Director Planning and Development Services (D Putland)

**Maps and Diagrams:**



**IN BRIEF**

- An application was received for temporary accommodation at Lot 169 Deloraine Drive.
- The proposal does not comply with Council Policy 2G Temporary Accommodation, Clause G1, which states; *'The applicant must be an owner-builder'*.
- The applicant has a building permit for a dwelling to be built by a 'registered builder' and not an "owner builder".
- Staff do not have the necessary delegation to relax a provision of a Policy.
- Council may decide to relax a Policy provision after considering the objective of the Policy and submissions.
- The objective of the Temporary Accommodation Policy is: *to provide guidelines for landholders seeking to live on their property whilst constructing their permanent housing.*
- Neighbouring properties were consulted and at the close of the advertising period (8 May), one letter of support was received.

**RECOMMENDATION**

**ITEM 2.3: RESOLUTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

1) **THAT Council resolves to ISSUE a Notice of Planning Scheme Consent for 'Temporary Accommodation' at Lot 169 Deloraine Drive subject to the following conditions:**

- 1) **Temporary Accommodation must be in a caravan either containing or connected to a laundry, shower and toilet facilities that meet the requirements of Environmental Health and Building Services and comply with the Caravan Parks and Camping Grounds Regulations 1997.**
- 2) **The building site being clearly demarcated and appropriately fenced to prevent unauthorised access to the satisfaction of the City;**
- 3) **Safe access being provided to the temporary accommodation;**
- 4) **The Building site to complying with all Work safe requirements.**
- 5) **The Temporary accommodation approval being limited to 1 year and meeting the following criteria**
  - a. **Floor slab being laid within three months;**
  - b. **Dwelling being at wall plate height within eight months;**
  - c. **Dwelling being at lock-up stage within 12 months;**

2) **THAT Council resolves to commission staff to undertake a review of the 'Temporary Accommodation Policy'**

**CARRIED EN BLOC**

**BACKGROUND**

1. An application was received for temporary accommodation at Lot 169 Deloraine Drive subsequent to compliance investigations and discussions with the Owner of the Lot.
2. An anonymous member of the community brought to the attention of staff at the City that an outbuilding at 169 Deloraine Drive was being used for human habitation purposes.
3. Property owner was contacted and advised that an outbuilding is a Class 10a building under the Building Code of Australia (1996), which is a non-habitable building. Staff advised the owner that the City may consider temporary accommodation within a caravan in accordance with Council's 'Temporary Accommodation' Policy.
4. The owner has since acquired and is now living in a caravan on site.

**DISCUSSION**

5. The application for temporary accommodation complies with the City's Policy on the following grounds:
  - The property in question is greater than 4000m<sup>2</sup> (4617m<sup>2</sup>); and
  - The property is zoned 'Special Residential';
6. The application for temporary accommodation does not comply with the policy requirement that requires the occupant to be an owner builder
7. The requirement for the applicant to be an owner builder does not relate to any other legislation and does not facilitate the ultimate intent, which is to support temporary accommodation (max 12 months) whilst a dwelling is being constructed.

8. The major concern is for the health and safety of the occupier of the temporary accommodation whilst living on an active building site. These matters can however be addressed through the proposed number of conditions.
9. Staff at the City undertook research to ascertain how other Local Governments deal with requests for temporary accommodation. Research revealed that the City of Busselton, Town of Port Headland, Shire of Ravensthorpe, Shire of Manjimup, City of Gosnells, Shire of Northam, Shire of Harvey and Shire of York have Policies to assist owners in the building of their dwelling and to ensure the temporary accommodation commensurate with building and health standards. None of these policies required the applicant to be an owner builder.
10. On review of temporary accommodation policies adopted by other Local Governments, the following conditions are consistently applied:
  - The temporary accommodation is to be located in rural and rural residential zones – no size limit stipulated;
  - Temporary Accommodation must be in a caravan either containing or connected to a laundry, shower and toilet facilities that meet the requirements of Environmental Health and Building Services;
  - Accommodation is limited to 12 months;
  - The occupant has legal write to camp in a caravan on the land; and
  - Temporary Accommodation approval will be given when a Building License has been issued for the proposed dwelling.
11. Staff will be reviewing this policy in light of these investigations and also in light other concerns relating to the impact that this use has on the amenity of the area and the potential for land use conflict especially in areas with smaller lots.

#### **GOVERNMENT CONSULTATION**

12. There is no requirement or need to consult with government organisations in relation to this application.

#### **PUBLIC CONSULTATION / ENGAGEMENT**

13. Properties within the vicinity of Lot 169 Deloraine Drive were consulted and at the close of advertising, one letter of support from a direct neighbouring property was received. The following comments were made:

*My property abounds the one in question on the western side. My partner and I have met several times 'over the fence' with our neighbour and discussed his plans to build and his desire to reside on the block until his house is completed. They keep their premises very neat and tidy and have made terrific inroads in establishing an orchard and landscaping around the rest of the property, all obvious indicators that Roley and Linda intend to push for their house to be finished as soon as possible so they can move in. To this end, please be advised that Nory and I have no problems whatsoever with Roley and Linda living on-site and in their caravan until their home is finished.*

## STATUTORY IMPLICATIONS

14. *Caravan and Camping Grounds Regulations 1997 (CCGR) and the Building Codes of Australia 2012 deal with living in caravans*. The CCGR supports a person camping on land for a period specified by the local government if such approval will not result in the land being camped on for longer than 12 months, the person owns or has a legal right to occupy the land and the person camps in a caravan on the land while a permit has effect in relation to the land. The *Building Codes of Australia 2012* defines a permit as: *'The person who is named as the builder on a building permit'*.

## STRATEGIC IMPLICATIONS

15. *"This item relates to the following elements of the City of Albany Strategic Plan (2011 2021):*

### **Community Priority**

*Policy and Procedures*

### **Proposed Strategies**

- *Develop clear processes and policies and ensure consistent, transparent application across the organisation.*
- *Regularly review all policies in consultation with community and key stakeholders.*

## POLICY IMPLICATIONS

16. Council has adopted Policy 2G 'Temporary Accommodation'. The application for temporary accommodation does not comply with the City's Policy as the applicant is not an owner builder.
17. In accordance with Clause 6.9.4 (A) of Town Planning Scheme 3 the Council is not bound by a policy when considering a planning application, however Council in considering a variation is to take into account the provisions of the policy and objectives which the policy was designed to achieve and any submissions lodged, before making its decision.
18. The objective of the Temporary Accommodation Policy is: *to provide guidelines for landholders seeking to live on their property whilst constructing their permanent housing.*
19. Neighbouring properties were consulted and at the close of advertising, one letter of support from a direct neighbouring property was received.

## RISK IDENTIFICATION & MITIGATION

20. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Toilet, bathroom and laundry facilities need to comply with standards required by the Building Code of Australia and the Health Act.</i>	<i>Likely</i>	<i>Health impacts to humans and environment if not developed to required standards.</i>	<i>Low</i>	<i>Councils Environmental Health Officers and Building Surveyors assess toilet, bathroom and laundry facilities to make compliant with standards.</i>
<i>Council's support for the proposal could create a precedent for other applications and devalue the policy.</i>	<i>Likely</i>	<i>Minor</i>	<i>Medium</i>	<i>Should Council support the proposal, it should consider whether the policy should be reviewed to accommodate similar applications.</i>

**FINANCIAL IMPLICATIONS**

21. There are no financial issues in relation to this planning application an Temporary Accommodation application fee of \$200 still needs to be paid to the Environmental Health service team if this application is approved.

**LEGAL IMPLICATIONS**

22. Opportunity exists for an applicant to appeal a planning decision and/or condition to the State Administrative Tribunal.

**ALTERNATE OPTIONS**

23. The Council may refuse the application as it does not comply with Council's adopted Policy.

**SUMMARY CONCLUSION**

24. The application complies with Council Policy other than a requirement that the builder is an 'Owner Builder'.
25. This requirement does not relate to any other legislation and does not facilitate the ultimate intent, which is to support temporary accommodation (max 12 months) whilst a dwelling is being constructed.
26. Recommend that the Council support the application subject to conditions and direct staff to amend the 'Temporary Accommodation Policy' to make more appropriate to the intent.

<b>Consulted References</b>	:	Policy 2G 'Temporary Accommodation' <i>Caravan and Camping Grounds Regulations 1997</i> <i>Building Codes of Australia 2012</i>
<b>File Number (Name of Ward)</b>	:	P2130103
<b>Previous Reference</b>	:	Nil

# **City of Albany**

## **Planning Policy**

# **TEMPORARY ACCOMMODATION**

## 2G TEMPORARY ACCOMMODATION

*Objective:*

**To provide guidelines for landowners seeking to live on their property whilst constructing their permanent housing.**

### G1 Policy Provision

Approval for temporary occupation will only be granted for properties greater than 4000m<sup>2</sup> in area and zoned in the City's Town Planning Schemes as Rural, Special Rural or Special Residential.

Temporary accommodation will only be permitted in a caravan that must remain in a condition that readily permits its removal from the site at all times. Sleeping and cooking activities must be confined to the caravan.

Toilet, bathroom and laundry facilities must be provided to the minimum health standards required by the Building Code of Australia and the Health Act. These facilities may be in a shed constructed on-site and alongside which the caravan is parked.

All facilities must be inspected before occupation of the temporary accommodation.

All ablution facilities must be connected to an approved on-site sewage treatment and effluent disposal system approved by the City.

Temporary accommodation is limited to a period of one (1) year. Council may support an application to extend the time frame provided the landowner undertakes to meet the following criteria:

- 1) Floor slab must be laid within three months;
- 2) Dwelling must be at wall plate height within eight months;
- 3) Dwelling must be at lock-up stage within 12 months; and
- 4) The potential for the dwelling being completed within 18 months.

The applicant must be an owner-builder and hold a current building licence for the construction of a dwelling on the property prior to the approval being considered.

The applicant must complete a Temporary Accommodation Agreement Deed (**see Appendix 1**) and pay the applicable fee which must be paid on a pro-rata basis up to June 30 of that year.

All fees must be paid by July 1 each year subject to the satisfactory progress of the dwelling as outlined above.

Council reserves the right to revoke temporary occupation permission if it is at any time dissatisfied with the rate of progress of the dwelling, with the amenity of the site or the general terms of the approval not being complied with.



# APPENDIX 1:

## DEED OF AGREEMENT FOR TEMPORARY CARAVAN ACCOMMODATION

This is a formal Deed of Agreement between the City of Albany and the applicant(s) to reside on their property in approved temporary caravan accommodation while their permanent dwelling is being constructed on the same land.

APPLICANT(S):.....

ADDRESS: .....  
.....  
.....

TELEPHONE NO: .....

BUILDING LICENCE NUMBER OF PERMANENT DWELLING: .....

ADDRESS OF PROPERTY FOR PROPOSED TEMPORARY CARAVAN ACCOMMODATION:  
.....  
.....  
.....

REASON FOR REQUEST:  
.....  
.....  
.....

PROPOSED TIMEFRAME FOR BUILDING CONSTRUCTION OF DWELLING:  
.....  
.....  
.....

TYPE OF CARAVAN TO BE USED (INCLUDE LICENCE NUMBER, SIZE AND MAKE OF CARAVAN):

.....  
.....

.....  
.....

.....  
.....

I/WE.....  
.....

Of.....  
.....

.....  
.....

.....  
.....

**have applied to the City of Albany for Temporary Caravan Accommodation during the construction phase of a permanent dwelling on that land.**

I/We understand fully the terms and conditions of this Agreement and Guidelines for Temporary Caravan Accommodation and accept them completely.

Further, I/We will vacate and remove the temporary caravan accommodation if instructed by a Council Environmental Health Officer due to a lack of sufficient building progress as outlined in the Guidelines and where there is non-compliance with any conditions of approval, or if I/We have remained in temporary caravan accommodation for a greater period than approved by Council or the Minister for Local Government.

If in the event I/We do not vacate and/or remove the temporary caravan accommodation as instructed by a Council Environmental Health Officer, I/We permit the Council to undertake this removal at my/our cost.

Signed: .....

Date: .....

Signed: .....

Date: .....

**2.4: DEVELOPMENT APPLICATION – OVERSIZE SHED (GENERAL PURPOSE) – 110 RIVERSIDE ROAD, KALGAN**

<b>Land Description</b>	: 110 Riverside Road, Kalgan
<b>Proponent</b>	: Mr Richard Walker
<b>Owner</b>	: Mr R & Mrs J Walker
<b>Attachments</b>	: Statement of Justification Site Plan/Elevations Adjoining Owner Comment
<b>Responsible Officer(s)</b>	: Executive Director Planning & Development Services (D Putland)

**Maps and Diagrams:**



**IN BRIEF**

- This is a development application for a non habitable structure at 110 Riverside Road, Kalgan, requesting a relaxation of the City of Albany Non-habitable Structures Policy.
- The Non-habitable Structures Policy has two size allowances in the Rural Village zone depending on the lot size. 150m<sup>2</sup> for lots under 4,000m<sup>2</sup> and 170m<sup>2</sup> for lots over 4,000m<sup>2</sup>. The subject lot is over 22,000m<sup>2</sup>.
- The proposed shed is 115m<sup>2</sup> in area, which together with an existing approved shed of 90m<sup>2</sup> is 35m<sup>2</sup> over the allowance permitted in the Non-habitable Structures Policy for this size lot in the Rural Village zone as per the Policy.
- Council is required to determine the application as a variation to this policy is not delegated to Staff.

**RECOMMENDATION**

**ITEM 2.4: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR GREGSON  
SECONDED: COUNCILLOR SUTTON**

**THAT Council resolves to:**

- 1. VARY provision 2 C i of the Non-habitable Structures Policy as it relates to construction of an additional 115m<sup>2</sup> shed at 110 Riverside Road, Kalgan;**  
**And**
- 2. ISSUE a Notice of Planning Scheme Consent for the Shed at 110 Riverside Road, Kalgan; subject to the following conditions:**
  - A. Development shall be undertaken in accordance with the submitted detail and subject to any amendments made in red on the approved plans.**
  - B. Prior to the commencement of construction stormwater disposal plans and details shall be submitted to and approved in writing by the City of Albany.**
  - C. Development shall be carried out in accordance with the details approved pursuant to Condition B.**
  - D. Prior to the commencement of development, a schedule of external materials and colours shall be submitted to and approved in writing by the City of Albany.**
  - E. The development hereby approved shall be used for domestic storage only and shall not be used for commercial or business related activity or for human habitation, unless otherwise approved in writing by the City of Albany.**

**CARRIED 7 -3**

**Record of Vote**

Against the Motion: Councillors Bostock, Hammond and Stocks.

**BACKGROUND**

1. The former City of Albany Outbuildings Policy did not include an allowance for outbuildings within the Rural Village zone as there were no Rural Village zones in any of the City's Town Planning Schemes at the time the policy was written and adopted.
2. The new Non-habitable Structures Policy has included provisions for this zone and set the incremental allowances based on the predominant lots sizes that would be created through subdivision as permitted through the structure plan. The allowances given are directly comparable to the lot size allowances in other similar zones.
3. There was no allowance for very large lots within Rural Village zones made in the policy as the larger lots within the Structure Plan area are for the most part already developed, and the majority of development within the zone would be the creation of smaller lots then falling within the ranges covered by the new policy. It was considered that there would be limited requests outside the lot sizes covered by the new policy and any such requests could be dealt with on a case by case basis on their individual merits.
4. The subject site is 2.23ha in area and is zoned Rural Village under Town Planning Scheme 3. Under the terms of the Kalgan Rural Village Structure Plan further subdivision of this lot can be considered subject to land capability and this would go through the normal subdivision application process.
5. This application is for a shed to be used for storage in connection with the occupation and maintenance of the property, located at 110 Riverside Road, Kalgan. The development does not comply with Council's Non-habitable Structures Policy in terms of the proposed cumulative floor area of the proposed shed together with an existing approved shed.
6. Council's Non-habitable Structures Policy sets the permitted development criteria for outbuildings according to the zone and lot area. It follows the general principle that the larger the lot size, the larger the footprint of structures you can have within certain parameters and limits.

**DISCUSSION**

7. The proponent seeks Planning Scheme Consent for a variation of the Non-habitable Structures Policy in respect of the floor area allowance for this large Rural Village Zoned lot.
8. The dimensions and floor area limits set within the Non-habitable Structures Policy for the Rural Village zone are set out in the following table:

<b>Zoning</b>	<b>Max. Wall Height</b>	<b>Max. Ridge Height</b>	<b>Max. Floor Area</b>
Rural Village Lots <4000m <sup>2</sup>	3 Metres	4.5 Metres	150m <sup>2</sup>
Rural Village Lots >4000m <sup>2</sup>	4.2 Metres	4.8 Metres	170m <sup>2</sup>

9. Council will recall discussions during development of the policy whereby the general principle was considered that the larger the lot within any zone, the larger the floor area of structures could be accommodated without detriment to the amenity of the zone. This is demonstrated elsewhere in the table of the policy where other zones have a greater range in lot sizes and a resulting greater incremental range in structures floor area allowance.
10. The policy has two site area increments for the Rural Village zone with a lot area of 4000m<sup>2</sup> being the step from one to the other. This reflects the intention of the zone to permit limited subdivision to create a range of lot sizes to enable/encourage the continued viability of the village/townsite. The lot sizes chosen in the policy and their respective maximum floor area allowances match other similar zones such as the Residential, Future Urban and Special Residential zones.
11. The subject site is within Precinct 2C of the Kalgan Rural Village Structure plan where a minimum lot size of 2000m<sup>2</sup> is set. The subject lot is currently 2.23ha and the owner asserts that they require the additional covered storage area for their vehicles and equipment required for maintenance of the lot. They also state they would like additional roof area for capture of rainwater for use on the property and in case of a fire fighting emergency.
12. As further justification they have obtained written agreement from the adjoining landowner stating they have no concerns over the proposed size or location. They also claim the location will have no visual impact from any public vantage point.
13. The proposed development is a single structure 8.44m wide x 13.57m long with a wall height of 3.9m and maximum ridge height of 4.645m. It therefore complies with the height limits set within the policy, but at 115m<sup>2</sup> together with the existing 90m<sup>2</sup> shed, the cumulative floor area of 205m<sup>2</sup> seeks a 35m<sup>2</sup> relaxation of the maximum floor area.
14. The proposed development is intended to be located to the north of the existing shed setback in excess of 5m from the northern boundary of the lot. This setback complies with the requirements as set out in the Kalgan Rural Village Structure Plan. The proponent has stated the shed will be colour co-ordinated with the house, but exact details have not been provided and can be subject of a condition on any approval.
15. The proposed development has been advertised for 21 days (expiring on 28 March 2013) in accordance with the Town Planning Scheme requirements with a sign onsite, advertisement in a local newspaper and letters sent to thirteen (13) surrounding landowners. No responses have been received as a result of this public consultation.
16. The assertions advanced by the proponent that the additional space requested is required partly for machinery and equipment required for maintenance of the property is accepted. Also their assertion that in this location the proposed structure can be accommodated in the visual landscape without detriment to the locality or neighbours is borne out by the lack of response to the public consultation.

17. Should the lot be subdivided in the future, these circumstances would no longer prevail and it would be appropriate that the area of non-habitable structures be reduced in accordance with the policy requirements depending on the lot size being created. This is standard practice during the subdivision process and an advice note to this effect should be placed on any approval issued.
18. Staff recommend that this application be supported given its low impact and the specific circumstances that exist.

#### **GOVERNMENT CONSULTATION**

19. No government consultation is required.

#### **PUBLIC CONSULTATION / ENGAGEMENT**

20. The application was advertised for public comment from 7 March 2013 to 28 March 2013. This was undertaken with a sign onsite, an advertisement in a local newspaper on Thursday 7 March 2013 and letters sent to thirteen (13) surrounding landowners.
21. No responses were received in response to this public consultation.

#### **STATUTORY IMPLICATIONS**

22. As the land is zoned 'Rural Village' under TPS No. 3, the proposed shed for domestic storage is permissible under the Scheme.
23. The Non-habitable Structures Policy is a Town Planning Scheme Policy adopted under the Scheme. Clause 6.9.4 of TPS 3 states that;
  - a) *A Town Planning Scheme Policy shall not bind the council in respect of an application for Planning Consent, however, it may require the Council to advertise its intention to relax the provisions of the policy once in a newspaper circulating in the district stating that submissions may be made to the Council within 21 days of the publication thereof.*
  - b) *Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve and any submission lodged, before making its decision.*

## **STRATEGIC IMPLICATIONS**

24. This item relates to the following elements of the City of Albany Strategic Plan (2011 2021):

***Key Focus Area***

*Organisational Performance*

***Community Priority***

*Policy and Procedures*

***Proposed Strategies***

- *Develop clear processes and policies and ensure consistent, transparent application across the organisation.*
- *Regularly review all policies in consultation with community and key stakeholders.*

## **POLICY IMPLICATIONS**

25. The Non-habitable Structures Policy includes the following policy provisions;
2. Except as otherwise provided, the following development requires planning approval:
- c) Where development varies from the following policy requirements.
- i Except as provided below, the size of a non-habitable structure shall comply with the provisions in Table 1.
26. The aim of the Non-habitable Structures Policy is to achieve a balance between providing for various legitimate storage needs of residents whilst minimising any adverse impacts non-habitable structures may have on the locality.
27. Council can consider applications outside the guidelines but in doing so it is important that the aim of the policy is not compromised. Staff consider that the size of the subject lot and the floor area of the structure requested is comparable to other allowances for similar sized lots under other zones within the policy. The chosen location on the lot will minimise any adverse visual impact on the locality and can be considered consistent with the aims and objectives of the Non-habitable Structures Policy.



**RISK IDENTIFICATION & MITIGATION**

28. The risk identification and categorisation relies on the City’s Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Council’s support for the proposal could create a precedent for other applications and devalue the policy.</i>	<i>Likely</i>	<i>Minor</i>	<i>medium</i>	<i>Should Council support the proposal, it should consider whether the policy should be reviewed to accommodate similar applications or increase staff delegation on such minor relaxations.</i>

**FINANCIAL IMPLICATIONS**

29. The proponent has paid the appropriate fee as per the Planning Fees Schedule adopted by Council. This fee is non-refundable.

**LEGAL IMPLICATIONS**

30. If Council refused the application, the proponent would then be entitled to seek a review of that decision with the State Administrative Tribunal. Such an appeal would be a Class 1 appeal which does not involve legal representation, and therefore costs would be mainly staff time.

**ALTERNATE OPTIONS**

31. Council has the option to Refuse Planning Scheme Consent for the 35m<sup>2</sup> floor area relaxation requested.

**SUMMARY CONCLUSION**

32. The proponent intends to construct an additional shed of 115m<sup>2</sup> to be used for storage purposes connected with their occupation and maintenance of a 2.23ha lot in the Rural Village zone at Kalgan. This shed together with the existing 90m<sup>2</sup> shed is 35m<sup>2</sup> over the prescribed floor area allowance for a lot over 4000m<sup>2</sup> in this zone under the Non-habitable Structures Policy.

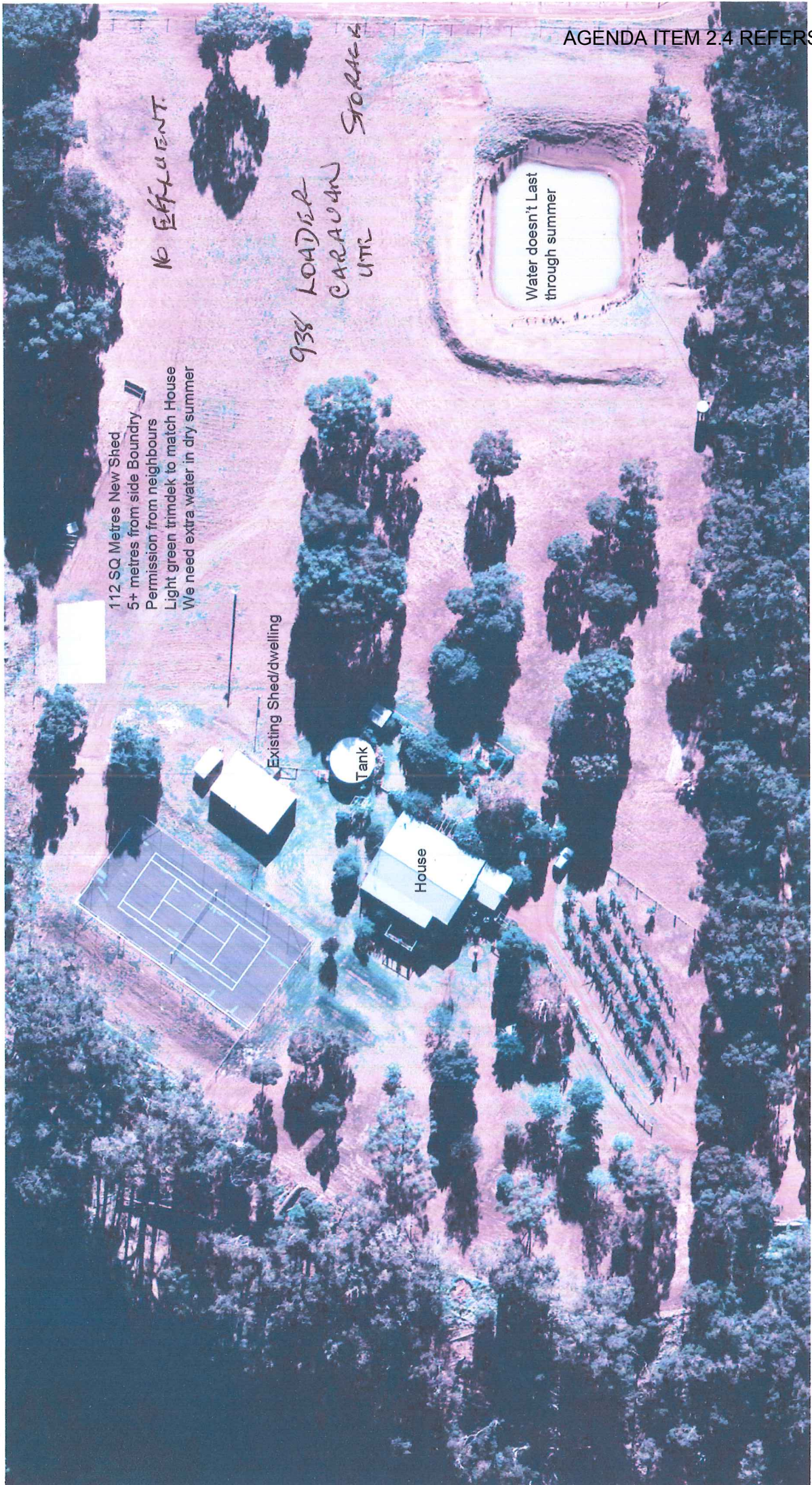
33. The relaxation requested is comparable to the allowance for other similar sized lots under different zones within the Non-habitable Structures Policy.

34. The requested relaxation has been advertised for public comment with no responses received.

35. Staff recommend that this application be supported given its low impact and the specific circumstances that exist.

<b>Consulted References</b>	:	Council’s Non-habitable Structures Policy Town Planning Scheme No. 3
<b>File Number (Name of Ward)</b>	:	A54459 (Kalgan Ward)
<b>Previous Reference</b>	:	Nil





NO EFFLUENT

938 LOADER  
CARAVAN  
UTV  
STORAGE

Water doesn't Last  
through summer

112 SQ Metres New Shed  
5+ metres from side Boundary  
Permission from neighbours  
Light green trimdek to match House  
We need extra water in dry summer

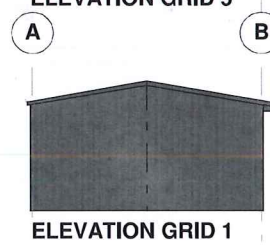
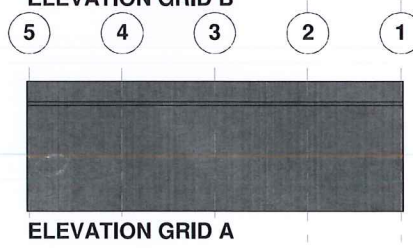
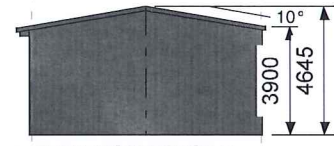
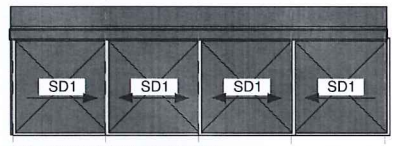
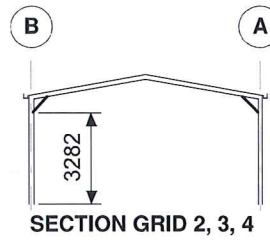
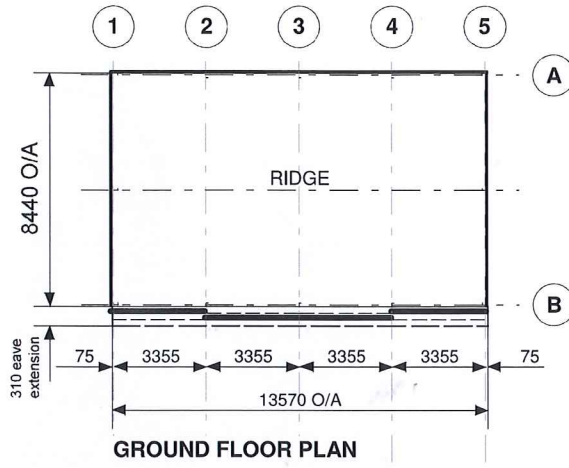
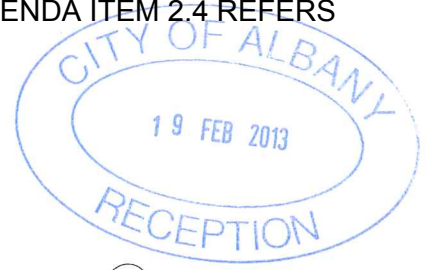
Existing Shed/dwelling

Tank

House

KANGAS  
RIVER  
↙





**Subject:** EF1391545 - A54459 - Application for shed

**SynergySoft:** EF1391545 - A54459

This is a note in support of our application for a new shed to built on our 2.5 hectare (5 acre) property on

We have discussed the following points in relation to a small increase in total roof area.

We are bomb barded daily on the drying climate and the need to conserve more water - as we plan to increase our orchard and vegetable garden we will need more water. The existing dam cannot be relied on through summer, all we are asking for is an extra 25 square metres!!

If we have a fire we could use a vast amount very quickly. We cannot rely on scheme water or the Council to get here on time.

We have a storage need for a 938 Ranger Loader that needs a clearance height of 3.6 Metres.

A Caravan.

A Utility.

Which leaves one bay for servicing/work area.

We have agreement and endorsement from our only neighbour. The shed will be colour coordinated with the House and be screened from the neighbour by existing trees and vegetation.

In short, Storage, water, 5 acres, fire insurance, agreement from neighbour, absolutely no impact on anybody passing on indeed from any vantage point at all.

Will forward the neighbours email on the 20th 2 013.

regards

**Sent:** Wednesday, 20 February 2013 10:18 AM  
**To:** Craig McMichael  
**Subject:** EF1391546 - A54459 - Fwd: re shed  
**SynergySoft:** EF1391546 - A54459

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

**Subject:**re shed  
**Date:**Wed, 20 Feb 2013 09:45:42 +0800  
**From**  
**Reply-To**  
**To**

To City of Albany

· has discussed the details of the shed he wishes to build.

As his only immediate neighbour I do not have any concerns with the either the location or the size of the proposed construction.

Regards

**2.5: DEVELOPMENT APPLICATION – OVERSIZE SHED (DOMESTIC STORAGE) – LOT 115 CHURCHLANE ROAD, KALGAN**

<b>Land Description</b>	: Lot 115 Churchlane Road, Kalgan
<b>Proponent</b>	: Koster's Steel Construction
<b>Owner</b>	: Mr M & Mrs G O'Keefe
<b>Business Entity Name</b>	: N/A
<b>Attachments</b>	: Letter of Justification Site Plan/Elevations Public Consultation responses
<b>Responsible Officer(s)</b>	: Executive Director Planning & Development Services (D Putland)

**Maps and Diagrams:**



**IN BRIEF**

- This is a development application for a non habitable structure at Lot 115 Churchlane Road, Kalgan, requesting a relaxation of the City of Albany Non-habitable Structures Policy.
- The Non-habitable Structures Policy has two size allowances in the Rural Village zone depending on the lot size. 150m<sup>2</sup> for lots under 4,000m<sup>2</sup> and 170m<sup>2</sup> for lots over 4,000m<sup>2</sup>. The subject lot is over 27,000m<sup>2</sup>.
- The proposed shed is 200m<sup>2</sup> in area, which is 30m<sup>2</sup> over the allowance under the Non-habitable Structures Policy for this size lot in the Rural Village zone as per the Policy.
- Council is required to determine the application as a variation to this policy is not delegated to Staff.

**RECOMMENDATION**

**ITEM 2.5: RESOLUTION**

**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR ATTWELL**

**SECONDED: COUNCILLOR SUTTON**

**THAT Council resolves to**

1. **VARY provision 2 C i of the Non-habitable Structures Policy as it relates to construction of a 200m<sup>2</sup> shed at Lot 115 Churchlane Road, Kalgan;**

**And**

2. **ISSUE a Notice of Planning Scheme Consent for the Shed at Lot 115 Churchlane Road, Kalgan; subject to the following conditions:**

- A. **Development shall be undertaken in accordance with the submitted detail and subject to any amendments made in red on the approved plans.**
- B. **Prior to the commencement of construction stormwater disposal plans and details shall be submitted to and approved in writing by the City of Albany.**
- C. **Development shall be carried out in accordance with the details approved pursuant to Condition B.**
- D. **The development hereby approved shall be used for domestic storage only and shall not be used for commercial or business related activity or for human habitation, unless otherwise approved in writing by the City of Albany.**

**CARRIED 7-3**

**Record of Vote**

Against the Motion: Councillors Bostock, Hammond and Stocks

**BACKGROUND**

1. The former City of Albany Outbuildings Policy did not include an allowance for outbuildings within the Rural Village zone as there were no Rural Village zones in any of the City's Town Planning Schemes at the time the policy was written and adopted.
2. The new Non-habitable Structures Policy has included provisions for this zone and set the incremental allowances based on the predominant lots sizes that would be created through subdivision as permitted through the structure plan. The allowances given are directly comparable to the lot size allowances in other similar zones.
3. There was no allowance for very large lots within Rural Village zones made in the policy as the larger lots within the Structure Plan area are for the most part already developed, and the majority of development within the zone would be the creation of smaller lots then falling within the ranges covered by the new policy. It was considered that there would be limited requests outside the lot sizes covered by the new policy and any such requests could be dealt with on a case by case basis on their individual merits.

4. The subject site is 2.74ha in area and is zoned Rural Village under Town Planning Scheme 3. It is a newly created vacant lot having been excised from the land hosting the original dwelling following a subdivision approval pursuant to the requirements of the Kalgan Rural Village Structure Plan.
5. Under the terms of the Kalgan Rural Village Structure Plan further subdivision of this newly created lot will not be supported.
6. This application is for a shed to be used for domestic storage, located at Lot 115 Churchlane Road, Kalgan. The development does not comply with Council's Non-habitable Structures Policy in terms of the proposed floor area of the shed.
7. Council's Non-habitable Structures Policy sets the permitted development criteria for outbuildings according to the zone and lot area. It follows the general principle that the larger the lot size, the larger the floor area of structures you can have within certain parameters and limits.

**DISCUSSION**

8. The proponent seeks Planning Scheme Consent for a variation of the Non-habitable Structures Policy in respect of the floor area allowance for this large Rural Village Zoned lot.
9. The dimensions and floor area limits set within the Non-habitable Structures Policy for the Rural Village zone are set out in the following table:

<b>Zoning</b>	<b>Max. Wall Height</b>	<b>Max. Ridge Height</b>	<b>Max. Floor Area</b>
Rural Village Lots <4000m <sup>2</sup>	3 Metres	4.5 Metres	150m <sup>2</sup>
Rural Village Lots >4000m <sup>2</sup>	4.2 Metres	4.8 Metres	170m <sup>2</sup>

10. Council will recall discussions during development of the policy whereby the general principle was considered that the larger the lot within any zone, the larger the floor area of structures could be accommodated without detriment to the amenity of the zone. This is demonstrated elsewhere in the table of the policy where other zones have a greater range in lot sizes and a resulting greater incremental range in structures floor area allowance.
11. The policy has two site area increments for the Rural Village zone with a lot area of 4000m<sup>2</sup> being the step from one to the other. This reflects the intention of the zone to permit limited subdivision to create a range of lot sizes to enable/encourage the continued viability of the village/townsite. The lot sizes chosen in the policy and their respective maximum floor area allowances match other similar zones such as the Residential, Future Urban and Special Residential zones.
12. However, the subject site is within Precinct 3 of the Kalgan Rural Village Structure plan where a minimum lot size of 2ha is set. The subject lot is 2.74ha and the owner asserts that whilst the allowance of 170m<sup>2</sup> is adequate for a 4000m<sup>2</sup> lot, the needs on



a 2.74ha lot are greater especially as the structure plan encourages home businesses, rural industry and value adding enterprises. They also state that this relatively minor relaxation can easily be accommodated on their lot without detriment to the visual amenity of the area.

13. The proposed development is a single structure 10m wide x 20m long with a wall height of 3.4m and maximum ridge height of 4.8m. It therefore complies with the height limits set within the policy, but at 200m<sup>2</sup> seeks a 30m<sup>2</sup> relaxation of the maximum floor area.
14. The proposed development is intended to be located 230m into the lot from the west boundary and 30m in from the northern boundary. It is to be orientated with its longest side on a roughly east/west axis. It is proposed to be externally clad in 'Dune' Colorbond on both the walls and the roof.
15. The requested relaxation has been advertised for 21 days (expiring on 9 May 2013) in accordance with the Town Planning Scheme requirements with a sign onsite, advertisement in a local newspaper and letters sent to thirteen (13) surrounding landowners. Two (2) responses have been received both stating they have no objection to the requested relaxation.
16. The assertions advanced by the owners that the requested 30m<sup>2</sup> relaxation is minor in proportion to the lot size and is comparable to other similar allowances for similar sized lots within the Non-habitable Structures Policy is accepted. Also their assertion that in this location the proposed structure will not be disproportionate to its context and can be accommodated in the visual landscape without detriment to the locality or neighbours is borne out by the response to the public consultation
17. Staff recommend that this application be supported given its low impact and the specific circumstances that exist.

#### **GOVERNMENT CONSULTATION**

18. No government consultation is required.

#### **PUBLIC CONSULTATION / ENGAGEMENT**

19. The application was advertised for public comment from 15 April 2013 to 9 May 2013. This was undertaken with a sign onsite, an advertisement appearing in the public notices section of the Weekender on Thursday 18 April 2013 and letters sent to thirteen (13) surrounding landowners.
20. Two (2) responses were received. Both stated they have no objection to the requested relaxation.

## STATUTORY IMPLICATIONS

21. As the land is zoned 'Rural Village' under TPS No. 3, the proposed shed for domestic storage is permissible under the Scheme.
22. The *Non-habitable Structures Policy* is a Town Planning Scheme Policy adopted under the Scheme. Clause 6.9.4 of TPS 3 states that;
  - a) *A Town Planning Scheme Policy shall not bind the council in respect of an application for Planning Consent, however, it may require the Council to advertise its intention to relax the provisions of the policy once in a newspaper circulating in the district stating that submissions may be made to the Council within 21 days of the publication thereof.*
  - b) *Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve and any submission lodged, before making its decision.*

## STRATEGIC IMPLICATIONS

23. This item relates to the following elements of the City of Albany Strategic Plan (2011 2021):

### **Key Focus Area**

*Organisational Performance*

### **Community Priority**

*Policy and Procedures*

### **Proposed Strategies**

- *Develop clear processes and policies and ensure consistent, transparent application across the organisation.*
- *Regularly review all policies in consultation with community and key stakeholders.*

## POLICY IMPLICATIONS

24. The *Non-habitable structures policy* includes the following policy provisions;
  2. Except as otherwise provided, the following development requires planning approval:
    - c) Where development varies from the following policy requirements.
      - i Except as provided below, the size of a non-habitable structure shall comply with the provisions in Table 1.
25. The aim of the *Non-habitable structures policy* is to achieve a balance between providing for various legitimate storage needs of residents whilst minimising any adverse impacts non-habitable structures may have on the locality.

26. Council can consider applications outside the guidelines but in doing so it is important that the aim of the policy is not compromised. Staff consider that the size of the subject lot and the floor area of the structure requested is comparable to other allowances for similar sized lots under other zones within the policy. The chosen location on the lot will minimise any adverse visual impact on the locality and can be considered consistent with the aims and objectives of the Non-habitable Structures Policy.

**RISK IDENTIFICATION & MITIGATION**

27. The risk identification and categorisation relies on the City’s Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Council’s support for the proposal could create a precedent for other applications and devalue the policy.</i>	<i>Likely</i>	<i>Minor</i>	<i>medium</i>	<i>Should Council support the proposal, it should consider whether the policy should be reviewed to accommodate similar applications or increase staff delegation on such minor relaxations.</i>

**FINANCIAL IMPLICATIONS**

28. The proponent has paid the appropriate fee as per the Planning Fees Schedule adopted by Council. This fee is non-refundable.

**LEGAL IMPLICATIONS**

29. If Council refused the application, the proponent would then be entitled to seek a review of that decision with the State Administrative Tribunal. Such an appeal would be a Class 1 appeal which does not involve legal representation, and therefore costs would be mainly staff time.

**ALTERNATE OPTIONS**

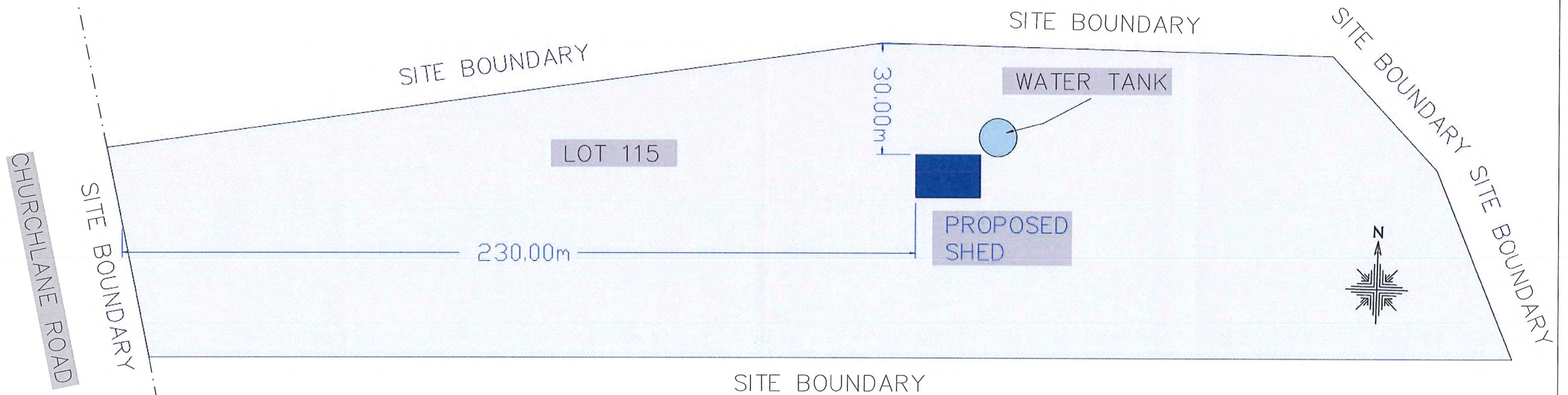
30. Council has the option to Refuse Planning Scheme Consent for the 30m<sup>2</sup> floor area relaxation requested.

**SUMMARY CONCLUSION**

31. The proponent intends to construct a shed to be used for domestic storage purposes on a 2.74ha vacant lot in the Rural Village zone at Kalgan. This shed is 30m<sup>2</sup> over the prescribed floor area allowance for a lot over 4000m<sup>2</sup> in this zone under the Non-habitable Structures Policy.
32. The relaxation requested is comparable to the allowance for other similar sized lots under different zones within the Non-habitable Structures Policy.

33. The requested relaxation has been advertised for public comment with no objection received from the two (2) respondents.
34. Staff recommend that this application be supported given its low impact and the specific circumstances that exist.

<b>Consulted References</b>	:	Council's Non-habitable Structures Policy Town Planning Scheme No. 3
<b>File Number (Name of Ward)</b>	:	A225187 (Kalgan Ward)
<b>Previous Reference</b>	:	Nil



**KOSTERS**  
 STEEL CONSTRUCTIONS PTY LTD  
 19 GRAHAM STREET, ALBANY W.A. 6330  
 TEL. (08) 9842 2650 \* FAX (08) 9841 6306  
 sales@kosters.com.au

PROJECT PROPOSED SHED

TITLE BLOCK PLAN

BUILDER KOSTERS

IT REMAINS THE RESPONSIBILITY OF THE BUILDER TO ENSURE THAT ALL DIMENSIONS AND DETAILS ARE WORKABLE. THIS DRAWING SHALL REMAIN THE PROPERTY OF KOSTERS STEEL PTY LTD AND MUST NOT BE GIVEN, LENT, RESOLD OR OTHERWISE COPIED WITHOUT THE PERMISSION IN WRITING OF KOSTERS STEEL PTY LTD.

DATE 20/2/2013

SIZE A3

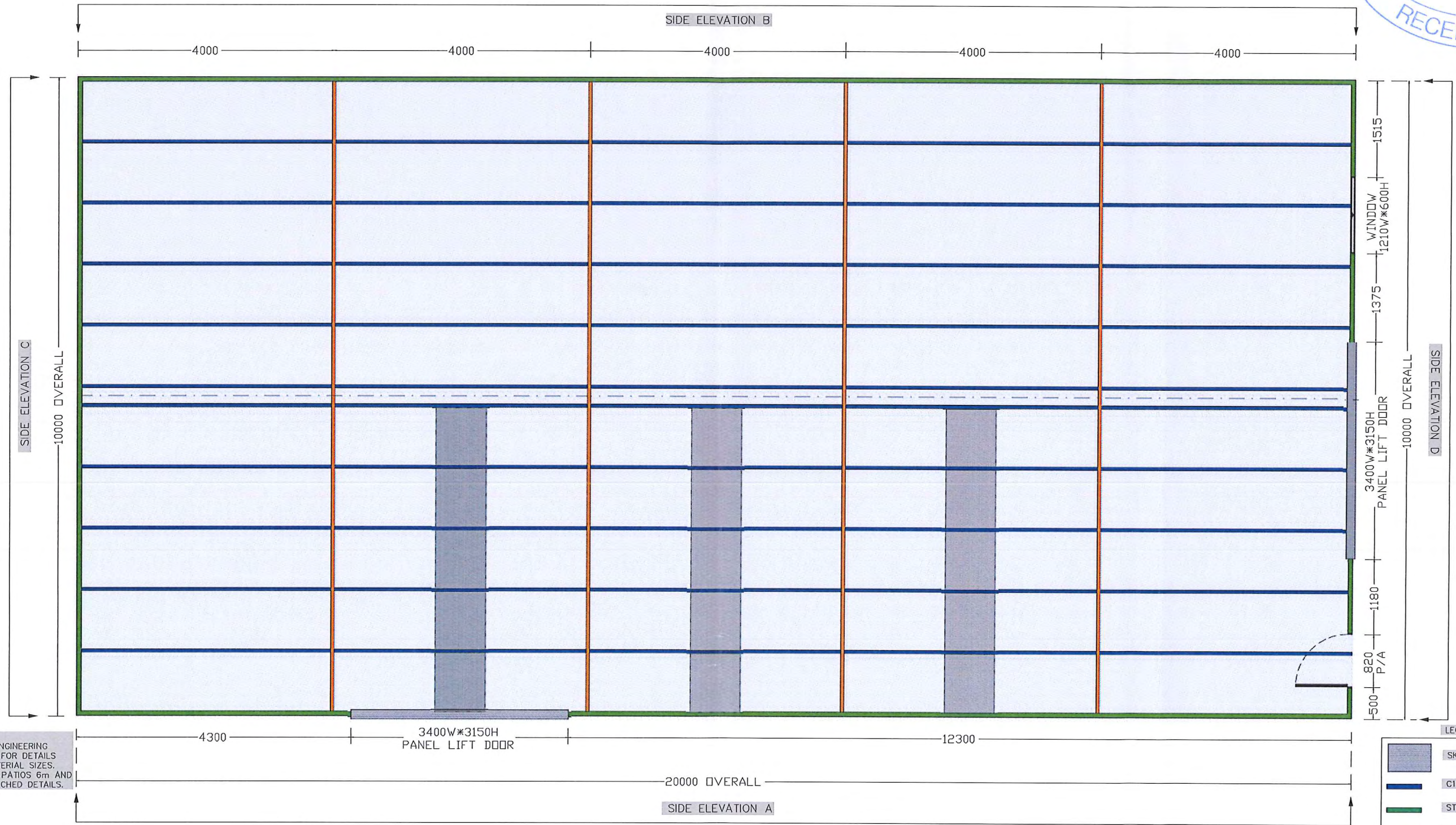
SCALE NTS

DRAWN DN

REV 0

SHEET No A1





PLEASE NOTE:  
SEE SEPARATE ATTACHED ENGINEERING AND SPECIFICATION SHEETS FOR DETAILS ON CONSTRUCTION AND MATERIAL SIZES. CARPORT COVERED UNDER PATIOS 6m AND UNDER. WORKSHOP BY ATTACHED DETAILS.

**KOSTERS**  
STEEL CONSTRUCTIONS PTY LTD  
19 GRAHAM STREET, ALBANY W.A. 6330  
TEL. (08) 9842 2650 \* FAX (08) 9841 6306  
sales@kosters.com.au

PROJECT

TITLE

PLAN VIEW

DATE 20/2/2013

SIZE A3

SCALE 1:50@A3

DRAWN DN

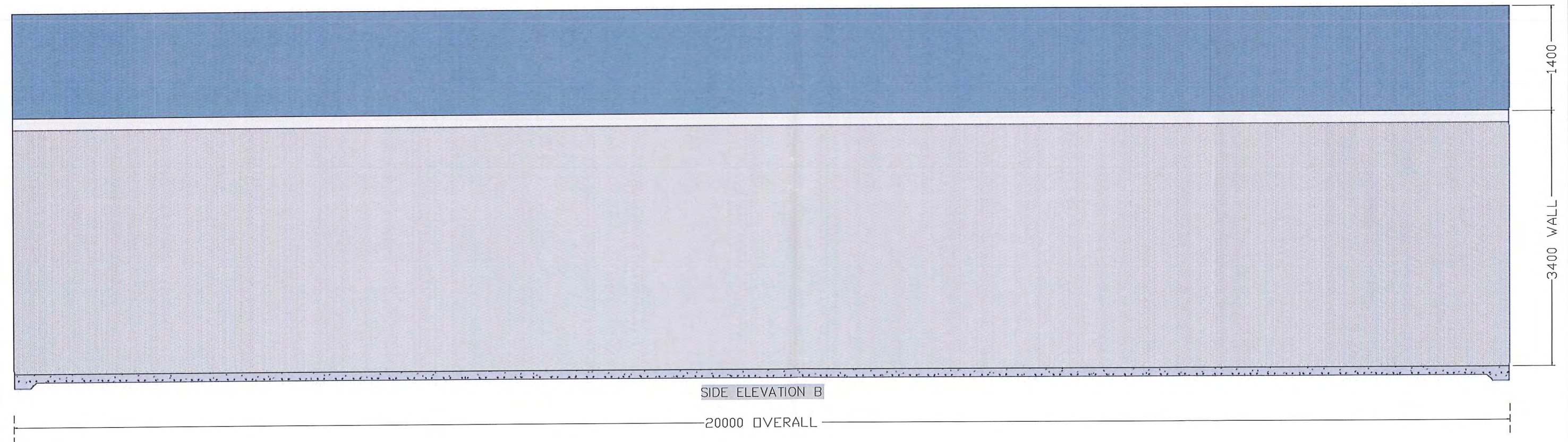
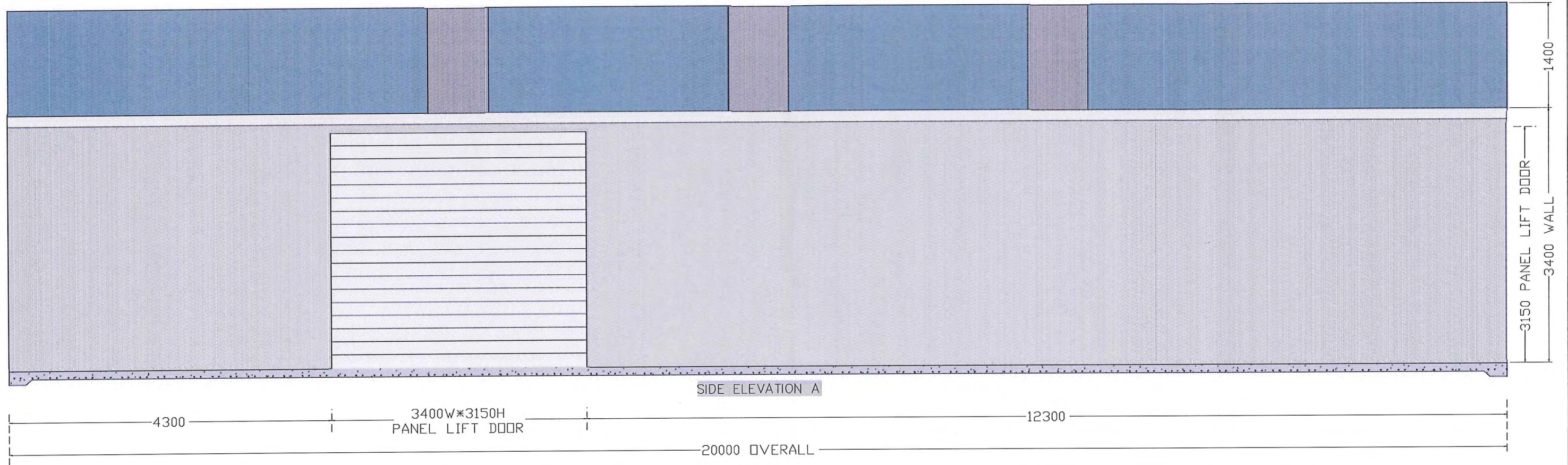
REV 2

SHEET No A2

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BUILDER KOSTERS





<p><b>KOSTERS</b> STEEL CONSTRUCTIONS PTY LTD 19 GRAHAM STREET, ALBANY W.A. 6330 TEL. (08) 9842 2650 * FAX (08) 9841 6306 sales@kosters.com.au</p>	PROJECT	TITLE SIDE ELEVATION A AND B	BUILDER KOSTERS			
	IT REMAINS THE RESPONSIBILITY OF THE BUILDER TO ENSURE THAT ALL DIMENSIONS AND DETAILS ARE WORKABLE. THIS DRAWING SHALL REMAIN THE PROPERTY OF KOSTERS STEEL PTY LTD AND MUST NOT BE GIVEN, LENT, RESOLD OR OTHERWISE COPIED WITHOUT THE PERMISSION IN WRITING OF KOSTERS STEEL PTY LTD.	DATE 20/2/2013	SIZE A3	SCALE 1:50	DRAWN DN	REV 1

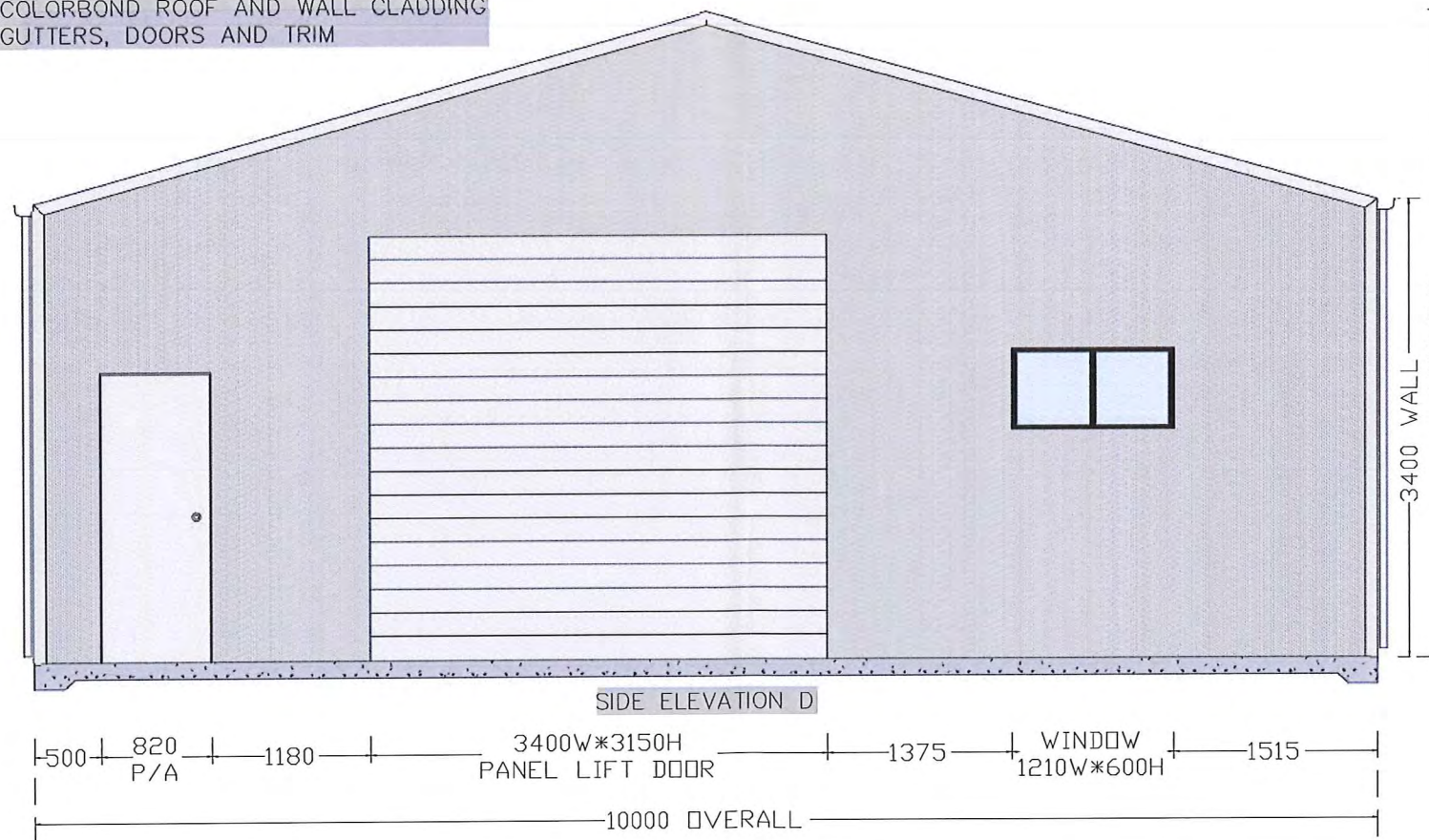




COLORBOND ROOF AND WALL CLADDING  
GUTTERS, DOORS AND TRIM



COLORBOND ROOF AND WALL CLADDING  
GUTTERS, DOORS AND TRIM



**KOSTERS**  
STEEL CONSTRUCTIONS PTY LTD  
19 GRAHAM STREET, ALBANY W.A. 6330  
TEL. (08) 9842 2650 \* FAX (08) 9841 6306  
sales@kosters.com.au

PROJECT

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TITLE

SIDE ELEVATION C AND D

BUILDER

KOSTERS

DATE

20/2/2013

SIZE

A3

SCALE

1:50

DRAWN

DN

REV

1

SHEET No

A4





Senior Planning Officer  
The City of Albany  
PO Box 484  
Albany WA 6330

City of Albany Records  
Doc No: ICR1395686  
File: A225187  
Date: 02 APR 2013  
Officer: SPLAN1;EDPD;AOP1

Attach:  
Box:  
Vol:  
Box+Vol:

Dear Sir

**Ref: P2130079** Application for Building Permit, Lot 115 Churchlane Road, Kalgan.

We would like to appeal the decision of the City of Albany, to reject the application lodged 26<sup>th</sup> February 2013 for a 200m<sup>2</sup> shed to be constructed on the above 2.74 Hectare Lot.

We are advised that on March 19<sup>th</sup> the City of Albany adopted new Non-Habitable Structure specifications with the maximum size shed for the zoning of Rural Village set at 170m<sup>2</sup>. When making enquiries at the City prior to lodging our application, we were advised that each plan would be looked at on its merits and as a size had not been adopted at the time of lodgement we felt that 200m<sup>2</sup> was an appropriate size for our needs.

We feel the Non-Habitable Structure Specifications for Rural Village Zoning of Lots > 4000m<sup>2</sup> is very restrictive at 170m<sup>2</sup> especially when dealing with a block of 2.74ha considering that both the Rural and Special Rural Zonings (Lots > 2ha) is set at a maximum of 220m<sup>2</sup>. We believe the size and shape of our block supports the construction of the proposed 200m<sup>2</sup> shed without having an impact on the area in respect to streetscape, aesthetics, neighbouring properties or the environment in general.

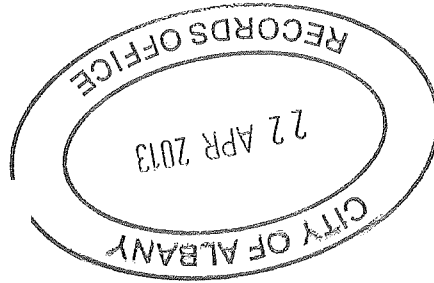
The W.A. Planning Commission has endorsed the Kalgan Rural Village Structure Plan and Precinct 3 - Rural Village North (11.4.4) of the Plan advocates for the development of home business, value adding enterprises and tourism within the area which is where the block is located. We feel limiting the size of the shed places restrictions on these future opportunities.

In order to decrease the shed size by 30m<sup>2</sup> to the maximum of 170m<sup>2</sup>, we would need to reduce the length by 3metres, this reduction to us also means not being able to store a great deal of our personal belongings and machinery which are currently stored privately.

We therefore request the City of Albany review their decision to reject our application.

If you require any further information regarding our Application, please don't hesitate to contact us on

Yours truly,



Chief Executive Officer,  
PO Box 484,  
Albany WA6331,

Ref: P2130079

City of Albany Records  
Doc No: ICR1397646  
File: ~~50-000-0~~ A225187  
Date: 22 APR 2013  
Officer: AOP1,EDPD  
Attach:  
Box:  
Vol:  
Box+Vol:

Dear Sir,

We would like to inform you that we have no objections to the application of: Ref P2130079, for a shed 200m2 being constructed on lot 115 Churchlane Road Kalgan for \_\_\_\_\_ by KOSTERS STEEL CONTRUCTIONS PTY LTD

Yours Sincerely

**Tom Wenbourne**

---

**From:**  
**Sent:** Thursday, 18 April 2013 1:23 PM  
**To:** Planning (External Use ONLY)  
**Subject:** EF1397834 - A225187 - Notice of Application for Planning Consent

Attention Tom Wenbourne,

We wish to advise that we have no objection to the Shed application and size as proposed for Lot 115 Churchlane Road, Kalgan.

Regards

**2.6: DEVELOPMENT APPLICATION – BED AND BREAKFAST – 26  
HENLEY GROVE, MIRA MAR**

- Land Description** : Lot 234, 26 Henley Grove, Mira Mar  
**Proponent** : Adrian Tamas and Daniela Iudita Tamas  
**Owner** : Adrian Tamas and Daniela Iudita Tamas  
**Business Entity Name** : N/A  
**Attachments** : Copy of development application; and copy of City of Albany policies 'Bed and Breakfast Accommodation'; and 'Holiday Homes'.  
**Councillor Workstation Responsible Officer(s)** : Copies of submissions received  
: Dale Putland, Executive Director Planning & Development Services



**IN BRIEF**

- An application has been received for Bed and Breakfast accommodation in a Residential zone at 26 Henley Grove, Mira Mar.
- The City of Albany Local Planning Policy 'Bed and Breakfast Accommodation' states that such a use will only be approved on a lot where general support from adjoining landowners can be demonstrated.
- The application for a Bed and Breakfast was advertised, the City has received objections to the proposed use from adjoining landowners.
- The concerns were subsequently discussed with the applicant and an alternative has been proposed by the applicant.
- Council is required to consider the submissions received and decide whether to vary the provisions of this policy and determine the application taking into consideration the changes proposed by the owner in response to the objections received.
- The subject lot is ideally located close to the nearby tourist attractions of Lake Seppings, Middleton Beach, cafes, restaurants, local parks and walkways, making it a suitable location for short term holiday accommodation.
- The modified proposal and proposed conditions suitably addresses the concerns of the adjoining lot owners and is recommended for approval.

**RECOMMENDATION**

**ITEM 2.6: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR BOWLES  
SECONDED: COUNCILLOR DOWLING**

**THAT Council ISSUE a Notice of Planning Scheme Consent for Bed and Breakfast Accommodation at 26 Henley Grove, Mira Mar, subject to the following conditions:**

- The bed and breakfast accommodation hereby approved shall only be used for short stay accommodation, with any single tenant permitted to stay for no more than three (3) months in any calendar year;**
- The bed and breakfast accommodation hereby approved shall not prejudicially affect the amenity of the neighbourhood by, but not limited to, the emission of noise to any extent greater than what is to be expected within the locality;**
- One (1) parking space shall be provided to the satisfaction of the City of Albany and maintained in good repair thereafter;**
- One (1) bedroom only being used for short term accommodation purposes and the total number of guests shall not exceed three (3) guests, at any one time;**
- The owner/manager of the bed and breakfast accommodation hereby approved shall reside on site;**
- No signs are to be erected on the lot without the City of Albany approval, in accordance with the City of Albany's Sign Bylaws;**
- Any existing crossovers that do not form part of the development hereby approved shall be closed and the kerb and the verge reinstated to the satisfaction of the City of Albany; and**
- A directional sign being installed at the expense of the applicant, to the satisfaction of the City of Albany.**

**CARRIED 9-1**

**Record of Vote**

Against the Motion: Councillor Bostock

## **BACKGROUND**

1. An application has been received for Bed and Breakfast accommodation in the Residential zone at 26 Henley Grove, Mira Mar.
2. The proposal was advertised to the general public and neighbours were consulted.
3. Submissions objecting to the proposal and raising a number of concerns were received from four (4) neighbouring landowners. Staff had also raised a number of concerns during assessment of the application.
4. The concerns were subsequently discussed with the applicant and an alternative was proposed by the applicant.
5. Council is required to consider the submissions received and decide whether to vary the provisions of this policy and determine the amended application.

## **DISCUSSION**

6. The subject lot is 606m<sup>2</sup> and is zoned Residential in Town Planning Scheme 1A. It is located in a cul-de-sac within a small subdivision that is nearing full development.
7. Also the use of Bed and Breakfast is not listed in the zoning table of Town Planning Scheme 1A, the proposal was advertised for comment.
8. The definition of Bed and Breakfast, as outlined in City of Albany Local Planning Policy 'Bed and Breakfast Accommodation' (the Policy), states "*a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast*".
9. The existing two storey dwelling has four (4) bedrooms, all with ensuites; three (3) (including the master bedroom) are on the first floor and the other is on the ground floor.
10. The original application was for two (2) upstairs bedrooms to be allocated to the Bed and Breakfast with parking proposed on the opposite side boundary to the existing driveway with access via a second crossover and driveway.
11. The Policy states that Bed and Breakfast Accommodation should occupy a maximum of two bedrooms of a dwelling house ... where it can be demonstrated that:
  - i. The proposal is consistent with surrounding land use activities and can demonstrate general support from adjoining landowners;
  - ii. The owner/manager of the Bed and Breakfast accommodation will reside on-site;
  - iii. The proposal provides addition on-site car parking bays at the ratio of 1 bay per bedroom and shall not interfere with vehicular access; and
  - iv. Access/egress to the site and car parking shall not adversely impact...local vehicular or pedestrian traffic.
12. During the comment period, four objections to the use were received. All objections were from neighbouring landowners, two (2) of which have asked that their details not be released publicly, therefore, a summary of the objections is listed below.

13. The proposal for bed and breakfast accommodation has been modified as a result of public consultation, as follows:
- The intensity of the use has been reduced from two (2) bedrooms within the house, to one bedroom;
  - Only one driveway and crossover to be permitted on the subject lot; and
  - Parking for one vehicle only permitted in front of existing garage, within the lot boundaries.
14. The provision of directional signage as a condition of approval should eliminate any confusion as to the whereabouts of the bed and breakfast.

Objection	Staff Comment
<p>(a) The business will cause more vehicles to use the road, creating more noise in the area.</p> <p><i>All of the submissions stated that they believed they had bought land within a Private Estate and had paid a premium for the privilege of living in a quiet area with less drive by traffic, on a road with culs-de-sac at both ends.</i></p>	<p>The business will create extra vehicular traffic, however, the applicant has reduced the number of bedrooms to be used for accommodation to one (1) meaning one more car on occasions than would ordinarily be expected in that vicinity.</p> <p><i>The City of Albany does not assess the location as other than being within the Residential zone, however, it is acknowledged that the area may have been marketed to prospective purchasers as a Private Estate.</i></p>
<p>(b) An extra driveway would increase the number in that cul-de-sac to five (5); the extra traffic reversing or entering is a potential hazard to pedestrians and other vehicles.</p>	<p>The proposed second access way would not be approved by the City of Albany – comment received from the City’s Development Engineer confirmed that it would not be appropriate for the layout of the cul-de-sac.</p> <p>In addition to this, the combination of the crossover widths exceeded the allowance deemed acceptable under the Residential Design codes (<i>no more than 40% of frontage</i>) and would not meet the performance criteria either (<i>Vehicular access provided so as to minimise the number of crossovers..., to be safe in use and not detract from the streetscape</i>).</p> <p>It should be noted that the applicant had already constructed this access way and crossover without a permit. It is recommended that it be removed and the curb and verge reinstated.</p>
<p>(c) Approval of this use will set a precedent within the area.</p>	<p>The subject lot is within an area considered suitable for holiday homes, which could be argued as having a greater impact on the neighbourhood than a Bed and Breakfast use.</p> <p>It is a policy requirement (City of Albany Holiday Homes policy) that the location of holiday homes be considered so that the use does not become the predominant use within neighbourhoods.</p> <p>A Bed and Breakfast was approved (in 2007)</p>



	nearby, in Lake Seppings Drive for one (1) bedroom only.
(d) There is only entry and exit point to Henley Grove, which is at a point midway along its length. Visitors to the street often are confused as to which way to go and this creates more vehicular movements than necessary. The addition of a Bed and Breakfast would only increase the existing confusion.	<p>A request has been put forward to arrange for house numbers to be added to the existing road name sign for Henley Grove in order to remove the existing confusion.</p> <p>Any future confusion may be prevented through the use of directional signage for the bed and breakfast.</p>

### **GOVERNMENT CONSULTATION**

15. Not applicable to this application.

### **PUBLIC CONSULTATION / ENGAGEMENT**

16. Council does have discretion to permit a use that is not listed in the zoning table of Town Planning Scheme 1A in any zone it considers appropriate (*in accordance with Clause 3.6 of Town Planning Scheme 1A*).
17. Because Council's discretion is required, the proposed use was advertised to the general public by a notice in a local newspaper; a sign on site; and consultation with the neighbouring landowners. A total of ten (10) neighbouring landowners were consulted. Following the advertising period of twenty one (21) days, four (4) submissions were received. All submissions objected to the proposed use and a summary of their objections is included at clause 13 of this report.

### **STATUTORY IMPLICATIONS**

18. City of Albany Town Planning Scheme 1A gives Council the discretion to vary policy requirements to the degree stated in the following clause:

*7.21.4 A Town Planning Scheme policy shall not bind the Council in respect of any application for planning consent but the Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve before making its decision.*

### **STRATEGIC IMPLICATIONS**

19. This item relates to the following elements of the City of Albany Strategic Plan (2011 2021):

**Key Focus Area**  
*Sustainability and Development*

**Community Priority**  
*Tourism Development*

**Proposed Strategies**

- *Improve and expand tourism infrastructure and attractions.*
- *Encourage investment in quality hotel accommodation.*

**POLICY IMPLICATIONS**

20. The City of Albany policy “Bed and Breakfast Accommodation” applies to the proposal under consideration. The objectives of this policy are:
- To promote the orderly and proper development of land by making suitable provisions to guide applicants who wish to establish Bed and Breakfast accommodation from their homes;
  - To secure the amenity, health and convenience of both visitors and surrounding residents through appropriate development requirements; and
  - To ensure that the Bed and Breakfast accommodation is incidental to the predominant use of the property in order to maintain the amenity of the immediate area.
21. Refer to clauses 9 – 12 of this report for references to Bed and Breakfast definition and the Policy Statement.

**RISK IDENTIFICATION & MITIGATION**

22. The risk identification and categorisation relies on the City’s Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Should Council decide not to follow the recommendation and refuse the proposal, the proponent may lodge an application for review to the State Administrative Tribunal.</i>	<i>Likely</i>	<i>Insignificant</i>	<i>Low</i>	<i>Should Council decide not to follow the recommendation and refuse the proposal, the proponent may lodge an application for review to the State Administrative Tribunal.</i>
<i>Relaxation of the policy requirements may set a precedent that could cause development to be approved in the future that does not meet the objectives of the policy.</i>	<i>Possible</i>	<i>Insignificant</i>	<i>Low</i>	<i>The recommendation is based on sound planning grounds and Council would have to justify its decision.</i>

**FINANCIAL IMPLICATIONS**

23. The appropriate planning fee has been paid by the proponent and planning staff have processed the proposal within existing budget lines.

**LEGAL IMPLICATIONS**

24. Should Council not follow the recommendation and refuse the development the proponent has the ability to seek review of Council’s decision at the State Administrative Tribunal. Such an appeal would be a Class 1 appeal which does not involve legal representation, and therefore such costs would be mainly staff time.

### **ALTERNATE OPTIONS**

25. Clause 7.9 (c) of Town Planning Scheme 1A states “*The Council may limit the time for which planning consent remains valid*”.
26. In the event that Council considers that a time limit may be appropriate for this proposal in order to gauge the impact of the use on the local neighbourhood the following Alternative Recommendation can be considered.

### **ALTERNATIVE RECOMMENDATION 2 (ADDITIONAL CLAUSE)**

- |  |
|--|
| <p>i. <b>The bed and breakfast accommodation hereby approved shall be limited to a period of twelve (12) months from the date of approval.</b></p> |
|--|

<p><b>Advice: Upon expiry of the Planning Scheme Consent for bed and breakfast accommodation, a new application is to be lodged and assessed by the City of Albany.</b></p>
---

27. It should be noted that an approval without this clause would protect the neighbourhood by way of condition (ii). If this condition was breached, Council may revoke the consent (in accordance with Clause 7.9 (b) “*If the Council grants planning consent subject to conditions and any condition is not fulfilled or complied with to the satisfaction of the Council, the Council may revoke its consent*”.

### **SUMMARY CONCLUSION**

28. The subject lot is ideally located close to the nearby tourist attractions of Lake Seppings, Middleton Beach, cafes, restaurants, local parks and walkways, making it a suitable location for short term holiday accommodation.
29. Council’s decision is sought to vary the Bed and Breakfast Accommodation policy with regard to the support of adjoining landowners. The proposal, as amended, is considered acceptable and is recommended for approval.

<b>Consulted References</b>	:	City of Albany Town Planning Scheme 1A
<b>File Number (Name of Ward)</b>	:	A196083 (Breaksea Ward)
<b>Previous Reference</b>	:	N/A



Deb.

AGENDA ITEM 2.6 REFERS

City of Albany Records  
 Doc No: ICR1393939  
 File: A196083  
 Date: 14 MAR 2013  
 Officer: AOP1.EDPD

Postal  
 Attach.  
 Box:  
 Vol:  
 Box+Vol:

### APPLICATION FOR GRANT OF PLANNING

PLEASE NOTE THAT PAYMENT MUST BE MADE BEFORE PROCESSING THIS APPLICATION

LANDOWNER

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: Work \_\_\_\_\_ Home 0422115192 Mobile 0413423391  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Is there a business currently operating from this property? YES/NO NO  
 If yes, what type of business is being operated? \_\_\_\_\_  
 State the name of the business: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: 13.02.2013

**(NOTE: APPLICATION MUST BE SIGNED BY LANDOWNER)**

APPLICANT (if different from landowner)

Name of Contact Person regarding this application: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DESCRIPTION OF LAND AND NATURE OF PROPOSAL

House No: 26 Lot No: 234 Location No: -  
 Street: HENLEY GROVE Locality/Suburb: MIRA - MAR  
 Type of Development/Use Proposed: BED & BREAKFAST ACCOMMODATION - 2 ROOMS  
 Estimated Date of Completion: \_\_\_\_\_ Estimated Development Cost: \$ NIL

THREE COPIES OF BUILDING PLANS AND SITE PLAN OF PROPOSAL MUST BE SUBMITTED WITH THIS FORM

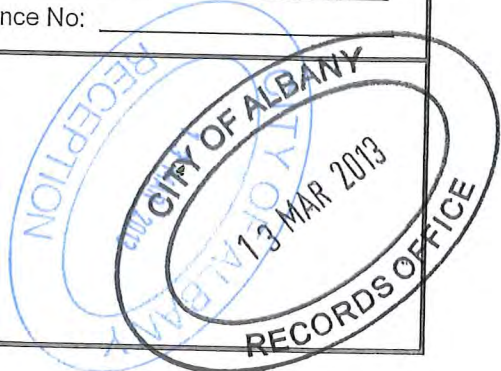
OFFICE USE

TPS No: 1A Zone: Residential Other: R20  
 Use Type: Use Not Listed  
 Description: Bed and breakfast  
 Assessment No: A196083 Building Licence No: \_\_\_\_\_

CASHIER G/L 124830

Application No: P2130112  
 Receipt No: 326829  
 Amount: \$270.00  
 Signature: a  
 Date: 13/3/13

RECEPTION RECEIVAL STAMP



---

**Sent:** Friday, 3 May 2013 8:46 AM  
**To:**  
**Cc:**  
**Subject:** EF1373617 - A196083 - RE: B&B Licence application for 26 Henley Grove Mira Mar

Adrian

Thank you for confirming your willingness to amend your application. I will now proceed with my report to Council. You will be advised when the report is made public and you will also be invited to attend the Council meeting, where you will be able to speak to support your proposal.

Regards

---

Deb Delury  
Planning Assistant

Tel: (08) 9841 9211  
Fax: (08) 9841 4099



PO Box 484 | Albany | WA | 6331 (102 North Rd Yakamia) | [www.albany.wa.gov.au](http://www.albany.wa.gov.au)

Please consider the environment before printing this email.

---

**From:**  
**Sent:** Thursday, 2 May 2013 1:31 PM  
**To:** Deb Delury  
**Subject:** B&B Licence application for 26 Henley Grove Mira Mar

To Deb Delury  
Planning Assistant

In relation to my application for a B & B Licence for No 26 Henley Grove, Mira Mar

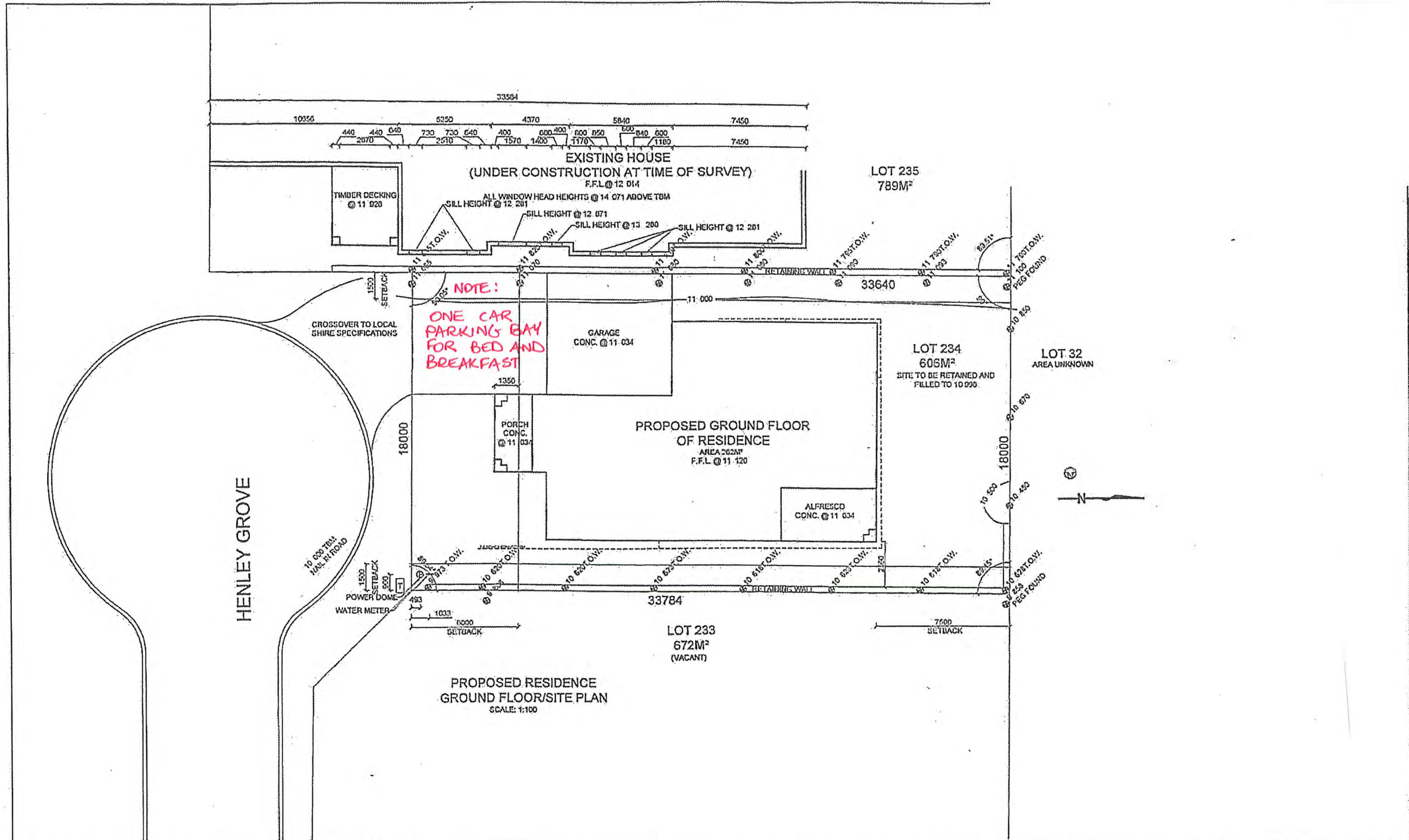
Following our discussion this morning and taking into account the objections raised by some community members I would like to make the following changes to my application to accommodate the issues raised and get to an acceptable compromise in regards to my application.

- no longer applying for 2 rooms for the purpose of B&B, but only 1 (ONE) - which will be the Master bedroom at Level 1 of the property
- the parking bay for this purpose will now be on the driveway right in front of the Garage of the property, where there is plenty of space within my lot boundary for this purpose

Thank you

Regards





JOB:  
PROPOSED RESIDENCE LOT 234 HENLEY GROVE

CLIENT:

DRAWING:  
GROUND FLOOR/SITE PLAN

ADDRESS:  
26 HENLEY GROVE, MIRA MAR ALBANY WA

DATE:  
16/6/2011

SCALE:  
1:200

DRAWN BY:  
BEN MITCHELL

©SHABDEN DESIGN AND DRAFTING SERVICES

PHONE: 0402 421 200 OR (08)9892 8774

SHEET NO.  
**7**





NOTE:  
 ALL MASONRY TO COMPLY WITH AS3700 AND THE BUILDING CODES OF AUSTRALIA.  
 ALL FLOOR, WALL AND ROOF FRAMING TO COMPLY WITH AS1684 AND THE BUILDING CODE OF AUSTRALIA TO SUIT N1 WIND LOADING.  
 ALL CONNECTIONS TO PROPRIETY SPECIFICATIONS AND ENGINEERS DETAILS.  
 ALL SIZES OF STRUCTURAL MEMBERS INDICATIVE ONLY. FINAL SIZE TO ENGINEERS SPECIFICATIONS.  
 SLAB THICKNESS, FOOTING SIZES AND REINFORCEMENT TO BE CONFIRMED BY ENGINEER TO SUIT 'A' CLASS SITE.

JOB:  
 PROPOSED RESIDENCE  
 LOT 234 HENLEY GROVE

DRAWING:  
 GROUND FLOOR PLAN  
 ADDRESS:  
 26 HENLEY GROVE,  
 MIRA MAR  
 ALBANY WA

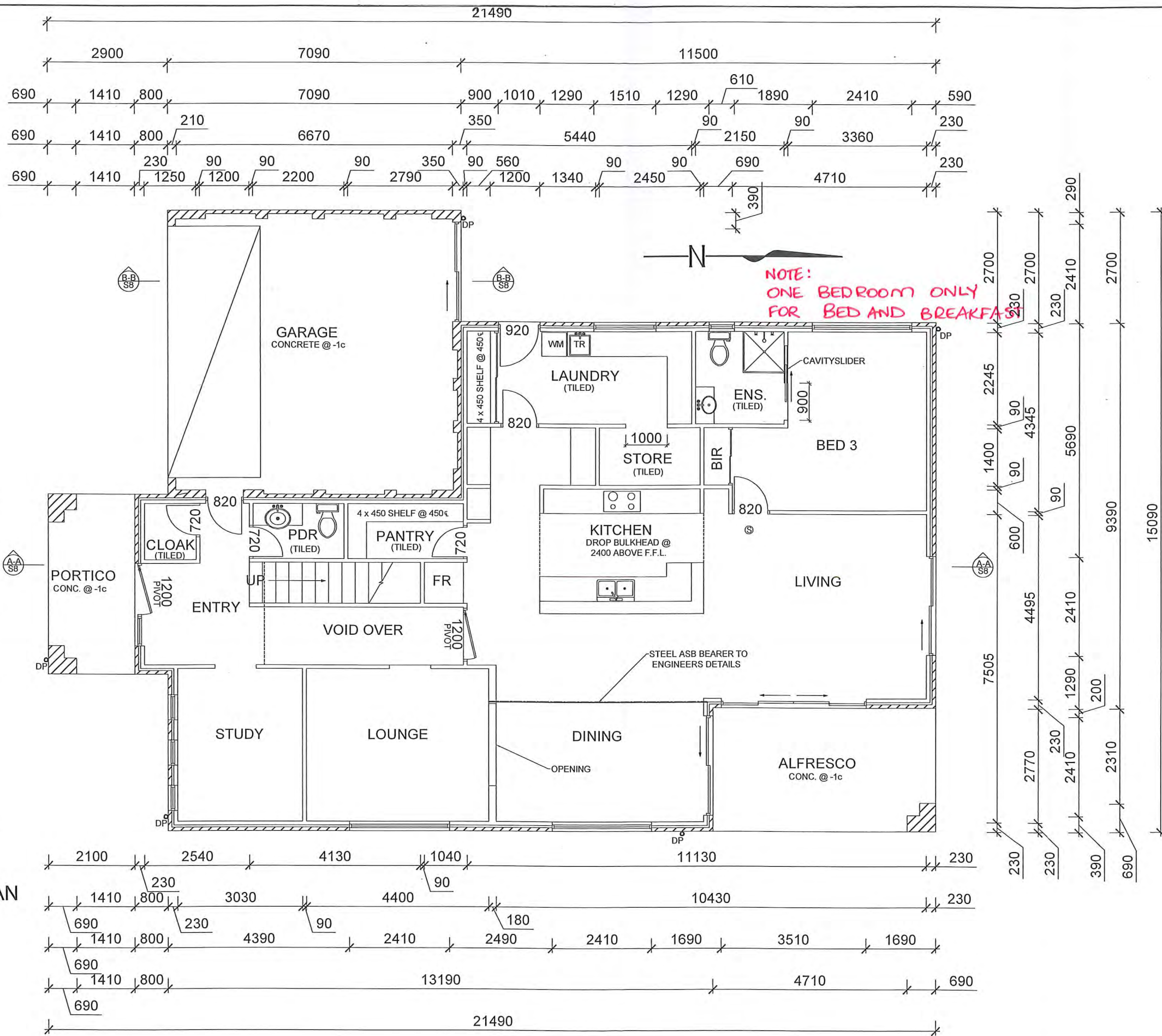
DATE:  
 16/6/2011  
 SCALE:  
 1:100  
 DRAWN BY:  
 BEN MITCHELL

©SHABDEN DESIGN AND DRAFTING SERVICES

PHONE: 0402 421 200  
 OR (08)9892 8774

SHEET NO.

1



GROUND FLOOR PLAN  
 SCALE 1:100



NOTE:  
 ALL MASONRY TO COMPLY WITH AS3700 AND THE BUILDING CODES OF AUSTRALIA.  
 ALL FLOOR, WALL AND ROOF FRAMING TO COMPLY WITH AS1684 AND THE BUILDING CODE OF AUSTRALIA TO SUIT N1 WIND LOADING.  
 ALL CONNECTIONS TO PROPRIETY SPECIFICATIONS AND ENGINEERS DETAILS.  
 ALL SIZES OF STRUCTURAL MEMBERS INDICATIVE ONLY. FINAL SIZE TO ENGINEERS SPECIFICATIONS.  
 SLAB THICKNESS, FOOTING SIZES AND REINFORCEMENT TO BE CONFIRMED BY ENGINEER TO SUIT CLASS 'A' SITE.

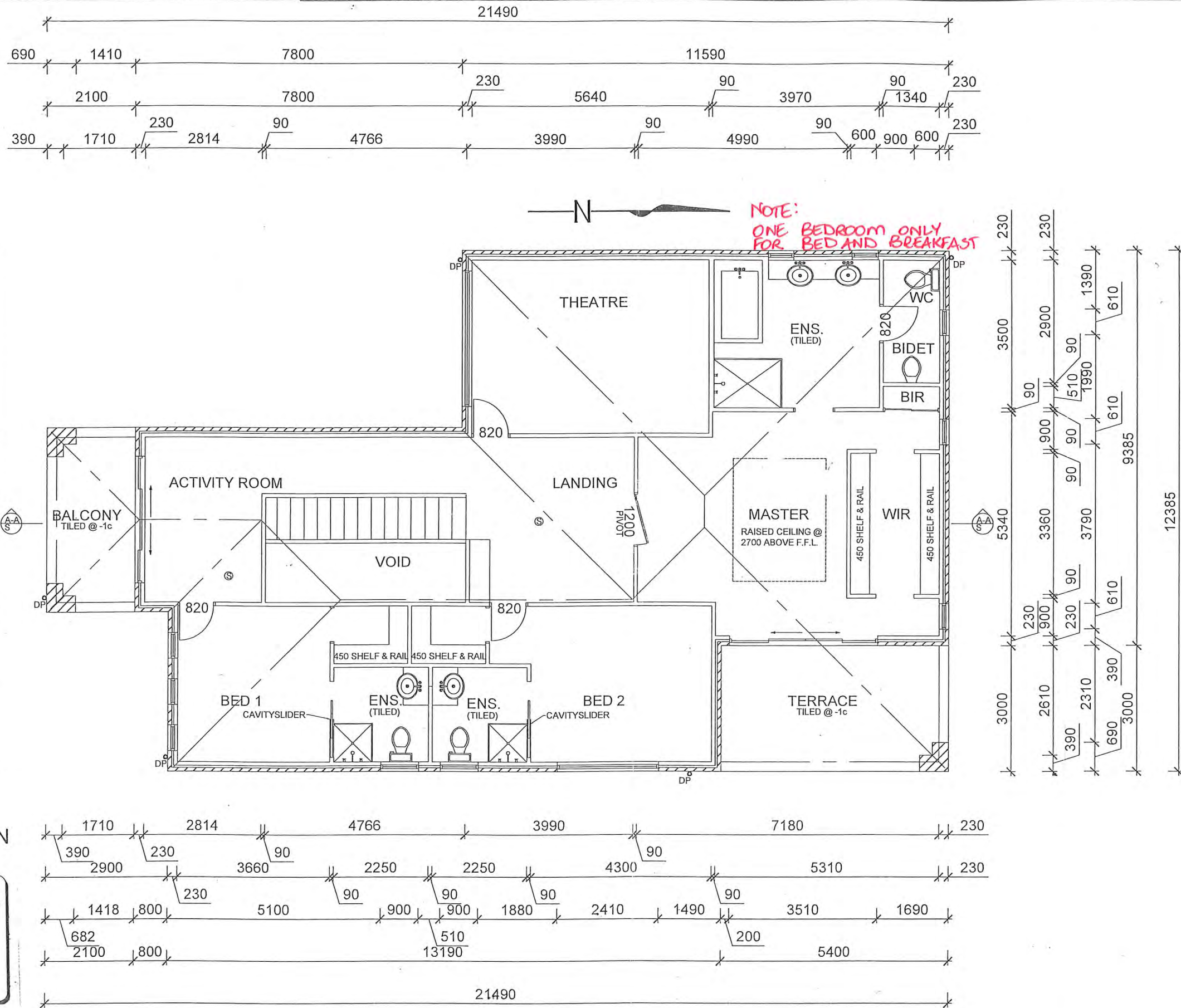
JOB:  
 PROPOSED RESIDENCE  
 LOT 234 HENLEY GROVE

DRAWING:  
 FIRST FLOOR PLAN  
 ADDRESS:  
 26 HENLEY GROVE,  
 MIRA MAR  
 ALBANY WA

DATE:  
 16/6/2011  
 SCALE:  
 1:100  
 DRAWN BY:  
 BEN MITCHELL

©SHABBEN DESIGN AND DRAFTING SERVICES  
 PHONE: 0402 421 200  
 OR (08)9892 8774

SHEET NO.  
 2



FIRST FLOOR PLAN  
 SCALE 1:100

FIRST FLOOR AREA  
 BUILDING AREA: 204.442M<sup>2</sup>  
 ALFRESCO: 16.200M<sup>2</sup>  
 PORTICO: 9.209M<sup>2</sup>  
 TOTAL: 229.851M<sup>2</sup>  
 GROSS AREA: 508.236



# **City of Albany**

## **Planning Policy**

# **BED AND BREAKFAST ACCOMMODATION**

## 2E BED AND BREAKFAST ACCOMMODATION

*Objectives:*

- 1) **To promote the orderly and proper development of land by making suitable provisions to guide applicants who wish to establish Bed and Breakfast accommodation from their homes;**
- 2) **To secure the amenity, health and convenience of both visitors and surrounding residents through appropriate development requirements; and**
- 3) **To ensure that the Bed and Breakfast accommodation is incidental to the predominant use of the property in order to maintain the amenity of the immediate area.**

### E1 Definitions

**“Bed and Breakfast Accommodation”** means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast.

### E2 Policy Statement

Bed and Breakfast Accommodation should occupy a maximum of two bedrooms of a dwelling house and be made available for short-stay accommodation for a maximum of six guests at any one time and will only be approved on a lot where it can be demonstrated that:

- 1) The proposal is consistent with surrounding land use activities and can demonstrate general support from adjoining landowners;
- 2) The owner/manager of the Bed and Breakfast accommodation will reside on-site;
- 3) The proposal provides additional on-site car parking bays at the ratio of 1 bay per bedroom and shall not interfere with vehicular access; and
- 4) Access/egress to the site and car parking shall not adversely impact on with local vehicular or pedestrian traffic.

# **City of Albany**

## **Planning Policy**

# **HOLIDAY HOMES**

## 2K HOLIDAY HOMES

*Objective:*

**To encourage good quality, well managed holiday accommodation for use by short-term visitors generally in locations that will enhance the tourism experience while minimising potential impacts on adjoining residents.**

### F1 Definitions

**“Holiday Home (standard)”** means a single house (excluding ancillary accommodation), which may also be used for short stay accommodation for no more than six people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).

### F2 Policy Statement

#### F2.1 General

- 1) Matters to be considered in assessing, determining and renewing applications include:
  - a) effective on-going management;
  - b) appropriate location and compatibility with adjoining/nearby uses; and
  - c) access and car parking.
- 2) Planning approvals are issued only to the specific owner of the parcel of land and is not transferable to another person or to another land parcel. Should there be a change in landowner in respect of which the planning consent was issued the approval will no longer be valid.
- 3) Holiday homes are restricted to a maximum number of 6 guests in order to protect the amenity of the residents in the vicinity.
- 4) Where more than 6 guests are proposed, the premises is classified under the Health Act 1911 as a “lodging house” and will require further approval. An application for a Lodging House shall be treated as a “Use Not Listed” under the provisions of Scheme No. 1a and 3.
- 5) Holiday homes shall be limited to detached single residential dwellings on freehold lots.

#### F2.2 Location

- 1) To reduce conflict between holiday homes and residential dwellings, particularly in residential zones, ideally they should be located in preferred areas identified either through the tourism component of the relevant local planning strategy, or in a local planning policy.
- 2) As a guide, holiday homes are more appropriate in areas of high tourism amenity and close proximity to key tourism attractions such as the beach, town centre or rural areas, but may not be appropriate in suburban locations.
- 3) The area identified on Figure A below is considered to be the most appropriate priority area for the establishment of holiday homes given these areas are within close proximity to the town centre and popular swimming beaches. Other areas, within 400 metres (typically a 5 minute walk) of an activity centre may be considered provided they are located in an area within an interconnected network of streets which facilitates safe, efficient and pleasant walking, cycling and driving.
- 4) The underlying factor in determining an appropriate location for a holiday home is the proximity of the premises to where a holiday maker would desire to stay and proponents should address this in their application.

### F2.3 Protecting the Residential Character of Neighbourhoods

In order to protect and retain the predominant residential nature and character of neighbourhoods, Council shall consider the cumulative impact thereof on a location's residential character, functioning and amenity as a criterion in the assessment of planning applications. Holiday homes should not become the predominant use within neighbourhoods.

### F2.4 Ongoing Management

- 1) It is considered that the responsibility for appropriate on-going management rests with the proponent to ensure that visitors are responsible and do not create inappropriate impacts (including noise) to adjoining/nearby properties.
- 2) Suitable on-going management is, of course, more difficult if owners live a considerable distance from the application site. Accordingly, as part of the planning application, the local government will require the proponent to outline how the site will be managed, especially if the owners do not live nearby.
- 3) A management statement will need to be submitted to address matters including:
  - a) the amenity of adjoining/nearby land uses;
  - b) managing noise impacts of visitors;
  - c) the submission of a code of conduct for guests which shall, amongst others, list what is considered acceptable and unacceptable behaviour;
  - d) outlining how the premises will be managed on a day-to-day basis (including how keys are easily available for late entry, providing onsite assistance and confirming arrangements for cleaning/waste management);
  - e) relevant site specific matters including fire management/emergency response plans for visitors and managing risks for visitors; and
  - f) the handling of complaints (it is expected that the tenant be contacted by phone immediately and the proponent or their representative visit the property, preferably within 12 hours).

### F2.5 Access & Car Parking

- 1) All car parking is to be contained on-site and no verge area should be used for car parking.
- 2) At a minimum, it will be necessary to provide 2 on-site car parking bays for up to 6 guests. Tandem parking will only be permitted for a maximum of one vehicle behind another vehicle.
- 3) It is common for holiday makers to have a boat, trailer, caravan etc. and there should be additional space allocated for such.
- 4) All vehicle access (including crossovers) and car parking areas are to be sealed and drained to the approval of the local government.

### F2.6 Holiday Homes Register

Council shall maintain a holiday homes register. The register shall provide information on the owner and/or manager, property address, configuration (bedroom numbers, number of beds, bathrooms, carparking spaces).

### F2.7 Application Requirements

Applications shall include a site plan, internal floor plan and elevations along with a management statement and information detailing how the proposed location is appropriate.

### F2.8 Conditions of Approval

Council in considering a Holiday Home may impose conditions based on the following:

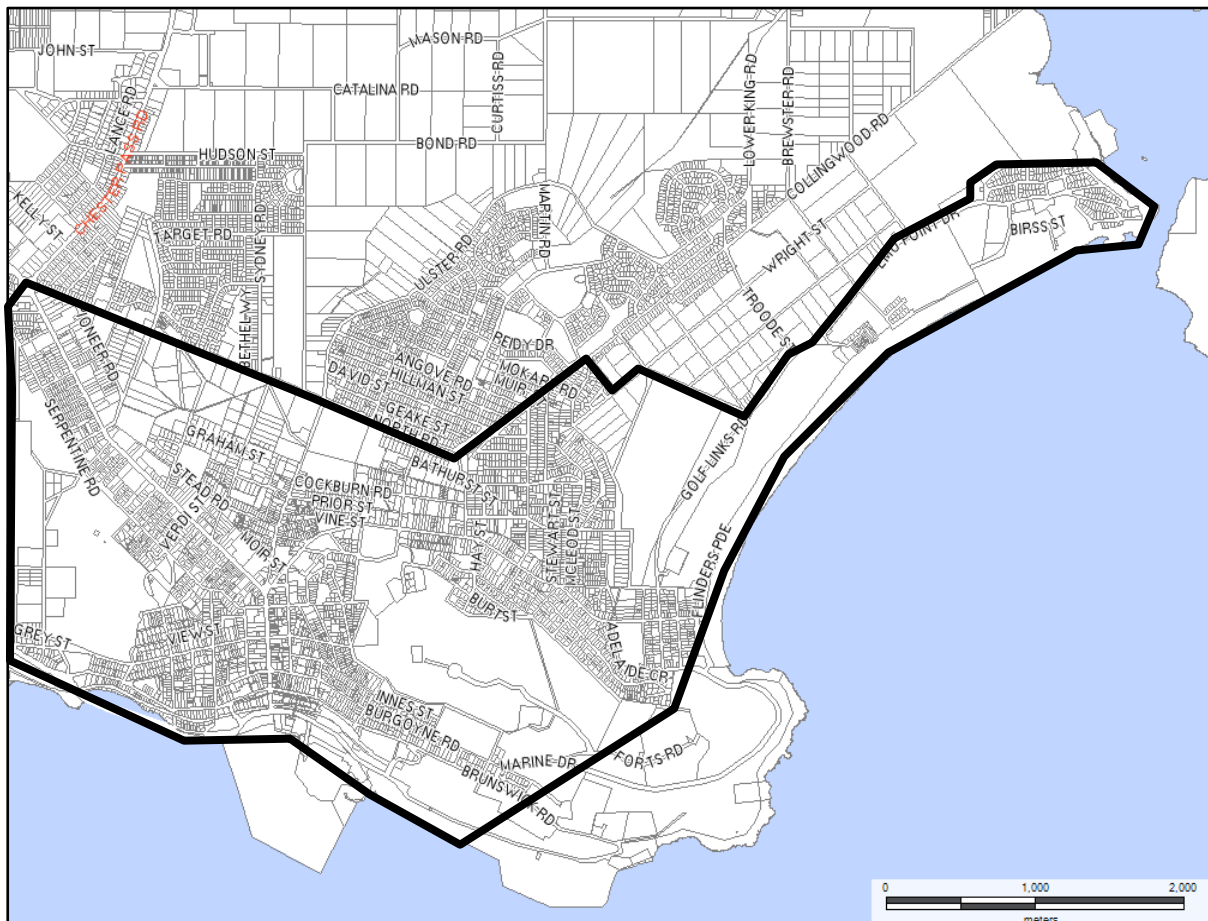
- 1) The maximum number of persons to be accommodated is restricted to 6 exclusive of the owner/operator.

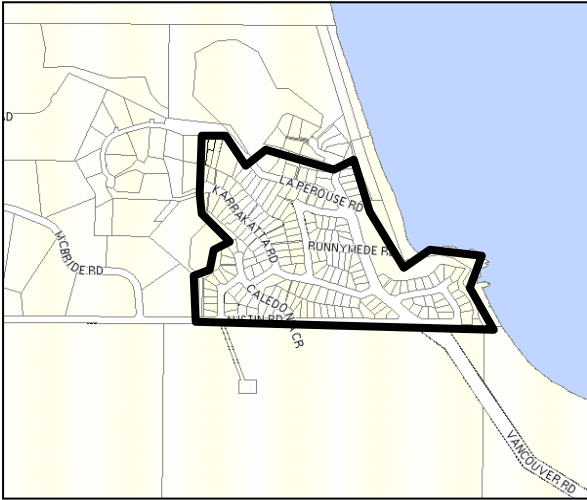
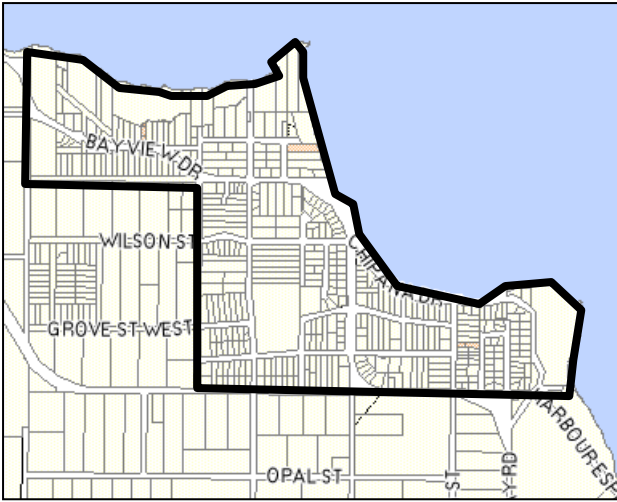
- 2) The consent is issued only to the specific owner of the particular parcel of land and is not transferable to any other person or to any other land parcel. Should there be a change of the owner on the land in respect of which the planning approval was issued the approval shall no longer be valid.
- 3) The maximum stay for any one person is restricted to 3 months within any 12 month period.
- 4) Operators must provide and maintain a register of all people who utilise the holiday accommodation during the year to Council’s satisfaction. A receipt book must be kept.

F2.9 Advertising Requirements

The use ‘Holiday Home’ falls under the wider definition of ‘Holiday Accommodation’ which is a use that requires advertising under Town Planning Scheme No. 1A. Where the use is proposed within a residential zone there is a 21 day advertising period inviting comment from adjacent landowners in accordance with Council’s Planning Processes Guidelines is required.

Figure A - Preferred Areas for Holiday Homes

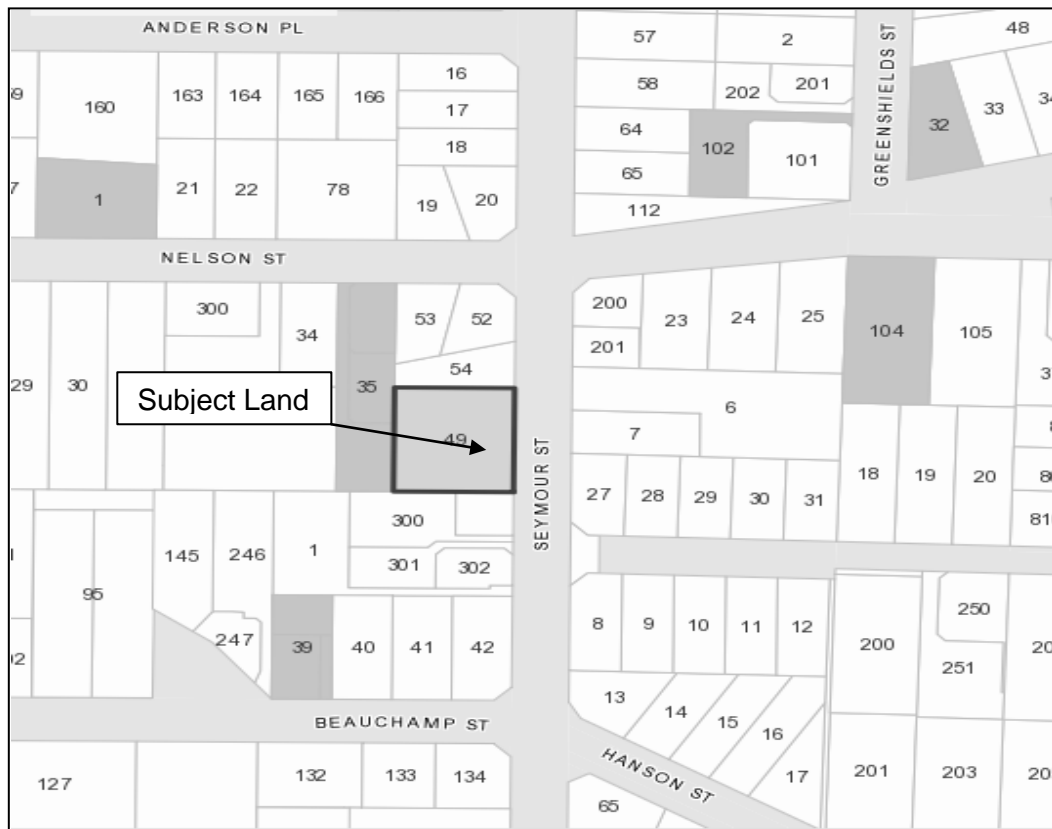




**2.7: MUNICIPAL HERITAGE INVENTORY – REVIEW OF LISTING OF 45  
(LOT 49) SEYMOUR STREET, MIRA MAR**

<b>Land Description</b>	: 45 (Lot 49) Seymour Street, Mira Mar
<b>Proponent</b>	: A, Bremner & A Barrett-Lennard
<b>Owner/s</b>	: P Bremner
<b>Attachment(s)</b>	: Heritage Assessment : Extract from the City's Municipal Heritage Inventory : Responses from Heritage Review Working Group
<b>Responsible Officer(s)</b>	: Executive Director Planning and Development Services (D Putland)

**Maps and Diagrams:**



**IN BRIEF**

- The Municipal Heritage Inventory Review Working Group has been requested to review the listing and associated information related to 45 (Lot 49) Seymour Street, Mira Mar.
- The members of the Review Working Group had mixed opinions on this matter, but have made a clear recommendation for Council to maintain the property on the Heritage Inventory.



**RECOMMENDATION**

ITEM 2.7: RESPONSIBLE OFFICER RECOMMENDATION 1  
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council resolves to MAINTAIN 45 Seymour Street on the Municipal Heritage Inventory with a Management Category C (or equivalent) and to update and correct the information in the listing on the Municipal Heritage Inventory to reflect the findings in the provided Heritage Assessment and comments on its content.

RESPONSIBLE OFFICER RECOMMENDATION 2  
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council requests the Executive Director of Planning & Development Services to ISSUE a Notice of Planning Scheme Refusal for Demolition - (Single House listed on Municipal Heritage Inventory) at 45 (lot 49) Seymour Street, Mira Mar.

**ITEM 2.7: RESOLUTION-ALTERNATE MOTION BY COUNCILLOR ATTWELL**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR ATTWELL**  
**SECONDED: COUNCILLOR HAMMOND**

**THAT Council RESOLVES to immediately REMOVE 45 Seymour Street from the Municipal Heritage Inventory and that the owner be requested to provide a photographic record to the City of Albany, in accordance with the Heritage Council of WA archival guidelines.**

**CARRIED 10-0**

**Councillor's Reason:**

The cottage has no heritage value and should not appear on the Municipal Heritage Inventory.

It is therefore inappropriate that an archival record be prepared as a pre condition for the correction of that anomaly.

It would be advantageous if the owner was to prepare a photographic record for future reference and that it be done to the minimum standards set by the Heritage Council.

**Officer's Comment (Executive Director Planning and Development Services):**

While the Municipal Heritage Inventory Working Group were divided in their opinion as to whether the cottage has heritage significance; the majority of members have stated that the cottage has sufficient heritage significance to be retained on the Municipal Heritage Inventory (MHI). The recommendation from the Review Working Group therefore, is that the cottage is retained on the MHI.

However, while Councillors must give due consideration to the recommendation of the review working group, they must also consider any other factors that are relevant to the decision.

Several members of the working group have recommended that if the cottage is removed from the MHI that Council should require the full archival report and photographic record of the place to the City's satisfaction prior to removing the place from the Inventory. This is set in the report as an alternative option.

The reasoning behind this recommendation is that this will ensure that the City retains a record of the cottage as it currently exists. If the cottage is removed from the Inventory before such a record is supplied, the City of Albany will have no powers to require such a record is kept.

## **BACKGROUND**

1. This matter is presented to Council further to a previous referral at the July 2012 Ordinary Council Meeting (Item 2.5) where it was resolved that a request to demolish the property be laid on the table. The intent behind this was for the proponents to provide a plan for redevelopment of the site to in part meet the requirements of the City's Heritage Protection Policy.
2. The proponents have stated they will not provide a redevelopment plan as requested and have approached Councillors to request this matter be reconsidered.
3. Following discussions with Councillors and the proponents this the City's Heritage Review Committee has undertaken a review of the Municipal Heritage Inventory listing details for the Management Category 'C' listed place at 45 (lot 49) Seymour Street, Mira Mar.
4. The Municipal Heritage Inventory is an inventory of buildings within the municipality that are considered to be, or that may become of cultural heritage significance and has been determined and accepted as such through public consultation. Any proposed change to a listing or entry is referred to Council for consideration and determination.

## **DISCUSSION**

5. The subject site is relatively flat and is located on the western side of Seymour Street directly to the north of the gravesite of Sir Richard & Lady Spencer. The grave site has heritage significance and is listed under *Appendix VIII – Schedule of Places of Heritage Value* of TPS 1A; the City's Municipal Heritage Inventory and is on the State Heritage Register.
6. The existing house is setback approximately twenty metres from the front boundary and located near centrally on the block. A large timber framed outbuilding is located behind the building. There are also a number of mature trees and shrubs on the property.
7. Below is an aerial image showing the subject site and the location of Sir Richard and Lady Spencer's Grave.



8. The house itself is in fair condition for its age and is a single storey cottage constructed from formed brickwork walls with wide mortar joints and areas of fibre cement cladding (which has been noted to contain asbestos). The cottage consists of two different abutting sections both with hipped corrugated metal roofs with tall brick chimneys. The front facade of the cottage is asymmetrical with a wide veranda on the southern end and a section of fibre cement cladding towards the northern end. The verandas on the northern and western facades have been infilled to create additional internal rooms.
9. The house is listed as a Management Category 'C' building on the City's MHI and is considered to have cultural heritage significance for the following reasons:
  - Aesthetic value for its contribution to the streetscape;
  - Value as part of a group/precinct;
  - In addition it has some value for its architectural merit and rarity value.
10. The management recommendations for this house under the MHI are;

*"Retain and conserve if possible: make every endeavour to conserve the significance of the place through the provisions of the City of Albany Planning Scheme. A Heritage Assessment/Impact Statement will be required before approval given for any development. Photographically record the place prior to development".*

11. The proponent has submitted a Heritage Assessment prepared by H + H Architects, a full copy of this can be found within the agenda attachment section. The Heritage Assessment states that the house is a fair example of a simple holiday cottage from the inter war period, it has some social heritage significance. There appears to be no other simple cottages on the MHI that were constructed from the 1930's on the MHI. The Heritage Assessment concludes that the details contained within the current listing for 45 Seymour Street on the MHI are incorrect and states the following;

*“Given the buildings condition, integrity and significance we believe that it is appropriate to either remove the building from the inventory or adjust it to management category D – “Significant but not essential to an understanding of the history of the district” In line with the Municipal Heritage Inventory’s recommendations an archival photographic record of the place should be completed prior to any major redevelopment or demolition”*

12. While the Heritage Assessment demonstrates that its significance is slightly different from that stated in the MHI, the significance attributed in the Heritage Assessment may not necessarily be of lesser value and rests on being a rare example of an Inter-War holiday cottage.
13. The City has been working on a Review of its Municipal Heritage Inventory with the assistance of a Working Group formed with membership of local residents/landowners with an interest in Albany’s heritage. This review working group was formed by Council resolution Item 2.1 at the June 2011 Ordinary Council Meeting.
14. The Review Working Group members were sent copies of the existing MHI entry, the Heritage Assessment and photographs taken throughout and around the cottage. They were asked to consider if the information in the current listing, identified in the Heritage Assessment as inaccurate, affects the level of significance and the management category applied to the property. A site meeting to allow internal inspection of the property was also arranged for Friday 3 May 2013.
15. Following the site meeting, the Working Group members have given their feedback. Copies of the received responses are contained in the agenda attachments with a summary provided in the Public Consultation/Engagement section of this report.
16. The opinions from the Review Working Group were mixed, but a majority opinion was that the property should remain on the inventory and be protected from development pressures to demolish it. Two members of the Review Working Group suggested it should be removed from the Inventory to allow for possible re-development and the remaining four members suggested the place be retained with its current listing and status, but with the inaccurate detail corrected. The responses supporting retention were more detailed in their consideration and justification for their viewpoint.

17. Although it was not a unanimous opinion, the Review Working Group has now provided a recommendation. This now falls to Council to make the final decision of whether or not to accept the recommendation of the Review Working Group to keep the property on the inventory. It is clear there are inaccuracies in the current MHI listing. This property is of cultural significance in telling the story of development of Albany. However the listing for this property should be corrected to be an accurate record for this property.

### **GOVERNMENT CONSULTATION**

18. No Government referral is required, however, if changes to an entry are proposed, the Heritage Council of Western Australia must be advised of such changes once endorsed by Council.

### **PUBLIC CONSULTATION / ENGAGEMENT**

19. Consultation on potential changes to the Heritage Listing under the Municipal Heritage Inventory was undertaken with the Municipal Heritage Inventory Review Working Group. The existing listing of the property, the Heritage Assessment and the photographs were sent to the six (6) members of the Working Group for comment on the implications of the identified inaccuracies and their views/suggestions on any changes to the listing or Management Category applied to the property.

20. A summary of the responses are:

- Member 1 – It is an old cottage and he wouldn't want to live there. To keep it would be an unnecessary financial burden and he thinks the place should be demolished to make way for something new.
- Member 2 – No problem reducing the Heritage standing as the place retains little of its integrity in its surroundings. We should encourage retention of Heritage Places where possible and provide development incentives and relaxations for best use of the land whilst protecting heritage buildings. In this instance there would be considerable cost in renovating with little benefit to the wider public, it would rarely be seen and the little contribution to public amenity would result from inordinate cost to the owners.
- Member 3 – Agree that the MHI listing detail is not accurate and the Heritage Assessment is more accurate regarding the detail of the building's history. However, the Heritage Assessment is also inaccurate in terms of some elements of the building's construction – some painted cloth ceilings and not fibre cement throughout as stated. The cottage is an unusual, but simple construction reflecting its owner built holiday cottage status. Such holiday cottages are an important part of Albany's history. This property should have a greater rarity value than current MHI listing. It is difficult to argue the Management Category should be reduced or removed from the MHI entirely. Other assertions put forward for reducing or removing the listing are not accepted. Architectural merit and Heritage significance is not just for grand and spectacular, the simple can be just as important. This place remains significant as a

good and early example of a seaside holiday cottage important in the history of Albany. It should remain on the Municipal Heritage Inventory with its current C rating.

- Member 4 – Although the historical information in the MHI is incorrect, the Heritage Assessment which provided a more accurate historical record fails to demonstrate that the place does not have cultural heritage significance. It demonstrates that its significance is slightly different, (it is not necessarily of lesser value); Significance now rests more on it being a rare example of an Inter-War holiday cottage.
- Member 5 –The cottage is unique with a high level of integrity and an example from the 1930's which is period not otherwise represented on the MI due to fewer homes constructed during the recession and hardship of the inter war years. The cottage is set on a significant site with commanding views across King George Sound and the City. By comparison to the surrounding modern homes it has an exaggerated significance exemplifying a simpler more spacious and leisurely life. This is an essential component of understanding the social history of the area, holidays and the city and should be conserved. There should be a comprehensive report under taken by an impartial heritage advisor.
- Member 6 (e-mail and follow up telephone conversation)– Favours retention. Considers the cottage is representative of the era. Although the site is commanding and there may be re-development pressure, he feels that a re-development around and retaining the existing cottage can be achieved and the City should consider development concessions and relaxations to achieve this. The cottage could be kept as small holiday accommodation for instance.

### STATUTORY IMPLICATIONS

21. Section 45 of the *Heritage of Western Australia Act 1990* states;

“1) A local government shall compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.

2) The inventory required by subsection (1) shall be compiled no later than 4 years from the commencement of this Act and shall be – (a) updated annually; and (b) reviewed every 4 years after compilation.

3) A local government shall provide the Council with a copy of the inventory compiled pursuant to this section.

4) A local government shall ensure that the inventory required by this section is compiled with proper public consultation.”

### STRATEGIC IMPLICATIONS

22. This item relates directly to the following elements of the City of Albany Strategic Plan (2011-2021):

#### **Key Focus Area**

- *Sustainability and Development*

#### **Community Priority**

- *A Preservation of Albany's uniqueness*
- *Preserve Albany's heritage buildings through incentives and advocacy*

**POLICY IMPLICATIONS**

23. This matter has no direct Policy implications, however, if the property is retained on the Municipal Heritage Inventory any development or re-development will be subject to the City's Local Planning Policy 2H – *Heritage Protection*.

**RISK IDENTIFICATION & MITIGATION**

24. The risk identification and categorisation relies on the City's Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>If Council were to resolve to remove the property listing from the Municipal Heritage Inventory it could create a precedent for requests for the de-listing of other MHI Management Category C Heritage Places.</i>	<i>Likely</i>	<i>Low</i>	<i>Low</i>	<i>Any decision must be made on a sound basis with reasoned justification. Referral to the Review Working Group would constitute proper public consultation and usually result in a sound recommendation.</i>
<i>If Council resolved to retain the property on the Municipal Heritage Inventory the property owners would require planning scheme consent for any re-development proposals for the site.</i>	<i>Likely</i>	<i>Low</i>	<i>Low</i>	<i>This is no different to any other Heritage Listed property and is currently the case for the subject property.</i>

**FINANCIAL IMPLICATIONS**

25. The ongoing review of the Municipal Heritage Inventory is part of the continuing Development Services function utilising existing resources and budget lines.

**LEGAL IMPLICATIONS**

26. There are no legal implications arising from this matter.

**ALTERNATE OPTIONS**

27. Although the Review Working Group has made a clear recommendation the decision now falls to Council to determine if the property stays on the Municipal Heritage Inventory or is removed. Should Council not accept the Review Working Group recommendation, there is the following alternate option:

*THAT Council resolves to REMOVE 45 Seymour Street from the Municipal Heritage Inventory SUBJECT to the following conditions:*

- A. Prior to the removal from the Municipal Heritage Inventory and any work or redevelopment carried out to the property; a full archival report and photographic record of the Place being carried out to the satisfaction of the City of Albany with a copy of the report and photographic record provided to the City of Albany.*

**SUMMARY CONCLUSION**

28. This matter results from a request to review the current Municipal Heritage Inventory listing for a property at 45 Seymour Street, Mira Mar which is currently listed on the City's Municipal Heritage Inventory as a Management Category 'C'.
29. The relevant information to review the current listing was sent to the members of the Municipal Heritage Inventory Review Working Group for consideration of changes to the listing content and possibly the management category applied to the property.
30. The Review Working Group member's opinions were mixed, but a majority considers the property should remain on the Heritage Inventory with the current management category retained and the inaccurate information and detail being corrected.
31. The final decision now rests with Council whether or not to accept the recommendation from the Review Working Group.

<b>Consulted References</b>	City of Albany Municipal Heritage Inventory – Inner Albany Places
<b>File Number (Name of Ward)</b>	A143915 (Breaksea Ward)
<b>Previous References</b>	OCM 17/07/2012 – Item 2.5



# CITY OF ALBANY MUNICIPAL HERITAGE INVENTORY

Man Cat

C

## PLACE RECORD FORM (Inner Area)

Lot/Loc	Number	Street Name	Locality	Type/Name of Place
	41-45 (45)	Seymour St	Mira Mar	House/Residence



LOCATION	
HCWA Reference Number	
Other Reference Number	A143915
Type/Name of Place	House/Residence
Other names	
Address	41-45 Seymour St
Suburb/Town	Mira Mar
Local Government Authority	City of Albany

OWNERSHIP & LAND DESCRIPTION			
<i>Owner details are kept on the rates database at the City of Albany.</i>			
Reserve No.	Lot/Location No.	Plan/Diagram	Vol/Folio

<b>PERIOD</b>	Federation (c1890-c1915)
Design Style	Federation Georgian
Construction Date	c1900-1905
Source/Details	1994 Heritage Database – Town of Albany

<b>USE(S) OF PLACE</b>	
Original	Residence
Present	Residence
Other	

**HISTORICAL NOTES**

This cottage, believed to have been built during the Federation period, survived the subdivision of part of the Strawberry Hill Farm. The cottage is located behind the gravesite of Sir Richard Spencer. The open gardens and grounds of the dwelling give the area around the gravesite space. The cottage in 1994 was being used as a holiday home for a Beverley farmer.

**DESCRIPTION**

*Some of the notable features of this place include:*

- Small scale cottage on large block
- Situated behind the grave of Sir Richard Spencer
- Hipped corrugated iron roof
- Rendered brick walls
- Small verandah

*Some obvious modifications include:*

- Side of the house enclosed with fibreboard
- Brick chimneys appeared to be replaced and not original
- Window treatments

**ASSOCIATIONS****ASSOCIATION TYPE**


**HISTORIC THEME/Subtheme****CATEGORIES OF SIGNIFICANCE**

Demographic Settlement/ <i>Residential land subdivision</i>	Aesthetic
	Historic
	Representative

**RATING AND ASSESSMENT****High****Low**

Aesthetic value (streetscape, setting)	1	2 ✓	3	4	5
Architectural merit (design features)	1	2	3 ✓	4	5
Rarity value	1	2	3 ✓	4	5
Value as part of a group/precinct	1	2 ✓	3	4	5
Condition	1	2 ✓	3	4	5
Integrity	1	2	3	4 ✓	5

**MANAGEMENT RECOMMENDATIONS**

Management Category: C

Retain and conserve if possible: make every endeavour to conserve the significance of the place through the provisions of the City of Albany Planning Scheme. A Heritage Assessment/Impact Statement will be required before approval given for any development. Photographically record the place prior to development.

**HERITAGE LISTINGS**

*So that Heritage Listings can be up dated regularly, a separate appendix of these Listings is located at the end of this report. For current information it will be important to check the various listings for the places with the Heritage Council of WA, National Trust and Australian Heritage Commission, as they are continually expanding their databases.*

**SUPPORTING INFORMATION/BIBLIOGRAPHY**

- *Heritage TODAY* Site visit and Assessment 1999.
- 1994 Heritage Database – Town of Albany
- Town of Albany Heritage Survey 1994



**Photo of property taken in 1994**  
(Town of Albany)

15 March 2012

Attention: **Taylor Gunn, Planning Officer**

**Proposed Demolition 45 Seymour Street Albany**

With regard the letter you received from \_\_\_\_\_ (08/02/12), on behalf of her father, \_\_\_\_\_ (the owner) regarding the above matter I have the following advice and information to provide:

**Removal from a Municipal Heritage Inventory (MHI)**

Inclusion or exclusion in an MHI should only be on the basis of cultural heritage significance and nothing else. Even in spite of the historical information in the current listing being incorrect, the heritage assessment that H&H Architects prepared for the owner which provided the more accurate historical record does not actually demonstrate that the place does not have cultural heritage significance – what it has done is demonstrate that its significance is slightly different (but not necessarily of lesser value either); it rests more on it being a rare example of an Inter-War holiday cottage in (central) Albany.

Further, as it happens, the new historical information does not really affect the values attributed to the place (its significance) either, as outlined in the H&H assessment and reflected in the MHI listing:

Aesthetic value for its contribution to the streetscape

Value as part of a group/precinct

In addition it has some value for its architectural merit and rarity value.

Just to reinforce that inclusion on an MHI is not subject to, nor does it require, “owner consent” under the legislation. Nor should Council be responding to requests to have a place removed from the MHI in order to open up greater development potential for the owner. As far as I’m aware, the owners did not object to the listing of the place in 1994 when the MHI was first prepared nor in 2000 when the MHI was last reviewed.

As you know, the current management category for this place (C) does not necessarily preclude demolition, although neither does it encourage it unless there is no prudent and feasible solution to a place’s retention in full or part. So the City does not need to remove it from the MHI in order to facilitate discussions about potential demolition and redevelopment of the Lot.

However, probably more important than the MHI listing, you will need to check whether this place is included in the Heritage List in your TPS, because that adds a layer of planning control that an MHI listing, by itself, does not have.

I would therefore suggest the owners just lodge their planning application for demolition only, and leave out any discussion about removal from the MHI.

### **Other Heritage Considerations**

Regardless of whether this place is on your MHI/TPS or not, it is adjacent to a Registered Site – Spencer’s Grave – so any redevelopment on this Lot will still need to be referred to the Heritage Council for advice. (You might need to check but it could also back onto Old Farm Strawberry Hill which means it could be adjacent to 2 registered places??)

### **Assessing a demolition application for an MHI listed place**

You would need to check your policies and what kind of delegated authority you have, but I would say that an application to demolish a place listed on the MHI would need to go to full Council for approval. The Council will need to make the final decision on whether it supports demolition. Given that this isn’t a matter that comes up often, you would need to ensure that your Councilors are fully aware of what the City’s policies are in relation to considering demolition of an MHI listed place. Again, you need to check if it is included in the TPS Heritage List.

I’m not really sure what the premise for demolition would need to be, but I would guess that it would be on the basis that the existing cottage is not in any way habitable as it is and can in no way be accommodated in the owner’s proposed redevelopment plans for the Lot. It’s a difficult situation because it’s not like anyone is making them redevelop the Lot – that is just their desire to (although they knew the place was heritage listed). However, at the same, as owners they have a right to develop their property.

They would probably also need to state that they are wanting to proceed with development now.

Given its moderate heritage value, it could be argued that this value is outweighed by other matters that make retaining the place untenable in any redevelopment. However, Council would need to be satisfied that all redevelopment options have been considered. *(I refer here to the Activ redevelopment on Spencer Street where it was eventually determined that the office building could be retained when at first it was considered that it couldn’t and would have to be removed.)*

I’m not really sure what kind of BCA requirements would be imposed upon them given it is a residence now and will continue to be a residence should it be kept (i.e. they’re not proposing a change of use to convert to a commercial premise), but I don’t believe that ability to demonstrate energy efficiency would be a valid reason. If this was the case then most existing housing would fail this requirement I would think. Please also note that the H&H assessment talks about the place containing “fibre cement sheeting”, but the letter from I mentions asbestos.

These are not necessarily the same things so this would need to be clarified as they have very different connotations.

Regardless of the heritage listing, removing a place from the MHI will not necessarily give the owners surety that they will be able to proceed with their redevelopment as they desire it. There are many other issues besides heritage that need to, and will be, taken into consideration.

### **RHA Liaison with the Owners**

Please note that the letter (as you attached) states that they (the owners) have discussed this with the “Heritage Council Representative”. I am not sure if they are referring to me? The only conversations I have had with the owners have been during a site meeting (c2007/8) with [REDACTED] (owner) - but I did not give any indication of where I stood on supporting his request to have the place taken off the MHI - and I also spoke to [REDACTED] (on the phone) last year, but that was only in relation to organising getting the key from him so I could make another site visit with Tom Stevens and yourself, which we did last year. Although Andrew outlined the issue at hand in our phone conversation, again I gave no response or indication of my opinion or what my advice might be.

### **SUMMARY**

In summary, these are the main issues as I see them:

- The place remains in the MHI, however the place record form is updated to reflect the correct historical information. The heritage values attributed to the place remain the same and the category remains as a “C”.
- You need to check if this place is included in the Heritage List in the TPS.
- The owners formally apply for planning approval to demolish and this is presented to Council.
- That Council is presented with the “amended” MHI place form for this place so that they have the correct historical information to consider.
- That should demolition be approved by Council the place remains on the MHI but is amended to say “demolished”.

Without knowing the full legalities of your planning approvals process – and not being entirely sure what the owners have “formally” submitted to-date – in the event that Council does support demolition, there are possibly several options/considerations with regard progressing this issue:

- That only “planning approval” to demolish is granted but the demolition licence is not issued until the subdivision/redevelopment plans are approved by Council and the owners are ready to proceed with the redevelopment. This avoids the empty block scenario.

- The City would also need to have some surety that the owners won't demolish and then sell the vacant land. Obviously once the redevelopment has been done the owner can keep or sell as they like.
- That you don't accept just a demolition application without receiving the planning application for the subdivision/redevelopment.

I hope this advice and information is of some assistance. Please don't hesitate to contact me if you require anything further.

regards

**Regional Heritage Advisor**





**ALBANY HISTORICAL SOCIETY (INC)**  
CUSTODIANS OF THE BIRTHPLACE OF A STATE

9 May 2013

Our Ref:

Your Ref:

Postal Address:  
P.O Box 411  
Albany 6331  
Western Australia

Ph: 08 9841 5403  
Fax: 08 9841 5403

Web Site:  
[www.historicalbany.com.au](http://www.historicalbany.com.au)

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Tom Wenbourne  
Senior Planning Officer  
City of Albany  
PO Box 484  
ALBANY WA 6330

Dear Tom,

**45 Seymour Street, Albany**

Thank you for the opportunity to contribute to the discussion regarding the cottage at 45 Seymour Street and its inclusion on the Municipal Heritage Inventory (MHI). We would be grateful if you could provide copies of this letter to the Mayor and all Councillors, as well as to the owners of the cottage so that our views can be considered in discussions regarding the future of the property.

Our response is based on a review of the relevant documents (Original MHI listing, report by H+H Architects, report by letter by to Council 8/12/12, Staff report to Council Item 2.5 17/7/12) as well as a site visit attended by representing Albany Historical Society (AHS) on 9/5/13.

We will restrict our comments to the historic value of the cottage and issues associated with the MHI generally as that is our area of expertise. We will not comment on general planning issues and considerations because while those issues are important they are not within our expertise.

**45 Seymour Street**

Firstly we agree that the details of the property in the MHI do not accurately represent its history and heritage value. We concur that the report by H+H more accurately details the building's history. This is supported by the owners own knowledge of the building as it was built by their family and has been in their possession for over 70 years. However, it should be noted that even H+H's report has some minor inaccuracies stating that "there are concrete floors throughout .... and fibre cement ceilings" (p3) when in fact some of the central floors are timber and some ceilings are painted cloth (hessian?). (This description is repeated in the Staff report.)



What the H+H report establishes is that the cottage is approximately 75 years old and is a typical example of an inter war holiday cottage. Such holiday cottages are an important aspect of the history not only of Albany but also many coastal towns throughout Western Australia. Most were owner built as this one was and were of simple style so sadly they are slowly disappearing. The cottage has clearly been well loved and looked after by the family over its lifetime as it appears to be in good condition for its age. The fact that its cloth ceilings remain intact testifies to that. Such ceilings were once common but due to their fragility, few remain.

The central core of the cottage is also unusual in its construction method in that it appears to have been built by formwork around brickwork which suggests an amateur builder, not completely confident in his bricklaying skills, a representation of its owner built, holiday cottage, status.

The house is unusual also in that its hipped roof style is typical of a much earlier time (19<sup>th</sup> century) which is likely to have contributed to the MHI confusion about its history. This may also be representative of an owner builder, not versed in building styles and techniques and seeking a very simple construction style.

The H+H report points out that "there are a large number of simple single storey cottages on the City of Albany's MHI. Most of these properties are federation style buildings dating from late in the nineteenth and early in the twentieth century. There does not appear to be any other simple cottages dating from the 1930's on the MHI" (p5). The report then goes on to mention a cottage at 216 Middleton Rd although this is confusing in that this is a significantly different type of timber and iron house that seems more likely to have been a normal residence than a holiday cottage.

It is our view that based on this assessment that this gives the cottage greater rarity value than the original MHI assessment so it is difficult to argue that its C rating should be diminished or that it should be removed from the MHI.

In regard to [redacted] report, we would dispute some of his assertions. He refers to "the deteriorating condition of the cottage" (p4). It is our view that the cottage has been well maintained by the owners (for which they should be given credit as we would not wish to encourage the notion of "demolition by neglect" that is sometimes pursued by less scrupulous developers).

He also states that it is "completely incongruous with the streetscape of Seymour St" (p4) and has "no streetscape appeal" (p.5). While this might be a matter of taste, sitting as it does on the crest of the hill it does appear to fit well with its surroundings. Many people are familiar



with the cottage which is illustrated by the fact that when talking to others about it, just describing it as the little old cottage at the top of Seymour St is often sufficient to trigger recognition of the property, indicating that it does register in peoples minds.

We dispute his assertions that the cottage "contributes to the interpretation of the history of urban growth in the District to no greater or lesser degree than all the other houses in Albany" and that "the cottage has limited architectural merit and it is not rare" (p.6), as we describe in our response to the H+H conclusion above. It is important to bear in mind that architectural merit and heritage significance does not just apply to the grand and spectacular. Simple can be just as important.

In summary of the cottage's history and heritage value, we believe that it does remain significant in that it is an early and good example of the seaside holiday cottage beloved by many West Australians throughout the latter half of the twentieth century and as such is important in the development and history of Albany. We believe it should remain on the MHI with its current C rating and that it would be unfortunate if the city were to loose one of the few remaining buildings of this type.

### **MHI Generally**

The discussion of this cottage illustrates what we believe to be some serious problems with the maintenance of the MHI generally. As [....] points out in his report, the MHI has not been reviewed since 2000, despite there being a statutory obligation to do so at regular intervals. It does contain other inaccuracies. There are places not on it that probably should be and there may be places on it that do not need to be. It is our view that there should be a permanent working group reviewing and updating the MHI so that it can become a more accurate and useful document. We are more than happy to contribute to that process. The recent unfortunate experience with an outside paid consultant reviewing the MHI might suggest that Council would do better to utilise local commitment and expertise, which we can provide on a voluntary basis.

Our desire to see this occur is not just based on our appreciation of history. It is also based on our appreciation of Albany as a place to live and a desire to see the City progress. We believe that it is important to Albany's future prosperity to develop a cogent marketing plan. To do so the City needs to develop a recognisable brand. Albany's major point of difference from other regional centres is our heritage and to capitalise on this, Council needs to demonstrate that it is taking that seriously. We believe that there would be significant economic benefits to Albany if we were to develop ourselves as a

major heritage centre in Australia and we would encourage Council to consider the benefits of that.

In regard to 45 Seymour St, we believe that the central core of the existing structure could be incorporated into a new development. This may require some flexibility or concessions by Council but if these were to assist by preserving the City's heritage this would be of benefit to all parties. We encourage Council to think more broadly about heritage issues and as stated we would welcome the opportunity to assist in that process.

We would appreciate notification of when the discussions about 45 Seymour St are to come before Council so our representatives can attend that discussion to clarify any issues arising from this letter.

Warmest regards



From: .....  
Sent: Friday, 3 May 2013 12:24 PM  
To: Tom Wenbourne  
Subject: EF1399301 - LP.PRG.1 - Re: EF1373542 - LP.PRG.1 - Site Visit 10am Friday 3 May 2013 - 45 Seymour Street

Hi Tom,  
I was unable to attend on Friday Morning. I have conducted a drive by and my own investigations.  
I have no problem with reducing the Heritage standing of the property in the Municipal Heritage inventory. It retains little of its integrity in the surrounding developments.  
I would expect that the owners are preparing to put in an application to demolish and develop the property.  
I would have no serious objection. It is my position, that we should encourage retention of heritage property where possible and provide incentives and relaxations for developers to gain best utilisation of their land areas whilst protecting heritage buildings.  
I see little compulsion for us to demand this of developers in this instance. If the property were to be retained considerable cost would be entailed by the developer in renovating as well as considerable loss of utility of the land area.  
As well, at the end of the exercise, little benefit by rate payers would entail. The property would rarely be seen by the public. Little contribution to the public amenity would result from an inordinate cost to the property owner.  
I see a very skewed cost benefit.

On 1/05/2013 12:46 PM, Tom Wenbourne wrote:

- > Dear Members of the City of Albany MHI Review Working Group,
- >
- > I am writing further to the detail sent to you on 23 April 2013 regarding the request to review the listing of the cottage at 45 Seymour Street. A member of the Review Working Group has requested a site visit to enable better understanding of the place and its context.
- > This has now been arranged with relatives of the owner for this coming Friday morning at 10am. Anyone interested in attending can come along and I will meet you onsite at 10am.
- >
- > Following the site visit, I request you provide me with your considered views on this listing and any suggested change(s) as early as possible next week as set out in my letter of 23 April.
- >
- > Mr Mayor and Councillors, you are also invited to attend if you wish.
- >
- > I look forward to seeing as many of you as possible there on Friday morning.
- >
- > Kind regards,
- >

> Tom.  
>  
> Tom Wenbourne  
>  
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>  
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Albany WA 6330

Tom Wenbourne  
Senior Planning Officer  
City of Albany

Dear Tom

RE: Municipal Heritage Inventory Review Working Group – review of 45 Seymour Street

My thoughts on the review of 45 Seymour Street are as follows:

1. Conflict of interest – I understand that the Heritage Assessment has been undertaken by architects associated with the development proposal. While appreciating that their observations may be relevant I would oppose their recommendations based upon my belief that they have a conflict of interest in proposing a Heritage Assessment and are involved in a development proposal. Not long ago the same architects refused to defend a Conservation Plan for the old Police Sergeants quarters in Duke Street that they had written on the basis of conflict of interest, which in that case I must admit I failed to understand. However in this case there is clearly a need for an independent Assessment to be done by a knowledgeable person not connected to any redevelopment proposals. Thus I do not support the Heritage Assessment (HA).
2. Secondly I feel that this 1934 cottage is not only unique as noted in the HA sections - Significance and Comparative ie. A building with 'a high level of integrity' and an example from the 1930s a period which is not otherwise represented on the Municipal Inventory; but also because of its site, setting and gardens. The cottage represents today, a period of frantic if not over-development, a period in history when gardens were large and homes set well back from the street. This is particularly important here as the cottage has an extremely significant site with commanding views across King George's Sound and the City, with some modern adjacent homes jostling for space and views, which gives it an exaggerated significance for exemplifying a simpler more spacious and leisurely life. It is in my view an essential component of understanding the social history of the area, holidays and the city and should be conserved.
3. The commanding views of this site unfortunately also mean that there will be strong pressures brought to bear on Council to allow this cottage to be demolished. Reason again in my view for a comprehensive report undertaken by an impartial heritage advisor.
4. It is my understanding that few homes were built during the years of recession and hardship in the interwar period. This home in all its simplicity should therefore be included on the inventory and conserved with a full review, any development being added to rather than altering the structure.

Kind Regards

**Tom Wenbourne**

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**From:**  
**Sent:** Thursday, 16 May 2013 11:23 AM  
**To:** Tom Wenbourne  
**Subject:** EF1399845 - A143915 - RE: EF1374087 - A143915 - Request for Review of 45 Seymour Street Heritage Listing

**SynergySoft:** EF1399845 - A143915

Dear Tom

I am aware of the property/ external only. I tend to favour retention for the following reasons.

1. Contiguous with?/ close proximity to the Spencer Grave site and strawberry hill?
2. Representative of the cottages of the era.
3. Is there redevelopment pressure?
4. The site is commanding ... retention would send a powerful message that Albany's proud and defining heritage will not be compromised. Eg a true heritage viewshed
5. If there is redevelopment pressure what safeguards can the City put in place to keep the historic gravesite with a true sense of place were redevelopment to occur? Form/ height/ sympathy with the history?
6. What % of the original fabric is left? How representative is it still?

Regards

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

**From:** Tom Wenbourne [<mailto:tomw@albany.wa.gov.au>]  
**Sent:** Thursday, 16 May 2013 10:46 AM  
**To:** undisclosed-recipients:  
**Subject:** EF1374087 - A143915 - Request for Review of 45 Seymour Street Heritage Listing

Dear

I have not received a response from you on your views regarding the Municipal Heritage Inventory listing for 45 Seymour Street following the detail sent out to you on 23 April 2013.

I am trying to finalise a report to Council for the June Ordinary Council Meeting and it would greatly assist me if I could have a response from you, even if that is a no comment.

The current responses I have from the Review Working Group are mixed with an equal split, resulting in no clear recommendation to Council on this matter.

Your views on this matter would be welcomed and much appreciated.

Kind regards,

Tom.

Tom Wenbourne

Senior Planning Officer

Tel:

(08) 9841 9268

**Tom Wenbourne**

---

**To:** Tom Wenbourne  
**Subject:** FN1330843 - A143915 - File Note of Telephone Conversation with regarding Heritage Listing of 45 Seymour Street, Mira Mar

**SynergySoft:** FN1330843 - A143915

Following receipt of an e-mail from [redacted] I telephoned him at approximately 12 noon on Thursday 16 May 2013.

We discussed the content of his emailed response and some of the questions he raised. I confirmed it was now the City's understanding that the property was not linked to Old Farm Strawberry Hill. It may have once been part of the farm, but had been subdivided from it some time prior to construction of this holiday cottage.

[redacted] asked if there was redevelopment pressure and I confirmed the City had received a request to allow demolition of the cottage. [redacted] asked if retention and incorporating the cottage into any re-development had been considered. I advised that this had been requested by the City and although initially the proponents had said they would provide a development plan, they had since refused to do so.

I advised that given the setbacks of the cottage he was sure something could be built that was complimentary to the cottage and retain the cottage either as an outbuilding or some sort of 'Coach house' accommodation and if required the City could consider and grant development concessions to enable retention. With regard to the adjoining gravesite, I advised [redacted] that although adjoining, the gravesite is on its own lot and this site is not connected in anyway to the gravesite except proximity of location –for instance the Spencer's had not resided here as the cottage had not existed in their lifetime.

[redacted] confirmed he was of the view that the cottage should be retained on the MHI at a Management Category C with the information updated to correct the errors in the current listing.

---

Tom Wenbourne  
Senior Planning Officer

Tel: (08) 9841 9268  
Fax: (08) 9841 4099



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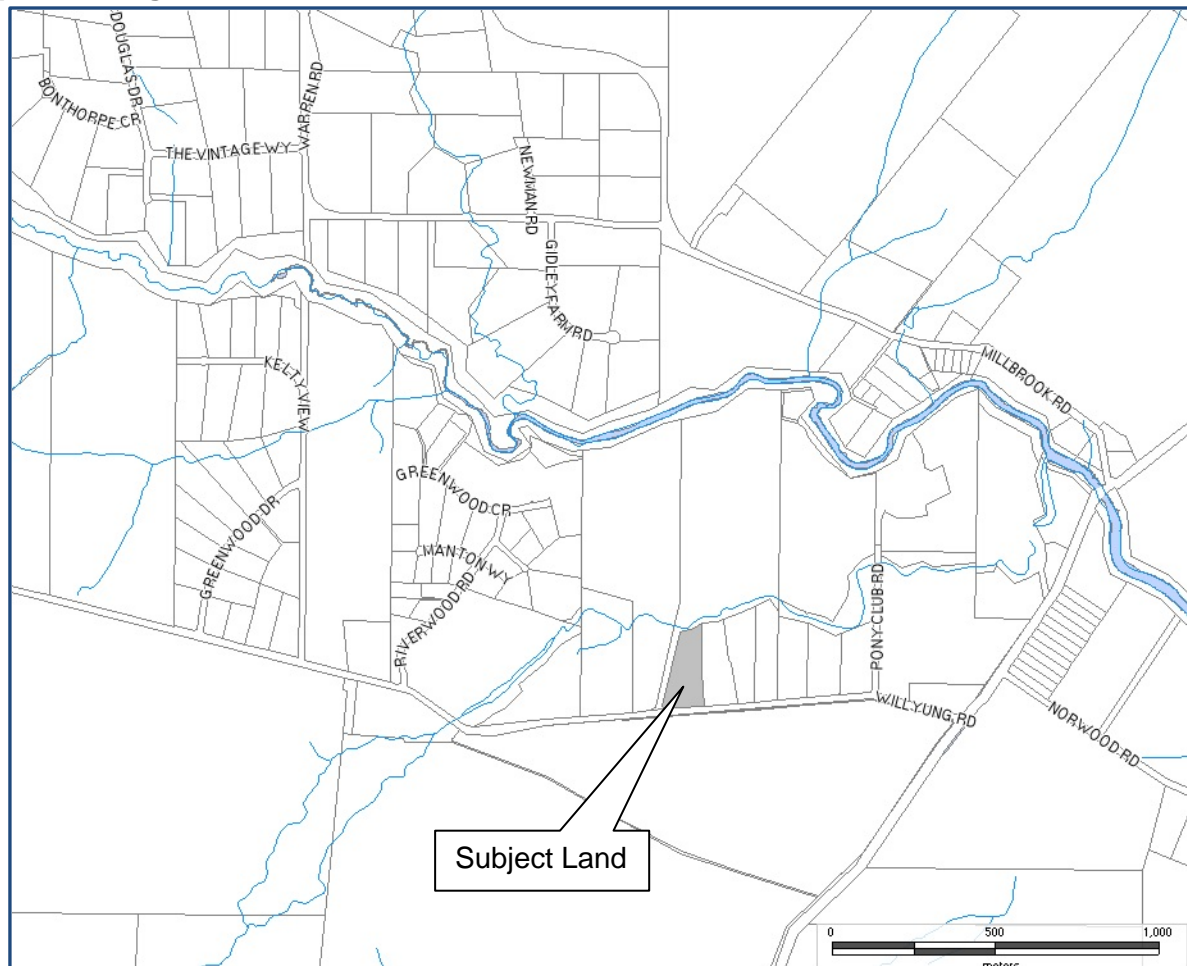
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**2.8: LOCAL PLANNING SCHEME POLICY – SPECIAL RESIDENTIAL  
AREA NO. 11 (LOT 106 WILLYUNG ROAD)**

<b>Land Description</b>	: Lot 106 Willyung Road, Willyung
<b>Proponent</b>	: Ayton Baesjou Planning
<b>Owner/s</b>	: Mr G J & Mrs C L Bergersen
<b>Business Entity Name</b>	: N/A
<b>Attachment(s)</b>	: Draft Local Planning Scheme Policy – Special Residential Area No. 11 Subdivision Guide Plan (Lot 106 Willyung Road, Willyung)
<b>Councillor Workstation</b>	: Copy of O.C.M. 19/04/2011 – Item 1.1 : Copy of O.C.M. 19/03/2013 – Item 2.5 : Copy of proponent's submission
<b>Responsible Officer(s)</b>	: Executive Director Planning and Development Services (D Putland)

**Maps and Diagrams:**



**IN BRIEF**

- Consider whether to finally adopt the draft Local Planning Scheme policy for Special Residential Area No. 11 (Lot 106 Willyung Road).

**ITEM 2.8: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR ATTWELL  
SECONDED: COUNCILLOR SUTTON**

**THAT Council adopts the draft Local Planning Scheme policy for Special Residential Area No. 11 (Lot 106 Willyung Road), subject to inclusion of the modified plan ref: 09-55-SGP(h) and superseding plans ref: 10-28-SGP(e) and 09-55-SGP(f) .**

**CARRIED 9-1**

**Record of Vote**

Against the Motion: Councillor Bostock

**ITEM 2.8: PROCEDURAL MOTION BY COUNCILLOR BOSTOCK**

**MOVED: COUNCILLOR BOSTOCK  
NO SECONDER**

THAT this item be laid on the table.

**MOTION LAPSED  
NO SECONDER**

**BACKGROUND**

1. The draft Local Planning Scheme policy proposes to add a supplementary subdivision guide plan for Special Residential Area No. 11 (Lot 106 Willyung Road) into Local Planning Scheme policy 60 *Modifications to Subdivision Guide Plans*.
2. The existing policy was considered by Council at its ordinary meeting on 19 April 2011 and the following resolution was reached:

*“THAT Council pursuant to Clause 7.21 of Town Planning Scheme No. 1A and Clause 6.9 of Town Planning Scheme No. 3, resolves to ADOPT policy LPP6(O) *Modifications to Subdivision Guide Plans within the Local Planning Policy Manual (April 2011) as per Paragraph 47 and 48 of the officer’s report.*”*

3. Council was requested to consider the draft modified Local Planning Scheme Policy at its Ordinary Meeting on 17 July 2012 and resolved:

*“THAT Council **ADOPTS** the draft Local Planning Scheme policy for Special Residential Area No. 11 (Lot 106 Willyung Road), for the purpose of public advertising.”*

4. Council is now requested to consider the submissions received from the public advertising period and determine whether to finally adopt the draft Local Planning Policy.

**DISCUSSION**

5. The subject lot covers an area of 2.34ha to the north side of Willyung Road, approximately 9km north of Albany town centre. The land is largely cleared and under pasture, although some large mature trees remain on the northern extent of the western boundary, on the southern boundary and scattered across the eastern extent of the lot. There is also a shelter belt running across the south-western quarter on a north-south axis. A large house, outbuilding and stables stand in the south-eastern quarter. The remainder of the lot is used for the keeping of horses. The lot is relatively level, with a gentle slope downward from Willyung Road to Willyung Creek, which flows past the northern end of the lot. A portion of the lot lies within the identified floodway (see plan).
6. The subject lot is zoned 'Special Residential', while the Willyung Creek foreshore area to the northern end is designated under the 'Parks and Recreation' Local Scheme Reserve. The surrounding land is primarily zoned 'Special Residential'. However, the 'Parks and Recreation' Local Scheme Reserve extends along the creekline and the land to the south of Willyung Road is within the 'Rural' zone.
7. The land to the north is currently undergoing subdivisional works, including the construction of roads and the fencing of lots. Council has recently adopted a modified subdivision guide plan for these lots, which varied the setback requirements and adjusted the layout from the original subdivision guide plan.
8. The draft addition to the Local Planning Scheme Policy will facilitate the subdivision of Lot 106 Willyung Road to create five 'Special Residential' lots, ranging in size from 4000m<sup>2</sup> to 5800m<sup>2</sup> and has been submitted for assessment on the basis that it will achieve the following:
  - Encourage the efficient use of existing rural living areas;
  - promote consolidation and sustainable development;
  - encourage a range of lot sizes;
  - co-ordinate subdivision and development;
  - provide protection of creeklines; and
  - provide adequate fire protection.
9. In the context of the Albany Local Planning Strategy (ALPS), the draft addition is considered to achieve these objectives.
10. Although Special Residential Area No. 11, provision 6.0 *Location of Buildings and Structures* refers to building envelopes taking into account "15 metre boundary setbacks with the exception of 30 metres for lots abutting Willyung Road", Council has previously supported reduced setbacks on subdivision guide plans pertaining to this area, including the recently adopted subdivision guide plan over Lots 104 and 105 Willyung Road. The lot sizes and setbacks prescribed in the draft subdivision guide plan are consistent with those of the subdivision guide plan for Lots 104 and 105.

11. When the draft modified policy was advertised for public comment and referred to public agencies, advice was received from the Department of Planning, Department of Health and Department of Water.
12. The Department of Planning have advised that they do not support the creation of a separate Subdivision Guide Plan for Lot 106 and that the plan should be integrated with the existing Subdivision Guide Plan for Lots 104 and 105 Willyung Road.
13. The Department of Planning has also recommended that provision is made for a subdivisional road through Lot 106 to Lot 101, in order to facilitate the future subdivision of Lot 101, without having to take direct access from Willyung Road. The Department considers the design to be unsatisfactory without this inclusion and they have also recommended that the existing plan needs to be similarly revised to include subdivisional road access to Lot 3, below Lots 704 and 705. While the City recognises that the provision of these roads could be beneficial, it is considered that the provision of a subdivisional road through Lot 106 could compromise the viability of the subdivision. Furthermore, the City cannot support the construction of a subdivisional road between Lots 704 and 705 in retrospectively to it's earlier approval.
14. The Department of Planning also noted that:
  - The revegetation requirement on the original 1999 SGP for lots fronting King River has been omitted;
  - The notes on the subdivision guide plan for Lots 104 and 105 refer to a 1:100 Willyung Creek "*Flood flow*" and that it should be clarified whether this is intended to be "*floodway*" as per the legend or "*flood plain*";
  - There is a need to include in the notations on the subdivision guide plan for Lots 104 and 105 that fencing, shelters, etc. are not to impede the flow of water within the floodway; and
  - That the notation regarding habitable buildings on the subdivision guide plan for Lots 104 and 105 should refer to "*assessed Bushfire Attack Level (BAL)*."
15. It is acknowledged that adoption of a separate plan for Lot 106 would complicate planning for this area. Staff therefore support the Department of Planning's position that the supplementary plan for Lot 106 should be combined with the plan for Lots 104 and 105 and that this plan is superseded within the Subdivision Guide Plans policy. The proposed changes to the notations is however not supported at this stage because they are likely to affect the land owners of Lot 104 and 105 who have not been adequately consulted with in relation to these proposed changes.
16. The Department of Health have advised that the City may wish to give some consideration to the incorporation of buffer areas to protect residents from lifestyle and public health impacts from mosquitoes and ongoing agricultural practices in the area. Although the City acknowledges these concerns, there are currently no special provisions for 'Special Residential' zone area no. 11 that pertain to these matters and it is not possible to add special provisions by means of a local planning policy. Similarly, the other subdivision guide plans that apply to 'Special Residential' zone area no. 11 do not include buffers, so it would be unreasonable to apply buffers solely to Lot 106.

17. The Department of water has advised that where Lot 106 adjoins Willyung Creek, the width of the foreshore reserve is insufficient to protect the creek from the increased recreational pressures that are accompanying the development of the surrounding area. The Department has recommended that the width of the foreshore reserve adjacent to Lot 106 is increased by around 10-15 metres and that restoration works are undertaken. The Department reasons that widening of the foreshore reserve will allow for further revegetation to protect the creek banks from erosion, improving water quality and increasing the habitat value of the creek for native fauna and birds.
18. The Department of Water's advice is supported by staff and it is recommended that the plan is modified accordingly. It is also noted that the size of 'Lot A', as it appears on plan, and the extent of the 'building exclusion area' would facilitate both the widening of the foreshore reserve and the construction of a connecting road, as per the Department of Planning's advice, while maintaining the required minimum lot size of 4000m<sup>2</sup>. It is recommended that this modification is also incorporated into the plan.
19. In view of the above issues and the direction set by the previously adopted Local Planning Policy and the recently approved modified subdivision guide plan over Lots 104 and 105 Willyung Road, it is considered that the draft modified Local Planning Policy can be incorporated into the consolidated plan as attached.

#### **GOVERNMENT CONSULTATION**

20. The draft modified Local Planning Scheme Policy was referred to the Department of Planning Great Southern Regional Office, WA Gas Networks, Telstra, Water Corporation, Western Power, Department of Health, Department of Water, Department of Environment and Conservation and Department of Regional Development and Lands for assessment and comment. No objections were raised, although advice was provided by the Department of Planning, Department of Health and Department of Water, which is discussed in detail in paragraphs 12 to 15.

#### **PUBLIC CONSULTATION / ENGAGEMENT**

21. The draft modified Local Planning Scheme Policy was advertised in accordance with Clause 6.9 of Town Planning Scheme (TPS) No. 3 (see paragraph 23 below), between 4 April 2013 and 2 May 2013.
22. No submissions were received during the public consultation period.

#### **STATUTORY IMPLICATIONS**

23. The subject lot is zoned 'Special Residential' and is contained within the Special Residential Area No. 11, under Town Planning Scheme No. 3. Special Provision 1.2 of the zone controls allows Council to consider modifications to the SGP as follows:

*"The Council will not recommend lot sizes less than 4000m<sup>2</sup>. Subdivision shall generally be in accord with the lot sizes and layout shown on the Subdivision Guide Plan. Any significant variation to the Subdivision Guide Plan will need to be justified in terms of land capability, visual impact, retention of views, vegetation retention, emergency access/egress and*

*setbacks from King River and creeks. Consultation with and general support of surrounding landowners will be a prerequisite to consideration of any significant variation to the Subdivision Guide Plan.”*

24. Clause 6.9 of TPS No. 3 set out the processes to adopt and alter Town Planning Scheme Policies and also provide direction on what function the policies have in the decision-making process.

“6.9 POWER TO MAKE POLICIES

- 6.9.1 *In order to achieve the objectives of the Scheme, the Council may make Town Planning Scheme policies relating to parts or all of the Scheme Area and relating to one or more of the aspects of the control of development.*
- 6.9.2 *A Town Planning Scheme policy shall become operative only after the following procedures have been completed:*
- (A) *The Council having prepared and having resolved to adopt a Draft Town Planning Scheme Policy, shall advertise a summary of the Draft Policy once a week for two consecutive weeks in a newspaper circulating in the area giving details of where the Draft Policy may be inspected and where, in what form, and during what period (being not less than 21 days) representations may be made to the Council.*
  - (B) *The Council shall review its Draft Town Planning Scheme Policy in the light of any representations made and shall then decide to finally adopt the Draft Policy with or without amendment, or not proceed with the Draft Policy.*
  - (C) *Following Final Adoption of a Town Planning Scheme Policy, details thereof shall be advertised publicly and a copy kept with the Scheme Documents for inspection during normal office hours.*
- 6.9.3 *A Town Planning Scheme policy may only be altered or rescinded by:*
- (A) *Preparation and Final Adoption of a new Policy pursuant to this Clause, specifically worded to supersede an existing Policy.*
  - (B) *Publication of a Formal Notice of Rescission by the Council twice in a newspaper circulating in the area.*
- 6.9.4 (A) *A Town Planning Scheme policy shall not bind the Council in respect of any application for Planning Consent, however, it may require the Council to advertise its intention to relax the provisions of the Policy once in a newspaper circulating in the district stating that submissions may be made to the Council within 21 days of the publication thereof.*
- (B) *Council shall take into account the provisions of the policy and objectives which the policy was designed to achieve any submissions lodged, before making its decision.”*

**STRATEGIC IMPLICATIONS**

25. The proposal is considered to be consistent with Section 8.3.5 – *Rural Living* of the ALPS, as it:
- discourages the creation of additional rural town sites for living purposes;
  - avoids the development of a Rural Living area on productive agricultural land, other important natural resource areas and areas of high bushfire risk, flooding and environmental sensitivity;
  - avoids the development of a Rural Living area on future and potential long-term urban areas, as the land has been identified in the ALPS as suitable for Special Residential purposes; and
  - will create lot sizes similar to those adjoining the subject land, which are being used for similar rural residential living purposes, therefore minimising the potential for generating land-use conflicts.

**POLICY IMPLICATIONS**

26. Council is required to have regard to any Western Australian Planning Commission Statements of Planning Policy (SPP) that apply to the proposal.
27. **SPP 1 – State Planning Framework**

The Policy establishes state-wide key land use planning principles and informs the Commission, Local Government and others involved in the planning process in relation to sustainable land use and development across the State. It is designed to ensure there is coordination and integrated decision-making across all spheres of planning.

**SPP 3 – Urban Growth and Settlement**

SPP 3 sets out the key principles and planning considerations that apply to planning for urban growth and expansion of settlements in the State.

**RISK IDENTIFICATION & MITIGATION**

28. The risk identification and categorisation relies on the City’s Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Not adopting the draft Local Planning Scheme policy may lead to complaint from the proponent.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Mitigation is entirely dependent on Council’s decision.</i>

**FINANCIAL IMPLICATIONS**

29. Staff have processed the application within existing budget lines.

**LEGAL IMPLICATIONS**

30. There are no legal implications in relation to this item.

**ALTERNATE OPTIONS**

31. Council has the following options:

- Finally adopt the draft Local Planning Scheme policy, without modification;
- Finally adopt the draft Local Planning Scheme policy, subject to modification; or
- Not adopt the draft Local Planning Scheme policy.

**SUMMARY CONCLUSION**

32. The draft policy is broadly consistent with the objectives of the ALPS and SPP's 1 and 3. Its final adoption will:

- Encourage the efficient use of existing rural living areas;
- promote consolidation and sustainable development;
- encourage a range of lot sizes;
- co-ordinate subdivision and development;
- provide protection of creeklines; and
- provide adequate fire protection.

It is therefore recommended that the draft addition to the Local Planning Scheme Policy is finally adopted, subject to the inclusion of the consolidated plan for Lot 106 and Lots 104 and 105..

<b>Consulted References</b>	WA Planning Commission (WAPC) Statements of Planning Policy (SPP's) SPP1 & SPP 3
<b>File Number (Name of Ward)</b>	A171601 (Kalgan Ward)

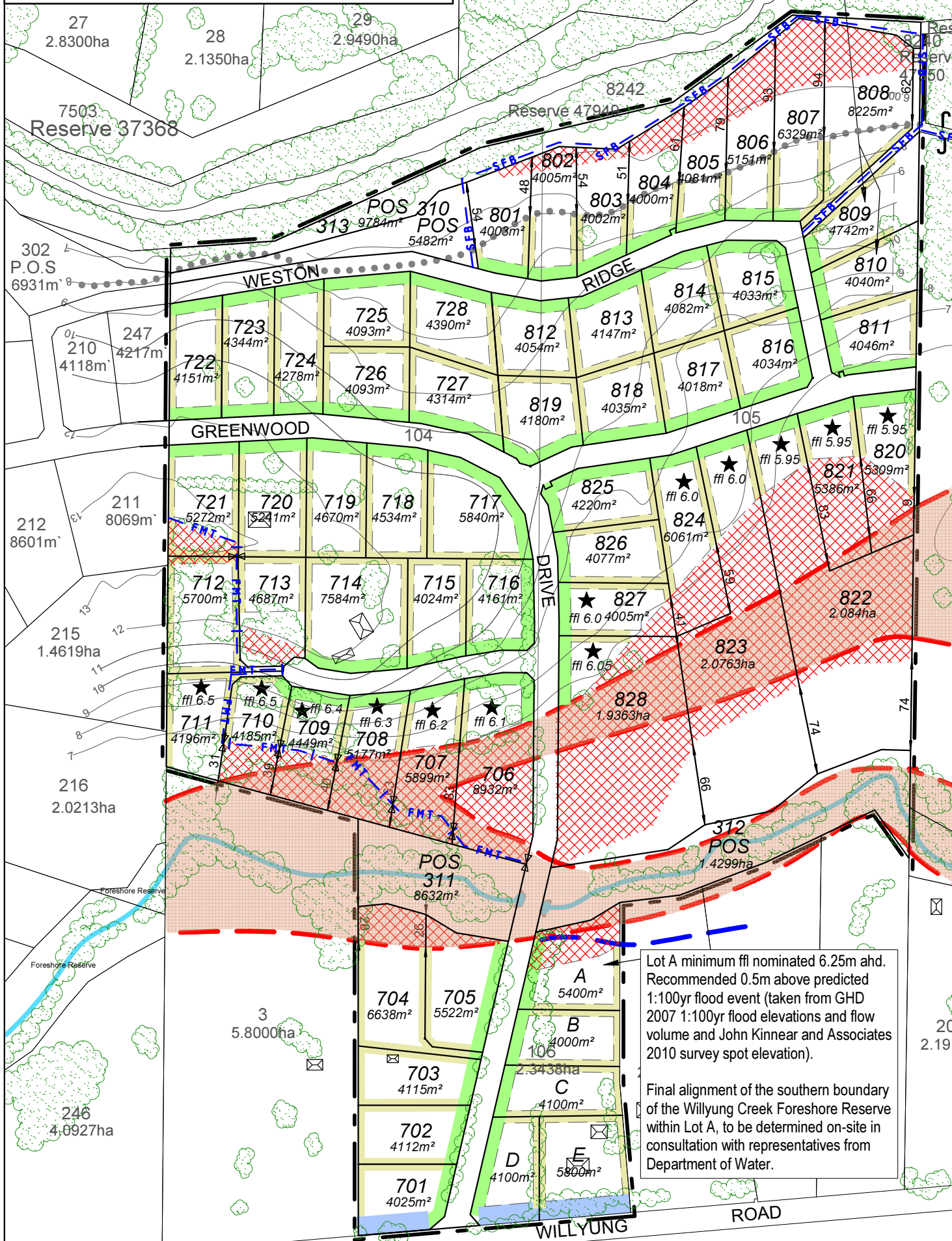


ALL AREAS AND DIMENSIONS ARE SUBJECT TO SURVEY

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

**NOTE:**  
 Subdivision Guide Plan  
 for Lots 104 & 105  
 endorsed October 2012.  
 Updated June 2013 to  
 include Lot 106.

Habitable Buildings to be  
 located/constructed in  
 accordance with AS 3959  
 for the assessed Bushfire  
 Hazard level.



**Building Exclusion Area:**  
 Habitable buildings and effluent disposal systems generally not supported in these areas due to site characteristics and limitations which may include;

- Proximity to remnant or riparian vegetation (to allow for Hazard Separation)
- 1:100 Willyung Creek Flood flow (Landform Research 2009).
- Area possibly subject to winter surface waterlogging.

**Development Envelope:**  
 Dwellings, associated outbuildings and effluent disposal systems shall generally be confined to the nominated Development Envelope.  
 As provided for by Clause 6.3 of the Special Provisions applicable to Special Residential Area 11, in lieu of the 15m setback nominated for this zone, the minimum setbacks applicable within the Greenwood Estate shall generally be 10m from street boundaries and 5m from the side and rear lot boundaries, unless otherwise depicted on the SGP.  
 The Envelopes nominated on the SGP are indicative and subject to survey; in any case the Development Envelope shall have a minimum dimension of 16m and shall be not less than 800sqm in area.  
 Fencing, shelters for livestock and structures incidental to Rural Living may be considered outside the Development Envelope.

**Fire Safety:**  
 This SGP to be read in conjunction with Special Provision 11.0 Fire Management Control. The requirements of the endorsed Fire Management Plan apply to subdivision and development.

**Minimum Finished Floor Levels:**  
 Recommended elevation of floor levels and road elevations; 0.5m above predicted 100 year flood event (taken from GHD 2007 1:100 year flood elevations and flow volume and John Kinnear & Associates 2008 surveyed spot elevations).

**Effluent Disposal:**  
 As set out in Special Provision 10.3 Alternative Treatment Units are required in the following situations:

- Within 100m of a water course or creekline.
- Where soil conditions are not conducive to the retention of nutrients.
- In areas subject to winter surface waterlogging or within the identified flood fringe (refer predicted Flood Elevations Mapping, Landform Research 2009).

**Access:**  
 Access tracks and any earthworks which may impede the flow of water could not be supported within the floodway. Refer to "Predicted Flood Elevations" Landform Research 2009.

It should be noted that the levees, elevated areas and some sections of the flood fringe adjacent to the Willyung Creek, which Landform Research predicts are unlikely to flood in a 1:100 year event, may be inaccessible at times.

Lot A minimum ffl nominated 6.25m ahd. Recommended 0.5m above predicted 1:100yr flood event (taken from GHD 2007 1:100yr flood elevations and flow volume and John Kinnear and Associates 2010 survey spot elevation).  
 Final alignment of the southern boundary of the Willyung Creek Foreshore Reserve within Lot A, to be determined on-site in consultation with representatives from Department of Water.

**LEGEND**

- Subject Land
- Existing Vegetation
- Existing Buildings
- Strategic Fire Break / Multi Use Trail
- Fire Management Track
- Unlocked Fire Gate (to be provided if fence is erected)
- Development Envelope
- 15m Setback
- 10m Setback
- 5m Setback
- Building Exclusion Area
- Min FFL Nominated (Refer to Predicted Flood Elevation Plan.) (Derived from GHD 2007)
- 1:100 Year Flood Level, for King River Alignment based on detailed site survey 2008
- Extent of Willyung Creek floodway (Interpreted 2009)
- Extent of Willyung Creek Flood Fringe (Interpreted 2012)

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## **2.9: REVIEW OF DELEGATIONS CONCERNING DEVELOPMENT APPROVALS**

**Responsible Officer(s)** : Executive Director Planning and Development Services  
(D Putland)

### **IN BRIEF**

- Council is requested to consider the review of delegations that relate to development approvals where they involve minor variation to policies.
- The additional delegation is proposed with a view of increasing the efficiency with which Planning applications that require minor variations to policy are handled.

### **ITEM 2.9: RESOLUTION**

**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR STOCKS**

**SECONDED: COUNCILLOR HAMMOND**

**THAT the following delegation that relate to development approvals where they involve minor variation to policies be ADOPTED.**

**To determine whether to vary a Planning Scheme Policy guideline or provision and/or grant approval with or without conditions where;**

1. **Adjacent landowners, ward Councillors, and in some matters the community generally have been consulted and the concerns raised have been “adequately addressed” in the following ways;**
  - **Where no submissions were received the application can be determined on its merits.**
  - **Where Submissions objecting or seeking changes to the proposal were lodged, but were non-substantive, and subject to further liaison with the person(s) who lodged the submission prior to determining the application the Executive Director Planning and Development Services shall determine if it warrants Council’s consideration.**
  - **Where Submissions were lodged with substantive arguments against the proposal then the Executive Director Planning and Development Services may refuse the application or refer the application to Council for determination.**

**CARRIED 9-1  
ABSOLUTE MAJORITY**

### **Record of Vote**

Against the Motion: Councillor Bostock

ITEM 2.9: PROCEDURAL MOTION BY COUNCILLOR BOSTOCK

MOVED: COUNCILLOR BOSTOCK  
NO SECONDER

THAT this item lay on the table.

MOTION LAPSED  
NO SECONDER

**BACKGROUND**

1. Under the provisions of the Local Government Act 1995, a local authority may delegate some of its powers and duties to the Chief Executive Officer to facilitate the services it provides to the community.
2. Planning delegations are provided through the provisions of the City's Town Planning Schemes and relate to matters under the Planning and Development Act 2005. Both Schemes provide for delegations to be made to Committees of Council or directly to Officers.
3. Council at its OCM 11/10/11 meeting adopted the Planning Processes Policy which effectively guides the delegation path for development applications at the City.
4. The City maintains a Register of Delegations. These delegations are reviewed annually and Council last considered this review at its meeting held on 18 September 2012, where the revised Register of Delegations was adopted.
5. The City currently has over 140 delegations and while the annual review considers the relevance and operation of each delegation, it does not have the scope for a detailed review relative to legislative change and the effectiveness of individual functions of the City.

**DISCUSSION**

6. A number of development applications are received that require variations to adopted local planning policies and these applications are currently assessed in accordance with the Planning Processes Policy guideline.
7. In accordance with current Council policy where a development application does not fully comply with an adopted local planning policy staff shall either refuse the application, or where there is significant merit to relax the provisions of such a policy the item will be presented to Council for consideration.
8. The requirement to take it to Council often results in applications that require minor variations that are of low impact being unnecessarily delayed.
9. The new delegation is proposed to improve the efficiency with which planning applications that require minor variations to policy or are of low impact are processed.

10. During the past 6 months Council has considered a number of these applications. These applications rarely raise issues or concerns and generally the officer recommendation is adopted without debate.
11. It is proposed that the additional delegated authority will include processes of public/neighbour and Ward Councillor consultation.
12. The functionality of the proposed delegation is summarised below:

**a. Delegation:**

**Details:** The application will be determined by the Executive Director Planning and Development Services after adjacent landowners, ward Councillors, and where appropriate the community generally have been consulted and the concerns raised can be adequately addressed \* (refer process and clarification below).

**Delegation**

To vary a Planning Scheme Policy guideline or provision and grant approval with or without conditions where;

1. Adjacent landowners, ward Councillors, and where appropriate the community generally have been consulted and the concerns raised can be adequately addressed \* (refer process and clarification below).
  - Where no submissions were received the application is to be determined on its merits.
  - Where submissions objecting or seeking changes to the proposal were lodged, but were non-substantive, planning officers shall liaise with the person(s) who lodged the submission prior to determining the application. The Executive Director Planning and Development Services shall determine if it warrants Council's consideration.
  - Where submissions were lodged with substantive arguments against the proposal then the Executive Director Planning and Development Services may refuse the application or refer the application to Council for determination.

**GOVERNMENT CONSULTATION**

13. This matter has not been referred to any government agency for comment, as it relates to the City's internal processes only.

**PUBLIC CONSULTATION / ENGAGEMENT**

14. There is no requirement for this matter to be advertised for public comment.

**STATUTORY IMPLICATIONS**

15. Section 5.42 of the *Local Government Act 1995* enables the delegation of some powers and duties to the Chief Executive Officer.

16. Section 9.10 of the *Local Government Act 1995* allows the appointment of persons or classes of persons to be authorised for the purpose of performing particular functions.
17. The delegations are provided through the provisions of the City's Town Planning Schemes and relate to matters under the Planning and Development Act 2005. Both Schemes provide for delegations to be made to Committees of Council or directly to staff.

**STRATEGIC IMPLICATIONS**

18. This item relates directly to the following elements of the City of Albany Strategic Plan (2011-2021)

**Key Focus Area**

*Organisational Performance*

**Community Priority**

*Policy and Procedures*

**Proposed Strategies**

*Develop clear processes and policies and ensure consistent, transparent application across the organisation.*

**POLICY IMPLICATIONS**

19. There are no policy implications relevant to this item.

**RISK IDENTIFICATION & MITIGATION**

20. The risk identification and categorisation relies on the City's Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	<b>Mitigation</b>
<i>If the revised delegations are not supported, this will limit improvement to efficiency and maintain incorrect references to current legislation and practices.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Adopt the revised and new delegations, as recommended.</i>

**FINANCIAL IMPLICATIONS**

21. There are no financial implications relevant to this item.

**LEGAL IMPLICATIONS**

22. The revised and new delegations reflect the correct provisions of the *Local Government Act 1995* and the *Land Administration Act 1997*.

**ALTERNATE OPTIONS**

23. Council may:

- a. Resolve not to adopt the new delegations and the current delegations will remain in place; or
- b. Adopt the new and revised delegations, allowing greater efficiency for the handling of Development applications.

**SUMMARY CONCLUSION**

24. The additional delegation is proposed with a view of increasing the efficiency with which Planning applications that require minor variations to policy are handled. These applications rarely raise issues or concerns and generally the officer recommendation is adopted without debate or change. Council is therefore requested to consider the review of delegations that relate to development approvals where they involve minor variation to policies.

<b>Consulted References</b>	:	Local Government Act 1995 Planning and Development Act 2005
<b>File Number (Name of Ward)</b>	:	All Wards (PE.AUT.1)
<b>Previous Reference</b>	:	OCM 18/09/2012 Item 1.1



**3.1: COUNCIL MEMBER APPOINTMENT TO GREAT SOUTHERN RECREATION ADVISORY GROUP**

**Attachments:** : • Terms of Reference Great Southern Recreation Advisory Group  
• Notice of Meeting June 27

**Responsible Officer** : Executive Director Community Services (C Woods)

**RECOMMENDATION****ITEM 3.1: RESOLUTION****VOTING REQUIREMENT: SIMPLE MAJORITY****MOVED: COUNCILLOR BOSTOCK****SECONDED: COUNCILLOR ATTWELL****THAT Councillor Bowles be nominated to the Great Southern Recreation Advisory Group.****CARRIED 10-0****IN BRIEF**

- Nominate an Elected Member as the City of Albany representative to the Great Southern Recreation Advisory Group.

**BACKGROUND**

1. The Great Southern Recreation Advisory Group (GSRAG) is a Committee auspiced by the Department of Sport and Recreation. It has the following members:
  - City of Albany
  - Shire of Cranbrook
  - Shire of Denmark
  - Shire of Plantagenet
  - Shire of Kojonup
  - Shire of Gnowangerup
  - Shire of Jerramungup
  - Shire of Katanning
  - Shire of Woodanilling
  - Shire of Broomehill/Tambellup
2. The Committee membership is comprised of one Councillor, the Manager of Recreation Services and the Club Development Officer from each Shire or City within the Great Southern.
3. The GSRAG is responsible for ranking the regions Community Sport and Recreation Facilities Fund projects at a regional level.

**DISCUSSION**

4. Council can nominate, as its representative on this Committee, one Elected Member.
5. The next meeting of the GSRAG Committee will occur on June 27 2013 at the Denmark Country Club and appointment to it is required prior to that date. The Meeting Notice and agenda is attached for further information.

**GOVERNMENT CONSULTATION**

6. Nil.

**PUBLIC CONSULTATION/ENGAGEMENT**

7. Nil.

**STATUTORY IMPLICATIONS**

8. As this is a not Committee of Council, the *Local Government Act 1995* does not apply.

**STRATEGIC IMPLICATIONS**

9. Committee membership directly links to the City's Vision and Values (2011-2021), being: Results: Strive for business excellence and continuous improvement.

**Key Focus Areas**

- **Community Priorities:** Policy and procedures
- **Proposed Strategies:** Regularly review all policies in consultation with community and key stakeholders.

**POLICY IMPLICATONS**

10. Nil.

**FINANCIAL IMPLICATIONS**

11. Nil.

**LEGAL IMPLICATIONS**

12. Nil.

**RISK IDENTIFICATION & MITIGATION**

13. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not support the appointment to these Committees</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>The proposed committee membership will be further reviewed and resubmitted to a future Council meeting, however the Council will not be represented on the Committee during that time.</i>

<b>Consulted References</b>	Nil.
<b>File Number (Name of Ward)</b>	All Wards
<b>Previous Reference</b>	Nil.



**NOTICE OF MEETING  
GREAT SOUTHERN RECREATION ADVISORY GROUP**

Members of the Great Southern Recreation Advisory Group are advised that a meeting of the Group will be hosted by **Shire of Denmark** to be held at the **Denmark Country Club, South Coast Hwy, Denmark** on **Thursday 27 June 2013 at 10.00am**

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**The Great Southern Recreation Advisory Group meets regularly to discuss and develop community sport and recreation opportunities for residents (and visitors) of the Great Southern.**

**AGENDA ITEMS BACKGROUND**

**“Making a Million Dollar dream a reality” – Graham Wilson President Denmark Country Club**

Graham Wilson – President of the Denmark Country Club will address the GSRAG and show case the “Good, Bad & Ugly” associated with undertaking a major project to improve amenities for club members and visitors. An honest account of managing volunteers involved in the project will highlight the important role of volunteers in a community supported development and some of the pitfalls to avoid.

**“How to get the most out of your Team” – Russell Clark CEO Albany Chamber of Commerce & Industry**

Prior to taking up the reins as CEO of the ACCI Russell Clark was the General Manager of the WAFL Peel Thunder Club. Russell first joined the Club in the inaugural season of 1997 as Football Manager, moving to the General Manager role in late 1999 before taking a position at Mandurah Greyhounds in 2000.

He re-joined Peel Thunder in 2008 as Chief Executive Officer and oversaw the day-to-day Club responsibilities during the redevelopment stage of the new \$10m Bendigo Bank Stadium facility.

Russell welcomed the opportunity to meet with the GSRAG to discuss his insights of what makes a functional board and the importance of good governance.



Department of  
**Sport and Recreation**

**GREAT SOUTHERN RECREATION ADVISORY GROUP MEETING**  
**10.00am Thursday 27 June 2013**  
**Denmark Country Club, South Coast Highway, Denmark**

**AGENDA**

10.00am	<b>1. Arrival and Cuppa</b>
10.15am	<b>2. Welcome and Introductions</b> 1. Chairperson – Shire of Denmark
	<b>3. Attendance</b> a) Committee b) Observer c) Apologies
	<b>4. Minutes of the Previous Meeting</b> a) Corrections b) True and Correct Record (Motion)
	<b>5. Correspondence</b>
	<b>BUSINESS ARISING</b>
10.30am	<b>6. Making a Million Dollar dream a reality – Graham Wilson (30mins)</b>
11.00am	<b>7. How to get the most out of your Team – Russell Clark (30mins)</b>
11.30am	<b>8. Great Southern Club Development Strategy – Chris Thompson (15mins)</b>
11.45am	<b>9. Great Southern Regional Talent Development Up-date - Brent Sheridan (15mins)</b>
12.00pm	<b>10. Review of potential CSRFF funding projects across the GS region – Local Government Delegates – round table disclosure (30mins)</b>
12.30pm	<b>11. Local Government Reports and Updates</b> a) Club Development Officer & Smart Club Officer Report
12.50pm	<b>12. Other Business</b> - Set date for GSRAG Sub-Group to review TOR - Next Meeting: TBC (Gnowangerup – August 2013)
1.00pm	<b>CLOSE – Lunch &amp; complimentary 9 Hole Ambrose for GSRAG Delegates to savour the new course at Denmark</b>

## Great Southern Recreation Advisory Group

### TERMS OF REFERENCE

#### 1 MISSION

The Group is in the business of developing community sport and recreation opportunities for residents of the Great Southern and visitors or potential visitors.

It does this by: -

- Helping to create co-operation across local government municipal boundaries.
- Being a forum for sharing ideas.
- Providing advice and direction.

#### 2 PURPOSE

- Consulting with member local governments via the Regional Plan.
- Co-ordination and planning
- Supporting provision of sound basic facilities to all sporting bodies
- Consulting with the community
- Empowering the community to take ownership
- Being a 'think tank' brains trust – strategic group
- Bringing big issues/basic studies to the group for discussion
- Specific projects would be followed by specific Shires
- Maintaining and extending partnerships

#### 3 ROLES

##### 3.1.1 Policy

- The Group will provide policy direction on sport and recreation issues to Local Government Authorities within the region.

##### 3.1.2 Planning

##### **The group will:**

- prioritise recommendations in the regional plan.
- review the comprehensive plan annually and report to member Councils with recommended updates to the plan.
- report on work in progress on the plan twice a year.
- encourage Local Government Authorities to implement, review and update their plans annually.
- review, rank and prioritise CSRFF applications, in line with regional and local Sport and Recreation Plans.

### *3.1.3 Partnerships*

**The group will:**

- develop and maintain partnerships between funding agencies and providers of technical resources and plant.
- foster alliances for specific projects.
- maintain existing partnerships or alliances either regional or sub-regional.

### *3.1.4 Advocacy*

**The Group will:**

- lobby on behalf of the region with government agencies, other agencies such as state sports associations, or private enterprise.
- endorse submissions of members Councils as appropriate.
- Advocate for regional needs of sport and recreation as required.

## **4 OPERATIONAL GUIDELINES**

### *4.1 Responsibility and accountability*

Committee members are responsible to their own managers and employers or organisations.

### *4.2 Meeting Management*

An elected member from a local government authority will be appointed chairman for a twelve (12) month period. If the appointed chairman or a proxy is not available on any particular meeting day, then an elected member from the attending members is to be elected as the presiding member,.

### *4.3 Members*

The Group shall be established by consensus of those Councils that make up the Great Southern Region of WA. These councils include:

- Shire of Jerramungup
- Shire of Broomehill/Tambellup
- Shire of Gnowangerup
- Shire of Denmark
- City of Albany
- Shire of Kojonup
- Shire of Cranbrook
- Shire of Katanning
- Shire of Kent
- Shire of Plantagenet
- Shire of Woodnalling
- Department of Sport and Recreation

The Group shall comprise the following:

Two representatives from each participating Council in the region (a staff member and an elected member of Council); Great Southern Regional Manager Department of Sport and Recreation; Other members from time to time as deemed appropriate and accepted by vote of this Group.

#### **4.4 Meetings**

##### *Agendas*

The chairman will use an agenda at each meeting.

##### *Minutes*

The GSRRAG Executive Secretary will take and distribute minutes of meetings.

##### *Frequency and Duration*

The RAG will meet quarterly at rotated venues through out the Great Southern.

##### *Quorum*

Representation from 7 member local government authorities.

##### *Proxies*

Committee members may send a proxy from their agency/organisation in their absence.

## **5 RESOURCES**

### **5.1 Budget**

The Managers of participating agencies will be responsible for meeting any costs associated with attendance of their staff at meetings.

## **6 RECORDS**

The secretary shall issue any supporting material at least seven days in advance and prepare minutes from each meeting. Copies of the minutes will be forwarded to the members within 2 weeks of the meeting being held.

The secretariat shall keep separate files of at least the following:

1. Agendas and papers circulated with them;
2. Correspondence, papers tabled at meetings and papers circulated other than with agendas.

## **7 EVALUATION**

The group will conduct an annual review of its performance after 12 months of implementation.

**8 ADOPTION AND AMENDMENT OF TERMS OF REFERENCE**

The Terms of reference shall be altered only at the first meeting of each year.

These Terms of Reference were first adopted by \_\_\_\_\_ on \_\_\_\_\_.

Subsequent revision dates:

No.	Date	Nature of change(s)

Most recently declared by \_\_\_\_\_ to be still current on dd/mm/yy.

## 4.1: LIST OF ACCOUNTS FOR PAYMENT – MAY 2013

**File Number (Name of Ward)** : FM.FIR.2 - All Wards  
**Appendices** : List of Accounts for Payment  
**Responsible Officer** : Executive Director Corporate Services (G Adams)

**7.41PM Councillor Stocks left the Chamber after declaring an interest in this item.**

### ITEM 4.1: RESOLUTION

#### VOTING REQUIREMENT: SIMPLE MAJORITY

**MOVED: COUNCILLOR GREGSON**

**SECONDED: COUNCILLOR BOWLES**

**The list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 May 2013 totalling \$4,595,586.84 be RECEIVED.**

**CARRIED 9-0**

### BACKGROUND

- Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

### DISCUSSION

- The table below summarises the payments drawn from the municipal fund for the period ending 31 May 2013. Further details of the accounts authorised for payment by the Chief Executive Officer is included within the Attachment to this report.

#### Municipal Fund

Trust	Totalling	\$5,148.00
Cheques	Totalling	\$90,567.67
Electronic Fund Transfer	Totalling	\$2,993,519.36
Credit Cards	Totalling	\$20,909.52
Payroll	Totalling	\$1,485,442.29
	<b>TOTAL</b>	<b><u>\$4,595,586.84</u></b>

- As at 31 May 2013, the total outstanding creditors, stands at \$ and made up follows:

Current	\$535,316.57
30 Days	-\$606.19
60 Days	-\$43.23
90 Days	-\$303.02
<b>TOTAL</b>	<b>\$534,364.13</b>

- Cancelled cheques:** - 28914 – duplicated entry, 28949 – no longer required, 28990– paid via eft.

**STATUTORY IMPLICATIONS**

5. Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

**FINANCIAL IMPLICATIONS**

8. Expenditure for the period to 31 May 2013 has been incurred in accordance with the 2012/2013 budget parameters.

**POLICY IMPLICATIONS**

9. The City's 2012/2013 Annual Budget provides a set of parameters that guides the City's financial practices.

**SUMMARY CONCLUSION**

10. That list of accounts have been authorised for payment under delegated authority.

<b>File Number (Name of Ward)</b>	FM.FIR.2 - All Wards
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**7.42PM: Councillor Stocks returned to the Chamber. Councillor Stocks did not participate in the discussion or vote.**



TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

EFT/CHQ	Date	Name	Description	Amount
EFT82185	13/05/2013	CUGLEY NOMINEES PTY LTD	RETURN OF FOOTPATH BOND	5,148.00
				-
			<b>Total</b>	<b>5,148.00</b>

MASTERCARD TRANSACTIONS - MAY 2013

Date	Payee	Description	Amount
05-April-2013	Wotif.com	Accommodation E Hubble WALGA Training	732.50
08-April-2013	Skywest	Flights E Hubble WALGA Training	428.25
10-April-2013	Wotif.com	Accommodation Y Jolidon Records Training	383.50
10-April-2013	Wotif.com	Accommodation M McRae Records Training	383.50
10-April-2013	Digicert	Wildcard Plus certificate - IT	1,390.41
10-April-2013	Skywest	Airfare Y Jolidon Records Training	347.53
10-April-2013	Skywest	Airfare M McRae Records Training	347.53
12-April-2013	Wotif.com	Accommodation F Stevens Records Training	194.50
14-April-2013	Skywest	Flights F Stevens Records Training	347.53
17-April-2013	Skywest	Flights G Adams - Mediation Perth	499.11
23-April-2013	The Peninsula	Accommodation G Adams - Mediation Perth	235.00
28-March-2013	Harvey World Travel	Flights D Wellington Meeting and Conference	523.00
05-April-2013	Harvey World Travel	Flights Cllr Dufty NGA 2013	892.00
05-April-2013	Harvey World Travel	Flights D Wellington NGA 2013	1,212.00
05-April-2013	ALGA Conference	Registration D Wellington NGA 13 Conference	1,359.00
05-April-2013	ALGA Conference	Registration Cllr Dufty NGA 13 Conference	899.00
08-April-2013	Skywest	Airfare T Flett Training	459.73
10-April-2013	Officeworks	Banner for Forts	460.00
13-April-2013	Hotels.com	Accommodation P Neilsen State Library Conference	445.50
15-April-2013	Skywest	Airfare A Page AAA Conference	361.21
15-April-2013	Skywest	Airfare A Page AAA Conference	427.64
25-April-2013	Hotels.com	Accommodation P Neilsen	1,214.51
18-April-2013	Skywest	Airfare K Barnett SAT Hearing	507.43
22-April-2013	Hallmark Editions	Dale Putland CBD and Town Conference	897.60
22-April-2013	Flightcentre	Airfare D Putland CBD and Town Conference	557.93
22-April-2013	All Seasons	Accommodation D Putland CBD and Town Conference	431.80
28-March-2013	McCracken C/Club	A McEwan Contract Training	370.30
28-March-2013	Skywest	Airfare J McCourt Media session with Mayor	453.66
28-March-2013	Skywest	Airfare G Foster Anzac Meeting	463.00
03-April-2013	Skywest	Airfare G Foster WALGA Lunch/Anzac	388.27
10-April-2013	Banksia Gardens	Accommodation - Interview for ED Community position	559.55
11-April-2013	Thrifty Car Rental	Care Hire G Foster WALGA/Anzac	321.56
14-April-2013	Skywest	Flight G McCann - Rangers	656.65
16-April-2013	Skywest	Flight G Foster - Mediation	430.62
Various	Sundry < \$ 200.00		1,328.20
		<b>TOTAL</b>	<b>\$ 20,909.52</b>

Payroll - 1/5/2013 - 28/05/2013

1/05/2013	Payroll		489,331.77
1/05/2013	Sundry Pay		797.41
15/05/2013	Payroll		490,896.88
28/05/2013	Payroll		504,416.23
		<b>TOTAL</b>	<b>\$ 1,485,442.29</b>

**AGENDA ITEM 4.1 REFERS**  
**Amount**

Chq	Date	Name	Description	Amount
				0.00
28911	02/05/2013	MR SEAN WILLIAM KNOX	REFUND FOR PLANNING FEE & BSL FOR BUILDING LICENCE NUMBER 130 272	180.50
28912	02/05/2013	DOROTHY MAYS	REFUND FOR ALAC MEMBERSHIP	67.20
28913	02/05/2013	ART MONTHLY AUSTRALIA	ADVERTISING	510.00
28915	02/05/2013	SORAYA MAJIDI	REIMBURSEMENTS FOR FAREWELL MORNING TEA SAM LIDDLELOW & JANE HEBBLEWHITE	47.55
28916	02/05/2013	NATIONAL MEASUREMENT INSTITUTE	WATER SAMPLING ANALYSIS FOR HANRAHAN REFUSE SITE	284.03
28917	02/05/2013	SENSIS PTY LTD	SENSIS VALUE PACKAGE BUSINESS ESSENTIALS - 5 OF 12	39.58
28918	02/05/2013	PETTY CASH - ALBANY REGIONAL DAY CARE CENTRE	PETTY CASH REIMBURSEMENTS	194.85
28919	02/05/2013	SUNCORP METWAY LTD	Rates refund for assessment A18788	224.25
28920	02/05/2013	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	7,364.78
28921	02/05/2013	WATER CORPORATION	REPLACE DAMAGED MANHOLE 236 HANRAHAN RD - JA2068272	1,218.05
28922	03/05/2013	AMP FLEXIBLE LIFETIME SUPER PLAN	Superannuation contributions	2,405.25
28923	03/05/2013	AMP RSA	Superannuation contributions	946.50
28924	03/05/2013	AMP LIFE LIMITED	Superannuation contributions	623.07
28925	03/05/2013	ASGARD	Superannuation contributions	324.52
28926	03/05/2013	BT SUPER FOR LIFE	Superannuation contributions	180.44
28927	03/05/2013	CARE SUPER PTY LTD	Superannuation contributions	646.99
28928	03/05/2013	COLONIAL FIRST STATE ROLLOVER & SUPER FUND	Superannuation contributions	618.22
28929	03/05/2013	HESTA SUPER FUND	Superannuation contributions	1,430.19
28930	03/05/2013	HOSTPLUS PTY LTD	Superannuation contributions	1,138.13
28931	03/05/2013	IOOF INVESTMENT MANAGEMENT LTD	Superannuation contributions	727.92
28932	03/05/2013	MEDIA SUPER	Superannuation contributions	507.81
28933	03/05/2013	MLC NOMINEES PTY LTD	Superannuation contributions	611.22
28934	03/05/2013	MLC MASTERKEY BUSINESS SUPER	Superannuation contributions	437.70
28935	03/05/2013	MLC NOMINEES PTY LIMITED	Superannuation contributions	929.22
28936	03/05/2013	NGS SUPER	Superannuation contributions	507.62
28937	03/05/2013	NATIONAL MUTUAL RETIREMENT FUND	Superannuation contributions	621.00
28938	03/05/2013	IOOF GLOBAL ONE (EX SKANDIA GLOBAL)	Superannuation contributions	877.30
28939	03/05/2013	IOOF GLOBAL ONE (EX SKANDIA GLOBAL)	Superannuation contributions	350.20
28940	03/05/2013	SPECTRUM SUPER	Superannuation contributions	712.38
28941	03/05/2013	SUNSUPER SUPERANNUATION	Superannuation contributions	810.39
28942	03/05/2013	SUPERWRAP PERSONAL SUPER PLAN	Superannuation contributions	1,009.80
28943	03/05/2013	TAL SUPERANNUATION LIMITED	Superannuation contributions	503.04
28944	03/05/2013	UNI SUPER	Superannuation contributions	415.61
28945	09/05/2013	C SQUIRES	CROSSOVER SUBSIDY	217.44
28946	09/05/2013	MATTHEW KENNEWELL	REIMBURSEMENT FOR DAMAGED LETTER BOX	125.52
28947	09/05/2013	BRIDGESTONE AUSTRALIA LTD	TYRE PURCHASES	346.54
28948	09/05/2013	B A & E G CAPELLI	VISITORS CENTRE MERCHANDISE	155.00
28950	09/05/2013	DEPARTMENT OF JUSTICE - FINES ENFORCEMENT	UNPAID INFRINGEMENTS - VARIOUS	2,838.00
28951	09/05/2013	IML LOGISTICS	FREIGHT & HAZARDOUS GOODS SURCHARGE (CHLORINE)	389.29

AGENDA ITEM 4.1 REFERS

28952	09/05/2013	STEPHANIE MORRIGAN	EAP CONSULTATIONS	352.00
28953	09/05/2013	THE ESTATE OF CLAUDE PARNELL	Rates refund for assessment A23749	238.78
28954	09/05/2013	PETTY CASH - VISITORS CENTRE	PETTY CASH REIMBURSEMENTS	270.25
28955	09/05/2013	PETTY CASH - FORTS	PETTY CASH REIMBURSEMENTS	101.51
28956	09/05/2013	PLANTAGENET COMPANY OF ARCHERS	KIDSPORT REGISTRATIONS	170.00
28957	09/05/2013	RAELENE SMITH	VISITORS CENTRE MERCHANDISE	67.50
28958	09/05/2013	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES - ADSL CHARGE FOR EMEGENCY LINE	29.95
28959	09/05/2013	WATER CORPORATION	WATER USAGE VARIOUS LOCATIONS	2,441.55
28960	09/05/2013	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION	253.20
28961	09/05/2013	WATER CORPORATION	WATER CONSUMPTION CHARGES - VARIOUS LOCATIONS	1,996.45
28962	16/05/2013	OWEN EBERT	CROSSOVER SUBSIDY	176.22
28963	16/05/2013	TRUDY MEHRER	GREAT SOUTHERN ART AWARD - POPULAR CHOICE AWARD	500.00
28964	16/05/2013	TAHLI BROSBY	REFUND SWIM LESSONS	99.00
28965	16/05/2013	GIRL GUIDES GREAT SOUTHERN	KIDSPORT REGISTRATIONS	522.00
28966	16/05/2013	CORALIE MARGARET MCGUCKIN	WEDNESDAY PAINTING INTERMEDIATE SERIES 2 2013	100.00
28967	16/05/2013	THE MURRAY HOTEL	ACCOMODATION FOR MIKE COPPINS AND RHYS SKIPPER - STAFF TRAINING	378.00
28968	16/05/2013	NARRIKUP NETBALL CLUB	KIDSPORT REGISTRATIONS	1,815.00
28969	16/05/2013	NORTH ALBANY FOOTBALL CLUB INC	KIDPSORT REGISTRATIONS	280.00
28970	16/05/2013	SENSIS PTY LTD	SENSIS HEALTH PACKAGE - BUSINESS ESSENTIALS INSTALMENT 6	39.58
28971	16/05/2013	PETTY CASH - DEPOT	PETTY CASH REIMBURSEMENTS	333.25
28972	16/05/2013	PIVOTEL SATELLITE PTY LIMITED	SATELLITE PHONE CHARGES	225.00
28973	16/05/2013	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	11,445.41
28974	16/05/2013	WATER CORPORATION	WATER CONSUMPTION CHARGES - VARIOUS LOCATIONS	1,942.90
28975	16/05/2013	PETTY CASH - ALBANY AQUATIC AND LEISURE CENTRE	UMPIRE FEES	2,500.00
28976	23/05/2013	CITY OF ALBANY BAND INC.	TICKETS FOR CORPORATE EVENT	250.00
28977	23/05/2013	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION A57568-8	137.45
28978	23/05/2013	MOUNT LOCKYER JUNIOR SOCCER CLUB INC.	KIDSPORT REGISTRATIONS	1,350.00
28979	23/05/2013	PETTY CASH - CITY OF ALBANY	PETTY CASH REIMBURSEMENTS	373.45
28980	23/05/2013	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	684.27
28981	23/05/2013	VODAFONE PTY LTD	VODAFONE PHONE ACCOUNT - SMS SERVICES	49.00
28982	23/05/2013	WATER CORPORATION	WATER CONSUMPTION CHARGES - VARIOUS LOCATIONS	14,862.50
28983	30/05/2013	TONY & TRACEY LAZAR	CROSSOVER SUBSIDY	155.60
28984	30/05/2013	AMP LIFE LIMITED	SGC EMPLOYEE # 10155 MEMBER # W4003683 - R	311.92
28985	30/05/2013	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	AUSTRALIAN LICENCE INITIAL ISSUE FEES	136.00
28986	30/05/2013	DEPARTMENT OF TRANSPORT	AMAZING ALBANY NUMBER PLATES	330.00
28987	30/05/2013	KEVIN DRAPER	ARTISIT PARTICIPATION	100.00
28988	30/05/2013	DEPARTMENT OF HEALTH	MOSQUITO MANAGEMENT COURSE 21-25 OCTOBER, MANDURAH	1,100.00
28989	30/05/2013	NICHOLAS COMPTON	SCULPTURE IN THE HARBOUR	100.00
28991	30/05/2013	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	7,267.63
28992	30/05/2013	WATER CORPORATION	WATER CONSUMPTION CHARGES - VARIOUS LOCATIONS	1,520.20
28993	30/05/2013	DEPARTMENT OF TRANSPORT	AMAZING ALBANY NUMBER PLATES	4,125.00

**TOTAL**

**\$ 90,567.67**

## AGENDA ITEM 4.1 REFERS

EFT	Date	Name	Description	Amount
EFT81830	02/05/2013	A2K TECHNOLOGIES	AUTOCAD CIVIL 3D ADVANCED FOR JOSHUA PEARSON AND KENNA SUTHERLAND	2,420.00
EFT81831	02/05/2013	ABA SECURITY	SECURITY MONITORING APRIL TO JUNE 2013	909.85
EFT81832	02/05/2013	ADVERTISER PRINT	SUPPLY OF 50 ANZAC BOOKS	625.00
EFT81833	02/05/2013	EDENBORN PTY LTD	Contract mowing of verges for month of April	4,665.60
EFT81834	02/05/2013	OPTEON (ALBANY AND GREAT SOUTHERN WA)	Revised Valuations relating to the re-alignment of Perkins Beach Road	880.00
EFT81835	02/05/2013	ALBANY PRINTERS	MEMBERSHIP APPLICATION BOOKS ALAC	250.00
EFT81836	02/05/2013	ALBANY RETRAVISION	DeLonghi Cooling Fan	97.00
EFT81837	02/05/2013	ALBANY REFRIGERATION	Being for the quarterly maintenance of the North Road Admin A/C	1,430.90
EFT81838	02/05/2013	ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD	STATIONERY SUPPLIES	1,716.05
EFT81839	02/05/2013	ALBANY INDEPENDENT CARPETS	Being for carpet for the new refurbished office area at the C/A depot	2,490.00
EFT81840	02/05/2013	ALBANY OFFICE PRODUCTS DEPOT - FORTS	STATIONERY SUPPLIES	49.50
EFT81841	02/05/2013	ALBANY LEGAL PTY LTD	PROFESSIONAL FEES - AIRPORT HANGAR SITE	385.00
EFT81842	02/05/2013	ALKOOMI WINES PTY LTD	ALCOHOL PURCHASES	667.26
EFT81843	02/05/2013	AMITY PAINTING & DECORATING	Being for the painting of the board room in the North Road	1,705.00
EFT81844	02/05/2013	ART ALMANAC	ADVERTISING	48.00
EFT81845	02/05/2013	WH & LS ASHTON	Rates refund for assessment A110297	11.66
EFT81846	02/05/2013	AVIS ALBANY	VEHICLE HIRE from 10th to the 12th of April	725.27
EFT81847	02/05/2013	BADGEMATE	STAFF NAME BADGES	168.03
EFT81848	02/05/2013	BT EQUIPMENT PTY LTD (TUTT BRYANT EQUIPMENT)	VEHICLE PARTS	391.33
EFT81849	02/05/2013	BAREFOOT CLOTHING MANUFACTURERS	FORTS UNIFORMS	431.35
EFT81850	02/05/2013	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	Hire of Traffic Control	12,712.47
EFT81851	02/05/2013	BEST OFFICE SYSTEMS	PHOTOCOPIER CHARGES	1,174.82
EFT81852	02/05/2013	BINLEY INVESTMENTS T/AS 1300TEMPFENCE	10 x Crowd Barrier 2.2m Flat Foot	715.00
EFT81853	02/05/2013	BLACKWOODS	PROTECTIVE EYEWEAR	342.34
EFT81854	02/05/2013	ALBANY BOBCAT SERVICES	BOBCAT SERVICES	1,892.00
EFT81855	02/05/2013	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKING RETURNS COMMISSION/MONTHLY FEES - MAR 2103	2,595.64
EFT81856	02/05/2013	BROWNES FOODS OPERATIONS PTY LTD	CATERING SUPPLIES	213.45
EFT81857	02/05/2013	BUNNINGS GROUP LIMITED	HARDWARE/TOOL SUPPLIES	13.99
EFT81858	02/05/2013	BWS CONSULTING	PROVISION OF ORGANISATIONAL CULTURE & LEADERSHIP DEVELOPMENT SERVICES FOR MARCH 2013	6,000.00
EFT81859	02/05/2013	STACEY CARTER	FITNESS INSTRUCTION	270.00
EFT81860	02/05/2013	CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT	Preparation of cost plan based upon development drawings - Centennial Park.	528.00
EFT81861	02/05/2013	CJD EQUIPMENT PTY LTD	VEHICLE PARTS	119.08
EFT81862	02/05/2013	CLAYTON UTZ	PROFESSIONAL SERVICES	29,507.50
EFT81863	02/05/2013	COCA-COLA AMATIL PTY LTD	SOFT DRINK FOR ALAC CAFE	2,487.49
EFT81864	02/05/2013	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES FOR DAY CARE	759.20
EFT81865	02/05/2013	COURIER AUSTRALIA	FREIGHT COSTS	203.63
EFT81866	02/05/2013	ALBANY SIGNS	SIGNAGE	308.00
EFT81867	02/05/2013	COVS PARTS PTY LTD	VEHICLE PARTS	395.38
EFT81868	02/05/2013	CRANBROOK SPORTING CLUB INC	CATERING FOR LIBRARY WORKSHOP HELD AT CRANBROOK SPORTING CLUB 19/4/13	600.00
EFT81869	02/05/2013	DOWNER EDI WORKS PTY LTD	Supply 3.6 Tonne of Hot mix	996.07
EFT81870	02/05/2013	AL CURNOW HYDRAULICS	VEHICLE PARTS/MAINTENANCE	748.43
EFT81871	02/05/2013	35 DEGREES SOUTH	Feature survey for excision of 45m2 road reserve Ulster Road, Collingwood Heights	495.00

## AGENDA ITEM 4.1 REFERS

EFT81872	02/05/2013	DE JONGE MECHANICAL REPAIRS	VEHICLE SERVICING	1,778.00
EFT81873	02/05/2013	JANINE DETERMES	FITNESS INSTRUCTOR	360.00
EFT81874	02/05/2013	G & M DETERGENTS & HYGIENE SERVICES ALBANY	HYGIENE CONTRACT	3,027.62
EFT81875	02/05/2013	JON & GRYSTJE DOUST	Jon Doust Guest Speaker at 2013 Great Southern Regional Library Meeting	550.00
EFT81876	02/05/2013	KEVIN JOHN DUGGAN	Rates refund for assessment A68337	8.33
EFT81877	02/05/2013	EASIFLEET MANAGEMENT	MOTOR VEHICLE LEASE RENTAL/ESP BUREAU FEE/BUREAU FEE REBATE	3,128.74
EFT81878	02/05/2013	ENVISION WARE PTY LTD	Warranty/Maintenance 2013/14 - EnvisionWare Suite First Building	680.61
			Bundle/Warranty/Maintenance 2013/14 - EnvisionWare Suite Client Package (License)	
EFT81879	02/05/2013	EYERITE SIGNS	ASSORTED SIGNAGE	198.00
EFT81880	02/05/2013	FARMERS CENTRE (1978) PTY LTD	VEHICLE PARTS	738.05
EFT81881	02/05/2013	HAYLEY FLETCHER	ADMIN ASSISTANT - VAC - GREAT SOUTHERN ART AWARD	210.00
EFT81882	02/05/2013	TAMMIE FLOWER	FITNESS INSTRUCTOR	810.00
EFT81883	02/05/2013	ALBANY FOOTBALL AND SPORTING CLUB	KIDSPORT APPLICATIONS	300.00
EFT81884	02/05/2013	FREMANTLE ARTS CENTRE PRESS	VISITORS CENTRE MERCHANDISE	168.98
EFT81885	02/05/2013	FUELS WEST PETROLEUM	Litres DIESEL FUEL	11,733.60
EFT81886	02/05/2013	GADENS LAWYERS PERTH PTY LTD	Rates refund for assessment A108719	176.89
EFT81887	02/05/2013	GRACE REMOVALS GROUP	PICK AND DELIVERY OF ARTWORK	275.00
EFT81888	02/05/2013	GRANDEUR HOMES (WA) PTY LTD	REIMBURSEMENT FOR OVERPAYMENT OF BUILDING PERMIT FEES FOR B/L 130228	313.47
EFT81889	02/05/2013	GREAT SOUTHERN GROUP TRAINING	CASUAL STAFF/APPRENTICE FEES	459.64
EFT81890	02/05/2013	GREAT SOUTHERN PEST & WEED CONTROL	PEST CONTROL SERVICES	495.00
EFT81891	02/05/2013	GSP WORKFORCE	LIBRARY ASSISTANT SERVICES FOR MARCH 2013	74.76
EFT81892	02/05/2013	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING SUPPLIES	544.42
EFT81893	02/05/2013	AUSTRALIAN MEDICAL SUPPLIES PTY LTD	3 / 1500mm Aluminium Tube - Powder Coated Ripple White 2 / ALBHA1W Part, Two Elbows, two wall flanges with washers & type 17 screws 1 / ALBHA14W T-Bend 32mm 30 degrees Flange & cover.	120.43
EFT81894	02/05/2013	GREENMAN TRADING COMPANY	TO CARRY OUT WORKS AS PER QUOTE NO 0591	4,785.00
EFT81895	02/05/2013	GREENACRES TURF GROUP	TURF SUPPLIES	436.95
EFT81896	02/05/2013	GT BEARING AND ENGINEERING SUPPLIES	SUPPLY OF SECURE TIE DOWN EQUIPMENT WITH WEIGHT RATING AS REQUIRED	114.00
EFT81897	02/05/2013	GWN GREAT SOUTHERN	AIR TIME ADVERTISING SPORTSPERSON OF THE YEAR	279.40
EFT81898	02/05/2013	PROTECTOR FIRE SERVICES PTY LTD	FIRE EQUIPMENT MAINTENANCE	269.50
EFT81899	02/05/2013	HIMAC INDUSTRIES	Pallet Fork with Universal Hitch	1,050.00
EFT81900	02/05/2013	THE HONEY SHOP	VISITORS CENTRE MERCHANDISE	116.00
EFT81901	02/05/2013	HUDSON HENNING AND GOODMAN	Preparation of Deed of Assignment for Airport Hangar 7 Albany Regional Airport	550.00
EFT81902	02/05/2013	INTERNATIONAL ART SPACE PTY LTD (IASKA)	PUBLICATION	22.00
EFT81903	02/05/2013	JACK THE CHIPPER	Tractor mulching at Green waste site	363.00
EFT81904	02/05/2013	JUST SEW EMBROIDERY	EMBROIDERY	16.50
EFT81905	02/05/2013	KANDOO WINDSCREENS	WINDSCREEN REPAIRS	616.00
EFT81906	02/05/2013	KANGAS NETBALL CLUB	KIDSPORT APPLICATIONS	2,916.00
EFT81907	02/05/2013	KESTON TECHNOLOGIES PTY LTD	ASSISTANCE WITH THE CITY OF ALBANY RDAF PROPOSAL FOR THE GREAT SOUTHERN CENTENNIAL PARK STADIUM	23,548.25
EFT81908	02/05/2013	KNOTTS GROUP PTY LTD	PLUMBING REPAIRS/MAINTENANCE	9,800.45
EFT81909	02/05/2013	KOSTERS STEEL CONSTRUCTION PTY LTD	REIMBURSEMENT FOR OVERPAYMENT OF BUILDING LICENCE BL130219	245.00
EFT81910	02/05/2013	L-3 COMMUNICATIONS AUSTRALIA PTY LTD	Airport security consumables supply	943.80
EFT81911	02/05/2013	LA FREEGARD	LEVEL DIRT PILE ONTO FIRE ACCESS TRACK AT BAYONET HEAD ROAD	572.00

## AGENDA ITEM 4.1 REFERS

EFT81912	02/05/2013	LATRO LAWYERS	PROFESSIONAL SERVICES	1,149.50
EFT81913	02/05/2013	LEADING EDGE COMPUTERS ALBANY	Laser Hi-Fi Stereo Headset with microphone	19.00
EFT81914	02/05/2013	LOCKEEZ LUNCHBAR	CATERING	149.00
EFT81915	02/05/2013	LORLAINE DISTRIBUTORS PTY LTD	CLEANING SUPPLIES	335.20
EFT81916	02/05/2013	LOWER KING LIQUOR & GENERAL STORE	ALCOHOL PURCHASES	359.74
EFT81917	02/05/2013	ALBANY CITY MOTORS	VEHICLES/VEHICLE PARTS/REPAIRS	1,328.66
EFT81918	02/05/2013	MAP CREATIVE	VISITORS CENTRE MERCHANDISE	312.40
EFT81919	02/05/2013	SUSAN JANE MARTIN	Rates refund for assessment A89810	810.80
EFT81920	02/05/2013	MCCOURT & ASSOCIATES	MEDIA TRAINING FOR COUNCIL AND EXECUTIVE DIRECTORS 18 MARCH 2013	3,389.35
EFT81921	02/05/2013	BR & JA MCGUFFIE	TRANSPORT OF VERTI DRAIN	242.00
EFT81922	02/05/2013	METROOF ALBANY	ROOFING SUPPLIES	36.29
EFT81923	02/05/2013	MOUNT ROMANCE AUSTRALIA PTY LTD	VISITORS CENTRE MERCHANDISE	74.36
EFT81924	02/05/2013	NAME REFACE INDUSTRIES PTY LTD	Doughnut Labels roll of 1000	66.64
EFT81925	02/05/2013	NAZZY BEADS	VISITORS CENTRE MERCHANDISE	160.00
EFT81926	02/05/2013	ALBANY NEWS DELIVERY - ALAC	NEWSPAPER DELIVERIES 8/4/13 - 14/4/13	217.22
EFT81927	02/05/2013	OCS SERVICES PTY LTD	CONTRACT CLEANING SERVICES LIBRARY MARCH 2013	10,757.41
EFT81928	02/05/2013	OKEEFE'S PAINTS	PAINT & PAINTING SUPPLIES	36.40
EFT81929	02/05/2013	OPUS INTERNATIONAL CONSULTANTS LTD	RECREATIONAL PRECINCT MASTER PLANNING	27,955.46
EFT81930	02/05/2013	ORICA AUSTRALIA P/L	BAGS OF DENSE SODA ASH	1,003.20
EFT81931	02/05/2013	ORIGIN ENERGY	LP GAS DELIVERY ALAC	5,864.45
EFT81932	02/05/2013	PAUL ARMSTRONG PANELBEATERS	Repairs to City vehicle: Rego 9010A	901.81
EFT81933	02/05/2013	PETER GRAHAM AND COMPANY LTD	HERBICIDES	496.50
EFT81934	02/05/2013	PLANNING INSTITUTE AUSTRALIA	ADVERTISEMENT ON THE PIA WEBSITE EMPLOYEMENT DIRECTORY 11/4/13 ( SENIOR PLANNING OFFICER - STRATEGIC PLANNING)	302.50
EFT81935	02/05/2013	KRISTIE PORTER	FITNESS INSTRUCTION	450.00
EFT81936	02/05/2013	GREAT SOUTHERN RADIOLOGY PTY LTD	CONSULTATION	189.25
EFT81937	02/05/2013	GORDON LEONARD RAE	Rates refund for assessment A85943	750.17
EFT81938	02/05/2013	REECE PTY LTD	PLUMBING SUPPLIES/PARTS	3,349.50
EFT81939	02/05/2013	REPLICA MEDALS	FORTS MERCHANDISE	577.97
EFT81940	02/05/2013	ROSMECH SALES AND SERVICE PTY LTD	Supply parts	2,989.49
EFT81941	02/05/2013	ROYAL LIFE SAVING SOCIETY AUSTRALIA	Purchase two new dense foam mats for swim school	961.70
EFT81942	02/05/2013	SALES EXCHANGE	OFFICE FURNITURE	1,830.00
EFT81943	02/05/2013	SCHWEPPES AUSTRALIA	SOFT DRINKS FOR FORTS	197.95
EFT81944	02/05/2013	SEEK LIMITED	ADVERTISING - MANAGER ALAC	247.50
EFT81945	02/05/2013	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	1,351.74
EFT81946	02/05/2013	SOUTHWAY DISTRIBUTORS PTY LTD	CATERING GOODS	1,628.76
EFT81947	02/05/2013	SOUTHERN EDGE ARTS INC	KID SPORT APPLICATIONS	700.00
EFT81948	02/05/2013	SPORTSWORLD OF WA	SPORTS STORE PURCHASES	767.80
EFT81949	02/05/2013	STAR SALES AND SERVICE	SUPLY OF MOWER SHOOT FOR RIDE-ON MOWER	79.00
EFT81950	02/05/2013	STATEWIDE BUILDING CERTIFICATION WA	BUILDING CERTIFICATON FOR MOUNT CLARENCE INFRASTRUCTURE UPGRADE	924.00
EFT81951	02/05/2013	BLUESCOPE DISTRIBUTION PTY LTD	DURAGAL FLAT GRADE	77.95
EFT81952	02/05/2013	STREAMLINE BRICK PAVING	Repairs to unstable pavers at Al Frisco area for Black Duck	660.00
EFT81953	02/05/2013	SUBWAY	LUNCH PLATTER FOR STRATEGIC PLAN WORKSHOP - 27 MARCH 2013	45.00
EFT81954	02/05/2013	THE SURGERY	CONSULTATION	77.00
EFT81955	02/05/2013	GARY COOPER - LAZY SUSANN	VISITORS CENTRE MERCHANDISE	120.00

## AGENDA ITEM 4.1 REFERS

EFT81956	02/05/2013	SYNERGY	ELECTRICITY SUPPLIES AIRPORT 19/3/13 - 15/4/13	5,762.70
EFT81957	02/05/2013	T4 TECHNOLOGY	Apple Keyboard with Numeric Keypad	55.00
EFT81958	02/05/2013	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	657.42
EFT81959	02/05/2013	THE LINEN PRESS	VISITORS CENTRE MERCHANDISE	555.39
EFT81960	02/05/2013	TOLL FAST	FREIGHT COSTS	1,623.39
EFT81961	02/05/2013	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	1,715.40
EFT81962	02/05/2013	SARAH VALLENTINE	CASUAL HOURS 17, 21 & 25 APRIL 2013 VAC	721.40
EFT81963	02/05/2013	IT VISION AUSTRALIA PTY LTD	SynergySoft Mobile Customer Service/Annual License Fees/Blink Implementation Services	12,512.50
EFT81964	02/05/2013	WA NATURALLY PUBLICATIONS	VISITORS CENTRE MERCHANDISE	396.00
EFT81965	02/05/2013	WATKINS CONTRACTORS	100 cubes mulch delivered Mercer Rd	1,870.00
EFT81966	02/05/2013	LINDY WEINERT	FITNESS INSTRUCTOR	405.00
EFT81967	02/05/2013	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS	71.80
EFT81968	02/05/2013	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING - SITUATIONS VACANT - SENIOR PLANNING OFFICER	4,170.72
EFT81969	02/05/2013	LANDMARK LIMITED	DRUMS ROUND-UP BIACTIVE	3,833.28
EFT81970	02/05/2013	WESTERN WORK WEAR	SAFETY FOOTWEAR	337.20
EFT81971	02/05/2013	WISE HIRE	Weeks hire of temp.fence panels inc. delivery to Proudlove Pde.	176.00
EFT81972	02/05/2013	WOOD AND GRIEVE ENGINEERS	Superintendence of the ANZAC Peace Park construction project	7,700.00
EFT81973	02/05/2013	WORKWISE OCCUPATIONAL HEALTH	CASE CO-ORDINATION/PRE EMPLOYMENT SCREENING	3,040.68
EFT81974	02/05/2013	YAKKA PTY LTD (KINGGEE WORKWEAR GROUP)	UNIFORMS	28.83
EFT81975	02/05/2013	ZENITH LAUNDRY	THE PURCHASE OF 6 BAGS OF RAGS.	127.72
EFT81976	03/05/2013	ABUNDANT SPERANNUATION FUND	Superannuation contributions	440.58
EFT81977	03/05/2013	ALBANY COMMUNITY HOSPICE	Payroll deductions	66.00
EFT81978	03/05/2013	AMP SUPERANNUATION LIMITED	Superannuation contributions	2,488.29
EFT81979	03/05/2013	AUSTRALIAN TAXATION OFFICE	Payroll deductions	384,953.00
EFT81980	03/05/2013	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll deductions	6,021.40
EFT81981	03/05/2013	PRIME SUPER	Superannuation contributions	1,544.33
EFT81982	03/05/2013	AUSTRALIAN SUPER	Superannuation contributions	4,984.73
EFT81983	03/05/2013	BANSCOTT SUPER FUND	Superannuation contributions	1,005.27
EFT81984	03/05/2013	BT SUPER FOR LIFE	Superannuation contributions	601.71
EFT81985	03/05/2013	BT SUPER FOR LIFE	Superannuation contributions	442.53
EFT81986	03/05/2013	BT SUPER FOR LIFE	Superannuation contributions	329.84
EFT81987	03/05/2013	CHILD SUPPORT AGENCY	Payroll deductions	1,139.07
EFT81988	03/05/2013	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1,163.43
EFT81989	03/05/2013	COLONIAL FIRST STATE WHOLESALE SUPER FUND	Superannuation contributions	79.17
EFT81990	03/05/2013	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1,237.41
EFT81991	03/05/2013	FIRST STATE SUPER	Superannuation contributions	1,048.83
EFT81992	03/05/2013	GENERATIONS PERSONAL SUPER FUND	Superannuation contributions	68.03
EFT81993	03/05/2013	GENERATIONS PERSONAL SUPER FUND	Payroll deductions	674.55
EFT81994	03/05/2013	GENERATIONS PERSONAL SUPER FUND	Superannuation contributions	37.80
EFT81995	03/05/2013	HBF OF WA	Payroll deductions	1,261.10
EFT81996	03/05/2013	ING INTEGRA SUPER	Superannuation contributions	326.28
EFT81997	03/05/2013	ING ONE ANSWER PERSONAL SUPER	Superannuation contributions	719.01
EFT81998	03/05/2013	OAK TREE SUPERANNUATION FUND	Superannuation contributions	224.15
EFT81999	03/05/2013	REST SUPERANNUATION	Superannuation contributions	5,546.94

## AGENDA ITEM 4.1 REFERS

EFT82000	03/05/2013	MARITIME SUPER	Superannuation contributions	117.56
EFT82001	03/05/2013	SPECTRUM SUPER	Superannuation contributions	547.14
EFT82002	03/05/2013	WA LOCAL GOVT SUPERANNUATION	Superannuation contributions	170,542.00
EFT82003	03/05/2013	WAYNE JOHN STEAD PTY LTD SUPERANNUATION FUND	Payroll deductions	1,460.30
EFT82004	03/05/2013	WESTSCHEME	Superannuation contributions	2,377.84
EFT82005	03/05/2013	CULLOTON SUPERANNUATION FUND	Superannuation contributions	61.45
EFT82006	03/05/2013	ASGARD	SUPER PAYMENT 1646829-D2-01	76.95
EFT82007	07/05/2013	LINDSAY JOHN NOTTLE	REIMBURSE BANK FEES	40.00
EFT82008	09/05/2013	14 PEELS PLACE	ANZAC Centenary Public Briefing - catering	1,584.25
EFT82009	09/05/2013	ABA SECURITY	Install UPS power back up for CCTV	869.01
EFT82010	09/05/2013	ACORN TREES AND STUMPS	TREE LOPPING	3,907.00
EFT82011	09/05/2013	AFL SPORTSREADY LTD	KRISTY BATTISON - HOURLY INVOICING FOR TIMESHEETS RECEIVED DURING FORTNIGHTS ENDING 1/3/13, 15/3/13 & 29/3/13 = 123.5 HRS @ \$13.52	1,836.69
EFT82012	09/05/2013	AGCRETE ALBANY	Supply of 1x1350 flush centre grate lid	495.00
EFT82013	09/05/2013	ALBANY SOIL AND CONCRETE TESTING	TESTING ON SUBMITTED SAMPLE	572.00
EFT82014	09/05/2013	ALBANY V-BELT AND RUBBER	FILTERS/VEHICLE PARTS	677.25
EFT82015	09/05/2013	ALBANY PEST & WEED CONTROL	The removal of bees located in a Tree located at opp 16 Cunningham St Emu Point	110.00
EFT82016	09/05/2013	ALBANY CHAMBER OF COMMERCE AND INDUSTRY	ADVERTISING FOR ACCI 2014 DIRECTORY - CITY OF ALBANY	6,533.49
EFT82017	09/05/2013	ALBANY RETRAVISION	ADJUSTMENT - ORIGINAL INVOICE PROCESSED FOR \$97 SHOULD HAVE BEEN \$99	2.00
EFT82018	09/05/2013	ALBANY REFRIGERATION	REFRIGERATION & AIRCONDITIONING REPAIRS & MAINTENANCE	808.50
EFT82019	09/05/2013	ALBANY LANDSCAPE SUPPLIES	GARDEN POTS	338.00
EFT82020	09/05/2013	ALBANY MILK DISTRIBUTORS	MILK DELIVERIEIS	951.38
EFT82021	09/05/2013	ALBANY OFFICE PRODUCTS DEPOT - FORTS	OFFICE FURNITURE	450.00
EFT82022	09/05/2013	ALBANY AIRPORT SERVICES PTY LTD	TEACHING SERVICES KIDS WORKSHOPS APRIL 2013	1,190.21
EFT82023	09/05/2013	ALBANY ADVERTISER LTD - VAC	MONTHLY ADVERTISING FOR VAC	212.30
EFT82024	09/05/2013	ALL EVENTS PROSOUND HIRE	ANZAC public forum briefing	1,467.50
EFT82025	09/05/2013	ALL PARK PRODUCTS	Leads with Female connections for the cosy corner BBQ's	30.80
EFT82026	09/05/2013	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY	5,872.83
EFT82027	09/05/2013	ANDIMAPS	Albany 2013 street guide advertising double space	730.00
EFT82028	09/05/2013	ART ALMANAC	ADVERTISING - April, June and July issues	48.00
EFT82029	09/05/2013	ATC WORK SMART	CASUAL STAFF/APPRENTICE FEES	16,921.60
EFT82030	09/05/2013	AUSTRALIA POST	POSTAGE/AGENCY FEES	368.46
EFT82031	09/05/2013	AUSTRALIA'S SOUTH WEST INC	ULTIMATE ESCAPE DOWN SOUTH	850.00
EFT82032	09/05/2013	B BARKER	VISITORS CENTRE MERCHANDISE	457.50
EFT82033	09/05/2013	COMFORT INN BEL EYRE PERTH	ACCOMMODATION FOR ANDREW GREENWOOD - STAFF TRAINING	171.00
EFT82034	09/05/2013	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	Hire of Traffic Control	1,998.50
EFT82035	09/05/2013	BLACKWOODS	Cans DY MARK SPRAY & MARK PAINT	136.95
EFT82036	09/05/2013	BLOOMIN FLOWERS	WREATHS FOR ANZAC DAY MEMORIAL SERVICES	310.00
EFT82037	09/05/2013	ALBANY BOBCAT SERVICES	RUBBISH REMOVAL AT REDHEN RESERVE & WEED CONTROL ASSISTANCE AT REDHEN RESERVE	726.00
EFT82038	09/05/2013	BODYCARE PHYSIOTHERAPY	CONSULTATION	70.00
EFT82039	09/05/2013	BUEGGE'S SOUTH WELDING	WELDING SERVICES	1,089.00
EFT82040	09/05/2013	BUNNINGS GROUP LIMITED	HARDWARE/TOOL SUPPLIES	48.61
EFT82041	09/05/2013	C&C MACHINERY CENTRE	Repairs to boomspray	222.75
EFT82042	09/05/2013	CAMTRANS ALBANY PTY LTD	Freight costs - turf	632.50



## AGENDA ITEM 4.1 REFERS

EFT82043	09/05/2013	J & S CASTLEHOW ELECTRICAL SERVICES	ELECTRICAL REPAIRS/SERVICES/MAINTENANCE	21,008.54
EFT82044	09/05/2013	AJ & RA CLANCY	VISITORS CENTRE MERCHANDISE	72.00
EFT82045	09/05/2013	COCA-COLA AMATIL PTY LTD	SOFT DRINK FOR ALAC CAFE	662.41
EFT82046	09/05/2013	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	558.26
EFT82047	09/05/2013	OSCAR COLBUNG	PARTICIPATION IN ETHNOGRAPHIC SURVEY - ANZAC CENTRE (NEW SITE)	400.00
EFT82048	09/05/2013	COOK'S TOURS PTY LTD	VISITORS CENTRE MERCHANDISE	850.00
EFT82049	09/05/2013	COVS PARTS PTY LTD	VEHICLE PARTS	605.77
EFT82050	09/05/2013	LESTER COYNE	PARTICIPATION IN ETHNOGRAPHIC SURVEY - ANZAC CENTRE (NEW SITE)	400.00
EFT82051	09/05/2013	HOLCIM (AUSTRALIA) PTY LTD	Being for 2 cubic metres of concrete for the Elleker bus shelter sites.	589.05
EFT82052	09/05/2013	BRONWYN CUTLER	EAP COUNSELLING	165.00
EFT82053	09/05/2013	DE JONGE MECHANICAL REPAIRS	VEHICLE SERVICING	1,020.00
EFT82054	09/05/2013	LANDGATE - PROPERTY & VALUATIONS	TITLE SEARCHES	336.00
EFT82055	09/05/2013	DEPARTMENT OF TRANSPORT	PAYMENT OF NOTICE TO MARINERS (NOT2013-38) CLOSURE OF WATERS, PRINCESS ROYAL HARBOUR, ALBANY GST ON ABOVE ITE, AND STANDARD RATE	88.42
EFT82056	09/05/2013	JANINE DETERMES	FITNESS INSTRUCTOR	180.00
EFT82057	09/05/2013	G & M DETERGENTS & HYGIENE SERVICES ALBANY	HYGIENE CONTRACT FOR APRIL 2013	1,513.81
EFT82058	09/05/2013	DIGITAL MAPPING SOLUTIONS	INDIVIDUAL STAFF TRAINING ON FIREBREAK INSPECTION APPLICATION FIELD AND OFFICE	10,102.09
EFT82059	09/05/2013	DOWN TO EARTH TRAINING & ASSESSING	White Card on line	100.00
EFT82060	09/05/2013	DVA FABRICATIONS	Sloping metal book trolley with 3 sloping shelves with divider - Blaze Blue - 830007	910.00
EFT82061	09/05/2013	ADEN EADES	PARTICIPATION IN ETHNOGRAPHIC SURVEY - ANZAC CENTRE (NEW SITE)	400.00
EFT82062	09/05/2013	ELLEKER GENERAL STORE	FUEL PURCHASES	320.30
EFT82063	09/05/2013	ELLEKER PROGRESS & SPORTING ASSOCIATION	SUPPLY COST OF WATER TO ABULTION BLOCK CORNER OF LOWER DENMARK ROAD ELLEKER 2012/13	200.00
EFT82064	09/05/2013	EYERITE SIGNS	SIGNWRITING/SIGN PURCHASES	185.90
EFT82065	09/05/2013	EYEZON PTY LTD	VISITORS CENTRE MERCHANDISE	295.00
EFT82066	09/05/2013	TAMMIE FLOWER	FITNESS INSTRUCTOR	225.00
EFT82067	09/05/2013	RUSSELL JOHN FLYNN	Rates refund for assessment A194930	249.82
EFT82068	09/05/2013	ALBANY FOOTBALL AND SPORTING CLUB	KIDSPORT APPLICATIONS	300.00
EFT82069	09/05/2013	FORPARK AUSTRALIA	The supply of one Adult Disabled Swing seat	1,424.50
EFT82070	09/05/2013	FRANEY & THOMPSON	TIMBER SUPPLIES - 200 X X75 SLEEPERS 7/2.4 & 200X 75 SLEEPERS 4/3.0	365.70
EFT82071	09/05/2013	FUELS WEST PETROLEUM	Litres DIESEL FUEL	22,847.80
EFT82072	09/05/2013	GLASS SUPPLIERS	REGLAZE WINDOWS/DOORS RECORD NO. CS1395788	246.00
EFT82073	09/05/2013	GOAD RESOURCES PTY LTD	COLLECT 3 X BOX CULVERTS; 3 X BASES FROM HUMES @ LANSDALE AND DELIVER TO COA DEPOT 39 MERCER ROAD.	1,221.00
EFT82074	09/05/2013	GRACE REMOVALS GROUP	PICK AND DELIVERY OF ARTWORK	451.00
EFT82075	09/05/2013	GREAT SOUTHERN GROUP TRAINING	CASUAL STAFF APPRENTICES FEES	9,355.18
EFT82076	09/05/2013	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	COURSE FEES - CERT IV PROJECT MGMT	1,813.80
EFT82077	09/05/2013	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING SUPPLIES	1,504.33
EFT82078	09/05/2013	GREENMAN TRADING COMPANY	The removal of Trees located in Mary St	1,375.00
EFT82079	09/05/2013	GT BEARING AND ENGINEERING SUPPLIES	VEHICLE PARTS	65.00
EFT82080	09/05/2013	HARVEY WORLD TRAVEL (ALBANY)	RETURN FLIGHTS FOR ETIENNE VORSTER FOR THE ROAD ENGINEERING & MAINTENANCE CONFERENCE 12/13 MARCH 2013.	80.00
EFT82081	09/05/2013	PROTECTOR FIRE SERVICES PTY LTD	FIRE EQUIPMENT MAINTENANCE FOR APR 2013	1,602.70

## AGENDA ITEM 4.1 REFERS

EFT82082	09/05/2013	HART SPORT	SPORTS STORE PURCHASES	1,008.50
EFT82083	09/05/2013	HEAVY AUTOMATICS PTY LTD	VEHICLE PARTS	86.90
EFT82084	09/05/2013	HEMA MAPS PTY LTD	VISITORS CENTRE MERCHANDISE	540.57
EFT82085	09/05/2013	HUDSON HENNING AND GOODMAN	PROFESSIONAL SERVICES	1,192.40
EFT82086	09/05/2013	STATEWIDE RACKING & STORAGE SOLUTIONS	RELOCATE 3 BAYS OF CANTILEVER RACKING IN TRUCK SHED	2,716.00
EFT82087	09/05/2013	JACK THE CHIPPER	TRACTOR MULCHING	847.00
EFT82088	09/05/2013	JIMS TEST AND TAG	ELECTRICAL TESTING AND TAGGING	741.95
EFT82089	09/05/2013	JJ'S HIAB SERVICES	Delivery of two (2) bus shelters	264.00
EFT82090	09/05/2013	JOHN KINNEAR AND ASSOCIATES	Feature survey for excision of 3032m2 from Lot 6321 Pfeiffer Road, Manypeaks for widening of the Pfeiffer Road reserve	825.00
EFT82091	09/05/2013	JUST SEW EMBROIDERY	EMBROIDERY	168.30
EFT82092	09/05/2013	JUST A CALL DELIVERIES	INTERNAL MAIL DELIVERIES	953.37
EFT82093	09/05/2013	DAVID KING	REIMBURSEMENT OF WORK CALLS MADE ON PRIVATE MOBILE PHONE	90.30
EFT82094	09/05/2013	KLB SYSTEMS	Lenovo ThinkCentre M92p (3238Q5M) as per Request for Quotation Q13016	47,850.00
EFT82095	09/05/2013	KNOTTS GROUP PTY LTD	PLUMBING REPAIRS/MAINTENANCE	1,136.37
EFT82096	09/05/2013	LATRO LAWYERS	PROFESSIONAL FEES	866.80
EFT82097	09/05/2013	LGNET	ADVERTISING - SENIOR PLANNING OFFICER	132.00
EFT82098	09/05/2013	LOCKEEZ LUNCHBAR	CATERING SUPPLIES	166.00
EFT82099	09/05/2013	STANLEY JAMES LOO	PARTICIPATION IN ETHNOGRAPHIC SURVEY - ANZAC CENTRE (NEW SITE)	400.00
EFT82100	09/05/2013	LORLAINE DISTRIBUTORS PTY LTD	CLEANING SUPPLIES	61.00
EFT82101	09/05/2013	LOWER KING LIQUOR & GENERAL STORE	DIESEL PURCHASE	64.84
EFT82102	09/05/2013	M & B SALES PTY LTD	TIMBER SUPPLIES	75.24
EFT82103	09/05/2013	ALBANY PARTY HIRE	EQUIPMENT HIRE	260.00
EFT82104	09/05/2013	ALBANY CITY MOTORS	VEHICLES/VEHICLE PARTS/REPAIRS	110.18
EFT82105	09/05/2013	MCCOURT & ASSOCIATES	MEDIA TRAINING, ISSUE MANAGEMENT ADVICE AND STRATEGIC COMMUNICATION ADVICE FOR MAYOR/ FEEDBACK ON COMMUNICATION STRATEGY/ ANALYSE MEDIA & COMMUNICATION STRATEGY BY PHILLIPSMEDIA & MEET WITH CONSULTANTS	2,406.30
EFT82106	09/05/2013	MCLEODS BARRISTERS & SOLICITORS	SAT APPLICATION FOR REVEIW - CUSCUNA NOMINEES PTY LTD	5,479.47
EFT82107	09/05/2013	JAMES MCLEAN	ASSISTANT CURATORIAL DUTIES FOR GREAT SOUTHERN ART AWARD AT VAC	140.00
EFT82108	09/05/2013	MELISSA BAINES	TAFE FEE'S - DIPLOMA OF BUILDING SURVEYING	626.00
EFT82109	09/05/2013	METROOF ALBANY	ROOFING SUPPLIES	418.67
EFT82110	09/05/2013	MICROELECTRONIC TECHNICAL SERVICES	INSTALL VHF RADIO A67623	364.00
EFT82111	09/05/2013	MIDALIA STEEL PTY LTD	FLAT BAR SUPPLIES	20.13
EFT82112	09/05/2013	MOTEL LE GRANDE	Catering supplies for US Consul General Meet & Greet" Wednesday 24 April	1,117.50
EFT82113	09/05/2013	MT BARKER COMMUNICATIONS	TWO WAY RADIO REPAIRS/MAINT	60.50
EFT82114	09/05/2013	MSS SECURITY	AIRPORT SECURITY SCREENING - POST PASSENGER SCREENING 1/3/13 - 31/3/13	2,993.29
EFT82115	09/05/2013	NATALIE RADIVOJEVIC	ASSIST ANNETTE GRANT TO RELOCATE ARTWORKS FROM THE CITY OF ALBANY OFFICES TO THE ART STORE	70.38
EFT82116	09/05/2013	PN & ER NEWMAN QUALITY CONCRETE PRODUCTS	CORBELL SLAB - 1120 X 380 X 80	1,650.00
EFT82117	09/05/2013	ALBANY NEWS DELIVERY - ALAC	PUBLICATION FOR ALAC	95.29
EFT82118	09/05/2013	PAUL NIELSEN	PERTH STREET MAP BOOK FOR LIBRARY STAFF USE PURCHASE	24.95
EFT82119	09/05/2013	NIKANA CONTRACTING PTY LTD	REMOVAL OF RUBBISH BOAT HARBOUR SKIP BINS	676.50
EFT82120	09/05/2013	NOVUS AUTOGLASS REPAIRS & REPLACEMENTS	Supply and fit windscreen to Toyota Camry ACV40 - 9006A	375.00
EFT82121	09/05/2013	OCS SERVICES PTY LTD	CLEANING SERVICES	5,010.57
EFT82122	09/05/2013	OFFICEWORKS SUPERSTORES PTY LTD	Logitech HD Webcam C270	39.95

## AGENDA ITEM 4.1 REFERS

EFT82123	09/05/2013	OKEEFE'S PAINTS	PAINT & PAINTING SUPPLIES	401.23
EFT82124	09/05/2013	OMNITECH PLAYGROUNDS	Purchase of 10x Bomac Nylon Whl Assy, 50 X Torx Bolt 3/8 x 30 mm ss 50 X Torx Bolt 3/8 x 25mm	847.80
EFT82125	09/05/2013	ORIGIN ENERGY	LP GAS DELIVERY ALAC	4,083.25
EFT82126	09/05/2013	PAULS PET FOOD	BAGS OF DRY DOG FOOD	57.00
EFT82127	09/05/2013	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED	LICENCE FEE VAC - 1/3/13 - 28/2/14	594.58
EFT82128	09/05/2013	CAROL J PETTERSEN	PARTICIPATION IN ETHNOGRAPHIC SURVEY - ANZAC CENTRE (NEW SITE)	400.00
EFT82129	09/05/2013	FULTON HOGAN INDUSTRIES	Supply bitumen and 10mm metal for sealing of Lower Denmark rd from SLK 0.0 - 0.75	28,700.10
EFT82130	09/05/2013	4 STEEL SUPPLIES	STEEL SUPPLIES	1,680.96
EFT82131	09/05/2013	PLASTICS PLUS	140ltr blue bins & 240ltr green bins with yellow lids for Cheynes Beach	5,097.40
EFT82132	09/05/2013	KRISTIE PORTER	FITNESS INSTRUCTOR	180.00
EFT82133	09/05/2013	PRECISION LASER SYSTEMS	Annual service and calibration check on Rotating Laser	137.50
EFT82134	09/05/2013	PROJECT3 PTY LTD	ANZAC EVENTS CONSULTANCY SERVICES - PHASE 1 Q13010	3,300.00
EFT82135	09/05/2013	KERRY JAYNE QUINLAN	BRONZE MEDALIAN REQUAL, SENIOR FIRST AID REQUAL & RESUSCITATION REQUAL	220.00
EFT82136	09/05/2013	REECE PTY LTD	Lengths of Stormpro poly pipe 300mm x 5.99m	1,342.00
EFT82137	09/05/2013	ROLSH PRODUCTIONS	VISITORS CENTRE MERCHANDISE	212.85
EFT82138	09/05/2013	SAMANTHA LIDDLELOW	REFRESHMENTS FOR FINDING MY PLACE PROGRAMME	96.82
EFT82139	09/05/2013	3RD ALBANY SCOUT GROUP	WA BRANCH MEMBERSHIP FEES	345.00
EFT82140	09/05/2013	SHEILAH RYAN	GARDENING AT THE VAC	780.00
EFT82141	09/05/2013	SKILL HIRE WA PTY LTD	CASUAL STAFF/APPRENTICE FEES	6,668.75
EFT82142	09/05/2013	SKYWEST AIRLINES	Return airfares for Paul Nielsen Albany to Perth enroute to Singapore to attend IFLA World Library and Information Congress on behalf of Public Libraries Australia	386.83
EFT82143	09/05/2013	SMITHS ALUMINIUM & 4WD CENTRE	ALUMINIUM FABRICATION MATERIALS & LABOUR	130.00
EFT82144	09/05/2013	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE APRIL 2013	3,342.71
EFT82145	09/05/2013	SOUTHWAY DISTRIBUTORS PTY LTD	CATERING SUPPLIES	1,909.21
EFT82146	09/05/2013	SOUTHCOAST SECURITY SERVICE	SECURITY SERVICES	500.94
EFT82147	09/05/2013	SOUTHERN EDGE ARTS INC	KID SPORT APPLICATIONS	210.00
EFT82148	09/05/2013	SPEEDO AUSTRALIA PTY LTD	SPORT STORE PURCHASES	308.00
EFT82149	09/05/2013	STAR SALES AND SERVICE	Repair of whipper snipper	82.70
EFT82150	09/05/2013	ALBANY VOLUNTEER STATE EMERGENCY SERVICE	STANDARD ESL ALLOCATION APRIL TO JUNE 2013	10,000.00
EFT82151	09/05/2013	BLUESCOPE DISTRIBUTION PTY LTD	BAR CHAIRS & MESH REINFORCING	97.00
EFT82152	09/05/2013	SUNNY SIGN COMPANY	ASSORTED SIGNAGE	909.48
EFT82153	09/05/2013	ALBANY LOCK SERVICE	LOCK SERVICES	360.90
EFT82154	09/05/2013	SYNERGY	ELECTRICITY CHARGES ALAC 19/3/13 - 15/4/13	21,885.20
EFT82155	09/05/2013	T & C SUPPLIES	bags QUICK SET CEMENT 20KG/bags CEMENT GREY 20KG/HARDWARE/TOOL SUPPLIES	2,208.19
EFT82156	09/05/2013	THE VEGIE SHOP	GROCERIES FOR DAYCARE	394.86
EFT82157	09/05/2013	TOLL FAST	FREIGHT CHARGES	1,406.72
EFT82158	09/05/2013	MATTHEW RICHARD TOMLINSON	Hours labour hire (15/04/2013 to 19/04/2013 )	1,605.23
EFT82159	09/05/2013	TOTAL EDEN	Materials for Proudlove Pde	2,640.94
EFT82160	09/05/2013	TRAILBLAZERS	SAFETY BOOTS	180.00
EFT82161	09/05/2013	TRUCKLINE	Stratos seat to suit N series Isuzu truck & Freight charge	1,529.00
EFT82162	09/05/2013	TRU-BLU GROUP PTY LTD	Hire of Laser Level	207.09
EFT82163	09/05/2013	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	2,646.55

## AGENDA ITEM 4.1 REFERS

EFT82164	09/05/2013	UNITEST INSTRUMENTS	Service, test and calibrate Cat3 locator as required	108.90
EFT82165	09/05/2013	UPTOWN MUSIC	VOUCHERS	600.00
EFT82166	09/05/2013	VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	GREEN WASTE SERVICES	728.00
EFT82167	09/05/2013	SARAH VALLENTINE	CASUAL HOURS 14-18 APRIL 2013	618.34
EFT82168	09/05/2013	WA NATURALLY PUBLICATIONS	VISITORS CENTRE MERCHANDISE	611.55
EFT82169	09/05/2013	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	120.78
EFT82170	09/05/2013	LINDY WEINERT	FITNESS INSTRUCTOR	270.00
EFT82171	09/05/2013	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS	70.51
EFT82172	09/05/2013	WA LOCAL GOVERNMENT ASSOCIATION	WALGA CEO Roundtable Lunch with Wayne Gregson, Commissioner, Fire and Emergency Services on Thursday 11 April 2013 at the Hyatt Regency Perth	120.00
EFT82173	09/05/2013	WESTSHRED DOCUMENT DISPOSAL	DOCUMENT DISPOSAL	710.60
EFT82174	09/05/2013	WESTERN POWER CORPORATION	DETAILED DESIGN FOR UNDERGROUND POWER AT EMU POINT (SWARBRICK STREET)	1,500.00
EFT82175	09/05/2013	WEST-OZ WEB SERVICES	STAYNOW.COM.AU - VISITORS CENTRE	182.00
EFT82176	09/05/2013	WILD WEST SEEDS	VISITORS CENTRE MERCHANDISE	175.00
EFT82177	09/05/2013	THE WINDOW WASHER MAN	WINDOW CLEANING	50.00
EFT82178	09/05/2013	WIRTGEN AUSTRALIA PTY LTD	VEHICLE PARTS	86.42
EFT82179	09/05/2013	WOODLANDS DISTRIBUTORS AND AGENCIES	KELP SUPPLIES	744.14
EFT82180	09/05/2013	TREASY WOODS	PARTICIPATION IN ETHNOGRAPHIC SURVEY - ANZAC CENTRE (NEW SITE)	400.00
EFT82181	09/05/2013	DONALD WOODS	PARTICIPATION IN ETHNOGRAPHIC SURVEY - ANZAC CENTRE (NEW SITE)	400.00
EFT82182	09/05/2013	WORKWISE OCCUPATIONAL HEALTH	CASE CO-ORDINATION/WORKSITE ASSESSMENT/CASE MANAGEMENT	1,356.36
EFT82183	09/05/2013	WURTH AUSTRALIA PTY LTD	R CLIPS/HOSE CLAMPS & BARRIER CREAM SUPPLIES	119.90
EFT82184	09/05/2013	ZENITH LAUNDRY	LAUNDRY SERVICES/HIRE	40.14
EFT82186	16/05/2013	14 PEELS PLACE	Anzac Centre - Alternative Site Ethnographic Survey with Archaeologists and Indigenous family representatives Catering	497.50
EFT82187	16/05/2013	ABBOTTS LIQUID SALVAGE PTY LTD	PUMP PUBLIC TOILETS	993.75
EFT82188	16/05/2013	AD CONTRACTORS PTY LTD	Cubic Metres COMPACTION SAND	11,925.50
EFT82189	16/05/2013	ADVERTISER PRINT	BUSINESS CARDS/PRINTING SERVICES	2,393.00
EFT82190	16/05/2013	AECOM AUSTRALIA PTY LTD	CONTRACT C12023 - MOUNT CLARENCE INFRASTRUCTURE UPGRADE SUPERINTENDENT SERVICES	12,187.45
EFT82191	16/05/2013	ALBANY AERO CLUB	CONTRIBUTION TO COST OF WEATHER BROADCAST UNIT	1,527.66
EFT82192	16/05/2013	EDENBORN PTY LTD	CONTRACT MOWING 2nd CUT FOR APRIL	4,665.60
EFT82193	16/05/2013	ALBANY INDUSTRIAL SERVICES PTY LTD	2 HRS LOW LOADER - SHIFT EXCAVATION TO AND FROM MT LOCKYER SITE 8HRS EXCAVATOR 7.5 HRS TRUCK 3 HRS X 2 X 2 LABOURERS	1,974.50
EFT82194	16/05/2013	ALBANY TV SERVICES	New 10m cable for vhf aerial plus fittings	85.00
EFT82195	16/05/2013	ALBANY V-BELT AND RUBBER	FILTERS/VEHICLE PARTS	809.38
EFT82196	16/05/2013	ALBANY STATIONERS	STATIONERY SUPPLIES	35.90
EFT82197	16/05/2013	ALBANY CAR STEREO	AXIS 24/12V AM/FM RECEIVER USB/AUX	95.00
EFT82198	16/05/2013	ALBANY REFRIGERATION	REFRIGERATION & AIRCONDITIONING REPAIRS & MAINTENANCE	862.50
EFT82199	16/05/2013	HOME TIMBER & HARDWARE	Tape Measure 8M x 25mm Crescent Pro Grip	8.00
EFT82200	16/05/2013	ALBANY LANDSCAPE SUPPLIES	Karri & peat mulch & pebbles	162.00
EFT82201	16/05/2013	ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD	STATIONERY SUPPLIES	2,000.00
EFT82202	16/05/2013	ALBANY FORMWORK PTY LTD	Ground slab with turn down beams and floor rebates Wing walls and cover slab -Supply and fix formwork -Labour to place and fix reinforcing, pour and finish	8,996.00
EFT82203	16/05/2013	ALBANY LEGAL PTY LTD	PROFESSIONAL FEES - CENTENNIAL PARK PRECINCT	2,249.50

## AGENDA ITEM 4.1 REFERS

EFT82204	16/05/2013	ALINTA	GAS USAGE CHARGES FOR 1 PARKER STREET LOCKYER FROM 23/1/13 TO 29/4/1	40.10
EFT82205	16/05/2013	ALLIED PUMPS	ONSITE SERVICE TO ELELN COVE. CLEANED PROBE, RESET ALARMS AND CHECKED PROGRAMME	198.00
EFT82206	16/05/2013	ART ALMANAC	ADVERTISING - MAY, JUNE & JULY	119.99
EFT82207	16/05/2013	ARTSOUTH WA	LISTING AND ADVERTISEMENT IN REVISED SOUTHERN REGIONS ART & CRAFT MAP	513.00
EFT82208	16/05/2013	ATC WORK SMART	CASUAL STAFF/APPRENTICE FEES	8,134.51
EFT82209	16/05/2013	AUDIOCOM ALBANY	iPhone4S Handsets	1,437.00
EFT82210	16/05/2013	AUSSIE DRAWCARDS PTY LTD	GREAT SOUTHERN SERVICE - QUARTERLY SERVICE FEES FOR MAY, JUNE AND JULY 2013	186.00
EFT82211	16/05/2013	AUSTRALIA POST	POSTAGE/AGENCY FEES	3,701.23
EFT82212	16/05/2013	AUSTRALIA'S SOUTH WEST	ULTIMATE ESCAPE DOWN SOUTH ADVERTISING	850.00
EFT82213	16/05/2013	AUSTRALIA'S SOUTH WEST INC	PSRTICIPATION FEE FOR THE 2013 PERTH EVENT SHOW	1,320.00
EFT82214	16/05/2013	BANDICOOT NURSERY	ASSORTED PLANT SUPPLIES	310.70
EFT82215	16/05/2013	BAREFOOT CLOTHING MANUFACTURERS	UNIFORMS	220.77
EFT82216	16/05/2013	BARRETT'S MINI EARTHMOVING & CHIPPING	Tree removal and pruning of vegetation	3,399.00
EFT82217	16/05/2013	COMFORT INN BEL EYRE PERTH	ACCOMMODATION FOR ANDREW GREENWOOD - STAFF TRAINING	171.00
EFT82218	16/05/2013	BENARA NURSERIES	NURSERY SUPPLIES	225.50
EFT82219	16/05/2013	BENNETTS BATTERIES	BATTERIES/OIL SUPPLIES	792.00
EFT82220	16/05/2013	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	Hours of Traffic Control	4,064.20
EFT82221	16/05/2013	BERTOLA HIRE SERVICES ALBANY PTY LTD	Days hire of 1.6 ton excavator	1,574.21
EFT82222	16/05/2013	ALBANY BITUMEN SPRAYING	Supply and form up footpath, pour and level concrete	4,345.00
EFT82223	16/05/2013	BLACKWOODS	PROTECTIVE WORKWEAR	41.97
EFT82224	16/05/2013	BOC GASES AUSTRALIA LIMITED	CONTAINER SERVICE RENTAL	204.46
EFT82225	16/05/2013	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY BOOKING RETURNS COMMISSION/MONTHLY FEES - APRIL 2103	3,996.75
EFT82226	16/05/2013	AIR BP	AVGAS PURCHASES	2,749.21
EFT82227	16/05/2013	BROWNE'S FOODS OPERATIONS PTY LTD	CATERING SUPPLIES	532.01
EFT82228	16/05/2013	BUILDING AND CONSTRUCTION IND TRAINING FUND	CTF LEVY COLLECTED LESS COMMISSIONS	17,214.71
EFT82229	16/05/2013	BUNNINGS GROUP LIMITED	FOR MATERIALS REQUIRED TO RAISE BOARDWALKS AT LAKE SEPPINGS	1,516.47
EFT82230	16/05/2013	C&C MACHINERY CENTRE	SPRAY JET FOR TRUCK SPRAY UNIT	106.35
EFT82231	16/05/2013	CABCHARGE AUSTRALIA LIMITED	TAXI FARES	376.15
EFT82232	16/05/2013	CALDWELL LAND SURVEYS PTY LTD	Preparation of Interest Only Deposited Plan for lodgement of a drainage easement over Lots 2 and 296 North Road, Yakamia	1,049.40
EFT82233	16/05/2013	CAMTRANS ALBANY PTY LTD	Freight of turf	239.00
EFT82234	16/05/2013	J & S CASTLEHOW ELECTRICAL SERVICES	ELECTRICAL REPAIRS/MAINTENANCE	10,614.95
EFT82235	16/05/2013	IMAGELAB CIRCUIT ADVERTISING	CIRCUIT FULL PAGE AD IN THE APRIL - JUNE ISSUE	308.00
EFT82236	16/05/2013	CJD EQUIPMENT PTY LTD	VEHICLE PARTS	40.88
EFT82237	16/05/2013	BIS CLEANAWAY LIMITED	RUBBISH REMOVAL CONTRACT	668.49
EFT82238	16/05/2013	COCA-COLA AMATIL PTY LTD	SOFT DRINK FOR ALAC CAFE	2,198.57
EFT82239	16/05/2013	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	439.31
EFT82240	16/05/2013	MIKE COPPINS	RAMM TRAINING FROM 7/5/13 TO 8/5/13	23.00
EFT82241	16/05/2013	COURIER AUSTRALIA	FREIGHT CHARGES	330.08
EFT82242	16/05/2013	COVS PARTS PTY LTD	VEHICLE PARTS	59.84
EFT82243	16/05/2013	HOLCIM (AUSTRALIA) PTY LTD	Tonnes METAL DUST	4,413.84
EFT82244	16/05/2013	AL CURNOW HYDRAULICS	VEHICLE PARTS/MAINTENANCE	1,076.64
EFT82245	16/05/2013	CYNERGIC COMMUNICATIONS	MANAGED SERVER XEON CPU/4GB RAM/SAS DISK	493.90

## AGENDA ITEM 4.1 REFERS

EFT82246	16/05/2013	DE JONGE MECHANICAL REPAIRS	Battery Check / Charge / Replace	430.00
EFT82247	16/05/2013	LANDGATE - PROPERTY & VALUATIONS	TITLE SEARCHES	3,539.08
EFT82248	16/05/2013	DEPARTMENT OF TRANSPORT	ANNUAL SEA BED LEASE - EMU POINT MARINE FACILITY FROM 1/6/13 TO 30/5/13	2,200.00
EFT82249	16/05/2013	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES	415.40
EFT82250	16/05/2013	JANINE DETERMES	FITNESS INSTRUCTION	180.00
EFT82251	16/05/2013	EASIFLEET MANAGEMENT	MOTOR VEHICLE LEASE RENTAL/ESP BUREAU FEE/BUREAU FEE REBATE	3,733.15
EFT82252	16/05/2013	ENVISION WARE PTY LTD	Additional EnvisionWare Suite Client including warranty/maintenance for 2013/14 (License)	258.39
EFT82253	16/05/2013	EVERTRANS	VEHICLE REPAIRS	495.00
EFT82254	16/05/2013	FARM FRESH W/SALERS (VIOLET PARK HOLDINGS P/L	CATERING SUPPLIES	147.18
EFT82255	16/05/2013	FARMERS CENTRE (1978) PTY LTD	VEHICLE PARTS	316.10
EFT82256	16/05/2013	ALBANY FILTER CLEAN	FILTER CHANGING/CLEANING	28.00
EFT82257	16/05/2013	THE AUSTRALASIAN FLEET MANAGEMENT ASSOCIATION	Corporate Membership: Corporate Membership for Fleets Under 250 Vehicles	360.00
EFT82258	16/05/2013	TAMMIE FLOWER	FITNESS INSTRUCTION	225.00
EFT82259	16/05/2013	ALBANY FOOTBALL AND SPORTING CLUB	KIDSPOT APPLICATIONS	300.00
EFT82260	16/05/2013	FOXTEL MANAGEMENT PTY LTD	FOXTEL BUSINESS PREMIUM PACKAGE MONTHLY SUBSCRIPTION FEE	350.00
EFT82261	16/05/2013	FRANEY & THOMPSON	TIMBER SUPPLIES - 200 X 75 SLEEPERS	264.00
EFT82262	16/05/2013	FUELS WEST PETROLEUM	Litres DIESEL FUEL	10,264.62
EFT82263	16/05/2013	BRIANNA GIBSON	FITNESS INSTRUCTION	180.00
EFT82264	16/05/2013	GLASS SUPPLIERS	REGLAZE WINDOWS/DOORS O/N SCOOTER	9.90
EFT82265	16/05/2013	GOOD READING MAGAZINE PTY LTD	Good Reading love2read special issue	368.50
EFT82266	16/05/2013	GRANDE FOOD SERVICE	CATERING FOR TIME OUT CAFE	958.58
EFT82267	16/05/2013	GREAT SOUTHERN GROUP TRAINING	CASUAL STAFF APPRENTICES FEES	1,081.59
EFT82268	16/05/2013	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	GREAT SOUTHERN HUMAN SERVICES FORUM ADMINISTRATION CHARGES	594.00
EFT82269	16/05/2013	GREAT SOUTHERN PEST & WEED CONTROL	PEST & WEED CONTROLS	110.00
EFT82270	16/05/2013	GREAT SOUTHERN PACKAGING SUPPLIES	PALLET OF TOILET PAPER/CLEANING SUPPLIES	2,004.20
EFT82271	16/05/2013	GREENWAY ENTERPRISES	ARS hedge shears K1000L & ars hedge shears replacement blades	395.96
EFT82272	16/05/2013	GREENMAN TRADING COMPANY	The removal of one Palm Tree located at No 8 Yatana Road	400.00
EFT82273	16/05/2013	GREENACRES TURF GROUP	Deliver and supply 80m2 turf	616.95
EFT82274	16/05/2013	GSM AUTO ELECTRICAL	VEHICLE PARTS/MAINTENANCE	478.50
EFT82275	16/05/2013	EVAN VINCENT HOLMES	Rates refund for assessment A51570	21.60
EFT82276	16/05/2013	RATTEN & SLATER MACHINERY	VEHICLE PARTS	1,131.03
EFT82277	16/05/2013	H AND H ARCHITECTS	To provide Superintendent services as per Requested	5,527.50
EFT82278	16/05/2013	HUMES WEMBLEY CEMENT	BOX CULVERT'S	3,966.97
EFT82279	16/05/2013	ICKY FINKS WAREHOUSE SALES	Materials for Cynthia's Series 2 Workshops	322.08
EFT82280	16/05/2013	JAM BERRY PTY LTD	LINEN SUPPLIES	200.00
EFT82281	16/05/2013	JJ'S HIAB SERVICES	Being for the pick up and delivery of the timber for lower King bridge	572.00
EFT82282	16/05/2013	JUST SEW EMBROIDERY	EMBROIDERY	38.50
EFT82283	16/05/2013	KINJARLING INDIGENOUS CORPORATION	MONITORING WORKS AT EMU BEACH (FIRTH STREET) - NATHAN MINITER	400.00
EFT82284	16/05/2013	KLB SYSTEMS	Datamax I4212e TT LAN printer Mark II	2,798.40
EFT82285	16/05/2013	KNOTTS GROUP PTY LTD	PLUMBING REPAIRS/MAINTENANCE	4,191.93
EFT82286	16/05/2013	LEMON ZEST DESIGN	CHILDRENS BOOKS	57.85
EFT82287	16/05/2013	CALTEX ENERGY WA	FUEL PURCHASES	8,028.54
EFT82288	16/05/2013	ALBANY CITY MOTORS	VEHICLES/VEHICLE PARTS/REPAIRS	12.40
EFT82289	16/05/2013	MASTERY OF FX	FMP MASTERY OF FX TRAVELL ALLOWANCE	920.00

## AGENDA ITEM 4.1 REFERS

EFT82290	16/05/2013	MCKAY LEGAL WA	PROFESSIONAL LEGAL SERVICES FOR APRIL 2013	550.00
EFT82291	16/05/2013	JAMES MCLEAN	DJ MUSIC FOR 10 MAY SUNDOWNER	278.00
EFT82292	16/05/2013	MIDALIA STEEL PTY LTD	STEEL SUPPLIES	805.67
EFT82293	16/05/2013	JOHN MOIR	RUBBISH REMOVAL FROM CAPE RICHE - TO WELLSTEAD FOR THE MONTH OF APRIL	1,080.00
EFT82294	16/05/2013	MT BARKER COMMUNICATIONS	Remove radio and solar panel from mast on Mt Clarence	782.32
EFT82295	16/05/2013	NEVILLES HARDWARE & BUILDING SUPPLIES	PLY & PINE SUPPLIES	2,648.50
EFT82296	16/05/2013	NEWARTS(INC)	CATERING EXPENSES FOR SCULPTURE IN HARBOUR	106.94
EFT82297	16/05/2013	ALBANY NEWS DELIVERY - ALAC	PUBLICATION FOR ALAC	221.52
EFT82298	16/05/2013	ALBANY NEWS DELIVERY - VAC	NEWSPAPER DELIVERIES 25/2/13 - 3/3/13	31.00
EFT82299	16/05/2013	OFFICEWORKS SUPERSTORES PTY LTD	32 Gb memory stick	19.97
EFT82300	16/05/2013	OKEEFE'S PAINTS	PAINT/PAINTING SUPPLIES	3,604.54
EFT82301	16/05/2013	ORIGIN ENERGY	LP GAS DELIVERY ALAC	6,640.30
EFT82302	16/05/2013	PAUL G ROBERTSON AND ASSOCIATES	LOWER DENMARK ROAD PHASE 2 SUPERINTENDENT	11,243.66
EFT82303	16/05/2013	PETER GRAHAM AND COMPANY LTD	160 x ROUND TOP BOLLARDS - 1.5m x 150mm	4,956.80
EFT82304	16/05/2013	PLATTERS GOURME	CATERING SUPPLIES	480.00
EFT82305	16/05/2013	PLASTICS PLUS	BLUE WHEELIE BIN	296.01
EFT82306	16/05/2013	KRISTIE PORTER	FITNESS INSTRUCTION	247.50
EFT82307	16/05/2013	GLEN PORTER & DIANE MARSH	Rates refund for assessment A49808	18.45
EFT82308	16/05/2013	PRDW AUSTRALIA PTY LTD	Emu Point Coastal Strategy Community Scheme Development. Proposal for Provision of Services - project programme	13,960.10
EFT82309	16/05/2013	PROMOTIONAL USB	4GB USB DRIVES	2,365.00
EFT82310	16/05/2013	PULL IT TRAILER HIRE	SUPPLY OF VEHICLE TRAILER FROM 17/4/13-18/4/13	100.00
EFT82311	16/05/2013	KERRY JAYNE QUINLAN	SENIOR RESUSCITATION	50.00
EFT82312	16/05/2013	R & L BITUMEN REPAIR SERVICES	Supply and lay asphalt on York St	6,380.00
EFT82313	16/05/2013	REECE PTY LTD	HANDBASINS. TAPS AND BRACKETS	1,401.90
EFT82314	16/05/2013	RICOH	EZESCAN BCR BARCODE MODULE	924.00
EFT82315	16/05/2013	SALES EXCHANGE	OFFICE DESKS	700.00
EFT82316	16/05/2013	SAXXON IT	Training covering VMware, VNX, DR, MS Servers (including GFI Events Manager status) and network topology	1,320.00
EFT82317	16/05/2013	LISA SCANLON (CARLYLES)	Anzac Interpretive Centre Implementation Committee meeting Event Hire - CATERING	550.00
EFT82318	16/05/2013	SECUREPAY PTY LTD	SECUREPAY SERVICES	27.03
EFT82319	16/05/2013	SEEK LIMITED	SEEK JOB ADVERTISING - SENIOR GIS TECHNIAL ANALYST	247.50
EFT82320	16/05/2013	SKILL HIRE WA PTY LTD	CASUAL STAFF/APPRENTICE FEES	1,412.60
EFT82321	16/05/2013	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	736.66
EFT82322	16/05/2013	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	840.94
EFT82323	16/05/2013	SOUTHWAY DISTRIBUTORS PTY LTD	CATERING GOODS ALAC	1,481.82
EFT82324	16/05/2013	SOUTHCOAST SECURITY SERVICE	SECURITY SERVICES	11,529.54
EFT82325	16/05/2013	SPERLING ENTERPRISES PTY LTD	SPORTS STORE PURCHASES	701.44
EFT82326	16/05/2013	ST JOHN AMBULANCE AUSTRALIA	Registration fees for 5 staff to attend Basic Workplace First Aid training on 7 May 2013	650.00
EFT82327	16/05/2013	SUNNY INDUSTRIAL BRUSHWARE	Wide Sweep Main Brushes & Freight from Perth	995.50
EFT82328	16/05/2013	SUNNY SIGN COMPANY	SIGNAGE	181.50
EFT82329	16/05/2013	ALBANY LOCK SERVICE	LOCK SERVICES	210.00
EFT82330	16/05/2013	THE SURGERY	CONSULTATION	77.00

## AGENDA ITEM 4.1 REFERS

EFT82331	16/05/2013 T & C SUPPLIES	Bags CEMENT GREY 20KG/HARDWARE SUPPLIES	1,034.87
EFT82332	16/05/2013 THINKWATER ALBANY	Reticulation materials for Mills Pk	1,700.00
EFT82333	16/05/2013 MATTHEW RICHARD TOMLINSON	Hours labour hire	1,586.34
EFT82334	16/05/2013 TRU-BLU GROUP PTY LTD	Hire of Concrete Kibble	80.10
EFT82335	16/05/2013 ALEXANDRA TUCKER	MILEAGE CLAIM FORM - 147KM	24.85
EFT82336	16/05/2013 ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	513.60
EFT82337	16/05/2013 VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	GREEN WASTE SERVICES	32.55
EFT82338	16/05/2013 SARAH VALLENTINE	CASUAL HOURS - 8TH & 9TH OF MAY 2013	360.70
EFT82339	16/05/2013 VANCOUVER CAFE & STORE	CATERING	225.00
EFT82340	16/05/2013 JULIA WARREN	FITNESS INSTRUCTION	315.00
EFT82341	16/05/2013 ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	2,784.98
EFT82342	16/05/2013 LINDY WEINERT	FITNESS INSTRUCTION	360.00
EFT82343	16/05/2013 WESTERBERG PANEL BEATERS	TOWING OF AN ABANDONED TOYOTA LEXEN FROM COSY CORNER TO DEPOT	155.00
EFT82344	16/05/2013 WA LOCAL GOVERNMENT ASSOCIATION	TRAINING FOR SHAUNA DALE + ACCOMMODATION & MEALS	14,095.00
EFT82345	16/05/2013 LANDMARK LIMITED	Rolls 2 Redline reticulation pipe (Roll = 100mt) & x 2" joiners to suit"	881.32
EFT82346	16/05/2013 WILD EYED PRESS PTY LTD	VISITORS CENTRE MERCHANDISE	207.54
EFT82347	16/05/2013 YAKKA PTY LTD (KINGGEE WORKWEAR GROUP)	UNIFORMS	269.60
EFT82348	16/05/2013 ZENITH LAUNDRY	LAUNDRY SERVICES/LINEN HIRE	24.97
EFT82350	16/05/2013 THE LITERATURE CENTRE	2013 CELEBRATE READING NATIONAL CONFERENCE SEPT 13 & 14 2013	460.00
EFT82351	23/05/2013 ARRB GROUP LTD	REGISTRATION FEES FOR ETIENNE VORSTER FOR UNSEALED LOCAL ROADS ON 18-19 JULY 2013	1,562.00
EFT82352	23/05/2013 ABBOTTS LIQUID SALVAGE PTY LTD	PUMP PUBLIC TOILETS - COSY CORNER	635.00
EFT82353	23/05/2013 AD CONTRACTORS PTY LTD	cubic metres Win, Crush & Stockpile gravel to -75mm as per quote Q12012/cubic metres Win, Crush & Stockpile gravel to -37.5mm	17,650.50
EFT82354	23/05/2013 AFL SPORTSREADY LTD	KIRSTY BATTISON - FROM 12/4/13 TO 26/4/13	1,189.76
EFT82355	23/05/2013 AGCRETE ALBANY	CONCRETE SUPPLIES	6,017.00
EFT82356	23/05/2013 AIRSERVICES AUSTRALIA	VHF FREQUENCY ASSIGNMENT CERTIFICATE ON LINE SUBMISSION	282.70
EFT82357	23/05/2013 ALBANY ADVERTISER LTD - NORTH ROAD	DISCOVER ALBANY IN APRIL TOURISM INITIATIVE - 18 & 25 APRIL	2,949.53
EFT82358	23/05/2013 ALBANY V-BELT AND RUBBER	FILTERS/VEHICLE PARTS	23.00
EFT82359	23/05/2013 ALBANY STOCKFEEDS	BALES OF HAY (MEADOW)	21.00
EFT82360	23/05/2013 ALBANY COMMUNITY RADIO INC.	MAST RENTAL - RETICULATION SYSTEM MT CLARENCE	178.56
EFT82361	23/05/2013 ALBANY SKIPS AND WASTE SERVICES	SKIP BIN 11/3/2013 - 19/4/2013 MERCER ROAD	255.00
EFT82362	23/05/2013 ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD	STATIONERY SUPPLIES	69.00
EFT82363	23/05/2013 ALBANY NEWS DELIVERY - NORTH ROAD	NEWSPAPER DELIVERIES 21/4/13 - 18/5/13 NORTH ROAD	385.80
EFT82364	23/05/2013 ALBANY QUALITY LAWNMOWING	LAWN MOWING AT LOTTERIES HOUSE	100.00
EFT82365	23/05/2013 ALBANY COMBINED CABS PTY LTD	YOUTH ADVISORY COUNCIL	41.30
EFT82366	23/05/2013 ALBANY ADVERTISER LTD - VAC	MONTHLY ADVERTISING	426.26
EFT82367	23/05/2013 ALBANY ADVERTISER LTD - ALAC	PUBLICATION	343.20
EFT82368	23/05/2013 ALISON TEEDE (VANCOUVER CAFE)	Catering for Volunteers sundowner	2,600.00
EFT82369	23/05/2013 ALL EVENTS PROSOUND HIRE	All events - audio	573.75
EFT82370	23/05/2013 PAPERBARK MERCHANTS	NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY - LIBRARY	713.94
EFT82371	23/05/2013 ARCADE BADGE EMBROIDERY	FORTS MERCHANDISE	68.75
EFT82372	23/05/2013 ARTCRAFT PTY LTD	TT-Stack - R8 T-Top Stackable Bollards/TT-Stack - Base T-Top Stackable Base	1,642.85
EFT82373	23/05/2013 ATC WORK SMART	CASUAL STAFF/APPRENTICE FEES ALBERT KARAKAA	11,651.23
EFT82374	23/05/2013 AURORA ENVIRONMENTAL	ENVIRONMENTAL OPPORTUNITIES AND CONSTRAINTS PLANNING	1,496.84



## AGENDA ITEM 4.1 REFERS

EFT82375	23/05/2013	ALBANY AUTOSPARK	Fix driving light on ford ranger	30.00
EFT82376	23/05/2013	BARNESBY FORD	VEHICLES/VEHICLE PARTS/REPAIRS	214.50
EFT82377	23/05/2013	BARRETT'S MINI EARTHMOVING & CHIPPING	The removal of one Tree on Albany Hwy	880.00
EFT82378	23/05/2013	BENNETT'S BATTERIES	BATTERY PURCHASES	316.80
EFT82379	23/05/2013	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	Hours Hire of Traffic Control	16,570.36
EFT82380	23/05/2013	ALBANY BITUMEN SPRAYING	Hire of Bobcat and Truck	604.00
EFT82381	23/05/2013	BLACKWOODS	Cans DY MARK SPRAY & MARK PAINT	27.39
EFT82382	23/05/2013	ALBANY BOBCAT SERVICES	Hours hire of Bobcat services	2,728.00
EFT82383	23/05/2013	BROWNE'S FOODS OPERATIONS PTY LTD	CATERING SUPPLIES - ALAC	85.78
EFT82384	23/05/2013	BUNNINGS GROUP LIMITED	MATERIALS REQUIRED FOR RAISING BOARDWALKS AT LAKE SEPPINGS	743.42
EFT82385	23/05/2013	CAMTRANS ALBANY PTY LTD	FREIGHT CHARGES	44.00
EFT82386	23/05/2013	CAMPBELL CONTRACTORS	Concrete floor for shed Hanrahan Rd Landfill	2,480.00
EFT82387	23/05/2013	STACEY CARTER	FITNESS INSTRUCTOR	270.00
EFT82388	23/05/2013	J & S CASTLEHOW ELECTRICAL SERVICES	Being for parts and works done on the Emu Point BBQ's ( play ground side)	2,224.37
EFT82389	23/05/2013	CHRISTOPHER BURNELL	Repair to granite stone wall and steps at Proudlove Parade and to supply rocks for landscaping	9,000.00
EFT82390	23/05/2013	BIS CLEANAWAY LIMITED	RUBBISH REMOVAL CONTRACT	252,017.35
EFT82391	23/05/2013	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	907.25
EFT82392	23/05/2013	COURIER AUSTRALIA	FREIGHT	271.66
EFT82393	23/05/2013	COVS PARTS PTY LTD	VEHICLE PARTS	355.22
EFT82394	23/05/2013	DOWNER EDI WORKS PTY LTD	Drops of hotmix for around side entry	498.03
EFT82395	23/05/2013	D & K ENGINEERING	5 X FIRE GATES AND POSTS AS PER PREVIOUS SPECIFICATION	3,291.75
EFT82396	23/05/2013	DATA #3 LIMITED	Additional per seat licenses for ABBYY FineReader, per QU1398122	339.99
EFT82397	23/05/2013	DE JONGE MECHANICAL REPAIRS	VEHICLE SERVICING	303.00
EFT82398	23/05/2013	DE LAGE LANDEN PTY LIMITED	MONTHLY PAYMENT CONTRACT 073-140002-001	5,300.90
EFT82399	23/05/2013	LANDGATE - PROPERTY & VALUATIONS	LAND ENQUIRIES	336.00
EFT82400	23/05/2013	JANINE DETERMES	FITNESS INSTRUCTOR	180.00
EFT82401	23/05/2013	DRAGON MARTIAL ARTS ALBANY	FMP Session two - self preservation session	135.00
EFT82402	23/05/2013	EVERTRANS	VEHICLE REPAIRS	4,536.40
EFT82403	23/05/2013	EYERITE SIGNS	SIGNAGE - OFFICE HOURS NORTH ROAD	38.50
EFT82404	23/05/2013	EYELINE AUSTRALIA PTY LTD	EYEINE ANTI-CHLORINE SHAMPOO/BODY WASH & ANTI-FOG SOLUTION	173.25
EFT82405	23/05/2013	THE FIXUPPERY	CLEAN MAIN ENTERANCE AT NORTH ROAD	1,052.84
EFT82406	23/05/2013	TAMMIE FLOWER	FITNESS INSTRUCTOR	315.00
EFT82407	23/05/2013	FUELS WEST PETROLEUM	Litres DIESEL FUEL	10,981.58
EFT82408	23/05/2013	GLASS SUPPLIERS	REGLAZE WINDOWS/DOORS - ALAC	636.90
EFT82409	23/05/2013	GOAD RESOURCES PTY LTD	FREIGHT COSTS	159.50
EFT82410	23/05/2013	GO GO ON HOLD PTY LTD	MC SPORTSPERSON OF THE YEAR AWARDS	660.00
EFT82411	23/05/2013	GORDON WALMSLEY PTY LTD	SUPPLY AND INSTALL KERBING AND ASPHALT VARIOUS LOCATIONS	8,581.00
EFT82412	23/05/2013	JULIE-ANN GRAY	REFUELING CAR A9014 ON RETURN OF LEAVE - FUEL CARD MISSING & CAR EMPTY	76.40
EFT82413	23/05/2013	GREAT SOUTHERN GROUP TRAINING	CASUAL STAFF APPRENTICE FEES	10,511.54
EFT82414	23/05/2013	GREEN SKILLS INC	CASUAL STAFF APPRENTICE FEES	8,809.67
EFT82415	23/05/2013	SOUTHERN SHARPENING SERVICES	Sharpen guillotine	44.00
EFT82416	23/05/2013	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Contract C12019 - Lower Denmark Road (SLK14.65-18.20)	400,582.97
EFT82417	23/05/2013	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING SUPPLIES	1,396.89
EFT82418	23/05/2013	GREENACRES TURF GROUP	Turf 30 extra metres	180.00

## AGENDA ITEM 4.1 REFERS

EFT82419	23/05/2013	GSM AUTO ELECTRICAL	VEHICLE PARTS/MAINTENANCE	330.00
EFT82420	23/05/2013	HAESE'S PICTURE FRAMING & GALLERY	FRAMING OF THE ALBANY HOLIDAY PLANNER 2013	69.00
EFT82421	23/05/2013	HARVEY WORLD TRAVEL (ALBANY)	Flight arrangements for Edwina Marks (applicant for the ED Community Services position)	4,212.42
EFT82422	23/05/2013	HELEN LEEDER-CARLSON	WEDNESDAY PAINTING WITH HELEN CLASSES	307.50
EFT82423	23/05/2013	RATTEN & SLATER MACHINERY	VEHICLE PARTS	766.39
EFT82424	23/05/2013	HYDROWEST PLUMBING SERVICES	Drainage works on Ashkey Boulevard	7,966.20
EFT82425	23/05/2013	ICON SEPTECH PTY LTD	APRON & FRAME DOUBLE SIDE ENTRY PIT MOULD, SIDE ENTRY APRON & APRON & FRAME DOUBLE SIDE ENTRY PIT MOULD	16,533.00
EFT82426	23/05/2013	INSTANT SHOWERS AND TOILETS PTY LTD	Delivery / Pick charges	1,295.43
EFT82427	23/05/2013	TOLL IPEC	COURIER CHARGES	123.67
EFT82428	23/05/2013	ALBANY MAPPING AND SURVEYING SERVICES	Hours field work to pick up the levels of the bores & Hours drafting to show bores and levels on plan	1,254.00
EFT82429	23/05/2013	JJ'S HIAB SERVICES	Being the pick up of the betty's beach frames etc and deliver to Betty's	264.00
EFT82430	23/05/2013	JOHN KINNEAR AND ASSOCIATES	Subdivision of Lot 2 Hanrahan Road, Mt Elphinstone - Preparation of Final Deposited Plan, including clearance of conditions, seeking Western Power quotation and clearances and lodgement at Landgate (Inclusive of all fees, materials and travelling).	3,954.50
EFT82431	23/05/2013	JUST SEW EMBROIDERY	EMBROIDERY	27.50
EFT82432	23/05/2013	KANGAS NETBALL CLUB	KIDSPORT REGISTRATIONS	600.00
EFT82433	23/05/2013	KNOTTS GROUP PTY LTD	PLUMBING REPAIRS/MAINTENANCE	2,268.01
EFT82434	23/05/2013	LATRO LAWYERS	PROFESSIONAL SERVICES	2,801.50
EFT82435	23/05/2013	LEASE CHOICE	MONTHLY LEASE PHOTOCOPIER RICOH V1691100006	970.20
EFT82436	23/05/2013	LGIS RISK MANAGEMENT	LGISWA GENERAL RISK MANAGEMENT SUPPORT AND SERVICE - FLIGHTS FOR LYNN CLIFF	981.64
EFT82437	23/05/2013	STATE LIBRARY OF WA	LOST/DAMAGED BOOKS	1,483.90
EFT82438	23/05/2013	LINCOLN AND GOMM WINES	VISITORS CENTRE MERCHANDISE	30.00
EFT82439	23/05/2013	LORLAINE DISTRIBUTORS PTY LTD	CLEANING SUPPLIES	58.95
EFT82440	23/05/2013	DEBORAH ANNE LOTON	Rates refund for assessment A160828	71.08
EFT82441	23/05/2013	M2 TECHNOLOGY PTY LTD	M2 ON HOLD CUSTOMNET 4VSA VOICE SERVICE AGREEMENT - QUARTERLY INVOICE	402.60
EFT82442	23/05/2013	M & A STEEL FABRICATION	10 / abutment pole straps, 30 / normal bridge pole straps with modifications as discussed & 140 / curved hot dipped bridge washers	16,165.60
EFT82443	23/05/2013	M & B SALES PTY LTD	ELEMENT FLUSH WEATHERCOTE & SCREEN DOOR CLOSER - BLACK	185.49
EFT82444	23/05/2013	MCLEODS BARRISTERS & SOLICITORS	REVIEW OF DRAINAGE MAINTENANCE DEED - NATIONAL LIFESTYLE VILLAGE	1,154.01
EFT82445	23/05/2013	MIRA MAR VETERINARY SERVICES	DISPOSAL OF ANIMALS	72.00
EFT82446	23/05/2013	MODERN TEACHING AIDS PTY LTD	COT SHEET SET'S FOR DAYCARE	484.94
EFT82447	23/05/2013	MOUNT ROMANCE AUSTRALIA PTY LTD	VISITORS CENTRE MERCHANDISE	68.20
EFT82448	23/05/2013	MT BARKER COMMUNICATIONS	TWO WAY RADIO REPAIRS/MAINT	288.75
EFT82449	23/05/2013	MOUNT MANYPEAKS HORSE AND PONY CLUB INCORPORATED	KIDSPORT APPLICATIONS	1,200.00
EFT82450	23/05/2013	LGIS WORKCARE	INSURANCE ADJUSTMENTS ENDORSEMENT PERIOD 30/6/10 - 30/6/11 - ADJUSTMENT CLAIMS PAID AS AT 28/2/13	76,288.30
EFT82451	23/05/2013	MY PLACE COLONIAL ACCOMMODATION	FMP Accommodation for presenter session 1	135.00
EFT82452	23/05/2013	PAUL NIELSEN	STAFF TRAVEL EXPENSES- SLWA EXCHANGE PLWA MEETINGS	304.57
EFT82453	23/05/2013	ALBANY COMMUNITY PHARMACY	First Aid Audit Works and Services Depot - APRIL 2013	1,348.45
EFT82454	23/05/2013	OCS SERVICES PTY LTD	CONTRACT CLEANING APRIL 2013	2,691.41
EFT82455	23/05/2013	OKEEFE'S PAINTS	PAINT & PAINTING SUPPLIES	308.29

## AGENDA ITEM 4.1 REFERS

EFT82456	23/05/2013	ORICA AUSTRALIA P/L	CHLORINE SUPPLIES	624.03
EFT82457	23/05/2013	OYSTER HARBOUR JOINT VENTURE	Rates refund for assessment A225470	236.50
EFT82458	23/05/2013	KATE PARKER	Tasks as per endorsed project plan timeline	1,385.71
EFT82459	23/05/2013	EDMUND KEITH PASCOE	Gravel Royalties applicable	10,570.00
EFT82460	23/05/2013	PENNANT HOUSE	FLAGS FOR CITY OF ALBANY AND NATIONAL FLAG	217.80
EFT82461	23/05/2013	PENROSE PROFESSIONAL LAWN CARE	MOWING AND EDGING AT VAC	264.00
EFT82462	23/05/2013	PHILLIPS MEDIA	APRIL MEDIA MANAGEMENT SERVICES	7,109.50
EFT82463	23/05/2013	PLASTICS PLUS	BLUE WHEELIE BINS	367.99
EFT82464	23/05/2013	ALBANY PLAZA PHARMACY	FIRST AID SUPPLIES	43.11
EFT82465	23/05/2013	KRISTIE PORTER	FITNESS INSTRUCTOR	315.00
EFT82466	23/05/2013	QUALITY PUBLISHING AUSTRALIA	VISITORS CENTRE MERCHANDISE	91.30
EFT82467	23/05/2013	RICOH	PHOTOCOPIER CHARGES	14,293.33
EFT82468	23/05/2013	ROBINSON BUILDTECH	CONSTRUCTION OF PADRE WHITE LOOKOUT IN ACCORDANCE WITH C12017. PART 3	92,247.09
EFT82469	23/05/2013	CHILD AUSTRALIA	PROFESSIONAL DEVELOPMENT WORKSHOP - PROTECTIVE BEHAVIOURS	44.00
EFT82470	23/05/2013	ALBANY SCAFFOLD HIRE	HIRE OF TEMPORARY FENCING 22/3/13 - 25/4/13	411.95
EFT82471	23/05/2013	SENIOR CITIZENS CENTRE OF MEALS ON WHEELS (ALBANY) INCORPORATED	Hire of function room for Heart Week Event	505.00
EFT82472	23/05/2013	SERENITY PARK	DISPOSAL OF ANIMALS	105.00
EFT82473	23/05/2013	G & L SHEETMETAL	Being for the flashings for the new toilets at Betty's beach	2,002.00
EFT82474	23/05/2013	SHENTON ENTERPRISES	ALBANY AQUATIC REPAIRS TO DOLPHIN PRO	468.16
EFT82475	23/05/2013	SKILL HIRE WA PTY LTD	CASUAL STAFF/APPRENTICE FEES	4,100.82
EFT82476	23/05/2013	RHYS SKIPPER	RAMM 205 PROGRAM TRAINING	91.00
EFT82477	23/05/2013	SMITHS ALUMINIUM & 4WD CENTRE	Being for the fabrication of the duradeck cover for Ellen cove.	540.00
EFT82478	23/05/2013	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	2,973.48
EFT82479	23/05/2013	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	182.07
EFT82480	23/05/2013	SOUTHWAY DISTRIBUTORS PTY LTD	CATERING GOODS - ALAC	1,360.39
EFT82481	23/05/2013	GARY OWEN SPENCE	LAWNMOWING AT DAYCARE - MAY 2013	105.00
EFT82482	23/05/2013	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	374.00
EFT82483	23/05/2013	ST JOHN AMBULANCE AUSTRALIA	SENIOR FIRST AID	330.00
EFT82484	23/05/2013	STRATEGEN	Prepare a scope of works for an overarching fire management plan for planning Dept and Reserves to provide strategic and prioritised direction	5,946.88
EFT82485	23/05/2013	SUNNY SIGN COMPANY	ASSORTED SIGNAGE	460.32
EFT82486	23/05/2013	ALBANY LOCK SERVICE	LOCKSMITH SERVICES, REPAIRS ETC	177.50
EFT82487	23/05/2013	SUPERSEALING PTY LTD	Provision of Crack Patching Services as per quotation Q12033	46,882.00
EFT82488	23/05/2013	T & C SUPPLIES	Bags QUICK SET CEMENT/HARDWARE SUPPLIES/TOOLS	596.29
EFT82489	23/05/2013	T-QUIP	COVER ASM	88.50
EFT82490	23/05/2013	THE 12 VOLT WORLD	REPAIR/FIX REVERSING LIGHTS ON THE TORBAY FAST ATTACK	109.00
EFT82491	23/05/2013	THE VEGIE SHOP	GROCERIES	305.50
EFT82492	23/05/2013	THINKWATER ALBANY	IRRIGATION SUPPLIES	3,490.79
EFT82493	23/05/2013	TRANSOFT SOLUTIONS (AUSTRALIA) PTY LTD	Auto TURN Maintenance	360.00
EFT82494	23/05/2013	TRU-BLU GROUP PTY LTD	Days hire of 3 ton excavator	899.96
EFT82495	23/05/2013	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	245.00
EFT82496	23/05/2013	UBIQUITI WAREHOUSE	COMPUTER SOFTWARE/UPGRADE	1,587.24
EFT82497	23/05/2013	VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	BULK GREEN WASTE SERVICES FROM 28/3/13 TO 29/4/13	19,600.94
EFT82498	23/05/2013	SARAH VALLENTINE	CASUAL HOURS - SUN 28TH APRIL, WED 1 MAY & THUR 2 MAY	991.92

## AGENDA ITEM 4.1 REFERS

EFT82499	23/05/2013	IT VISION AUSTRALIA PTY LTD	RATES AND PROPERTY - INTERIM RATING, SUBDIVISION AND AMALGAMATIONS	1,441.00
			TRAINING	
EFT82500	23/05/2013	JULIA WARREN	FITNESS INSTRUCTOR	180.00
EFT82501	23/05/2013	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	577.83
EFT82502	23/05/2013	LINDY WEINERT	FITNESS INSTRUCTOR	270.00
EFT82503	23/05/2013	WELLSTEAD AUTOMOTIVE SERVICES	VEHICLE REPAIRS/MAINTENANCE	368.50
EFT82504	23/05/2013	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS	815.76
EFT82505	23/05/2013	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING	5,411.87
EFT82506	23/05/2013	WESTERN WORK WEAR	Safety Boots	180.00
EFT82507	23/05/2013	YAKKA PTY LTD (KINGGEE WORKWEAR GROUP)	PROTECTIVE WORKWEAR	129.80
EFT82508	23/05/2013	ZENITH LAUNDRY	LAUNDRY SERVICES/HIRE	17.51
EFT82509	23/05/2013	METTLER TOLEDO LTD	Upgrading of existing weighbridge software as per quotation Q121826B	4,345.00
EFT82510	23/05/2013	TRUCK CENTRE WA PTY LTD	INSPECTION FEES FOR TRUCK IN ACCORDANCE WITH THE DEPARTMENT OF TRANSPORT	252.55
EFT82511	28/05/2013	DAVID HARRISON	REIMBURSEMENTS FOR FLIGHTS - TRAINING UYH HAINES NORTON	1,247.28
EFT82512	30/05/2013	3D CATERING	CATERING	150.00
EFT82513	30/05/2013	14 PEELS PLACE	CATERING	225.00
EFT82514	30/05/2013	ACTIV FOUNDATION INC.	CLEANING RAGS	90.00
EFT82515	30/05/2013	AD CONTRACTORS PTY LTD	Litres of Emulsion (Catamol) for 2 coat seal repair of shoulder works	429.00
EFT82516	30/05/2013	AERODROME MANAGEMENT SERVICES PTY LTD	Review of proposed GA apron drawings	1,210.00
EFT82517	30/05/2013	AUSTRALIAN AIRPORTS ASSOCIATION (AAA)	ANNUAL MEMBERSHIP AUSTRALIAN AIRPORTS ASSOCIATION 1/7/13 - 30/6/14	3,949.00
EFT82518	30/05/2013	ALBANY ADVERTISER LTD - NORTH ROAD	ADVERTISING	55.00
EFT82519	30/05/2013	ALBANY SWEEP CLEAN	ALBANY AIRPORT SWEEP & TIDY	346.50
EFT82520	30/05/2013	ALBANY INDOOR PLANT HIRE	INDOOR PLANT HIRE	980.31
EFT82521	30/05/2013	ALBANY GATEWAY.COM.AU	RENEWAL 12 MONTHS ADVERTISING - PREMIUM ADVERT PACKAGE	275.00
EFT82522	30/05/2013	ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD	STATIONERY SUUPLIES	221.20
EFT82523	30/05/2013	ALBANY WALLCUTTING SERVICES	CORE DRILLING INTO CULVERT TOPS AT SANFORD / NORTH ROAD INTERSECTION 7X 400 DIA THROUGH 110MM CONCRETE 77CM TOTAL DEPTH	1,651.65
EFT82524	30/05/2013	ALBANY INDEPENDENT CARPETS	TO PIN UP AND RE-APPLY CARPET TLES	200.00
EFT82525	30/05/2013	AMANDA ALDERSON	ALBANY ART PRIZE - ART GUIDE AD DESIGN	1,225.00
EFT82526	30/05/2013	ALINTA	GAS USAGE CHARGES- 186 COLLIE STREET 11/4/13 TO 10/5/13	353.65
EFT82527	30/05/2013	ALISON TEEDE (VANCOUVER CAFE)	US Submariners - CATERING	750.00
EFT82528	30/05/2013	ALL EVENTS PROSOUND HIRE	Audio for US Submariners	514.00
EFT82529	30/05/2013	AMITY PAINTING & DECORATING	PAINTING AT NORTH ROAD OFFICES	1,210.00
EFT82530	30/05/2013	ANDREW HALSALL PHOTOGRAPHY	VISITORS CENTRE MERCHANDISE	180.00
EFT82531	30/05/2013	ANDREW JOHN LE FORT	COMPENSATION FOR EXCISION OF 492M2 PORTION OF LAND FOR WIDENING OF THE STANLEY ROAD RESERVE	1,350.00
EFT82532	30/05/2013	PAPERBARK MERCHANTS	NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY	239.93
EFT82533	30/05/2013	ANNETTE DAVIS	GREAT SOUTHERN ART AWARD SALE	336.00
EFT82534	30/05/2013	APPLIED EDUCATION	PAYROLL ADMINISTRATION TOOLKIT & PAYROLL PACKAGING	698.00
EFT82535	30/05/2013	ARDESS NURSERY	NURSERY SUPPLIES	387.40
EFT82536	30/05/2013	ARTIA (COVENTRY GROUP LTD)	TABLE BASE BS45, POLISHED 201 STAINLES INDOOR. TOPLIT ROUND TOP W600 WHITE FOR AIRPORT	752.95
EFT82537	30/05/2013	ATC WORK SMART	CASUAL STAFF/APPRENTICE FEES	8,587.13
EFT82538	30/05/2013	BAREFOOT CLOTHING MANUFACTURERS	UNIFORMS	675.00

## AGENDA ITEM 4.1 REFERS

EFT82539	30/05/2013	BARKERS TRENCHING SERVICES	Slashing around Hatelie lakes	190.00
EFT82540	30/05/2013	BENNETTS BATTERIES	200L drums of Rubia TIR 15w/40 Engine oil.	1,540.00
EFT82541	30/05/2013	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	Hire of Traffic Control	2,926.38
EFT82542	30/05/2013	BEVANS (WA) PTY LTD	BAGS OF ICE	30.00
EFT82543	30/05/2013	ALBANY BITUMEN SPRAYING	7mm Seal 320mx3.0m Wide	10,571.00
EFT82544	30/05/2013	BLACKWOODS	TOOL SUPPLIES	145.58
EFT82545	30/05/2013	BLOOMIN FLOWERS	DELIVERY TO GERALD GREGSON - WARD 7B ROOM C ROYAL PERTH HOSPITAL. FLORAL ARRANGEMENTS	70.00
EFT82546	30/05/2013	ALBANY BOBCAT SERVICES	PROVIDE BOBCAT SERVICES TO UNDERTAKE TRAIL MAINTENANCE AT LAKE SEPPINGS	748.00
EFT82547	30/05/2013	BRANDNET PTY LTD T/AS MILITARY SHOP	FORTS MERCHANDISE	906.97
EFT82548	30/05/2013	BUNNINGS GROUP LIMITED	MATERIALS REQUIRED FOR RAISING BOARDWALKS AT LAKE SEPPINGS	948.52
EFT82549	30/05/2013	CAMTRANS ALBANY PTY LTD	Freight of turf	297.00
EFT82550	30/05/2013	CAMLYN SPRINGS WATER DISTRIBUTORS	WATER CONTAINER REFILLS	1,118.00
EFT82551	30/05/2013	CAPE AGENCIES	FUEL SUPPLIES WELLSTEAD B/BRIG	110.05
EFT82552	30/05/2013	J & S CASTLEHOW ELECTRICAL SERVICES	ELECTRICAL REPAIRS/MAINTENANCE	3,226.09
EFT82553	30/05/2013	BIS CLEANAWAY LIMITED	RUBBISH REMOVAL CONTRACT	21,798.59
EFT82554	30/05/2013	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	724.60
EFT82555	30/05/2013	COURIER AUSTRALIA	FREIGHT FEES	88.32
EFT82556	30/05/2013	HOLCIM (AUSTRALIA) PTY LTD	Supply 6.8m3 of footpath mix concrete for Anson Rd	2,507.56
EFT82557	30/05/2013	AL CURNOW HYDRAULICS	VEHICLE PARTS/MAINTENANCE	437.66
EFT82558	30/05/2013	D & K ENGINEERING	REPAIRS TO HYDRAULIC FITTING ON P211 AT TIP AS REQUIRED	214.50
EFT82559	30/05/2013	DATA #3 LIMITED	Adobe Acrobat XI Standard - ( v. 11 ) - licence - 65197407AC02A00, GOVT CLP5 Acrobat ALL; Windows	3,294.72
EFT82560	30/05/2013	DEPARTMENT OF TRANSPORT	ANNUAL JETTY LICENCE COMMENCING 1/6/13 - PUBLIC BOAT LAUNCHING FACILITY NO. 3322. NULLAKI DRIVE ALBANY. FILE REF: LM3322	34.95
EFT82561	30/05/2013	JANINE DETERMES	FITNESS INSTRUCTOR	135.00
EFT82562	30/05/2013	PAMELA LORRAINE DOLLEY	A FUNCTIONAL REVIEW OF RANGER AND EMERGENCY MANAGEMENT SERVICES. POSITION REIEW - MANAGER COMPLIAN AND COMMUNITY SAFETY	11,200.00
EFT82563	30/05/2013	EASIFLEET MANAGEMENT	MOTOR VEHICLE LEASE RENTAL/ESP BUREAU FEE/BUREAU FEE REBATE	4,220.76
EFT82564	30/05/2013	ENVIRONMENTAL HEALTH AUSTRALIA (SA) INCORPORATED	Australian Food Safety Assessment (AFSA) Pads	400.55
EFT82565	30/05/2013	ESSENTIAL ENVIRONMENTAL	ENVIRONMENTAL CONRTAINTS AND OPPORTUNITIES WORKSHOP ATTENDANCE , ATERIAL DRAINAGE MODELING	3,146.00
EFT82566	30/05/2013	FLIPS ELECTRICS	supply and fit new motor to woodrise submersible pump	1,474.00
EFT82567	30/05/2013	TAMMIE FLOWER	FITNESS INSTRUCTOR	360.00
EFT82568	30/05/2013	FUELS WEST PETROLEUM	Litres DIESEL FUEL	11,059.57
EFT82569	30/05/2013	GORDON WALMSLEY PTY LTD	CONSTRUCTION OF ASPHALT, KERBING SEMI MOUNT, KERBING FULLY MOUNT, KERBING LAY BACK BEAM AND CONCRETE CROSSOVERS	36,008.50
EFT82570	30/05/2013	GRACE REMOVALS GROUP	PICK AND DELIVERY OF ARTWORK	528.00
EFT82571	30/05/2013	GREEN SKILLS INC	CASUAL STAFF APPRENTICE FEES	16,569.67
EFT82572	30/05/2013	GREAT SOUTHERN PEST & WEED CONTROL	PEST & WEED CONTROLS - TO CARRY OUT SERVICES FOR MANAGEMENT OF BEES - LA PEROUSE ROAD, GOODE BEACH	220.00
EFT82573	30/05/2013	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Hire of Volvo Loader for Balers Junction Landfill	1,980.00
EFT82574	30/05/2013	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING SUPPLIES	242.39
EFT82575	30/05/2013	GSM AUTO ELECTRICAL	VEHICLE PARTS/MAINTENANCE	625.00

## AGENDA ITEM 4.1 REFERS

EFT82576	30/05/2013	JOYCE ELIZABETH HALL	ACRYLIC PAINTING "A SOUTHERN VIEW"	262.50
EFT82577	30/05/2013	HEADSETERA	Jabra Headsets GN9450	1,254.00
EFT82578	30/05/2013	HELEN LEEDER-CARLSON	WEDNESDAY PAINTING WITH HELEN	240.00
EFT82579	30/05/2013	ICKY FINKS WAREHOUSE SALES	ART SUPPLIES	39.30
EFT82580	30/05/2013	ICON SEPTTECH PTY LTD	DOUBLE APRON AND FRAME CAST AS ONE UNIT - 1194 X 459 X 45 SIDE ENTRY LID TO SUIT DOUBLE OPPOSING STORMWATE. TWO LIDS REQUIRED FOR DOUBLE SIDE ENTRY SYSTEM	2,596.00
EFT82581	30/05/2013	TOLL IPEC	FREIGHT CHARGES	213.74
EFT82582	30/05/2013	ISIS CAPITAL LIMITED	MONTHLY GYM EQUIPMENT - FINAL PAYMENT	2,363.45
EFT82583	30/05/2013	JAM BERRY PTY LTD	FITTED COT BOTTOM SHEETS - AVC	302.45
EFT82584	30/05/2013	JOHN KINNEAR AND ASSOCIATES	Feature Site Survey - Forts Precinct. Services as per Quotation Number Q13011 for Stage 1 works only.	5,791.50
EFT82585	30/05/2013	JUST SEW EMBROIDERY	Polo Shirts for Swim Instructors	140.50
EFT82586	30/05/2013	KNOTTS GROUP PTY LTD	REPAIRS TO SPA BOILER	299.20
EFT82587	30/05/2013	LA FREEGARD	REMOVAL OF DANGEROUS TREE ON DAVEY ROAD	660.00
EFT82588	30/05/2013	LATRO LAWYERS	ROSE GARDENS CARAVAN PARK LEASE	2,939.75
EFT82589	30/05/2013	STATE LIBRARY OF WA	LOST/DAMAGED BOOKS	3,305.50
EFT82590	30/05/2013	LOCKEEZ LUNCHBAR	CATERING	298.00
EFT82591	30/05/2013	LORLAINE DISTRIBUTORS PTY LTD	CLEANING SUPPLIES	62.60
EFT82592	30/05/2013	LOTHLORIEN DESIGN	PARTICIPATION IN TIDELINES EXHIBITION	100.00
EFT82593	30/05/2013	LOWER KING LIQUOR & GENERAL STORE	Drinks for Volunteers sundowner	708.93
EFT82594	30/05/2013	ALBANY PARTY HIRE	Hire goods - Volunteers sundowner	1,781.00
EFT82595	30/05/2013	ALBANY CITY MOTORS	VEHICLE PARTS/MAINTENANCE	894.70
EFT82596	30/05/2013	JAMES MCLEAN	ARTISTS FEE - SCULPTURES IN THE HARBOUR, MARCH/APRIL 2013	100.00
EFT82597	30/05/2013	METROOF ALBANY	ROOFING SUPPLIES	727.63
EFT82598	30/05/2013	MINORBA GRAZING CO	84 x 2.4 metre pine sleepers/2 x 3 metre pine sleepers	1,591.54
EFT82599	30/05/2013	MIRA MAR VETERINARY SERVICES	DISPOSAL OF ANIMALS	395.00
EFT82600	30/05/2013	MOTEL LE GRANDE	2nd BUSINESS LUNCHEONS HOSTED BY CEO, GRAHAM FOSTER AT THE MOTEL LE GRANDE ON THURSDAY 2 MAY 2013	908.00
EFT82601	30/05/2013	NATALIE RADIVOJEVIC	COORDINATIO OF GREAT SOUTHERN ART AWARD 2013	3,994.13
EFT82602	30/05/2013	NEWBYS AUTOMOTIVE ELECTRICIANS	Repair charging fault as required	2,339.55
EFT82603	30/05/2013	ALBANY NEWS DELIVERY - ALAC	NEWSPAPER DELIVERIES	110.76
EFT82604	30/05/2013	ALBANY NEWS DELIVERY - VAC	NEWSPAPER DELIVERIES	6.20
EFT82605	30/05/2013	ALBANY COMMUNITY PHARMACY	New First Aid Kits	450.00
EFT82606	30/05/2013	OFFICEWORKS SUPERSTORES PTY LTD	Western Digital 2TB My Passport Essential USB 3.0/2.0 Pocket Hard Drive & Delta Notebook Bag 16",	192.98
EFT82607	30/05/2013	DUNCAN OLDE	MEETING REGARDING A.E.C AND 2 DAY TRAINING IN PERTH	140.61
EFT82608	30/05/2013	ORIGIN ENERGY	LP GAS DELIVERY - ALAC	4,463.75
EFT82609	30/05/2013	CORR ART	ATRISTIC WORKSHOP	890.00
EFT82610	30/05/2013	KATE PARKER	MILESTONE PAYMENT 5 FOR ALBANY ART PRIZE CO-ORDINATION	1,385.71
EFT82611	30/05/2013	PAULS PET FOOD	BISCUITS/KIBBLE	87.10
EFT82612	30/05/2013	PAUL ARMSTRONG PANELBEATERS	VEHICLE REPAIRS	330.00
EFT82613	30/05/2013	PERTH PRESSURE JETTING SERVICES TRUST	Pressure Jetting and Educating as per work sheets	24,507.00
EFT82614	30/05/2013	PLASTICS PLUS	BLUE WHEELIE BIN	61.60

## AGENDA ITEM 4.1 REFERS

EFT82615	30/05/2013	QUEST SOFTWARE	ARB-AFM-PK - ARCHIVE MANAGER FOR EMAIL DISCOVERY/RECOVERY PER MANAGED MAILBOX LICENSE/MAINT PACK x 80	3,209.60
EFT82616	30/05/2013	RAECO INTERNATIONAL PTY LTD	4 rolls Duraseal gloss contact	398.41
EFT82617	30/05/2013	REECE PTY LTD	PLUMBING REPAIRS/MAINTENANCE	1,550.90
EFT82618	30/05/2013	LANCE ROBERT REID	PARTICIPATION FEE - ART IN THE HARBOUR	100.00
EFT82619	30/05/2013	REPLICA MEDALS	FORTS MERCHANDISE	283.86
EFT82620	30/05/2013	REXEL AUSTRALIA	DRILL BI, SPADE, HIGH SPEED WOOD & FUSE WIRE CARDS	19.85
EFT82621	30/05/2013	ROSMECH SALES AND SERVICE PTY LTD	HOSE, INTERCOOLER TO TURBO-VM & AIR FREIGHT	281.88
EFT82622	30/05/2013	SKILL HIRE WA PTY LTD	CASUAL STAFF APPRENTICE FEES	1,412.60
EFT82623	30/05/2013	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	781.83
EFT82624	30/05/2013	SOUTHWAY DISTRIBUTORS PTY LTD	CATERING SUPPLIES	1,455.89
EFT82625	30/05/2013	SOUTH COAST NATURAL RESOURCE MANAGEMENT INC	2 X HALF DAYS USE OF SOUTH COAST NRM'S CONFERENCE ROOM - 23 & 24 MAY 2013 8AM	400.00
EFT82626	30/05/2013	SOUTH COAST CRANES	Hire of crane 1.5hrs	214.50
EFT82627	30/05/2013	DEPARTMENT OF THE PREMIER & CABINET	GAZETAL OF TOWN PLANNING SCHEME AMENDMENT No 293	345.28
EFT82628	30/05/2013	STIRLING CLUB INC	CATERING - 21/5/13 - WORKING IN PARTNERSHIP SEMINAR	1,925.00
EFT82629	30/05/2013	STORM OFFICE NATIONAL	STATIONERY SUPPLIES - COPY SERVICE CHARGES	27.49
EFT82630	30/05/2013	STUDIO STOCKDALE	PARTICIPATION FOR THE SUCLPTURE IN THE HARBOUR	100.00
EFT82631	30/05/2013	SUNNY SIGN COMPANY	ASSORTED SIGNAGE	4,933.12
EFT82632	30/05/2013	ALBANY LOCK SERVICE	LOCKSMITH SERVICES,REPAIRS ETC	122.50
EFT82633	30/05/2013	SYNERGY	ELECTRICITY CHARGES GROUPED ACCOUNT	33,661.00
EFT82634	30/05/2013	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	931.67
EFT82635	30/05/2013	T-QUIP	ANTI SCALP CUTS	278.40
EFT82636	30/05/2013	ARTSOURCE, THE ARTISTS FOUNDATION OF WA	ADVERTISING - WINTER NEWSLETTER	675.00
EFT82637	30/05/2013	THE 12 VOLT WORLD	Supply and fit beacons and exterior 12 volt plug to airport ute	863.00
EFT82638	30/05/2013	THE VEGIE SHOP	GROCERIES FOR DAYCARE	154.83
EFT82639	30/05/2013	MATTHEW RICHARD TOMLINSON	Hours labour hire for 8th and 9th May 2013	604.32
EFT82640	30/05/2013	TOTAL EDEN	GARDEN SUPPLIES	2,023.17
EFT82641	30/05/2013	TRAILBLAZERS	SAFETY FOOTWEAR	225.90
EFT82642	30/05/2013	TROVER LEARNING	YOUTH SERVICES RESOURCES FOR STORYTIME - RHYMETIME - JUNIOR LIBRARY SPACE	906.40
EFT82643	30/05/2013	TRU-BLU GROUP PTY LTD	Days hire of 3 ton excavator	1,728.93
EFT82644	30/05/2013	ULVERSCROFT LARGE PRINT BOOKS	MP3 Audio Book Order with VIP Donation	1,715.10
EFT82645	30/05/2013	VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	Screened topsoil (0.5m)	18.00
EFT82646	30/05/2013	SARAH VALLENTINE	CASUAL HOURS 22ND & 23RD OF MAY	360.70
EFT82647	30/05/2013	IT VISION AUSTRALIA PTY LTD	ON DEMAND PAYROLL EOY 2013 RECORDING	200.00
EFT82648	30/05/2013	WA NATURALLY PUBLICATIONS	VISITORS CENTRE MERCHANDISE	111.00
EFT82649	30/05/2013	JULIA WARREN	FITNESS INSTRUCTOR	135.00
EFT82650	30/05/2013	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	1,378.65
EFT82651	30/05/2013	LINDY WEINERT	FITNESS INSTRUCTOR	225.00
EFT82652	30/05/2013	LANDMARK LIMITED	RURAL IRRIGATION FITTINGS	242.55
EFT82653	30/05/2013	WESTERN POWER CORPORATION	ELECTRICAL CONNECTIONS AND UPGRADES FOR HANRAHN RD & YOUNGS SIDING	8,633.00
EFT82654	30/05/2013	WESTERN WORK WEAR	SAFEY BOOTS	160.00
EFT82655	30/05/2013	WESTERN AUSTRALIAN MUSEUM - ALBANY	MARCUS WESTBURY VISIT TUESDAY 16/4/13	862.00
EFT82656	30/05/2013	YAKKA PTY LTD (KINGGEE WORKWEAR GROUP)	UNIFORMS	66.16

AGENDA ITEM 4.1 REFERS

EFT82657 30/05/2013 ZENITH LAUNDRY  
EFT82658 30/05/2013 KRISTIE PORTER

LAUNDRY SERVICES/HIRE  
FITNESS INSTRUCTOR

8.15  
247.50

**TOTAL**

**2,993,519.36**



Trust

Cheques

Electronic Fund Transfer

Credit Cards

Payroll

# AGENDA ITEM 4.1 REFERS

Totalling	\$	5,148.00
Totalling	\$	90,567.67
Totalling	\$	2,993,519.36
Totalling	\$	20,909.52
Totalling	\$	1,485,442.29
	\$	4,595,586.84
	\$	4,595,586.84

**4.2: FINANCIAL ACTIVITY STATEMENT – 30 APRIL 2013**

**Responsible Officer** : Executive Director Corporate Services (G Adams)

**IN BRIEF**

- Statement of Financial Activity reporting on the revenue and expenditure of the City of Albany for the reporting period ending 30 April 2013.

**ITEM 4.2: RESOLUTION****VOTING REQUIREMENT: SIMPLE MAJORITY**

**The Financial Activity Statement for the period ending 30 April 2013 be RECEIVED.**

**CARRIED EN BLOC**

**BACKGROUND**

1. The Statement of Financial Activity for the period ending 30 April 2013 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

**DISCUSSION**

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$50,000 are reported to Council.

*“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”*

**STATUTORY IMPLICATIONS**

6. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. *A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*
    - a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
    - b) *budget estimates to the end of the month to which the statement relates;*
    - c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relate*
    - d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
    - e) *the net current assets at the end of the month to which the statement relates.*
  - II. *Each statement of financial activity is to be accompanied by documents containing –*
    - a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
    - b) *an explanation of each of the material variances referred to in sub regulation (1)(d); and*
    - c) *such other supporting information as is considered relevant by the local government.*
  - III. *The information in a statement of financial activity may be shown –*
    - a) *according to nature and type classification;*
    - b) *by program; or*
    - c) *by business unit*
  - IV. *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –*
    - a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
    - b) *recorded in the minutes of the meeting at which it is presented.*

**FINANCIAL IMPLICATIONS**

7. Expenditure for the period ending 30 April 2013 has been incurred in accordance with the 2012/13 proposed budget parameters. Details of any budget variation in excess of \$50,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

**POLICY IMPLICATIONS**

8. The City's 2012/13 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

<b>File Number (Name of Ward)</b>	FM.FIR.2 - All Wards
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**City of Albany**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30th April 2013**  
ITEM 4.2 OF THE ORDINARY COUNCIL MEETING

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Statement of Financial Activity

Note 1 Net Current Funding Position

Note 2 Cash Investments

Note 2A Graphical Representation - Cash Investments

Note 3 Major Variances

AGENDA ITEM 4.2 REFERS

City of Albany  
STATEMENT OF FINANCIAL ACTIVITY  
(Nature or Type)  
For the Period Ended 30th April 2013

Note	Original Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 3	
<b>Operating Revenues</b>							
Grants & Subsidies	2,732,950	1,872,797	1,421,015	1,481,449	60,435	4.1%	▲
Contributions, Donations & Reimbursements	373,610	774,713	708,417	864,380	155,963	18.0%	▲
Fees and Charges	14,432,869	14,521,262	13,038,668	13,428,903	390,235	2.9%	▲
Interest Earnings	825,368	902,743	893,393	933,526	40,133	4.3%	
Other Revenue	115,000	107,500	55,000	46,981	(8,019)	(17.1%)	
<b>Total (Excluding Rates)</b>	<b>18,479,797</b>	<b>18,179,015</b>	<b>16,116,493</b>	<b>16,755,239</b>	<b>638,746</b>		
<b>Operating Expense</b>							
Employee Costs	(18,739,930)	(19,113,323)	(15,730,517)	(15,081,151)	649,366	4.3%	▼
Materials and Contracts	(14,259,030)	(15,481,719)	(10,793,451)	(10,517,282)	276,169	2.6%	▼
Utilities Charges	(1,729,483)	(1,785,802)	(1,363,914)	(1,353,731)	10,184	0.8%	
Depreciation (Non-Current Assets)	(11,812,900)	(11,812,900)	(9,840,120)	(9,840,120)	0	0.0%	
Interest Expenses	(909,431)	(909,431)	(432,987)	(432,493)	494	0.1%	
Insurance Expenses	(722,187)	(722,187)	(601,590)	(558,590)	43,000	7.7%	
Loss on Asset Disposal	(269,049)	(269,049)	0	0	0		
Other Expenditure	(1,721,311)	(1,399,182)	(964,334)	(862,092)	102,242	11.9%	▼
Less Allocated to Infrastructure	446,022	446,022	372,808	867,827	495,019	(57.0%)	▲
<b>Total</b>	<b>(49,717,299)</b>	<b>(51,047,571)</b>	<b>(39,354,105)</b>	<b>(37,777,631)</b>	<b>1,081,454</b>		
<b>Contributions for the Development of Assets</b>							
Grants & Subsidies	6,994,797	10,712,453	4,913,341	4,655,644	(257,697)	(5.5%)	▼
Contributions, Donations & Reimbursements	2,500,000	2,969,480	425,000	439,300	14,300	3.3%	
<b>Net Operating Result Excluding Rates</b>	<b>(21,742,705)</b>	<b>(19,186,623)</b>	<b>(17,899,271)</b>	<b>(15,927,448)</b>	<b>1,462,503</b>		
<b>Funding Balance Adjustment</b>							
Add Back Depreciation	11,812,900	11,812,900	9,840,120	9,840,120	0	0.0%	
Adjust (Profit)/Loss on Asset Disposal	269,049	269,049	0	0	0		
<b>Funds Demanded From Operations</b>	<b>(9,660,756)</b>	<b>(7,104,674)</b>	<b>(8,059,151)</b>	<b>(6,087,328)</b>	<b>1,462,503</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	2,543,100	2,110,373	1,139,493	601,124	(538,369)	(89.6%)	▼
<b>Total</b>	<b>2,543,100</b>	<b>2,110,373</b>	<b>1,139,493</b>	<b>601,124</b>	<b>(538,369)</b>		
<b>Acquisition of Fixed Assets</b>							
Land and Buildings	(3,487,640)	(1,863,952)	(438,812)	(393,853)	44,959	11.4%	▼
Plant and Equipment	(4,522,518)	(4,864,206)	(2,145,457)	(1,996,558)	148,899	7.5%	▼
Furniture and Equipment	(464,700)	(475,235)	(217,560)	(172,487)	45,073	26.1%	▼
Infrastructure Assets - Roads	(7,726,442)	(7,979,583)	(3,717,332)	(3,442,808)	274,524	8.0%	▼
Infrastructure Assets - Other	(8,207,641)	(12,383,106)	(4,279,268)	(3,296,016)	983,253	29.8%	▼
<b>Total</b>	<b>(24,408,941)</b>	<b>(27,566,082)</b>	<b>(10,798,429)</b>	<b>(9,301,722)</b>	<b>1,496,707</b>		
<b>Financing/Borrowing</b>							
Debt Redemption	(1,586,608)	(1,586,608)	(458,251)	(1,227,240)	(768,989)	(62.7%)	▲
Profit on Sale of Investments	0	0	0	2,105,390	2,105,390	100.0%	▲
Self-Supporting Loan Principal	0	0	0	16,331	16,331	100.0%	
<b>Total</b>	<b>(1,586,608)</b>	<b>(1,586,608)</b>	<b>(458,251)</b>	<b>894,481</b>	<b>1,352,732</b>		
<b>Demand for Resources</b>	<b>(33,113,205)</b>	<b>(34,146,991)</b>	<b>(18,176,338)</b>	<b>(13,893,445)</b>	<b>3,773,574</b>		
<b>Restricted Funding Movements</b>							
Opening Funding Surplus(Deficit)	2,589,921	5,735,963	5,735,963	5,735,963	0	0.0%	
Transfer from Restricted Funds - Grants	85,000	0	0	0	0		
Transfer to Reserves	(2,765,935)	(3,332,008)	(131,400)	(140,289)	(8,889)	(6.3%)	
Transfer from Reserves	6,097,197	4,717,233	0	0	0		
Rate Revenue	27,107,022	27,084,022	27,054,542	27,062,787	8,245	0.0%	
<b>Closing Funding Surplus(Deficit)</b>	<b>1</b>	<b>0</b>	<b>58,219</b>	<b>14,482,767</b>	<b>18,765,016</b>	<b>3,772,930</b>	

City of Albany  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 30th April 2013

**Note 1: NET CURRENT FUNDING POSITION**

	Positive=Surplus (Negative=Deficit)			
	2012-13			
	Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	<b>18,849,714</b>	21,625,323	20,340,272	
Cash Restricted	<b>10,373,026</b>	10,365,480	4,170,734	
Receivable - Rates and Rubbish	<b>1,588,573</b>	1,924,528	1,369,368	
Receivables - Other	<b>1,899,233</b>	2,128,755	938,550	
Investment Land	<b>1,312,138</b>	1,312,138	1,997,982	
Stock on Hand	<b>504,961</b>	476,337	668,178	
	<b>34,527,644</b>	37,832,560	29,485,084	
<b>Less: Current Liabilities</b>				
Payables	<b>(4,016,757)</b>	(4,473,998)	(8,651,677)	
Income in advance	<b>(416,822)</b>	(388,474)	0	
Provisions	<b>(2,938,473)</b>	(2,642,138)	(2,466,197)	
Retentions	<b>(6,849)</b>	(25,222)	0	
	<b>(7,378,901)</b>	(7,529,831)	(11,117,874)	
Add Back: Loans	<b>2,059,366</b>	2,883,074	6,710,066	
Less: Cash Restricted	<b>(9,147,286)</b>	(9,138,800)	(5,063,270)	
Restricted Other - Unspent Grants	<b>0</b>	(2,753,521)	0	
Self Supporting Loans	<b>16,331</b>	16,331	15,271	
Investment land	<b>(1,312,138)</b>	(1,312,138)	(1,997,982)	
<b>Net Current Funding Position</b>	<b>18,765,016</b>	19,997,675	<b>18,031,295</b>	

**City of Albany**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th April 2013**

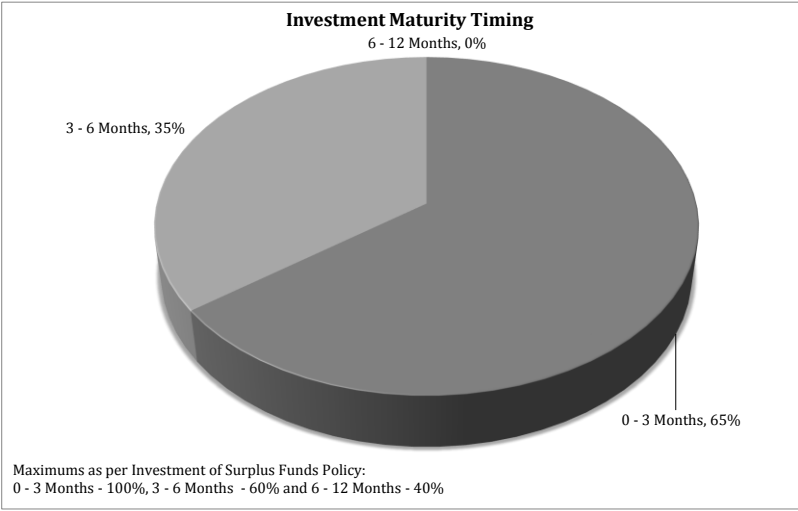
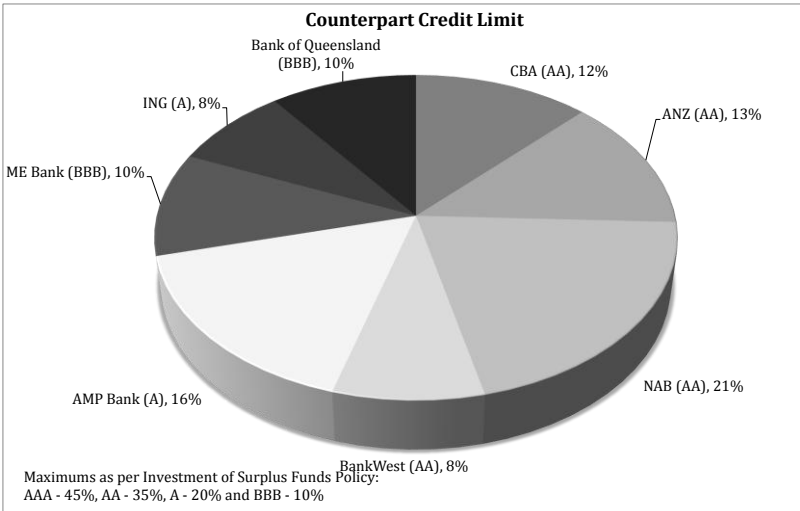
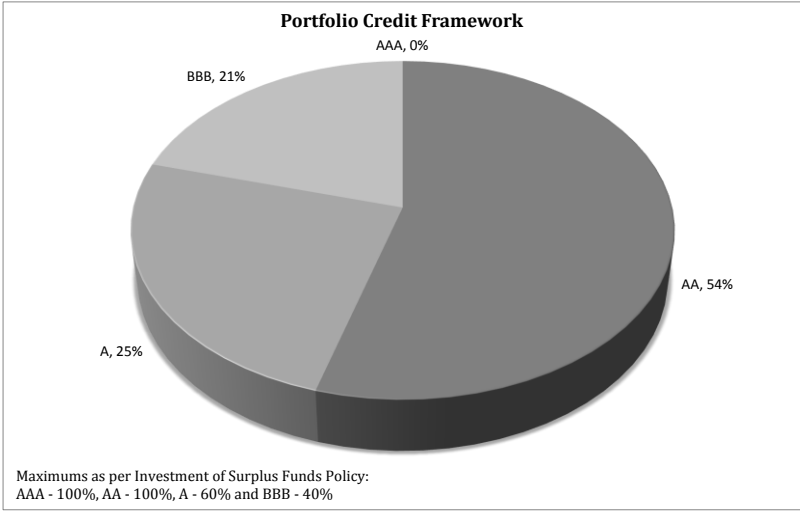
**Note 2: CASH INVESTMENTS**

Deposit Ref	Institution	Rating	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Expected Interest	Amount Invested (Days)			Comparative rate		Budget v Actual					
								0 - 3 Months	3 - 6 Months	6 - 12 Months	Prior Month Interest Rate	Interest Rate at time of Report	Year to Date Budget	Year to Date Actual	Var.\$			
<b>General Municipal</b>																		
Call 4108	CBA	AA	26/02/2013	30	3.25%	500,000	1,336	500,000			3.37%	3.25%						
TD 33768604	CBA	AA	8/04/2013	30	3.95%	2,000,000	6,493	2,000,000			3.94%	3.95%						
TD 4081410	BWA	AA	5/04/2013	31	4.10%	2,000,000	6,964	2,000,000			4.15%	4.10%						
TD 9926	NAB	AA	28/11/2012	180	4.65%	1,000,000	22,932		1,000,000		4.65%	4.65%						
TD 5478	NAB	AA	6/02/2013	120	4.35%	3,000,000	42,904		3,000,000		4.35%	4.35%						
Call 2031	NAB	AA	6/02/2013	30	3.14%	1,000,000	2,581	1,000,000			2.72%	3.14%						
Call 6654	ANZ	AA	21/09/2012	30	3.11%	200,000	2,669	200,000			3.31%	3.11%						
TD 40714	ANZ	AA	4/02/2013	91	4.40%	3,000,000	32,910	3,000,000			4.40%	4.40%						
TD 35190	ME Bank	BBB	21/02/2013	90	4.40%	2,500,000	27,123	2,500,000			4.40%	4.40%						
					<b>Subtotal</b>	<b>15,200,000</b>	<b>145,912</b>	<b>11,200,000</b>	<b>4,000,000</b>	<b>-</b>					600,000	519,131	80,869	
<b>Restricted</b>																		
Call 4108	CBA	AA	26/02/2013	30	3.25%	500,000	1,336	500,000			3.37%	3.25%						
TD ING	ING	A	15/03/2013	180	4.48%	2,000,000	44,186		2,000,000		4.48%	4.48%						
TD 253918	AMP Bank	A	21/02/2013	90	4.15%	4,000,000	40,932	4,000,000			4.15%	4.15%						
TD BoQ	Bank of Queensland	BBB	21/02/2013	120	4.35%	2,500,000	35,753		2,500,000		4.35%	4.35%						
					<b>Subtotal</b>	<b>9,000,000</b>	<b>76,685</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>-</b>					151,400	140,289	11,111	
<b>Commercial Securities - CDOs</b>																		
Corsair (Kakadu)	Corsair	CCC	21/12/2009		BBSW+1%	68,750	-			68,750	BBSW+1%	BBSW+1%						
					<b>Subtotal</b>	<b>68,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,750</b>								
					<b>Total Funds Invested</b>	<b>24,268,750</b>	<b>222,597</b>	<b>15,700,000</b>	<b>8,500,000</b>	<b>68,750</b>					<b>751,400</b>	<b>659,420</b>	<b>91,980</b>	



City of Albany  
Monthly Investment Report  
For the Period Ended 30th April 2013

**Note 2A: GRAPHICAL REPRESENTATION - CASH INVESTMENTS**



**City of Albany**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th April 2013**

**Note 3: MAJOR VARIANCES**

<b>Comments/Reason for Variance in excess of \$50,000</b>
---

**3.1 OPERATING REVENUE (EXCLUDING RATES)****3.1.1 GRANTS & SUBSIDIES**

Two small grants received, not budgeted year to date. Timing issue.

**3.1.2 CONTRIBUTIONS, DONATIONS & REIMBURSEMENTS**

This variance is due to a number of smaller individual variances. Insurance reimbursements, workers compensation payment reimbursement, and some smaller sundry grant/sponsorship funding being received.

**3.1.3 FEES AND CHARGES**

With the legislated changes to the airport screening process, and increase in passenger levy, there was some degree of uncertainty about the impact this would have on airport usage and revenue. The budgeted revenue was set at the lower end of expectations. This has been exceeded year-to-date, and will exceed the total yearly budget.

**3.1.4 INTEREST EARNINGS**

Under variance threshold

**3.1.5 OTHER REVENUE**

Under variance threshold

**3.2 OPERATING EXPENSES****3.2.1 EMPLOYEE COSTS**

Employee costs are under budget for year to date end of April due to timing issue of pay runs. May has three pay runs, and it is anticipated that the variance at the end of May will be much less.

**3.2.2 MATERIAL AND CONTRACTS**

Tip maintenance and rural road side verge maintenance under budget year to date, timing issue, expect to be on budget for the whole year.

**3.2.3 UTILITY CHARGES**

Under variance threshold

**3.2.4 DEPRECIATION (NON CURRENT ASSETS)**

Under variance threshold

**3.2.5 INTEREST EXPENSES**

Under variance threshold

**3.2.6 INSURANCE EXPENSES**

Under variance threshold

**3.2.7 LOSS ON ASSET DISPOSAL**

Under variance threshold

**3.2.8 OTHER EXPENDITURE**

Election expenses allowed for, but no Council election undertaken during the year (\$40 000), balance of variance is spread over a number of accounts and directorates.

**3.2.9 LESS ALLOCATED TO INFRASTRUCTURE**

Additional internal resources used for capital works.

**3.3 CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS****3.3.1 GRANTS & SUBSIDIES**

Primarily grant funding receipt timing for ANZAC project. Anticipate this will be to budget, however, timing issue as to actual receipt. Dependent on project completion and milestones.

**3.3.2 CONTRIBUTIONS, DONATIONS & REIMBURSEMENTS**

**City of Albany**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th April 2013**

**Note 3: MAJOR VARIANCES**

**Comments/Reason for Variance in excess of \$50,000**

Under variance threshold

**3.4 CAPITAL REVENUES**

**3.4.1 PROCEEDS FROM DISPOSAL OF ASSETS**

As utes are sold at auction or traded in, anticipate that this will be closer to budgeted amounts.

**3.5 ACQUISITION OF FIXED ASSETS**

**3.5.1 LAND AND BUILDINGS**

Under variance threshold

**3.5.2 PLANT AND EQUIPMENT**

Ute replacement being done now, delivery expected over the next 8 weeks. May partly carry over to 2013/14.

**3.5.3 FURNITURE AND EQUIPMENT**

Under variance threshold

**3.5.4 INFRASTRUCTURE ASSETS - ROADS**

As projects enter completion, actual expenditure is anticipated to be close to budget by year end. Dependent on individual project completion and payment schedules.

**3.5.5 INFRASTRUCTURE ASSETS - OTHER**

As projects enter completion, actual expenditure is anticipated to be close to budget by year end. Dependent on individual project completion and payment schedules.

**3.6 FINANCING/BORROWING**

**3.6.1 DEBT REDEMPTION**

Timing issue. Budgeted for \$800 000 of debt payment in June, actual payment made in April.

**3.6.2 PROFIT ON SALE OF INVESTMENTS**

Proceeds from Lehmans Bros. CDO repayment.

**3.6.3 SELF-SUPPORTING LOAN PRINCIPAL**

Under variance threshold

**3.7 RESTRICTED FUNDING MOVEMENTS**

**3.7.1 OPENING FUNDING SURPLUS(DEFICIT)**

Under variance threshold

**3.7.2 TRANSFER FROM RESTRICTED CASH FUNDS - GRANTS**

Under variance threshold

**3.7.3 TRANSFER TO RESERVES**

Under variance threshold

**3.7.4 TRANSFER FROM RESERVES**

Under variance threshold

**3.7.5 RATE REVENUE**

Under variance threshold

**4.3: 2012-13 CITY OF ALBANY – ADVERTISING OF PROPOSED DIFFERENTIAL RATING SCHEDULE & WASTE FACILITIES MAINTENANCE RATE**

**Responsible Officer(s)** : Executive Director Corporate Services – Garry Adams

**IN BRIEF**

- As part of the City of Albany budget preparation process, Council is requested to determine the following:
- Approve Advertising of Proposed Rates Schedule, and seek public comment for a period of 21 days.

**RECOMMENDATION**

**ITEM 4.3: RESOLUTION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR HAMMOND  
SECONDED: COUNCILLOR GREGSON**

**THAT Responsible Officer Recommendations 1 and 2 be moved EN BLOC.**

**CARRIED 9-1  
ABSOLUTE MAJORITY**

**Record of Vote**

Against the Motion: Councillor Bostock

**ITEM 4.3: RESOLUTION 1  
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council ENDORSES advertising the proposed differential rates and minimum payment for the 2013-14 financial year as follows:**

Description	Minimum Payment \$	Actual Rate in Dollar 2012-13	Proposed Rate in Dollar 2013-14
<b>Gross Rental Value (GRV)</b>			
General	857.00	9.4388c	9.8635c
Vacant Land Non Residential	857.00	7.6981c	8.0445c
Unimproved Value (UV)	857.00	0.3277c	0.3663c

**CARRIED EN BLOC  
ABSOLUTE MAJORITY**

**ITEM 4.3: RESOLUTION 2****VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council ENDORSES advertising the proposed Waste Facilities Maintenance Rate (Section 66 (1) Waste Avoidance and Resource Recovery Act 2007) for the 2013-14 financial year as follows:**

	Minimum Payment \$	Actual Rate in the Dollar 2012-13	Proposed Rate in Dollar 2013-14
Gross Rental Value (GRV) Properties	50.00	0.01c	0.01c
Unimproved Value (UV) Properties	50.00	0.0022c	0.0022c

**CARRIED EN BLOC  
ABSOLUTE MAJORITY**

**BACKGROUND**

1. On a number of occasions, Council has met with City Executive staff in Council budget workshops to consider and prepare the City of Albany budget for 2013-14. The proposed rates have been determined in order to ensure a balanced budget and enable to the City to continue to provide the required services to the community.
2. Rates are determined by a formula which apportions the total amount required across all those properties according to the total values as determined by the Valuer General's Office. This gives a "rate in the dollar" which is then applied to individual properties in the Municipality. The rate in the dollar is merely a tool for apportioning the total bill. For each category, the rate in the dollar has been determined to give an overall increase of 4.5% in totals rates for the 2013/14 year.

**DISCUSSION**

3. As required by the *Local Government Act 1995*, and its Regulations, the City is required to advertise the land rates the Council proposes within its annual budget.
4. The City is proposing a responsible financial management approach and has recently prepared its long term financial plan (yet to be adopted by Council) that looks to increase rates by 4.5% and 4% over the next ten years. This will ensure that assets can be properly maintained and renewed on a planned basis, without the need for hefty rates increases in any one year.
5. Many of the cost pressures faced by the City are outside of its control including such things as significant increases in utility charges and employment costs.
6. In previous years, the City was one of only a small number of Councils that has offered an "Early Payment Discount" for rates paid before the first instalment due date. It should be noted that the 2013/14 budget is formulated on the basis that this discount will no longer be offered.

7. The proposed 4.5% increase in rates for the 2013/14 budget year represents an average increase in rates of \$53 for GRV rated properties, which is a little over \$1 per week. The average annual increase for UV rated properties will be approximately \$74 (on a valuation of \$504,000).
8. If Council does not endorse the above rates, then further discussion regarding the proposed 2013/14 budget will be required in order to determine expenditure reductions.
9. Further discussion regarding individual rating categories is contained within the attached document "OBJECTS AND REASONS FOR PROPOSED DIFFERENTIAL RATES FOR THE 2013/14 FINANCIAL YEAR".

### GOVERNMENT CONSULTATION

10. In the review of the City's budgeted differential rates and minimum payment, there is no requirement for formal government consultation.

### PUBLIC CONSULTATION / ENGAGEMENT

11. Under section 6.36 of the *Local Government Act 1995*, the City is required to advertise the proposed differential rates amounts for the 2013/14 financial year for a minimum period of 21 days. Any submissions received will be presented to Council prior to the adoption of the 2013/14 budget.

### STATUTORY IMPLICATIONS

12. Budget processes and endorsement are strictly regulated by the *Local Government Act 1995* and its Regulations.

### POLICY IMPLICATIONS

13. There are no Policy implications in relation to the proposed fees and charges structure.

### RISK IDENTIFICATION & MITIGATION

14. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Proposed differential general rates or minimum rates not advertised for the required 21 days.</i>	<i>Unlikely</i>	<i>Significant</i>	<i>Medium</i>	<i>Mitigation entirely dependent on Council by advertising for the required time period.</i>

### FINANCIAL IMPLICATIONS

15. Rating income is the major source of revenue for the City, and without this income the City would be unable to provide services, operate and maintain community facilities, and maintain infrastructure assets.

**LEGAL IMPLICATIONS**

16. The City must meet its legislative and debt obligations through advertising of the proposed differential rates and minimum rates. Failure to do so incurs considerable risks to the City.

**ALTERNATE OPTIONS**

17. That Council does not endorse the advertising of the proposed differential rates and minimum payment.

**SUMMARY CONCLUSION**

18. The proposed rates and minimum payments are required to be advertised for a period of 21 days, public comments sought, and any comments considered when adopting the Annual Budget. Upon endorsement of this resolution, advertisements will be placed in local newspapers as soon as possible.



## OBJECTS AND REASONS FOR PROPOSED DIFFERENTIAL RATES FOR THE 2013/14 FINANCIAL YEAR

The City proposes to levy differential rates and minimum payment for the 2012-13 financial year. Details of the proposed rates are:

Description	Actual Rate in the Dollar 2012-13	Proposed Rate in the Dollar 2013-14
Gross Rental Value (GRV)		
Rating Category 1 - GRV General	9.4388c	9.8635c
Rating Category 2 – GRV Non Residential Vacant land	7.6981c	8.0445c
Unimproved Value (UV)		
Rating Category 3 – UV	0.3277c	0.3663c
Minimum Payment – all categories	\$820	\$857

The City proposes to levy a Waste Facilities Maintenance Rate, under Section 66(1) Waste Avoidance and Resource Recovery Act 2007. Details of the proposed rates and minimum payment are:

	Minimum Payment \$	Actual Rate in the Dollar 2012-13	Proposed Rate in the Dollar 2013-14
Gross Rental Value (GRV) Properties	50.00	0.01c	0.01c
Unimproved Value (UV) Properties	50.00	0.0022c	0.0022c

### **Object & Reasons**

#### **Gross Rental Values/Unimproved Value**

##### **Object**

The rates in the Dollar for all rating categories is calculated to provide the shortfall in income, (after allowing for all non rate income), required to enable the City to provide the necessary works and services, community amenities, infrastructure maintenance, and asset upgrades.

##### **Reasons**

##### **Rating Category 1 – GRV General.**

The rate in the dollar of 9.8635 cents has been set to ensure the proportion of total rate revenue derived from this category remains consistent with previous years. No revaluation has been undertaken by Landgate for this category.



**Rating Category 2 – GRV Non Residential Vacant Land.**

The rate in the dollar of 8.0445 cents has been set to ensure the proportion of total rate revenue derived from the category remains consistent with previous years. No revaluation has been undertaken by Landgate for the category. A lower rate in the dollar is used for Non Residential Vacant land as the GRV is calculated at 5% of the land value, whereas GRV on residential land (included in category 1) is calculated at 3% of the land value.

**Rating Category 3 – Unimproved (UV).**

The rate in the dollar of 0.3663 cents has been set to ensure the proportion of total rate revenue derived from this category remains consistent with previous years. Land in this category is revalued every year by Landgate, with revaluations advice received by the City during May 2013. As the total valuation has decreased by 6.49% from the previous valuation, the actual rate in the dollar was increased by 11% to reflect this. The net result is a 4.5% increase in rates paid by this category.

**Minimum Payment**

The minimum payment has been increased by \$37, which is a 4.5% increase in 2012/13 minimum payment. The 4.5% increase is consistent with increase in the three rating categories. A uniform minimum payment is to recognise that every property receives some level of benefit from the services the City provides.

**Waste Facilities Maintenance Rate**

**Object**

The object is to levy every property in the City of Albany a minimal amount to allocate to waste infrastructure works, or if not used in this year, a reserve for future works.

**Reasons**

The Waste Facility Maintenance Rates is calculated to enable the City to fund waste management site rehabilitation, redevelopment of existing sites, and development of future waste refuse sites.

Graham Foster  
**Chief Executive Officer**

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**5.1: CONTRACT C12024 – SUPPLY OF GRAVEL - CRUSHING**

**Proponent** : City of Albany  
**Responsible Officer** : Executive Director Works & Services (M Thomson)

**Maps and Diagrams:**

Nil

**THIS ITEM WAS WITHDRAWN FROM THE AGENDA****Officer's Reason** (Executive Director Works and Services):

City staff were further considering aspects of preferred contractors on a matter which was unrelated to the report, but which could have influenced the Responsible Officer Recommendation.

**IN BRIEF**

- Contract C12024 – Supply of Gravel - Crushing be AWARDED to AD Contractors and Palmer Earthmoving for the various gravel pits during 2013/2014.

**RECOMMENDATION**

ITEM 5.1: RESPONSIBLE OFFICER RECOMMENDATION  
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

1. ACCEPT the Tender from AD Contractors and AWARD contract C12024 for the Supply of Gravel – Crushing for the following gravel pits:
  - S007 - Kuch Road;
  - S016 - Takenup Road;
  - S022 - South Coast Highway;
  - S023 - Wilcox Road;
  - S039 - Redhen Road
2. ACCEPT the Tender from Palmer Earthmoving and AWARD contract C12024 for the Supply of Gravel – Crushing for the following pits:
  - S008 - Chillinup Road,;
  - S019 - Lilydale Road;
  - S021 - Gnowellen Road;
  - S034 - Hunwick Road;
  - S036 - Old Boundary Road;
  - S037 - Redmond Hay/Davy Road

**BACKGROUND**

1. As part of the Works & Services construction and maintenance programs, it is necessary to source gravel for use in construction and routine maintenance of existing roads. A number of strategic gravel sources have been identified and Council will operate these pits within the conditions and guidelines of the Extractive Industry Licence. Contractors are now required to extract, crush and stockpile the gravel for Council's use.

**DISCUSSION**

2. A total of twelve tender documents were issued for this Contract.
3. Four submissions and one alternative submission were received on or before the stipulated closing date and time. Of these five submissions, the alternative submission received from Palmer Earthmoving was removed from final evaluation because this submission was based on Palmer Earthmoving being awarded the tender for all of the gravel pits.
4. The tender submissions from Great Southern Sands and Peel Resource Recovery Pty Ltd have been excluded as they were considered not to be advantageous due to the large price deviation, and the cost evaluations unreasonably skewed the weightings for the rest of the evaluation process (as can be seen on Table 1).

Table 1

<b>Tenderer</b>	<b>Total Evaluation Score</b>
Great Southern Sands	300.00
AD Contractors	791.95
Palmer Earthmoving	786.89
Peel Resource Recovery Pty Ltd	360.57

5. The following tables summarise the two tender submissions that were evaluated and the overall evaluation scores applicable to their submissions.

<b>PIT LOCATION</b>	<b>WEIGHTED SCORE</b>
<b>KUCH ROAD PIT – S007</b>	
<b>AD Contractors</b>	<b>557.00</b>
Palmer Earthmoving	543.00
<b>CHILLINUP ROAD PIT – S008</b>	
<b>Palmer Earthmoving</b>	<b>550.50</b>
AD Contractors	549.50
<b>TAKENUP ROAD PIT - S016</b>	
<b>AD Contractors</b>	<b>576.50</b>
Palmer Earthmoving	523.50
<b>LILYDALE ROAD PIT – S019</b>	
<b>Palmer Earthmoving</b>	<b>565.00</b>
AD Contractors	535.00
<b>GNOWELLEN ROAD PIT – S021</b>	
<b>Palmer Earthmoving</b>	<b>570.00</b>
AD Contractors	530.00
<b>SOUTH COAST HIGHWAY ROAD PIT – S022</b>	
<b>AD Contractors</b>	<b>566.00</b>
Palmer Earthmoving	534.00
<b>WILCOX ROAD PIT – S023</b>	
<b>AD Contractors</b>	<b>576.50</b>
Palmer Earthmoving	523.50
<b>HUNWICK ROAD PIT – S034</b>	
<b>Palmer Earthmoving</b>	<b>551.00</b>
AD Contractors	549.00

<b>OLD BOUNDARY ROAD PIT – S036</b>	
<b>Palmer Earthmoving</b>	<b>572.00</b>
AD Contractors	528.00
<b>REDMOND HAY RIVER ROAD PIT – S037</b>	
<b>Palmer Earthmoving</b>	<b>554.50</b>
AD Contractors	545.50
<b>REDHEN ROAD PIT – S039</b>	
<b>AD Contractors</b>	<b>562.50</b>
Palmer Earthmoving	537.50

6. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria are tabled below:

<b>Criteria</b>	<b>% Weight</b>
Cost	50
Relevant Skills & Experience	20
Tenderer's Resources	20
Demonstrated Understanding	10
<b>Total</b>	<b>100</b>

7. Each of the pits were individually evaluated and awarded to the contractor that represented the highest weighted score and is considered to be the most advantageous option to Council.
8. All of the tenderers have performed this type of work for Council over preceding years.
9. On the basis of the total evaluation score which considers cost, technical compliance, relevant skills and experience, resources and management systems, this contract will be divided between two local contractors.

#### **GOVERNMENT CONSULTATION**

10. Nil.

#### **PUBLIC CONSULTATION / ENGAGEMENT**

11. A request for tenders was published in the West Australian on 27 March 2013 and the Great Southern Weekender on 28 March 2013

#### **STATUTORY IMPLICATIONS**

12. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than \$100,000.
13. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
14. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision

**STRATEGIC IMPLICATIONS**

15. This item directly relates to the following elements of the 2011 City of Albany Strategic Plan:

**Key Focus Area**

*Lifestyle and Environment*

**Community Priority**

*Road Improvements*

**POLICY IMPLICATIONS**

16. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

**RISK IDENTIFICATION & MITIGATION**

The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Non compliance with contract or business failure</i>	<i>Unlikely</i>	<i>Medium</i>	<i>Medium</i>	<i>General conditions of contract allow for contract termination on the basis of failure to supply goods &amp; services</i>

**FINANCIAL IMPLICATIONS**

17. The value of this tender is in excess of \$250,000 and therefore the approval is referred to Council for consideration.
18. The cost for these works is factored into the current price that Council charges to the construction and maintenance teams for their gravel supplies. This price is reviewed annually and includes the cost of the gravel crushing, a royalty payment to the land owner and a contribution towards rehabilitation of the extraction area.

**LEGAL IMPLICATIONS**

19. Nil

**ALTERNATE OPTIONS**

20. Council is not bound to accept the lowest or any tender and can accept or reject the tenders as submitted.

**SUMMARY CONCLUSION**

21. On reviewing the submissions, the evaluation team determined that splitting this tender across two local contractors would be the most advantageous. AD Contractors and Palmer Earthmoving are recommended to be awarded the supply of gravel crushing for the various pits as detailed.

<b>Consulted References</b>	:	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
<b>File Number (Name of Ward)</b>	:	C12024

**XIV. MOTIONS WITH NOTICE Nil.**

**XV. MOTIONS OF WHICH NOTICE WAS GIVEN AT THE PREVIOUS MEETING**

**15.1: NOTICE OF MOTION BY COUNCILLOR ATTWELL**

**Councillor Attwell withdrew this Notice of Motion, as the matter was dealt with at Item 2.7.**

ITEM 15.1: NOTICE OF MOTION BY COUNCILLOR ATTWELL  
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Item 2.5: Development Application-Demolition-(Single House Listed on Municipal Heritage Inventory)-Lot 49 (45) Seymour Street, Mira Mar, deferred at the Ordinary Council Meeting held on 17 July 2012, be lifted from the table and that the application be considered.

ITEM 15.1: DRAFT MOTION BY COUNCILLOR ATTWELL  
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council RESOLVE to issue a Notice of Planning Scheme Consent for Demolition-(Single House listed on Municipal Heritage Inventory) at Lot 49 (45) Seymour Street, Mira Mar, subject to:

1. The proponent obtaining the appropriate building licence and complying with all Occupation Health and Safety requirements.

**Councillor's Reason:**

This item was laid on the table by resolution of Council at the OCM 17 July 2012, to give the proponents the opportunity to further investigate options.

This item is listed in Appendix A of our Agenda, with an update reading ***“the Proponent has refused to prepare and submit development plans”***. It was not a condition of Council's resolution that the Proponents were to lodge development plans before we would reconsider this application.

However, Council has been advised since January 2013 that the Proponent's report has been received and there appears to be no further action being taken to bring the matter forward in order that Council may assess the merits, or otherwise, of both the Proponent's report or the original information provided to Council in 2012.

Heritage is important to a town like Albany, but we must be realistic if we are to be taken seriously. We cannot save every building, especially on privately held land. The owners have had this property for many decades and need to be able to utilize this property to their needs and financial ability.

Society is not prepared to contribute to the costs to maintain an old cottage that was built with “scraps” over a pre war period as a holiday cottage for a wheat belt family, and the public will never have an interest in the cottage. The report commissioned by the Proponents clearly indicates that the building does not hold sufficient significance to justify Council delaying this application.

Council has required that this item be given attention as soon as possible and I consider that enough time has gone by and we now need to make a decision on this application.

**Item 15.1 continued.**

**Officer's Response (D Putland):**

It is recommended that a review of the Municipal Heritage Inventory (MHI) listing be considered to determine whether the house should remain on the MHI.

The MHI Review Working Group has been requested to review the listing applied to this property as a matter of priority. Full documentation has been prepared for each member of the Working Group including the current listing, the Heritage Assessment prepared by H+H Architects and photographs taken by officers of both the interior and exterior of the building.

Members of the Working Group will be encouraged to view the site from the street in addition to assessing the documentation. A site visit will also be scheduled should the Working Group members find this advantageous. Councillors will be invited to join with the Working Group members to inspect the property if a site visit can be organised with the owners of the property.

The Working Group's review of the listing of 45 Seymour Street will be presented to Council at the June 2013 Ordinary Council Meeting. Council may then consider whether the house should be retained on the MHI or removed.

**15.2: NOTICE OF MOTION BY COUNCILLOR BOSTOCK**

**ITEM 15.2: NOTICE OF MOTION BY COUNCILLOR BOSTOCK**

**MOVED: COUNCILLOR BOSTOCK  
SECONDED: COUNCILLOR HOLDEN**

**THAT the City of Albany rates on all categories of property for the 2013-14 financial year be increased by no more than inflation over those set in 2012-13.**

**LOST 2-8**

**Record of Vote**

For the Motion: Councillors Bostock and Holden

**Councillor’s Reason:**

To increase rates by more than inflation every year is clearly unsustainable in the long term. That the financial climate has deteriorated is recognised by both Federal and State governments and many people who do not enjoy the benefit of annual, inflation busting pay rises are already struggling to cope. These include pensioners, small retailers, estate agents, farmers and property developers and to add to their financial burden at this time can only make matters worse.

It has been suggested that if rates are not increased on a regular basis the City will be unable to provide those services which the people have come to expect, which may be true, but they have to understand that much of our extra expenditure is a direct result of State policies and we must make a determined effort to cut our suit according to our cloth.

**Officer’s Comment (Executive Director of Corporate Services):**

The use of CPI is not a valid way of determining the required rate increase. CPI is calculated using a sample of goods and services the typical household would use, and thus includes groups that are largely irrelevant to local government, e.g. clothing and footwear, food, alcohol and tobacco. The CPI rate is also a historical statistic that gives a measure of consumer related inflation for the previous period. The budget, however, is a forward looking document that forecasts expenditure and revenue outcomes for the forthcoming period.

A more realistic index is the Local Government Cost Index, which is forecast to increase by 3.6% for 2012-13, and 3.2% for 2013-14 (WALGA Economic Briefing-March 2013). The following table shows the components and the forecast increase.

<b>LGCI Component</b>	<b>Forecast % Increase 2012/13</b>	<b>Forecast % Increase 2013/14</b>
Wages and Salaries	4.5	4.2
Road and Bridge Construction	3.0	2.4
Non- Residential Building	3.4	3.8
Consumer Prices	3.2	3.0
Machinery and Equipment	2.2	0.7
Electricity and Street Lighting	5.2	4.6
<b>LGCI</b>	<b>3.6</b>	<b>3.2</b>
Note: this is not a simple average of the components, as weighting is applied.		
Source: WALGA Economic Briefing March 2013. As with all forecasts, any change to the underlying assumptions could change the forecast estimates.		



**Item 15.2 continued.**

A 3.2% rates increase would merely maintain service levels, with little or no ability to build or upgrade infrastructure assets (such as roads). In addition to the services and infrastructure construction upgrade, the City has a number of extraordinary capital projects that it is involved in, being ANZAC centenary related projects, and Centennial Recreational Precinct Plan.

Whilst these projects are largely funded from external sources, the City is expected to contribute to these projects, which may take the form of cash contributions or staff time for things such as tendering, projects management and administration.

Many of the cost increases being borne by the City are outside of its control, including significant increases in utility charges and employment costs. The Valuer General has also changed the requirements to undertake GRV revaluations on a four yearly basis to three yearly, which will require a revaluation during the 2013-14 budget period and is estimated to cost approximately \$375,000. The proposed budget also allocates \$82,000 to cover the cost of the scheduled local government elections.

If rates were to only increase by the previous year's inflation rate, there would inevitably be a year in which there would have to be a "catch up", in order to maintain services. This has been the case in a number of councils and has resulted in a rate increase of around 9% and 10% in one year.

The City is proposing a responsible financial management approach and has recently prepared its long term financial plan (yet to be adopted by Council) that looks to increase rates by 4.5% and 4% over the next ten years. This will ensure that assets can be properly maintained and renewed on a planned basis, without the need for hefty rates increases in any one year.

The proposed 4.5% increase in rates for the 2013-14 budget year represents an average increase in rates of \$53 for GRV rates properties, which is a little over \$1 per week. The average annual increase for UV rates properties will be approximately \$74 (on a valuation of \$504,000).

The City of Albany grants rebates on the rates and emergency services levy charges of up to 50% for registered pensioners and Commonwealth Seniors and 25% for registered State Seniors under the Rates & Charges (Rebates and Deferments) Act 1992. These rebates are funded by the State Government. Most pensioners entitled to the full 50% rebate would be entitled to defer their rates against their property.

In addition, the City has options for ratepayers suffering financial hardship. Ratepayers can request an individual payment arrangement which could include weekly, fortnightly or monthly payments. For those ratepayers in severe financial hardship, they may request the deferment of rate payments for a determined period.

**XVI. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING**

Nil.

**XVII. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION.**

Nil.

**XVIII. ANNOUNCEMENT OF NOTICES OF MOTION TO BE DEALT WITH AT THE NEXT MEETING.**

Nil.

**XIX. ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO MEMBERS OF THE PUBLIC**

Nil.

**XX. NEXT ORDINARY MEETING DATE**

6.00pm 16 July 2013

**RESOLUTION**

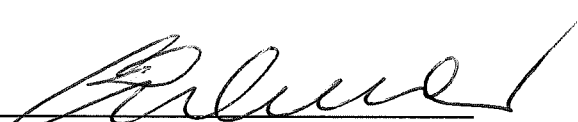
**MOVED: COUNCILLOR HOLDEN  
SECONDED: COUNCILLOR SUTTON**

**THAT Standing Order 3.1 be RESUMED to stop recording of proceedings.**

**CARRIED 10-0**

**XXI. CLOSURE OF MEETING**

8:07:58 PM There being no further business, the Presiding Member declared the meeting closed.

  
\_\_\_\_\_  
Dennis W Wellington  
**MAYOR**

**STATUS REPORT ON DEFERRED ITEMS  
FROM PREVIOUS MEETINGS**

<b>Meeting Date</b>	<b>Item Number</b>	<b>Details/Status</b>
16/11/2010	2.6	Surrender Lease over Hangar Site 2 at Albany Airport. Council resolved that further consideration by Council pending the completion of the Airport Masterplan/Business Plan.  <b>Update:</b> The Airport Masterplan/Business Plan has not been finalised.
20/11/2012	2.5	Precinct Plan-Special Site S46-Spencer Park Neighbourhood Centre Precinct.  <b>Update:</b> Laid on the table at the November 2012 OCM. Waiting on commitment from the Department of Housing to contribute to necessary infrastructure upgrades and potential traffic hazards.
18/06/2013	1.4	New Standing Committees of Council  <b>Update:</b> Item has been laid on the table for further consideration until the July 2013 Ordinary Council Meeting. .

**TABLED DOCUMENTS**

<b>NAME</b>	<b>REFERENCE</b>	<b>FILE</b>
Mr Tony Stanton	Disability Fees at ALAC	GO.COM.3

**TABLED DOCUMENTS BY ELECTED MEMBERS**

<b>NAME</b>	<b>REFERENCE</b>	<b>FILE</b>
Councillor Attwell	Announcements by Mayor and Councillors Without Discussion	GO.COM.3

**TABLED DOCUMENTS BY STAFF**

<b>NAME</b>	<b>REFERENCE</b>	<b>FILE</b>
	Nil.	

TABLED ADDRESS BY MR TONY STANTON

June 2013 Council Meeting

Tony Stanton Little Grove  
Mr Mayor, Councillors

At the May Council Meeting, details were given of 20 to 30 Access & Inclusion items, opportunities, agreements & decisions provided by **many past** Councillors, Government Agencies & long serving City operational personnel.

Strangely there is no information **why** it was necessary to increase **disability fees**, except Mr Woods said “fees are historically flawed”. All that past work & cooperation just dismissed as flawed, causing a group of families **concern & unnecessary** angst, rearranging finance **or** to stop taking a family member to swimming lessons.

Surely there **should** be sound logic for the increase? Cynical reasons **fees have changed** over 10 months, range from **cost &** abuse of the system, to teacher wage pressures. It is now “equity” with all other people being taught. Who believes the disabled are equal to others? Perhaps you should walk in someone else’s shoes to see what it’s really like.

I am concerned at the **oblique attempts** to prove the Education Dept solely responsible to teach special needs & that WA Disabled Sports Association doesn’t **want them** to have a subsidy. Neither is practical nor **true**.

May’s list has a **selective quotation** from WADSA attempting to prove this intention. I table an **irate** letter from their Managing Director **refuting** the stated **contact & alleged** support of the fee increase. It indicates they will now review their support for **their** programs with the City. Mr Mahady is working at Camp Quaranup between 16<sup>th</sup> & 23<sup>rd</sup> June & invites contact by any City Staff or Councillor. I table his mobile.

“Benchmark” fees of other Leisure Centres were also **incorrect & selective**. An April 11<sup>th</sup> letter from the Combined Agencies Group to the City, **questioning** the anomalies **still remains unanswered**.

The quotation of the Training section of the Enterprise Agreement, to prove wage pressures, is **again a deception**. Each Swim Term commences with a two hour teacher’s meeting to allocate work. This takes about 1 hour of a minimum Award call-out of 2 hours. Advantage is taken of the 2<sup>nd</sup> hour for **safety practices** such as CPR, dealing with an unconscious person in the pool or revision of the less used strokes. Hardly **training** to create a clamour for increased wages.

ALAC is exposed to **continual tightening of false screws** in the name of “saving money”. This started immediately after the arrival of the previous CEO when ALAC was closed for all public holidays. Community pressure caused its reversal. Now the decree is Albany has a 7 month winter & a 5 month summer. Pool hours are shortened for winter. In summer when hot, people head for the beach, in winter it’s the warm pool. Shortening winter hours doesn’t show knowledge of our community, weather or our Tourist Industry image.

The City claims “we buy local” but ALAC buys coffee from the world’s largest marketer, Coca Cola, which only has Cuba & North Korea to crack for a 100% world market. Our local industry was just thrown out.

Get a second opinion; contact Dereck Mahady, to get the truth about their situation.

**TABLED ADDRESS BY COUNCILLOR ATTWELL**

Albany loss one of its local identities these past weeks and I would like to pay tribute to one who gave much to our community.

George Walmsley was born on the 18 March 1927. He grew up in Ireland during the depression and from an early age, there was an influence in his life were the love of books and learning was cultivated and encouraged. Most of the lessons George learnt in life were self taught. He had a thirst for knowledge and a great interest in knowing how things worked.

Leaving school at 14, his entrepreneurial skills began to blossom, however he saw little future for himself in Ireland at that time.

George migrated to Australia from Northern Ireland on the 9th June 1950.

He was due to go to Melbourne but he got permission to disembark at Fremantle and on the 9th of July 1950 he took the overnight train to Albany.

George had a very strong work ethic and incredible drive. He loved to work hard and he expected the same from his employees. He even requested that his funeral should be held on a Saturday so that no one would need to take time off from work.

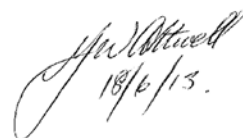
His employees and business associates were a big part of his life, in particular, fellow immigrants.

His first business partnership was Walmsley and Martin, a solid foundation for all his future ventures. His second, was Albany Industrial.

Many of the roads around Albany, Goode Beach and Oyster Harbour, developments in the Great Southern and Esperance, as well as civil engineering works for schools, hospitals, police stations, courthouses, the Orana Drive-in, Port access Road, the King River Bridge, Rotary lookout and hundreds of tennis courts were all part of the many projects he undertook.

George had a great sense of civic duty and community spirit and was a generous philanthropist. He built the Rotary lookout on Marine Drive, free of charge for the people of Albany and donated the land for the Albany Shire office on Mercer Road.

In the early 80's George semi retired but never stopped working. He passed away on 30 May 2013. Rest in Peace George. Albany salutes you and thanks you for your service to this community.



*J. Attwell*  
18/6/13.