



BRIEFING AGENDA

**For the Ordinary Meeting of Council
To be held on
Tuesday, 20 September 2011
7.00pm
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

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

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ORDINARY COUNCIL MEETING & BRIEFING
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 ** REFER DISCLAIMER **

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I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

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: DRAFT MOTION

- 1. THAT Standing Order 3.1 be SUSPENDED to allow recording of proceedings.**
- 2. THAT Standing Order 4.2(4)-Seating at Meetings of Council-be SUSPENDED to allow CEO Faileen James to be seated on the Mayor’s right.**

III. ANNOUNCEMENTS BY MAYOR AND COUNCILLORS WITHOUT DISCUSSION

ITEM 3.0: DRAFT MOTION

The Mayor’s Report be RECEIVED.

IV. RESPONSE TO PREVIOUS UNANSWERED QUESTIONS FROM PUBLIC

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.

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

Mayor	MJ Evans
Councillors:	
Breaksea Ward	R Hammond
Breaksea Ward	J Bostock
Frederickstown Ward	Vacant
Frederickstown Ward	D Wellington
Kalgan Ward	C Holden
Kalgan Ward	M Leavesley
West Ward	D Wolfe
West Ward	D Dufty
Yakamia Ward	J Matla
Yakamia Ward	R Sutton
Vancouver Ward	D Bostock
Vancouver Ward	R Paver
Staff:	
Chief Executive Officer	F James
Acting Executive Director Corporate Services	P Wignall
Executive Community Services	L Hill
Change Manager Works & Services	S Grimmer
Executive Director Planning & Development Services	G Bride
Minutes	J Williamson

Apologies:

VII. APPLICATIONS FOR LEAVE OF ABSENCE

VIII. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

ITEM 8.0: DRAFT MOTION

THAT the minutes of the Ordinary Council Meeting held on 16 August 2011, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

IX. DECLARATIONS OF INTEREST

Name	Item Number	Nature of Interest

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

Item 19.1 McKail Street Drainage Works

In accordance with section 5.23(2)(d) of the *Local Government Act 1995*; being legal advice obtained, or which may be obtained by the local government, this matter will be addressed behind closed doors.

XI. PETITIONS, DEPUTATIONS AND PRESENTATIONS

XII. ADOPTION OF RECOMMENDATIONS EN BLOC

COUNCILLORS AND THE PUBLIC SHOULD NOTE THAT ALL PAPERS AND REPORTS PROVIDED AT THE AGENDA BRIEFING SESSION ARE DRAFT PAPERS.

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.

1.1.1: SENIORS ADVISORY COMMITTEE

File Number (Name of Ward) : CR.MEE.2
Proponent : City of Albany
Attachments : Minutes of the Seniors Advisory Committee
16 June 2011
Responsible Officer : Community Services Leader (L Hill)

IN BRIEF

- Receive the minutes of the Seniors Advisory Committee.

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

The CONFIRMED minutes of the Seniors Advisory Committee meeting held on Thursday 16 June 2011, be RECEIVED.

CEO:

RESPONSIBLE OFFICER:



CITY OF ALBANY
SENIORS ADVISORY COMMITTEE
CR.MEE.2 (AM1147622)

MINUTES

for the meeting to be held at 10.00am on Thursday, 16 June 2011
in the Civic Rooms

DECLARATION OF OPENING AT 10.00am

1. ATTENDANCES:

Cr Don Dufty	COA Councillor
Esme' Justins	Albany Breaksea Ladies Probus Club
Kim Buttfield	WA Country Health Service (Injury Prevention)
Middy Dumper	Seniors Community Representative
Ruth Watson	Seniors Community Representative
Colleen Tombleson	Albany Community Care
Celia Barnesby	Senior Citizen Centre (Meals on Wheels)
David Mattinson	Association of Independent Retirees
Michael Calton	National Seniors Australia
Amanda Porritt	COA Community Development Administration Officer
Rachel Oswald	COA Community Development Officer - Seniors

2. APOLOGIES:

Cr Chris Holden	COA Councillor
Patsy Ranger	Over 50's Recreation Association

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation:

THAT the minutes of the previous meeting held on the 19th May 2011 are CONFIRMED to be a true and accurate record of proceedings.

Moved: Esme' Justins

Seconded: Ruth Watson

Carried: ___ 9/0 ___

4. DISCLOSURE OF INTEREST:

NIL

5. ITEMS FOR DISCUSSION

5.1 BUSINESS ARISING FROM PREVIOUS MINUTES:

5.1.1 Housing for Life Guidelines

The motion from the March minutes went to June council and was adopted. Please see attachment two for article in Albany Advertiser Thursday 16 of June.

5.1.2 Peace Park

The creation of concrete footpaths in Peace Park will include the limestone path along the sea wall. It was identified that there are currently no bench seats in Peace Park that have back support, however there are plans to install a 30 meter timber seat with back support. Works on the footpaths and bench seat are due to be complete by the end of 2011.

Action: Rachel Oswald to confirm if there will be an accessible footpath leading to the proposed bench seat.

5.1.3 Seniors Circuit

The committee were advised that the Centennial Precinct Redevelopment Project is currently in transition from Recreation Services to Works and Services. Once the transition phase is complete the seniors circuit will be put on the agenda for consideration.

5.1.4 Seniors Week

Cr Dufty volunteered to coordinate the Seniors Photography Project for Seniors Week 2011. Due to a subsequent conversation held outside of the meeting it was decided that CoA and the committee should not proceed with the project for 2011 for the following reasons; the CoA will only be able to offer limited support in the absence of a CDO for Seniors and the committee members are committed to other initiatives such as the Seniors Expo and Housing for Life Guidelines Working Party.

5.2 SENIORS ADVISORY COMMITTEE ACTION SHEET (ATTACHMENT 1)

5.2.1 Flashing Lights Indicating School Zones and Pedestrian Lights

Kim Buttfeld was advised at the Roadwise Committee that the request for flashing lights indicating school zones has to be initiated by the schools and they need to contact Main Roads.

Action: Cr Dufty will approach the Principal at Lockyer Primary School to investigate if there is a need for flashing school zone lights.

5.2.2 ACROD Bays

Works on the new ACROD bays are due for completion by the end of June 2011.

5.2.3 Seniors Expo

Michael Calton advised that he is no longer able to sit on the Seniors Expo Working Party. Ruth Watson volunteered to take his place. Jenny Dodson from Silver Chain and Frances Crowley from Over 50's have agreed to sit on the Committee. First meeting will take place on the Tuesday the 28 June.

5.2.5 Smoke Alarm Project

Kim Buttfeld presented the project report, outlining the achievements of the project (please see attachment 3).

The committee agreed that the eligibility criteria should be extend to allow for HACC eligible clients for phase two of the project.

It was suggested that to improve the process for phase two of the project that APEX should feedback information to Albany Community Care so they are kept informed of when visits will take place.

5.3 CORRESPONDENCE IN:

- Email from Seniors Ministerial Advisory Council– 07/06/2011 (attachment 4 & 5)

5.4 CORRESPONDENCE OUT:

NIL

6. NEW AGENDA ITEMS

6.1 Resignation of Rachel Oswald

Rachel will be relocating to Geraldton; last day with the City of Albany is Tuesday 26 July.

6.2 Kim Buttfeld's Resignation for SAC

Kim is taking an 18 month secondment and leave from her position at Great Southern Population Health and has therefore resigned from the Seniors Advisory Committee. Kim has been a valued member of the committee and has contributed too many seniors programs and projects, she will be truly missed.

Action: Rachel Oswald to write a letter to Kim and Manger of Population Health.

6.3 Stay on Your Feet Week

The committee supported Amanda Porritt's request to apply for Stay on Your Feet funding for the Forts Heritage Walk. The project was a success in 2010 and attracted many seniors who were not already involved in exiting walking groups.

6.4 Skywest – Resident Fair Scheme and Seniors Fair

Seniors have raised concerns that the Resident Fair Scheme and seniors fair offered by Skywest provide no real discount and in some cases the seniors fair has been more expensive then a regular fair.

Action: Rachel Oswald to invite a representative from Skywest to a committee meeting to further explain the Resident Fair Scheme.

7. DATE OF NEXT MEETING

Thursday 21st July 2011 at 10.00am – Civic Rooms

8. CLOSURE OF MEETING

11:05am

1.1.2: AIRPORT EMERGENCY COMMITTEE

File Number (Name of Ward) : ES.MEE.5 and ES.MEE.6
Proponent : City of Albany
Attachment : Confirmed Minutes of the Airport Emergency Committee
1 June 2011
Responsible Officer : Community Services Leader (L Hill)

IN BRIEF

- Receive the minutes of the Airport Emergency Committee

ITEM 1.1.2: COMMITTEE RECOMMENDATION

THAT the CONFIRMED minutes of the Airport Emergency Committee meeting held on 1 June 2011 be RECEIVED.

CEO:

RESPONSIBLE OFFICER:



**AIRPORT EMERGENCY COMMITTEE
Minutes**

for the meeting held 0930 hrs on 1 June 2011
in the City of Albany Civic Rooms

File Ref: AM1118492/CS.MEE.2

Terms of Reference:

To review the Albany Airport's Emergency Plan and analyse the report of the annual emergency exercise. This committee is now a subcommittee of the Local Emergency Management Committee.

DECLARATION OF OPENING AT 0930

1. ATTENDANCES

Chair	Des Wolfe
Councilor	Mervlyn Leavesley
Community members:	
WAPOL	Sgt Mark Fairclough
WAPOL	Vacant
Albany Regional Hospital	Fiona Berger
FESA	Kevin Parson
Department of Child Protection	Sarah Tup-Evans
Southern Road Services	Malcolm Mallaby
SES	Linda Elms
Albany Airport Services	Steve Johnson
AIR BP representative	Vacant
ST John Ambulance	Stacey Abbott
Staff:	
Community Services Leader	Linda Hill
Senior Reporting Officer	Deborah Walker
Emergency Management Officer	Garry Turner
Chief Bushfire Control Officer	Ross Fenwick
Minutes Secretary	Deborah Walker
Apologies	
Councillor	M.Leavsley
Skywest Airlines Albany	S.Johnson
Bureau of Meteorology Albany	J Balhorn
Southern Road	M Mallaby

Presiding Member	
EMT Member Responsible for Committee:	

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0 - COMMITTEE RECOMMENDATION

MOVED: Kevin Parson
SECONDED: Sarah Tup-Evans

The minutes of the Airport Emergency Committee meeting held on 2 March 2011, previously distributed, be CONFIRMED as a true and accurate record of proceedings

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. GUEST OF COMMITTEE

Nil

5. DISCLOSURE OF INTEREST

Nil

6. CONFIRMATION OF CONTACT DETAILS

Nil

7. ITEM/S FROM PREVIOUS MINUTES NOT ON AGENDA

Nil

8. ITEMS FOR DISCUSSION

8.1 Disabled Aircraft Incident

VH-IBY incident Friday 27th May 2011 information and incident report. Upon staff arrival at the airport an abnormal landing resulted in a disabled aircraft. FESA and WAPOL concerned at lack of notification. Senior Reporting Officer (SRO), Deb Walker confirmed airport staff acted appropriately for a disabled aircraft incident to which the combat agency is the aircraft owner. It was acknowledge that failure to notify emergency agencies created unnecessary speculation and inquiries to the unknown degree of the incident.

The question was raised by Grant Olsen, FESA to what level of training do the Airport Reporting Officer/s hold and was it to CASA requirements. All Airport Reporting Officers have completed the appropriate training.

There was some debate to the variation between disabled aircraft and abnormal landing. It was agreed that in the future and for the safety of all that notification of incident to WAPOL is paramount and as stated in the AEP needs to be adhered. SRO, Deb Walker will prioritize her attention to areas of the AEP that are deficient and present to next meeting. SRO, Deb Walker to meet with airport staff as a debrief and highlight outcomes and considerations for awareness of staff requirements and procedures.

8.2 Bird and Animal Hazard Management

The prescribed burn of Albany Airport 14 May 2011 as part of Bird and Animal Hazard Management. Community Services Leader (CSL), Linda Hill and SRO, Deb Walker expressed thanks to Emergency Management Officer (EMO), Garry Turner and the volunteers of three brigades that donated their time to prescribe burn the airport to help prevent kangaroos remaining at the Airport. A professional roo shooter was contacted and the hazard of kangaroos at the airport no longer exists.

9. ITEMS TO BE DISCUSSED AT NEXT COMMITTEE MEETING

Update of AEP

10. DATE OF NEXT MEETING

Wednesday 24 August 2011 from 0930am – 1030am City of Albany Civic Rooms

11. CLOSURE OF MEETING

There being no further business to discuss, the meeting closed at 10:10hrs

CONFIRMED: CHAIRPERSON _____ **DATE:** ____/____/____

1.1.3: LOCAL EMERGENCY MANAGEMENT COMMITTEE

File Number (Name of Ward) : ES.MEE.5
Proponent : City of Albany
Attachment : Confirmed Minutes of the Local Emergency Management
Committee 1 June 2011
Responsible Officer : Community Services Leader (L Hill)

IN BRIEF

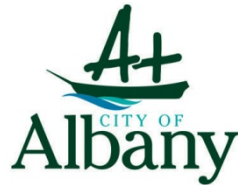
- Receive the confirmed minutes of the Local Emergency Management Committee

ITEM 1.1.3: COMMITTEE RECOMMENDATION

THAT the CONFIRMED minutes of the Local Emergency Management Committee meeting held on 1 June 2011 be RECEIVED.

CEO:

RESPONSIBLE OFFICER:



LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

for meeting held at 0830 hrs on 1 June 2011

in the City of Albany Civic Rooms

ES.MEE.5

Terms of Reference:

- The aim of the Local Emergency Management Committee (LEMC) is to overview, plan and test the local community emergency management arrangements. The committee includes representatives from agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.
- The functions of a local emergency management committee are, in relation to its district or the area for which it is established is to:
 - a. advise and assist the local government in ensuring that local emergency management arrangements are established for its district as per Statutory requirements;
 - b. liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements;
 - c. carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

1. ATTENDANCE:

Councillor	Des Wolfe
Councillor	Don Duffy
City of Albany Staff:	
Community Services Leader	Linda Hill
Emergency Management Officer	Garry Turner
Senior Aerodrome reporting Officer	Deb Walker
Chief Bush Fire Control Officer	Ross Fenwick

Members:	
WA Police	Acting Senior Sergeant David Snowball
Albany Regional Hospital	Fiona Berger
FESA	Kevin Parsons
FESA	Grant Olson
FESA SES	Lynne Bearcroft
Department of Environment & Conservation	Richard Petty
Department for Child Protection	Sarah Tup-Evans
Albany Sea Rescue	Kerrin Digney
Department of Transport	Tony Fitzpatrick
Silver Chain Great Southern	Christine Hunter
Stacey Abbot	SJA

Presiding Member:	
EMT Member Responsible for Committee:	

Department of Education	Steven Dean
Department of Housing	Ken Carter
Western Power	Kim Bunney
Surf Life Saving	Pat McSweeney
Australian Red Cross	Wendy Freeland
Western Power	Shane Adams
ABC Radio	Andrew Collins
Silver Chain-Great Southern/Remote	Lesley Pearson
Water Corporation	Michael Sillifant
Albany Port Authority	Steve Young
Western Power	Kim Bunny

APPOLIGES

Department of Environment & Conservation	Vince Hilder
Western Power	Shane Adams
Department of Food and Agriculture	Danny Roberts
Southern Roads Services	Malcolm Mallaby
Telstra	Brad Nelson
Councillor	Mervyn Leavsley
Water Corporation	Steven Childs
Silver Chain-Great Southern/Remote	Lesley Pearson
FESA SES	Kate Russell
WA Police	Sgt Mark Fairclough
Bureau of Meteorology	Jason Balhorn
FESA	Adam Smith

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:

ITEM 2: COMMITTEE RECOMMENDATION

MOVED: Kevin Parsons
SECONDED: Lynne Bearcroft

That the minutes of the LOCAL EMERGENCY MANAGEMENT COMMITTEE held on 2 March 2011 as previously distributed, be confirmed as a true and accurate record of proceedings.

CARRIED: 21/0

3. BUSINESS ARISING FROM THE PREVIOUS MINUTES:

NIL

Preliminary Actions:

The chairperson welcome to new members of LEMC:
Community Service Leader City of Albany Ms Linda Hill
Acting Senior Sgt David Snowball

Albany Regional Hospital Fiona Berger
Silver Chain Great Southern Christine Hunter
FESA SES Kate Russell

4. DISCLOSURE OF INTEREST:

NIL

5. TRAINING/EXERCISES

a. Red Cross training at ALAC: Ms Sarah Tup Evans gave a brief overview of the event held on 26th and 27th may 2011, but due the low numbers attending it was a non event.

b. Introduction to Recovery Management: Garry Turner advised the meeting of the training course held at FESA and the benefits that had come out of that training. It was agreed that if possible FESA to hold the course again and have additional members from LEMC and City of Albany staff attend. Mr Grant Olsen from FESA was supportive of this proposal and Garry Turner would contact Mr Adam Smith on this matter.

6. EMERGENCY PLAN

The meeting was advised that the new plan should be on the City web site by Friday.

7. LOCAL EMERGENCY MANAGEMENT COMMITTEE ANNUAL REPORT

Members were asked to submit any training courses and or exercises they have attended for the DEMC report.

8. GENERAL BUSINESS

a. Acting Senior Sergeant David Snowball gave a briefing on the Post.

Incident Analysis report with regards to the Salmon Hole incident that occurred on the 2nd and 3rd April 2011. David stated that all agencies should be commended on the way they all came together. Richard Petty will speak with the District Officer at DEC to see if a signage review within the area could be conducted and report submitted at the next LEMC meeting. Mr Kerrin Digney from ASR advises that the communication within the area was to be upgraded but this has now been put off. A general discussion took place on types of floatation devices that could be placed at the Salmon Holes and tied off this would enable people who do get swept from the rocks would be able to hold onto them until emergency services arrive.

It was decide that the Garry Turner would undertake a review of how other Local Governments have dealt with this type of problem within their areas and report to the next meeting.

9. ITEMS TO BE DISCUSSED AT NEXT MEETING

NIL

10. DATE OF NEXT MEETING: 24 August 2011 0830 hrs

11. CLOSURE OF MEETING: Meeting declared closed at 0925hrs

CONFIRMED: CHAIRPERSON _____ **DATE:** ____ / ____ / ____

**1.1.4: COMMUNITY FINANCIAL ASSISTANCE AND EVENT FUNDING
PROGRAM COMMITTEE**

File Number (Name of Ward) FM.SPO.2 (All Wards)
Proponent City of Albany
Attachments : • Minutes of the Community Financial Assistance and Event
Funding Program Committee Meeting – 17 June 2011
• Summary of the May 2011 Community Event Financial
Assistance Program assessments
Responsible Officer : Acting Executive Director Corporate Services (P Wignall)

IN BRIEF

- Receive the minutes of the Community Financial Assistance and Event Funding Program Committee and the 2011/12 rate and lease subsidies for community and sporting organisations.

ITEM 1.1.4: COMMITTEE RECOMMENDATION 1

THAT the CONFIRMED minutes of the Community Financial Assistance and Event Funding Program Committee meeting held on the 17 June 2011 be RECEIVED.

Committee Recommendations 1, 2, 3 and 4 are on pages 11 to 14.

CEO:

RESPONSIBLE OFFICER:

ITEM 1.1.4: COMMITTEE RECOMMENDATION 2

THAT Council ADOPT the recommended funding allocations the total of which are within budget for the 2011/2012 Community Events Financial Assistance Program:

APPLICANT	DESCRIPTION	FUNDING REQUEST	AMOUNT FUNDED BY CITY
Nyabing Historical Society	To provide historical displays and entertainment for the current and former residents of Nyabing to celebrate its Centenary in 2012	\$10,000	Declined
Masters Swimming Albany Inc (formally Albany Aussi Masters)	City of Albany 4 klm Harbour Swim. A swim from the foreshore Boat Shed to Princess Royal Sailing Club	\$2,000	\$2,000
Men's Resource Centre	Men's Resource Centre Australia Day Fun Run and Walk	\$10,000	Declined
Albany Primary School Parents & Citizens Assoc	April 2012 will see our school celebrate its 10 year anniversary. Albany primary School has been an icon in Albany for over 100 years but our current school site is comparatively new to commemorate. We are planning a celebratory fete with present and past students	\$3,000	Declined
Albany Vintage & Classic Motorcycle Club	Vintage Motorcycle Weekend including bike display on Saturday and Annual Hill climb Event on Sunday	\$2,000	\$2,000
Albany Classic Organising Committee (via VSCCWA) Icon Event	Iconic annual "Round the Houses" Motor Event and Hill climb plus community festival over the June long weekend	\$20,000	\$15,000
Albany Apex Club	The 60th Apex Carols by Candlelight - Ellen Cove (17th December 2011)	\$6,290	\$3,700
Albany Swim Club	Albany Short Course (25m)	\$1,000	\$1,000

APPLICANT	DESCRIPTION	FUNDING REQUEST	AMOUNT FUNDED BY CITY
Albany Maritime Foundation (AMF)	Festival of the Sea highlighting the regions connection with the ocean by showcasing local seafood and produce, activities, arts and crafts in a family environment of the waterfront	\$8,800	\$8,800
**Albany Speedway Club Inc	Host a round of the World Series Sprint Cars	\$15,000	\$4,000
Albany Sinfonia Inc	Concert	\$4,000	\$4,000
Community Support Network Inc	"Wear Blue Day" 12th October 2010. Community awareness raising of prevalence and impact of anxiety and depression in the workplace and broader community	\$2,500	Declined
Youth Focus	Hawaiian Ride for Youth	\$15,000	Declined
Artsouthwa Incorporated	2011 Southern Art & Craft Trail	\$3,500	\$3,500
Great Southern District Display Committee	District Display for Great Southern at Centenary Pavilion on Claremont Showgrounds for Perth Royal Show 1st - 8th October 2010	\$2,000	\$2,000
Parker Street Project	Yearly Events Calendar	\$15,000	Declined
Albany Agricultural Society Inc	2011 Albany Show and Trade Exhibition	\$15,000	\$8,000
Perth International Arts Festival Icon Event	Great Southern Festival	\$15,000	\$15,000
Albany Horseman's Assoc	Showjumping Weekend with State qualifying events to be held at Centennial Oval	\$3,500	\$1,000
RSL Albany Sub Branch	ANZAC Day 2012		\$10,000
	TOTAL OF ALL APPLICATIONS	\$153,590	\$80,000
	TOTAL OF ICON EVENTS	\$50,000	\$30,000
	TOTAL OF APPLICATIONS LESS ICON EVENTS	\$103,590	\$50,000

ITEM 1.1.4: COMMITTEE RECOMMENDATION 3

1. THAT Council **ADOPT** the recommended events, listed below, as Icon Events.
 - RSL Albany Sub Branch - ANZAC Day
 - Albany Classic Organising Committee
 - Perth International Arts Festival – Great Southern Festival
 - Albany Agricultural Society Inc – Albany Show and Trade Exhibition

2. THAT at Council's 2012/2013 Budget deliberations, Council **AGREES** to removing the above listed Icon Events from the Community Financial Events Assistance program and consider funding for these events each year along with all other expenditure allocations.

ITEM 1.1.4: COMMITTEE RECOMMENDATION 4

THAT Council **ADOPT** the following 2011/2012 rate and lease subsidies which have been anticipated within the budget for community and sporting organisations:

2011/2012 FINANCIAL ASSISTANCE				
ASSESS	BILLING NAME	RATES	LESS DISCOUNT 2%	TOTAL SUBSIDY
A104446	SENIOR CITIZENS CENTRE	\$6,216.92	\$124.34	\$6,092.58
A116479	NORTH ALBANY FOOTBALL CLUB	\$3,403.43	\$68.07	\$3,335.36
A124369	ALBANY GIRL GUIDES ASSN	\$1,633.64	\$32.67	\$1,600.97
A130471	ALBANY MARITIME FOUNDATION	\$4,058.70	\$81.17	\$3,977.52
A133873	ALBANY ATHLETICS GROUP	\$2,268.95	\$45.38	\$2,223.57
A136225	LOWER GREAT SOUTHERN HOCKEY ASSOC	\$1,361.37	\$27.23	\$1,334.14
A136770	ALBANY GOLF CLUB	\$17,244.02	\$344.88	\$16,899.14
A140446	ALBANY MODEL RAILWAY	\$2,170.93	\$43.42	\$2,127.51
A14758	ALBANY HARNESS RACING CLUB INC	\$4,991.69	\$99.83	\$4,891.86
A14780	ALBANY ITALIAN CLUB	\$1,996.68	\$39.93	\$1,956.74
A149179	ALBANY CLUB INC (1932)	\$6,353.06	\$127.06	\$6,226.00
A155029	EMU POINT SPORTING CLUB	\$3,312.67	\$66.25	\$3,246.41
A156611	ALBANY LIGHT OPERA & THEATRE COMPANY	\$1,651.80	\$33.04	\$1,618.76
A157843	SPECTRUM THEATRE INC.	\$1,368.63	\$27.37	\$1,341.26
A161280	ALBANY BOWLING CLUB	\$2,450.47	\$49.01	\$2,401.46
A161537	ALBANY BRIDGE CLUB INC	\$2,268.95	\$45.38	\$2,223.57
A162430	JAYCEES WHALEWORLD (museum, cafe & shed only)	\$3,114.81	\$62.30	\$3,052.52
A171336	ALBANY SPRINT KART CLUB	\$899.71	\$17.99	\$881.72
A174427	ALBANY EQUESTRIAN CENTRE	\$8,032.08	\$160.64	\$7,871.44
A176287	STIRLING CLUB INC.	\$9,075.80	\$181.52	\$8,894.28
A179378	ALBANY BOATING & OFFSHORE FISHING CLUB	\$1,905.92	\$38.12	\$1,867.80
A185660	ALBANY TAOIST TAI CHI SOCIETY	\$2,271.49	\$45.43	\$2,226.06
A187399	ALBANY SPEEDWAY CLUB	\$1,296.46	\$25.93	\$1,270.53
A204721	ALBANY MODEL AERO CLUB	\$1,542.89	\$30.86	\$1,512.03

A204735	ALBANY ENTERPRISE GROUP	\$6,324.02	\$126.48	\$6,197.54
A30213	CITY OF ALBANY BAND INC	\$1,007.41	\$20.15	\$987.27
A50479	MERRIFIELD PARK TENNIS CLUB	\$2,042.06	\$40.84	\$2,001.21
A5879	LOWER KING COMMUNITY KINDERGARTEN	\$1,202.54	\$24.05	\$1,178.49
A6037	KING RIVER RECREATION CENTRE	\$2,677.36	\$53.55	\$2,623.81
A64785	SOUTH COAST COUNTRY MUSIC CLUB INC	\$760.00	\$15.20	\$744.80
A64799	RIVERVIEW COUNTRY CLUB	\$2,768.12	\$55.36	\$2,712.76
A64820	PRINCESS ROYAL SAILING CLUB	\$5,899.27	\$117.99	\$5,781.28
A64866	WA VETERAN CAR CLUB	\$2,132.81	\$42.66	\$2,090.16
A64947	ALBANY ROWING CLUB	\$2,019.37	\$40.39	\$1,978.98
A65539	GREEN RANGE COUNTRY CLUB	\$2,636.88	\$52.74	\$2,584.15
A65999	KING RIVER HORSE & PONY CLUB	\$2,450.47	\$49.01	\$2,401.46
A6791	ALBANY RACING CLUB INC.	\$3,173.44	\$63.47	\$3,109.98
A74354	SCOUT ASSOC OF WA	\$1,270.61	\$25.41	\$1,245.20
A74368	LAWLEY PARK TENNIS CLUB	\$1,633.64	\$32.67	\$1,600.97
A79732	ALBANY PLAY GROUP INCORPORATED	\$794.13	\$15.88	\$778.25
A82145	ALBANY KINDERGARTEN	\$1,429.44	\$28.59	\$1,400.85
A84446	MIDDLETON BEACH BOWLING CLUB	\$4,220.25	\$84.40	\$4,135.84
A92223	RAILWAYS FOOTBALL CLUB	\$2,949.64	\$58.99	\$2,890.64
A92354	ROYALS FOOTBALL CLUB	\$2,586.60	\$51.73	\$2,534.87
A96087	GREAT SOUTHERN SOCCER ASSOCIATION	\$2,495.85	\$49.92	\$2,445.93
A96429	TS VANCOUVER NAVAL CADETS	\$1,633.64	\$32.67	\$1,600.97
A97368	ALBANY WOMENS' INSTITUTE	\$760.00	\$15.20	\$744.80
				\$142,843.44



**CITY OF ALBANY COMMUNITY FINANCIAL ASSISTANCE
AND EVENT FUNDING PROGRAM COMMITTEE MEETING**

MINUTES

FM.SPO.2 / AM1118668

Friday 17th June 2011 @ 1pm in the Margaret Coates Boardroom

1.0 MEETING COMMENCED at 1.08pm

2.0 ATTENDANCE

Committee:

Mayor M Evans
Cllr D Wolfe
Cllr J Matla
Cllr R Sutton
Cllr M Leavesley

Officers:

P. Wignall Acting Executive Director, Corporate Services
R. Batten Personal Assistant to the Executive Director of Corporate Services

3.0 DECLARATION OF INTEREST

Mayor M Evans
Impartiality Interest
Albany Sinfonia Inc

Councillor M Leavesley
Impartiality Interest
Lower Kalgan Progress Association

4.0 APOLOGIES

5.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION 1

THAT the minutes of the Community Financial Assistance and Event Funding Program held on the Friday 25 February 2011 be confirmed as true and accurate.

**MOVED: Mayor M Evans
SECONDED: Cllr M Leavesley
CARRIED: 4 - 0**

CITY OF ALBANY
COMMUNITY FINANCIAL ASSISTANCE
COMMITTEE MEETING

Agenda for the meeting to be held at 1pm Friday 17 June 2011
in the Margaret Coates Boardroom

Councillor Robert Sutton arrived at 1.10pm

6.0 BUSINESS ARISING FROM THE PREVIOUS MINUTES

6.1 Mayor Milton Evans requested that the City of Albany write to LCIS (Local Community Insurance Services – which are controlled by Jardine Lloyd Thompson, the same insurance broking firm that operate LGIS) requesting support for our Progress Associations by assisting them with comparable quotations to LGIS.

ACTION: PA/EDCS to draft up letter of support to LCIS on behalf of the Mayor.

6.2 The Committee requested that the Progress Associations to be contacted with contact details (phone number and email address) of LCIS.

ACTION: PA/EDCS to formally write to all Progress Associations with contact details of LCIS.

6.3 In reference to Item 6.2 (i) of the previous minutes (FM.SPO.1/AM1117949) the Committee confirmed that they did not want the City of Albany to contact Cleanaway on behalf of all charitable organisation to negotiate the possibilities of a waiver of tip fees. In addition, no advise given to Progress Associations on tip fee subsidies.

7.0 2010/2011 COMMUNITY EVENTS FINANCIAL ASSISTANCE PROGRAM

The Community Events Financial Assistance Program is a competitive grants program run by the City of Albany. The scheme is conducted in one round each year, with applications being invited in April and closing at the end of May.

Council has provided a proposed budget allocation for community event grants of \$80,000. Funding for community event grants is provided on a matching basis, with the community organisation being required to contribute the equivalent in cash or in-kind. The applicant must demonstrate that other funding opportunities have been investigated and that attempts to source other external funds have been or are being made.

Applications for the 2011/2012 Community Events Financial Assistance Program closed on 31st May 2011 with 19 applications seeking a total of \$153,590 in financial assistance from Council. This includes events previously designated by Council as 'Iconic'. The Council budget for community events grants in 2011/12 is \$80,000.

There was a high diversity of applications including major regional festivals, music productions, recreational activities, sporting and multi-cultural activities.

The funding recommendations presented are based on assessment against multiple criteria outlined in the Community Events Policy adopted at the OCM 19 May 2009 Item 12.12.2. The policy aims to maintain support for the diverse community-based activities which meet the Council's social equity and cultural development objectives.

**CITY OF ALBANY
COMMUNITY FINANCIAL ASSISTANCE
COMMITTEE MEETING**

**Agenda for the meeting to be held at 1pm Friday 17 June 2011
in the Margaret Coates Boardroom**

Council has previously resolved to nominate 'Icon Status' to the following events giving them certainty that they will be funded over a three year period (subject to a submission being received each year):

- The Albany Classic Motor Event (2010, 2011, 2012)
- Perth International Arts Festival (Great Southern Program) (2010, 2011, 2012)

Please note that the Albany Agricultural Society's three year period expired in 2010 (with the City nominating the Albany Agricultural Show as an Icon Event in 2008, 2009 and 2010). The Albany Agricultural Society receives a contribution from the City of Albany through a Service Level Agreement (SLA) dated September 2009. The SLA is due to be reviewed six months prior to the 2014 Agricultural Show. The SLA is attached to the Agenda for your information.

The City nominated ANZAC Day as an Icon Event in 2009, 2010 and 2011, expiring with the event held in April 2011.

8.0 STATUTORY IMPLICATIONS

Financial regulations require that funding of Community Events Financial Assistance applications is subject to prior budget approval and budgeted expenditure limitation.

9.0 FINANCIAL IMPLICATIONS

In accordance with the total budget allocation of \$80,000.

RECOMMENDATION 2 BY COMMITTEE

THAT Council ADOPT the recommended funding allocations for the 2011/2012 Community Events Financial Assistance Program:

APPLICANT	DESCRIPTION	FUNDING REQUEST	AMOUNT FUNDED BY CITY
Nyabing Historical Society	To provide historical displays and entertainment for the current and former residents of Nyabing to celebrate its Centenary in 2012	\$10,000	Declined
Masters Swimming Albany Inc (formally Albany Aussi Masters)	City of Albany 4 klm Harbour Swim. A swim from the foreshore Boat Shed to Princess Royal Sailing Club	\$2,000	\$2,000
Men's Resource Centre	Men's Resource Centre Australia Day Fun Run and Walk	\$10,000	Declined
Albany Primary School Parents & Citizens Assoc	April 2012 will see our school celebrate its 10 year anniversary. Albany primary School has been an icon in Albany for over 100 years but our current school site is comparatively new to commemorate. We are planning a celebratory fete with present and past students	\$3,000	Declined
Albany Vintage & Classic Motorcycle Club	Vintage Motorcycle Weekend including bike display on Saturday and Annual Hill climb Event on Sunday	\$2,000	\$2,000

AGENDA ITEM 1.1.4 REFERS

**CITY OF ALBANY
COMMUNITY FINANCIAL ASSISTANCE
COMMITTEE MEETING**

Agenda for the meeting to be held at 1pm Friday 17 June 2011
in the Margaret Coates Boardroom

APPLICANT	DESCRIPTION	FUNDING REQUEST	AMOUNT FUNDED
Albany Classic Organising Committee (via VSCCWA) Icon Event	Iconic annual "Round the Houses" Motor Event and Hill climb plus community festival over the June long weekend	\$20,000	\$15,000
Albany Apex Club	The 60th Apex Carols by Candlelight - Ellen Cove (17th December 2011)	\$6,290	\$3,700
Albany Swim Club	Albany Short Course (25m)	\$1,000	\$1,000
Albany Maritime Foundation (AMF)	Festival of the Sea highlighting the regions connection with the ocean by showcasing local seafood and produce, activities, arts and crafts in a family environment of the waterfront	\$8,800	\$8,800
**Albany Speedway Club Inc	Host a round of the World Series Sprint Cars	\$15,000	\$4,000
Albany Sinfonia Inc	Concert	\$4,000	\$4,000
Community Support Network Inc	"Wear Blue Day" 12th October 2010. Community awareness raising of prevalence and impact of anxiety and depression in the workplace and broader community	\$2,500	Declined
Youth Focus	Hawaiian Ride for Youth	\$15,000	Declined
Artsouthwa Incorporated	2011 Southern Art & Craft Trail	\$3,500	\$3,500
Great Southern District Display Committee	District Display for Great Southern at Centenary Pavilion on Claremont Showgrounds for Perth Royal Show 1st - 8th October 2010	\$2,000	\$2,000
Parker Street Project	Yearly Events Calendar	\$15,000	Declined
Albany Agricultural Society Inc	2011 Albany Show and Trade Exhibition	\$15,000	\$8,000
Perth International Arts Festival Icon Event	Great Southern Festival	\$15,000	\$15,000
Albany Horseman's Assoc	Showjumping Weekend with State qualifying events to be held at Centennial Oval	\$3,500	\$1,000
RSL Albany Sub Branch	ANZAC Day 2012		\$10,000
	TOTAL OF ALL APPLICATIONS	\$153,590	\$80,000
	TOTAL OF ICON EVENTS	\$50,000	\$30,000
	TOTAL OF APPLICATIONS LESS ICON EVENTS	\$103,590	\$50,000
MOVED: Cllr R Sutton SECONDED: Cllr D Wolfe CARRIED: 5 - 0			

**CITY OF ALBANY
COMMUNITY FINANCIAL ASSISTANCE
COMMITTEE MEETING**

Agenda for the meeting to be held at 1pm Friday 17 June 2011
in the Margaret Coates Boardroom

9.1 Councillor Joy Matla requested that enquiries be made with the Equestrian Centre as to why the show jumping weekend with state qualifying events conducted by the Albany Horseman Association is held at Centennial Oval and not at the Equestrian Centre.

ACTION: PA/EDCS to contact the Equestrian Centre seeking a response to the above.

9.2 In reference to the Albany Speedway Club Inc application (**) seeking funding to host a round of the World Series Sprint Cars for an amount of \$15,000 with the committee's recommendation being for \$4,000, this is conditional on the Albany Speedway Club actually advising the City that they will host the World Series. In the event that they are not successful the amount of \$4,000 reverts to the Albany Classic Organising Committee (via VSCCWA) therefore making the City funded amount \$19,000 in place of the current funded recommendation of \$15,000.

10.0 ICON EVENTS

As all previously designated Icon Events have either expired or will expire after 2012, the Committee was asked to consider which out of the events listed above will be Icon Events.

RECOMMENDATION 3 BY COMMITTEE

i. **THAT Council ADOPT the recommended events, listed below, as Icon Events.**

1. RSL Albany Sub Branch - ANZAC Day
2. Albany Classic Organising Committee
3. Perth International Arts Festival – Great Southern Festival
4. Albany Agricultural Society Inc – Albany Show and Trade Exhibition

ii. **THAT at Council's 2012/2013 Budget deliberations, Council AGREES to removing the above listed Icon Events from the Community Financial Events Assistance program and consider funding for these events each year along with all other expenditure allocations.**

**MOVED: Cllr R Sutton
SECONDED: Mayor M Evans
CARRIED: 5 - 0**

11.0 CLOSURE

Meeting closed 1.58pm

CITY OF ALBANY COMMUNITY GRANT APPLICATIONS 2010/2011 - ROUND 1 (MAY 2011) - EVENT AND RATES REBATES ONLY

ICR	COA Synergy Ref No	Applicant	Description	Project Cost	Funding Request	Grant Funding	Received funding from the COA in the past 5 yrs	Recommendation	Comments	Moved	Second	Vote
Community Event \$80,000												
1137681 (1)		Nyabing Historical Society	To provide historical displays and entertainment for the current and former residents of Nyabing to celebrate its Centenary in 2012	\$ 75,000	\$ 10,000	CWA \$500 approved. Viterra \$5050 pending. Lotterywest - yet to apply. Business sponsorships \$500 each pending	No	declined	also examing funding with CBH, Healthways,CANWA	R Sutton	D Wolfe	5-0 en bloc
1137677 (2)		Masters Swimming Albany Inc (formally Albany Aussi Masters)	City of Albany 4 klm Harbour Swim. A swim from the foreshore Boat Shed to Princess Royal Sailing Club	\$ 6,520.00	\$ 2,000.00	Dept of Sport & Rec \$1,500 Pending / Water Corp \$500 Pending / Bendigo Bank \$500 Pending / Weekender "In-Kind" \$500 Pending	2010 Shirts & swim caps \$1000 / 2009 50% trophies \$1000 / 2008 Infrastructure (buoys, lights) \$2000	\$ 2,000.00		R Sutton	D Wolfe	5-0 en bloc
1137645 (3)		Men's Resource Centre	Men's Resource Centre Australia Day Fun Run and Walk	\$ 15,000.00	\$ 10,000.00	Heathway's \$5000 Pending	2009 Development of the Men's Workplace Health program \$5000	declined		R Sutton	D Wolfe	5-0 en bloc
1137643 (4)		Albany Primary School Parents & Citizens Assoc	April 2012 will see our school celebrate its 10 year anniversary. Albany primary School has been an icon in Albany for over 100 years but our current school site is comparatively new to commemorate. We are planning a celebratory fete with present and past students	\$ 4,000.00	\$ 3,000.00	Nil	No	declined		R Sutton	D Wolfe	5-0 en bloc
1137638 (5)		Albany Vintage & Classic Motorcycle Club	Vintage Motorcycle Weekend including bike display on Saturday and Annual Hill climb Event on Sunday	\$ 13,814.00	\$ 2,000.00	Nil	2010 Motorcycle Hill climb \$1000	\$ 2,000.00		R Sutton	D Wolfe	5-0 en bloc
1137637 (6)		Albany Classic Organising Committee (via VSCCWA) Icon Event	Iconic annual "Round the Houses" Motor Event and Hill climb plus community festival over the June long weekend	\$ 90,000.00	\$ 20,000.00	Events Corp \$20000 Approved / Corporate Sponsors \$30000 Approved / Heathway's \$5000 Approved	2010 Albany Classic \$20000 / 2009 Albany Classic \$20000 / 2008 Albany Classic \$31000 / 2007 Albany Classic \$21000	\$ 15,000.00		R Sutton	D Wolfe	5-0 en bloc
1137457 (7)		Albany Apex Club	The 60th Apex Carols by Candlelight - Ellen Cove (17th December 2011)	\$ 13,440.00	\$ 6,290.00	Nil	2009 Sound \$1500 / 2008 Sound \$1500	\$ 3,700.00		R Sutton	D Wolfe	5-0 en bloc
1137528 (8)		Albany Swim Club	Albany Short Course (25m)	\$ 10,480.00	\$ 1,000.00			\$ 1,000.00		R Sutton	D Wolfe	5-0 en bloc
1137460 (9)		Albany Maritime Foundation (AMF)	Festival of the Sea highlighting the regions connection with the ocean by showcasing local seafood and produce, activities, arts and crafts in a family environment of the waterfront	\$ 34,500.00	\$ 8,800.00	Albany Chamber of Commerce \$1000 Pending / Albany Port Authority \$1000 Pending / WA Fishing Industry Council \$3000 Pending / M & B Building Supplies \$1000 Pending	2010 Festival of the Sea \$2200 / 2009 Festival of the Sea \$3300	\$ 8,800.00		R Sutton	D Wolfe	5-0 en bloc
1137459 (10)		Albany Speedway Club Inc	Host a round of the World Series Sprint Cars	\$ 117,800.00	\$ 15,000.00		2008 Fence dam in pit area and provide safety catch wire \$5000	\$ 4,000.00	subject to the Albany Speedway hosting the World Series Sprint Cars	R Sutton	D Wolfe	5-0 en bloc
1137458 (11)		Albany Sinfonia Inc	Concert	\$ 6,000.00	\$ 4,000.00		2010 Concert \$1000 / 2009 Concert \$3133 / 2008 Concert \$1000	\$ 4,000.00		R Sutton	D Wolfe	5-0 en bloc
1137488 (12)		Community Support Network Inc	"Wear Blue Day" 12th October 2010. Community awareness raising of prevalence and impact of anxiety and depression in the workplace and broader community	\$ 15,900.00	\$ 2,500.00	Beyond Blue - Donation of marketing and promotional / information Approved (no dollar amount provided)	No	declined		R Sutton	D Wolfe	5-0 en bloc
EF1137584 (13)		Youth Focus	Hawaiian Ride for Youth		\$ 15,000.00	Local Councils (no dollar amount indicated)		declined		R Sutton	D Wolfe	5-0 en bloc
1136163 (15)		Artsouthwa Incorporated	2011 Southern Art & Craft Trail	\$ 40,858.00	\$ 3,500.00	Bendigo Bank \$6000 Approved / Events Corp \$6000 Pending / Shire of Denmark \$2500 Pending / Shire of Plantagenet \$750 Pending	2007, 2008, 2009 & 2010 Running of Southern Art & Craft Trail \$3000 each year	\$ 3,500.00		R Sutton	D Wolfe	5-0 en bloc
1137063 (16)		Great Southern District Display Committee	District Display for Great Southern at Centenary Pavilion on Claremont Showgrounds for Perth Royal Show 1st - 8th October 2010	\$ 54,880.00	\$ 2,000.00	All Local Govt Councils in Great Southern \$200 - \$500 some yes, some no. Agricultural Societies in Great Southern \$250 - \$500 Approved. Royal Agricultural Society WA \$5,000 approved	2006, 2007 & 2008 to assist with District Display \$1600 each year and 2009 \$2000	\$ 2,000.00		R Sutton	D Wolfe	5-0 en bloc
EF1137188 (17)		Parker Street Project	Yearly Events Calendar	\$ 42,850.00	\$ 15,000.00	Country Arts WA \$1500 Pending / Rampaage \$3000 Pending / APRA \$3000 Pending / Heathway's \$3000 Pending	No	declined		R Sutton	D Wolfe	5-0 en bloc
1137276 (18)		Albany Agricultural Society Inc	2011 Albany Show and Trade Exhibition	\$ 320,070.00	\$ 15,000.00	Heathway's \$1000 Pending / All sections apply to Community and Commercial Entities \$19300 Pending	2007, 2008 & 2009 Icon event support - Albany Show \$6000 each year AND \$8000 in 2010	\$ 8,000.00		R Sutton	D Wolfe	5-0 en bloc

CITY OF ALBANY COMMUNITY GRANT APPLICATIONS 2010/2011 - ROUND 1 (MAY 2011) - EVENT AND RATES REBATES ONLY

ICR	COA Synergy Ref No	Applicant	Description	Project Cost	Funding Request	Grant Funding	Received funding from the COA in the past 5 yrs	Recommendation	Comments	Moved	Second	Vote
1137342 (19)		Perth International Arts Festival Icon Event	Great Southern Festival	\$ 375,644.00	\$ 15,000.00	please refer to their application as there are too many to include. Note all sources are pending	Great Southern Program 2004 \$8570 / 2005 \$10000 / 2006 \$10000 / 2007 \$10000 / 2008 \$8000 / 2009 \$10000 / 2010 \$15000	\$ 15,000.00		R Sutton	D Wolfe	5-0 en bloc
1137345 (20)		Albany Horseman's Assoc	Showjumping Weekend with State qualifying events to be held at Centennial Oval	\$ 15,760.00	\$ 3,500.00	Heathway's \$1000 Approved / Dept of Sport & Rec \$500 Pending	2008 & 2009 to help with the expense of hosting the event \$1000 each year and 2010 \$1500	\$ 1,000.00		R Sutton	D Wolfe	5-0 en bloc
		RSL Albany Sub Branch	ANZAC Day 2012 - No application for funding received				2009 \$5000 / 2010 \$7295.50 / 2011 \$10000	\$ 10,000.00		R Sutton	D Wolfe	5-0 en bloc
			TOTAL OF ALL APPLICATIONS	\$1,252,516	\$153,590			\$ 80,000.00				
			TOTAL OF ICON EVENTS	\$785,714	\$50,000			\$ 30,000.00				
			TOTAL OF APPLICATIONS LESS ICON EVENTS	\$466,802	\$103,590			\$ 50,000.00				

**1.1.5: ALBANY TOURISM MARKETING ADVISORY COMMITTEE
(ATMAC)**

File Number (Name of Ward) : ED.MEE.2 (All Wards)
Attachment : Minutes of Albany Tourism Marketing Advisory Committee
Responsible Officer : Chief Executive Officer (F James)

ITEM 1.1.5: COMMITTEE RECOMMENDATION

That the CONFIRMED minutes of the Albany Tourism Marketing Advisory Committee (ATMAC) held on 27 April 2011 be RECEIVED.

CEO:

RESPONSIBLE OFFICER:



ALBANY TOURISM MARKETING ADVISORY COMMITTEE

MINUTES

of the meeting held from: 4.00pm to 5.00pm on Wednesday 27 April 2011
in the Margaret Coates Boardroom

Document Ref: [AM1145549]

Terms of Reference: The role of the Committee is to make recommendations to Council on matters pertaining to marketing Albany as a tourism destination and marketing for the AEC following the initial opening season.

1. ATTENDANCES:

Chair

D Wellington

Mayor

M Evans, JP

Community members

S Lyas – Executive Officer, Regional Development Australia

G Clarke – Proprietor, Cape Howe Cottages

R Harris – Manager, WA Country Builders (from 4.10pm)

G Harvey – CEO Albany Chamber of Commerce and Industry Inc

G Russell – Manager Discovery Bay/Whaleworld

Staff:

Chief Executive Officer

Acting Leader Community Services

Manager Economic Development

F James

L Hill

J Berry (Executive Officer)

The Chair welcomed new member Mr Glenn Russell to his first meeting of the Committee.

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION

MOVED: Mayor Evans

SECONDED: G Clarke

The minutes of the Albany Tourism Marketing Advisory Committee meeting held on 24 January 2011, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 6-0

CONFIRMED: CHAIRPERSON _____ DATE: ____/____/____

3. DISCLOSURE OF INTEREST

Simon Lyas advised that he had joined Denmark Tourism Inc as a Committee member. The Committee agreed that this did not constitute a conflict of interest.

Rod Harris arrived at the meeting at 4.10pm.

4. ITEMS FOR DISCUSSION

4.1 Business Arising from Previous Minutes

4.1.1 Promotion of the Albany Entertainment Centre (AEC) for the Meetings, Incentives, Conventions and Exhibitions (MICE) segment (*Item 5.1 of previous minutes*)

The Executive Officer advised that no further action has been initiated on a marketing program for the AEC as a conference venue, as a Memorandum of Agreement with the State Government was yet to be finalised.

4.1.2 Clipper Round the World Yacht Race – Host Port Proposal (*Item 5.2 of previous minutes*)

The Executive Officer advised that since the last meeting, Council had resolved to allocate \$50,000 in the 2011/12 budget to underwrite an Initial Offer of Services to Clipper Ventures Plc to host the Race in November 2011. An initial offer of services letter was submitted to Clipper Ventures, including guaranteed minimum services proposed and a list of intended services, subject to securing government and corporate sponsorship.

Advice had since been received from Clipper Ventures that Geraldton has been selected as the WA Host Port, as they were able to secure a greater level of sponsorship, including support from the WA Government for an Australian yacht co-branded with the Gold Coast and were able to fully guarantee the complete suite of host port services requested by Clipper Ventures. Albany was unable to make such a guarantee as it was still awaiting advice from grant applications to a range of government agencies (including Eventscorp and the Great Southern Development Commission) and other potential corporate sponsors it had approached.

COMMITTEE RESOLUTION

MOVED: G. Harvey

SECONDED: S. Lyas

The Committee REQUESTS the Mayor write to the Minister for Tourism and the Chief Executive Officer of Tourism WA, seeking information on the process used by Eventscorp and the Mid West Development Commission to fund the Geraldton yacht bid for the 2011 Clipper Round the World Yacht Race, including the amount of financial assistance committed from State Government agencies to enable host port services.

CARRIED 7-0

**4.1.3 Sports Decentralisation Proposal – Complete Sports Marketing Pty Ltd
(Item 5.3 of previous minutes)**

The Executive Officer reported that CSM Pty Ltd had briefed representatives of the City, GSDC and Department of Sport and Recreation. In order to co-ordinate a state-wide approach to consideration of the proposed program it had been agreed to have the proposal assessed at the WA Regional Cities Alliance meeting that was held on 15 April 2011.

The City's CEO advised that the Alliance has agreed to keep the issue of regional sports events on its Agenda, but not to accept the CSM proposal at this time.

COMMITTEE RESOLUTION

MOVED: G. Harvey

SECONDED: G. Clark

The City **DECLINES** the invitation by CSM Pty Ltd, to participate in the Regional Sports Decentralisation Program.

CARRIED 7-0

4.1.4 2011 Albany Promotion Magazine and winter campaign (Item 6.1.1 of previous minutes)

The Executive Officer reported that the magazine will be published in *The Weekend West* on Saturday 7 May. Advertising sales were much stronger than the previous year and the ACCI has contributed \$10,000 for production and distribution. The paper quality will be increased to 64gsm to improve durability and enhance perceived value. Quotes for ongoing distribution to visitor centres and tourist attractions will be sought competitively this year. A radio campaign is also being organised through Perth radio station Mix 94.5FM.

The tight time frame for design, advertising procurement and production was discussed and it was agreed the commencement date for planning the publication needed to be early November of each year. This would enable more time to proof drafts. Internal work flow processes will be reviewed by the City's CEO.

Rod Harris suggested there should be a greater emphasis on 'Things to Do in Albany' in future publications.

4.1.5 Encouraging Hospitality Retailers to Open During Peak Visitor Periods (Item 6.3 of previous minutes)

The Executive Officer advised that the City and the ACCI had collaborated to prepare a public listing of proposed opening hours of food and beverage outlets over the Easter break. It was agreed to continue this initiative at peak holiday periods.

The ACCI CEO reported that feedback from businesses was good and that it was positive to see so many cafes/restaurants open over the period with most trading strongly throughout Easter.

4.1.6 Albany Tourism Marketing Strategy (2010-2015)

The Executive Officer reported that the Tourism Strategy Working Group has met and completed the Local Government Tourism Health Check, which assesses performance against various aspects of tourism development. The Health Check forms part of a broad framework for developing a best practice tourism strategy.

At the request of the City's CEO, the preparation of a Tourism Strategy has been suspended, whilst a broader corporate strategic plan is prepared. The CEO reported that the City has commenced strategic planning. Changes to the operations of the Visitor Centre were also being considered, which will also impact the future direction of Council's overall support to tourism. Further discussion on the tourism strategy will occur in 6-8 weeks.

5. CORRESPONDENCE IN & OUT

5.1 Mr Mark McRae – Seeking support for the City of Albany to advocate reduced marina fees to the Department of Transport, to encourage visiting yachts.

The Committee discussed this proposal, which aims to promote a more welcoming environment to visiting yachts and their crews by providing a waiving of fees for the first 48 hours of their visit and charging normal fees thereafter. It was agreed this would create positive word of mouth that Albany was a hospitable port of call and is apparently a common practice at many marinas around the world.

COMMITTEE RESOLUTION

*MOVED: G. Harvey
SECONDED: G. Clark*

The Committee REQUESTS the Mayor to write to the Director General of the Department of Transport offering the suggestion of a 48-hour free berthing pass to visiting yachts on arrival to Albany.

CARRIED 7-0

5.2 Great Southern 500 – Seeking support for a proposed Classic Car Race (15-18 November 2012) from Perth to Albany

COMMITTEE RESOLUTION

*MOVED: G. Harvey
SECONDED: G. Clark*

The Committee NOTED that the Mayor has written to the organisers of the Great Southern 500 supporting this proposal in principle.

CARRIED 7-0

- 5.3 *Aussie Drawcards Pty Ltd – Seeking support in partnering in a proposed promotional brochure – ‘Albany Calls’ for distribution through the Aussie drawcards metropolitan and regional services.*

COMMITTEE RESOLUTION

MOVED: G. Harvey

SECONDED: G. Clark

The Committee REQUESTS the CEO write to Aussie Drawcards Pty Ltd indicating the City is not yet in a position to consider this proposal as part of its marketing mix as it has not completed its tourism strategy process and associated marketing plan

CARRIED 7-0

6. NEW ITEMS

6.1 Streetscape Entry Statements

The Executive Officer advised that the Council has previously supported an Entry Statement proposal by the Streetscape Committee. That Committee has requested ATMAC select relevant pictorial themes for the entry statements.

COMMITTEE RESOLUTION

MOVED: D. Wellington

SECONDED M. Evans

The Committee REQUESTS the Streetscape Committee make the following amendments to the draft Entry Statements.

1. Include three images (one for each of the three signs) using the following themes:
 - Scenery (Whale image)
 - Indulgence (Food/wine image)
 - Heritage (Brig Amity image)
2. Remove the words Explore, Discover, Relax from the signs. *(this was recommended to make the sign less cluttered, making the overall message more legible to passing motorists)*
3. Use a single positioning statement at the bottom of each of the signs:

"Western Australia's First European Settlement 1826", (but also recognising the area's traditional owners)
4. The City's CEO to seek input on the appropriate wording of the positioning statement with the City's Indigenous Liaison Officer

CARRIED 7-0

7. ITEMS TO BE DISCUSSED AT NEXT MEETING

Strategic Planning Progress

8. DATE OF NEXT MEETING

To be advised in 6-8 weeks.

9. CLOSURE OF MEETING

There being no further business to discuss, the Chairman closed the meeting at 5.35pm.



CITY OF ALBANY TOURISM STRATEGY

ATMAC SUB-COMMITTEE

WORKSHOP SUMMARY

PATHWAY TO SUSTAINABLE TOURISM FOR LOCAL GOVERNMENT

(STEP 1 – TOURISM HEALTH CHECK)

This document forms an Appendix to the minutes of the Albany Tourism Marketing
Advisory Committee meeting held on 27 April 2011.

Author: Manager Economic Development
(Executive Officer to Albany Tourism Marketing Advisory Committee)

February 2011



The completion of a Tourism Health Check is the first step in a process to prepare a sustainable tourism development strategy in a format advocated by the former Sustainable Tourism Cooperative Research Centre (STCRC). The process STCRC has developed is called the *"Pathway to Sustainable Tourism for Local Government"* and is available at <http://www.crctourism.com.au/>

Step One is simple 'getting started' checklist to discuss and assess key areas of activity to consider in tourism and to identify areas for future development as part of a tourism strategy, using a destination management approach.



The preliminary self-completion assessment was undertaken on 10 February 2011 by a sub-committee of the Albany Tourism Marketing Advisory Committee (ATMAC). The workshop consisted ATMAC members (Simon Lyas, Rod Harris and Graham Harvey) and was facilitated by the City of Albany Manager Economic Development (Jon Berry). The checklist scoring represents the consensus view of those in attendance at the meeting regarding their perceptions on how the City of Albany is performing across six dimensions of tourism development being:

- Research
- Funding and Governance
- Strategy and Planning
- Marketing and Events
- Industry and Product Development
- Community

The results of the checklist are intended to provide preliminary feedback only on areas requiring most attention in a future tourism strategy that is proposed to be developed through wider staff, community and industry engagement. The full "Getting Started" workbook is available at the STCRC website:

<http://www.crctourism.com.au/Page/Tools+and+Products/Pathways+Program/Step+1.aspx>

RESEARCH	NO	YES		
		Level of Achievement		
		Low	Med	High
Relevant local information and data is collected, collated and communicated to interested stakeholders		X		
Council understands and can articulate the economic value of tourism (contribution to GRP and jobs)			X	
Council has conducted an audit, and is aware, of the current infrastructure and services available in the region (including attractions, accommodation, activities, etc)	X			
Have you or your stakeholders done a survey to assess the percentage of visitors satisfied and very satisfied with their stay in your region		X		
Council is aware of the forecast number of visitors to the area for the next 3, 5 and 10 years	X			
Council is aware of the regions capacity to cope with existing and future demand from visitors (i.e. Council has considered the impact on accommodation, attractions and the environment)			X	
Have Council undertaken a survey to assess the level of community support for current and continued tourism marketing and development	X			

STRATEGY & PLANNING	NO	YES		
		Level of Achievement		
		Low	Med	High
Tourism is addressed within council's strategic statement, corporate plan or equivalent			X	
Council has clear tourism development objectives which are consistent with council's strategic objectives and are reviewed and reported annually	X			
Council has a documented tourism strategy available to all stakeholders <i>a. The tourism strategy is not more than five years old</i> <i>b. The tourism strategy is reviewed at least annually and based on analysis of the situation and consideration of alternative courses of action</i>	X			
Council prepares yearly tourism <i>action plans</i> covering development, marketing and management priorities	X			
Council has a clear reporting and evaluation mechanism to monitor progress in achieving tourism outcomes over time	X			
Council is able to measure the economic benefits of tourism to the community (e.g. contribution of tourism to GRP or employment generated through tourism)		X		
Council has accepted the concept of 'sustainable tourism' management and has an environmental sustainability policy or strategy in place to reduce its carbon footprint	X			

MARKETING & EVENTS	NO	YES		
		Level of Achievement		
		Low	Med	High
Council and the RTO have an agreed annual marketing plan	X			
Council participates in regional marketing initiatives		X		
Council develops promotional material directed to visitors, such as websites and brochures				X
Council has an annual calendar of events which is shared with the RTO		X		

PRODUCT & INDUSTRY DEVELOPMENT	NO	YES		
		Level of Achievement		
		Low	Med	High
Council has a good understanding of the needs of the tourism industry		X		
Council has a list of local tourism stakeholders, which is updated regularly			X	
There is a shared sense of purpose and direction within the community of tourism stakeholders		X		
Council's planning scheme encourages appropriate levels and styles of tourism development			X	
Council has undertaken a product and infrastructure audit in the past 3 years and assessed gaps in product against consumer needs and expectations	X			
Council has a tourism development plan, addressing product and infrastructure needs for tourism	X			

COMMUNITY	NO	YES			Bench- mark
		Level of Achievement			
		Low	Med	High	
Council effectively represents local interests at a regional level through its participation in regional organisations	X				
Members of council have a good understanding of the value and benefits of tourism		X			
Elected members of council have a good understanding of the value and benefits of tourism	X				

FUNDING AND GOVERNANCE	NO	YES		
		Level of Achievement		
		Low	Med	High
Tourism is considered to be an important economic development activity in the local area		X		
Council supports tourism and the Visitor Information Centre in a financial capacity			X	
There is clear coordination and reporting lines for tourism responsibilities within council	X			
A range of stakeholders from business, community, NGOs, etc., participate in tourism planning and management processes	X			
Council is aware of the role of the Regional Tourism Organisation in regional tourism marketing and development <i>5a. Council has agreement (Statement of Roles / Partnership Agreement) in place with the Regional Tourism Organisation which links to the State Tourism Organisation marketing and development activities</i>		X		
Council understands the role and purpose of Local Tourism Organisations		X		
The area has an effective Local Tourism Organisation (either an independent organisation, a sub-committee of the Chamber of Commerce or an advisory group of council) <i>7a. If not, there is an arrangement in place with the Regional Tourism Organisation to deliver this role</i>		X		

1.1.6: AUDIT COMMITTEE

File Number (Name of Ward) : FM.MEE.1 (All Wards)
Attachment : Confidential Audit Committee Minutes dated 28 June 2011, distributed under Confidential Cover.
Responsible Officer : Chief Executive Officer (F James)

ITEM 1.1.6: COMMITTEE RECOMMENDATION 1

That the **CONFIRMED** minutes of the Special Audit Committee held on 28 June 2011 be **RECEIVED**.

The following reports are classified confidential in accordance with section 5.23 of the *Local Government Act 1995*, sections:

- 5.23(2)(e): matter that if disclosed, would reveal — (ii) information that has a commercial value to a person.
- 5.23(2)(d): legal advice obtained by the local government and which relates to a matter to be discussed at the meeting.

ITEM 1.1.6 COMMITTEE RECOMMENDATION 2

THAT Council **ADOPT** the recommendations detailed in the Special Audit Committee minutes (AM1118847) held on 28 June 2011, being:

- **Committee Recommendation Item 4.1 – Collateralised Debt Obligations**

THAT Council **ENDORSE** the write-off of the four Lehman CDOs which will necessitate the inclusion in the 2011-12 Budget of a change of purpose to the following reserves:

- Planning Community Liaison (Carryover) Reserve;
- Roadworks Reserve; and
- Part of the Masterplan Funding Reserve;

in order to return reserves to cash backing.

- **Committee Recommendation Item 4.2 – Waste Reserve Levy**

THAT Council **ENDORSE** the application of a Waste Reserve Levy to each rates assessment in 2011-12 and that the revenue be applied to a RESERVE established for:

- The upgrade of existing waste sites to conform with State Government licence conditions;
- Rehabilitation of two waste sites prior to closer of those sites; and
- Investigation, site acquisition and site development of a future regional waste site in partnership with neighbouring shires.

CEO:

RESPONSIBLE OFFICER:

1.2: PLANNING AND BUILDING REPORTS JULY 2011

Responsible Officer : Executive Director Planning and Development
Services (G Bride)
Attachment : Planning and Building Reports August 2011

IN BRIEF

- Receive the contents of the Planning and Building Report for August 2011.

ITEM 1.2: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Planning and Building Report for August 2011 be RECEIVED.

**REPORT NOT AVAILABLE AT
TIME OF PRINTING**

CEO:

RESPONSIBLE OFFICER:

1.3: COMMON SEAL AND EXECUTED DOCUMENTS UNDER DELEGATION REPORTS

Responsible Officer(s) : Chief Executive Officer (F James)
Attachments : Common Seal Report

IN BRIEF

- Receive the Common Seal Report for August 2011, which include decisions made by Delegated Authority

ITEM 1.3: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Common Seal Report for August 2011 be RECEIVED.

CEO:

AGENDA ITEM 1.3 REFERS

Document Number	File Number	Description	Date
NCSR1119202	140704	COPY OF COMMON SEAL ITEM: N/A SUBDIVISION APPROVAL WAPC 140704 REF: SECTION 70A NOTIFICATION PURSUANT TO THE TRANSFER OF LAND ACT 1983 TO BE PLACED ON LOT 200-207 DEPOSITED PLAN 67148 JUNCTION STREET, MCKAIL. PARTIES: J AND TW DEKKER PTY LTD MAYOR AND CEO F JAMES 1 COPY	29/07/2011
NCSR1119203	AMD275	COPY OF COMMON SEAL ITEM: 1.2 OCM 14/12/10 AND ITEM 2.1 OCM 19/07/11 REF: AMD 275- REZONING OF LOT 600 PINE RISE, KALGAN FROM 'SPECIAL USE' AND 'RURAL' ZONE TO 'SPECIAL RURAL' ZONE AND REMOVING 'SPECIAL USE ZONE NO 14' PARTIES: P AND S LIDDIARD MAYOR AND CEO F JAMES 3 COPIES	29/07/2011
NCSR1119331	PRO206	COPY OF COMMON SEAL ITEM: 2.7 OCM 19/10/2010 AND ITEM 4.3 OCM 14/12/2010 REF: DEED OF LEASE CHEYNE BEACH HOLIDAY ACCOMMODATION PORTION OF RESERVE 878-LOT 25 BAXTERI ROAD CHEYNE BEACH PARTIES: CITY OF ALBANY AND GEOFFREY NORMAN THOMAS AND ANNE MARIE THOMAS MAYOR AND CEO F JAMES 3 COPIES	11/08/2011
NCSR1119332	PRO205	COPY OF COMMON SEAL ITEM: 2.7 OCM 19/10/2010, ITEM 4.3 OCM 14/12/2010, ITEM 4.6 OCM 15/03/2011 REF: DEED OF LEASE CHEYNE BEACH HOLIDAY ACCOMMODATION-PORION OF RESERVE 878-LOT 11 BAXTERI ROAD, CHEYNE BEACH PARTIES: CITY OF ALBANY AND DAVID ANDREW HOLLAND AND ANN MARIE HOLLAND MAYOR AND CEO F JAMES 3 COPIES	11/08/2011
NCSR1119333	PR.DEC.3	COPY OF COMMON SEAL ITEM: 4.6 OCM 15/03/2011 REF: WATER AGREEMENT BETWEEN CITY AND WATER CORPORATION. PARTIES: CITY OF ALBANY AND WATER CORPORATION MAYOR AND CEO F JAMES 1 COPY	11/08/2011
NCSR1119334	C11001	COPY OF COMMON SEAL ITEM: 5.3 OCM 21/06/2011 REF: C11001 PROVISION OF CLEANING SERVICES PARTIES: CITY OF ALBANY AND CGS QUALITY CLEANING MAYOR AND CEO F JAMES 2 COPIES	11/08/2011
NCSR1119377	138798	COPY OF COMMON SEAL ITEM: N/A MADE UNDER DELEGATION REF: SECTION 70A NOTIFICATION PURSUANT TO THE TRANSFER OF LAND ACT 1983 TO BE PLACED ON LOT 151 ON PLAN 44649. PARTIES: CITY OF ALBANY AND DM WILLIAMS AND JD WILLIAMS MAYOR AND CEO F JAMES 1 COPY.	16/08/2011

AGENDA ITEM 1.3 REFERS

Document Number	File Number	Description	Date
NCSR1119487	PRO208	COPY OF COMMON SEAL ITEM: 4.3.15 OCM 21/06/2011 ITEM 4.3.15 OCM 14/12/2010 ITEM 4.6 OCM 15/03/2011 REF: SURRENDER OF LEASE OVER PORTION OF CROWN RESERVE 33103 MUTTON BIRD ROAD, ELLEKER TO REMOVE THE BIBBULMUN TRACK FROM THE LEASE AREA PARTIES: CITY OF ALBANY AND SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (ALBANY WA BRANCH) MAYOR AND CEO F JAMES 3 COPIES	29/08/2011
EDR1119201	D8 GS.PRG.22	EXECUTED DOCUMENT ITEM: N/A REF: RESPONSE TO GSDC'S \$200,000 FUNDING ALLOCATION FOR PADRE WHITE LOOKOUT; AGREEMENT TO HOLD FUNDING GRANT UNTIL FURTHER FUNDS ARE SECURED. PARTIES: ALBANY CENTENARY OF ANZAC ALLIANCE AND GREAT SOUTHERN DEVELOPMENT COMMISSION CEO F JAMES 1 COPY	05/08/2011
EDR1119205	PF10505	EXECUTED DOCUMENT ITEM: N/A SIGNED BY THE CEO UNDER DELEGATED AUTHORITY REF: INDEPENDENT CONTRACTOR-AGREEMENT BETWEEN THE CITY OF ALBANY AND KATRINA SMITH T/AS RIPEN AS TEAM LEADER AT THE ALBANY VISITOR CENTRE PARTIES: CITY OF ALBANY AND KATRINA SMITH T/AS RIPEN CEO F JAMES 1 COPY	05/08/2011
EDR1119335	AMD299	EXECUTED DOCUMENT UNDER DELEGATION ITEM: 13.2.2 OCM 15/06/2010 REF: AMD 299-REZONING OF LOT 50 CHESTER PASS ROAD, KING RIVER FROM THE 'RURAL' ZONE TO THE 'SPECIAL RURAL' ZONE PARTIES: CITY OF ALBANY AND GC AND GL CAKE CEO F JAMES 3 COPIES	18/08/2011
EDR1119375	AMD307	EXECUTED DOCUMENT ITEM: 2.3 OCM 19/07/11 REF: AMD 307-REZONING OF LOT 422 AFFLECK ROAD AND LOT 183 NANARUP ROAD FROM 'SPECIAL RURAL' ZONE AND 'RURAL' ZONE TO THE 'SPECIAL RESIDENTIAL' ZONE. PARTIES: CITY OF ALBANY AND GOLDEN EIGHT PTY LTD AND B & W CARMAN MAYOR AND CEO F JAMES 3 COPIES	23/08/2011
EDR1119378	D8 GR.STL.24	EXECUTED DOCUMENT ITEM: 4.6 OCM 15/03/11 AND ITEM 5.3 OCM 17/05/11 REF: MOU THAT SETS OUT THE TERMS OF MANAGING THE FUTURE HAY RIVER AND MORLEY BEACH RESERVE PARTIES: CITY OF ALBANY, DEPARTMENT OF ENVIRONMENT AND CONSERVATION AND SHIRE OF DENMARK CEO F JAMES 1 COPY	23/08/2011

AGENDA ITEM 1.3 REFERS

Document Number	File Number	Description	Date
EDR1119379	D8 GS.PRG.20	EXECUTED DOCUMENT ITEM: 4.6 OCM 215/03/2011 REF: PART ACQUITTAL OF LOTTERYWEST GRAN FRO PRINCESS ROYAL FORTRESS MILITARY MUSEUM INTERPRETIVE SIGNAGE WITH WORKS DONE BY CONSULTANT AECOM. PARTIES: CITY OF ALBANY AND LOTTERYWEST CEO F JAMES 1 COPY	23/08/2011
EDR1119380	CS.SPD.4	EXECUTED DOCUMENT ITEM: 4.3 OCM 15/02/11 REF: SURF LIFESAVING WA AND ALBANY SLSC OBLIGATIONS FOR SEASON PATROL 2011-2012. LIFESAVING AGREEMENT 2011-12 FOR PATROLLING THE AREA OF OPERATION DEFINED IN ACCORDANCE WITH THIS AGREEMENT FOR THE 2011-12 SEASON PARTIES: CITY OF ALBANY, SURF LIFESAVING WA AND ALBANY SURF LIFESAVING CLUB CEO F JAMES 1 COPY	23/08/2011
EDR1119486	GS.PRG.3	EXECUTED DOCUMENT ITEM: 4.6 OCM 15/03/2011 REF: EMERGENCY SERVICE LEVY FOR CITY OF ALBANY FIRE BRIGADES AND THE STATE EMERGENCY SERVICE BUSHFIRE BRIGADES ESL FUNDING \$170,170 SES ESL FUNDING \$39,000 PARTIES: CITY OF ALBANY AND FIRE AND EMERGENCY SERVICE AUTHORITY CEO F JAMES 1 COPY	05/09/2011
EDR1119488	D8 GS.PRG.40	EXECUTED DOCUMENT ITEM: 4.3 OCM 15/02/2011 REF: HEALTHWAY CONTRACT FOR HEALTH PROMOTION SPONSORSHIP AGREEMENT FOR VANCOUVER ARTS MULTI EVENTS PROGRAM (\$15000) PARTIES: CITY OF ALBANY AND WESTERN AUSTRALIAN HEALTH PROMOTION FOUNDATION CEO F JAMES 1 COPY	05/09/2011

1.4: GENERAL WORKERS UNION COLLECTIVE WORKPLACE AGREEMENT
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Summary of Key Points	: General Workers Collective Agreement for General Staff
Proponent	: City of Albany
Attachment:	: Spreadsheet regarding comparable salaries.
Responsible Officer	: Chief Executive Officer (F James)

IN BRIEF

- Negotiations for a new General Workers Union Collective Workplace Agreement have not been successful to date.
- Accordingly, the current 2007 Agreement remains in effect.
- The City has commenced formal “bargaining” under the *Fair Work Act 2009*.
- The Australian Services Union (ASU) and its members previously sought conditions equal to the City of Albany’s Outside Workers Union Collective Workplace Agreement 2011.
- The Outside Workers Union Collective Workplace Agreement 2011 and Employee Collective (Day Care) Agreement 2011 endorsed by Council in late 2010 provide very generous staff benefits which are difficult to justify in the difficult economic climate and the financial constraints many ratepayers and the City are facing.

ITEM 1.4: RESPONSIBLE OFFICER RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

- | |
|---|
| <ol style="list-style-type: none"> 1. THAT Council ENDORSE the CEO continuing to negotiate a new General Workers Union Collective Agreement under formal bargaining arrangements with conditions less generous than those stated in the Outside Workers Union Collective Workplace Agreement 2011 and appropriate for the current economic conditions. 2. Subject to any resolution under formal bargaining processes, that in accordance with clause 15.1.5 of the General Workers Union Collective Workplace Agreement 2007 Council ENDORSE a wage increase of 2.8% for staff employed under the General Workers Union Collective Workplace Agreement 2007 in the 2011-12 financial year. |
|---|

RESPONSIBLE OFFICER:

BACKGROUND

1. The City of Albany currently operates under three Employee Collective Agreements, namely the Outside Workers Union Collective Workplace Agreement 2011, Employee Collective (Day Care) Agreement 2011 and the General Workers Union Collective Workplace Agreement 2007.
2. The General Workers 2007 Agreement has a nominal expiry date of 30 June 2010, but continues to operate until replaced or terminated by a new Agreement.
3. The General Workers Agreement negotiations relating to changes in pay rates and other conditions have been undertaken between the (ASU), the City of Albany CEO and staff.
4. While several new terms and conditions were tentatively agreed recently between the parties, there were some terms and conditions on which agreement could not be reached.
5. On 26 July 2011 staff voted to not accept conditions proposed by the CEO.

DISCUSSION

6. When the CEO commenced employment, one of the matters the Council requested be promptly addressed was reopening the negotiations with staff on forming a new Collective Agreement.
7. In the first meeting with employee representatives the CEO advised them:
 - The City needed time to collect and compare comparative salary levels as this work had not previously been done. This work has now been done and shows that with the salary offers made to staff as part of the proposed Agreement conditions, the great majority would have been paid salaries greater than an average salary calculated across eight different entities.
 - That while prior negotiations were acknowledged, the City required compromise from staff to ensure use of ratepayers funds was fairly balanced against equitable terms and conditions of employment for staff.
8. Under the current 2007 Agreement, the ASU and employees committed to assisting the City to provide services that are responsive to the community needs and aspirations, are competitive in terms of delivery, availability and costs and lead to increased effectiveness and productivity.
9. That Agreement further states it represents the mechanism by which the City will create an organisation capable of achieving these aims, and that there is acknowledgement that change will be an ongoing process for the City. Resourcing such change will be within the logistical and financial capabilities of the City.

10. On 26 July 2011 the following terms and conditions for a new Agreement were unresolved:
1. The City's co-contributions to superannuation, above the superannuation guarantee contribution
 2. Core business hours and period for lunchbreak
 3. The amount of paid compassionate Leave
 4. The City's offer of introducing parental leave
 5. The conversion of one weeks annual leave for three Environmental Health Officers into remuneration.
 6. What constitutes reasonable unpaid overtime by staff designated as Manager.
 7. The City's ability to require staff to take leave over the Christmas and New Year "quiet period".
 8. Matters relating to the relationship between the City and the ASU.
11. Co-contributions by the City of Albany to employee superannuation funds is a benefit approximately 45 employees covered by the City of Albany General Workers Union Collective Workplace Agreement 2007 currently have, with those employees being entitled to contribute up to 5% of their pre tax salary to their fund, matched by additional contributions by the City.
12. For the 2010/2011 financial year, the City of Albany contributed just over \$100,000 as co-contribution superannuation payments across a range of 45 employees, but mostly for staff who are at the higher classification levels. Of those employees covered by the General Workers Union Collective Workplace Agreement 2007 and contributing to this scheme, only 12 were at Level 4, or below (the lower paid levels).
13. The City's contributions on those employees' behalf are in addition to the 9% government compulsory contribution. This 9% contribution amounts to approximately \$819,000 for employees under the General Workers Union Collective Workplace Agreement.
14. Under the proposed new Agreement, to ensure no financial disadvantage to employees already taking the benefit of this condition, the City agreed to continue such co-contributions for those employees that are already members of this scheme.
15. However, the City wished to restrict co contributions for new employees and those existing employees that have chosen not to contribute to the scheme to date. The ASU and staff rejected this proposal.
16. The City of Albany's financial position cannot sustain an expansion of such generous co-contribution schemes, particularly given the number of employees covered by the General Workers Union Collective Workplace Agreement 2007 is almost 65% (FTE) of the City's entire workforce, and are the highest paid workers.

17. Between 2009-10 and 2010-11 there was an increase in superannuation co contributions of 59%. Each 10% increase in co contributions costs approximately \$18,700. Continuation of the trend established between 2009-10 and 2010-11 would incur approximately an additional \$110,000 per year.
18. Given the desire by the City to move to an increased customer service focus, the City wished to change the hours employees commence and finish work. The City believed this offered reasonable flexibility for employees, while balancing improved customer service. The City wishes to have employees commence work before 9am and not leave work before 4.30pm. These conditions contrast to the existing conditions of commencing work at a time of up to 9.30am and a finishing time as early as 3pm. The ASU and staff rejected this proposal.
19. Given the desire by the City to move to an increased customer service focus, the City also wished to change the proposed hours for taking lunch to between 11.30am and 1.30pm. The City believed this also offered reasonable flexibility for employee's lunch break period, while balancing improving customer service. These conditions contrast to the existing conditions of lunch breaks between 11.30am and 2pm. The ASU and staff also rejected this proposal.
20. The ASU and staff were also not prepared to compromise on compassionate leave benefits. The current 2007 Agreement provides employees with two paid days of compassionate leave per occasion and two additional days of paid leave for undertaking travel to the funeral of an immediate family or household member held at a place located outside the Great Southern Region.
21. The City paid \$8,472 in the 2010-11 financial year for compassionate leave to employees covered by the General Workers Union Collective Workplace Agreement 2007.
22. Of the 16 employees covered by the General Workers Union Collective Workplace Agreement 2007 who took such leave in the 2010-11 financial year, only four took leave longer than two days.
23. Given the *Fair Work Act* provides for only two days paid compassionate leave, with no allowance for travel time, and considering the history of usage of this leave, the City believed its offer of two days paid leave and two days unpaid leave for travel, was reasonable. The ASU and staff rejected this proposal.
24. In line with current societal expectations and to encourage employee retention and family equity, the City was prepared to provide paid parental leave above and beyond that offered by the Federal government scheme.
25. 234 employees would technically have had the benefit of such leave under a new General Workers Union Collective Workplace Agreement. Of those 234, 182 are less than 40 years of age and therefore more likely to use this benefit.

26. Despite the City's wish to attract and retain valued employees, and support young working families, on recommendation of the ASU, the staff rejected paid parental leave in favour of retaining other existing benefits.
27. In respect of annual leave for Environmental Health Officers, those three officers have historically been provided with an additional week of annual leave. In an effort to ensure equitable benefits across all employees and implement consistent employee leave entitlements and practices across the City, the City proposed that the three currently employed Environmental Health Officers be paid additional salary to the amount of one weeks wages plus the 17.5% loading (to ensure they are not financially disadvantaged by any change) in exchange for accepting the same annual leave conditions as all other employees.
28. Further, the Agreement enables all employees to "purchase" additional leave, and so those Environmental Health Officers who wish for an extra week of additional leave could apply for this benefit, again ensuring consistency of practice across the whole of the City. This compromise was also rejected by the ASU and staff.
29. In addition to the above, the City had agreed to provide to employees the following benefits:
1. Increased salary of \$418,000 for the 2011-12 financial year.
 2. An extra "festive day" leave amounting to \$35,000 in exchange for the ability to reduce staffing over this time.
 3. An increase in the "on call allowance" from \$40 to \$47 per occasion.
 4. An increase in the "on call meal allowance" from \$10 to \$12 per meal.
30. The City was also prepared to include in a new General Workers Union Collective Workplace Agreement a clause to the effect :
1. *Union Information.*

At engagement, the City will provide to each Employee information about joining the Australian Services Union including any application for membership form the Australian Services Union provides to the City.
 2. *(a) Subject to prior approval of the City, all meetings held on site for the purpose of employees discussion and participating in the following matters shall be paid:*
 - (i) Enterprise Bargaining;*
 - (ii) Occupational Safety and Health; and*
 - (iii) Employee Consultative Committees*
*(b) Any Union delegate elected by employees, for the purposes of representing employees in relation to Industrial Relations, Occupational Safety and Health, Superannuation and Enterprise Bargaining shall be given reasonable **unpaid** time and access to employees to ensure proper representation, assistance in the resolution of disputes and reporting back to the employees on all relevant issues.*

31. However, the ASU officer insisted that clause 2(b) should provide ***paid*** time to delegates to enable them to provide representation to union members.
32. The CEO advised the ASU industrial officer during these negotiations that it was inappropriate for ratepayers' funds to be applied to supporting union delegates in their union work, and that the union should be paying for such activity from union membership fees.
33. Given the significant further global economic downturn, the "slow" economy regionally and rising household living costs prices generally (with many ratepayers doing it "tough") it is unrealistic for the ASU and staff to expect significant increases in employee benefits without the City of Albany receiving in return increases in productivity and service quality, and staff compromising to provide beneficial return to the City for its investment in staff.
34. The further recent economic downturn over the last month, affecting all economies across the globe, with the threat of recession and or prolonged slow economic growth confirms that there is not, at this time, the healthy economic environment for significant increases in employee benefits without some economic, and increased quality service, return to the City of Albany and its ratepayers.

PUBLIC CONSULTATION / ENGAGEMENT

35. Not applicable.

GOVERNMENT CONSULTATION

36. Not applicable.

STATUTORY IMPLICATIONS

37. Under section 5.23(2)(a) of the *Local Government Act 1995* Council meetings, where matters affecting employees are to be considered, may be closed to the public.

FINANCIAL IMPLICATIONS

38. While under the current Agreement (clause 15.1.3) the City has an obligation to increase staff wage rates by 2.8%, an increase somewhat higher than that which can be accommodated within the budget if there is also some converse reduction in other employee benefits.
39. The most recent economic crisis raises concerns about the City's capacity to realise its anticipated revenue as detailed in the budget. As economic conditions "tighten" and housing market activity declines, this may affect the City's realisation of Cull Road subdivision lots.
40. Discretionary spending by residents on the Arts, leisure and sport and community activities delivery may also be affected. The net result could significantly affect the City's anticipated revenue.

41. With total salaries and wages for 2011-12 at \$17.7 million (excluding on costs), the City incurring \$1.0 million in interest costs in 2011-12 on a loan balance of \$19.8 million, and the City's reserve balance being depleted over recent years (at 30 June 2007 the reserves balance was \$13.7 million but at 30 June 2011 it is projected to be \$6.5 million), the City must be extremely vigilant in its management of any proposed cost increases including staff costs.
42. The employment market for positions other than engineering professionals with resources industry experience has weakened, further supporting the City's position that generous wage increases are not necessary to attract and retain staff. For example, Qantas has stated it will shed 1,000 jobs across a number of roles, Bluescope Steel 1,000 jobs and Telstra 2,000 jobs this financial year.
43. This data is further supported by recent WALGA communication which shows it is processing high volumes of UK applicants seeking employment in Australian local governments including:
- 23 building surveyors;
 - 45 environmental health officers;
 - 80 town planners;
 - 98 engineers; and
 - 16 designers

STRATEGIC IMPLICATIONS & ALIGNMENT TO CORPORATE PLAN

44. This item directly relates to the following elements from the Strategic Plan (2011-2021):

5. Organisational performance.

The City's administration must exhibit strong accountability, transparency, effectiveness and efficiency. Planning and management of revenue, costs and the resource capability of the City is essential for financial stability.

POLICY IMPLICATIONS

45. Nil

ALTERNATE OPTIONS & LEGAL IMPLICATIONS

46. Agree to the demands of the ASU and staff for a new General Workers Collective Agreement.

1.5: USES AND DESIGN OF APEX DRIVE FOR ANZAC CENTENARY

Land Description	:	Mount Clarence Reserves – Apex Drive
Proponent	:	City of Albany
Owner	:	Crown Land vested in the City of Albany
Business Entity Name	:	Albany Soapbox Club Association – A0780251Z Registered 25/03/2009
Attachments	:	Community members feedback received
Appendices	:	<ul style="list-style-type: none"> Community members feedback received RSL minutes extract Mount Clarence storyboards – design proposals Design variation quote
Councillor Workstation	:	Nil
Responsible Officer(s)	:	Chief Executive Officer (F James)

Maps and Diagrams:



Diagram 1 - Map showing the Avenue of Honour and Albany Soapbox Club usage of Apex Drive.

IN BRIEF

- Based on community feedback, Council is requested to consider the Albany Soapbox Club's continued utilisation of Apex Drive for its Club events.
- The Albany Soapbox Club seeks permission from the City of Albany and Police to close Apex Drive from 8.30am – 2.00pm (weather permitting) on a fortnightly basis from February through to November for Soapbox racing, with National Championships held over the Easter long weekend annually.
- There is significant investment proposed for the Albany Heritage Park, in the lead up to the Anzac Centenary 2014/15. Albany will be a key focus, attracting world-wide attention, with Mount Clarence as a significant location.
- The only vehicular access point to the Mount Clarence nodes is via Apex Drive.

CEO:	RESPONSIBLE OFFICER:
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RECOMMENDATION**ITEM 1.5: RESPONSIBLE OFFICER****VOTING REQUIREMENT: SIMPLE MAJORITY**

- 1) **THAT Council AGREE to allow the continued use of Apex Drive by the Albany Soapbox Club with the following conditions:**
 - **Alternative locations be considered by the Albany Soapbox Club in consultation with the City of Albany, with a further recommendation made to Council by or before August 2013;**
 - **With the exception of the National Championship weekend, the Albany Soapbox Club allow safe access to Mt Clarence and Apex Drive by pedestrians and vehicle traffic at regular intervals during the course of events held;**
 - **The Albany Soapbox Club erect signage at either end of Apex Drive regarding events, access interval times and safety risks;**
 - **No road closures for Soapbox events to be permitted during significant Anzac commemorative periods**
 - **No road closures for Soapbox events to be permitted during major Albany visitor periods in December & January, and on days when Cruise ships are visiting Albany.**
 - **The Albany Soapbox Club indemnifies the Crown and the City of Albany for any property damage or personal injury or death caused directly or indirectly to any Soapbox event participant or spectator, as a result of usage of the City's infrastructure.**
- 2) **Council AGREE to expend \$15,102 (ex gst) of Anzac Reserve funds on the re-design of the Avenue of Honour node, to amend design elements to improve safety of Albany Soapbox Club events.**
- 3) **Council RESOLVE that this decision should not be considered as setting a precedent regarding amendment of City of Albany project design generally, or in the City of Albany's future dealings with any community groups.**

BACKGROUND

1. In 2006, designs were developed for the Mount Clarence precinct to upgrade existing infrastructure in preparation for the Anzac Centenary in 2014/15, where Albany will be a significant place for commemorations.
2. Developed detailed designs caused Soapbox Club users concerns regarding the Avenue of Honour kerbing component. The Albany Soapbox Club are of the view that the current design would cause significant safety risks and negatively impact on their event.
3. The Albany Soapbox Club believes that the incorporation of proposed kerbing would prevent their continued use of the site.
4. Soapbox racing on Apex Drive has been in place for the past 49 years.

5. Consultations with the Albany Soapbox Club have resolved that with different designed kerbing, the area would be safer for use.
6. The Club has also requested permanent post holes be inserted to accommodate safety netting at 6m intervals along Apex Drive, to suit their event needs. These can be accommodated into the design.
7. The City of Albany has subsequently investigated a design variation quote, to amend the kerbing and associated other details, to suit multi use of the road.
8. The City of Albany has received community feedback expressing concern for the road being closed to the public, not allowing access to the iconic Desert Mounted Corps Memorial over weekend periods, due to the Albany Soapbox Club general race events.
9. Other groups also use Apex Drive throughout the year, these being the Albany Classic Car Club (June long weekend in conjunction with the Albany Classic) and Albany Vintage & Classic Motorcycle Club (November for the annual weekend hill climb events).

DISCUSSION

10. Albany Soapbox Club advises it has been looking for an alternative venue for the past five years with no success.
11. The Albany Soapbox Club currently applies for road closure permits at the beginning of each year that are approved by the Police and City of Albany, with fees of approximately \$218 per year paid to the local Police Department.
12. Apex Drive is a gazetted road and not only an entry to the memorial.
13. At present, the Albany Soapbox Club members consist of 18 families within the Albany region.
14. Over the Australian National Championship weekend (Easter period) and for the RSL Club Championship in November, the Albany Soapbox Club close the road for one to two days from 5.30am – 6.00pm. The National Championship is held on the Saturday with the opportunity for racing to continue over the weekend should weather pose an issue to the completion of the Championship event (according to past permits).
15. In the past the City of Albany has provided support for the events through clearing the road of debris and repairing potholes for upcoming race events.
16. The Albany Soapbox Club are flexible in their event days should it be inconvenient for special events, cruise ships etc. The Club advises the City it works in consultation with the RSL regarding major events.
17. Soapbox vehicles can reach speeds in excess of 80km/ph on Apex Drive (as per documentation provided by the Club).

18. The redesign of the kerbing will incorporate mountable kerbs which would be a safer design for Soapbox racing. However this design is still not 'fit for (Soapbox race) purpose' and may encourage parking under the trees and in undesignated car park areas.
19. Volunteers from the Forts advise that negative verbal complaints are regularly received during Soapbox events, from visitors to Albany regarding the closed access to the Memorial.
20. Communications have been received objecting to the closure of Apex Drive and denying access to the Memorial for prolonged periods of time.
21. Iconic Albany vehicular events, not limited to the Albany Soapbox Club National Championship are held on Apex Drive and need to be considered when making decisions regarding this item.
22. The Albany Soapbox Club National Championship, the Classic Hill Climb event & the Albany Vintage & Classic Motorcycle Club events, attract large visitor and competitor numbers to Albany and are widely successful and a boost to the local economy.

GOVERNMENT CONSULTATION

23. N/A

PUBLIC CONSULTATION / ENGAGEMENT

24. Consultation with user groups was undertaken as part of the Mount Clarence design work. The user groups consulted included:
 - The Albany Soapbox Club
 - Albany Vintage & Classic Motorcycle Club Inc.
 - The Albany Classic Car Club
 - RSL
 - Apex Club of Albany Inc.
25. The Albany Soapbox Club does not publicly advertise road closures for general Club meetings.
26. The Albany Classic Car Club and Albany Vintage & Classic Motorcycle Club have advised the proposed original kerbing design will not affect their events.

STATUTORY IMPLICATIONS

27. Under section 3.50 of the *Local Government Act 1995*, the CEO is delegated the power to close any thoroughfare for the passage of vehicles wholly or partially for a period not exceeding four weeks.

STRATEGIC IMPLICATIONS

28. Strategic Plan 2011-2021

Key Focus Area - Sustainability & Development

Tourism Development

- Improve and expand tourism infrastructure and attractions
- Support large scale local events, festivals and markets to attract tourists

Key Focus Area - Community Focused Organisation

Community consultation

- Consulting with communities that will be the most impacted by Council decisions

Support for community groups

- Assist with improving access to suitable venues close to CBD that are affordable for community groups

POLICY IMPLICATIONS

29. There are no City of Albany policies that affect this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Council approved continued use of Apex Drive by the Albany Soapbox Club may result in negative feedback from section of the community	Likely	Medium	High	Mitigation entirely dependent on Council decision.
Council refused continued use of Apex Drive by the Albany Soapbox Club may result in positive feedback from section of the community	Likely	Medium	High	Mitigation entirely dependent on Council decision.
Continued usage of Apex Drive and design changes to accommodate a single club may impact on future dealings of a similar nature when dealing with other community associations	Possible	Medium	High	Council makes it clear that its decision in this matter in no way sets a precedent for future courses of action in dealing with community associations.
A Soapbox Club and/or pedestrian or vehicle accident occurs because of unsuitable kerb design of Apex Drive.	Likely	High	Extreme	Request the Albany Soapbox Club indemnify the Council and Crown should they wish to continue utilising Apex Drive for race events. The Soapbox Club to put additional safety precautions in place, together with traffic management and safety management plans for site visitors during race events.
An alternative location cannot be sourced that is suitable for Soapbox and other vehicular events.	Possible	Medium	High	Mitigation entirely dependent on Council decision making in the longer term.

FINANCIAL IMPLICATIONS

31. The City of Albany has received a variation quote to undertake redesign of the kerbing profiles, drainage requirements and permanent post holes to enable the Soapbox Club events to continue.
32. The cost to carry out the redesign works is \$15,102.00 (ex gst) which could be funded from the Anzac Centenary Reserve account, as part of the Mount Clarence infrastructure works generally.
33. Any change in frequency of events, schedule of allocated times and required club production of safety and traffic management plans, would have cost implications for the Albany Soapbox Club and possibly other event organisers.

LEGAL IMPLICATIONS

34. Should the continuation of the usage of Apex Drive by the Albany Soapbox Club be permitted, a legal agreement indemnifying the City and Crown should be obtained.

ALTERNATE OPTIONS

35. Proceed with the re-design variation, with Albany Soapbox Club annual and fortnightly meetings and championship, Albany Vintage & Classic Motorcycle Club and Albany Classic Car Club annual weekend events being permitted continued use for their events.
36. Proceed with the redesign variation, and only permit annual events by the three clubs (essentially revoking permission for the Albany Soapbox Club to use Apex Drive for their fortnightly meetings).
37. Revoke permission for the Albany Vintage & Classic Motorcycle Club and Albany Classic Car Club annual weekend events and the Albany Soapbox Club to continue to utilise Apex Drive.

SUMMARY CONCLUSION

38. The Albany Soapbox Club and other Albany vehicular events held at this location are of great importance to the community and attract large visitor numbers.
39. In the lead up to the Anzac Centenary, Albany will be a major focus for its unique cultural and military heritage, and specifically the Mount Clarence site as a component of the Albany Heritage Park concept.
40. Council needs to consider all users of the Mount Clarence area, responding to consultation and community feedback.

Consulted References	Road Traffic Act 1974 Local Government Act 1995
File Number (Name of Ward)	Frederickstown Ward
Previous Reference	Mounts Management Plan, OCM18/04/2006



Diagram 2 - The planned locations of the infrastructure upgrades to Mt Clarence, and specifically the Avenue of Honour that affects the Albany Soapbox Club.

Jennifer Williamson

Subject: FW: EF1144415 - PR.DEC.4 - The proper usage of Apex Drive.

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

From: David & Beverley Bird [<mailto:dfbnbird@iinet.net.au>]
Sent: Tuesday, 23 August 2011 11:23 AM
To: Melissa Organ
Subject: EF1144415 - PR.DEC.4 - The proper usage of Apex Drive.

Hi Melissa,

Got your acknowledgement of my letter.

As I, and a lot of the other writers, pointed out, we built Apex Drive as a Scenic Road. Just that. All the other things which were put there subsequently were additions and not the reason for the Drive.

None of us were aware that the Albany Soapbox Club had been given permission to close the Drive so many times during the year. Plus the Motor Cycles and the 2 days for the Vintage Cars as well means that as it is always weekends or Holiday weekends, a great many people are denied access to the Drive, the views, the Avenue of Honour and the Desert Mounted Corps Memorial. Many of these visitors have a very narrow margin of opportunity to see this icon and it is seriously to the detriment of the City that this is so.

For a group of people who operate a very minor sport in Albany they have been given vastly too much in the way of opportunities to obstruct people from their rights and entitlements to use the whole of Mt. Clarence. The membership is apparently less than 20 families and it is frequently the case that only 4 or 5 children actually compete on any given day.

I do not know of any traffic count ever having been done on Apex Drive but I believe that such a count might reveal just how many tourists use Apex Drive and if carried out over the whole year would reveal that holiday weekends such as Easter, Anzac Day and Queen's Birthday (The June holiday) would reveal that a great many people use the Drive.

I do not think that anyone wants to completely stop Soapboxes from having their fun but if anyone suggested closing York Street for 25 or 30 afternoons per year there might be a bit of an outcry. Same applies to Apex Drive.

For your information, the claims by the Albany Soapbox Club that they contributed vast amounts of energy and even vaster sums of money to build the Drive are not valid. They may have, from time to time supplied work or even funds for their own needs to run their events but they made no contribution to the building of the Drive.

This is perhaps the largest undertaking ever attempted by any Apex Club. The road was built by Members of the Apex Club with the considerable help of operators of trucks and graders and bulldozers. The Town of Albany

AGENDA ITEM 1.5 REFERS

contributed exactly \$60 to pay for the royalties on gravel used in the construction. When handed to the Town for the benefit of all people it was never envisaged that a small number of people would ever be in a situation where they could exclude vast numbers of visitors, for whom the Drive was built.

You have received a number of letters from Apexians who actually built the Drive and helped with the planting of the Avenue of Honour. You will have noticed that they have written from all over Australia. They are prepared to go to any lengths, including massive media campaigns to prevent the Drive being closed off as it now is. This will be all over Australia. It will generate very adverse publicity.

My best regards, Melissa.

David Bird.
Life Member of the Apex Club of Albany.

**2.1: REVISED CITY OF ALBANY LOCAL PLANNING SCHEME NO. 1 –
ADOPTION FOR ADVERTISING**

Land Description	: All land within the City of Albany
Proponent	: City of Albany
Owner	: Various
Business Entity Name	: N/A
Attachment	: Draft Local Planning Scheme No. 1 – Text and Maps (due to size of document placed on Council's website only).
Councillor Workstation	: Draft Local Planning Scheme No. 1 – Text and Maps (Amended Version - July 2011). All Councillors are to be provided with individual electronic copy.
Responsible Officer(s)	: E/Director Planning and Development Services (G Bride)

IN BRIEF

- Following adoption of the draft Local Planning Scheme No. 1 (LPS1) by the City in February 2009, the draft was referred to the Environmental Protection Authority (EPA) and Department of Planning (DoP) for assessment and comment.
- Their advice and suggestions have now been incorporated into a revised draft LPS1.

**ITEM 2.1: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

That Council:

- 1) **ACCEPT** the modifications undertaken to the draft LPS1 resulting from the advice/recommendations from the EPA and suggested modifications from the DoP assessment of draft LPS1.
- 2) **ADOPT** the revised draft LPS1 (Amended Version – July 2011) and resubmit it to the Department of Planning/WA Planning Commission for approval to advertise for public comment for an extended period of four months, including the advice supporting the retention of third-party appeals in the Discussion section of the report.
- 3) **ADVISE** town planning consultancies that have lodged amendments with the City within the past two years that it will formally consider imposing a moratorium on new scheme amendment requests and/or scheme amendments once approval is gained from the Western Australian Planning Commission to formally advertise the draft LPS1.
- 4) **UNDERTAKE** on approval for the draft LPS1 to be advertised for public comment, consultation tasks included within the Public Consultation/Engagement section of the report.

CEO:

RESPONSIBLE OFFICER:

BACKGROUND

1. The draft Local Planning Scheme No. 1 (LPS1) adopted by Council at its 17 February 2009 meeting was referred to the Environmental Protection Authority (EPA) and WA Planning Commission/Department of Planning (WAPC/DoP) for assessment and approval to advertise for public comment.
2. The EPA assessed draft LPS1 and advised (3 May 2010) that the draft LPS1 did not require formal assessment and provided some advice/recommendations on certain aspects of the draft scheme. The EPA's advice/recommendations were incorporated into the draft LPS1. The revised draft LPS1 was forwarded to the EPA again in February 2011 and they advised (19 April 2011) that this revised version adequately implemented their previous advice/recommendations.
3. The DoP completed an extensive review of the draft LPS1 (October 2010) and provided some 200+ suggested modifications and requirements for discussion prior to the Scheme being approved for advertising. This required several meetings between the DoP and administration over time, with the Department providing ongoing comment on the proposed changes to the original scheme text as it was redrafted.
4. The draft LPS1 has now been revised in accordance with the EPA's and DoP's advice/recommendations. Some of the DoP's suggested modifications were not accepted by administration as discussed below. Copies of the revised draft LPS1 (Scheme Text and Maps) indicating all changes in red from the February 2009 version were provided to Councillors during the July 2011 briefings.
5. The LPS1 is the statutory document approved under the *Planning and Development Act 2005* that will be used by the City to implement the Albany Local Planning Strategy (ALPS) which defines the policy direction of the City over the next 20 years. Since its commencement in 2000, other City specific strategies such as the Albany Central Area Masterplan, Tourist Accommodation Planning Strategy, ALPS and the Activity Centres Planning Strategy etc have been completed and these have been incorporated into the draft LPS1 as required.
6. There are scheme amendments still being undertaken to the existing schemes that will also need to be included within LPS1 before it is finalised. In regards to scheme amendments, it is recommended that Council give appropriate notice to town planning consultancies that a moratorium on scheme amendments will be applied on receiving notification from the Western Australian Planning Commission that the draft Scheme can be advertised. This will ensure that those amendments not yet completed can be finalised within the timeframe of the draft LPS1 as discussed below.

DISCUSSION

7. The draft LPS1 applies to the whole of the municipality of the City of Albany and shall:
 - Assist the City implement the Albany Local Planning Strategy (ALPS);
 - Comply with the Model Scheme Text (Appendix B) of the *Town Planning Regulations 1967*;
 - Have due regard and comply with relevant WA Planning Commission State Planning Policies, Development Control Policies and Planning Bulletins;
 - Be prepared in a manner and format that satisfies the requirements of the Minister for Planning or other authorised persons.

8. The draft LPS1 comprises:
 - Scheme Text; and
 - Scheme Maps.

9. The Council in initiating the draft LPS1 at its February 2009 meeting required some modifications as follows:

'Council supports the following modification to the draft Albany Local Planning Scheme 1:

 - *At clause 5.3.4, within Table 6 area ELZ1, delete clauses 3(b) and 4.*
 - *At Table 2 within the Hotel / Motel zone, define "chalet / cottage unit" as a 'D' use.*
 - *Clause 5.3.6.1A be altered to read "Development within the Regional Centre Zone should respond to the scale and articulation of existing streets and buildings, with no development exceeding a height of three storeys (11.0m in height). Council may introduce a lesser height for parts of the zone and those areas will be defined in the Regional Centre Policy Plan referred to at subclause E."*
 - *Clause 5.3.6.1E be altered by including "building height" after "building envelopes".*
 - *Alter Map 13 to show the location of Special Use Area 1 on the northern side of Vancouver Lake and access to the area provided along the western boundary of Lot 660 La Perouse Road, Goode Beach;*
 - *At clause 4.2.4(i) add 'only' after 'purposes';*
 - *Within the definition of Showroom in Schedule 1 add, 'office equipment and supplies' after 'swimming pools';*
 - *Remove the 'hotel/motel' zoning from the former Frenchman Bay Caravan Park site and identify the land as 'special site – caravan park' with appropriate control mechanisms incorporated to reflect the current Town Planning Scheme 3 provisions.'*

10. These modifications were completed by administration and the draft LPS1 was forwarded to the EPA and DoP for assessment and approval to advertise for public comment in February 2009.

Draft LPS1 Assessment by Environmental Protection Authority

11. Initially the Department sought additional information on the draft LPS 1 (30 September 2009). The EPA then advised (3 May 2010) that the draft LPS1 did not require formal assessment under the *Environmental Protection Act 1986* and provided some advice and recommendations on the draft scheme for consideration by the City. This advice and recommendations were addressed by administration and modifications were made to the draft LPS1.

12. The modified draft LPS1 was resubmitted to the EPA in February 2011. The EPA advised (19 April 2011) that their previous advice had been adequately implemented in the modified draft LPS1 (February 2011 version). As such the requirements of the EPA have now been met, noting those matters that have not been assessed by the EPA as set out in the table below. The City will need to refer these projects to the EPA for assessment at the subsequent rezoning, structure plan or planning application stage.

Issue (Not Assessed by EPA)	Advice	City's Response
3.1 Remnant Native Vegetation	The EPA advice that the Structure Plan required for Lots 697-699 Wright Street, Lake Seppings area should ensure protection of remnant native vegetation.	The City has retained the land within the Future Urban zone in LPS1 and accepts that any future structure planning for the land shall include the requirement to protect remnant native vegetation.
3.2 Declared Rare and Priority Flora	The EPA advice that the development of this land (Lots 870 & Pt. 877 John/Morris Streets, Milpara) is still subject to the proponents completing a spring flora survey to inform the Development Guide Plan which is required to be prepared and approved by the City before subdivision and/or development may occur.	The City is still awaiting the outcomes of Amendment 285 to existing Town Planning Scheme No. 3 which seeks to rezone the above land for industrial purposes. The scheme controls contained within that amendment will be transferred to the LPS1 when gazetted. The City acknowledges the need for the proponents to complete a spring flora survey to inform the Development Guide Plan which is required to be prepared and approved by the City before subdivision and/or development may occur.
3.3 Wetlands	The EPA advice that the Structure Plan required for Lots 697-699 Wright Street, Lake Seppings area should prevent development within the wetland boundary/buffer and ensure the wetlands protection.	The City has retained the land within the Future Urban zone in LPS1 and accepts that any future structure planning for the land shall include the requirement to determine the appropriate wetland boundary/buffer and ensure its protection from development.

Issue (Not Assessed by EPA)	Advice	City's Response
3.4 All Factors – Relevant Factors to be Determined if Required	<p>The EPA advice that the decision to not formally assess LPS1 has been based on Lot 105 being retained as Parks and Recreation Reserve.</p> <p>They advise if there is any modification to this prior to gazettal of LPS1, it will warrant re-referral of LPS1 and will potentially attract the setting of a formal level of assessment.</p>	<p>The City has retained Lot 105 Frenchman Bay Road, Big Grove within the Parks and Recreation Reserve in draft LPS1.</p> <p>The City will retain the present reservation until such time as a scheme amendment or similar is completed that alters this classification (Note: a scheme amendment request to rezone the land to Residential Development was supported by the City at its March 2011 meeting).</p>
3.5 Surface Water and Groundwater Quality, Watercourse; and Separation Distances – Noise, Air Quality, Risk – Mirambeena Special Control Area 5	<p>The EPA through TPS3 Amendment 238 (January 2010) set the level of assessment for Mirambeena which included deferral of the above environmental factors. They therefore still remain 'not assessed' and the EPA expects that its advice will be addressed through scheme provisions so that a re-referral is avoided.</p>	<p>The City has included a new Schedule 11 – Industry Zone to deal specifically with specified industrial areas within the City.</p> <p>The Mirambeena Industrial Area has been removed from SCA5 and included within Schedule 11 as Specified Industrial Area 4 (IA4) including transferring the existing scheme controls accordingly.</p> <p>To reinforce the importance of those environmental factors that have not been assessed by the EPA regarding the Mirambeena Industrial Area, the draft LPS1 includes a new provision to require referral of relevant applications to the EPA for assessment and recommendation/advice.</p>

Scheme Assessment by Department of Planning

13. The DoP completed an extensive review of the draft LPS1. The majority of their suggested modifications have been incorporated. The reformatting of the text, particularly in Part 5 General Development Requirements, where provisions have now been combined and included into relevant sub-sections has improved its legibility.
14. The inclusion of the existing Special Rural (now the Rural Residential zone) and Special Residential Zones and other controls from the existing schemes will ensure continuity of these controls.

15. The major changes to the original draft LPS1 (February 2009 version) from the DoP's comments are summarised as follows:

Part 1 – Preliminary

Part 1.6 The Aims of the Scheme

- Added new aim c.1.6(p) regarding building sustainability.
- Added scheme note c.1.6 to refer to EPA assessment of ALPS.

Part 2 – Policy Planning Framework

Part 2.1 Scheme Determinations to Conform with Local Planning Strategy

- Added scheme note c.2.1 to refer to EPA assessment of ALPS.

Part 2.6 Local Planning Policies Made Under the Previous Schemes

- Added new clause c.2.6 to provide for continued operation of existing local planning policies under new scheme.

Part 4 – Zones and Use of Land

Part 4.2 Objectives of the Zones

- Changes to wording of Residential zone objectives (b)(vi) including reference to ancillary residential buildings and avoiding areas susceptible to natural hazards.
- Changes to wording of Future Urban zone objectives (e) including reference to requirement for structure planning and coordination of servicing.
- Changes to wording of Hotel/Motel zone objectives (a) to reinforce importance of tourism accommodation being developed within the zone.
- Caravan Park zone renamed to Caravan and Camping zone.
- Changes to wording of Caravan and Camping zone objective (d) to provide for incidental uses to support tourism development on the site.
- Changes to wording of Regional Centre Mixed Business zone objective (a) to simplify objective and introduce possibility of limited residential accommodation uses.
- Changes to wording of Regional Centre Mixed Business zone objective (b) to reinforce preclusion of 'Main-Street' style developments in the zone.
- Changes to wording of Regional Centre Mixed Business zone objective (g) to reinforce new uses must be compatible with existing or approved residential uses within the zone.
- Mixed Use zone renamed to Regional Centre Mixed Use zone.
- Changes to wording of Regional Centre Mixed use zone objective (b) to reinforce that retail uses are not permitted within the zone.
- Changes to wording of Neighbourhood Centre zone objectives by inclusion of new objective (c) to control net lettable floorspace within shopping centres as recommended in the adopted Activity Centres Planning Strategy.
- Minor change to wording of General Industry zone objective (b) by reinforcing the 'restriction' on retail activities to that incidental to the approved industrial function.
- Change to wording of General Industry zone objective (c) to advise buffer areas to accord with EPA's Guidance Statement No. 3 'Separation Distances between Industrial and Sensitive Land Uses'.
- Changes to wording of Light Industry zone objective (c) to reinforce the intention for the zoning of the Centennial Park area and to highlight the special matters to be addressed by proponents of residential developments.

- Minor changes to wording of Rural Residential zone objective (b) to simplify objective.
- Eco-Living zone renamed to Conservation zone to be consistent with existing scheme terminology.
- Minor changes to wording of Conservation zone objectives to simplify objectives.
- Changes to wording of Rural Small Holding zone objectives by deleting objective (c) as it is not relevant.
- Minor change to wording of Priority Agriculture zone objective (d) by deleting reference to subdivision.
- Rural Townsite zone renamed to Rural Village zone.
- Changes to wording of Rural Village zone objectives to reinforce the intention for the growth of these townsites and to highlight need for structure planning to occur before expansion will be allowed.
- Introduce new Special Residential zone and objectives (based on existing scheme terminology etc).

Part 4.3 Zoning Table

- Renamed Table 2 to Table 1: Zoning Table.
- Moved definitions for commercial vehicle, dry industry and health practitioner from the Land Use definitions to the General Definitions in Schedule 1 and deleted definitions of dry industry and serviced apartment from the Land Use Definitions in Schedule 1.
- Included land use classes within the Zoning Table for the following uses:
bed & breakfast/farmstay, boarding/guest/lodging house, camping ground, caravan park, home occupation, home office, motor vehicle repair, panel beating/spray painting, place of worship and telecommunications infrastructure.
- Not included land use classes within the Zoning Table for the following uses:
cemetery, corrective institution, funeral parlour, harbour installations, hospital, marina, owner/driver truck operator, public utility and radio/TV installation.
- Included new land use class and definition for Live/Work Units.
- Changed land use permissibility (as set out in the revised draft LPS1) for various uses generally to discretionary and advertised approval categories.
- Renamed zones to be consistent with part 4.2 modifications above.
- Added new Special Residential zone to be consistent with part 4.2 modifications above.
- Added Table Note 1 to Zoning Table to reinforce controls over land uses within the Rural Village zone in the absence of an approved Structure Plan for the townsite.

Part 5 – General Development Requirements

Part 5 reordered to place scheme provisions within similar planning areas and changes to the clauses as follows:

5.3 Environmental Provisions

Changes include:

5.3.1 Environmental Conditions

As there are no environmental conditions required to be incorporated into the Scheme, the clause has been reworded to state 'There are no environmental conditions imposed by the Minister for Environment, which apply to the Scheme' as set out in the MST.

5.3.2 Coastal Development

New clause to require the City to consider the recommendations of 'Southern Shores 2001 - 2021 - A Strategy to Guide Coastal and Marine Planning and Management in the South Coast region of Western Australia' report when assessing proposals along coastal areas.

5.3.3 Vegetation Protection

New clause (5.3.3.2) added to require protection of existing vegetation as condition of planning approval.

5.3.5 Uses Adjacent to Conservation Areas

Clause 5.3.5.2(b) changed to quantify the types of matters to be addressed through the preparation and implementation of a management plan.

5.3.6 Setbacks from Watercourses

Clause 5.3.6.1 changed to introduce criteria/reasons for requiring setbacks to watercourses as requested by the EPA.

5.3.7 Land Subject to Flooding and/or Inundation

Clauses changed to provide stronger powers to the City to prevent inappropriate development of floodways and require minimum finished floor levels etc. Data on predicted flood levels removed from clause and included within Local Planning Policy 5 Rural and Environment Policy 5E 'Development on Flood Prone Areas'.

5.3.8 Acid Sulphate Soils

Clause changed to include power for the City to require acid sulphate soil management plans as a condition of approval in an affected area in consultation with the Department of Environment and Conservation and introduced additional provisions to identify susceptible areas.

5.4 Fire Protection Provisions

Clause 5.4.1.1 changed to strengthen the City's powers to implement fire control measures including relevant Australian Standards (such as AS3959 and its successors) for building constructions where a building is to be constructed in an area at moderate or extreme risk from bush fires as detailed in an adopted Local Planning Policy.

5.5 Provisions Applicable to Particular Zones

Changes include:

5.5.1 Residential Zone

Clause 5.5.1.2 added to advise density of permitted holiday accommodation shall be the same as the designated residential density applying to the land.

5.5.2 Tourist Residential Zone

Clause 5.5.2.1(b) changed to simplify wording and advise the correct interpretation of the permitted densities for holiday accommodation and residential developments. Clause 5.5.2.2 changed to refer to City's powers to impose restrictions on the number of permanent residential accommodation permitted within the zone shall be in accordance with recommendations from an adopted Local Planning Policy or Tourism Accommodation Strategy.

5.5.3 Future Urban Zone

Clause reworded to simplify wording and reinforce the City's intention for limited uses to be approved and the land to be prevented from any inappropriate use and ensure its availability for future urban uses. Apart from home offices, all land use or development requires approval from the City and the future use and development of the land for any urban purposes shall be subject to a structure plan being prepared and adopted under the Scheme.

5.5.4 Hotel/Motel Zone

Clause 5.5.4.1 included to incorporate permitted density for developments and advise on planning requirements to increase base density. Clause 5.5.4.2 reworded to simplify wording and clarify intent is to require those design elements to be incorporated into developments within the zone.

5.5.5 Caravan and Camping Zone

Clauses changed to simplify wording and refer to City's powers to impose restrictions on the number of permanent residential accommodation permitted within the zone shall be in accordance with recommendations from an adopted Local Planning Policy or Tourism Accommodation Strategy. Clause 5.5.5.5 included to incorporate advice on permitted density for holiday accommodation uses to match number of approved caravan bays.

5.5.6 Regional Centre Zone

Clause 5.5.6.5 deleted as it repeats the powers and process for local planning policies at Part 2 of the Scheme. Clause 5.5.6.7 included to incorporate advice on permitted density for holiday accommodation uses to match residential density code of the land.

5.5.7 Regional Centre Mixed Business Zone

Clause 5.5.7.1 deleted and controls transferred to new clause 5.5.7.2 Live/Work Units. Clause 5.5.7.1 dealing with development of shops within the zone, reworded to simplify wording and introduce mandatory criteria/requirements to be met. Clause strengthens intention for large-format developments to be permitted not 'Main-Street' types. New clause 5.5.7.2 included to deal with development of residential uses within the zone and the particular controls to be imposed.

5.5.8 Regional Centre Mixed Use Zone

Title changed and clauses changed to refer to 'Regional Centre' Mixed Use zone as the zone adjoins the Albany CBD areas only.

5.5.9 Highway Commercial Zone

Clauses 5.5.9.2 and 5.5.9.3 included to require landscaping, paved accessways, loading/unloading areas and screening of open storage areas within the zone.

5.5.10 Neighbourhood Centre Zone

New clauses 5.5.10.3 - 5.5.10.6 included to require certain design elements to be incorporated into site and building designs within the zone.

5.5.11 Local Centre Zone

Clauses 5.5.11.2 - 5.5.11.4 included to require landscaping, buffer plantings and design elements to be incorporated into building designs within the zone.

5.5.12 General and Light Industry Zones

Clause 5.5.12.1 renumbered to 5.5.12.4. New clauses 5.5.12.1 – 5.5.12.3 included to reinforce requirement for planning approval within the zone and introduce new Schedule 11 'Industry Zone' to provide controls for specific industry zones in the City namely: Ardess, Pendeen, Milpara and Mirambeena. New clause 5.5.12.9 included to require industrial proposal incorporate appropriate buffer areas in accordance with EPA's Guidance Statement No. 3 'Separation Distances between Industrial and Sensitive Land Uses'. Clauses 5.5.12.8 – 5.5.12.10 deleted.

5.5.13 Rural Residential Zone

Clauses reworded to be consistent with text from existing zones. All general clauses retained in Clause 5.5.13 with specific controls for each zone contained in new Schedule 14 'Rural Residential Zone'.

5.5.14 Conservation Zone

Title changed to Conservation zone to be consistent with text from existing zones. All general clauses retained in Clause 5.5.14 with specific controls for each zone contained in new Schedule 12 'Conservation Zone Provisions'.

5.5.15 Rural Small Holding Zone

Clause 5.5.15.1(a) changed to introduce controls over number of chalet/cottage units or holiday accommodation units permitted on land within the zone. New clauses added to ensure outbuildings comply with adopted LPP. New clauses added to deal with fire protection, setbacks, fencing, clearing controls, effluent disposal, water supply and subdivision in RSH area at Mt Elphinstone, Robinson/Cuthbert and Yakamia Creek.

5.5.16 General and Priority Agriculture Zones

Clauses relating to subdivision changed to refer to LPP etc (transferred to LPP 5F Agricultural Protection and Subdivision). New clause 5.5.16.3 added to introduce controls over number of chalet/cottage units or holiday accommodation units permitted on land within the zone.

5.5.17 Rural Village Zone

New clauses relating to SP requirements and permitted land uses added.

5.5.18 Special Residential Zone

New clauses added to transfer existing scheme controls into revised draft LPS1. All general clauses retained in Clause 5.5.18 with specific controls for each zone contained in new Schedule 15 'Special Residential Zone'. New clause added advising of application requirements for proposals to include any additional land within the Special Residential zone.

5.6 Provisions Applicable to Residential Land Use and Development

Changes include:

5.6.2 Special Application of Residential Design Codes

Clauses relating to split-coding (R1/20, R5/20, R30/40 & R30/60) modified. Clause relating to multiple dwellings changed to quantify steep land. New clauses added relating to split-coding of land around CBD, split-coding of land at Lot 731 Wellington Street and Spencer Park Improvement Area (transferred from existing schemes).

5.6.4 Ancillary Accommodation

New clause 5.6.4.2 added to restrict approval to 1 ancillary accommodation unit per lot.

5.6.5 Caretaker's Dwelling

New clause 5.6.5.1 added to require planning approval for all caretaker's dwellings. New clause 5.6.5.2 added to restrict approval to 1 caretaker's dwelling per lot. Clause 5.6.5.3 modified to strengthen powers available to control and impose conditions on the development of caretaker's dwellings.

5.6.6 Relocated Dwellings

New clause 5.6.6.1 added to require planning approval for all relocated dwellings.

5.6.7 Residential Uses Adjacent to Heavy Freight Routes

New sub-clause (a) added to include option for Council to require a development to comply with requirements of the WAPC's SPP 5.4 'Road and Rail Transport Noise and Freight Considerations in Land Use Planning'.

5.6.8 Holiday Accommodation

Clause reworded by retaining sub-clause A and deleting sub-clauses B, C, D, and E (Note: these controls have been moved to their individual zones). Clause 5.6.8.2 added to advise interpretation of the permitted density for holiday accommodation developments which is the same as the Residential Density Code for the land.

5.6.9 Potable Water Supplies

Clause reworded to include reference to obligation to connect to Water Corporation reticulated water supply network where available.

5.7 Miscellaneous Use and Development Requirements

Changes include:

5.7.1 Minerals and Basic Raw Materials Activities

New clause 5.7.1.2 added to require planning approval for all extractive industries. Clause 5.7.1.3 added to strengthen powers available to control and impose conditions on the development of extractive industries.

5.7.2 Agriculture – Intensive and Animal Husbandry – Intensive Activities

New clause 5.7.2.1 added to require planning approval for all intensive agriculture and intensive animal husbandry activities. Clause 5.7.2.2 modified to strengthen powers available to control and impose conditions on the development of intensive agriculture and intensive animal husbandry activities including requirement for Nutrient and Irrigation Management Plan (NIMP) and consultation with relevant government agencies.

5.7.3 Tree Plantation Activities

Clause 5.7.3.1 modified to require all tree plantations prepare a Plantation Management and Harvesting Plan as part of their application requirements. Clause 5.7.3.2 modified to strengthen powers available to control and impose conditions on the development of tree plantations including consideration of the plantation's proximity to remnant endemic vegetation or impacts on any existing conservation areas.

5.7.4 Home Business

Clause 5.7.3.1 modified to require planning approval for all home businesses. Existing clause deleted as it replicates the definition of a home business in the scheme. Clause 5.7.4.2 reworded to retain condition of approval for home business is not transferable upon the sale of the land etc.

5.7.5 Development of Other Structures

New clause added to deal with minor building developments such as outbuildings, carport, pergola, shadehouses, kennels, stables, fowlhouse etc. Clause enables Council the power to control and impose conditions relating to height, area, setbacks and construction materials of these structures through an adopted Local Planning Policy.

5.8 Site and Development Requirements

Changes include:

5.8.1 Vehicle Access

Clause retitled to 'Vehicle Access/Egress onto Major/Priority Roads, Road Widening, Unconstructed or Substandard Roads and Loading/Unloading and Service Areas' and now combines several of the previous related individual clauses/controls into 1 clause. Additional subtitles added.

5.8.3 Designated Building Envelope

Sub-clause E deleted (Note: these controls have been moved to the Conservation zone).

5.8.4 Use of Setback Areas

Minor rewording to clarify intent to control uses of land within setback areas.

5.8.5 Parking Requirements

Clause retitled to 'Parking Requirements' and now combines several of the previous individual clauses/controls into 1 clause. Additional subtitles added.

5.8.6 Parking of Vehicles, Boats, Caravans and Trailers

Clauses reworded to clarify intent. Vehicles are restricted to no more than 2t unless approval to park a larger vehicle is granted by Council and sets standard requirements for any approval.

5.8.7 Site Requirements

Table reworded to ensure cross reference with other changes and clarify requirements.

5.8.8 Bin and Refuse Storage Areas

Clause reworded to include tourist uses.

5.8.9 Landscaping Requirements

Clause modified. New table advising of Landscaping Requirements created from existing Development Table including changes to cross reference with other changes. and clarify requirements

5.8.10 Landscaping of Demolished Building Sites

New clause added to require landscaping of sites when buildings are demolished in Regional Centre, Hotel/Motel and Neighbourhood Centre zones and the site will remain vacant for more than 6 months.

5.9 Structure Plans, Development Contribution Plans and Detailed Area Plans

This section has been relocated from Part 6 Special Control Areas and has been reworded to comply with the Model Scheme provisions prepared by the Department of Planning. This clause now includes provisions relating to Structure Plans, Detailed Area Plans, continued operation of existing Structure Plans, ODP's etc., and Development Contribution Areas/Plans.

Part 6 – Special Control Areas

Part 6 reworded and existing Schedule 5 deleted. Down Road relocated to Schedule 3 – Restricted Uses and Pendeen Road relocated to Schedule 11 – Industry Zone and provisions reworded to be consistent with existing controls. Long-term urban land deleted and dealt with as Future Urban zoned land. Albany Foreshore relocated to Schedule 4 – Special Use zone and existing controls transferred into scheme.

All clauses reworded to clarify intent of the controls and the requirement for planning approval to be granted for certain activities including non-habitable buildings.

Part 8 – Development of Land

Changes include:

8.2 Permitted Development

Sub-clause (a) reworded to clarify some exempted classes of development including cut/fill activity and dwellings in certain zones; where they require reduced setback from a watercourse; is in an area susceptible to acid sulphate soils or bush fire risk; or requires an on-site water supply, is an exempt advertisement or involves rural works.

Part 9 – Applications for Planning Approval

Changes include:

9.2 Accompanying Material

Sub-clause (a) reworded to include additional requirement for applications to provide plan and information and assessment of any vegetation on the site, assess the fire hazard of the site and identify any waterways or drains on or adjacent to the site. Sub-clause (c) reworded to include requirement for land capability/suitability studies may be required to support an application.

Part 10 – Procedure for Dealing with Applications

Changes include:

10.10 Appeals

Minor rewording of clause to conform to MST. Third-party appeals retained.

Schedule 1 – Dictionary of Defined Words and Expressions

Changes include:

1. General Definitions

Addition of definitions to cross reference with terms and expressions in text and to conform to MST.

2. Land Use Definitions

Addition of definitions to cross reference with all land use classes in Zoning Table and text and to conform to MST.

Schedule 2 – Additional Uses

Changes include:

- Addition of some sites to cross reference with existing approvals.
- Minor rewording of some existing sites provisions to be consistent with the existing approvals.
- Approved Development Plans to be added to final text.

Schedule 3 – Restricted Uses

Changes include:

- Numbering.
- Additional sub-clauses added to CSBP fertiliser storage site regarding site contamination investigation and remediation, hydrology and buffer to Hanrahan Road.
- Approved Development Plan for Down Road Industrial Area to be added to final text.

Schedule 4 – Special Use Zones

Changes include:

- Numbering.
- Additional sub-clauses added to Pt Lot 660 La Perouse Road in accordance with the City's decision when adopting the draft LPS1 in February 2009.
- Additional sub-clauses added to Lot 1 & 2 Frenchman Bay Road in accordance with the City's decision in November 2010.
- Added new site for the Albany Foreshore Development Area (SU15) transferred from Special Control Area 9 with existing controls transferred from adopted Structure/Precinct Plans.
- Added new site for Lots 731 & 732 Wellington Street, Centennial Park with existing controls transferred from approved amendment.
- Added new site for Lot 734 Barker Street, Centennial Park with existing controls transferred from approved amendment.
- Added new site to transfer existing scheme controls to Lot 22 Link Road, McKail.
- Added new site for existing Elleker Store.
- Added new site to transfer existing controls to Lot 7250 Gwydd Close, Elleker.
- Added new site to transfer existing controls to Lot 200 Two Peoples Bay Road, Kalgan.
- Added new site to transfer existing controls to Lot 2 Albany Highway, Drome.
- All approved Development Guide Plans to be added to final text.

Schedule 5 – Special Control Areas

Changes include:

- Renamed to Exempted Advertisements.
- Deletion of previous Schedule 5 Special Control Areas (SCA) which were transferred to Part 6.
- Replaced with table of Exempted Advertisements transferred from existing scheme/policy.

Schedule 6 – Advertisements

Changes include:

- Renamed to Form of Application for Planning Approval.
- Deletion of previous Schedule 5 Categories of Signs which have been transferred to the adopted local planning policy.
- Replaced with MST Application Form.

Schedule 7 – Form of Application for Planning Approval

Changes include:

- Renamed to Additional Information for Advertisements.
- Replaced with MST Application Form for Advertisements.

Schedule 8 – Additional Information for Advertisements

Changes include:

- Renamed to Notice of Public Advertisement of Planning Proposal.
- Replaced with MST Notice of Application Form.

Schedule 9 – Notice of Public Advertisement of Planning Proposal

Changes include:

- Renamed to Notice of Determination on Application for Planning Approval.
- Replaced with MST Determination of Application Form.

Schedule 10 – Notice of Determination of Application for Planning Approval

Changes include:

- Renamed to Environmental Conditions.
- Replaced with MST Table for Environmental Conditions.

Schedule 11 – Environmental Conditions

Changes include:

- Renamed to Industry Zone.
- Replaced with Table including Ardess, Pendeen, Milpara and Mirambeena Industrial Areas and transferred existing controls from the schemes.

Schedule 12 – Notice of Comply with Planning Approval

Changes include:

- Renamed to Conservation Zone.
- Replaced with Table for Nullaki, Rainbows End, Torbay Beach and Boolgana Court Conservation Zones and transferred any existing controls from the schemes.

Schedule 13 – Community Infrastructure Development Contribution Plans for Structure Plan Areas

New Schedule as required by MST for development contribution plans. Currently contains Bayonet Head Structure Plan area (to be completed).

Schedule 14 – Rural Residential Zone

New Schedule to include all existing special rural zones and transferred any existing controls from the schemes.

Schedule 15 – Special Residential Zone

New Schedule to include all existing special residential zones and transferred any existing controls from the schemes.

16. The above serves to highlight and summarise the major changes only. Councillors have previously been provided with a 'marked up copy' of the revised draft LPS1 with additions in red text and deletions in strikethrough text at the July briefing session.
17. In general when dealing with the EPA and DoP advice, administration sought to accommodate the modifications and suggestions wherever possible subject to it not altering the intent of the draft LPS1 adopted by the City in February 2009.

18. Modifications to the original draft LPS1 (February 2009 version) suggested by the DoP and not accepted or accepted in part by administration are summarised as follows:
- Selectively including/deleting some land use classes and definitions to cross reference the Zoning Table.
 - Retaining the existing controls for heritage protection.
 - Selectively changing some objectives for the various zones.
 - Changing some permissibility's for land use class within the various zones.
 - Retaining the MST wording for approvals and permitted development clauses.
 - Altering the wording of the appeal clause (Clause 10.10).
19. The altering of the wording of the appeal clause (Clause 10.10) to effectively remove third-party appeals was not accepted by administration as directed by Council. This matter is discussed below:

Third-Party Appeals

20. The DoP have requested that the City modify the wording in Clause 10.10 'Appeals' to reflect the MST wording. The MST wording refers to 'An applicant' rather than 'Any person' as contained in the draft LPS1 and this would therefore effectively remove the ability for third-party appeals to be lodged.
21. Administration have advised the DoP that the City does not accept their suggested modification and will retain 'Any person' with some minor rewording to more closely reflect the wording used in the MST.
22. To support the retention of the third-party appeal rights within draft LPS1, administration reviewed planning literature, articles, presentations, SAT and Town Planning Appeals Tribunal and other data and sought legal advice on the benefits and arguments against third-party appeal rights as contained within existing TPS3 (the legal advice has previously been circulated to all Councillors). The information used to provide some of the comments has been obtained from various sources including 'Third-Party Appeal Rights: Past and Future', Judge Christine Trenorden; 'Some Observations of a Practitioner Through Four Appeal Tribunal Generations', Denis McLeod (2009) given to the Town Planning Law – Past, Present and Future Conference 18/11/2009; '3rd Party Appeal – An Information Paper' Property Council of Australia (WA Division) (2001); other planning literature and Town Planning Appeals Tribunal and State Administrative Tribunal data.
23. In considering the information it should be remembered that different States maintain different types of third-party appeal rights (both within the enabling Act and some local planning schemes) and this advice is based on a summary of the City's experience (which is in a unique position in the State) having these rights within an existing local planning scheme.

24. The benefits that third-party appeal rights provide and the City's experience can be summarised as follows:

1. Improved Public Participation in Planning Decision Making

One of the benefits of the inclusion of third-party appeal rights is that it allows the community to participate more directly in the planning decision making process over time as it affects their area. This level of participation cannot be achieved through 'normal' planning consultation processes such as submissions provided during the preparation of a planning scheme and enables a more multi-level consideration of planning proposals over the expected life of a scheme (generally 5 – 10 years and frequently more).

Third-party appeal rights ensure that local stakeholders other than just the Local Government or developer participate in determining the preferred land use and development options for the local area.

Some argue that the introduction of the State Administrative Tribunal (SAT) and the powers available under their Act sufficiently allows for other interested parties to participate in appeals. Whilst SAT have shown a willingness to allow third-parties to participate in appeals and will consider a wider range of community views in determining appeals than perhaps has occurred in the past, it does not improve participation in the plan making process. It is not the same as having the third-party appeal rights drafted directly into the LPS1 which clearly states the intention of the City and provides the maximum opportunity for community participation.

2. Better Decision Making

Third-party appeal rights facilitate improved public participation which generates a more diverse range of views for consideration on a planning proposal. The ability to consider a wider range of stakeholder views will inevitably improve the quality of the decision.

A third-party appeal that leads to changes in the original decision shows the positive benefits to the ability for members of the community to appeal to the independent State Administrative Tribunal, rather than the right being enjoyed by just the applicant.

3. Good Governance

Third-party appeal rights contribute to greater transparency by increasing public participation and scrutiny of planning decisions which improves overall governance. It provides a significant and effective deterrent to potential for collusive behaviour between parties.

The inclusion of the existing appeal clause is important as it represents a significant improvement to present MST wording in terms of providing for greater transparency in land use planning decision making.

4. The Interest of Third-Parties

Many developments have impacts well beyond the development site and the applicant is not the only stakeholder affected by a planning decision. To that end, third-party appeal rights enable the legitimate interests of surrounding and affected landowners of an area to participate in the decision making process.

To date, SAT has accepted all third-party appeals within the City which indicates that they accepted the appellants had a legitimate right for their views to be heard on the proposal. No appeal has been struck out due to the SAT deciding the appellants were being vexatious or had not shown an acceptable connection to the proposal and/or there was insufficient planning merit to warrant a review.

5. City of Albany's Experience

The introduction of appeal rights under planning schemes dates from 1983 when the then *Town Planning and Development Act 1928* was amended to introduce a general ability for 'applicants' to appeal against discretionary decisions made by Local Government. Prior to that, it was essentially the responsibility of the person drafting a particular town local planning scheme to include an appropriate appeal clause.

The former Shire's Town Planning Scheme No. 3 was gazetted in February 1980 which is the only operative scheme within the City with the specific third-party appeals. The Scheme Report prepared to support the Scheme Text does not indicate the reasons for the wording of the existing clause. The retention of these rights was most recently considered and supported by the City in March 2007 (Item 11.3.3) during the drafting of LPS1 where it was resolved:

THAT Council instructs staff;

- (1) to utilise Clause 14 of Schedule 7 of the Planning and Development Act 2005 when drafting the Albany Community Planning Scheme, to confer upon persons aggrieved by the exercise of a discretionary power a right to apply to the State Administrative Tribunal for a review of the exercise of the power; and*
- (2) to utilise all the means at the City's disposal, including the recourse to law, to ensure the Minister gives effect to Council's intention.*

Within the City, the use of third-party appeals has been positive with very limited numbers over the life of Scheme No. 3 and the decision on the appeal has mostly resulted in a variation of a development approval or to alter the conditions to address a concern and prevent adverse impacts from occurring within the area. This outcome in itself shows the benefits of a more open planning system, where an independent review can be sought that can incorporate this local knowledge into land use planning decision making processes.

The City has not been faced with any known abuse of the third-party appeal rights over the life of Scheme No. 3. Protection against future abuses rests with the State Administrative Tribunal (SAT), who can strike out any proceeding that it believes to be:

- (a) frivolous, vexatious, misconceived or lacking in substance;
- (b) being used for an improper purpose; or
- (c) otherwise an abuse of process.

25. The arguments against third-party appeal rights and the City's experience can be summarised as follows:

1. Fear Use of Third-Party Appeal Rights to 'Open the Floodgates' or as a 'Second Bite of the Cherry'

Some developers fear the inclusion of third-party appeal rights allows the community to lodge appeals that might have little merit or be considered vexatious and which cause delays in the development proceeding that increases the overall costs of the development and affects project viability.

This has not been the City's experience with appeals against its decisions which are summarised in the following table:

No.	Citation	Appellant	Appeal Outcome
1	[2000] WATPAT 12	Friends of the Bibbulman Track & Ors	Appeal dismissed. City's decision affirmed.
2	[2001] WATPAT 10	H Buttfield & Ors	Appeal allowed. City's development approval for firewood cutting/storage set aside, application refused.
3	[2003] WATPAT 142	Bennett Range Pastoral Pty Ltd & PA Albiol	Leave to appeal granted.
4	[2004] WATPAT 32	B Kennedy	Appeal allowed. City's development refusal set aside, application for oversized outbuilding approved subject to conditions.
5	[2004] WATPAT 109	Bennett Range Pastoral Pty Ltd & PA Albiol	No data available.
6	[2004] WATPAT 194	PR & CA Cox	Appeal allowed. City's refusal for reduced setback set aside.
7	[2005] WASAT 112	RJ Dekker	Appeal dismissed. City's refusal for reduced setback affirmed.
8	[2006] WASAT 97	Ridgecity Holdings Pty Ltd	Leave to amend plans granted.
9	[2006] WASAT 187	Ridgecity Holdings Pty Ltd	Appeal dismissed. City's development refusal affirmed.
10	[2007] WASAT 27	R Thurecht	Appeal allowed. City's development refusal set aside, application for oversized outbuilding approved subject to conditions.
11	[2008] WASAT 211	PF Morgan	Appeal allowed. City's development refusal set aside, application for motorcycle training

No.	Citation	Appellant	Appeal Outcome
			approved subject to conditions.
12	[2008] WASAT 251	HJ Smith, DM Burke and JM Smith	Appeal allowed in part. City's development refusal set aside in part, refusal of application for retaining wall affirmed and application for boat ramp is approved subject to conditions.
13	[2009] WASAT 38	PB Atwell	Proposed use is not capable of being approved. City's development refusal affirmed.
14	[2009] WASAT 45	R & R Stewart	Appeal dismissed. City's development approval affirmed, condition of approval modified.
15	[2009] WASAT 73	K Wignall	Appeal dismissed. City's development refusal affirmed. Orders for unauthorised outbuilding to be demolished affirmed.
16	[2011] WASAT 85	DG Curlewis & Ors	Currently progressing. Final hearing to be held in late September 2011.

From the above simple analysis (July 2010), there has only been 3 third-party appeals (highlighted above) lodged against the City's decisions which represents approximately 19% of all appeals over a scheme that was introduced in 1980 and has been subject to some 300 amendments.

Whilst the types of third-party appeal rights varies across different States in Australia, this figure is significantly lower than the 32% of total appeals lodged in Victoria (during 2007 – 2008) and is consistent with the 16% of total appeals lodged in South Australia (during 2008 – 2009). Whilst the number of appeals will inevitably fluctuate, from the table above, the City has not been required to deal with an increased number of appeals due to the existence of the third-party appeal rights.

Of the decisions made on third-party appeals, the City's decisions have been affirmed in 1 matter; set aside in 1 matter; with the other still pending (for No. 20 Grove Street West, Little Grove). The small amount of data showing an existing 50/50 ratio on outcomes of third-party appeals within the City does not allow any detailed interpretation. It certainly does not support the contention that inclusion of the term 'Any person' in the appeal clause represents an 'opening of the flood gates' for third-party appeals.

Some developers comment that third-party appeals allow a 'second bite of the cherry' for an objector to developments when the land has been properly zoned and the use and development is consistent with applicable planning laws. The experience of the City does not support this view.

2. Delays and Costs of Third-Party Appeals

The introduction of third-party appeal rights may result in delays to the commencement of projects and increase associated costs. The data available shows that the average time from lodgement to finalisation of a third-party appeal ranged from 14 – 19 weeks in Victoria (2002/2003 – 2007/2008) and 16 – 23 weeks in South Australia (2004 – 2009). Of the data available for the City, the average time from lodgement to finalisation of applicant appeals ranges from 8 – 44 weeks with an average of 25 weeks. The limited amount of data on third-party appeals shows that the average time from lodgement to finalisation of the third-party appeals in the City ranged from 20 – 32 weeks (average 26 weeks).

The SAT has a more informal, no-costs approach to deal with appeals than is evident in other jurisdictions and this minimises the delay and cost associated with appeals generally (and by inference third-party appeals) where mediation results in many appeals being determined as a result and therefore avoiding full hearings etc.

The costs to the City associated with defending a third-party appeal do not differ from those required to defend an applicant appeal.

It is accepted that developers risk delays through the appeal process which can lead to project costs increasing. It is also clear that the majority of appeals within the City are lodged by developers as applicants rather than third-parties and that the average time for determining an appeal does not differ greatly. The ability of either party to appeal under the various legislation available in Australia gives rise to the potential for delays rather than any right specifically provided to a third-party.

3. Abuse of Third-Party Appeal Rights and Heightens Uncertainty in Planning

Objectors to third-party appeal rights often cite the opportunity for ‘meddlers’ to use the powers to frustrate a particular development from proceeding, even when there are no planning grounds or other public interest justification to support the appeal.

The use of third-party appeal rights within the City is limited and has by all accounts been effective as it has led to either a variation or reversal of the original decision. The decision of the Tribunal to overturn the original decision in itself shows that the third-parties had shown sufficient merit in their case.

The City is aware of other appeals lodged where there has either been insufficient interest shown by the appellant or the appellant might have sought a ‘secret’ hearing (such as without the proponents being present or refusing to provide the respondent with the details of the appeal) and the appeal has been subsequently been withdrawn and/or ceased which is proper.

As stated above, protection against future abuses of third-party appeals rests with the SAT. The notion that third-party appeal rights will heighten uncertainty in planning decision making is also misleading. A development compliant with the planning codes and policies etc for the area; properly designed; and having no adverse impact on the neighbours or amenity of the area should not be concerned with any third-party appeal rights.

In summary, whilst there is not a lot of data currently available to the City, the data available does show there is nothing to fear from third-party appeals or their impacts. The City has had these third-party appeal right powers in an existing local planning scheme for over 30-years and they have not led to any of the problems identified by the objectors occurring.

The DoP/WAPC have not provided any specific reasons justifying the removal of the third-party appeals, other than it is not consistent with the MST clause. Administration is unaware of any SPP or similar policy/practice note prepared by the DoP/WAPC that supports their position or the removal of the wording 'Any person'. Given this, there appears to be no reason why the City cannot maintain the present appeal clause in draft LPS1.

Moratorium

- 26. Administration also recommends that the City advise the planning industry that a moratorium on new scheme amendments and scheme amendment requests will be considered upon the WAPC granting its consent to advertise the draft LPS1. This would enable those amendments that are already in the system to be completed and incorporated into the new scheme.
- 27. There is no benefit in the City accepting and commencing a scheme amendment or scheme amendment request when it is likely that it would not be completed in time for the finalisation of the new scheme. If an amendment is not completed in time for the gazettal of the new scheme, the proponents would be required to complete a new scheme amendment under the new scheme, unless the Minister was to invoke certain powers under the Act and direct the City to modify its scheme.
- 28. At the time of writing this report, there are 3 scheme amendment requests and 20 scheme amendments (6 for TPS1A and 14 for TPS3) still in process as set out in the following tables:

Scheme Amendment Requests

Location	Purpose
Catalina & Chester Pass Roads, Lange	To facilitate the development of a Discount Department Store
Lower Denmark Road, Elleker	Rural to Residential
La Perouse Court, Goode Beach	Rural to Special Use

Scheme Amendments to TPS1A

No.	Location	Purpose
177	Emu Point ODP	Future Urban to Residential and Parks & Recreation Reserve
176	n/a	Amend Future Urban Zone
162	Hardie Road, Spencer Park	Clubs and Institutions to Residential
161	Central Area	Amend R-Codes
159	Katoomba Street, Orana	Parks & Recreation Reserve to Residential
149	Flemington and Abercorn Street, Orana	Public Purpose and Parks and Recreation to Residential

Scheme Amendments to TPS3

No.	Location	Purpose
309	Bon Accord Road, Kalgan	Rural to Special Rural
308	Cosy Corner, Kronkup	Rural to Special Rural
307	Swan Point/Nanarup Roads, Swan Point	Rural to Special Rural & Special Residential
304	Rufus Street, Milpara	Residential Development to Special Residential
302	Rowney Road, Robinson	Modify Subdivision Guide Plan
300	Federal Street, McKail	Rural to Special Residential
299	Chester Pass Road, King River	Rural to Special Rural
298	Terry Road, Walmsley	Rural to Residential Development
297	Rocky Crossing Road, Warrenup	Rural to Special Residential & Parks and Recreation
295	Frenchman Bay Road, Frenchman Bay	Parks and Recreation to Residential Development
294	Rocky Crossing Road, Warrenup	Special Rural to Special Residential
293	McBride & Karrakatta Road, Goode Beach	Modify Subdivision Guide Plan
275	Pine Rise, Kalgan	Special Use to Special Rural
266	Frenchman Bay Road, Robinson	Rural to Residential Development

29. Those amendment proposals that are affected by any moratorium may also be provided as submissions on the draft LPS1 when being advertised. This would enable these planning proposals to be considered during the process of finalising the draft scheme.
30. The time for commencement of any moratorium is entirely for the City to determine. Administration recommends that it commence when the scheme is approved for advertising by the Minister. Given the expected timeframe for the processing of the draft LPS1 including the advertising, consideration of submissions, completing modifications to text/maps and approval by the City/DoP and Minister is approximately 12 months, this should allow time for those affected amendments to be completed.

GOVERNMENT CONSULTATION

31. The revised draft Scheme Text and Maps have been referred to the EPA and DoP for assessment and comment and administration have met with these agencies on numerous occasions since February 2009 to discuss their requirements and provide responses to their suggestions for the draft LPS1.
32. The EPA has advised that the revised draft LPS1 has adequately implemented their previous advice and recommendations.
33. Following consideration of this revised draft LPS1, the DoP will then prepare a report for consideration by the WA Planning Commission and Minister for Planning on the appropriateness of the scheme and whether to give or withhold consent for the scheme to be advertised and with or without modifications.
34. The DoP (Great Southern Office) has provided verbal advise that the revised draft LPS1 has adequately implemented their suggested modifications and changes on the initial draft LPS1 excepting the wording of the appeal clause (discussed above).

PUBLIC CONSULTATION / ENGAGEMENT

35. Upon acceptance by the Minister or authorised person, the draft LPS1 is required to be advertised for public comment for a minimum period of 3 months. As the likely timeframe for public consultation is during the Christmas/School breaks which are a typically busy time in the City, Council may consider extending the advertising period by a month accordingly.
36. Given the importance of ensuring effective opportunity for the community to review the draft LPS1 and contribute submissions, administration recommends the City undertake additional tasks during the submission period including:
- Public displays are held in locations around the City.
 - Public information sessions are held in locations around the City.
 - Information pamphlets be prepared and distributed to residents to inform them of the preparation of the new scheme and their opportunity to comment.
 - Inclusion of regular press articles summarising aspects of the draft scheme using press and radio outlets.
 - 1-on-1 meetings with targeted stakeholder groups such as Albany Port, Progress Associations, Speedway, Heritage Groups, etc.

STATUTORY IMPLICATIONS

37. The preparation of all local planning schemes is governed by the *Planning and Development Act 2005* and associated *Town Planning Regulations 1967*.
38. The following table provides a summary of the processes and progress for preparing the new planning scheme (with the existing progress status highlighted):

No	Task	Progress to Date
1	Initiate the draft LPS1	February 2009
2	Forward draft LPS1 to EPA and DoP/WAPC for assessment and comment	February 2009
3	EPA determine if draft LPS1 requires formal or informal environmental review	EPA does not require formal assessment (May 2010) with advice and recommendations provided. Final modifications agreed (April 2011).
4	DoP provide comments and suggested modifications on LPS1	Final modifications agreed (May 2011). Third-party appeal rights retained in revised draft LPS1.
5	Revised draft LPS1, incorporating suggested modifications, adopted by City	expected September 2011
6	Forward draft LPS1 to DoP/WAPC for approval to advertise	expected September 2011
7	Minister for Planning grants approval for draft LPS1 to be advertised for public comment	expected December 2011
8	Draft LPS1 advertised for public comment for 3-months (4	expected December 2011 –

No	Task	Progress to Date
	months recommended to cater for Christmas Period)	April 2012
9	City considers submissions and recommends modifications to draft LPS1 as a result of submissions received	expected June 2012
10	City refers draft LPS1, submissions and recommendations to DoP/WAPC for consideration and final approval	expected June 2012
12	Minister approves new LPS1 subject to modifications	expected August 2012
13	LPS1 gazetted and existing town planning schemes revoked	expected August 2012

STRATEGIC IMPLICATIONS

39. The recently adopted City of Albany Strategic Plan (2011-2021) states under the Key Focus Area of *'Sustainability and Development'* the following community priorities in relation to this item:

"Single Town Planning Scheme

Amalgamate Town Planning Scheme 1A and Town Planning Scheme 3 into one definitive plan that includes:

- A. Greater flexibility in housing options so there is greater property diversity;*
- B. An increase in mixed use developments and dwellings, particularly in the CBD;*
- C. Clearly defined "rules" and then ensure consistent application;*
- D. Streetscape development guidelines for private development projects and a streetscape master plan for the City;*
- E. Definitions of the type and location of future residential housing;*
- F. High density housing of up to three levels in approved areas to reduce urban expansion;*
- G. Restrictions to development in prime locations and in accordance with a coastal policy;*
- H. Protection of natural reserves;*
- I. Flexibility for development in key tourism areas;*
- J. The establishment of green belts around Albany;*
- K. A requirement for developers to turn drainage basins into living streams or parks;*
- L. Strategies to prevent urban sprawl;*
- M. Strategies to retain prime agricultural land."*

40. The following comments are made in relation to the above:

- A. The new scheme proposes the split-coding of suitable residential areas around the City to encourage a diversity of lot sizes and dwelling types. The recent review of the R-Codes by the WAPC, which is used by all local governments to control residential developments within the State, will also enable a greater diversity of housing over time to be achieved (including aged persons accommodation).
- B. The new scheme creates a specific mixed use zone for areas around the CBD.
- C. The new scheme (based on the Model Scheme Text) has been drafted to clearly define the 'scheme rules' in plain English. The new scheme combines 5 existing schemes operating in the City and will ensure that all applications are assessed against a common set of criteria and dealt with in a consistent manner.

- D. The new scheme maintains the City's current requirement to require the preparation and implementation of building and streetscape development guidelines when necessary. This requirement may be triggered by topography, transport, landscape, heritage or streetscape issues that necessitate the preparation of these guidelines.
 - E. The new scheme supports the outcomes of the Albany Local Planning Strategy and has included some of the areas of land identified within ALPS within appropriate residential or future urban zones. As with greater flexibility, the incorporation of split-coding of suitable residential areas around the City and review of the R-Codes will encourage a greater diversity of lot sizes and dwelling types.
 - F. Common with some of the other outcomes, the reduced lot sizes expected from some of the split-coded areas and review of the R-Codes will encourage a greater diversity of dwelling types, including grouped and multiple dwellings.
 - G. The new scheme includes the requirement that in assessing any land use or development proposals in the vicinity of the coast, the Local Government shall have due regard to State Planning Policy 2.6 (State Coastal Policy) and "*Southern Shores 2001 - 2021 - A Strategy to Guide Coastal and Marine Planning and Management in the South Coast Region of Western Australia*".
 - H. The new scheme includes requirements to protect natural areas (both public and private) through scheme reservation through to planning controls that can be imposed on individual proposals.
 - I. The new scheme has introduced several zones including tourist residential, regional centre, hotel/motel, caravan and camping and agriculture zones to control tourism developments within the City. In conjunction the Scheme incorporates the key recommendations from the Tourism Accommodation Planning Strategy.
 - J. The new scheme requires the protection of conservation areas including coastal/rivers, topography/vegetation to create green-spines or ecological corridors between significant natural areas.
 - K. The new scheme requires all development incorporate water sensitive urban design principles and best management practices which would include the design of some drainage basins into landscape features.
 - L. The new scheme supports the outcomes of the Albany Local Planning Strategy and has only included certain areas within appropriate residential or future urban zones to assist/control development fronts and discourage urban sprawl.
 - M. The new scheme has introduced a specific priority agriculture zone to assist with the aim of retaining prime agricultural land within the City for food production.
41. The completion of a new planning scheme for the City, based on the strategic land use direction promoted in ALPS, and which consolidates the various existing planning schemes will assist the City deliver on its strategic plan for Albany.

POLICY IMPLICATIONS

42. Council has recently reviewed its planning policies and has adopted a Local Planning Policy Manual. On gazettal of the Scheme a review of the policy framework and how such policies will support the new Planning Scheme will need to be undertaken.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Revised draft LPS1 not adopted by Council. This would result in the City continuing to utilise the present multiple and dated schemes.	Possible	Medium	High	Mitigation entirely dependent on Council.
WAPC grants consent to advertise the Scheme, but with a modification that requires the removal of all references to third party appeals. If this occurs it has the potential to delay the advertising of the Scheme, especially if Council is not prepared to undertake the modifications.	Possible	Medium	High	On the basis of previous Council decisions staff have prepared a list of reasons why third-party appeal provisions should be maintained in the City’s combined scheme, and it is recommended that this information is forwarded to the WAPC to adequately convey the City’s position on this issue.

FINANCIAL IMPLICATIONS

44. The costs to undertake the liaison with agency staff and reporting on suggested modifications and completing accepted modifications and the completion of the revised draft scheme text and maps has been undertaken by the Directorate using existing staff resources within existing budget lines.

45. The City 2011/12 includes an amount of \$20,000 to undertake consultation on the draft LPS1. This will be used to complete the tasks identified in the Public Consultation/Engagement section above.

LEGAL IMPLICATIONS

46. Administration has been requested by the DoP staff to remove third-party appeal rights from the draft scheme. Staff have not agreed and maintained that its inclusion reflects previous decisions of the City and continues the existing powers available under Town Planning Scheme 3. The Minister for Planning will ultimately determine the appropriateness of the scheme, including the retention of these appeal rights.

ALTERNATE OPTIONS

47. Council has the following options in relation to the revised draft scheme:

Option A

To accept the revised draft (in part or whole).

Option B

To defer consideration of the revised draft (in part or whole).

Option C

To seek additional information or discussions with the EPA/DoP.

Option D

To not adopt the revised draft.

48. It is recommended that Option A (i.e. the revised draft LPS1 be accepted in whole) be adopted and resubmitted to the WAPC/Minister accordingly.

49. If Option D is pursued, Council's support for the original draft LPS1 (from February 2009) would remain in place. This version is not acceptable to the EPA or DoP without modifications.

SUMMARY CONCLUSION

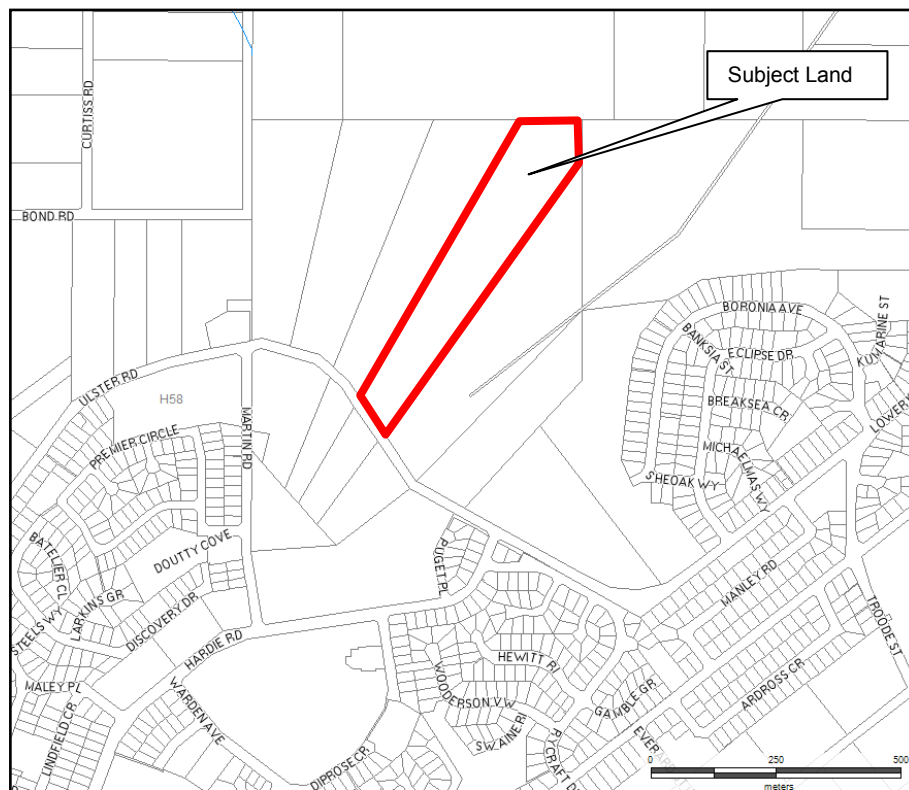
50. It is recommended that Council adopts draft Local Planning Scheme No. 1 to provide a contemporary framework for the ongoing development of the City.

Consulted References	Draft Local Planning Scheme No. 1 <i>Planning and Development Act 2005</i> <i>Town Planning Regulations 1967</i>
File Number (Name of Ward)	LP.PLA.8 (All Wards)
Previous Reference	OCM 11/4/00 Item 12.1.14 OCM 5/9/00 Item 11.3.1 OCM 16/1/07 Item 11.3.3 OCM 20/3/07 Item 11.3.3 OCM 17/02/09 Item 11.6.1

2.2: DEVELOPMENT APPLICATION – JUNK YARD (TIMBER SALVAGE ONLY) – 235 – 239 ULSTER ROAD, COLLINGWOOD HEIGHTS

Land Description	: 235-239 Ulster Road, Collingwood Heights
Proponent	: G Sutton
Owner	: G & V Sutton
Business Entity Name	: Nil
Attachments	: Application for Planning Scheme Consent
Appendices	: Copies of Submissions
Councillor Workstation	: Yakamia Creek Flood Study 2001 (Plans)
Responsible Officer(s)	: E/Director Planning and Development Services (G Bride)

Maps and Diagrams:



IN BRIEF

- The proponent seeks consent to receive and store timber from building demolition on 235-239 Ulster Road, Collingwood Heights. The timber would be processed, graded and sorted on site for sale and re-use. Lower quality wood would be used for fence posts, railings and pallets with the excess used for firewood.
- The activity is proposed to be located within the floodplain of the Yakamia Creek. The location for the timber stockpiles together with the associated infrastructure, have floodwater capacity implications for the drainage system.
- Objections have been received from the community and government agencies primarily based on the impact on flood flows as well as implications of the junk yard use.

CEO:	RESPONSIBLE OFFICER:
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RECOMMENDATION

ITEM 2.2 RESPONSIBLE OFFICER RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ISSUE a Notice of Planning Scheme Refusal for a 'Junk Yard (Timber Salvage Only)' at 235 – 239 Ulster Road, Collingwood Heights, due to the following reasons:

- A. The proposed development is located within the Flood Way of the Yakamia Creek and therefore does meet Clause 5.4 of Town Planning Scheme No.3 (Matters to be considered) as the proposed development is subject to a flooding risk and is not supported by consulted state government agencies.**
- B. The proposed development is located within the Flood Way of the Yakamia Creek and therefore does not meet Council's Policy 5E – Development in Flood Prone Areas. The nature of the proposal and its associated infrastructure would likely disrupt and reduce the floodwater capacity of the natural drainage system and is likely to give rise to increased flood risk upstream.**

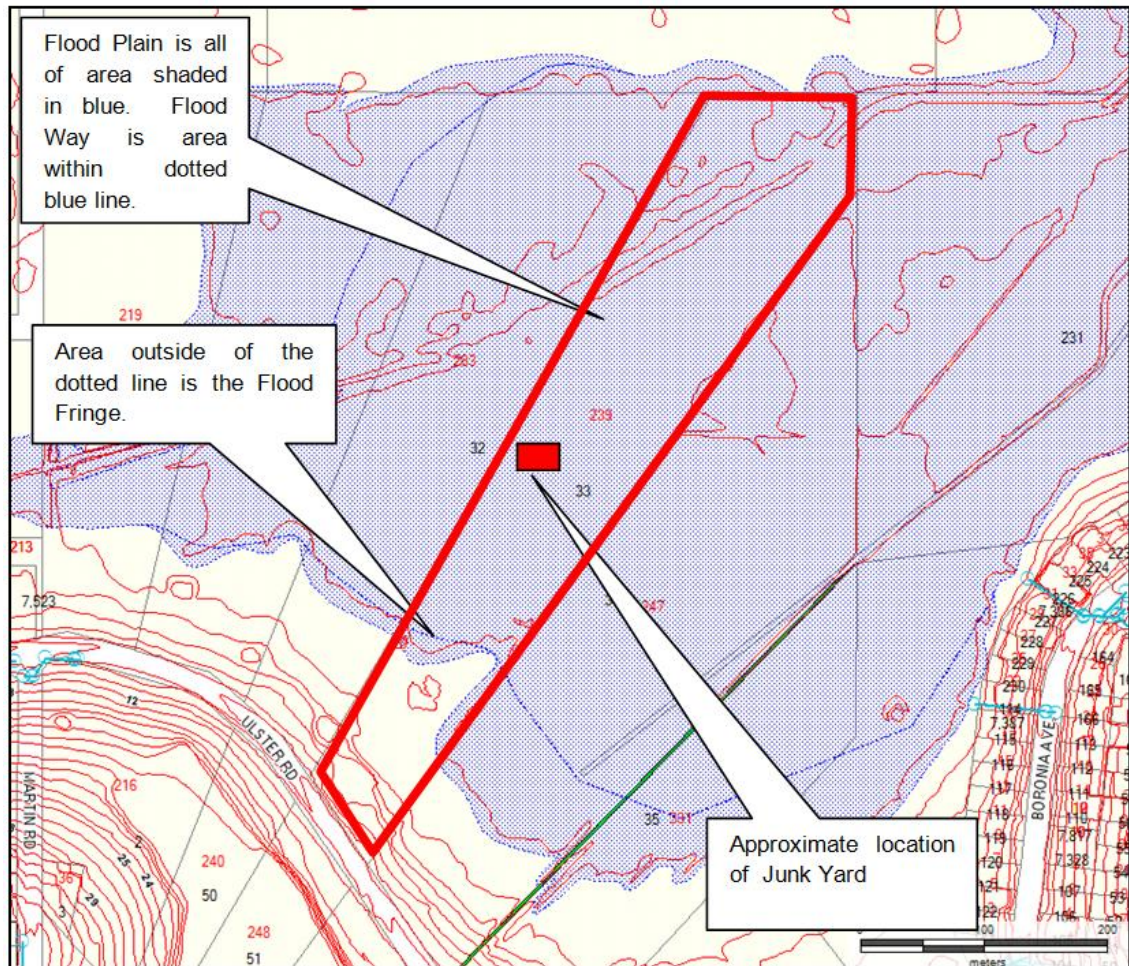
BACKGROUND

1. The subject site is around 7.75ha in area and is zoned 'Rural' under Town Planning Scheme No. 3. It is located on the north side of Ulster Road opposite St Joseph's College. The land is low lying and the flood way of the Yakamia Creek extends over the site from the north as far as 150m from the Ulster Road boundary. The flood fringe area extends over more of the site in a couple of places.
2. Both the flood way and flood fringe as a whole are known as the 'flood plain'. The floodplain is representative of the extent of flooding that would be caused in a 1 in 100 year storm event. Whilst the floodway is not suitable for development, the flood fringe can be developed subject to limited filling above the 1:100 flood level.
3. A Junk Yard is defined in Town Planning Scheme 3 as '*Land used for the collection, storage, abandonment or sale of scrap metal, building materials, waste paper, rags, bottles or other scrap materials or goods, or used for the collecting, dismantling, storage, salvaging or abandonment of buildings, automobiles or other vehicles or machinery or for the sale of parts thereof*'. The proposal has been classified as a junk yard limited to timber salvage only.
4. The Junk Yard land use is an 'AA' use in the rural zone, which is a use that is not permitted unless planning consent is granted by Council after a period of public consultation and advertising.
5. This application is referred to Council in accordance with the Planning Processes Guidelines as the use class of Junk Yard can only be considered by Council.

DISCUSSION

6. The proponent seeks planning scheme consent for the use of part of his land as a Junk Yard, specifically for timber salvage. The application has arisen primarily as a result of the re-development of the Albany Regional Hospital whereby significant amounts of timber from demolished buildings (roof frames etc) were sorted by the demolition contractor and identified for disposal at landfill. The proponent negotiated for the delivery of the timber (several truckloads) onto the subject site.
7. The proponent intends to sort and grade the wood according to its quality for re-use. The timber would then be processed (de-nailed, etc) and stacked neatly in close proximity to the delivered unsorted stockpiles. The processed wood would not be used for any manufacture onsite, but sold to a retailer. It is envisaged that the best quality lengths of timber would be used for such things as furniture making with the lower grade timber used for fence posts, railings and pallet manufacture. Off-cuts and other scraps would be sold for firewood and retailed by the truck load from the subject property.
8. This operation is proposed to be conducted approximately 300m into the site away from Ulster Road and would require construction of an access road (haul road) and turning area for the trucks delivering and collecting the timber. No buildings are proposed with the storage and processing activity intended to be undertaken in the open air. Although it is proposed to be carried out without significant alteration to the site, it is likely that due to the site conditions some isolated filling would be needed to raise the level of the land to keep the area dry during winter and to accommodate access by vehicles, particularly for moving and loading timber onto trucks. According to spot height levels taken from the *Yakamia Creek Flood Study 2001* (prepared by the then Water and Rivers Commission) the area designated for the timber stockpile and access is at a level of approximately 2.3 metres AHD which is 700mm lower than the boundary of the floodplain/fringe, which sits at around 3 metres AHD on the subject site.
9. Although the current intended source of timber is from the demolition of the Albany Hospital, the proponent has requested a permanent approval to permit ongoing activity that may take advantage of other timber demolition material in the future. He has confirmed that he will not accept or deal with chemically treated timber.
10. The Department of Environment & Conservation (DEC) only have an interest in the operation if the use involves chemically treated timber or the volume of material exceeds 500 tonnes per annum. The proposal complies with these requirements and could be conditioned accordingly.

11. The Department of Water has objected to the proposal given the operation will be located within the floodway of the Yakamia Creek (refer to the map below). This has been relayed to the proponent and he has been requested to reconsider the location, moving it closer to Ulster Road to the higher portion of the lot out of the flood way. The proponent does not wish to relocate the operation out of the designated flood way.



12. With regard to the submissions from the public, many of these raised the same concerns to those expressed by the Department of Water. Several submissions refer to other items being placed on the site such as unsightly car bodies and general junk/rubbish, however such comments are not relevant to the proposal, and were raised due to misconceptions associated with the term 'Junk Yard'. The proposal is for timber salvage only.

13. Although a full list of concerns is outlined in Paragraph 22, the major concerns raised by the public included:
- the storage of chemically treated timber and resultant environmental concerns via contamination;
 - the future expansion of the stockpiled areas outside of those areas identified on the site plan;
 - the height of stockpiles and the visual impact from the surrounding residential area which overlook the floodplain (parts of Spencer Park and Collingwood Heights); and
 - truck movements involving dust, noise and traffic safety concerns on Ulster Road.
14. In relation to the above concerns it is anticipated that these issues can be adequately controlled through the application of planning conditions. A condition restricting the use to untreated timber would address possible contamination concerns. Likewise restricting the areas used for storage to stated dimensions and setting a maximum height would control and minimise visual amenity and landscape impact concerns. With controlled or limited stacks of wood and the one person operating nature of the proposal, it would have minimal impact when assessed against the overall size of the lot and would not necessarily be discernable or distinguishable from other rural type activities. The hours of operation and days when activity is permitted could also be controlled by condition.
15. The traffic impacts associated with the proposal primarily relate to the suitability of access from Ulster Road by trucks and or other vehicles delivering and collecting the timber. The City's Works and Services Department have reviewed the proposal and are satisfied that suitable sight lines for exiting vehicles would exist and that the crossover and access driveway can be suitably upgraded to meet relevant standards. It is envisaged that the frequency of deliveries would be insignificant and is unlikely to pose any adverse impacts on Ulster Road traffic.
16. The significant issue raised in the majority of responses, including those from statutory bodies is the location of the proposal within the flood way. Such a location is unsuitable for this type of activity due to high possibility of inundation rendering access and use of the land problematic during significant stormwater events. If approved in this location, this is likely to result in a request for further filling of the land to maintain access and keep the operation above sub-surface water levels. According to the Department of Water such filling would have significant impacts on the drainage system water flows and floodwater storage capacity of the flood plain. In extreme events it is also likely any timber stored onsite could move or be washed away creating potential hazards offsite.
17. Given the location of the proposed timber salvage yard, inclusive of access and parking within the flood way staff are of the opinion that the proposal should be refused. However, should the proponent reconsider its location outside of the flood way, the proposal could be considered acceptable subject to appropriate conditions.

GOVERNMENT CONSULTATION

18. The proposal was referred to the Department of Water and the Department of Environment and Conservation.
19. The Department of Water objected to the proposal being within the flood way and was concerned that the bulky nature of the timber storage would constitute an obstruction to flood flows and exacerbate the impact of flooding upstream of the site.
20. The Department of Environment and Conservation raised concerns over the development being within the flood plain of Yakamia Creek, however they advised that provided the timber being processed is not chemically treated and is less than 500 tonnes per year, they have no direct interest.

PUBLIC CONSULTATION / ENGAGEMENT

21. A standard consultation letter was sent to surrounding landowners as well as a sign being placed on the road verge outside the site and an advertisement being placed in the Public Notices section of the Albany Advertiser.
22. A total of 27 responses were received from members of the public and surrounding landowners. Three of these raised no objections, one gave comment without expressing a particular opinion and the remaining twenty-three raised the following objections/issues/concerns:
 - The land should be considered as Special Rural, not Rural. A Junk Yard is not permitted in Special Rural areas.
 - Impact on views.
 - Increased noise from this site.
 - What will the impact be on the wildlife of the flood plain and wetland?
 - Ulster Road would need widening to accommodate increased vehicle use.
 - Reduce property values in the area.
 - This is a residential area, not industrial.
 - Possible pollution/contamination of the wetland and Yakamia Creek system.
 - Heavy truck movements, including being in close proximity to the schools.
 - Detrimental to visual amenity with unsightly piles of scrap, flood lighting, fencing and barking guard dogs.
 - Road safety and poor access arrangements.
 - Amenity of residential properties in the vicinity.
 - Concerns of this activity being within the floodplain.
 - In a flood situation the open stored timber would be carried off into Oyster Harbour.
 - Not attractive for visitors driving around town.
 - Such a use should be on a sealed drainage system to prevent runoff. The ongoing monitoring of such a system would become a Council obligation.
 - Regulated hours would be required to give local residents some peace at weekends.
 - The site may be an attractive playground for children.

- An approval would lead the way to an expectation to expand the business in the future.
- This is incompatible with the existing low-key activities on surrounding lots.
- The land either side of the creek should become a riparian park for the enjoyment of future generations, not this.
- The noise from machinery will cause more stress to the dogs at the kennels making them bark more.
- The timber is proposed stored on the grass, but may in the future be requested to be on a hard surface. The fill required and works for this would have a significant impact on the water dynamics.

STATUTORY IMPLICATIONS

23. A 'Junk Yard' is an 'AA' use within the Rural zone of Town Planning Scheme 3 (ie. a use that is not permitted unless planning consent to it is granted by the Council after notice has been given in accordance with Clause 5.1.4).

24. Clause 5.4 of the Scheme details the matters to be considered by Council and states:

5.4 The Council in considering an application for planning consent is to have due regard to such of the following matters as are in the opinion of the Council relevant to the use or development the subject of the application:

(i) the compatibility of a use or development with its setting;

(l) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;

(m) whether the land to which that application relates is unsuitable for the proposal by reason of it being, or likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;

(n) the preservation of amenity;

(o) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;

(p) whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring, and parking of vehicles;

(q) the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;

(y) any relevant submission received on the application;

- (z) *the comments or submissions received from any authority consulted under clause 5.1A;*
- (zb) *any other planning consideration the Council considers relevant.*

STRATEGIC IMPLICATIONS

- 25. The land is identified in the Albany Local Planning Strategy as 'Regional Reserve' noting that the subject site is part of the Yakamia Creek flood plain.
- 26. This item relates to the following elements of the City of Albany Strategic Plan (2011-2021):

Key Focus Area

Sustainability

Community Priority

Adopt "Green City" principles

Proposed Strategies

Reduce the amount of landfill waste by allowing the use of recycled/second hand building materials in new homes.

POLICY IMPLICATIONS

- 27. Policy 5E of the City's Local Planning Policy Manual titled 'Development in Flood Prone Areas' is relevant to the proposal.
- 28. Whilst the Policy is broad in nature it notes that in areas subject to periodic inundation or flooding, that development should:
 - 1) *Prevent disruption to the natural drainage system or the modification of the flood levels that would be experienced within the drainage system;*
 - 3) *Maintain the natural ecological and drainage function of the area to store and convey stormwater and floodwater within the watercourse, drainage system or floodplain;*
- 29. This proposal does not meet these policy requirements as the proposed junk yard is within the mapped floodway as determined through the *Yakamia Creek Flood Study 2001*.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
The development within the Flood Way may be prone to inundation in severe storm events and cause an obstruction which could exacerbate the impact of flooding upstream.	Possible	Major	High	Entirely dependent on Council.

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

32. Should Council follow the recommendation and refuse the proposal, 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

33. Council could determine that the location and type of proposal is acceptable and would not have a significant impact of flood flows and cause an obstruction during severe storm events. However, in arriving at that decision, Council must be mindful of the consequences, including the possibility of future requests for filling the land to protect the activity from potential flood water. Such additional changes to the ground level could have a significant impact on surrounding landowners in terms of floodwater capacity and visual/landscape amenity impact.

34. Should Council wish to approve the proposal as submitted and allow the development within the designated flood way the following alternate motion could be considered by a Council member:

That Council issue a Planning Scheme Consent for a ‘Junk Yard (Timber Salvage)’ at 235-239 Ulster Road, Collingwood Heights subject to the following conditions:

A. The approval is for the collection, storage, abandonment or sale of timber only;

- B. The business should not employ more than 2 persons not members of the proponent's household;*
- C. The timber stored on the site shall not be chemically treated;*
- D. The timber is to be stored within the stockpile areas identified on the site plan submitted with the application for planning scheme consent;*
- E. The height of the timber stockpiles shall not exceed 3 metres in height;*
- F. No manufacturing (processing) of the timber is to occur on site, except for the removal of nails and sorting of timber without the prior approval of Council;*
- G. The crossover and access is to be upgraded prior to the operation of the use to the satisfaction of the Council.*
- H. The operating hours associated with the use, inclusive of deliveries and sale of salvaged timber, shall be limited to Monday to Saturday 8am to 6pm with no trading on Sundays.*

35. A decision to approve the proposal may set a precedent for future decision making on these types of applications in known flood ways.

SUMMARY CONCLUSION

36. This application is for a Junk Yard, limited to timber only, whereby the timber from building demolition would be stockpiled, processed and graded for re-use. It is intended that only timber that has not been chemically treated would be received onsite. The activity would be a singular person operation utilising a small portion of the 7.75ha site.

37. Given the scale of the operation and restrictions applying to timber only, the activity and use is considered acceptable subject to the application of several planning conditions. The intended location is however entirely located within the floodway of the Yakamia Creek. Accordingly, the use and its associated infrastructure in this location raises significant concerns regarding water flows in the flood plain and the flood water capacity of the drainage system.

38. Staff are of the opinion that the proposal is unacceptable in its current location and recommends the application be refused.

Consulted References	Town Planning Scheme 3 Yakamia Creek Flood Study
File Number (Name of Ward)	A67452 (Yakamia Ward)
Previous Reference	Nil

Vicki Sutton

From: "Vicki Sutton" <nottus08@bigpond.com>
To: <janv@albany.wa.gov.au>
Sent: Friday, 4 February 2011 1:41 PM
Subject: Fw: Recycling of timber
Janv

re: our conversation of today regarding recycling of timber from demolition site - Albany Regional Hospital

We are seeking written permission to have timber carted & stored on our 19 acre rural property at 239 Ulster Road, Albany

We intend to recycle this timber into the following:

1st grade jarrah & karri

Fence posts

Railings

Pallets






All excess will be used for firewood - this will be donated to the Childrens Cancer Care Group - Albany
Timber to be stored on a fenced 5 acre rear grass paddock 400m from Ulster Rd. This timber will be recycled as fast as humanly possible. As you can imagine this will not happen overnight as it will be dumped from trucks.

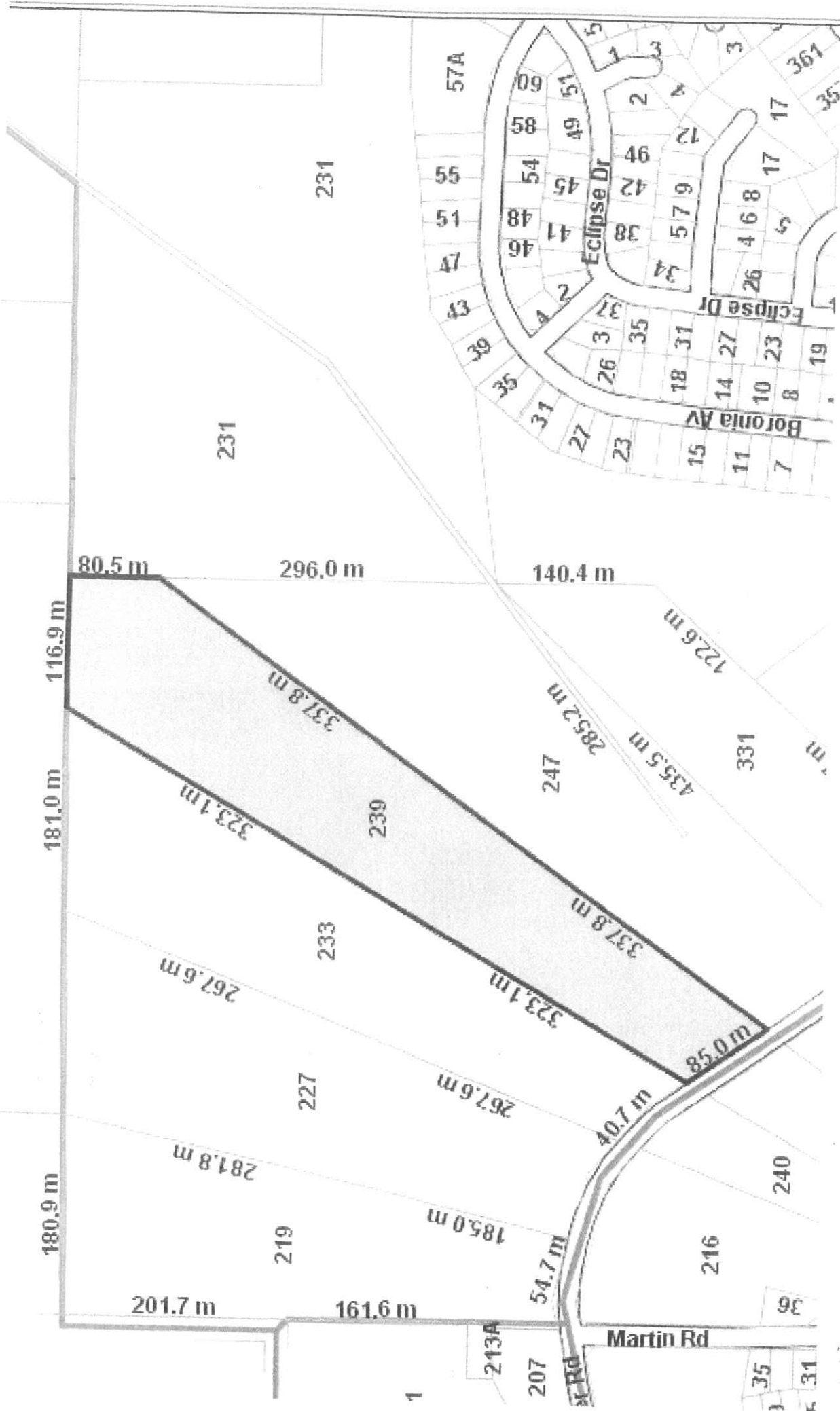
GARY SUTTON
0488616809

239 Ulster Rd

Site Plan and Arial Photo Overlay



-  Proposed Area for storage of Timber Etc to 3 meters maximum height
-  Proposed Area for recycled materials (manufactured Pallets etc)
-  Boundary of 239 Ulster Rd
-  Access Rd and parking area
-  Existing open front shed for the storage of machinery and vehicles



Tom Wenbourne

From: Vicki Sutton [nottus08@bigpond.com]
Sent: Tuesday, 1 March 2011 5:59 PM
To: Tom Wenbourne
Subject: EF1131294 - A67452 - Re: EF1143356 - A67452 - Application for Planning Scheme Consent P2115027 - Junkyard (timber salvage)

SynergySoft: EF1131294

Tom

In reply to your email

Firstly, we are not sure if it will be ongoing, it will depend on the demand for the wood as to whether we will continue (We would like it to be ongoing so we can take delivery of wood from other demolition sites as well) again this will depend on demand

Secondly, the material anticipated will definitely be the ongoing hospital demolition ie stages two & three (approximately & I stress) at a guess 100 tonne

Timber from the hospital is not chemically treated and wont be chemically treated

Firewood will be retailed from our property (delivery by us or pick up) up to 2 tonne at a time (ie 2 tonne truck)

We do not intend making products from the timber, any useable timber will be onsold to a retailer ie furniture makers, salvage yard etc

We would appreciate this matter to be dealt with quickly as we will be away for most of March.

REGARDS
GARY SUTTON

Tom Wenbourne

From: Vicki Sutton [nottus08@bigpond.com]
Sent: Wednesday, 6 April 2011 9:24 AM
To: Tom Wenbourne
Subject: EF1133973 - A67452 - Re: EF1144083 - A67452 - Planning Application P2115027 - Junk Yard (Timber Salvage) 235-239 Ulster Road

SynergySoft: EF1133973

Tom

In reply to your email

We have no intentions of stockpiling car bodies, old machinery etc. We are basically interested in timber salvage only I will be the only worker in my yard. We will not have guard dogs as we dont envisage anyone stealing wood In regards to the flood plain, true flood plain is 800 metres from timber stock pile so wont cause any problems We have no easements on our land for flood plains or council dug Yakamia drain (but this is another issue ie since this drain has been dug by council we have lost access to 10 acres of our land, we have repeated asked council to address this with many other land owners along Ulster Rd - to no avail) Our application in newspaper & your signage out the front of our property clearly states our above intentions If you have any more queries please do not hesitate to to email or call me

GARY SUTTON

----- Original Message Further to my previous e-mail (below), please consider if the proposed timber junk yard operation could be located in another position on your property further away from the Creek floodway and flood fringe.

Kind regards,

Tom Wenbourne
 Senior Planning Officer
 City of Albany
 Tel: 08 9841 9268
 Fax: 08 9841 4099
www.albany.wa.gov.au

From: Tom Wenbourne
Sent: Friday, 18 March 2011 1:49 PM
To: 'nottus08@bigpond.com'
Subject: EF1144083 - A67452 - Planning Application P2115027 - Junk Yard (Timber Salvage) 235-239 Ulster Road

Dear Mr Sutton,

I am writing to you following the public consultation period for your proposed operation on the land. This has generated significant interest and opposition with over 20 letters of objection being received. Some of these objections have misinterpreted the proposal in their reading of the junk yard title and it is obvious from their comments that they envisage car bodies being scrapped and machinery delivering all manner of materials to be deposited on the land. Also there are multiple references to security fencing, lighting and guard dog patrols etc around a facility.

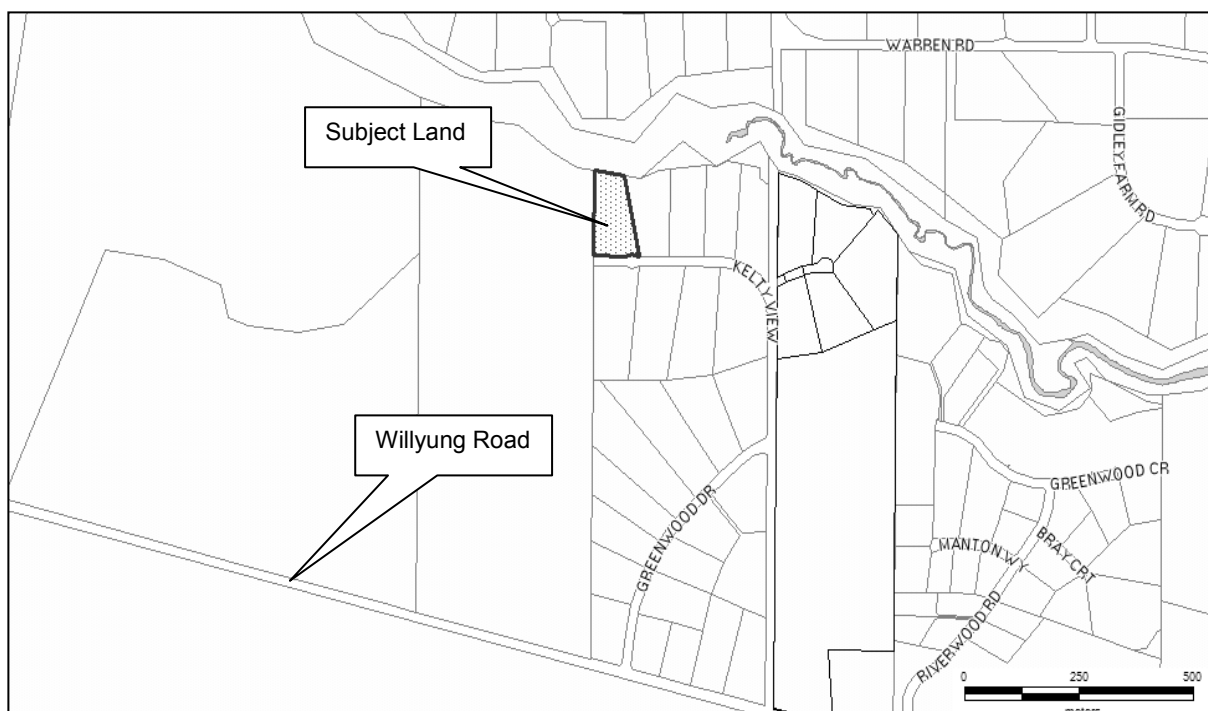
Generally there is concern over the location within the flood plain and the impact any fill or hard surfacing and stock piles may have during prolonged periods of rain and a rising water table.

I am writing to you to invite you to respond to these objections and suggest you provide more detail of how you intend to operate the facility, how many people would be engaged in processing the wood, hours and days of operation etc.

**2.3: DEVELOPMENT APPLICATION – OVERSIZE OUTBUILDING,
KELTY VIEW, WILLYUNG**

Land Description	: (Lot 421) No. 60 Kelty View, Willyung
Proponent	: S & J Carman
Owner/s	: S & J Carman
Business Entity Name	: N/A
Attachment(s)	: Letter of justification : Site Plan / Elevations / Floor Plan : Neighbour Submissions
Responsible Officer(s)	: E/Director Planning and Development Services (G Bride)

Maps and Diagrams:



IN BRIEF

- A development application has been received for an Oversize Outbuilding at Lot 421 Kelty View, Willyung.
- As the application fails to comply with the acceptable requirements of Council's Outbuildings Policy the proposal has been sent to Council for a determination.

CEO:	RESPONSIBLE OFFICER:
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RECOMMENDATION

**ITEM 2.3: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council resolves to ISSUE a Notice of Planning Scheme Refusal for an oversized Outbuilding at Lot 421 Kelty View, Willyung due to the following reasons:

- 1) The outbuilding does not comply with the floor area restrictions contained within the City of Albany’s Outbuildings Policy.**
- 2) The proponent has not demonstrated that ‘exceptional circumstances’ exist to justify a relaxation of Council’s policy.**
- 3) The outbuilding fails to comply with the acceptable boundary setbacks, as per clause 6.2 of the provisions for Special Residential Area No.11.**

BACKGROUND

1. This application is for an extension to an existing domestic outbuilding, located at Lot 421 Kelty View, Willyung. The extension does not comply with Councils Outbuilding’s Policy. The subject site is 1.4003 hectares in area and is zoned “Special Residential (Area No.11)” under Town Planning Scheme No. 3 (TPS 3).
2. Council’s Outbuilding’s Policy sets the permitted development criteria for outbuildings according to the zone and site area. For the subject land the following provisions apply:

Zoning	Max. Wall Height	Max. Ridge Height	Max. Floor Area (combined all outbuildings)	Special Requirements
Special Residential Zone (Lots greater than 4000m ²)	4.2 metres	4.8 metres	150m ²	Refer relevant planning scheme requirements for siting and materials.

3. Although the Outbuilding’s Policy allows acceptable variations to the wall heights of outbuildings, which can be dealt with under staff delegation subject to an application for Planning Scheme Consent, the Policy states;

“For all other variations of the Outbuilding Policy the applicant shall demonstrate exceptional circumstances as to why the policy should be relaxed, with the proposal being presented to an ordinary meeting of Council”.

DISCUSSION

4. The proponent seeks Planning Scheme Consent for a variation of the Outbuilding’s Policy in respect of the maximum floor area allowed for outbuildings on the site. The maximum floor area for all combined domestic outbuildings on the site is restricted to 150m². The existing outbuilding is 130.0032m² in area and the proposed extension is 65.1168m² in area (dimensions 12.24m x 5.32m) bringing the combined floor area to 195.12m², therefore requesting a variation of 45.12m² to the policy.

5. The outbuilding is proposed to be finished in colorbond with the colour chosen being “wilderness” (green).
6. The proponent has advised that they require the additional floor area for the following reasons:
 - He is an ex-furniture maker, and still makes furniture as a hobby occasionally, and to safely use the machinery/tools (panel saw, buzzer, thickness etc) requires a large area.
 - He requires additional storage space for members of the family.
 - He requires extra floor space to store and park vehicles such as standard cars, camper trailer motorbike and classic cars.
 - He restores classic vehicles (copy of justification is attached to this report).
7. The proponent has stated that due to the size of the lot (1.4003 hectares) they believe the floor area requirements should be based on the Special Rural zone requirements. The subject lot size is above the average Special Residential lot size and is typical of the Special Rural zone. It should be noted that if the zoning of the site was Special Rural the floor area restriction is 200m² (proposed floor area is 195.12m²).
8. The proponent is also requesting a side setback relaxation, the provisions of “Special Residential (Area No.11) require a setback of 15m from boundaries. The existing outbuilding is 15m from the boundary however with the extension the outbuilding is proposed to be 9.68m from the eastern boundary (relaxation of 5.32m). Clause 6.3 of the provisions for the area states;

“Council may approve a lesser boundary setback if Council is of the opinion that (i) the topography or shape of the lot, or natural vegetation on it, makes it desirable to alter this provision and (ii) that the location of the building or structure will not detract from the environmental quality of the area or from the amenity of existing or future residence on adjoining lots. Council may require hydrological testing for footings and alternative wastewater effluent disposal systems.”

The affecting neighbour was consulted and raised no objection to the relaxation. The outbuilding is sufficiently setback from all other boundaries.

9. In all other respects, the proposed outbuilding complies with the Outbuilding’s Policy and the provisions of “Special Residential (Area No.11) under TPS 3.

GOVERNMENT CONSULTATION

10. No government consultation was required.

PUBLIC CONSULTATION/ENGAGEMENT

11. The application was referred to nearby landowners for comment as a relaxation to the Outbuilding’s policy. In closing of the advertising period one submission was received advising no objections to the application.

STATUTORY IMPLICATIONS

12. As the land is zoned “Special Residential (Area No.11) under TPS 3, the proposed outbuilding is permissible under the Scheme.
13. The Outbuilding’s Policy is a town planning scheme policy adopted under the Scheme. Clause 6.9.4 of TPS 3 states;
 - 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.”*
14. Clause 5.16 of Town Planning Scheme No. 3 allows Council to grant a relaxation to a scheme standard. In this case the Scheme requires a side setback of 15 metres and the proponent has proposed a reduced side setback of 9.68 metres. The neighbouring landowner affected by the proposed relaxation was consulted and no objection has been received. All processes have been followed, inclusive of neighbor consultation, to allow Council the ability to approve the side setback relaxation as per Clause 5.16 should it wish to do so.

STRATEGIC IMPLICATIONS

15. 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.

16. The last major review of the Outbuilding’s Policy was undertaken in July last year in liaison with shed builders throughout the Great Southern Region. Since this review was undertaken, no applications for outbuildings have been presented to Council with the exception of this application; all other proposals have complied with this Policy.

POLICY IMPLICATIONS

- 17. Council’s Outbuildings Policy states that Planning Scheme Consent is only required where the criteria of the policy cannot be complied with (with the exception of the acceptable variations to the wall heights). Any variations to the policy require the proponent to demonstrate “exceptional circumstances” as to why the policy should be relaxed, with the proposal being presented to an ordinary meeting of Council.
- 18. The aim of the Outbuilding’s Policy is to achieve a balance between providing for various legitimate storage needs of residents whilst minimising any adverse impacts outbuildings may have on neighbouring properties, the street, the neighbourhood or locality, or the City.
- 19. The Policy allows Council to consider applications outside the guidelines where “exceptional circumstances” apply and provided the aim of the policy is not compromised. Staff consider that the storage of tools/machinery, cars (both standard and classic), camper trailer and motorbike does not classify as “exceptional circumstances”.

RISK IDENTIFICATION & MANAGMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Council’s support for the proposal could create a precedent for other applications and devalue the policy.	Likely	Minor	High	Should Council support the proposal, it should consider whether the policy should be reviewed to accommodate similar applications.

FINANCIAL IMPLICATIONS

- 21. The proponent has paid the appropriate fee as per the Planning Fees Schedule adopted by Council.

LEGAL IMPLICATIONS

- 22. 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

- 23. Council has the option to grant planning scheme consent for the oversize outbuilding outside of its policy parameters and in doing so grant its consent to relax the side setback

SUMMARY CONCLUSION

24. The proponent proposes to construct an extension to an existing outbuilding in the front (south-eastern corner) of the site, requesting a side setback relaxation from the eastern boundary and a floor area relaxation under Council's Outbuilding's Policy.
25. A 45.12m² relaxation is sought for the maximum floor area requirement of 150m² under Council's Outbuilding Policy, therefore proposing an outbuilding 195.12m² in area (almost a one third increase in the allowable floor area).
26. The City of Albany has some of the most generous outbuilding sizes compared to other Local Governments within the State. Although only one requirement of the policy is requested to be varied, supporting this application could encourage further applications for oversize outbuildings on surrounding properties and could be used to set a precedent within Special Residential areas.
27. Staff consider that the proponents reasoning for the additional floor area is not considered "exceptional circumstances" and approval for applications of this nature would have the effect of undermining the policy. For these reasons, staff recommend the proposal not be supported.

Consulted References	Council's Outbuilding's Policy Town Planning Scheme No. 3
File Number (Name of Ward)	A186559 (Kalgan Ward)
Previous References	Nil

APPLICATION FOR GRANT OF PLANNING SCHEME CONSENT

To Whom It May Concern:

I am applying for the approval for an extension of an existing shed. Located at 60 Kelty View, in Willyung. The land area is 3.5 acres or 14,300 sqm. The zoning is currently Special Residential.

The block backs onto the King River which has a 100yr flood level exclusion zone, therefore this block will never be approved for subdivision. I require the additional shed space for a variety of uses, these are:

- I am an ex furniture maker, & now make furniture as a hobby now & then, I have kept my machinery such as Panel saw, buzzer, thicknesser, etc. These machines require a large space to use safely.
- Vehicles that require storage are, my wife's car, work Ute, camper trailer, motorbike & classic cars.
- Classic Cars, I have just finished restoring a 1962 EK Holden, & looking for my next classic car restoration.
- I have been blessed with having 3 boys so this means I need more shed space.

With the limitations on this block & its size I ask you to assess this application based on the Special Rural Zone Requirements.

Current shed size is 136 sqm, I am applying for a further 60 sqm to make a total of 196 sqm.

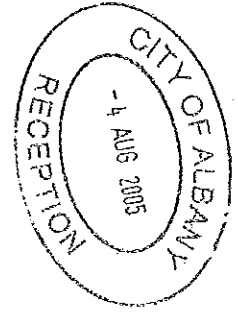
Thank you for your time.

Regards,

Steve Carman

PROPOSED SITE PLAN FOR STEPHEN CARMEN OF LOT 421 KELTY VIEW, WILLYUNG.

KING RIVER



WATER
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174.96m

67.64m

168.25m

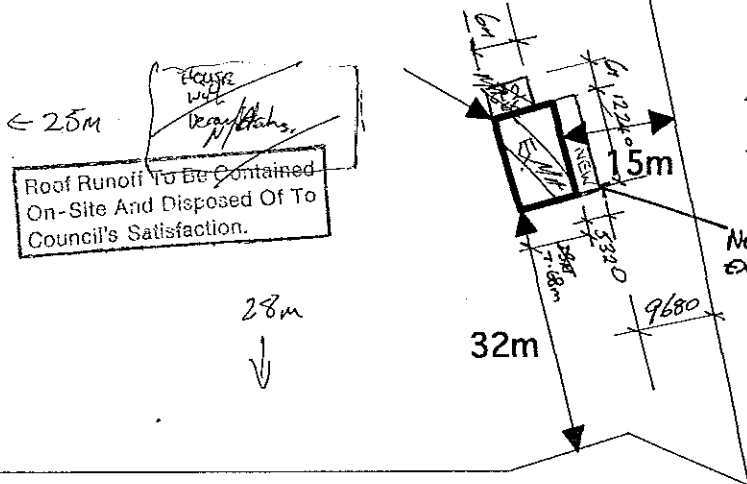
← 25m

House with veg/plants

Roof Runoff To Be Contained On-Site And Disposed Of To Council's Satisfaction.

All CONSTRUCTION TO BE A MIN. OF 1.2M FROM SEPTIC TANKS & A MIN. OF 1.8M FROM LEACH DRAIN

NEW EXTENSION



69.77m

15.81m

15.81m

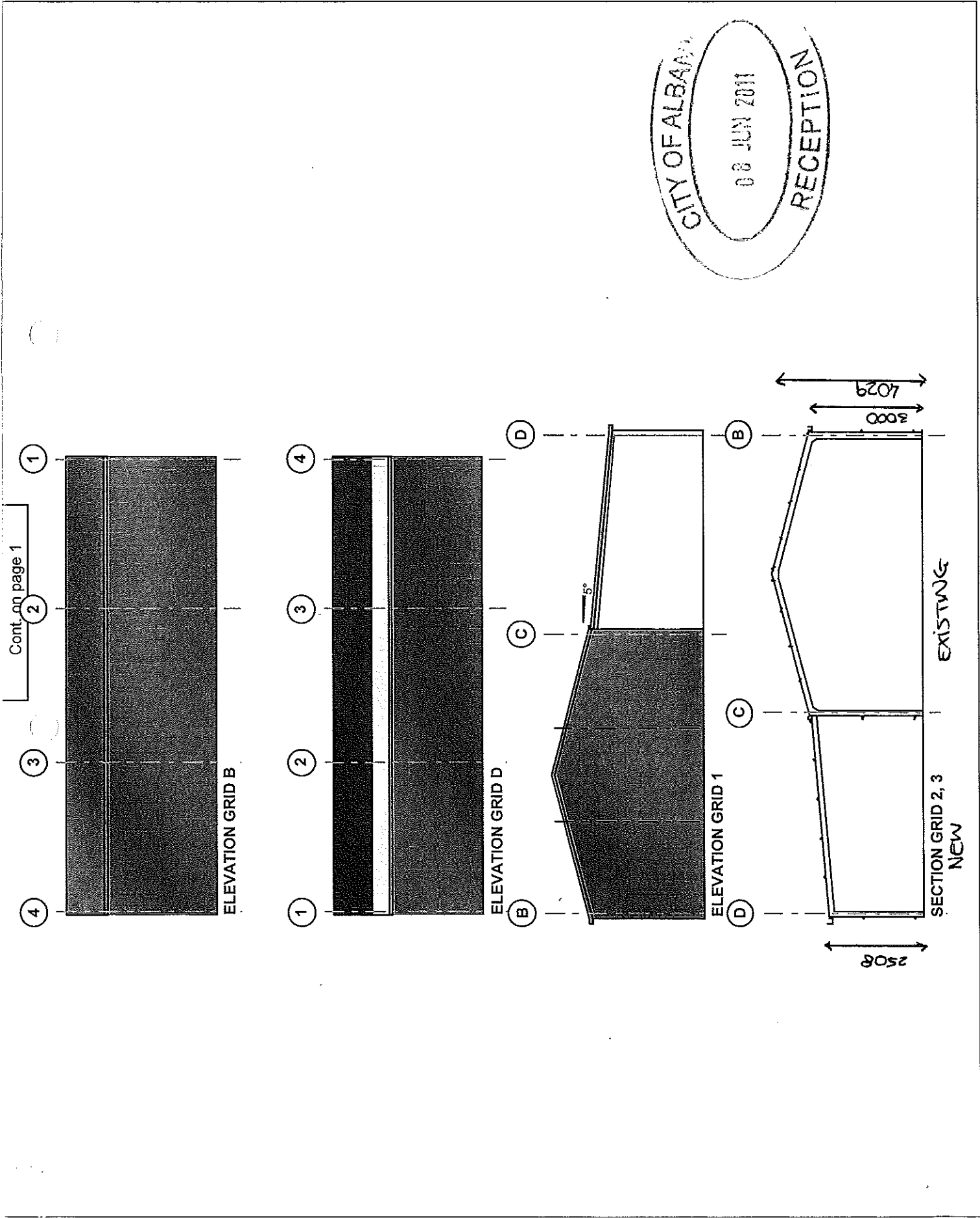
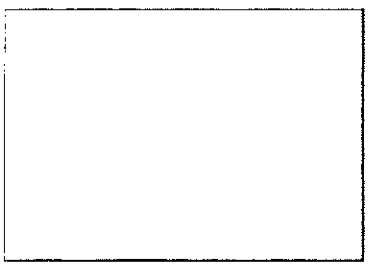
KELTY VIEW

[Handwritten signature]

SCALE 1:1000



SCALE A4 SHEET 1:125	PAGE 3/3
DRAWING NUMBER ALBANY-1212	



CLADDING

ITEM	PROFILE (min)	FINISH	COLOR
ROOF	TRIMDEK 0.42	COLORBOND	AA
WALLS	TRIMDEK 0.35	COLORBOND	AA
CORNERS	-	COLORBOND	AA
BARGE	-	COLORBOND	AA
GUTTER	HI-QUAD	COLORBOND	AA
DOWNPIPE	100x50	COLORBOND	AA

ACCESSORY SCHEDULE & LEGEND

QTY	MARK	DESCRIPTION

ARCHITECTURAL DRAWING ONLY
NOT FOR CONSTRUCTION USE

WIND DESIGN		
IMPORTANCE LEVEL	REGION	TERRAIN
2	A	2.5

CLIENT
STEVE CARMAN

SITE
**Albany
ALBANY WA 6330**

BUILDING
**SUNDOWN DELUXE
7680 SPAN x 3000 EAVE x 12240 LONG
PLUS 5320 ANNEXE**

TITLE
GENERAL ARRANGEMENT

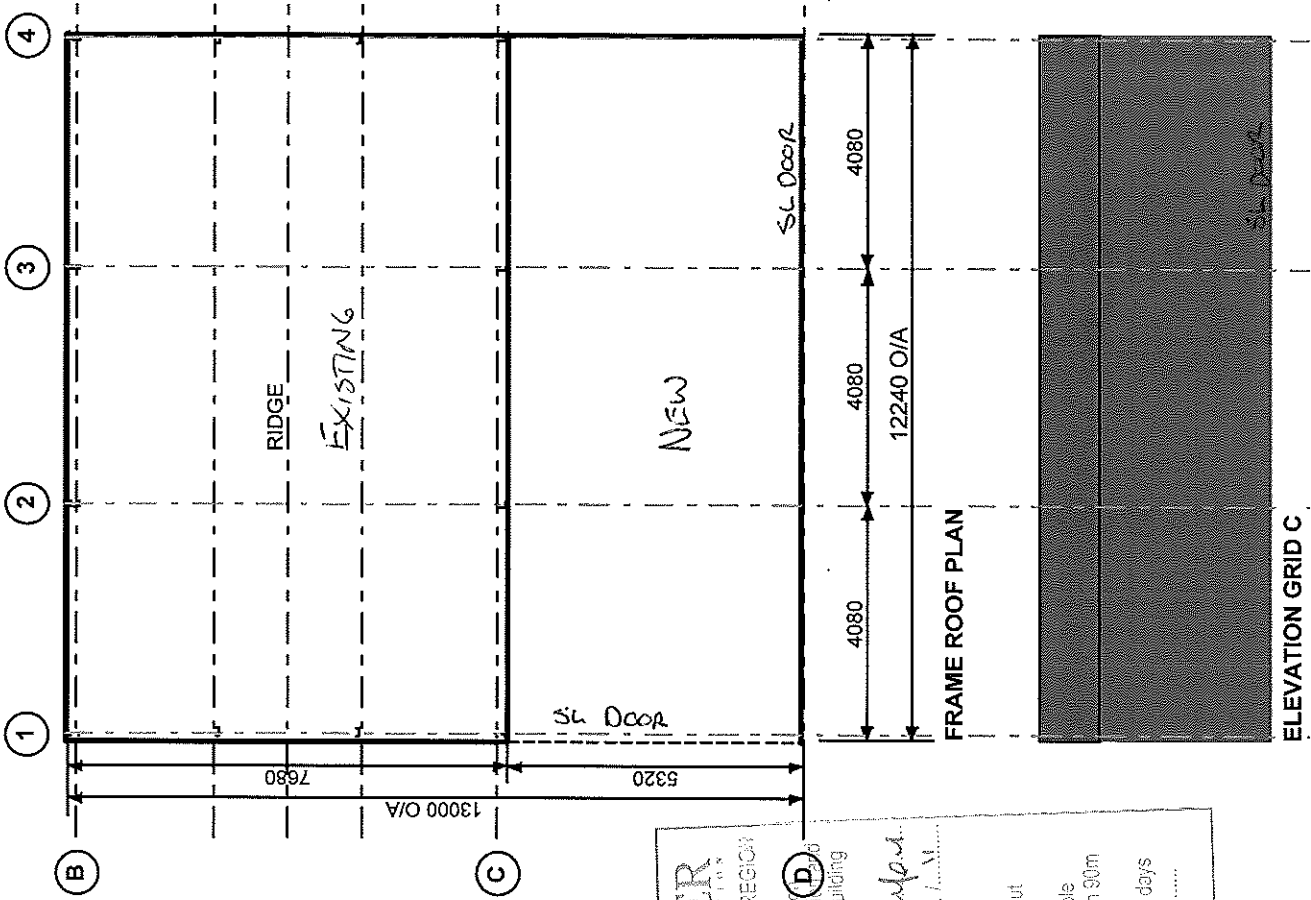
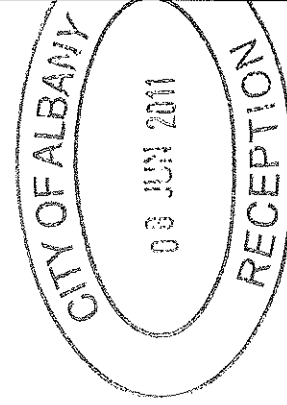
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ALBANY-12123

PAGE
1/3

AGENDA ITEM 2.3 REFERS

Cont. on page 2



Cont. on page 3

WATER
ALBANY
GREAT SOUTHERN REGION

This plan has been submitted for inspection to the location of the building approved.

Signature: *Steve Carman*

Date: 8 June 2011

Sewer available and connected
 Sewer available but not connected
 Sewer not available
 Property less than 90m from sewer
 Service within 10 days
 Or
 Refer Over



06 June 2011

City of Albany Records
Doc No: ICR1138093
File: A186559
Date: 08 JUN 2011
Officer: BS11

Attach:
Box:
/of:
Box+Vol:

To Whom it May Concern

Building Approvals Dept.

City of Albany

PO Box 484

Albany WA 6330

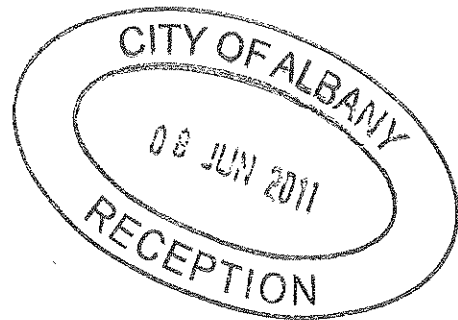
We have been approached by our neighbours, Steve & Jennifer Carman, with regard to building an extension to their existing shed/workshop.

We have no objections to these additions being done.

Ivan and Jan Trigwell

52 Kelty View

Willyung WA 6330



From: [Robyn Powell](#)
To: [Amanda Porritt](#)
Subject: EF1142228 - CR.PLA.5 - Middleton Beach CCTV cost breakdown
Date: Tuesday, 2 August 2011 4:22:09 PM
Attachments: [image002.png](#)
[image004.png](#)
[Security Quote.pdf](#)

Hello Amanda

I have provided a cost breakdown as requested, and provided more detail on the maintenance checklist. The maintenance cost includes 4 visits a year, and this has been included in our total price submitted.

I have also provided a couple of websites that may be of interest regarding the transmission system we are proposing to get the video from the beach back to the Albany Police Station. We have gone for a very stable system that has proven to perform well over long distances in crowded cities as the whole set up is reliable on this. We have also proposed a system that will require no ongoing licensing costs as we believe that this will prove the most cost effective over time. The system is the same as that installed on the Stirling Terrace cameras already wirelessly linked to the Albany Police Station.

I have used the actual electricity consumption from the Stirling Terrace installation as a basis for our estimate.

Our costing is transparent, our equipment is reliable, and our technicians are professional. (There will be no 'surprises' with our proposal.)

Please let me know if you would like any further information regarding any aspect of this project and I will get it to you ASAP. I look forward to hearing from you again soon.

Regards



Robyn Powell
Director



Unit 2 – 16 Hercules Crescent
Albany WA 6330
P: 08 9841 3621
F: 08 9841 6216
M: 0429 689 651
www.powellsecurityservices.com.au



2/16 Hercules Crescent
 Albany, WA, 6330
 Ph: (08) 98413621
 Mob: 0429 689 649
 Fax: (08) 9841 6216
 Email: admin@powellsecurityservices.com.au



Amanda Porritt
 Administration Officer Community Development
 City of Albany
 PO Box 484
 Albany WA 6331

Proposed cameras for Middleton Beach

Hello Amanda

Thankyou for the opportunity to provide more detail to our proposal for 3 cameras to Middleton Beach Car Park.

The cost of this installation is \$54,206.36 ex gst.

The breakdown of the price is below:

3 x Panasonic 3.0 mega pixel super dynamic, vandal resistant IP Dome pole mounted cameras
 – positioned to view main entry and exit of car park and an overview of main trouble areas.

- Camera cost: \$6,697.32
- Pole mount brackets: \$220.25

3 x Galvanized steel poles positioned in garden beds adjacent to car park. The poles are 175mm in diameter, 3m high with base plate and top cap.

- 3 x Galvanised steel poles: \$2,970.00

4 x Fluidmesh Duo 2200E wireless video transmitters with antenna, mount, terminator and 3m cable assembly. Two transmitters are suggested for the car park area, with a third relaying the signal from Mt Melville to the Police station. The fourth FM unit will be positioned at the police station to receive the signal and relay back to the recorder.

4 x Lightning Surge Protector one for each FM unit to help protect against minor electrical spikes **will not stand up to a direct lightning strike**

- Fluidmesh 2200E-D (x4) with appropriate power transformer: \$18,771.49
- Antennae, lightning protection, cable assembly & terminators: \$ 2,048.22

3 x 1 year lease of tower at top of Mt Melville.

Early indications are that the cost of leasing part of the tower for the FM transmitter will be \$1500 per annum. Please note that we have to get submit wind ratings and product specifications for approval before any work can commence on the tower. The approval lead time for tower work can be 3 months.

- 3 year lease of Mt Melville tower: \$4,500.00

NOTE: *We need to complete a scan of the proposed transmission path to ensure the signal will transmit clearly.*

3 x Camera Licenses for connection of the cameras in to the existing system. These licenses are not an ongoing transmission license, but a **one off** software licence for the DVTel software installed at the Albany Police Station

- 3 x camera license \$1,499.86

4 x Signs – Placed at entrance and exit to car park

- 4 x signs installed: \$1,040.00

3 x Stainless Steel Equipment Enclosures.

Battery backed power transformers will be located in stainless steel locked boxes mounted on the poles.

****I have allowed a provisional sum of \$3,000 for electrical works relating to the system.**** Please note that a firm price is not allowed for electrical as there are too many unknowns regarding power availability at the site. Before proceeding, we would need to arrange a site visit with a staff member of the City of Albany to ascertain switchboard locations, and capacity.

- Enclosures, batteries, electrical works: \$7,740.00

3 x 1 Year Quarterly Maintenance of System.

The maintenance visits include:

- check functionality of all cameras
- clean all dome housings
- adjust camera views and focus as necessary (liaise with police)
- check all power supplies and test back up batteries
- Verify wireless link back to the Police station
- Adjust frequency on FM transmitters as necessary according to varying bandwidth usage in transmission path
- Adjust antennae alignment as necessary for optimum signal strength
- Check recorded footage and test playback capabilities
- Burn sample footage to test record quality after dark

No parts are included in the maintenance (eg – vandalized equipment)

- 12 visits over 3 years: \$3,360.00
- 4 visits over 1 year: \$1,120.00

Installation costs

All installation labour, including programming, network connectivity set up, equipment hire, concrete footings, cabling works and associated installation labour and cabling costs.

- Installation labour not included in parts breakdown costs: \$5,359.22

Power usage per annum: \$243.00

This estimate is based on meter readings from the system installed in Stirling Terrace. This would be the total power consumption including the Mt Melville unit. 400 kilowatts per year per location.

All installed equipment is guaranteed for a period of 12 months.

Powell Security Services guarantees that all cameras, recording equipment, power supplies and transmission equipment will be free of defect for 12 months from date of installation. Any defective equipment will be replaced at no cost.

In addition to the manufacturer's warranty, Powell Security Services warrants all installation works for a period of 24 months.

All cabling works to be completed to Australian Standard 2201.1 by licensed cablers.

This guarantee does not cover any damage to equipment caused by outside factors such as electrical surges, storms or deliberate vandalism.

All care will be taken to protect equipment from minor electrical interruptions or electrical storm damage, and proposed equipment has been selected with vandal resistance and proximity to the ocean in mind.

The above price has included all programming, equipment, labour and licenses for a fully functioning system integrated with the existing Fluidmesh/DVTeI system installed at Albany Police Station.

There is quite a good website explaining the proposed Fluidmesh transmission system which is used extensively in Europe, and may prove interesting.

www.fluidmesh.com click solutions, video surveillance, FluidMesh 2200 series for a full product explanation. You may also find a case study interesting - <http://www.fluidmesh.com/en/case-studies/case-studies/525-delaware.html> (this is one that I personally found interesting as it incorporates multiple camera locations over 200 miles, and the solar panel solution that we are proposing)

The Panasonic cameras are also world class, and have extensive web documentation.

Please let me know if you require any further information on any product or a further pricing breakdown. Thankyou again for the opportunity to be of service, and I look forward to hearing from you again soon.

Regards,



Robyn Powell
Security Licence SG25211



ABA SECURITY

CARAMIA ELECTRICAL

PO BOX 1931 ALBANY WA 6331
48 COCKBURN ROAD ALBANY WA 6330
Telephone: 08 9841 7828 Fax: 08 9841 6669
Email: tony@abasecurity.com.au

ABN: 99 384 993 464
Security Licence No. 05999
Electrical Licence No. EC 002192

Date : June 30, 2011

Quote : 9233

CITY OF ALBANY

AMANDA PORRITT

PO BOX 484

ALBANY WA 6331

Contacts: (W) 98419391 (DIRECT) (F) 98414099

Thank you for the opportunity to provide this proposal.

Here at ABA Security and Caramia Electrical

Our commitment is to do a good job at a fair price and a good job is built into this quotation so you can rest assured the job will be done right.

For further information on the diverse range of services we provide, please visit our WEB site at www.abasecurity.com.au

Amanda, thank you for the opportunity to provide this quotation to supply and install the following CCTV system for the Middleton Beach Carpark Area. This quotation complies with the OCP specification pages 8-15 as provided.

NOTE,

Amanda as discussed this quotation is for a stand alone system. If the system is to be part of and be integrated with the current Stirling Terrace CCTV system we would be happy to reprice it that way.

Project description

- Installation of a stand alone Closed Circuit Television system for the Middleton Beach Car Park area with three cameras installed in locations as described in the detailed clauses. The camera images are to be transmitted via a wireless link and be recorded onto a 16 input Network Video Recorder that is to be located at the Albany Police Station.

www.abasecurity.com.au

SECURITY ALARM SYSTEMS - ELECTRICAL CONTRACTING - CLOSED CIRCUIT T.V. SYSTEMS
TELEPHONE & DATA CABLING - AUTOMATIC GATES - ROLLER SHUTTERS

EFTPOS AVAILABLE / QUOTATION VALID FOR 30 DAYS

QUOTE

DETAILED CLAUSES CCTV SYSTEM FOR MIDDLETON BEACH

- This is quoted as a stand alone system

Head end at the Police Station

- Installation of a roof mounted Fluid Mesh antenna system
- A Panasonic 16 input Digital Network Video Recorder with 3.5 Terrabytes of data storage is to be mounted in the control area.
- A 42 inch wall mounted monitor is to be installed to view the live and play back Images.

Middleton Beach

- Fabrication and installation of a galvanised purpose built camera mounting pole to be mounted in a location that is about 30 meters from the Surf Club Building on the Northern side.
- From this camera mounting pole a front on view of the car park entry can be achieved as well as two general view camera's looking North and South through the car parks. This provides good coverage of the specified area's. Installation of 3 Panasonic IP cameras mounted in vandal resistant housings onto the pole. The camera's are Day / Night, digital IP camera's fitted with Auto Iris, Varifocal lenses.
- Each camera is to be installed with a lens suitable for the task it is undertaking, IE zoomed in or wide view.
- The camera's are to be cabled to the Surf Club Building and powered off the City of Albany common services meter.
- From the Surf Club Building The Video IP signal is to be transmitted to the Police Station via a Fluid Mesh Wireless Link.
- The wireless antenna is to be mounted on the Surf Club Building roof on a purpose built aluminium tripod mounting frame.

Wireless repeater

- Due to the Fluid Mesh wireless link being a Line Of Site system, a repeater must be installed to enable the signal to reach the Police Station. This repeater is to be mounted on the Antenna system Mast on Mt Clarence. The City of Albany has an existing lease on the mast. We propose to install the repeater in that Lease area to avoid any further on going costs.

Signage

- To manufacture and install in strategic locations CCTV in use warning signs in locations to be decided on.

PRICE \$42,663.50 INCLUDING GST

MAINTENANCE (annual charge)

To provide preventative and performance maintenance for the installed system.
This is to be carried out Biannually as follows

Annually

- Carry out a visual inspection of the system components.
- Inspect operation of the system and components
- Clean all CCTV cameras of any salt build up to maintain a clear image
- Open all the cameras and check for water and dust ingress.
- Lubricate the cover screws for all components to prevent corrosion
- Inspect the entire system for any corrosion and clean, lubricate or paint affected areas
- Create a condition report

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TELEPHONE & DATA CABLING - AUTOMATIC GATES - ROLLER SHUTTERS

EFTPOS AVAILABLE / QUOTATION VALID FOR 30 DAYS

Biannually

- Carry out a visual inspection of the system components
- Inspect operation of the system and components
- Clean all CCTV cameras of any salt build up to maintain a clear image
- Create a condition report

PRICE \$935.00 INCLUDING GST

MAINTENANCE (3 year contract)

To carry out the maintenance schedule itemised above as a 3 year contract.
(if a 3 year contract is chosen please disregard the annual charge above)

PRICE \$2,640.00 INCLUDING GST

PRICE BREAK DOWN (head end equipment)

This price includes the following

- Supply and installation of the Fluidmesh wireless link from the Surf Club to the Mt Clarence mast to the Police Station. This includes all antenna's, power supplies, cables, rigging expenses, mounting brackets ETC.
- To install the Network Video Recorder and monitor at the Police Station, commission the system, provide user training and as constructed manuals
- NOTE there are licence fee's included in the head end set up costs. These fee's are a one off charge and do not need to be considered for on going costs.

PRICE \$30,409.50 INCLUDING GST

PRICE BREAK DOWN (Per IP camera)

This price includes the following

- This price is per camera
- Supply and installation of the camera
- Powering up of the camera and setting the ip addresses
- All adjustments and final commissioning of the camera views in conjunction with a City of Albany Representative
- NOTE there are licence fee's included in the camera set up costs. These fee's are a one off charge and do not need to be considered for on going costs.

PRICE \$2,696.83 INCLUDING GST

PRICE BREAK DOWN (Camera mounting pole)

This price includes the following

- Fabrication, galvanising and installation of the camera mounting pole. (custom built)
- Trenching, conduiting and installation of the camera cabling from the Surf Club Building to the camera pole

PRICE \$4,163.50 INCLUDING GST

ANNUAL RUNNING COSTS

The annual running costs of the system will be quite low. We propose to use power from the Surf Club house services meter which belongs to the City so there will be no supply charges ETC. Just the power consumed. At the Mt Clarence mast we will use the existing power supply on the Council Lease. These two points will use approximately \$450-00 of power per year.

The Police Station power has been allowed for as using their available power supply. The approximate cost at this end will be \$1,000-00 to \$1,500-00 of power per year depending on how the monitor is used

PRICE \$1,650.00 INCLUDING GST

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TELEPHONE & DATA CABLING - AUTOMATIC GATES - ROLLER SHUTTERS

EFTPOS AVAILABLE / QUOTATION VALID FOR 30 DAYS

THANK YOU

Tony Caramia
ABA Security - Caramia Electrical

www.abasecurity.com.au

SECURITY ALARM SYSTEMS - ELECTRICAL CONTRACTING - CLOSED CIRCUIT T.V. SYSTEMS
TELEPHONE & DATA CABLING - AUTOMATIC GATES - ROLLER SHUTTERS

EFTPOS AVAILABLE / QUOTATION VALID FOR 30 DAYS

From: [Nigel Squirres](#)
To: [Amanda Porritt](#)
Subject: EF1144376 - CR.PLA.5 - Middleton Beach Proposal
Date: Monday, 22 August 2011 9:58:23 PM
Attachments: [image001.png](#)
[City of Albany.pdf](#)

Hi Amanda

Please find attached proposal for Middleton Beach project. The system will consist of 3 x cameras on separate poles, one at the northern end of the car park and the other two at the southern end adjacent to the Surf Club. This will allow for vision of the entry/exit points, overall view of the main car park and via a 360 degree Pan Tilt Zoom camera, vision of the two other adjacent car parks south. The quality of the cameras recommended should allow possible identification of vehicle registration plates driving through the main car park at night and identification of persons within certain fields of view of the cameras (subject to position, lighting and environmental conditions at the time).

When you read it you will see that I have not quoted you on a wireless video/radio link system. I have been advised against it by two companies that I utilised to provide desktop surveys regarding the use of microwave radio transmission for the system in your area, you will read the reasoning within the proposal. Should the council still want to pursue this method I can provide a quote for the best possible system that can be operated but it will be a minimum of \$40,000 more expensive (for similar performance as currently quoted) with a greater on going annual cost.

Should the council accept our proposal in terms of the transmission of the CCTV system via internet connection as opposed to the radio link and you require any pdf product brochures with equipment specifications please advise me and I will forward them to you.

Should you wish to discuss any aspect of our proposal please feel free for yourself or any other representative of the City of Albany to contact me.

Kind regards,
Nigel Squirres
Security Consultant



VIP Electronic Security
Ph: 08 93581100
Fax: 0893581057
Mob: 0418778155
Email: nsquirres@vipsecurity-wa.com

ELECTRONIC SECURITY ALARMS · ACCESS CONTROL · DIGITAL CCTV · VIDEO INTERCOMS · MONITORING · SMART WIRING

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22 August 2011
City of Albany
P.O Box 48
Albany WA 6331

Dear Amanda

Re: Proposal for supply and installation of a CCTV system as indicated for the Middleton Beach Car Park.

Thank you for the opportunity to put forward our proposal for the works as required above.

Our understanding of your requirements is as follows:

Supply and install the following as per email request dated 8 August 2011;
3 x camera CCTV system to Middleton Beach Car Park/s, Albany. All cameras to be mounted on galvanised steel poles and to provide footage of exit/entry points and general overview and if possible to include coverage of the adjacent car parks. The system is to transmit the video footage via wireless radio transmitter to the communications tower on Mt Melville and relayed on to the Albany Police station where it will be monitored.

It is understood the purpose of the system is to provide CCTV coverage in regard to anti-social behaviour, theft from vehicles, vehicle theft, any criminal offences and to capture any other incident where recorded footage may assist Police or the City of Albany.

Your email specified a number of considerations to be quoted on including;

Itemised cost of cameras.

Itemised cost of Galvanised steel poles including installation costs.

Itemise cost of radio transmitter equipment.

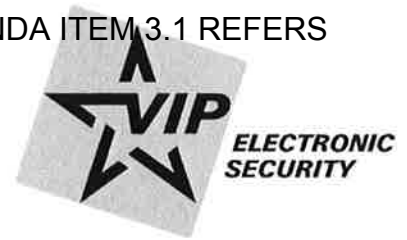
Itemised leasing cost of Mt Melville Communications Tower.

Itemised cost of lightning surge protection equipment for each component of the CCTV system.

Itemised costs of any other component or equipment required.

Itemised costs of CCTV signage for the site including installation.

.....
Signature



Itemised power connection costs.
Itemised maintenance costs for 3 year minimum period and any warranty specs.
Any other relevant information regarding the system.

If we have misunderstood your requirements please advise us and we will amend our proposal.

In considering this project several factors have been taken into account;

The requirements of the CCTV system

As mentioned earlier the main purpose of the system is;

- to monitor anti-social behaviour and provide Police with the ability to respond appropriately to it.
- to assist in identifying any persons involved in the commission of a criminal offence/s.
- to obtain identification details of any vehicle involved in criminal activity or commission of any offence/s.
- To obtain evidence to assist police in any investigation arising out of an incident in the vicinity.
- To capture CCTV footage of any incident that may be required by police or the City of Albany.

The email request for the installation of a 3 camera (only) system will limit the ability of the system to provide what may be required or expected as above. In providing this proposal this aspect is to be kept in mind however we will endeavour to provide the best possible coverage that 3 cameras will allow.

The reliability and dependability of the CCTV system footage

The email requests that the CCTV footage from the system be transmitted utilising a wireless radio link to the Mt Melville tower and relayed on to the Albany Police Station.

We have had two independent desktop feasibility studies conducted by specialist communications companies who have extensive experience in the Albany area. Both have advised that to transmit the images via Mt Melville is a proposal that should be reconsidered.

.....
Signature



Taking into consideration the extra distance to Mt Melville and that there is no direct line of sight from the Middleton Beach car park area it is doubtful that the current proposal would provide suitable transmission of the images. It would also involve having to install a minimum height radio mast of 20 metres on the Middleton Beach site to try and provide any hope of the transmissions reaching Mt Melville.

The study strongly recommended against the use of any standard frequencies such as 5.8 Ghz to transmit the video images via the intended links given the saturation level of these frequencies in the area. Any transmission on these standard frequency ranges would be consistently met with interference. As such the CCTV system would be unreliable and could not deliver any consistent images or performance.

The study suggested that the communications tower on Mt Clarence would be a much more suitable site to transmit the images however the cumulative costs involved in the equipment required, 18 Ghz radio licence, radio transmitters and links, antenna installation at 20 – 30 metres on the tower and annual lease costs were excessive (\$38,000 approx plus annual fees of over \$3000).

The main recommendation of note is to run the system via ADSL internet connection. This is the most reliable, consistent and economic means of providing the CCTV images to the Albany Police Station.

In order to connect the system via the internet the simplest and most cost effective means is to seek the co-operation of the Surf Lifesaving Club. This could be achieved by establishing a new stand alone internet connection (as well as 240 Volt power supply) from the building. In terms of the security of the system the connection could be made into a secure enclosure to prevent tampering.

All that would then be required is a static IP address for the system at the site and Albany Police could stream the video. I am advised there is an existing Pacom head end CCTV system at the Albany Police Station which could be utilised to monitor the system, control the PTZ camera recommended and record and store any footage.

The City of Albany would need an internet plan with an unlimited download limit through an Internet Service Provider. This would be an ongoing cost for the life of the system. In addition the CCTV system would need the fastest available upload speed at the Surf Club connection.

.....
Signature



The environmental aspects and their effects on the CCTV system footage

Given the harsh environment at the Middleton Beach car park a CCTV system capable of enduring the local conditions needs to be installed. This includes ruggedised cameras and heater elements for the domes/lenses.

In addition a minimum quarterly maintenance camera dome/lens cover cleaning plan would be required for the system due to the moisture, salt air and sand. As a result we have recommended hinged poles which will drop down to 1 metre for ease of cleaning the camera equipment.

Supply of 240 Volt power to run the CCTV system

The most effective means of powering the CCTV system is by supply of 240Volt power from a local source. This will need to be established by arrangement with the Surf Club to connect into their power supply as Western Power will not allow a secondary power supply to be installed when there is an existing supply to the Surf Club.

VIP Electronic Security can provide the power draw for the running of the system to enable payment by the City of Albany to the Surf Club. Alternatively once the system is installed and running the City of Albany can run monitoring equipment to establish the exact run time consumption and pay the Surf Club accordingly.

Existing CCTV infrastructure at the Albany Police Station

We have made inquiries and established that the Albany Police Station currently monitors a CCTV installation for the Albany town site. This was established from funding from the local Chamber of Commerce and the equipment installed to monitor and record footage from the system is from a CCTV supplier in Perth that we know well and use. As a result we will recommend equipment supplied by them which will be compatible with the head end equipment in existence at the Police Station. This will allow the existing infrastructure to run the new CCTV system without any additional equipment having to be installed and will allow easy further expansion at a later date should that be required.

.....
Signature



To carry out the installation we recommend and will provide the following ;

Camera Equipment

Supply and install

- 1 x Evo2 – 600 TVL Wide Dynamic Range Day/Night Camera with 5-50mm lens
- 1 x Evo2 – 600 TVL Wide Dynamic Range Day/Night Camera with 8-80mm lens
- 1 x Pelco Spectra Series IV PTZ (Pan/Tilt/Zoom) vandal resistant dome camera with 18x Optical zoom and 12x Digital zoom
- 2 x IP66 Weather rated full body camera housings
- 3 x DVTel -7801PEA single POE encoders
- 1 x Allied Telison 16 Port Ethernet Switcher
- 3 x camera pole mount brackets
- All required 24 Volt and 12 Volt power supplies
- 2 x Pacom VSC 2 Terrabyte HDD
- 1 x Secure enclosure for internet connection at Surf Club
- Cable, conduit, fittings
- Hire of Scissor Lift (2 days)
- Installation labour, commission and test to head end at Albany Police Station

Itemised Cost of Camera Equipment \$17990 + GST

NOTE: The supply of the scissor lift is passed on at the standard hire rate. If the City of Albany has access to a scissor lift we are happy for you to arrange and supply. If this is the case the hire cost will be deducted from the quote.

Poles including Installation and connection of 240 Volt power supply

Supply and install

- 3 x G&S 6 metre hinged heavy duty hot dipped galvanised tapered octagonal CCTV poles with access doors.
- 3 x Reinforced galvanised cages and fittings
- All excavation, conduit, cabling
- Connection to 240 Volt power supply
- Provision of GPO's to pole access panels

NOTE: Excavation quoted is to nature strip and adjacent to pathway to Northern end of the car park. There should be no requirement to dig up any bitumen area unless there is some unforeseen obstruction. There may be a variation to this quote should this occur.

Itemised cost \$18867 + GST



Lightning Surge Protection

3 x Grounded Ethernet Lightning Surge protectors for CCTV equipment

Itemised cost \$420

CCTV Signage for Car Park area.

Supply and install

3 x Pole mounted public CCTV signs

Itemised Cost \$450

CCTV System maintenance

Minimum quarterly camera dome/housing clean to remove salt, sand, dust build up. This can be carried out by the City of Albany works staff as the CCTV poles recommended are hinged which will allow simple cleaning of the camera domes/housings from the ground.

There are no specific regular servicing/maintenance requirements for the system. Should problems be encountered with the system this will need to be addressed as they happen. VIP Electronic Security charge \$84 + GST per hour for a service call out for a period of up to 8 hours. Overtime rates will apply thereafter at the standard rates of 1.5 times for the first 2 hours and double time thereafter. Any after hours call out is charged at double time rates for a minimum charge of 4 hours.

After the warranty period the CCTV system recommended can be maintained by any licensed and accredited security installer should the need arise however it is recommended that VIP Electronic Security be consulted before any works are conducted.

Warranty

Evo2 cameras 3 year product warranty

Pelco PTZ camera 12 month product warranty

DVTEL Encoders 2 year product warranty

All other equipment is covered by a 12 month warranty.

VIP Electronic Security provide a 12 month labour warranty on all work.

.....
Signature



City of Albany responsibilities

Obtain agreement from Surf Club to utilise 240 Volt power supply.
Obtain agreement from Surf Club to install and utilise internet connection within building.
Set up static IP address with ISP for Middleton Beach Car Park CCTV system and ensure maximum upload speed obtained.

Miscellaneous costs to City of Albany

Installation of internet connection at Surf Club
Meet annual costs for provision of internet service
Meet annual costs for 240 Volt power supply to CCTV system from Surf Club
Repairs/servicing to CCTV system after warranty period expires

The total investment for the supply, installation, and commissioning of this system is \$37727 + GST.

General Information

The internet connection to the client's local area network will only be made and tested with the clients IT Manager or other suitable nominated person present.

We will commission and test the equipment on completion of the installation however if there are any issues in regard to connection at the head end of the system or incompatibility with any component of the head end equipment this has not been allowed for in this quote.

Should this be the case we are happy to endeavour to rectify any issues but any labour charge or additional parts required outside of the expected standard connection will be charged additional to this quote. The nominated City of Albany representative will be advised if this becomes apparent during the commissioning.

Whilst all care is taken to position the cameras to obtain the best possible view as per the specifications, there may be times when modifications are required to the current lighting or shielding in the case of sunlight.

.....
Signature



Although we endeavour to locate the cameras in the right position given the current lighting at the time of installation, if there is any future alteration to the fixed lighting or any environmental aspects that impact on the lighting at a later date this is not the responsibility of VIP Electronic Security. Lighting at site is the client's responsibility and any changes required to be undertaken by VIP Electronic Security at a later date to rectify lighting/sunlight issues will be on billed to the client at our standard commercial rate.

Please note this proposal does not include painting of any conduit or ducting after installation.

It is the client's responsibility to provide parking for all technicians vehicles whilst carrying out any work onsite. If possible please reserve two parking bays close to the site.

Process

If you would like to go ahead with the installations could you please sign the bottom of each page of the proposal and fax back to us. On acceptance of the quote we require a 30% deposit and will issue the invoice accordingly. The balance of the account is due and payable on the completion of the installation. Please note our terms are strictly seven day accounts. If you would like to vary these terms could you please request this in writing?

In the event that the City of Albany wish to proceed with a wireless radio transmission link as initially suggested we are happy to provide you with the information we have obtained as a result of the desk top study and quote on this type of system. Should you have any further queries regarding your project please do not hesitate to contact me.

Yours sincerely

Nigel Squirres
VIP Electronic Security
Ph) 08 93581100
M) 0418778155
F) 08 93581057

I of accept the above proposal and instruct VIP Electronic Security to proceed with the work as stated in the above (3) pages

.....
Signature

.....
Date



Office of
Crime Prevention

AGENDA ITEM 3.1 REFERS

WESTERN AUSTRALIA

Closed Circuit Television (CCTV) Technical Advice





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1 INTRODUCTION

Since the introduction of Closed Circuit Television (CCTV) as a means of addressing crime and security concerns within communities, the popularity and use of this technology has rapidly increased. Countless systems have been installed in an ever increasing range of locations for the purpose of reducing the likelihood that the location will be the subject of criminal activity and anti-social behaviour.

However, CCTV can be expensive to implement, manage and maintain, and as it is an application specific technology, poorly designed systems or systems installed for the wrong purposes may be ineffective and expensive to correct.

This document has been developed by a panel of industry experts to provide advice and support to potential owners and users of CCTV. It has been developed to assist those individuals with little or no technical experience in the implementation or use of CCTV.

The document outlines a set of suggested system requirements and technical considerations that CCTV owners and users may seek to apply within their own systems. As CCTV system design must be based on the findings of a properly undertaken risk assessment as well as location and owner or user needs, this advice provides a 'starting point' upon which specific technical decisions can be based.

Similarly, given that the definitive test for determining the successful technical installation of a CCTV system is the extent to which the images displayed on the system's monitor in live view mode and in playback mode meet the identified needs of the CCTV owner, the specific technical advice provided within this document is intended to act only as a set of 'guide-posts' to assist CCTV owners and users meet this ultimate outcome.

The technical advice within this document addresses suggested technical considerations for a range of CCTV system sizes and common purposes including private use, use within small businesses and the retail sector, use within semi-public spaces such as schools, hospitals and licensed premises and CCTV use within public spaces.

It is important to note that the technical advice has been developed for security purposes rather than occupational health and safety or alternative workplace purposes. As such, it is intended to support the Western Australia Closed Circuit Television (CCTV) Guidelines. CCTV owners and users reading this technical advice should also read the Western Australia Closed Circuit Television (CCTV) Guidelines.

This technical advice is not able or intended to provide a means of selecting the most suitable CCTV system for a particular user or application. Owners of CCTV systems should determine their own objectives and risks and where appropriate engage qualified and licensed CCTV consultants and installers in order to select and operate an appropriate system.

The WA Police – Office of Crime Prevention can not provide legal interpretation of legislation relating to CCTV and content within this technical advice should not be viewed as such. The WA Police – Office of Crime Prevention recommends that organisations employing CCTV should seek legal advice to ensure compliance with Western Australian and Commonwealth legislation.



... this advice provides a 'starting point' upon which specific technical decisions can be based.

2 GLOSSARY

Angle of View. The angular range that can be focused within the image size. Small focal lengths give a wide angle of view, and large focal lengths give a narrow angle of view. Sometimes referred to as Field of View.

Bandwidth. The number of cycles per second (Hertz) expressing the difference between the lower and upper limiting frequencies of a frequency band; also, the width of a band of frequencies.

Bitmap (BMP). A pixel-by-pixel description of an image. Each pixel is a separate element. Also a computer file format.

Closed-circuit television (CCTV). The use of video cameras to transmit a signal to a specific place, on a limited set of monitors.

CODEC. A codec is a device or computer program capable of encoding and/or decoding a digital data stream or signal. The word codec is a portmanteau (a blending of two or more words) of 'compressor-decompressor' or, more accurately, 'coder-decoder'.

Colour Rendition. The quality of the reproduction of colours under a given illumination.

Common Intermediate Format (CIF). Also known as FCIF (Full Common Intermediate Format), is a format used to standardize the horizontal and vertical resolutions in pixels of YCbCr sequences in video signals. Terms also used are 2CIF (2 x CIF) and 4CIF (4 x CIF).

Compression. The reduction in gain at one level of a picture signal with respect to the gain at another level of the same signal.

Contrast. The range of light to dark values in a picture or the ratio between the maximum and minimum brightness values.

Data Transmission. The physical transfer of data (a digital bit stream) over a point-to-point or point-to-multipoint transmission medium.

Definition. The fidelity of a television system to the original scene.

Extra Low Voltage (ELV). Alternating current (AC) voltage less than 50V, or direct current (DC) voltage less than 120V.

Field of View (FOV). The maximum angle of view that can be seen through a lens or optical instrument.

Frames per second (fps). Is the frequency (rate) at which an imaging device produces unique consecutive images called frames.

H.264. Also known as MPEG-4 AVC is a standard for video compression.

Infra Red (IR). Is a wavelength of light which is above the visible light spectrum and is used for discrete illumination in CCTV systems.

Joint Photographic Experts Group (JPEG). A group that has recommended a compression algorithm for still digital images that can compress with ratios of over 10:1. Also the name of the format itself.

Light. Electromagnetic radiation detectable by the eye, ranging in wavelength from about 400 to 750 nm.

Lux (lx). Light unit for measuring illumination. It is defined as the illumination of a surface when luminous flux of 1 lumen falls on an area of 1 m². It is also known as lumen per square meter, or meter-candelas.

Motion JPEG (M-JPEG). An informal name for a class of video formats where each video frame or interlaced field of a digital video sequence is separately compressed as a JPEG image.

MPEG-4. A patented collection of methods for the compression of audio and visual digital data.



Open Application Programming Interface (Open API). This describes sets of technologies that enable websites to interact with each other by using SOAP, Javascript and other web technologies.

Open Network Video Interface Forum (ONVIF). A global and open industry forum that is facilitating the development and use of a global open standard for the interface of network video products.

Pixel. Short for 'picture element'. A pixel is the smallest area of a television picture capable of being delineated by an electrical signal passed through the system of part thereof. The number of picture elements (pixels) in a complete picture, and their geometric characteristics of vertical height and horizontal width, provide information on the total amount of detail which the raster can display and on the sharpness of the detail.

Physical Security Interoperability Alliance (PSIA). A global consortium of physical security manufacturers and systems integrators focused on promoting interoperability of IP enabled security devices across all segments of the security community.

PTZ camera. Pan, tilt and zoom camera.

Resolution. A measure of the ability of a camera or television system to reproduce detail. The number of picture elements that can be reproduced with good definition.

Uninterruptible Power Supply (UPS). A power supply that is used to maintain power in the event of a power outage.

Video analytics or Video motion detection. A process of determining motion by complicated electronic analysis of picture signal and or neural computing techniques.

Video monitor or Video display. A device for converting a video signal into an image.

Video signal. An electrical signal containing all of the elements of the image produced by a camera or any other source of video information.

Zoom lens. A camera lens that can vary the focal length while keeping the object in focus, giving an impression of coming closer to or going away from an object.

3 POLICY AND MANAGEMENT

Policy, management and procedural considerations are important factors in the successful implementation of CCTV. Owners and managers of CCTV systems, or at the very least those employing CCTV in a commercial context, should ensure that formal, written documentation outlining the overarching policies, procedures, and responsibilities related to the use of the CCTV system is developed and maintained. Formal policies should, at a minimum, address the following:

- Roles and responsibilities;
- Data access and data sharing;
- Data integrity and continuity of evidence;
- Code of practice and penalties for non-compliance;
- Signage;
- Security requirements for the CCTV infrastructure;
- Compliance with legislation;
- Training;
- Use of equipment;
- Storage of information;
- System minimum standards;
- Complaints handling; and
- Audit and review processes.

Further information on the development and implementation of formal policies and procedures can be obtained within the Western Australia Closed Circuit Television (CCTV) Guidelines.

The Western Australia Police – Office of Crime Prevention, in partnership with the State CCTV Working Group has produced a range of policy and standard operating procedure templates for CCTV owners. These templates can be obtained by contacting the Office of Crime Prevention on (08) 9222 9733 or www.crimeprevention.wa.gov.au.



4 CABLING PLATFORMS

CCTV signals can also be transmitted via wireless network connection, microwave and laser light.

An important and often overlooked factor in the development and implementation of CCTV is the cabling required for the transmission of CCTV signals to the digital recording device or control room. Often CCTV owners will seek to install CCTV without due consideration being given to the location and system's cabling needs. As cabling infrastructure can be expensive to install, it is imperative that CCTV owners obtain the correct cabling for their desired system.

A range of cabling platforms are available for the delivery of CCTV signals. These usually include coaxial cabling, fibre optic cabling or Ethernet. However CCTV signals can also be transmitted via wireless network connection, microwave and laser light.

To ensure that the appropriate cabling infrastructure is obtained, the CCTV owner should obtain a full survey on existing cabling infrastructure, and cabling needs based on the owner's proposed system. This work should be undertaken by a communications cabling company or a licensed security installation company with appropriate CCTV experience.

The Office of Crime Prevention in partnership with the State CCTV Working Group has developed the General Overview on Developing Strategies Relating to Closed Circuit Television (CCTV) Migration from Analogue to Digital (IP) CCTV Systems. This document provides some general information on cabling platforms and typologies. Further information on cabling platforms can be obtained by consulting this document. Copies can be obtained by contacting the Office of Crime Prevention on (08) 9222 9733 or www.crimeprevention.wa.gov.au.



5 POWER CONSIDERATIONS

All CCTV cameras require a power supply; these are usually:

- 12 volts DC
- 24 volts AC
- 240 volts AC
- POE (Power over Ethernet)

Most internal cameras are rated at ELV either 12 Volts DC or 24V AC.

This allows for the power supplies to be remotely located away from the camera and to have a back-up power supply attached, usually an Uninterruptible Power Supply (UPS).

12 volts DC / 24 volts AC

CCTV cameras using 12V DC or 24V AC as their power source are the most common types of CCTV units installed today. When selecting these cameras for a particular installation the following criteria need to be taken in to account:

- The electrical current draw of each camera and the impedance of the cable reticulation for the designated feed.
- If more than 1 camera is to be powered from a common power feed, the aggregate current draw from each camera along with the impedance of the cable reticulation for the designated feed.
- The use of filtered regulated power supplies that are of the correct rating to suit the load of the connected cameras. It is recommended that a 25% overhead be allowed when calculating the power supply requirements to cater for future cable degradation.

12V DC

The use of line locked cameras with Positive and Negative power inputs is standardised so they are installed in the correct polarity power inputs on each device.

Allowance:

500MA per Full Body or Dome Camera (Non IR)

2.5A – 3A for a Pan Tilt Zoom Camera

Incorporation of an External Sync Generator is recommended to minimise roll aspects when switching between cameras connected to viewing device.

24V AC

The use of line locked cameras with Active and Neutral power inputs is standardised so they are installed in the same power inputs on each device to ensure power synchronisation.

Allowance:

250MA per Full Body or Dome Camera (Non IR)

2.5A – 3A for a Pan Tilt Zoom Camera

240 volts AC

240 Volt cameras must be installed by persons that are qualified to work in that environment.

POE (Power over Ethernet)

With the introduction of Internet Protocol (IP) based cameras, CCTV systems are able to take advantage of Power Over Ethernet or POE. Through the use of POE enabled switches, camera vision and power is delivered through the network cable plugged in to the rear of the camera.

Care should be taken to ensure that:

- The rating of the selected POE switch delivers sufficient power for camera operation. Minimum output per switch output should be in the order of 500ma per switch channel (Typically Non PTZ or Infra Red) for full body or Dome Cameras.
- The current draw of the camera does not exceed the rating of the POE switch.

When using IP Cameras or POE infrastructure do not operate the camera more than 90 meters from the POE rated switch.

As this system uses the IT infrastructure to deliver the signal to the control and recording equipment the use of UPS is recommended for all equipment between the camera and recording device to cater for power disruptions.

Since the 3rd of October 2003, a security installer must conform to the Cabling Provider Rules contained within the *Telecommunications Act 1997* (Cth), which states that a Cabler must hold, as a minimum, a Restricted Registration before they can carry out cabling behind a compliant device in a domestic or commercial installation.

Any cabling work carried out that is considered ELV and is connected to a device that has the potential to be connected to the telecommunications network i.e. CCTV DVR, encoder or camera with provision for a remote connection, or a group of computers/devices connected together as a Local Area Network that may or may not be connected to the internet must also be carried out by a registered Cabler.

6 TECHNICAL ADVICE

The following technical advice identifies suggested technical considerations for a range of CCTV system sizes and common purposes. The technical advice is set out within matrices which identify common areas of technical concern and the corresponding advice, highlighting a suggested response for achieving effective use of CCTV for the purpose identified.

6.1 Public Spaces

Closed Circuit Television in public spaces has been the subject of a wide range of documentation, both within Australia and internationally. This documentation has been aimed at achieving the best and most effective use of the technology within the public realm.

The technical advice contained within S6.1 is based on the implementation of CCTV within spaces such as open air car-parks and open streets. It must be stressed that due to the application specific nature of CCTV, the following provides only general advice relating to the technical considerations relevant to the use of CCTV within public spaces.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Cameras	<p>A range of camera types may be utilised for this application. These include:</p> <ul style="list-style-type: none"> • Monochrome (black & white) • Colour • Day/Night (combines colour and monochrome) <p>Monochrome cameras generally offer higher resolution and are relatively inexpensive, but are mostly used only in extremely low lighting conditions. Colour cameras generally offer a better overall representation of the scene (subject to adequate lighting) as well as higher identification capabilities. Day/night cameras combine the advantages of monochrome and colour cameras. They are much more sensitive to low light environments and are also able to be used with infra red lighting.</p> <p>Cameras also have basic functionality types including:</p> <ul style="list-style-type: none"> • PTZ – Pan, tilt, zoom (where the camera may controlled along the horizontal and vertical planes and may zoom in and out on an object). • Fixed (the camera is pointed at a fixed spot and does not allow for control of movement). • IP (internet protocol cameras – cameras which interface directly with a computer network). <p>Cameras may also contribute to the quality of images through the type, size and sensitivity of the image sensor contained within the camera as well as the compression algorithm applied within the camera.</p> <p>Lenses should match the format of the selected camera’s image sensor and be of such a design that presence of Infra Red should not affect the sharpness of the image or focal point.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Light Levels and Placement	<p>Balanced white lighting with levels sufficient to allow for identification of individuals. Lighting levels should be at a minimum of 40-60 Lux. Lights should create intersecting cones of illumination and be placed to prevent shadows and dark spots.</p> <p>Lights should be located behind the camera to avoid backlighting of the target and should not be placed within the field of view to avoid glare.</p> <p>For further information refer to Australian Standard S1.3.43 AS4806.2: 2006.</p>
Colour Rendition	<p>Colour rendition depends on the type and level of lighting within the scene.</p> <p>White light is best to achieve good colour rendition. Florescent lights or metal halide lighting is preferable.</p> <p>Avoid colour lighting such as low pressure sodium (yellow) lighting in camera areas.</p> <p>Where possible, consider the use of energy efficient lighting, however, this should not be to the detriment of system operation.</p>
Scene Contrast	<p>Consideration should be given to the effect of reflective surfaces (lights/sun reflecting off windows or other reflective surfaces) on image capture.</p> <p>In areas of widely varying lighting levels such as entry doors consideration should be given to the installation of day/night wide dynamic cameras.</p> <p>IR (infra red) flood lights may be considered for illuminating dark areas. However, IR reflects differently off a range of materials and has a tendency to 'wash-out' faces. This has implications for identification of individuals and therefore the use of IR flood lights are not recommended for use with cameras which have been installed for the purpose of obtaining identifying information unless a scene test has been carried out to verify results.</p>
Fields of View	<p>The CCTV system should be developed based on the findings of a risk assessment. Each FOV should therefore reflect the purpose and objectives of the entire system. In addition, the purpose and objectives of each camera/location within system should be specified and documented within a duty statement. Each camera/location should have its own documented duty statement. The system (including camera placement and FOV) should be designed and used to compliment other security operations.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Fields of View (continued)	<p>Insofar as the FOV meets the documented objectives of the entire CCTV system, FOVs to be considered may include:</p> <ul style="list-style-type: none"> • higher camera/wide angle for viewing detecting movement and activities within a large area; • vehicle entrances and exits from car parks; stairs; • elevators; and • pedestrian entry/exits. <p>FOV should avoid ‘tops of heads’ shots, distances or angles of view which make detection or identification problematic (refer to S3.7 AS4806.2:2006 for relevant object/screen size ratio).</p> <p>Consideration should be given to the use of pre-determined camera duty cycles (FOV pathways or locations pre-programmed into camera operation).</p> <p>The choice of camera type (monochrome, colour, day/night, fixed or PTZ) must be reflected in the objectives of the system and the purpose for which each camera is installed. Vandal and weather proof dome cameras are most appropriate to ensure camera security, however system owners may wish to consider other forms of vandalism/theft prevention.</p> <p>Any internal cameras should be positioned at a height of 1800mm-2400mm. External cameras may need to be positioned higher, however, placement height should not impede the camera’s ability to capture identifying information.</p> <p>FOV should be tested in the desired resolution by playing back stored images from the recording device to ensure that the level of detail that is captured is not adversely affected by a FOV setting. i.e. one that may prevent the capture of the required level of detail through covering too wide an area, for example.</p> <p>FOV should not include areas where private activities (as defined within the <i>Surveillance Devices Act 1998 WA</i> – See WA Closed Circuit Television (CCTV) Guidelines for further information) may be observed. E.g. neighbouring properties, changing rooms, toilets, etc.</p> <p>System owners should consider masking areas of FOV that are not owned or managed by the system owner or where private activities may take place. **Masking involves the use of software within the camera or recording device to obscure areas within the camera’s FOV as defined by the user, so that these areas are not viewed or recorded by the system.**</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Image Resolution	<p>Image resolution requirements should be based on the findings of a risk assessment and the system’s stated objectives.</p> <p>To detect activity within a FOV, systems should record at a minimum resolution of 4CIF (704 x 576 TV Lines) at a rate of 10 frames per second.</p> <p>To recognise actions (what is happening) within a FOV systems should record at a minimum resolution of 4CIF (704 x 576 TV Lines) at a rate 12.5 - 15 frames per second.</p> <p>To identify individuals or vehicles within a FOV systems should record at a minimum resolution of 4CIF (704 x 576 TV Lines) at a rate 10-25fps (particularly if the subject/object is moving rapidly).</p> <p>Day/night progressive scan or Mega Pixel cameras will yield the best quality images for this application. However, Mega Pixel cameras can increase storage requirements by in excess of 20 times the indicated MPEG figures per camera.</p> <p>Premises should, as best as possible, have clearly signalled and controlled entrance and exit zones to allow for quality images of individuals entering and exiting premises to be obtained.</p>
Camera Placement	<p>Cameras in public spaces are most often mounted on poles. When utilising poles for the mounting of CCTV cameras consider the following:</p> <ul style="list-style-type: none"> • Pole height; • Footings, including any engineering requirements; • Environmental conditions (wind, etc); and • Pole shape and elasticity. <p>Cameras should have their own poles or be fixed mounted (to buildings).</p> <p>When considering camera placement, consideration should be given to tampering and vandalism prevention.</p>
Signage	<p>It is recommended that signage is displayed at location entrances and exits. Signage should also be placed within premises where CCTV is operating (i.e. inside enclosed car parks, elevators, stair wells).</p> <p>See S9 AS4806.2:2006 – signage standards.</p>
Data Transmission and Protocols	<p>See WA Police/OCP Analogue to Digital Migration Strategy for information on data transmission protocols.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
File Export	<p>Files should be able to be exported from the recording device in the following standards:</p> <ul style="list-style-type: none"> • Mpeg4 • Jpeg • MJpeg • H.264 (and superseding standards) <p>Data should be able to be played on Windows Media format or in common AVI format.</p> <p>See WA Police suggested standard for minimum file export requirements within the WA Closed Circuit Television (CCTV) Guidelines document.</p>
Bandwidth Considerations	<p>Systems which utilise a premises' computer network place demands on the capacity and bandwidth of the network. When considering a network based CCTV system, be aware of the following issues:</p> <ul style="list-style-type: none"> • Number of cameras: The more cameras a system has, the larger bandwidth requirements. • Resolution: The higher the resolution required by the system, the greater the amount of bandwidth required. • Storage capabilities: The higher the bandwidth required by the system, the greater the system storage requirements. • Frames per second (fps): The higher the number of frames per second captured by the camera/system, the greater the amount of bandwidth required. • Linking additional devices (network video recorders/alarms/sensors/telemetry) to the network increases the bandwidth requirements.
Open Application Programming Interface (API) systems versus propriety systems.	<p>Proprietary equipment may have an impact on future expansion or replacement of cameras. This may effectively lock a customer into the long-term use of one manufacturer's technology/equipment.</p> <p>Both the Open Network Video Interface Forum (ONVIF) and Physical Security Interoperability Alliance (PSIS) specifications define a common protocol for the exchange of information between network video devices including automatic device discovery, video streaming and intelligence metadata. The ONVIF and PSIA specification allows for interoperability between network video products regardless of manufacturer. CCTV equipment sourced from manufacturers who are members of the ONVIF group or PSIA may provide greater flexibility for future system expansion and component replacement.</p> <p>See www.onvif.org and www.psialliance.org</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Displays	Split displays (multiple images on a screen) may be most appropriate for monitoring systems installed for this application.
Video analytics (VA) and Video motion detection (VMD)	<p>The use of video motion detection (VMD) or video analytics (VA) is most often application specific and should be based on the findings of a risk assessment and the system's stated objectives.</p> <p>VA or VMD may be considered for use if locations are not actively monitored or during non-business hours.</p> <p>To be effective VA and VMD must trigger a response and therefore should be tempered into location alarms. The system owners should ensure that there is a capacity to provide a timely response to any alarms.</p> <p>VA or VMD alarms should not however be connected to premises "Alarm Dialler" for the purposes of generation of an external alarm to a Central Monitoring Station (CMS) unless the CMS has the ability to remotely interrogate the video system for the purpose of video verification.</p> <p>When implementing VA or VMD consideration should be given to the impact that the environment (trees, wind, insects) may have on the system.</p>
Video CODEC (Coding/Decoding)	<p>Preferred video coding/decoding systems include:</p> <ul style="list-style-type: none"> • Mpeg4; • MJpeg, • H.264 (or current industry standard).
Image Retention	<p>Data from all cameras should be kept for a minimum of 31 days as suggested in Australian Standard S8.3 AS4806.1:2006.</p> <p>Data should be recorded on DVR equipment, Storage Area Network (SAN)/network storage or otherwise retained digitally.</p> <p>Stored images should be protected through archiving & the utilisation of fault tolerant RAID configurations to protect against drive failure.</p>
Compression	Image compression should be kept as low as possible giving due consideration to the objectives of the individual camera in question and the system as a whole.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE												
Storage Capacity	<p>The amount of data storage required will be determined by the objectives of the system and system design (including: frames per second, resolution, data retention requirements).</p> <p>Detecting activity: A resolution of 4CIF at a minimum of 10 frames per second for a minimum period of 31 days:</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="659 730 1453 826"> <tr> <td>H264</td> <td>105.5 GB Standard to 460GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>153.2 GB Quiet Scene to 1.15 TB Busy scene</td> </tr> </table> <p>Recognising actions: A resolution of 4CIF at 15 frames per second for a minimum of 31 days:</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="659 999 1453 1095"> <tr> <td>H264</td> <td>105.5 GB Standard to 460GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>153.2 GB Quiet Scene to 1.15 TB Busy scene</td> </tr> </table> <p>Identification: A resolution of 4CIF at 10-25 frames per second for a minimum period of 31 days:</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="659 1267 1453 1364"> <tr> <td>H264</td> <td>188.44 GB Standard to 823 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>268.2 GB Quiet Scene to 1.61 TB Busy scene</td> </tr> </table> <p>Data should be regularly backed-up and retained.</p>	H264	105.5 GB Standard to 460GB Best Quality 4 CIF	Mpeg 4	153.2 GB Quiet Scene to 1.15 TB Busy scene	H264	105.5 GB Standard to 460GB Best Quality 4 CIF	Mpeg 4	153.2 GB Quiet Scene to 1.15 TB Busy scene	H264	188.44 GB Standard to 823 GB Best Quality 4 CIF	Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene
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H264	188.44 GB Standard to 823 GB Best Quality 4 CIF												
Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene												
System Validation	<p>When exported, image data should also include:</p> <ul style="list-style-type: none"> • Time/date stamp; • Camera location; • Camera identifier. • Watermarking or method of verifying the original image for authenticity ensuring tamper prevention. 												
System Registration	<p>The system should be registered on the WA Police’s Blue Iris CCTV register. https://blueiris.wa.gov.au.</p>												
System Maintenance	<p>A budget should be identified and allocated for auditing and maintenance of the system.</p> <p>Maintenance of system components should be undertaken regularly, however, camera dome cleaning should be undertaken on a more frequent basis.</p>												

CONSIDERATION

TECHNICAL STANDARD(S) / ADVICE

Policies/ Staff Training / Knowledge

Policy documents for the implementation and use of the CCTV system should be developed and retained by the organisation. Policy documents should:

- Outline the objectives of the CCTV system;
- Identify (through diagrams) camera locations;
- Provide statements of camera views (what areas the cameras can view); and
- Duty statements for each camera within the system.

Policies should also indicate who may access data and establish protocols for sharing data within and outside the organisation. A minimum of one person on each shift should have access to stored data.

System Standard Operating Procedures should be developed. These should include documents such as:

- staff manuals;
- Incident logs;
- evidence logs; and
- data back-up procedures.

CCTV owner should also undertake an annual audit and evaluation of the system’s use and outcomes.

All staff interacting with system, its location or requests for data should be provided with an appropriate degree of training in its operation. Training/Staff Knowledge should include:

- The use of the system including: data review, search and export;
- Policy/Standard Operating Procedures (SOPs). (SOPs should be stored with system);
- Use of incident logs/chain of evidence logs (these should be maintained and kept with system);
- Contents and location of staff manual (including all policies, forms and SOPs). These should be established and kept with system.

Managers should be aware of relevant Australian Standards and should seek to implement these.

For more information see the WA Closed Circuit Television (CCTV) Guidelines.

Additional Considerations

UPS (uninterruptible power supply) should be considered insofar as its use is aligned with system objectives.

6.2 Semi-Public Spaces: Institutions

Individuals often encounter what can be described as ‘semi-public space’. This is usually defined as a private space accessible to the general public, e.g. a shop, licensed premises or hospital. It is space to which

the public does not have free and full access, but contains services or spaces that require granting the public a degree of ‘conditional’ access.

For the purposes of this advice, “institutions” include hospitals, schools and other semi-public indoor locations.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Cameras	<p>A range of camera types may be utilised for this application. These include:</p> <ul style="list-style-type: none"> • Monochrome (black & white) • Colour • Day/Night (combines colour and monochrome) <p>Monochrome cameras generally offer higher resolution and are relatively inexpensive, but are mostly used only in extremely low lighting conditions. Colour cameras generally offer a better overall representation of the scene (subject to adequate lighting) as well as higher identification capabilities. Day/night cameras combine the advantages of monochrome and colour cameras. They are much more sensitive to low light environments and are also able to be used with infra red lighting.</p> <p>Cameras also have basic functionality types including:</p> <ul style="list-style-type: none"> • PTZ – Pan, tilt, zoom (where the camera may controlled along the horizontal and vertical planes and may zoom in and out on an object). • Fixed (the camera is pointed at a fixed spot and does not allow for control of movement). • IP (internet protocol cameras – cameras which interface directly with a computer network). <p>Cameras may also contribute to the quality of images through the type, size and sensitivity of the image sensor contained within the camera as well as the compression algorithm applied within the camera.</p> <p>Lenses should match the format of the selected camera’s image sensor and be of such a design that presence of Infra Red should not affect the sharpness of the image or focal point.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Light Levels and Placement	<p>External – Balanced white lighting with levels sufficient to allow for identification of individuals. Lighting levels should be at a minimum of 40-60 Lux. Lighting should be as even as possible. Lights should create intersecting cones of illumination and be placed to prevent shadows and dark spots.</p> <p>Lights should be located behind the camera to avoid backlighting of the target and should not be placed within the field of view to avoid glare.</p> <p>Internal – cameras should be directed away from lighting sources to avoid glare. Lighting should be as even as possible. At a minimum, internal lighting should avoid sharp bright spots or dark areas.</p> <p>In low lighting levels consider the installation of day/night cameras.</p> <p>For further information refer to Australian Standard S1.3.43 AS4806.2:2006 (CCTV) and AS4485.2:1997 (Security for Health Care Facilities).</p>
Colour Rendition	<p>Colour rendition depends on the type and level of lighting within the scene.</p> <p>White light is best to achieve good colour rendition. Florescent lights or metal halide lighting is preferable. Avoid colour lighting such as low pressure sodium (yellow) lighting in camera areas (particularly entry and exits).</p> <p>Where possible, consider the use of energy efficient lighting, however, this should not be to the detriment of system operation.</p>
Scene Contrast	<p>Consideration should be given to the effect of reflective surfaces (lights/sun reflecting off windows or other reflective surfaces) on image capture.</p> <p>Down lights may be preferable, however care should be taken to avoid dark spots and unconnected pools of light.</p> <p>Walls with white/light colour paint may improve scene contrast by allowing better scene illumination in lower levels of lighting. Low sheen paint may reduce acute light reflection from surfaces.</p> <p>In areas of widely varying lighting levels such as entry doors consideration should be given to the installation of day/night wide dynamic cameras.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Scene Contrast (continued)	<p>IR (infra red) flood lights may be considered for illuminating dark areas. However, IR reflects differently off a range of materials and has a tendency to 'wash-out' faces. This has implications for identification of individuals and therefore the use of IR flood lights are not recommended for use with cameras which have been installed for the purpose of obtaining identifying information unless a scene test has been carried out to verify results.</p>
Field of View (FOV)	<p>The CCTV system should be developed based on the findings of a risk assessment. Each FOV should therefore reflect the purpose and objectives of the entire system. In addition, the purpose and objectives of each camera/location within system should be specified and documented within a duty statement. Each camera/location should have its own documented duty statement. The system (including camera placement and FOV) should be designed and used to compliment other security operations.</p> <p>Premises should, as best as possible, have clearly signalled and controlled entrance and exit zones to allow for quality images of individuals entering and exiting premises to be obtained.</p> <p>Insofar as the FOV meets the documented objectives of the entire CCTV system, FOVs to be considered may include:</p> <ul style="list-style-type: none"> • At entrances to buildings; • Location access points; • Entrances to offices; • Points of sale/cash handling locations; and • High value stock/medications/assets; <p>Wider views should be used to detect activities in areas such as those that are unable to be viewed by staff or are not regularly surveilled by security staff.</p> <p>AS4485.2:1997 states that CCTV should be placed at designated entry and exits points, pharmacy and nuclear waste storage areas (biohazard waste).</p> <p>FOV should avoid 'tops of heads' shots, distances or angles of view which make detection or identification problematic (refer to S3.7 AS4806.2:2006 for relevant object/screen size ratio).</p> <p>Any internal cameras should be positioned at a height of 1800mm-2400mm. External cameras may need to be positioned higher, however placement height should not impede the camera's ability to capture identifying information.</p> <p>FOV should be tested in the desired resolution by playing back stored images from the recording device to ensure that the level of detail that is captured is not adversely affected by a FOV setting. i.e. one that may prevent the capture of the required level of detail through covering too wide an area, for example.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Field of View (continued)	<p>FOV should not include areas where private activities (as defined within the <i>Surveillance Devices Act 1998 WA</i> – See WA Closed Circuit Television (CCTV) Guidelines for further information) may be observed. E.g. neighbouring properties, changing rooms, toilets, etc. System owners should consider masking areas of FOV that are not owned or managed by the system owner or where private activities may take place. **Masking involves the use of software within the camera or recording device to obscure areas within the camera’s FOV as defined by the user, so that these areas are not viewed or recorded by the system.**</p> <p>Vandal proof dome cameras are most appropriate to enhance camera resistance to tampering or vandalism. External camera placements should also consider the impact of weather conditions when determining camera choice.</p>
Image Resolution	<p>Image resolution requirements should be based on the findings of a risk assessment and the system’s stated objectives.</p> <p>These systems should record at a minimum of 4CIF (704 x 576 TV lines) and at 6 frames per second.</p>
Signage	<p>It is recommended that signage is displayed at location entrances and exits. Signage should also be placed within premises where CCTV is operating.</p> <p>Consideration should be given to formally advising employees that CCTV is used throughout the facility or that they are subject to CCTV monitoring (within the bounds of appropriate privacy legislation). This may also be achieved through employment documentation such as conditions of employment.</p> <p>See Australian Standard S9 AS4806.2:2006 for signage standards.</p>
Data Transmission and Protocols	<p>See WA Police/OCP Analogue to Digital Migration Strategy for information on data transmission protocols.</p>
File Export	<p>Files should be able to be exported from the recording device in the following standards:</p> <ul style="list-style-type: none"> • Mpeg4 • Jpeg • MJpeg • H.264 (and superseding standards) <p>Data should be able to be played on Windows Media format or in common AVI format.</p> <p>See WA Police suggested standard for minimum file export requirements within the WA Closed Circuit Television (CCTV) Guidelines document.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Bandwidth Considerations	<p>Systems which utilise a premises' computer network place demands on the capacity and bandwidth of the network. When considering a network based CCTV system, be aware of the following issues:</p> <ul style="list-style-type: none"> • Number of cameras: The more cameras a system has, the larger bandwidth requirements. • Resolution: The higher the resolution required by the system, the greater the amount of bandwidth required. • Storage capabilities: The higher the bandwidth required by the system, the greater the system storage requirements. • Frames per second (fps): The higher the number of frames per second captured by the camera/system, the greater the amount of bandwidth required. • Linking additional devices (network video recorders/alarms/sensors/telemetry) to the network increases the bandwidth requirements.
Open Application Programming Interface (API) systems versus propriety systems	<p>Proprietary equipment may have an impact on future expansion or replacement of cameras. This may effectively lock a customer into the long-term use of one manufacturer's technology/equipment.</p> <p>Both the Open Network Video Interface Forum (ONVIF) and Physical Security Interoperability Alliance (PSIS) specifications define a common protocol for the exchange of information between network video devices including automatic device discovery, video streaming and intelligence metadata. The ONVIF and PSIA specification allows for interoperability between network video products regardless of manufacturer. CCTV equipment sourced from manufacturers who are members of the ONVIF group or PSIA may provide greater flexibility for future system expansion and component replacement.</p> <p>See www.onvif.org and www.psialliance.org</p>
Displays	<p>Where practical, displays should be placed at building entrances/access points to alert visitors/users to the presence of CCTV surveillance.</p> <p>For live monitoring, displays should be placed in a secured office. Multiple displays (a number of individual television screens) are preferred to split displays (multiple images on a screen) for this application.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Video analytics (VA) and Video motion detection (VMD)	<p>The use of video motion detection (VMD) or video analytics (VA) is most often application specific and should be based on the findings of a risk assessment and the system's stated objectives.</p> <p>VA or VMD may be considered for use if locations are not actively monitored or during non-business hours.</p> <p>To be effective VA and VMD must trigger a response and therefore should be tempered into location, alarms. The system owners should ensure that there is a capacity to provide a timely response to any alarms.</p> <p>VA or VMD alarms should not however be connected to premises "Alarm Dialler" for the purposes of generation of an external alarm to a Central Monitoring Station (CMS) unless the CMS has the ability to remotely interrogate the video system for the purpose of video verification.</p> <p>When implementing VA or VMD consideration should be given to the impact that the environment (e.g. trees, wind, insects) may have on the system.</p>
Video CODEC (Coding/Decoding)	<p>Preferred video coding/decoding systems include:</p> <ul style="list-style-type: none"> • Mpeg4; • MJpeg, • H.264 (or current industry standard). <p>Image resolution should be specified as to the quality of the resolution required for the relevant CIF rating. This is required due to the way modern CODECs insert information between the "I" Frame.</p> <p>As such each CIF rating further is defined in GOOD / BETTER / BEST at each level.</p> <p>Data from all cameras should be kept for a minimum of 31 days as suggested in Australian Standard S8.3 AS4806.1:2006.</p>
Image Retention	<p>Data should be recorded onto Digital Video Recording (DVR) equipment or otherwise retained digitally.</p> <p>Stored images should be protected through archiving & the utilisation of fault tolerant RAID configurations to protect against drive failure.</p>
Compression	<p>Image compression should be kept as low as possible giving due consideration to the objectives of the individual camera in question and the system as a whole.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE								
Storage Capacity	<p>The amount of data storage required will be determined by the objectives of the system and system design (including: frames per second, resolution, data retention requirements).</p> <p>At a minimum, storage capacity should be adequate to ensure that data is retained:</p> <p>Operational/General recording: A resolution of 4CIF at a minimum of 6 frames per second for a minimum period of 31 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="657 860 1455 954"> <tr> <td>H264</td> <td>64 GB Standard to 274 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>80.46 GB Quiet Scene to 957 GB Busy scene</td> </tr> </table> <p>Duress/Alarm activation: A resolution of 4CIF at 25 frames per second for a minimum period of 31 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="657 1128 1455 1223"> <tr> <td>H264</td> <td>188.44 GB Standard to 823 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>268.2 GB Quiet Scene to 1.61 TB Busy scene</td> </tr> </table> <p>Data should be regularly backed-up and retained.</p>	H264	64 GB Standard to 274 GB Best Quality 4 CIF	Mpeg 4	80.46 GB Quiet Scene to 957 GB Busy scene	H264	188.44 GB Standard to 823 GB Best Quality 4 CIF	Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene
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H264	188.44 GB Standard to 823 GB Best Quality 4 CIF								
Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene								
System Validation	<p>When exported, image data should also include:</p> <ul style="list-style-type: none"> • Time/date stamp; • Camera location; • Camera identifier, • Watermarking or method of verifying the original image for authenticity ensuring tamper prevention. 								
System Registration	<p>System should be registered on the WA Police’s Blue Iris CCTV register. https://blueiris.wa.gov.au.</p> <p>A budget should be identified and allocated for auditing and maintenance of the system.</p>								
System Maintenance	<p>Maintenance of system components should be undertaken regularly, however, camera dome cleaning should be undertaken on a more frequent basis.</p>								

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Policies/ Staff Training / Knowledge	<p>Policy documents for the implementation and use of the CCTV system should be developed and retained by the organisation. Policy documents should:</p> <ul style="list-style-type: none"> • Outline the objectives of the CCTV system; • Identify (through diagrams) camera locations; • Provide statements of camera views (what areas the cameras can view); and • Duty statements for each camera within the system. <p>Policies should also indicate who may access data and establish protocols for sharing data within and outside the organisation. A minimum of one person on each shift should have access to stored data.</p> <p>System Standard Operating Procedures should be developed. These should include documents such as:</p> <ul style="list-style-type: none"> • staff manuals; • Incident logs; • evidence logs; and • data back-up procedures. <p>CCTV owner should also undertake an annual audit and evaluation of the system’s use and outcomes.</p> <p>All staff interacting with system, its location or requests for data should be provided with an appropriate degree of training in its operation. Training/Staff Knowledge should include:</p> <ul style="list-style-type: none"> • The use of the system including: data review, search and export. • Policy/Standard Operating Procedures (SOPs). (SOPs should be stored with system). • Use of incident logs/chain of evidence logs (these should be maintained and kept with system). • Contents and location of staff manual (including all policies, forms and SOPs). These should be established and kept with system. <p>Managers should be aware of relevant Australian Standards and should seek to implement these.</p> <p>For more information see the WA Closed Circuit Television (CCTV) Guidelines.</p>
Additional Considerations	<p>UPS (uninterruptible power supply) should be considered insofar as its use is aligned with system objectives.</p>

**6.3 Semi-Public Spaces:
Retail or Pharmacy**

Although retail space is private property, it is space which is opened to the public for the specific purpose of trade. As with most semi-public space, members of the public have limited access to this space,

with access strictly defined by legislation and premises' owners.

The technical advice contained within S6.3 is based on the implementation of CCTV within semi-public spaces such as retail outlets and pharmacies.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Cameras	<p>A range of camera types may be utilised for this application. These include:</p> <ul style="list-style-type: none"> • Monochrome (black & white) • Colour • Day/Night (combines colour and monochrome) <p>Monochrome cameras generally offer higher resolution and are relatively inexpensive, but are mostly used only in extremely low lighting conditions. Colour cameras generally offer a better overall representation of the scene (subject to adequate lighting) as well as higher identification capabilities. Day/night cameras combine the advantages of monochrome and colour cameras. They are much more sensitive to low light environments and are also able to be used with infra red lighting.</p> <p>Cameras also have basic functionality types including:</p> <ul style="list-style-type: none"> • PTZ – Pan, tilt, zoom (where the camera may controlled along the horizontal and vertical planes and may zoom in and out on an object). • Fixed (the camera is pointed at a fixed spot and does not allow for control of movement). • IP (internet protocol cameras – cameras which interface directly with a computer network). <p>Cameras may also contribute to the quality of images through the type, size and sensitivity of the image sensor contained within the camera as well as the compression algorithm applied within the camera.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Light Levels and Placement	<p>External – Balanced white lighting with levels sufficient to allow for identification of individuals. Lighting levels should be at a minimum of 160 Lux. Lights should create intersecting cones of illumination and be placed to prevent shadows and dark spots. Lighting should be as even as possible. Lights should be located behind the camera to avoid backlighting of the target and should not be placed within the field of view to avoid glare.</p> <p>Internal – cameras should be directed away from lighting sources to avoid glare. Lighting should be as even as possible. At a minimum, internal lighting should avoid sharp bright spots or dark areas.</p> <p>Refer to Australian Standard S1.3.43 AS4806.2:2006.</p>
Colour Rendition	<p>Colour rendition depends on the type and level of lighting within the scene.</p> <p>White light is best to achieve good colour rendition. Florescent lights or metal halide lighting is preferable. Avoid colour lighting such as low pressure sodium (yellow) lighting in camera areas (particularly entry and exits).</p> <p>Where possible consider the use of energy efficient lighting, however, this should not be to the detriment of system operation.</p>
Scene Contrast	<p>Consideration should be given to the effect of reflective surfaces (lights/sun reflecting off windows or other reflective surfaces) on image capture.</p> <p>In areas of widely varying lighting levels such as entry doors consideration should be given to the installation of day/night wide dynamic cameras.</p> <p>Down lights may be preferable, however care should be taken to avoid dark spots and unconnected pools of light.</p> <p>Walls with white/light colour paint may improve scene contrast by allowing better scene illumination in lower levels of lighting. Low sheen paint may reduce acute light reflection from surfaces.</p> <p>IR (infra red) flood lights may be considered for illuminating dark areas. However, IR reflects differently off a range of materials and has a tendency to 'wash-out' faces. This has implications for identification of individuals and therefore the use of IR flood lights are not recommended for use with cameras which have been installed for the purpose of obtaining identifying information unless a scene test has been carried out to verify results.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Field of View (FOV)	<p>The CCTV system should be developed based on the findings of a risk assessment. Each FOV should therefore reflect the purpose and objectives of the entire system. In addition, the purpose and objectives of each camera/location within system should be specified and documented within a duty statement. Each camera/location should have its own documented duty statement. The system (including camera placement and FOV) should be designed and used to compliment other security operations.</p> <p>Premises should, as best as possible, have clearly signalled and controlled entrance and exit zones to allow for quality images of individuals entering and exiting premises to be obtained.</p> <p>Insofar as the FOV meet the objectives of the system, FOV to be considered may include:</p> <ul style="list-style-type: none"> • Entrances to building; • Cash register or point of sale; • High value stock; • Vulnerable stock; • Locations where cash is counted; and • Car parks. <p>Wider views should be used to detect activities in areas such as corners or those unable to be viewed by staff.</p> <p>FOV should avoid 'tops of heads' shots, distances or angles of view which make detection or identification problematic (refer to S3.7 AS4806-2:2006 for relevant object/screen size ratio).</p> <p>FOV should be tested in the desired resolution by playing back stored images from the recording device to ensure that the level of detail that is captured is not adversely affected by a FOV setting. i.e. one that may prevent the capture of the required level of detail through covering too wide an area, for example.</p> <p>FOV should not include areas where private activities (as defined within the <i>Surveillance Devices Act 1998 WA</i> – See WA Closed Circuit Television (CCTV) Guidelines for further information) may be observed. E.g. neighbouring properties, changing rooms, toilets, etc.</p> <p>System owners should consider masking areas of FOV that are not owned or managed by the system owner or where private activities may take place. **Masking involves the use of software within the camera or recording device to obscure areas within the camera's FOV as defined by the user, so that these areas are not viewed or recorded by the system.**</p> <p>Vandal proof dome cameras are most appropriate to enhance camera resistance to tampering or vandalism. External camera placements should also consider the impact of weather conditions when determining camera choice.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Image Resolution	<p>Image resolution requirements should be based on the findings of a risk assessment and the system’s stated objectives.</p> <p>Systems should record at a minimum of 4CIF (704 x 576 TV lines) and at a minimum of 10 frames per second during operational hours and a minimum of 6 frames per second during non-operational hours.</p> <p>Systems may utilise a live view resolution of 2 CIF (704 x 240).</p>
Placement	<p>Cameras located within retail premises may be mounted to the building’s ceiling, walls or on other fixed elements of the building’s structure.</p> <p>Internal cameras should be placed at a height of 1800mm-2400mm. External cameras may need to be positioned higher, however, placement height should not impede ability to capture identifying information.</p> <p>Vandal proof dome cameras are most appropriate to enhance camera resistance to tampering or vandalism.</p> <p>It is recommended that signage is displayed at location entrances and exits. Signage should also be placed within premises where CCTV is operating.</p> <p>It is recommended that a monitor be placed at entrances to show identification images to patrons as they enter.</p>
Signage	<p>Consideration should be given to formally advising employees that CCTV is used throughout the facility or that they are subject to CCTV monitoring (within the bounds of appropriate privacy legislation). This may also be achieved through employment documentation such as conditions of employment.</p> <p>See Australian Standard S9 AS4806.2:2006.</p>
Data Transmission and Protocols	<p>See WA Police/OCP Analogue to Digital Migration Strategy for information on data transmission protocols.</p>
File Export	<p>Files should be able to be exported from the recording device in the following standards:</p> <ul style="list-style-type: none"> • Mpeg4 • Jpeg • MJpeg • H.264 (and superseding standards) <p>Data should be able to be played on Windows Media format or in common AVI format.</p> <p>See WA Police suggested standard for minimum file export requirements within the WA Closed Circuit Television (CCTV) Guidelines document.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Bandwidth Considerations	<p>Systems which utilise a premises' computer network place demands on the capacity and bandwidth of the network. When considering a network based CCTV system, be aware of the following issues:</p> <ul style="list-style-type: none"> • Number of cameras: The more cameras a system has, the larger bandwidth requirements. • Resolution: The higher the resolution required by the system, the greater the amount of bandwidth required. • Storage capabilities: The higher the bandwidth required by the system, the greater the system storage requirements. • Frames per second (fps): The higher the number of frames per second captured by the camera/system, the greater the amount of bandwidth required. • Linking additional devices (network video recorders/alarms/sensors/telemetry) to the network increases the bandwidth requirements.
<p>Open Application Programming Interface (API) systems versus propriety systems</p>	<p>Proprietary equipment may have an impact on future expansion or replacement of cameras. This may effectively lock a customer into the long-term use of one manufacturer's technology/equipment.</p> <p>Both the Open Network Video Interface Forum (ONVIF) and Physical Security Interoperability Alliance (PSIS) specifications define a common protocol for the exchange of information between network video devices including automatic device discovery, video streaming and intelligence metadata. The ONVIF and PSIA specification allows for interoperability between network video products regardless of manufacturer. CCTV equipment sourced from manufacturers who are members of the ONVIF group or PSIA may provide greater flexibility for future system expansion and component replacement.</p> <p>See www.onvif.org and www.psialliance.org</p>
Displays	<p>Where practical, displays should be placed at building entrances/access points to alert visitors/users to the presence of CCTV surveillance.</p> <p>For live monitoring, displays should be placed at the point of sale area or within secured offices.</p> <p>Split displays (multiple images on a screen) may be most appropriate for monitoring systems installed for this application.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Video analytics (VA) and Video motion detection (VMD)	<p>The use of video motion detection (VMD) or video analytics (VA) is most often application specific and should be based on the findings of a risk assessment and the system's stated objectives.</p> <p>VA or VMD may be considered for use during non-business hours.</p> <p>To be effective VA and VMD must trigger a response and therefore should be tempered into location, alarms. The system owners should ensure that there is a capacity to provide a timely response to any alarms.</p> <p>VA or VMD alarms should not however be connected to premises "Alarm Dialler" for the purposes of generation of an external alarm to a Central Monitoring Station (CMS) unless the CMS has the ability to remotely interrogate the video system for the purpose of video verification.</p> <p>When implementing VA or VMD consideration should be given to the impact that the environment (e.g. trees, wind, insects) may have on the system.</p>
Video CODEC (Coding/Decoding)	<p>Preferred video coding/decoding systems include:</p> <ul style="list-style-type: none"> • Mpeg4; • MJpeg, • H.264 (or current industry standard). <p>Image resolution should be specified as to the quality of the resolution required for the relevant CIF rating. This is required due to the way modern CODECs insert information between the "I" Frame.</p> <p>As such each CIF rating further is defined in GOOD / BETTER / BEST at each level.</p>
Compression	<p>Image compression should be kept as low as possible giving due consideration to the objectives of the individual camera in question and the system as a whole.</p>
Image Retention	<p>Data from all cameras should be kept for a minimum of 31 days as suggested in Australian Standard S8.3 AS4806.1:2006.</p> <p>Data should be recorded onto Digital Video Recording (DVR) equipment or otherwise retained digitally.</p> <p>Stored images should be protected through archiving & the utilisation of fault tolerant RAID configurations to protect against drive failure.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE												
Storage Capacity	<p>The amount of data storage required will be determined by the objectives of the system and system design (including: frames per second, resolution, data retention requirements).</p> <p>At a minimum, storage capacity should be adequate to ensure that data is retained:</p> <p>Operational/General recording: A resolution of 4CIF at a minimum of 10 frames per second for a minimum period of 31 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 860 1453 956"> <tr> <td>H264</td> <td>105.5 Standard to 460GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>153 GB Quiet scene to 1.15 TB Busy scene</td> </tr> </table> <p>Non operational (out of hours) recording: A resolution of 4CIF at a minimum of 6 frames per second for a minimum period of 31 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 1162 1453 1258"> <tr> <td>H264</td> <td>64 GB Standard to 274 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>80.46 GB Quiet scene to 957 GB Busy scene</td> </tr> </table> <p>Duress/Alarm activation: A resolution of 4CIF at 25 frames per second for a minimum period of 31 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 1429 1453 1525"> <tr> <td>H264</td> <td>188.44 GB Standard to 823 GB Best Quality 4</td> </tr> <tr> <td>Mpeg 4</td> <td>268.2 GB Quiet Scene to 1.61 TB Busy scene</td> </tr> </table> <p>Data should be regularly backed-up and retained.</p>	H264	105.5 Standard to 460GB Best Quality 4 CIF	Mpeg 4	153 GB Quiet scene to 1.15 TB Busy scene	H264	64 GB Standard to 274 GB Best Quality 4 CIF	Mpeg 4	80.46 GB Quiet scene to 957 GB Busy scene	H264	188.44 GB Standard to 823 GB Best Quality 4	Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene
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H264	188.44 GB Standard to 823 GB Best Quality 4												
Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene												
System Validation	<p>When exported, image data should also include:</p> <ul style="list-style-type: none"> • Time/date stamp; • Camera location; • Camera identifier • Watermarking or method of verifying the original image for authenticity ensuring tamper prevention. 												
System Registration	<p>System should be registered on the WA Police’s Blue Iris CCTV register. https://blueiris.wa.gov.au.</p>												
System Maintenance	<p>Maintenance of system components should be undertaken regularly, however, camera dome cleaning should be undertaken on a more frequent basis.</p>												

CONSIDERATION

Policies/ Staff Training / Knowledge

TECHNICAL STANDARD(S) / ADVICE

Policy documents for the implementation and use of the CCTV system should be developed and retained by the organisation. Policy documents should:

- Outline the objectives of the CCTV system;
- Identify (through diagrams) camera locations;
- Provide statements of camera views (what areas the cameras can view); and
- Duty statements for each camera within the system.

Policies should also indicate who may access data and establish protocols for sharing data within and outside the organisation. A minimum of one person on each shift should have access to stored data.

System Standard Operating Procedures should be developed. These should include documents such as:

- staff manuals;
- Incident logs;
- evidence logs; and
- data back-up procedures.

CCTV owner should also undertake an annual audit and evaluation of the system's use and outcomes.

All staff interacting with system, its location or requests for data should be provided with an appropriate degree of training in its operation. Training/Staff Knowledge should include:

- The use of the system including: data review, search and export.
- Policy/Standard Operating Procedures (SOPs). (SOPs should be stored with system).
- Use of incident logs/chain of evidence logs (these should be maintained and kept with system).
- Contents and location of staff manual (including all policies, forms and SOPs). These should be established and kept with system.

Managers should be aware of relevant Australian Standards and should seek to implement these.

For more information see the WA Closed Circuit Television (CCTV) Guidelines.

**6.4 Semi-Public Space:
Licensed Premises**

The use of CCTV to improve security at licensed premises is of significant public interest due to the well established relationship between the consumption of alcohol and crime or other alcohol-related harm.

The security of licensed premises in Western Australia is

regulated via licensing conditions imposed on licensed premises under the *Liquor Control Act 1988*. Under the Act, certain types of license applications and existing licenses may be required to have certain security measures in place. The Western Australian Department of Racing, Gaming and Liquor have developed policy guidelines on security at

licensed premises and minimum standards for CCTV Security Systems (available at www.drgl.wa.gov.au).

Again, it must be stressed that due to the application specific nature of CCTV, the following provides only general advice to the technical considerations relevant to the use of CCTV within licensed premises.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Cameras	<p>A range of camera types may be utilised for this application. These include:</p> <ul style="list-style-type: none"> • Monochrome (black & white) • Colour • Day/Night (combines colour and monochrome) <p>Monochrome cameras generally offer higher resolution and are relatively inexpensive, but are mostly used only in extremely low lighting conditions. Colour cameras generally offer a better overall representation of the scene (subject to adequate lighting) as well as higher identification capabilities. Day/night cameras combine the advantages of monochrome and colour cameras. They are much more sensitive to low light environments and are also able to be used with infra red lighting.</p> <p>Cameras also have basic functionality types including:</p> <ul style="list-style-type: none"> • PTZ – Pan, tilt, zoom (where the camera may controlled along the horizontal and vertical planes and may zoom in and out on an object). • Fixed (the camera is pointed at a fixed spot and does not allow for control of movement). • IP (internet protocol cameras – cameras which interface directly with a computer network). <p>Cameras may also contribute to the quality of images through the type, size and sensitivity of the image sensor contained within the camera as well as the compression algorithm applied within the camera.</p> <p>Lenses should match the format of the selected camera’s image sensor and be of such a design that presence of Infra Red should not affect the sharpness of the image or focal point.</p>

CONSIDERATION

TECHNICAL STANDARD(S) / ADVICE

Light Levels and Placement

External – Balanced white lighting with levels sufficient to allow for identification of individuals. Lighting levels should be at a minimum of 160 Lux. Lights should create intersecting cones of illumination and be placed to prevent shadows and dark spots. Lighting should be as even as possible.

Lights should be located behind the camera to avoid backlighting of the target and should not be placed within the field of view to avoid glare.

Internal – cameras should be directed away from lighting sources to avoid glare. Lighting should be as even as possible. At a minimum, internal lighting should avoid sharp bright spots or dark areas.

Fluctuating lighting such as strobe lighting or dance floor lighting may impede camera operation.

In low lighting levels consider the installation of day/night or wide dynamic cameras.

Refer to Australian Standard S1.3.43 AS4806.2:2006.

Colour Rendition

Colour rendition depends on the type and level of light within the scene.

White light is best to achieve good colour rendition. Florescent lights or metal halide lighting is preferable.

Avoid colour lighting in camera areas (particularly entry and exits). Where possible consider the use of energy efficient lighting, however, this should not be to the detriment of system operation.

Scene Contrast

Consideration should be made as to the effect of reflective surfaces (light reflecting off mirrors/walls/counter tops etc). Down lights may be preferable, however care should be taken to avoid dark spots and unconnected pools of light.

In areas of widely varying lighting levels such as entry doors consideration should be given to the installation of day/night wide dynamic cameras.

Walls with white/light colour paint may improve scene contrast by allowing better scene illumination in lower levels of lighting. Low sheen paint may reduce harsh light reflection from surfaces.

IR (infra red) flood lights may be considered for illuminating internal (dark) areas. However, IR reflects differently off a range of materials and has a tendency to ‘wash-out’ faces and therefore have implications for identification of individuals and therefore is not recommended unless a scene test has been carried out to verify results.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Field of View (FOV)	<p>The CCTV system should be developed based on the findings of a risk assessment. Each FOV should therefore reflect the purpose and objectives of the entire system. In addition, the purpose and objectives of each camera/location within system should be specified and documented within a duty statement. Each camera/location should have its own documented duty statement. The system (including camera placement and FOV) should be designed and used to compliment other security operations. The systems should be designed and used to compliment internal security patrols.</p> <p>Premises should, as best as possible, have clearly signalled and controlled entrance and exit zones to allow for quality images of individuals entering and exiting premises to be obtained.</p> <p>Insofar as the FOV meets the documented objectives of the entire CCTV system, FOVs to be considered may include:</p> <ul style="list-style-type: none"> • Premises entrances and exits; • Point of sales areas; • Coat rooms; • Entrance to dance floor; and • Bar areas. <p>Wider views should be used to detect activities in areas such as corners and seating areas or those areas unable to be viewed by staff or security staff.</p> <p>FOV should avoid 'tops of heads' shots, distances or angles of view which make detection or identification problematic (refer to S3.7 AS4806.2:2006 for relevant object/screen size ratio).</p> <p>The choice of camera type (monochrome, colour, day/night, fixed or PTZ) must be reflected in the objectives of the system and the purpose for which each camera is installed. Vandal and weather proof dome cameras are most appropriate to ensure camera security, however system owners may wish to consider other forms of vandalism/theft prevention.</p> <p>FOV should be tested in the desired resolution by playing back stored images from the recording device to ensure that the level of detail that is captured is not adversely affected by a FOV setting. i.e. one that may prevent the capture of the required level of detail through covering too wide an area, for example.</p> <p>FOV should not include areas where private activities (as defined within the <i>Surveillance Devices Act 1998 WA</i> – See WA Closed Circuit Television (CCTV) Guidelines for further information) may be observed. E.g. changing rooms, toilets, etc.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Image Resolution	<p>Image resolution requirements should be based on the findings of a risk assessment and the system's stated objectives.</p> <p>Systems should record at a minimum of 4CIF (704 x 576 TV lines) and at 25 frames per second during operational hours and 6-10 frames per second during non-operational hours.</p> <p>Systems can utilise a live view resolution of 2 CIF (704 x 240).</p>
Placement	<p>Cameras in licensed premises may be mounted to the building's ceiling, walls or on other fixed elements of the building's structure.</p> <p>Internal cameras should be placed at a height of 1800mm-2400mm. External cameras may need to be positioned higher, however, placement height should not impede ability to capture identifying information.</p> <p>Vandal proof dome cameras are most appropriate to enhance camera resistance to tampering or vandalism.</p> <p>The attached risk matrix provides further camera placement recommendations based on the likely risk of an incident occurring (See Risk Matrix for further camera placement advice).</p>
Signage	<p>It is recommended that signage is displayed at location entrances and exits. Signage should also be placed within premises where CCTV is operating.</p> <p>It is recommended that a monitor be placed at entrances to show identification images to patrons as they enter.</p> <p>Consideration should be given to formally advising employees that CCTV is used throughout the facility or that they are subject to CCTV monitoring (within the bounds of appropriate privacy legislation). This may also be achieved through employment documentation such as conditions of employment.</p> <p>See Australian Standard S9 AS4806.2:2006.</p>
Data Transmission and Protocols	<p>See WA Police/OCP Analogue to Digital Migration Strategy for information on data transmission protocols.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
File Export	<p>Files should be able to be exported from the recording device in the following standards:</p> <ul style="list-style-type: none"> • Mpeg4; • Jpeg; • MJpeg; • H.264 (and superseding standards). <p>Data should be able to be played on Windows Media format or in common AVI format.</p> <p>See WA Police suggested standard for minimum file export requirements within the WA Closed Circuit Television (CCTV) Guidelines document.</p>
Bandwidth Considerations	<p>Systems which utilise a premises' computer network place demands on the capacity and bandwidth of the network. When considering a network based CCTV system, be aware of the following issues:</p> <ul style="list-style-type: none"> • Number of cameras: The more cameras a system has, the larger bandwidth requirements. • Resolution: The higher the resolution required by the system, the greater the amount of bandwidth required. • Storage capabilities: The higher the bandwidth required by the system, the greater the system storage requirements. • Frames per second (fps): The higher the number of frames per second captured by the camera/system, the greater the amount of bandwidth required. • Linking additional devices (network video recorders/alarms/sensors/telemetry) to the network increases the bandwidth requirements.
Open Application Programming Interface (API) systems versus propriety systems	<p>Proprietary equipment may have an impact on future expansion or replacement of cameras. This may effectively lock a customer into the long-term use of one manufacturer's technology/equipment.</p> <p>Both the Open Network Video Interface Forum (ONVIF) and Physical Security Interoperability Alliance (PSIS) specifications define a common protocol for the exchange of information between network video devices including automatic device discovery, video streaming and intelligence metadata. The ONVIF and PSIA specification allows for interoperability between network video products regardless of manufacturer. CCTV equipment sourced from manufacturers who are members of the ONVIF group or PSIA may provide greater flexibility for future system expansion and component replacement.</p> <p>See www.onvif.org and www.psialliance.org</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Displays	<p>Where practical, displays should be placed at building entrances/access points to alert visitors/users to the presence of CCTV surveillance.</p> <p>For live monitoring, displays should be placed within secured offices.</p> <p>Multiple displays (a number of individual television screen) are preferred to split displays (multiple images on a screen) for this application.</p>
Video analytics (VA) and Video motion detection (VMD)	<p>The use of video motion detection (VMD) or video analytics (VA) is most often application specific and should be based on the findings of a risk assessment and the system's stated objectives.</p> <p>VA or VMD may be considered for use during non-business hours.</p> <p>To be effective VA and VMD must trigger a response and therefore should be tempered into location, alarms. The system owners should ensure that there is a capacity to provide a timely response to any alarms.</p> <p>VA or VMD alarms should not however be connected to premises "Alarm Dialler" for the purposes of generation of an external alarm to a Central Monitoring Station (CMS) unless the CMS has the ability to remotely interrogate the video system for the purpose of video verification.</p> <p>When implementing VA or VMD consideration should be given to the impact that the environment (e.g. trees, wind, insects) may have on the system.</p>
Video CODEC (Coding/Decoding)	<p>Preferred video coding/decoding systems include:</p> <ul style="list-style-type: none"> • Mpeg4; • MJpeg, • H.264 (or current industry standard). <p>Image resolution should be specified as to the quality of the resolution required for the relevant CIF rating. This is required due to the way modern CODECs insert information between the "I" Frame.</p> <p>As such each CIF rating further is defined in GOOD / BETTER / BEST at each level.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE												
Image Retention	<p>Data should be kept for a minimum of 14 days as per Department of Racing Gaming and Liquor policy.</p> <p>Data should be recorded on DVR equipment, computer network or otherwise retained digitally.</p> <p>Stored images should be protected through archiving & the utilisation of fault tolerant RAID configurations to protect against drive failure.</p>												
Compression	<p>Image compression should be kept as low as possible giving due consideration to the objectives of the individual camera in question and the system as a whole.</p>												
Storage Capacity	<p>The amount of data storage required will be determined by the objectives of the system and system design (including: frames per second, resolution, data retention requirements).</p> <p>At a minimum, storage capacity should be adequate to ensure that data is retained:</p> <p>Operational/General recording: A resolution of 4CIF at 25 frames per second for a minimum period of 14 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 1294 1453 1395"> <tr> <td>H264</td> <td>94 GB Standard to 412 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>134 GB Quiet Scene to 800 GB Busy scene</td> </tr> </table> <p>Non operational (out of hours) recording: A resolution of 4CIF at a minimum of 6 frames per second for a minimum period of 14 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 1597 1453 1697"> <tr> <td>H264</td> <td>30 GB Standard to 137 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>40 GB Quiet scene to 453 GB Busy scene</td> </tr> </table> <p>Duress/Alarm activation: A resolution of 4CIF at 25 frames per second for a minimum period of 14 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 1865 1453 1966"> <tr> <td>H264</td> <td>94 GB Standard to 412 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>134 GB Quiet Scene to 800 GB Busy scene</td> </tr> </table> <p>Data back-ups should be made and retained as per Department of Racing Gaming and Liquor policy.</p>	H264	94 GB Standard to 412 GB Best Quality 4 CIF	Mpeg 4	134 GB Quiet Scene to 800 GB Busy scene	H264	30 GB Standard to 137 GB Best Quality 4 CIF	Mpeg 4	40 GB Quiet scene to 453 GB Busy scene	H264	94 GB Standard to 412 GB Best Quality 4 CIF	Mpeg 4	134 GB Quiet Scene to 800 GB Busy scene
H264	94 GB Standard to 412 GB Best Quality 4 CIF												
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H264	30 GB Standard to 137 GB Best Quality 4 CIF												
Mpeg 4	40 GB Quiet scene to 453 GB Busy scene												
H264	94 GB Standard to 412 GB Best Quality 4 CIF												
Mpeg 4	134 GB Quiet Scene to 800 GB Busy scene												

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
System Validation	<p>When exported, image data should also include:</p> <ul style="list-style-type: none"> • Time/date stamp; • Camera location; • Camera identifier; and • Watermarking or method of verifying the original image for authenticity ensuring tamper prevention.
System Registration	<p>System should be registered on the WA Police’s Blue Iris CCTV register. https://blueiris.wa.gov.au.</p>
System Maintenance	<p>Maintenance of system components should be undertaken regularly, however, camera dome cleaning should be undertaken on a more frequent basis.</p>
Policies/Staff Training / Knowledge	<p>Policy documents for the implementation and use of the CCTV system should be developed and retained by the organisation. Policy documents should:</p> <ul style="list-style-type: none"> • Outline the objectives of the CCTV system; • Identify (through diagrams) camera locations; • Provide statements of camera views (what areas the cameras can view); and • Duty statements for each camera within the system. <p>Policies should also indicate who may access data and establish protocols for sharing data within and outside the organisation. A minimum of one person on each shift should have access to stored data.</p> <p>System Standard Operating Procedures should be developed. These should include documents such as:</p> <ul style="list-style-type: none"> • staff manuals; • Incident logs; • evidence logs; and • data back-up procedures. <p>CCTV owner should also undertake an annual audit and evaluation of the system’s use and outcomes.</p> <p>All staff interacting with system, its location or requests for data should be provided with an appropriate degree of training in its operation. Training/Staff Knowledge should include:</p> <ul style="list-style-type: none"> • The use of the system including: data review, search and export. • Policy/Standard Operating Procedures (SOPs). (SOPs should be stored with system). • Use of incident logs/chain of evidence logs (these should be maintained and kept with system).

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Policies/Staff Training / Knowledge (continued)	<ul style="list-style-type: none"> • Contents and location of staff manual (including all policies, forms and SOPs). These should be established and kept with system. <p>Managers should be aware of relevant Australian Standards and should seek to implement these.</p> <p>For more information see the WA Closed Circuit Television (CCTV) Guidelines.</p>

Security Events	Camera Placement Locations
High likelihood of capturing security events	<p>Street frontage at main entrance Entrances and exits Car park Entry cashier Bar area Entrance to dance floor</p>
Low likelihood of capturing security events	<p>Office Areas Cash register Staff only areas (e.g. lockers) Cash counting areas Seating areas Dance floor Toilets</p>

**6.5 Private Spaces:
Commercial or Industrial
Premises**

Private premises are, for the most part, only accessible to selected members of the public by invitation or for narrowly defined set of purposes such as business or private activities.

Commercial or industrial premises are generally only accessible to employees or those individuals invited to the location. State legislation regulates the behaviour of individuals at commercial and industrial premises to ensure the safety of employees and visitors to these sites.

Although workplace safety may be the primary concern at these premises, they may also be targeted for a range of crimes ranging from graffiti to terrorism. Therefore, CCTV may be an appropriate tool to assist with not only operational or workplace safety surveillance, but also security surveillance; although the former requires a different set of objectives and suggested standards than set out within this document.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Cameras	<p>A range of camera types may be utilised for this application. These include:</p> <ul style="list-style-type: none"> • Monochrome (black & white) • Colour • Day/Night (combines colour and monochrome) <p>Monochrome cameras generally offer higher resolution and are relatively inexpensive, but are mostly used only in extremely low lighting conditions. Colour cameras generally offer a better overall representation of the scene (subject to adequate lighting) as well as higher identification capabilities. Day/night cameras combine the advantages of monochrome and colour cameras. They are much more sensitive to low light environments and are also able to be used with infra red lighting.</p> <p>Cameras also have basic functionality types including:</p> <ul style="list-style-type: none"> • PTZ – Pan, tilt, zoom (where the camera may controlled along the horizontal and vertical planes and may zoom in and out on an object). • Fixed (the camera is pointed at a fixed spot and does not allow for control of movement). • IP (internet protocol cameras – cameras which interface directly with a computer network). <p>Cameras may also contribute to the quality of images through the type, size and sensitivity of the image sensor contained within the camera as well as the compression algorithm applied within the camera.</p> <p>Lenses should match the format of the selected camera’s image sensor and be of such a design that presence of Infra Red should not affect the sharpness of the image or focal point.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Light Levels and Placement	<p>External – Balanced white lighting with levels sufficient to allow for identification of individuals. Lighting levels should be at a minimum of 40-60 Lux. Lighting should be as even as possible. Lights should create intersecting cones of illumination and be placed to prevent shadows and dark spots.</p> <p>Lights should be located behind the camera to avoid backlighting of the target and should not be placed within the field of view to avoid glare.</p> <p>In low lighting levels consider the installation of day/night or wide dynamic cameras.</p> <p>Refer to Australian Standard S1.3.43 AS4806.2:2006.</p>
Colour Rendition	<p>Colour rendition depends on the type and level of lighting within the scene.</p> <p>White light is best to achieve good colour rendition. Florescent lights or metal halide lighting is preferable. Avoid colour lighting such as low pressure sodium (yellow) lighting in camera areas (particularly entry and exits).</p> <p>Where possible, consider the use of energy efficient lighting, however, this should not be to the detriment of system operation.</p>
Scene Contrast	<p>Consideration should be given to the effect of reflective surfaces (lights/sun reflecting off windows or other reflective surfaces) on image capture.</p> <p>In areas of widely varying lighting levels such as entry doors consideration should be given to the installation of day/night wide dynamic cameras.</p> <p>Down lights may be preferable, however care should be taken to avoid dark spots and unconnected pools of light.</p> <p>Walls with white/light colour paint may improve scene contrast by allowing better scene illumination in lower levels of lighting. Low sheen paint may reduce acute light reflection from surfaces.</p> <p>IR (infra red) flood lights may be considered for illuminating dark areas. However, IR reflects differently off a range of materials and has a tendency to 'wash-out' faces. This has implications for identification of individuals and therefore the use of IR flood lights are not recommended for use with cameras which have been installed for the purpose of obtaining identifying information unless a scene test has been carried out to verify results.</p>

CONSIDERATION

Field of View (FOV)

TECHNICAL STANDARD(S) / ADVICE

The CCTV system should be developed based on the findings of a risk assessment. Each FOV should therefore reflect the purpose and objectives of the entire system. In addition, the purpose and objectives of each camera/location within system should be specified and documented within a duty statement. Each camera/location should have its own documented duty statement. The system (including camera placement and FOV) should be designed and used to compliment other security operations.

Premises should, as best as possible, have clearly signalled and controlled entrance and exit zones to allow for quality images of people and vehicles entering and exiting premises to be obtained.

Insofar as the FOV meets the documented objectives of the entire CCTV system, FOVs to be considered may include:

- All site entrances (access control/gatehouses);
- Any points of perceived perimeter vulnerability;
- Building/office access points;
- Sensitive/vulnerable infrastructure; and
- High value stock/medications/assets.

Wider views should be used to detect activities in areas such as those that are unable to be viewed by staff or are not regularly surveilled by security staff.

FOV should avoid 'tops of heads' shots, distances or angles of view which make detection or identification problematic (refer to S3.7 AS4806.2:2006 for relevant object/screen size ratio).

Consideration should be given to the use of pre-determined camera duty cycles (FOV pathways or locations pre-programmed into camera operation).

The choice of camera type (monochrome, colour, day/night, fixed or PTZ) must be reflected in the objectives of the system and the purpose for which each camera is installed. Vandal and weather proof dome cameras are most appropriate to ensure camera security, however, system owners may wish to consider other forms of vandalism/theft prevention.

Any internal cameras should be positioned at a height of 1800mm-2400mm. External cameras may need to be positioned higher, however placement height should not impede the camera's ability to capture identifying information.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Field of View (FOV) (continued)	<p>FOV should be tested in the desired resolution by playing back stored images from the recording device to ensure that the level of detail that is captured is not adversely affected by a FOV setting. i.e. one that may prevent the capture of the required level of detail through covering too wide an area, for example. FOV should not include areas where private activities (as defined within the <i>Surveillance Devices Act 1998 WA</i> – See WA Closed Circuit Television (CCTV) Guidelines for further information) may be observed. E.g. neighbouring properties, changing rooms, toilets, etc.</p> <p>System owners should consider masking areas of FOV that are not owned or managed by the system owner or where private activities may take place. **Masking involves the use of software within the camera or recording device to obscure areas within the camera's FOV as defined by the user, so that these areas are not viewed or recorded by the system.**</p> <p>Note that CCTV used for operational surveillance/occupational health and safety purposes will require different objectives and minimum requirements to those stated within this document.</p>
Image Resolution	<p>Image resolution requirements should be based on the findings of a risk assessment and the system's stated objectives.</p> <p>These systems should record at a resolution of 4CIF (704 x 576 TV lines) and at a minimum of 6 frames per second.</p>
Signage	<p>It is recommended that signage is displayed at location entrances and exits. Signage should also be placed within premises where CCTV is operating (i.e. inside enclosed car parks, elevators, stair wells).</p> <p>Consideration should be given to formally advising employees that CCTV is used throughout the facility or that they are subject to CCTV monitoring (within the bounds of appropriate privacy legislation).</p> <p>This may also be achieved through employment documentation such as conditions of employment.</p> <p>See Australian Standard S9 AS4806.2:2006 for signage standards.</p>
Data Transmission and Protocols	<p>See WA Police/OCP Analogue to Digital Migration Strategy for information on data transmission protocols.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
File Export	<p>Files should be able to be exported from the recording device in the following standards:</p> <ul style="list-style-type: none"> • Mpeg4; • Jpeg; • MJpeg; • H.264 (and superseding standards) <p>Data should be able to be played on Windows Media format or in common AVI format.</p> <p>See WA Police suggested standard for minimum file export requirements within the WA Closed Circuit Television (CCTV) Guidelines document.</p>
Bandwidth Considerations	<p>Systems which utilise a premises' computer network place demands on the capacity and bandwidth of the network. When considering a network based CCTV system, be aware of the following issues:</p> <ul style="list-style-type: none"> • Number of cameras: The more cameras a system has, the larger bandwidth requirements. • Resolution: The higher the resolution required by the system, the greater the amount of bandwidth required. • Storage capabilities: The higher the bandwidth required by the system, the greater the system storage requirements. • Frames per second (fps): The higher the number of frames per second captured by the camera/system, the greater the amount of bandwidth required. • Linking additional devices (network video recorders/alarms/sensors/telemetry) to the network increases the bandwidth requirements.
Open Application Programming Interface (API) systems versus propriety systems	<p>Proprietary equipment may have an impact on future expansion or replacement of cameras. This may effectively lock a customer into the long-term use of one manufacturer's technology/equipment.</p> <p>Both the Open Network Video Interface Forum (ONVIF) and Physical Security Interoperability Alliance (PSIS) specifications define a common protocol for the exchange of information between network video devices including automatic device discovery, video streaming and intelligence metadata. The ONVIF and PSIA specification allows for interoperability between network video products regardless of manufacturer. CCTV equipment sourced from manufacturers who are members of the ONVIF group or PSIA may provide greater flexibility for future system expansion and component replacement.</p> <p>See www.onvif.org and www.psialliance.org</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Displays	<p>Where practical, displays should be placed at building entrances/access points to alert visitors/users to the presence of CCTV surveillance.</p> <p>For live monitoring, displays should be placed in a secured office. Multiple displays (television screens) are preferred to split displays (multiple images on a screen).</p>
Video analytics (VA) and Video motion detection (VMD)	<p>The use of video motion detection (VMD) or video analytics (VA) is most often application specific and should be based on the findings of a risk assessment and the system's stated objectives.</p> <p>VA or VMD may be considered for use if locations are not actively monitored or during non-business hours.</p> <p>To be effective VA and VMD must trigger a response and therefore should be tempered into location, alarms. The system owners should ensure that there is a capacity to provide a timely response to any alarms.</p> <p>VA or VMD alarms should not however be connected to premises "Alarm Dialler" for the purposes of generation of an external alarm to a Central Monitoring Station (CMS) unless the CMS has the ability to remotely interrogate the video system for the purpose of video verification.</p> <p>When implementing VA or VMD consideration should be given to the impact that the environment (e.g. trees, wind, insects) may have on the system.</p>
Video CODEC (Coding/Decoding)	<p>Preferred video coding/decoding systems include:</p> <ul style="list-style-type: none"> • Mpeg4; • MJpeg, • H.264 (or current industry standard). <p>Image resolution should be specified as to the quality of the resolution required for the relevant CIF rating. This is required due to the way modern CODECs insert information between the "I" Frame. As such each CIF rating further is defined in GOOD / BETTER / BEST at each level.</p>
Image Retention	<p>Data from all cameras should be kept for a minimum of 31 days as suggested in Australian Standard S8.3 AS4806.1:2006.</p> <p>Data should be recorded onto Digital Video Recording (DVR) equipment or otherwise retained digitally.</p> <p>Stored images should be protected through archiving & the utilisation of fault tolerant RAID configurations to protect against drive failure.</p>

CONSIDERATION

TECHNICAL STANDARD(S) / ADVICE

Compression

Image compression should be kept as low as possible giving due consideration to the objectives of the individual camera in question and the system as a whole.

Storage Capacity

The amount of data storage required will be determined by the objectives of the system and system design (including: frames per second, resolution, data retention requirements).

At a minimum, storage capacity should be adequate to ensure that data is retained:

Operational/General recording: A resolution of 4CIF at a minimum of 6 frames per second for a minimum period of 31 days.

Required Storage per Camera:

H264	64 GB Standard to 274 GB Best Quality 4 CIF
Mpeg 4	80.46 GB Quiet scene to 957 GB Busy scene

Duress/Alarm activation: A resolution of 4CIF at 25 frames per second for a minimum period of 31 days.

Required Storage per Camera:

H264	188.44 GB Standard to 823 GB Best Quality 4 CIF
Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene

System Validation

When exported, image data should also include:

- Time/date stamp;
- Camera location;
- Camera identifier; and
- Watermarking or method of verifying the original image for authenticity ensuring tamper prevention.

System Registration

System should be registered on the WA Police’s Blue Iris CCTV register. <https://blueiris.wa.gov.au>.

System Maintenance

A budget should be identified and allocated for auditing and maintenance of the system.

Maintenance of system components should be undertaken regularly, however, camera dome cleaning should be undertaken on a more frequent basis.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Policies/Staff Training / Knowledge	<p>Policy documents for the implementation and use of the CCTV system should be developed and retained by the organisation. Policy documents should:</p> <ul style="list-style-type: none"> • Outline the objectives of the CCTV system; • Identify (through diagrams) camera locations; • Provide statements of camera views (what areas the cameras can view); and • Duty statements for each camera within the system. <p>Policies should also indicate who may access data and establish protocols for sharing data within and outside the organisation. A minimum of one person on each shift should have access to stored data.</p> <p>System Standard Operating Procedures should be developed. These should include documents such as:</p> <ul style="list-style-type: none"> • staff manuals; • Incident logs; • evidence logs; and • data back-up procedures. <p>CCTV owner should also undertake an annual audit and evaluation of the system's use and outcomes.</p> <p>All staff interacting with system, its location or requests for data should be provided with an appropriate degree of training in its operation. Training/Staff Knowledge should include:</p> <ul style="list-style-type: none"> • The use of the system including: data review, search and export. • Policy/Standard Operating Procedures (SOPs). (SOPs should be stored with system). • Use of incident logs/chain of evidence logs (these should be maintained and kept with system). • Contents and location of staff manual (including all policies, forms and SOPs). These should be established and kept with system. <p>Managers should be aware of relevant Australian Standards and should seek to implement these.</p> <p>For more information see the WA Closed Circuit Television (CCTV) Guidelines.</p>
Additional Considerations	UPS (uninterruptible power supply) should be considered insofar as its use is aligned with system objectives.

6.6 Private Spaces: Private Residential

Many individuals and families are now choosing to install CCTV as part of their home security systems. The large range of relatively inexpensive do-it-yourself CCTV installation kits has made the use of CCTV a much more attractive and popular option for modern home security.

The installation and use of CCTV should, however, be based on the outcomes of a well considered risk assessment and home owners should become familiar with any legislation regulating the use of devices such as CCTV.

Should owners of private residences wish to install CCTV, the following technical advice may assist them to select a system that may provide an appropriate level of quality for their needs.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Cameras	<p>A range of camera types may be utilised for this application. These include:</p> <ul style="list-style-type: none"> • Monochrome (black & white) • Colour • Day/Night (combines colour and monochrome) <p>Monochrome cameras generally offer higher resolution and are relatively inexpensive, but are mostly used only in extremely low lighting conditions. Colour cameras generally offer a better overall representation of the scene (subject to adequate lighting) as well as higher identification capabilities. Day/night cameras combine the advantages of monochrome and colour cameras. They are much more sensitive to low light environments and are also able to be used with infra red lighting.</p> <p>Cameras also have basic functionality types including:</p> <ul style="list-style-type: none"> • PTZ – Pan, tilt, zoom (where the camera may controlled along the horizontal and vertical planes and may zoom in and out on an object). • Fixed (the camera is pointed at a fixed spot and does not allow for control of movement). • IP (internet protocol cameras – cameras which interface directly with a computer network). The use of power over internet (POI) cameras may be an option for increasing the energy efficiency of a system. <p>Cameras may also contribute to the quality of images through the type, size and sensitivity of the image sensor contained within the camera as well as the compression algorithm applied within the camera.</p> <p>Lenses should match the format of the selected camera’s image sensor and be of such a design that presence of Infra Red should not affect the sharpness of the image or focal point.</p>

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Light Levels and Placement	<p>External – Balanced white lighting with levels sufficient to allow for the identification of individuals. Minimum lighting level of 160 Lux. Lights should allow create intersecting cones of illumination and be placed to prevent shadows and dark spots.</p> <p>Lights should be located behind the camera to avoid backlighting of the target and should not be placed within the field of view to avoid glare.</p> <p>Internal – cameras should be directed away from lighting sources to avoid glare. Lighting should be as even as possible. At a minimum, internal lighting should avoid sharp bright spots or dark areas. In low lighting levels consider the installation of day/night cameras.</p> <p>Refer to Australian Standard S1.3.43 AS4806.2:2006.</p>
Colour Rendition	<p>Colour rendition depends on the type and level of light within the scene.</p> <p>White light is best to achieve good colour rendition. Florescent lights or metal halide lighting is preferable. Avoid colour lighting such as low pressure sodium (yellow) lighting in camera areas (particularly entry and exits).</p> <p>Where possible, consider the use of energy efficient lighting, however, this should not be to the detriment of system operation.</p>
Scene Contrast	<p>Consideration should be given to the effect of reflective surfaces (lights/sun reflecting off mirrors/windows/walls/hallways or other reflective surfaces) on image capture.</p> <p>In areas of widely varying lighting levels such as entry doors consideration should be given to the installation of day/night wide dynamic cameras.</p> <p>Down lights may be preferable, however care should be taken to avoid dark spots and unconnected pools of light.</p> <p>Walls with white/light colour paint may improve scene contrast by allowing better scene illumination in lower levels of lighting. Low sheen paint may reduce acute light reflection from surfaces.</p>
Field of View (FOV)	<p>The CCTV system should be developed based on the findings of a risk assessment. Each FOV should therefore reflect the purpose and objectives of the entire system. In addition, the purpose and objectives of each camera/location within system should be specified and documented within a duty statement. Each camera/location should have its own documented duty statement.</p>

CONSIDERATION

Field of View (FOV)
(continued)

TECHNICAL STANDARD(S) / ADVICE

Insofar as the FOV meets the documented objectives of the entire CCTV system, FOVs to be considered may include:

- Entrances to building/property;
- Driveways/vehicle storage areas; and
- Yard areas.

Wider views should be used to detect activities in areas such as yards/side access routes or those areas unable to be easily viewed from within the premises.

FOV should avoid 'tops of heads' shots, distances or angles of view which make detection or identification problematic (refer to S3.7 AS4806.2:2006 for relevant object/screen size ratio).

Consideration should be given to the use of pre-determined camera duty cycles (FOV pathways or locations pre-programmed into camera operation).

The choice of camera type (monochrome, colour, day/night, fixed or PTZ) must be reflected in the objectives of the system and the purpose for which each camera is installed. Vandal and weather proof dome cameras are most appropriate to ensure camera security, however system owners may wish to consider other forms of vandalism/theft prevention.

Any internal cameras should be positioned 1800mm-2400mm above ground. External cameras may need to be positioned higher however, placement height should not impede the camera's ability to capture identifying information.

FOV should be tested in the desired resolution by playing back stored images from the recording device to ensure that the level of detail that is captured is not adversely affected by a FOV setting. i.e. one that may prevent the capture of the required level of detail through covering too wide an area, for example.

FOV should not include areas where private activities (as defined within the *Surveillance Devices Act 1998 WA* – See WA Closed Circuit Television (CCTV) Guidelines for further information) may be observed. E.g. neighbouring properties including windows, yards and pool areas, toilets, etc.

System owners should consider masking areas of FOV that are not owned or managed by the system owner, where private activities may take place. **Masking involves the use of software within the camera or recording device to obscure areas within the camera's FOV as defined by the user, so that these areas are not viewed or recorded by the system.**

Vandal proof dome cameras are most appropriate to ensure camera security.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
Image Resolution	<p>Image resolution requirements should be based on the findings of a risk assessment and the system’s stated objectives.</p> <p>Systems should record at a minimum of 4CIF (704 x 576 TV lines) and at 6 frames per second.</p>
Signage	<p>It is recommended that signage is displayed at the location’s frontage. Visitors should be informed that CCTV is in operation within the location.</p> <p>See Australian Standard S9 AS4806.2:2006.</p>
Data Transmission and Protocol	<p>See WA Police/OCP Analogue to Digital Migration Strategy for information on data transmission protocols.</p>
File Export	<p>Files should be able to be exported from the recording device in the following standards:</p> <ul style="list-style-type: none"> • Mpeg4; • Jpeg; • MJpeg; • H.264 (and superseding standards) <p>Data should be able to be played on Windows Media format or in common AVI format.</p> <p>See WA Police suggested standard for minimum file export requirements within the WA Closed Circuit Television (CCTV) Guidelines document.</p>
Cabling Infrastructure and Bandwidth Limitations	<p>Systems which utilise a premises’ computer network place demands on the capacity and bandwidth of the network. When considering a network based CCTV system, be aware of the following issues:</p> <ul style="list-style-type: none"> • Number of cameras: The more cameras a system has, the larger bandwidth requirements. • Resolution: The higher the resolution required by the system, the greater the amount of bandwidth required. • Storage capabilities: The higher the bandwidth required by the system, the greater the system storage requirements. • Frames per second (fps): The higher the number of frames per second captured by the camera/system, the greater the amount of bandwidth required. • Linking additional devices (network video recorders/alarms/sensors/telemetry) to the network increases the bandwidth requirements.

CONSIDERATION

TECHNICAL STANDARD(S) / ADVICE

Open Application Programming Interface (API) systems versus propriety systems.

Proprietary equipment may have an impact on future expansion or replacement of cameras. This may effectively lock a customer into the long-term use of one manufacturer’s technology/equipment.

Both the Open Network Video Interface Forum (ONVIF) and Physical Security Interoperability Alliance (PSIS) specifications define a common protocol for the exchange of information between network video devices including automatic device discovery, video streaming and intelligence metadata. The ONVIF and PSIA specification allows for interoperability between network video products regardless of manufacturer. CCTV equipment sourced from manufacturers who are members of the ONVIF group or PSIA may provide greater flexibility for future system expansion and component replacement.

See www.onvif.org and www.psialliance.org

Displays

Split displays (multiple images on a screen) may be most appropriate for monitoring systems installed for this application.

Video analytics (VA) and Video motion detection (VMD)

The use of video motion detection (VMD) or video analytics (VA) is most often application specific and should be based on the findings of a risk assessment and the system’s stated objectives.

VA or VMD should be considered during hours/occasions where occupants are absent or not able to provide natural surveillance over property (e.g. sleeping hours).

To be effective VA and VMD must trigger a response and therefore should be tempered into location, alarms. The system owners should ensure that there is a capacity to provide a timely response to any alarms.

VA or VMD alarms should not however be connected to premises “Alarm Dialler” for the purposes of generation of an external alarm to a Central Monitoring Station (CMS) unless the CMS has the ability to remotely interrogate the video system for the purpose of video verification.

When implementing VA or VMD consideration should be given to the impact that the environment (trees, wind, insects) may have on the system.

CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE								
Video CODEC (Coding/Decoding)	<p>Preferred video coding/decoding systems include:</p> <ul style="list-style-type: none"> • Mpeg4; • MJpeg, • H.264 (or current industry standard). <p>Image resolution should be specified as to the quality of the resolution required for the relevant CIF rating. This is required due to the way modern CODECs insert information between the "I" Frame. As such each CIF rating further is defined in GOOD / BETTER / BEST at each level.</p>								
Image Retention	<p>Data from all cameras should be kept for a minimum of 31 days as suggested in Australian Standard S8.3 AS4806.1:2006.</p> <p>Data should be recorded on DVR equipment, Storage Area Network (SAN)/network storage or otherwise retained digitally.</p> <p>Stored images should be protected through archiving and the utilisation of fault tolerant RAID configurations to protect against drive failure.</p>								
Compression	<p>Image compression should be kept as low as possible giving due consideration to the objectives of the individual camera in question and the system as a whole.</p>								
Storage Capacity	<p>The amount of data storage required will be determined by the objectives of the system and system design (including: frames per second, resolution, data retention requirements).</p> <p>At a minimum, storage capacity should be adequate to ensure that data is retained:</p> <p>Operational/General recording: A resolution of 4CIF at a minimum of 6 frames per second for a minimum period of 31 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 1697 1453 1794"> <tr> <td>H264</td> <td>64 GB Standard to 274 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>80.46 GB Quiet scene to 957 GB Busy scene</td> </tr> </table> <p>Duress/Alarm activation: A resolution of 4CIF at 25 frames per second for a minimum period of 31 days.</p> <p>Required Storage per Camera:</p> <table border="1" data-bbox="655 1966 1453 2063"> <tr> <td>H264</td> <td>188.44 GB Standard to 823 GB Best Quality 4 CIF</td> </tr> <tr> <td>Mpeg 4</td> <td>268.2 GB Quiet Scene to 1.61 TB Busy scene</td> </tr> </table>	H264	64 GB Standard to 274 GB Best Quality 4 CIF	Mpeg 4	80.46 GB Quiet scene to 957 GB Busy scene	H264	188.44 GB Standard to 823 GB Best Quality 4 CIF	Mpeg 4	268.2 GB Quiet Scene to 1.61 TB Busy scene
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CONSIDERATION	TECHNICAL STANDARD(S) / ADVICE
System Validation	<p>When exported, image data should also include:</p> <ul style="list-style-type: none"> • Time/date stamp; • Camera location; • Camera identifier; and • Watermarking or method of verifying the original image for authenticity ensuring tamper prevention.
System Registration	<p>The system should be registered on the WA Police’s Blue Iris CCTV register. https://blueiris.wa.gov.au.</p>
System Maintenance	<p>Maintenance of system components should be undertaken regularly, however, camera dome cleaning should be undertaken on a more frequent basis.</p>
Training	<p>The owner should ensure that they:</p> <ul style="list-style-type: none"> • Are familiar with system components; • Are able to view and export data when necessary; • Are aware of legal issues surrounding location and FOV of cameras; and • Maintain documented camera view/location maps and duty statements.

Further information

Enquiries regarding this document or requests for further information should be directed to:

The Office of Crime Prevention
Western Australia Police
Level 5, 197 St George's Terrace
Perth WA 6000

Ph: (08) 9222 9733

E: crimeprevention@ocp.wa.gov.au
www.crimeprevention.wa.gov.au

WebLinks

<https://blueiris.wa.gov.au>
www.crimeprevention.wa.gov.au
www.drgl.wa.gov.au
www.onvif.org
www.psialliance.org

Legislation

Surveillance Devices Act 1998 (WA)

Liquor Control Act 1988 (WA)

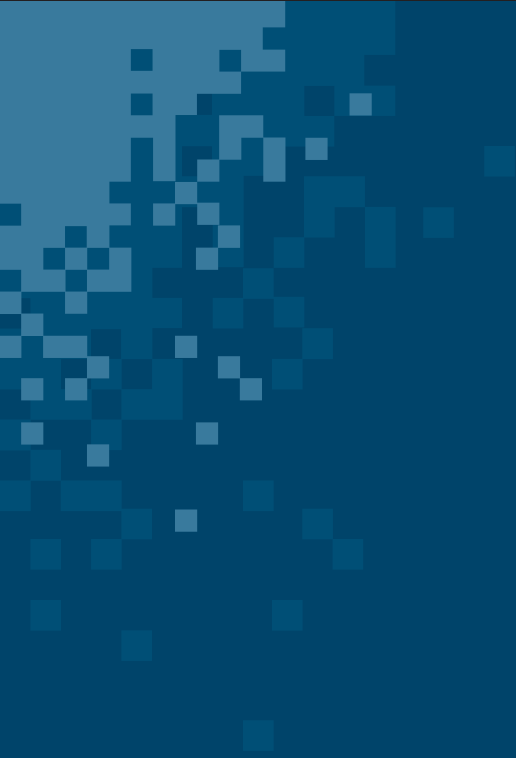
Australian Standards

AS4806.1-2006: Closed circuit television (CCTV) Part 1: Management and Operation

AS4806.2-2006: Closed circuit television (CCTV) Part 2: Application guidelines

Acknowledgements

The Office of Crime Prevention wishes to thank and acknowledge the contribution of the following individuals or organisations in the development of this document: WA Police, Western Australia CCTV Working Group members, Western Australia CCTV Working Group Technical Advice Sub-committee members, Australian Security Industry Association, Security Agents Institute of Western Australia, Department of Education, Public Transport Authority, Main Roads WA.



Office of
Crime Prevention

Western Australian Police
Office of Crime Prevention
Level 5, 197 St Georges Terrace
PERTH, WESTERN AUSTRALIA 6000
Telephone: 08 9222 9733
Facsimile: 08 9222 8705
Email: crimeprevention@ocp.wa.gov.au
Website: www.crimeprevention.wa.gov.au

From: BRIGGS Kim [PD08506]
Sent: Tuesday, 16 November 2010 10:15
To: 'staff@albany.wa.gov.au'
Cc: LEEKONG Dene [PD07462]
Subject: Attn: Cr Ray Hammond - Confidential

Cr Hammond

As requested for tonight's council meeting the Great Southern Traffic Office in conjunction with Albany Police have been conducting a covert/overt operation at Middleton Beach called "Operation Westwood". The Aim of the operation was to target anti-social behaviour (incl hoons) at Middleton Beach Car parks at night time.

The operation utilised covert surveillance, covert cameras and high visibility patrols to apprehend offenders.

The operation commenced in early August 2010 and is set to conclude on the 21/11/2010. I was intending to make this public knowledge through the media next week.

To date the following results have been obtained.

Operation Man Hours	320 hrs approx
Vehicles Stopped	185
Vehicles Impounded	15 + (Vehicles applied for confiscation 7 only 1 successfully)
Infringements issued	56
Vehicle Work Orders	16
persons summonsed	22

Overall we have seen a significant reduction in anti-social behaviours at Middleton Beach estimated over 90%. Our focus group appears to have moved elsewhere which was one of the key objectives of our operation "to reduce the incidence of complaints prior to the busy summer period". Our impound yard at Albany was collecting multiple vehicles a night and on one occasion we impounded 5 vehicles in one night and which made the state news on GWN and WIN television (it was not divulged that this was part of an operation).

If you require any further information I can be contacted at anytime and I will endeavour to help you in any way possible to help increase the profile of what WAPOL does behind the scenes proactively to maintain law and order in the Great Southern and Albany areas.

Forwarded for your information and that of your fellow councillors at the City of Albany and thankyou for your time.

Kim Briggs

Sergeant 8506
Great Southern District
Traffic Coordinator
P: 08 9892 9349
F: 09 9892 9350
E: kim.briggs@police.wa.gov.au

"Helping to make it happen"

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ALBANY COMMUNITY SAFETY AND CRIME PREVENTION PLAN 2010-2013

TOWARDS ZERO



getting there together



CONTENTS

1.0 INTRODUCTION

This Community Safety and Crime Prevention Plan was instigated a result of a partnership between the State Government of Western Australia and the City of Albany. The Plan has been developed in partnership with community organisations, state government agencies and community leaders.

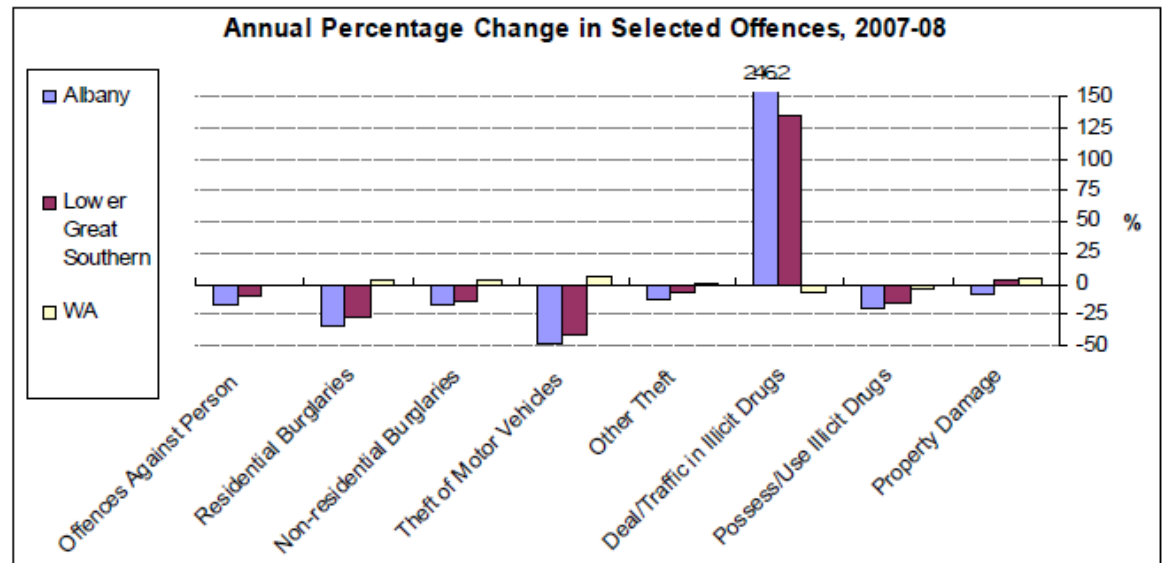
The City of Albany recognises that community safety and crime prevention is the responsibility of the whole community, and as such this plan is a plan for the community and reflects what priorities have been identified by the community as key concerns.

The plan outlines the Community Safety and Crime Prevention priorities for the City of Albany and documents the strategies and activities that will be implemented and evaluated in carrying out the plan.

1.1 Statistical Data.

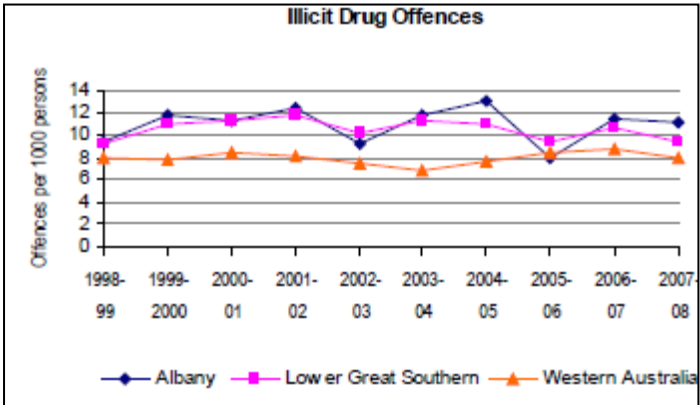
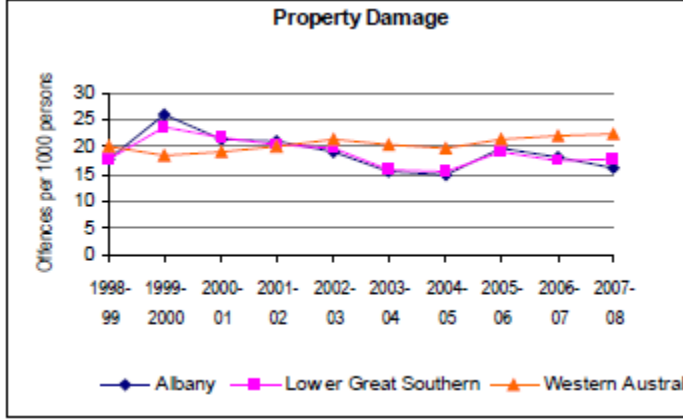
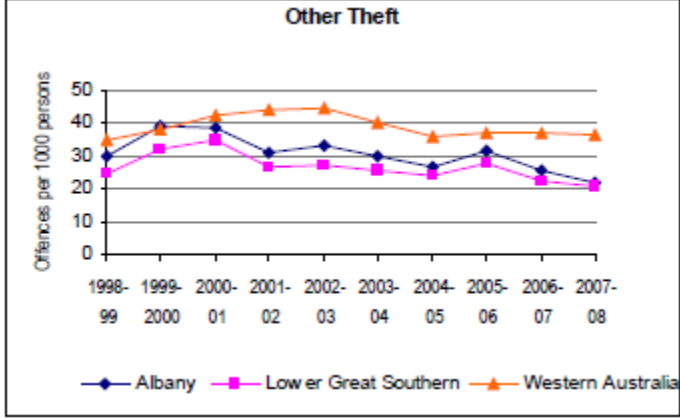
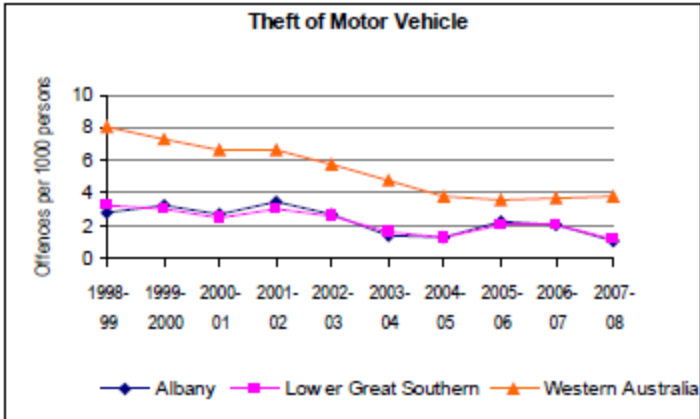
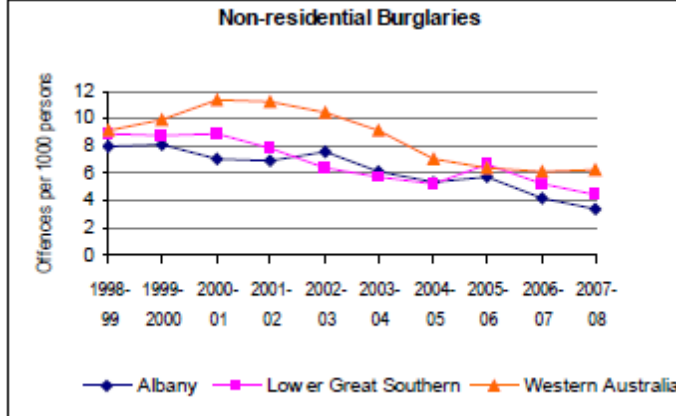
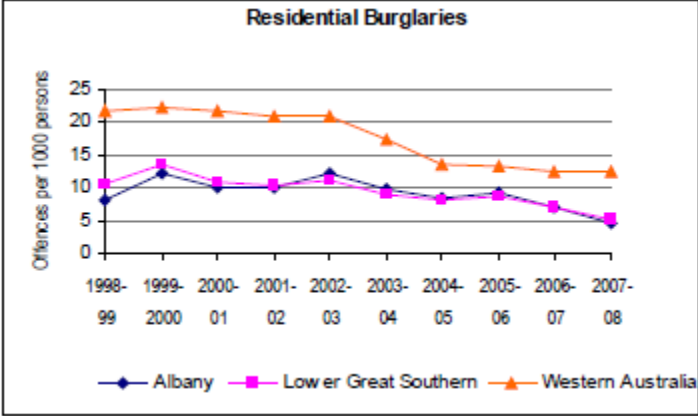
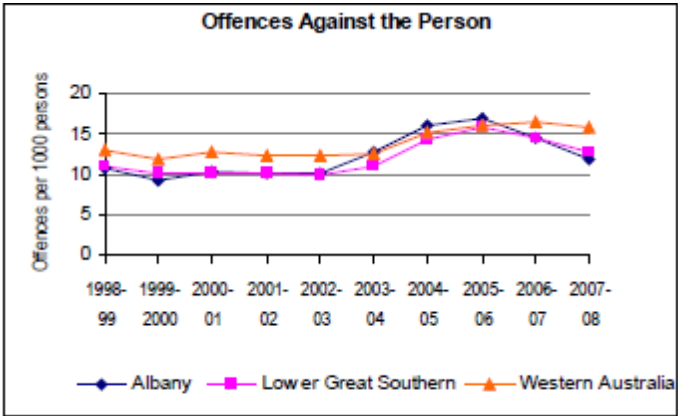
As per table 1.1, Albany had a reduction in the number of offences recorded in 2007/08.¹ Albany recorded decreases in all areas reported upon for 2007/08 except for dealing or trafficking illicit drugs which increased by 246.2%.

While there has been an overall decrease in crime, there has been little to no change in the most commonly recorded offence of 'other theft' (ie. other than motor vehicles) which accounts for 20% of all offences in the City. Property damage and non aggravated assault make up the rest of the most common offences.



Source: Western Australia Police Monthly Recorded Crime.

OCP City of Albany Profile 07/08



As these tables illustrate, the long term trends for Albany between 1998/99 and 2007/08 show

- increased recorded crime rates between 1998/99 and 2007/08 for offences against the person. This can be attributed to a push for victims to report offences, especially in domestic violence area.
- a marked increase in the apprehension of drug offenders. The higher reporting figure, the more reflective it is of the good work by police in apprehending those responsible for crimes of this type.
- decreasing crime rates between 1998/99 and 2007/08 for residential burglaries, non residential burglaries, motor vehicle theft, other theft and property damage.

1.2 Priority Areas

Community consultation resulted in the 5 priority goals to be addressed via the Community Safety and Crime Prevention plan for the City of Albany

1. Deliver, Monitor & Evaluate.
2. Promoting Safer Communities
3. Design out Crime.
4. Breaking Cycles and Building Futures
5. Reduce & minimise harm

1.3 Current Crime Prevention Initiatives

There are already a number of initiatives within the community which are already aiming to prevent and reduce crime within our community. Many of these initiatives have the potential to be expanded through new partnerships and supporting initiatives.

Office of Crime Prevention Programs

- *Neighbourhood Watch – a community based crime prevention program which aims to improve the quality of life within a neighbourhood by minimising preventable crime and promoting closer community ties. Run by volunteers with support of Police, the program provides a valuable resource to the community. The program could be developed further through the engaging of a project officer who will be responsible for expanding the current NHW program and ensuring the future sustainability of the program through securing funding.*
- *Eyes on the Street – a coordinated intelligence gathering program which encourages State government agencies, local government and businesses to record suspicious activity and report it to the police. This program is already being expanded in the Great Southern Population Health office, and throughout City of Albany staff. It is hoped to expand it further through other state government departments.*
- *Crime Stoppers – a telephone hotline service for the members of the community to provide anonymous information about criminal activity.*
- *Business Security Workshops- workshops which educate business owners in methods of reducing theft to their businesses and ensuring safer workplace.*

CCTV – The Albany Chamber of Commerce had recently installed a number of CCTV’s in the central business district. While it is too early to see the full impact of the CCTV system on reducing crime within the community, the Chamber plans to extend the system with 55 additional cameras.

Albany Accord – a group made up of WA Police, WA Country Health Service and licensed venues who work together to try and reduce incidents of alcohol related harm in licensed venues.

AGENDA ITEM 3.1 REFERS

City of Albany Events Calendar – The City of Albany currently runs a number of community events, including Australia Day, Christmas Pageant, New Years Eve Concert. There is potential to build and expand on these current events (Subject to funding).

Keeping Kids in School – Partnership program with Office of Crime Prevention, Education Department and local businesses to ensure that school aged children are not served during school hours without a pass.

Open Access Youth Art Studio – provides marginalised at risk young people with a safe environment in which to explore art with the support of trained youth workers. Albany Youth Support Association is already exploring options to expand the program throughout the region and in to local schools.

Community and Youth Justice – provides statutory case management and supervision of Youth and Adult Offenders in the Great Southern Region. Mandate is to contribute to a safer community. Specific initiatives include the Repay WA Community Work program and inclusion of Community in diversionary sentencing options such as Juvenile Justice Teams. Future focus is for Community Work to be more skills based and responsive to the needs of the community.

STRIKE – fortnightly activity held at Albany PCYC in conjunction with the Christian Church engaging the youth in activities or just a safe place to hang out with friends.

Tag Free Albany – The City recently received funding from the Office of Crime Prevention to educate the community on ways to reduce/minimise graffiti in the community, and to encourage the reporting of graffiti to Police & the Graffiti hotline.

Responsible Service of Alcohol training (Clubs) – DSR in partnership with WA Police is delivering RSA training to clubs to reduce the incidents alcohol issues in clubs and to encourage responsible drinking.

Park Monitors – A partnership between Albany Injury Prevention Association, WA Country Health Service This program involves the use of volunteers 'monitoring' local parks. This program is currently under evaluation and will hopefully continue.

Aboriginal Local Justice Forum – An agreement to provide collaboration & negotiation between the Government and Aboriginal Communities and to develop, implement, monitor and review a Local Justice Agreement.

Aboriginal Accord – a strategic accord to provide greater understanding of Aboriginal and non-Aboriginal history and culture.

Through the formulating of this plan, a number of new opportunities have been identified including:

EWatch – a website and email subscription system that works with the WA Police to provide crime prevention and advice to those registered in the Ewatch system.

Designing out Crime – City will explore ways to change the existing and future physical environment within the City to reduce crime and increase the feeling of safety and well being.

Lower Great Southern Sporting Clubs Network – the creation of an Accord of Sporting Clubs to look at initiatives to reduce alcohol related violence in clubs, and to explore alternative income/funding streams for clubs.

Drop In Centre – Pursue the establishment of a youth drop in centre at the Albany PCYC staffed by Youth Workers to provide a range of structured/unstructured activities for young people.

2.0 PARTNERSHIPS AND PRINCIPLES

There are a number of partners/stakeholders who will play a crucial role in the delivery of the Albany Community Safety & Crime Prevention Strategy. They include, but are not limited to:

City of Albany

The City of Albany will be responsible for the support, coordination and administration of the Albany Community Safety & Crime Prevention Plan. 'Support' will not be financial, but through the assistance of City of Albany staff in the promotion of events, and the coordination of activities relating to specific strategies. The City of Albany will also work closely with the community, and other stakeholders to assist in meeting the aims and objectives of the plan and taking in to account that situations change. The City will also ensure that the plan is regularly reviewed

WA Police

The WA Police will play a very important role in law enforcement and policing in the community. They will also assist with providing statistics for evaluating the success of initiatives within the plan.

Office of Crime Prevention

The OCP will provide support and financial assistance through their regular grant rounds to support the initiatives outlined in this agreement.

Other partners include

- Western Australia Country Health Service - Great Southern (Population Health)
- Albany Police and Community Youth Centre
- Community and Youth Justice (Department of Corrective Services)
- Neighbourhood Watch – Albany
- Albany Chamber of Commerce & Industry
- Department of Sport & Recreation
- Albany YAC Local Drug Action Group

The Community safety and crime prevention principals that underpin this agreement

- i. Recognise that partnerships between the community, and State and Local Governments are essential to achieve sustainable community safety and crime prevention outcomes.
- ii. Recognise and respect the role that State and Local Government plays in enhancing sustainable community safety and crime prevention.
- iii. Engage all levels of the community in working to reduce and prevent crime.
- iv. Develop evidence based and planned approach to crime prevention that focuses on areas of highest need and where outcomes can be observed.
- v. Continually work to improve the efficiency and effectiveness of government service delivery.
- vi. Promote fairness, openness and transparency in managing community safety and crime prevention planning and service delivery.

3.0 PLAN DEVELOPMENT/ COMMUNITY CONSULTATION

This plan was developed in consultation with a variety of community leaders and organisations within the community.

Initial Development Phase

1. Community Safety & Crime Prevention Survey

A survey was undertaken by the City of Albany and the Office of Crime Prevention to gauge the community's perception of safety in Albany to assist in the development of the Crime Prevention Plan. Surveys were distributed to stakeholders, residents and staff, with additional copies left at the Albany Public Library. At this stage a total of 60 surveys have been returned, however additional surveys have been left at venues in the community so these results may vary in the future.

The survey consisted of 14 questions in total and many were presented in Likert five or seven point scales so the information is presented in interval style graphs.

The results of the survey indicated that most people felt Albany was a safe community to live in. For full results of the survey see appendix 1.

2. Invitation to Key Stakeholders

Following the survey, a meeting was called for with representatives from across a number of community organisations, state government bodies and key community leaders. From this initial meeting, priority areas were identified and ideas for the plan collated.

3. Review of Plans & State Crime Prevention Strategy

The State Crime Prevention Strategy was reviewed along with Community Safety and Crime Prevention Plans for a number of other local governments.

4. Drafting of Plan & Review by stakeholder Group

The plan underwent a number of drafts as the key stakeholders continuously reviewed aspects of the plan and lead agencies/stakeholders for each of the proposed actions were identified. The plan was reviewed by this key stakeholder group, made up of WA Police, state government agencies, community groups, indigenous community members and other community leaders at each phase of the plan design.

Development Review Phase (*this is what we propose will happen ...*)

1. Review by City of Albany Council

Upon completion of the Albany Community Safety and Crime Prevention Plan, the plan was reviewed and considered by council.

2. Public Comment

The plan was released for public comment for a period of four weeks. Members of the community were encouraged to offer feedback, suggestions on the plan.

3. Approval by City of Albany Council

Feedback from the community included in to the plan and the Final plan submitted to Council for approval.

Post Initiation Review Phase

The Community Safety Committee, which will be formed after the plan has been adopted by the City of Albany Council will be responsible for the implementation, monitoring and evaluation of the City of Albany Community Safety and Crime Prevention Plan.

Progress on the plan is to be reviewed every 6 months.

4.0 PRIORITY AREAS AND STRATEGIES

1. DELIVER, MONITOR AND EVALUATE							
	Strategy Identified	Action	Key Stakeholders (Bold = Lead)	Resources	Outcomes	Timelines	Evaluation
1.1	<i>Implement and monitor specific strategies identified in the plan</i>	<i>1.1.1 Facilitate regular meetings with key Stakeholders</i>	CoA	<i>Officer time</i>	<ul style="list-style-type: none"> <i>Initiatives will commence as per timeline</i> 	<ul style="list-style-type: none"> <i>Meetings held every 6 months.</i> 	<ul style="list-style-type: none"> <i>Number of meetings held year</i>
		<i>1.1.2 Review progress of the plan</i>	CoA	<i>Officer time</i>	<ul style="list-style-type: none"> <i>Successful implementation of planned actions</i> 	<ul style="list-style-type: none"> <i>Review plan annually</i> 	<ul style="list-style-type: none"> <i>Number of actions conducted</i> <i>Media response to plan</i>
		<i>1.1.3 Provide annual reports to OCP</i>	CoA	<i>Officer time</i>	<ul style="list-style-type: none"> <i>Reports showing adequate performance submitted on time to OCP.</i> 	<ul style="list-style-type: none"> <i>Collect statistics every 3 months</i> <i>Reports to be sent as required.</i> 	<ul style="list-style-type: none"> <i>Response from OCP</i>
1.2	<i>Promote the Community Safety and Crime Prevention plan activities and outcomes to the community</i>	<i>1.2.1 Promote achievements through local media.</i>	CoA <i>Local media</i>	<i>Officer time</i>	<ul style="list-style-type: none"> <i>Increase in community perception of safety.</i> <i>Reduction in crime in the community.</i> 	<ul style="list-style-type: none"> <i>Promote via feature article every 3 months</i> 	<ul style="list-style-type: none"> <i>Number of media articles relating to plan</i>

2. PROMOTING SAFER COMMUNITIES							
	Strategy Identified	Action	Key Stakeholders (Bold = Lead)	Resources	Outcomes	Timelines	Evaluation
2.1	Promote and expand current OCP programs to other government bodies in community	2.1.1 Expand Eyes on the Street to government departments in Albany	OCP CoA WA Police Western Power WA Country Health Service - Great Southern (Population Health)	Officer time (Training & delivery). Training and info packs by OCP and Neighbourhood watch	<ul style="list-style-type: none"> Increase in reports to Police through Program. 	Roll-out training and sign-up – by November 2009. Training every 6months	<ul style="list-style-type: none"> Number of government departments taking part Number of reports made to Police
		2.1.2 Promote Burglar Beware Program throughout community	WA Police OCP NHW City of Albany	Resources from OCP	<ul style="list-style-type: none"> Reduction in incidents of theft in community. 	Evaluate 6 monthly	<ul style="list-style-type: none"> Number of reports made to Police. Number of thefts recorded
		2.1.3 Promote Crime Stoppers in the Community	OCP	Resources from OCP	<ul style="list-style-type: none"> Increase in the number of reports made to Crime Stoppers 	Ongoing	<ul style="list-style-type: none"> Number of reports made to Crime Stoppers from Albany Community
		2.1.4 Work in conjunction with the OCP community engagement team on community safety & crime prevention initiatives	OCP City of Albany	Officer time	<ul style="list-style-type: none"> Increase in participation by the community in OCP initiatives 	Ongoing	<ul style="list-style-type: none"> Number of reports made to OCP initiatives.
2.2	Increase community awareness of safety and security at home & at work.	2.2.1 Increase promotion of Neighbourhood watch programs and services	NHW Media	Volunteer time External Funding	<ul style="list-style-type: none"> Reduction in incidents of theft in the community Increase in NHW Membership Increase number of media articles relating to NHW. 	Ongoing	<ul style="list-style-type: none"> Number of events attended by NHW Number of members in NHW Number of pieces of property marked by NHW Number of incidents of

AGENDA ITEM 3.1 REFERS

					<ul style="list-style-type: none"> • Increase in number of events attended by NHW. • increase in community participation in crime prevention 		<ul style="list-style-type: none"> • theft reported to police.
		2.2.2 Engage project officer to deliver and expand crime prevention & community safety particularly in to rural areas.	City of Albany	External funding	<ul style="list-style-type: none"> • Increase in NHW activities • Increase in crime prevention activities occurring in the community 	Subject to funding 2010 Seek Funding 2011-2012 Deliver	<ul style="list-style-type: none"> • Number of activities run by project officer. • Participation in project
		2.2.3 Run regular business Security workshops	OCP ACCI WA Police	Police Officer time OCP Materials	<ul style="list-style-type: none"> • Increase in business safety/confidence • Improvement to attending business security measures. 	Subject to funding	<ul style="list-style-type: none"> • Number of business workshops • Attendance at workshops • Attendee Feedback
		2.2.4 Increase perception of safety in parks through park monitors	Albany Injury Prevention Association WA Country Health Service - Great Southern (Population Health)	External funding Volunteers	<ul style="list-style-type: none"> • Reduction in the number of reported incidents at parks 	Subject to funding	<ul style="list-style-type: none"> • Number of park monitors • Number of parks covered by park monitors • Number of reported incidents occurring at parks.
		2.2.5 Establish website & mail out system to provide information on crime prevention (E-Watch)	WA Police ACCI NHW City of Albany	External Funding	<ul style="list-style-type: none"> • Increased awareness of crime prevention etc • Increased reporting of suspicious activities 	Subject to funding	<ul style="list-style-type: none"> • Number of registrations • Number of alerts • Community Feedback

AGENDA ITEM 3.1 REFERS

2.3	Reduce incidents of graffiti in the community.	2.3.1 Educate the community on means of reducing graffiti in the community.	City of Albany WA Police OCP	Funding through Office of Crime Prevention	<ul style="list-style-type: none"> Increase in incidents of graffiti reported Reduction of tagging in the community 	Jan 2010 – Dec 2010	<ul style="list-style-type: none"> Number of reported incidents of graffiti
		2.3.2 Ensure graffiti on CoA Property is removed as per the CoA Graffiti Policy	City of Albany		<ul style="list-style-type: none"> Fast removal of graffiti on CoA Property 	Ongoing	<ul style="list-style-type: none"> Time passing between reporting & removal of graffiti from CoA property

3. DESIGN OUT CRIME

	Strategy	Action	Key Stakeholders (Bold = Lead)	Resources	Outcomes	Timelines	Evaluation
3.1	Change current & ensure future built environments minimise crime	3.1.1 Promote DOC principals to developers and land owners	City of Albany Dept Housing & Works DSR	Officer time. OCP produced resources	<ul style="list-style-type: none"> Decrease in incidents of graffiti/ vandalism Increase in No of CPTED principles met in new design elements 	Ongoing	<ul style="list-style-type: none"> Number of incidents of graffiti/vandalism No of CPTED principles met in new design elements
		3.1.2 DOC principals to be used in all City of Albany led projects	City of Albany		<ul style="list-style-type: none"> Increase in No of CPTED principles met in new design elements Decrease in incidents of graffiti/ vandalism on new projects 	Ongoing	<ul style="list-style-type: none"> . Number of incidents of graffiti/vandalism No of CPTED principles met in new design elements
3.2	Use security measures to deter crime and provide evidence for prosecutions.	3.2.1 Ensure adequate street lighting in areas of concern	City of Albany	Subject to budget restraints	<ul style="list-style-type: none"> Decrease in incidents Increase in the number of streetlights 	Ongoing subject to budget restraints	<ul style="list-style-type: none"> Number of incidents in area. Number of lit streets in community

		3.2.2 Expand current CCTV system to other areas of concern.	ACCI WA Police	External funding	<ul style="list-style-type: none"> number of crimes in CBD successfully prosecuted 	Subject to funding	<ul style="list-style-type: none"> Number of crimes successfully prosecuted
		3.2.3 Increase number of 'Look Lock Leave' signage in 'Hot Spot' areas	City of Albany WA Police	Staff time Signs	<ul style="list-style-type: none"> Decrease in number of incidents Increase in the number of 'Look, lock, leave' signs 	Ongoing	<ul style="list-style-type: none"> Number of incidents in area Number of signs in community

4. BREAKING CYCLES AND BUILDING FUTURES							
	Strategy	Action	Key Stakeholders (Bold = Lead)	Resources	Outcomes	Timeline	Evaluation
4.1	Provide a wide range of positive leisure and recreational activities for Children & young people.	4.1.1 Promote School holiday Programs for Children & young people	City of Albany Local children & youth organisations	External Funding DSR Funding/ support	<ul style="list-style-type: none"> Increase in the number of activities available Increase in number of children & young people attending 	Ongoing	<ul style="list-style-type: none"> Number of programs run Number of children & young people attending.
		4.1.2 Support the expansion of existing & future programs for children & young people	Dept for Communities City of Albany Noongar Community	Officer time External Funding	<ul style="list-style-type: none"> Increase in the number of programs available to children & young people 	Ongoing	<ul style="list-style-type: none"> Number of programs run Number of children & young people attending
		4.1.3 Pursue the establishment of a drop in centre at PCYC	City of Albany Albany PCYC	External funding	<ul style="list-style-type: none"> Increase in number of young people accessing PCYC Decrease in crime relating to young people 	Ongoing	<ul style="list-style-type: none"> Number of nights drop in centre operates Number of young people accessing centre.

AGENDA ITEM 3.1 REFERS

		4.1.4 Run a variety of programs targeting indigenous young people participation at PCYC and at the Albany Aboriginal Corporation Centre.	Albany Aboriginal Corporation Albany PCYC	Officer time External Funding	<ul style="list-style-type: none"> • Increase in number of indigenous young people participating in programs • Decrease in crime relating to young people 	Ongoing	<ul style="list-style-type: none"> • Number of indigenous young people accessing centre.
4.2	Provide a range of art & culture opportunities for children & young people	4.2.1 Support organisations that provide art & culture opportunities to children & young people	City of Albany	External Funding Officer time	<ul style="list-style-type: none"> • Increase in the number of programs • Increase in the number of children & young people participating 	Ongoing	<ul style="list-style-type: none"> • Number of programs available • Frequency of programs • Number of children & young people participating
		4.2.2 Run regular Children & Youth Focused Art Programs at the VAC	VAC	Subject to budget constraints/ external funding	<ul style="list-style-type: none"> • Increase in the number of children & young people participating • Increase in the number of programs 	Ongoing subject to funding	<ul style="list-style-type: none"> • Number of programs available • Frequency of programs • Number of children & young people participating
4.3	Develop programs to reduce truancy and keep kids in school.	4.3.1 Support the Keeping kids in School initiative	Department of Education WA Police Office of Crime Prevention Local Businesses	OCP/Dept Ed resources Officer time	<ul style="list-style-type: none"> • Increase in school attendance rates within the City of Albany 	Ongoing	<ul style="list-style-type: none"> • Number of truancies recorded
		4.3.2 Investigate the development of an Alternative education Centre for young people not engaging in education.	Albany PCYC City of Albany	Subject to funding	<ul style="list-style-type: none"> • Development of centre • Decrease in number of young people not engaging in education/training. 	Jan 2010 – Jan 2012	<ul style="list-style-type: none"> • Creation of centre • Number of people accessing centre • Number of young people not engaging in education/training

AGENDA ITEM 3.1 REFERS

4.4	Actively engage young people and empower them to develop solutions and activities	4.4.1 Build and strengthen the capacity of the Albany Youth Advisory Council	City of Albany Local Drug Action Groups	Officer time External funding	<ul style="list-style-type: none"> Increase in the number of activities held by YAC 	Ongoing	<ul style="list-style-type: none"> Number of events held Number of young people participating
		4.4.2 Encourage young people to become involved in the community through regular youth friendly forums.	City of Albany Albany YAC/LDAG	Officer time	<ul style="list-style-type: none"> Increase in young people participating in community 	Ongoing	<ul style="list-style-type: none"> Number of committees with youth representation Number of youth forums held Number of young people participating
4.5	Ensure children & young people can access services when in crisis	4.5.1 Support & advocate for more programs which provide early intervention & support to children & young people to help prevent crisis	Community and Youth Justice City of Albany	External funding Agency support	<ul style="list-style-type: none"> Decrease in the number of young people requiring crisis accommodation Increase in the number of services available for children & young people in crisis 	Ongoing	<ul style="list-style-type: none"> Number of young people requiring crisis accommodation Number of services available in the community.
4.6	Reduce the incidents of reoffending in the community	4.6.1 Identify & refer opportunities for offenders to work in the community	Community & Youth Justice Community City of Albany	Officer time	<ul style="list-style-type: none"> Decrease in the number of offenders reoffending Increase in the variety of work available to offenders to increase skill set 	Ongoing	<ul style="list-style-type: none"> Number of 'reoffenders' Number of opportunities available to work programs.
		4.6.2 Support the initiatives and actions outlined in the Aboriginal Accord and Aboriginal Justice Agreement	Signatories as per the Aboriginal Accord and the AJA.	External Funding	<ul style="list-style-type: none"> Decrease in the number of Aboriginal people involved in the justice system 		<ul style="list-style-type: none"> Number of Aboriginal people involved in the justice system.

5. REDUCE & MINIMISE HARM							
	Strategy	Action	Key Stakeholders (Bold = Lead)	Resources	Outcomes	Timelines	Evaluation
5.1	<i>Reduce harm & antisocial behaviour resulting from excessive use of alcohol</i>	<i>5.1.1 Reinforce responsible drinking and harm minimisation conditions through assessment of liquor licence applications & review of alcohol advertising</i>	<i>WA Country Health Service - Great Southern (Population Health) WA Police City of Albany Albany YAC/LDAG</i>	<i>Officer time</i>	<ul style="list-style-type: none"> <i>Reduction in alcohol related incidents at licensed events & venues</i> 	<i>Ongoing</i>	<ul style="list-style-type: none"> <i>Number of alcohol related incidents at events & licensed venues.</i>
		<i>5.1.2 Support initiatives that are implemented by the Albany ACCORD</i>	WA Police <i>City of Albany Local licensed premises (ACCORD) ACCI</i>		<ul style="list-style-type: none"> <i>Reduction in alcohol related incidents in licensed venues</i> 	<i>Ongoing</i>	<ul style="list-style-type: none"> <i>Number of alcohol related incidents in the community</i>
		<i>5.1.3 Explore the establishment of a sporting Clubs ACCORD for the Lower Great Southern Region and other initiatives to reduce alcohol related harm.</i>	DSR <i>Sporting Clubs WA Police</i>	<i>Officer time</i>	<ul style="list-style-type: none"> <i>Reduction of alcohol related incidents in licensed clubs</i> <i>Diversity in funding streams for clubs</i> 	<i>Jan 2010 – Dec 2010</i>	<ul style="list-style-type: none"> <i>Number of alcohol related incidents in licensed sporting clubs</i> <i>Number of clubs on membership of accord</i>
		<i>5.1.4 Conduct regular RSA training for volunteers from sporting clubs & community groups</i>	<i>WA Country Health Service - Great Southern (Population Health)</i> WA Police	<i>Officer Time</i>	<ul style="list-style-type: none"> <i>Increase in the number of volunteers with RSA</i> <i>Number of courses held each year</i> 	<i>Ongoing</i> <i>Courses to be run every 3-6 months</i>	<ul style="list-style-type: none"> <i>Number of courses held</i> <i>Number of participants</i>

AGENDA ITEM 3.1 REFERS

5.2	Reduce the incidents of drug related harm in the community	5.2.1 Promote the expansion development of programs that aim to minimise the harm associated with drug and alcohol use.	Palmerston		<ul style="list-style-type: none"> Decrease in the number of hospitalisations due to excessive drug use. 	Ongoing	<ul style="list-style-type: none"> Number of people hospitalised Number of people accessing services
		5.2.2 Investigate the possibility of having a local rehabilitation service	Palmerston Aboriginal Health	External Funding	<ul style="list-style-type: none"> Completion of research towards feasibility study. 	Jan 2010 – Dec 2010	<ul style="list-style-type: none"> Progress on feasibility study.
5.3	Run regular alcohol and drug free events for young people and the community	5.3.1 Build and expand on current City of Albany regular events calendar	Albany YAC/LDAG City of Albany	External funding Officer time	<ul style="list-style-type: none"> Increase in the number of community events Increase in the number of people attending events 	Ongoing dependant on external funding	<ul style="list-style-type: none"> Number of events held Number of people attending Feedback from community
		5.3.2 Build the capacity of the Albany YAC to run more events for youth	City of Albany Albany YAC/LDAG	LDAG Funding External Funding Officer time	<ul style="list-style-type: none"> Increase in the number of all ages events Increase in the number of people attending events 	Ongoing	<ul style="list-style-type: none"> Number of events held Number of people attending Feedback from community
		5.3.3 Support nationally run weeks which encourages community events to be held (including but not limited to: National Youth Week, Seniors Week, Harmony Week, NAIDOC Week.)	City of Albany Community Groups YAC SAC	External Funding	<ul style="list-style-type: none"> Increase in the number of weeks celebrate in community Increase in the number of events held for each week in the community Increase in number of people attending events 	Ongoing subject to funding	<ul style="list-style-type: none"> Number of weeks celebrated Number of events held Number of people attending Feedback from community
5.4	Promote road safety and the dangers of drink & drug driving	5.4.1 Support Road wise initiatives	RoadWise WA Police City Of Albany WA Country Health	External Funding Officer time	<ul style="list-style-type: none"> Increase correct child car restraint usage Increase correct 	Ongoing	<ul style="list-style-type: none"> Number of CCR checks & percentage of incorrectly fitted CCR

			<i>Service - Great Southern (Population Health) Community Members</i>		<i>roundabout use</i> <ul style="list-style-type: none"> • <i>Increase the reach of Fatigue Road Stop</i> • <i>Increase the reach of White Ribbons promotion</i> 		<ul style="list-style-type: none"> • <i>Number of roundabout educations & percentage of vehicles stopped</i> • <i>Number of vehicles stopped at the Fatigue Road Stop & volunteer hours</i> • <i>Number of White Ribbons distributed & businesses participating</i>
		<i>5.4.2 Support road safety initiatives that target youth road safety</i>	<i>WA Police SDERA Roadwise City of Albany</i>	<i>External Funding</i>	<ul style="list-style-type: none"> • <i>Reduce the number of young people involved in road accidents</i> 		<ul style="list-style-type: none"> • <i>Number of programs run</i> • <i>Number of participants attending</i> • <i>Feedback from participants</i>

5.0 EVALUATION AND MONITORING

Each strategy will be measured as per the Evaluation measures indicated and will need to be sent to the Community Safety Committee prior to each 6monthly meeting so progress on the plan can be assessed and monitored.

Each Lead Agency will be responsible for collecting the statistics and reporting on their strategies to the Community Safety Committee in a timely manner to enable the monitoring to occur, and reports to be sent to the Office of Crime Prevention.

¹ Data obtained from OCP ‘Community Safety and Crime Prevention Profile ‘City of Albany’ for 2005/06, 2006/07, 2007/08

4.1: LIST OF ACCOUNTS FOR PAYMENT

Appendices : List of Accounts for Payment
Responsible Officer : Acting Executive Director Corporate Services (P Wignall)

ITEM 4.1: RESPONSIBLE OFFICER RECOMMENDATION

The list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 25 August 2011 totalling \$4,129,993.80 be **RECEIVED**.

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 during the month of August 2011. Further details of the accounts authorised for payment by the Chief Executive Officer is included within the Elected Members Report/Information Bulletin.

Municipal Fund

Trust	Totalling	\$5,820.95
Cheques	Totalling	\$50,591.16
Electronic Fund Transfer	Totalling	\$2,777,343.21
Credit Cards	Totalling	\$4,755.44
Payroll	Totalling	\$1,291,483.04
	TOTAL	<u>\$4,129,993.80</u>

- As at 25th August 2011, the total outstanding creditors, stands at **\$433,128.84** and made up follows:

Current	\$ 434,282.24
30 Days	-\$142.37
60 Days	\$120.00
90 Days	-\$1,131.03
TOTAL	\$433,128.84

- Cancelled cheques – 27482 – replacement cheque 27530 issued – incorrect name details on original cheque.

CEO:

RESPONSIBLE OFFICER:

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 25 August 2011 has been incurred in accordance with the 2011/2012 budget parameters.

POLICY IMPLICATIONS

9. The City's 2011/2012 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.

File Number (Name of Ward)	FM.FIR.2 - All Wards
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TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

EFT/CHQ	Date	Name	Description	Amount
EFT69104	11/08/2011	DEFIBTECH	DEFIB KIT	2295.95
27530	18/08/2011	NUNAGIN HOLDINGS PTY LTD	RETURN OF DEFECTS/LIABILITY BOND FOR WAPC 133147 BOND FROM 2007	3525.00
TOTAL				\$ 5,820.95

MASTERCARD TRANSACTIONS - JULY 2011

Date	Payee	Description	Amount
14-July-2011	Pilbara TAFE	Video Conference Booking - Job Interview - AVC Team Leader	\$ 205.00
29-June-2011	All Seasons Perth	Accommodation - J. Haign Training	\$ 620.80
04-July-2011	Katanning Motel	Accommodation G. Bride - Regional Leadership	\$ 270.50
29-June-2011	SkyWest Airlines	Air Fare G. Bride - Acting CEO - Minster Meeting Perth	\$ 568.10
07-July-2011	IP Australia	Logo/Trademark - City of Albany	\$ 360.00
07-July-2011	IP Australia	Logo/Trademark - Library	\$ 240.00
07-July-2011	IP Australia	Logo/Trademark - Forts	\$ 240.00
07-July-2011	IP Australia	Logo/Trademark - ALAC	\$ 240.00
07-July-2011	IP Australia	Logo/Trademark - ALAC	\$ 240.00
08-July-2011	IP Australia	Logo/Trademark - Amazing Albany x2	\$ 1,080.00
Various	Sundry < \$ 200.00		\$ 691.04
TOTAL			\$ 4,755.44

Payroll - 21ST JULY - 24TH AUGUST 2011

21-July-2011	Sundry Pay	\$ 3,093.39
21-July-2011	Sundry Pay	\$ 8,944.93
27-July-2011	Payroll	\$ 419,304.21
29-July-2011	Sundry Pay	\$ 15,551.90
29-July-2011	Sundry Pay	\$ 7,267.16
29-July-2011	Sundry Pay	\$ 2,845.51
29-July-2011	Sundry Pay	\$ 795.45
29-July-2011	Sundry Pay	\$ 167.20
10-August-2011	Sundry Pay	\$ 418,353.76
12-August-2011	Payroll	\$ 2,519.14
24-August-2011	Sundry Pay	\$ 412,640.39
TOTAL		\$ 1,291,483.04

AGENDA ITEM 4.1 REFERS

Chq	Date	Name	Description	Amount
27502	28/07/2011	JASON BELL	CROSSOVER LOT 280 ORION AVE	208.61
27503	28/07/2011	ALBANY PUBLIC LIBRARY	TEA MONEY FOR STAFF - 3 MONTHS APRIL - JUNE 2011	216.00
27504	28/07/2011	GREAT SOUTHERN ZONE OF WALGA	ANNUAL SUBSCRIPTION 2011/12	935.00
27505	28/07/2011	PETTY CASH - ALBANY PUBLIC LIBRARY	PETTY CASH REIMBURSEMENT LIBRARY	232.30
27506	28/07/2011	TELSTRA CORPORATION LIMITED	MOBILE PHONE ACCOUNT	5581.73
27507	28/07/2011	WATER CORPORATION	WATER MAIN REPAIR FEE FREDERICK ST	748.85
27508	03/08/2011	AMP FLEXIBLE LIFETIME SUPER PLAN	Superannuation contributions	955.40
27509	03/08/2011	HESTA SUPER FUND	Superannuation contributions	606.28
27510	03/08/2011	HOSTPLUS PTY LTD	Superannuation contributions	366.71
27511	03/08/2011	MLC NOMINEES PTY LIMITED	Superannuation contributions	289.42
27512	03/08/2011	NATIONAL MUTUAL RETIREMENT FUND	Superannuation contributions	356.84
27513	03/08/2011	PERPETUAL WEALTH FOCUS SUPER PLAN	Superannuation contributions	979.28
27514	03/08/2011	REI SUPERANNUATION FUND PTY LTD	Superannuation contributions	76.87
27515	03/08/2011	IOOF GLOBAL ONE (EX SKANDIA GLOBAL)	Superannuation contributions	779.34
27516	03/08/2011	IOOF GLOBAL ONE (EX SKANDIA GLOBAL)	Superannuation contributions	393.02
27517	03/08/2011	TOWER TRUST LIMITED	Superannuation contributions	309.04
27518	03/08/2011	UNI SUPER	Superannuation contributions	248.66
27519	04/08/2011	KAY PANTON	REIMBURSE APPLICATION P2115149 FOR PLANNING CONSENT FEE 81-89 PROUDLOVE PARADE	250.00
27520	04/08/2011	LANDGATE	LODGEMENT FEE - DEED OF EASEMENT LOT 73 FESTING STREET	160.00
27521	04/08/2011	RAY HAMMOND	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011 -12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
27522	04/08/2011	UBS WEALTH MANAGEMENT AUSTRALIA LTD	JUNE QTR MANAGEMENT FEE	40.27
27523	04/08/2011	WATER CORPORATION	DAMAGE TO SERVICE - FREDERICK ST ALBANY	5737.70
27524	09/08/2011	BARBARA KING	REIMBURSE FEE FOR APPLICATION P2115113 FOR PLANNING CONSENT 63 BURGOYNE RD	100.00
27525	11/08/2011	HARLEY SURVEY GROUP	REIMBURSE FEE FOR CLEARANCE OF SUBDIVISION 132710	150.00
27526	11/08/2011	ALBANY RSL SUB BRANCH	FUNDS FOR ANZAC CENTENARY PLANNING - MR MICHAEL GOODWIN TO BE REIMBURSED	2000.00
27527	11/08/2011	DEPARTMENT OF TRANSPORT	AMAZING ALBANY PLATE	155.00
27528	11/08/2011	EAGLE BOYS PIZZA	FMP CATERING	56.00
27529	11/08/2011	SHIRE OF CAPEL	LONG SERVICE LEAVE CONTRIBUTION	2651.01
27531	18/08/2011	CIVIL AVIATION SAFETY AUTHORITY	AIRCRAFT RADIOTELEPHONE OPERATOR CERTIFICATE OF PROFICIENCY - GRAHAM ROBERTS	50.00

27532	18/08/2011	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATIONS	424.10
27533	18/08/2011	FREMANTLE COLONIAL ACCOMMODATION	ACCOMMODATION	405.00
27534	18/08/2011	PETTY CASH - ALBANY REGIONAL DAY CARE CENTRE	PETTY CASH REIMBURSEMENTS	197.85
27535	18/08/2011	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES	12770.45
27536	18/08/2011	WATER CORPORATION	WATER USAGE CHARGES VARIOUS LOCATIONS	2139.75
27537	23/08/2011	UWA ALBANY CENTRE	DONATION - SKYWEST LECTURE - UWA CENTRE ALBANY	100.00
27538	25/08/2011	RICHARD CRONIN	CROSSOVER SUBSIDY 668 MCWHAE DRIVE	120.27
27539	25/08/2011	LAWRENCE JOHN COCHRANE	Rates refund for assessment A31530	608.68
27540	25/08/2011	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION	410.70
27541	25/08/2011	KMART ALBANY	DAYCARE PURCHASES	197.50
27542	25/08/2011	PETTY CASH - ALBANY AQUATIC AND LEISURE CENTRE	UMPIRES FEES	500.00
27543	25/08/2011	SENSIS PTY LTD	YELLOW ONLINE BUSINESS BASICS	96.80
27544	25/08/2011	PETTY CASH - ALBANY PUBLIC LIBRARY	PETTY CASH REIMBURSEMENTS	231.05
27545	25/08/2011	TELSTRA CORPORATION LIMITED	MOBILE TELEPHONE CHARGES	5506.69
27546	25/08/2011	VODAFONE PTY LTD	SMS SERVICES	48.99
TOTAL				\$50,591.16

AGENDA ITEM 4.1 REFERS

EFT	Date	Name	Description	Amount
EFT68883	28/07/2011	ABA SECURITY	SECURITY SERVICES	182.80
EFT68884	28/07/2011	ACTIV FOUNDATION INC.	COTTON RAGS	54.00
EFT68885	28/07/2011	AD CONTRACTORS PTY LTD	CATEMOL	715.00
EFT68886	28/07/2011	ALBANY ADVERTISER LTD	ADVERTISING	1519.36
EFT68887	28/07/2011	ALBANY TOYOTA	PURCHASE OF TOYOTA CAMRY 9008A	9345.90
EFT68888	28/07/2011	ALBANY PRINTERS	33 x Finalists Certificates - 1500 x Bookmarks -	496.00
EFT68889	28/07/2011	ALBANY SPRING WORKS	SUPPLY 100 X 16MM SHARPENED RODS	935.00
EFT68890	28/07/2011	ALBANY STATIONERS	THANK YOU CARDS	21.50
EFT68891	28/07/2011	ALBANY INDOOR PLANT HIRE	INDOOR PLANT HIRE	980.31
EFT68892	28/07/2011	ALBANY HISTORICAL SOCIETY	MANNING & CLEANING THE BRIG AMITY	650.00
EFT68893	28/07/2011	ALBANY OFFICE PRODUCTS - NORTH ROAD	PURCHASE OF OFFICE CHAIR	400.30
EFT68894	28/07/2011	ALBANY NEWS DELIVERY	NEWSPAPER DELIVERIES	61.05
EFT68895	28/07/2011	ALBANY OFFICE PRODUCTS - LIBRARY	STATIONERY SUPPLIES	134.40
EFT68896	28/07/2011	ALBANY OFFICE PRODUCTS - VISITORS CENTRE	STATIONERY SUPPLIES	73.25
EFT68897	28/07/2011	ALINTA	GAS USAGE CHARGES -ALAC - 9/6/2011 - 8/7/2011	33287.00
EFT68898	28/07/2011	PAPERBARK MERCHANTS (FORMERLY ANGUS AND ROBERTSON BOOK WORLD)	NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY	258.34
EFT68899	28/07/2011	ARDESS NURSERY	JUNE ACCOUNT - PESTICIDES FOR PARKS & GARDENS	49.05
EFT68900	28/07/2011	ART ON THE MOVE	'THE SYNDICATE' CATALOGUE SALES	80.00
EFT68901	28/07/2011	ARTCRAFT PTY LTD	SIGNAGE	1481.70
EFT68902	28/07/2011	ATC WORK SMART	TEMPORARY LABOUR HIRE	5856.65
EFT68903	28/07/2011	AUSTENITIC STEEL PRODUCTS	TOOLS/HARDWARE SUPPLIES	71.30
EFT68904	28/07/2011	BARNESBY FORD	VEHICLES/VEHICLE PARTS/REPAIRS	694.69
EFT68905	28/07/2011	BENNETTS BATTERIES	VEHICLE PARTS	2728.00
EFT68906	28/07/2011	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	1253.84
EFT68907	28/07/2011	BEST OFFICE SYSTEMS	PHOTOCOPIER CHARGES	100.39
EFT68908	28/07/2011	ALBANY BITUMEN SPRAYING	BITUMEN SPRAYING	3355.00
EFT68909	28/07/2011	ALBANY BOBCAT SERVICES	BOBCAT HIRE	1040.00
EFT68910	28/07/2011	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE SUPPLIES	29.20
EFT68911	28/07/2011	CAMLYN SPRINGS WATER DISTRIBUTORS	WATER CONTAINER REFILLS	60.00
EFT68912	28/07/2011	CARDNO (WA) PTY LTD	STORMWATER DESIGN - WOODRISE PARK	8170.02
EFT68913	28/07/2011	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	546.61
EFT68914	28/07/2011	COURIER AUSTRALIA	COURIER/FREIGHT CHARGES	94.93
EFT68915	28/07/2011	ALBANY SIGNS	DIGITAL PRINTS	396.00
EFT68916	28/07/2011	COVENTRYS	VEHICLE PARTS	809.17
EFT68917	28/07/2011	DICK SMITH ELECTRONICS	FMP USB DRIVE FOR PHOTOGRAPHIC DIARY	139.80
EFT68918	28/07/2011	JON & GRYSTJE DOUST	FMP RADIO ADS	275.00
EFT68919	28/07/2011	SIMON EDWARDS	STAFF MILEAGE CLAIM FORMS	9.88

AGENDA ITEM 4.1 REFERS

EFT68920	28/07/2011	MILTON EVANS	IT SOFTWARE UPGRADE & NEW COLOUR PRINTER ETC	1812.50
EFT68923	28/07/2011	LUSH GARDEN GALLERY	TREES/NURSERY SUPPLIES	154.00
EFT68924	28/07/2011	GOAD RESOURCES PTY LTD	8 JULY 2011 - MALAGA TO ALBANY DEPOT FILLING FRAME	269.50
EFT68925	28/07/2011	GRAY & LEWIS	CONTRACT - PLANNING SERVICES CONSULTING SERVICES 1/6/2011 - 30/6/2011	1932.70
EFT68926	28/07/2011	GREEN SKILLS INC	LABOUR HIRE 22/6/2011 - 19/7/2011	4818.00
EFT68927	28/07/2011	GREAT SOUTHERN PERSONNEL	GARDENING SERVICES	150.38
EFT68928	28/07/2011	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING SUPPLIES	969.32
EFT68929	28/07/2011	HOWARD AND HEAVER ARCHITECTS	Architectural services on the old post office	1685.75
EFT68930	28/07/2011	HUDSON HENNING AND GOODMAN	EMPLOYMENT / IR ADVICE	600.60
EFT68931	28/07/2011	ISIS CAPITAL LIMITED	MONTHLY GYM EQUIPMENT	3494.82
EFT68932	28/07/2011	JOHN KINNEAR AND ASSOCIATES	EASEMENT LOT 73 FESTING STREET	887.00
EFT68933	28/07/2011	JUST SEW EMBROIDERY	EMBROIDERY DEPOT UNIFORMS LOGOS	269.50
EFT68934	28/07/2011	KANDOO WINDSCREENS	WINDSCREEN REPLACEMENT FIRE TRUCK A48298	484.00
EFT68935	28/07/2011	KLB SYSTEMS	SP200 BLACK RIBBON (RC200B)/DUAL PLY 73 X 76 PAPER ROLL (BOX OF 50)	671.00
EFT68936	28/07/2011	KNOTTS PLUMBING PTY LTD	PLUMBING REPAIRS/MAINTENANCE	3038.13
EFT68937	28/07/2011	LORLAINE DISTRIBUTORS PTY LTD	ASSORTED CONSUMABLES	505.45
EFT68938	28/07/2011	KEN MCGONNELL	Rates refund for assessment A209983 26 MOIR ST	382.50
EFT68939	28/07/2011	METROOF ALBANY	TRIMCLAD	303.07
EFT68940	28/07/2011	MIDWEST SECRETARIAL / LABOUR HIRE	TEMPORARY STAFF	1618.50
EFT68941	28/07/2011	ALBANY NEAT AND TRIM LAWNS	LAWN MOWING VANCOUVER ARTS CENTRE	160.00
EFT68942	28/07/2011	PLAYGROUND SOLUTIONS	PLAYGROUND REPAIRS/MAINTENANCE	129.75
EFT68943	28/07/2011	QI CONSULTING	MENTORING - CONTRACT ADMINISTRATION WORKSHOPS	1650.00
EFT68944	28/07/2011	RAECO INTERNATIONAL PTY LTD	Duraseal 450mm (item #26245CA) Duraseal 600mm (item #26260CA)	198.01
EFT68945	28/07/2011	ROYAL LIFE SAVING SOCIETY AUSTRALIA	WRISTBANDS	660.00
EFT68946	28/07/2011	RUSTLERS STEAKHOUSE	GIFT VOUCHER	100.00
EFT68947	28/07/2011	KAITLYN SEYMOUR	ADMIN ASSISTANCE	460.80
EFT68948	28/07/2011	SIGNS PLUS	MAGNETIC NAME BADGES	149.60
EFT68949	28/07/2011	SOS SWITCHED ON TO SAFETY	CHEMFFX LICENCE FEE JUL 2011 - JUN 2012	2453.00
EFT68950	28/07/2011	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	2392.34
EFT68951	28/07/2011	SOUTHERN TOOL & FASTENER CO	STAINLESS STEEL NAILS FOR THE RUBRAILS ON THE BRIG AMITY	73.00
EFT68952	28/07/2011	SOUTHWAY DISTRIBUTORS (WA) PTY LTD	CATERING SUPPLIES ALAC	1276.38
EFT68953	28/07/2011	SPORTSWORLD OF WA	SPORTS STORE MERCHANDISE	2929.74
EFT68954	28/07/2011	STAR SALES AND SERVICE	ROLLS OF BRUSHCUTTER CORD	493.00
EFT68955	28/07/2011	ST JOHN AMBULANCE AUSTRALIA	SENIOR FIRST AID	165.00
EFT68956	28/07/2011	STORM OFFICE NATIONAL	STATIONERY SUPPLIES	66.50
EFT68957	28/07/2011	SYNERGY	ELECTRICITY USAGE	21713.71
EFT68958	28/07/2011	T & C SUPPLIES	QUICK SET CEMENT	864.30
EFT68959	28/07/2011	THE VEGIE SHOP	GROCERIES	154.68

AGENDA ITEM 4.1 REFERS

EFT68960	28/07/2011	ALBANY TYREPOWER	TYRE PURCHASES	712.90
EFT68961	28/07/2011	VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	SCREENED TOP SOIL	684.00
EFT68962	28/07/2011	G.P. WALKER	SITE VISITS AND REPORTS FOR TOWN HALL AND GUIDES HALL	647.00
EFT68963	28/07/2011	WATERCRAFT MARINE	MOORING REQUIREMENTS FOR HMAS PERTH	1628.90
EFT68964	28/07/2011	WAY FUNKY COMPANY	SPORTS STORE MECHANISE	6566.23
EFT68965	28/07/2011	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	76.50
EFT68966	28/07/2011	WESTRAC EQUIPMENT PTY LTD	VEHICLE REPAIRS	750.62
EFT68967	28/07/2011	WESTERN WORK WEAR	SAFETY WEAR	176.50
EFT68968	28/07/2011	YAKKA PTY LTD	UNIFORMS	141.69
EFT68969	28/07/2011	ZENITH LAUNDRY	LINEN SERVICES	11.22
EFT68970	28/07/2011	AEG OGDEN	2ND CONTRIBUTION TO AEC CAPITAL PROJECTS	440000.00
EFT68971	28/07/2011	WEST AUSTRALIAN NEWSPAPERS	AMAZING ALBANY HOLIDAY AND LIFESTYLE GUIDE	57750.00
EFT68972	03/08/2011	ALBANY COMMUNITY HOSPICE	Payroll deductions	34.00
EFT68973	03/08/2011	AMP SUPERANNUATION LIMITED	Superannuation contributions	1161.84
EFT68974	03/08/2011	AUSTRALIAN TAXATION OFFICE	Payroll deductions	226876.26
EFT68975	03/08/2011	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll deductions	3501.60
EFT68976	03/08/2011	AUSTRALIAN PRIMARY SUPERANNUATION FUND	Superannuation contributions	319.88
EFT68977	03/08/2011	AUSTRALIAN SUPER	Superannuation contributions	1297.18
EFT68978	03/08/2011	AUSTRALIAN ETHICAL SUPERANNUATION FUND	Superannuation contributions	226.63
EFT68979	03/08/2011	BT SUPER FOR LIFE	Superannuation contributions	335.02
EFT68980	03/08/2011	BT SUPER FOR LIFE	Superannuation contributions	363.74
EFT68981	03/08/2011	CHILD SUPPORT AGENCY	Superannuation contributions	404.83
EFT68982	03/08/2011	COLONIAL FIRST STATE ROLLOVER & SUPER FUND	Payroll deductions	334.11
EFT68983	03/08/2011	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL SUPER	Superannuation contributions	1303.96
EFT68984	03/08/2011	COLONIAL FIRST STATE WHOLESALE SUPER FUND	Superannuation contributions	46.20
EFT68985	03/08/2011	GENERATIONS PERSONAL SUPER FUND	Payroll deductions	73.74
EFT68986	03/08/2011	GENERATIONS PERSONAL SUPER FUND	TRANSFER COUNCIL SUPER FROM INCORRECT CREDITOR	449.70
EFT68987	03/08/2011	GENERATIONS PERSONAL SUPER FUND	TRANSFER COUNCIL SUPER FROM INCORRECT CREDITOR	40.96
EFT68988	03/08/2011	HBF OF WA	Payroll deductions	1357.20
EFT68989	03/08/2011	ING INTEGRA SUPER	Superannuation contributions	271.68
EFT68990	03/08/2011	ING ONE ANSWER PERSONAL SUPER	Superannuation contributions	441.85
EFT68991	03/08/2011	MACQUARIE BANK	Payroll deductions	3668.96
EFT68992	03/08/2011	MACQUARIE BANK LIMITED	Superannuation contributions	2748.90
EFT68993	03/08/2011	ONEPATH MASTERFUND	Superannuation contributions	1236.26
EFT68994	03/08/2011	REST SUPERANNUATION	Superannuation contributions	3728.13
EFT68995	03/08/2011	MARITIME SUPER	Superannuation contributions	84.70
EFT68996	03/08/2011	SPECTRUM SUPER	Superannuation contributions	267.72
EFT68997	03/08/2011	WA LOCAL GOVT SUPERANNUATION	Superannuation contributions	112080.18
EFT68998	03/08/2011	WAYNE JOHN STEAD PTY LTD SUPERANNUATION FUND	Payroll deductions	1396.87

AGENDA ITEM 4.1 REFERS

EFT68999	03/08/2011	WESTSCHEME	Superannuation contributions	3335.97
EFT69000	04/08/2011	A1 SANDBLASTING	SANDBLASTING	16.50
EFT69001	04/08/2011	AKOLADE PTY LTD	WORKPLACE LAW FUNDAMENTALS CONFERENCE	1318.90
EFT69002	04/08/2011	ALBANY STATIONERS	STATIONERY ITEMS VAC	71.45
EFT69003	04/08/2011	ALBANY RETRAVISION	ELECTRICAL GOODS FOR DAYCARE	475.00
EFT69004	04/08/2011	ALBANY GAS CENTRE PTY LTD	GAS CYLINDER AS PER JOHN DRUMMOND ORDER	55.00
EFT69005	04/08/2011	ALBANY REFRIGERATION	AIRCONDITIONING REPAIRS/MAINTENANCE	528.00
EFT69006	04/08/2011	ALBANY OFFICE PRODUCTS - NORTH ROAD	STATIONERY ITEMS	301.05
EFT69007	04/08/2011	ALBANY PSYCHOLOGICAL SERVICES	COUNSELLING SERVICES REF 18041101	176.00
EFT69008	04/08/2011	ALBANY OFFICE PRODUCTS - ALAC	STATIONERY	78.80
EFT69009	04/08/2011	ALBANY OFFICE PRODUCTS - DAYCARE	STATIONERY ITEMS	43.50
EFT69010	04/08/2011	ALBANY OFFICE PRODUCTS - LIBRARY	STATIONERY	40.75
EFT69011	04/08/2011	PAPERBARK MERCHANTS (FORMERLY ANGUS AND ROBERTSON BOOK WORLD)	NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY	692.51
EFT69012	04/08/2011	ART ALMANAC	ADVERTISING	203.50
EFT69013	04/08/2011	ARTCRAFT PTY LTD	RAOD SIGNS	3290.10
EFT69014	04/08/2011	ATC WORK SMART	TEMPORARY STAFF	6576.08
EFT69015	04/08/2011	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	RATES COLLECTIONS	1109.90
EFT69016	04/08/2011	BAIL SAND & GRAVEL SUPPLIES	M3 COMPACTION SAND	1430.00
EFT69017	04/08/2011	BARNESBY FORD	VEHICLES/VEHICLE PARTS/REPAIRS	57.83
EFT69018	04/08/2011	ADVANCED TRAFFIC MANAGEMENT	Hours Hire of Traffic Control 5, 6 & 7 July 2011	4666.55
EFT69019	04/08/2011	BEST OFFICE SYSTEMS	PHOTOCOPIER SERVICES	1125.42
EFT69020	04/08/2011	JILL BOSTOCK	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011 -12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
EFT69021	04/08/2011	DAVID BOSTOCK	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011 -12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
EFT69022	04/08/2011	BRANDNET PTY LTD T/AS MILITARY SHOP	FORTS MERCHANDISE	1537.67
EFT69023	04/08/2011	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE ITEMS	46.54
EFT69024	04/08/2011	LOUISE BURGLER	REIMBURSEMENT OF CATERING EXPENSES	73.84
EFT69025	04/08/2011	CID EQUIPMENT PTY LTD	VEHICLE PARTS	2306.05
EFT69026	04/08/2011	COCA-COLA AMATIL PTY LTD	CATERING SUPPLIES	472.60
EFT69027	04/08/2011	COLLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	540.05
EFT69028	04/08/2011	WA COUNTRY BAKERS PTY LTD	dozen BBQ buns (code 2398)	29.94
EFT69029	04/08/2011	COURIER AUSTRALIA	COURIER/ FREIGHT CHARGES	63.23
EFT69030	04/08/2011	COVS PARTS PTY LTD (FORMERLY COVENTRYS)	VEHICLE PARTS	2535.90
EFT69031	04/08/2011	DOWNER EDI WORKS PTY LTD	TONNES COLDMIX	1136.26
EFT69032	04/08/2011	D & K ENGINEERING	REPAIRS TO JOCKEY WHEEL	55.00
EFT69033	04/08/2011	SANDRA KAY DIXON	COUNSELLING SERVICES REF: 1031101	110.00
EFT69034	04/08/2011	DOG ROCK MOTEL	ACCOMMODATION FOR MS ANNE LAKE O'NIGHT 28TH JULY 2011 PLUS MEALS AS REQUIRED (CEO INTERIM REVIEW)	156.05

AGENDA ITEM 4.1 REFERS

EFT69035	04/08/2011	DON DUFFY	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011/12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	1750.00
EFT69036	04/08/2011	SIMON EDWARDS	AIR BP CALL OUTS	9.89
EFT69037	04/08/2011	MILTON EVANS	MAYORAL ALLOWANCE & SITTING FEE Q1 2011/12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	7233.18
EFT69038	04/08/2011	EVERTRANS	MOVE CRANE FROM TRAILER TO TRUCK	2873.20
EFT69039	04/08/2011	FARM FRESH W/SALERS (VIOLET PARK HOLDINGS P/L	CATERING SUPPLIES	103.89
EFT69040	04/08/2011	GALLERY 500	ART SUPPLIES FOR VAC	375.57
EFT69041	04/08/2011	GEOFABRICS AUSTRALASIA PTY LTD	VANDAL DETERRENT SUPPLIES	792.00
EFT69042	04/08/2011	LUSH GARDEN GALLERY	GIFT VOUCHER	225.00
EFT69043	04/08/2011	GRANDE FOOD SERVICE	CATERING SUPPLIES	42.24
EFT69044	04/08/2011	GREAT SOUTHERN GROUP TRAINING	APPRENTICES FEES	1875.98
EFT69045	04/08/2011	GREEN SKILLS INC	CASUAL LABOUR HIRE	7185.48
EFT69046	04/08/2011	GREAT SOUTHERN PEST & WEED CONTROL	BEE MANAGEMENT	220.00
EFT69047	04/08/2011	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING SUPPLIES	918.41
EFT69048	04/08/2011	GREAT SOUTHERN BEARINGS	VEHICLE PARTS	123.97
EFT69049	04/08/2011	GREAT SOUTHERN DEVELOPMENT COMMISSION	TICKET FOR MAYOR TO NRM MEDAL PRESENTATIONS	75.00
EFT69050	04/08/2011	GREAT SOUTHERN LIQUID WASTE	High pressure clean footprint including cleaning products, labour and disposal of waste material at Lockyer General Store	1870.00
EFT69051	04/08/2011	PROTECTOR FIRE SERVICES PTY LTD	FIRE EQUIPMENT MAINTENANCE	148.50
EFT69052	04/08/2011	HARVEY NORMAN ELECTRICAL ALBANY	The purchase of 1 set of electronic scales .	69.95
EFT69053	04/08/2011	HAYNES ROBINSON	LEGAL FEES - LEASE LOT 21 BAXTER RD CHEYNE BEACH RJ & RE BOWERING PRO202	490.00
EFT69054	04/08/2011	HELVETICA PUBLISHING	FORTS MERCHANDISE	420.00
EFT69055	04/08/2011	CHRISTOPHER HOLDEN	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011 -12 (EXCLUDING IT	2200.00
EFT69056	04/08/2011	RATTEN & SLATER MACHINERY	12 X ROLLERS	645.48
EFT69057	04/08/2011	INSIDE AND OUT CAR CARE	CAR CLEANING SERVICES	187.00
EFT69058	04/08/2011	JUST SEW EMBROIDERY	LOGO EMBROIDERY	143.00
EFT69059	04/08/2011	LATRO LAWYERS	LEGAL COSTS - INDEMNITY CLAUSES	3300.00
EFT69060	04/08/2011	MERVYN LEAVESLEY	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011 -12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
EFT69061	04/08/2011	THE LEISURE INSTITUTE OF WA (AQUATICS) INC	2011 ANNUAL STATE CONFERENCE	1120.00
EFT69062	04/08/2011	ALBANY CITY MOTORS	200L Drum of Isuzu Next Gen Plus 10w/40 Engine Oil, Part number: 92956062.	1364.79
EFT69063	04/08/2011	JOY MATLA	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011/12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
EFT69064	04/08/2011	JOHN MOIR	RUBBISH REMOVAL CAPE RICHE	600.00
EFT69065	04/08/2011	MR MOO DAIRY DISTRIBUTORS	CATERING SUPPLIES	468.20
EFT69066	04/08/2011	MT BARKER COMMUNICATIONS	NETWORK ANTENNAS FOR MT CLARENCE	907.50
EFT69067	04/08/2011	LGIS LIABILITY	WORKERS COMPENSATION INSURANCES	43722.19

AGENDA ITEM 4.1 REFERS

EFT69068	04/08/2011	NOVOTEL LANGLEY PERTH HOTEL	OVERNIGHT ACCOMMODATION FOR GRAEME BRIDE	305.00
EFT69069	04/08/2011	OKEEFE'S PAINTS	PAINT SUPPLIES	132.00
EFT69070	04/08/2011	PALMER EARTHMOVING (AUSTRALIA) PTY LTD	TRANSPORT GRAVEL TO MT PLEASANT RD GRAVEL PIT	2961.40
EFT69071	04/08/2011	ROLAND PAVER	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011/12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
EFT69072	04/08/2011	PLATTERS GOURME	COUNCIL DINNER TUESDAY 19 JULY 2011/COUNCIL SUPPER PLATTER - TUESDAY 19 JULY 2011	1400.80
EFT69073	04/08/2011	PLASTICS PLUS	THE PURCHASE OF QTY 10 , 20 LITRE CLEAR PLASTIC CONTAINERS.PLUS TAPS	143.55
EFT69074	04/08/2011	REECE PTY LTD	PLUMBING SUPPLIES	370.14
EFT69075	04/08/2011	CHILD AUSTRALIA	IMAGINATION IS INSPIRATION WORKSHOP	130.00
EFT69076	04/08/2011	SECUREPAY PTY LTD	WEB PAYMENTS SEAT ADVISOR PRICING	24.55
EFT69077	04/08/2011	SHEILAH RYAN	GARDENING AT VAC	420.00
EFT69078	04/08/2011	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	818.28
EFT69079	04/08/2011	SOUTHWAY DISTRIBUTORS (WA) PTY LTD	CATERING SUPPLIES	921.04
EFT69080	04/08/2011	SOUTHERN WATER CARTS	2 X HOURS - WASH DOWN HIRE DOZER AT HANRAHAN	220.00
EFT69081	04/08/2011	SPEEDO AUSTRALIA PTY LTD	SWIMMING SUPPLIES	7042.20
EFT69082	04/08/2011	STAR SALES AND SERVICE	BRUSHCUTTER HEADS	717.60
EFT69083	04/08/2011	DEPARTMENT OF PREMIER & CABINET	GOVERNMENT GAZETTE ADVERTISING	612.80
EFT69084	04/08/2011	STIRLING CONFECTIONERY PLUS	CATERING SUPPLIES	781.96
EFT69085	04/08/2011	ALBANY LOCK SERVICE	LOCK SUPPLIES	19.40
EFT69086	04/08/2011	ROBERT SUTTON	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011 -12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
EFT69087	04/08/2011	SYNERGY	ELECTRICITY CHARGES 25/5/2011 - 21/7/2011	21.65
EFT69088	04/08/2011	T & C SUPPLIES	HARDWARE SUPPLIES/TOOLS	175.67
EFT69089	04/08/2011	TELSTRA CORPORATION, PLANT DAMAGES	PLANT DAMAGES 319 ALBANY HIGHWAY MT MELVILLE	218.82
EFT69090	04/08/2011	THE NAKED BEAN COFFEE ROASTERS	COFFEE SUPPLIES ALAC	168.00
EFT69091	04/08/2011	TOTAL EDEN	IRRIGATION SUPPLIES	72.83
EFT69092	04/08/2011	TRAILBLAZERS	x1 PAIR OF BOOTS FOR NATHAN TYSOE	147.15
EFT69093	04/08/2011	ALBANY TYREPOWER	Supply and fit drive recap tyres to Isuzu truck.	1864.20
EFT69094	04/08/2011	VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	SCREENED TOP SOIL	345.50
EFT69095	04/08/2011	VARENDORFF CONSULTANCY	EXPOSURE LAMP	393.00
EFT69096	04/08/2011	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	599.72
EFT69097	04/08/2011	DENNIS WELLINGTON	DEPUTY MAYORAL ALLOWANCE & SITTING FEE Q1 2011/12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2950.00
EFT69098	04/08/2011	WESTERBERG PANEL BEATERS	TOWING CHARGES	165.00
EFT69099	04/08/2011	WESTERN WORK WEAR	SAFETY BOOTS	160.00
EFT69100	04/08/2011	DES WOLFE	COUNCILLOR ALLOWANCE & SITTING FEE Q1 2011/12 (EXCLUDING IT ALLOWANCE OCM 17TH AUGUST 2010)	2200.00
EFT69101	04/08/2011	WREN OIL	WASTE OIL DISPOSAL HANRAHAN ROAD	399.30

AGENDA ITEM 4.1 REFERS

EFT69102	04/08/2011	YAKKA PTY LTD	UNIFORMS	1119.72
EFT69103	04/08/2011	ZENITH LAUNDRY	BAGS OF RAGS	63.48
EFT69105	11/08/2011	AD CONTRACTORS PTY LTD	Ironstone rock supplied/CATEMOL FOR ROAD PATCHING	6461.40
EFT69106	11/08/2011	ADSHL STREET FURNITURE PTY LTD	TIMBER SUPPLIES	2018.50
EFT69107	11/08/2011	AEG OGDEN (PERTH) PTY LTD	SETTLE AEC NAIDOC 5/7/11	2576.90
EFT69108	11/08/2011	EDENBORN PTY LTD	CONTRACT MOWING	4534.10
EFT69109	11/08/2011	ALBANY FARM TREE NURSERY	TREE FERN	23.10
EFT69110	11/08/2011	ALBANY V-BELT AND RUBBER	FILTERS/VEHICLE PARTS	538.86
EFT69111	11/08/2011	ALBANY STATIONERS	STATIONERY SUPPLIES	74.05
EFT69112	11/08/2011	ALBANY LANDSCAPE SUPPLIES	PINE BARK SUPPLY	280.00
EFT69113	11/08/2011	ALBANY OFFICE PRODUCTS - NORTH ROAD	STATIONERY SUPPLIES	484.40
EFT69114	11/08/2011	ALBANY MILK DISTRIBUTORS	MILK DELIVERIES	520.05
EFT69115	11/08/2011	ALBANY OFFICE PRODUCTS - ALAC	STATIONERY SUPPLIES	115.55
EFT69116	11/08/2011	ALBANY OFFICE PRODUCTS - WORKS DEPOT	STATIONERY SUPPLIES	349.45
EFT69117	11/08/2011	ALINTA	GAS USAGE 29/4/11 - 29/7/11	32.75
EFT69118	11/08/2011	ARDESS NURSERY	PLANTS/NURSERY SUPPLIES	125.25
EFT69119	11/08/2011	ATC WORK SMART	TEMPORARY STAFF	2851.92
EFT69120	11/08/2011	AUSSIE DRAWCARDS PTY LTD	ANNUAL WAREHOUSING AND SERVICE FEE	856.00
EFT69121	11/08/2011	AUSTRALIA POST	POSTAGE CHARGES	2974.32
EFT69122	11/08/2011	AUSTRALIA POST	POSTAL CHARGES RATES	50.08
EFT69123	11/08/2011	ALBANY AUTOSPARK	VEHICLE PARTS	275.00
EFT69124	11/08/2011	BT EQUIPMENT PTY LTD	VEHICLE PARTS	217.40
EFT69125	11/08/2011	BARNESBY FORD	VEHICLES/VEHICLE PARTS/REPAIRS	6.88
EFT69126	11/08/2011	BAREFOOT CLOTHING MANUFACTURERS	CLOTHING ALTERATIONS	15.00
EFT69127	11/08/2011	BARRETT'S MINI EARTHMOVING & CHIPPING	TREE REMOVAL SERVICES	1300.00
EFT69128	11/08/2011	ADVANCED TRAFFIC MANAGEMENT	Hours Hire of Traffic Control	3606.69
EFT69129	11/08/2011	BLACKWOODS	SPRAY MARKING PAINT	409.33
EFT69130	11/08/2011	BLOOMIN FLOWERS	FLOWER DELIVERY	125.00
EFT69131	11/08/2011	ALBANY BOBCAT SERVICES	BOBCAT & TRUCK HIRE	280.00
EFT69132	11/08/2011	BOC GASES AUSTRALIA LIMITED	CONTAINER SERVICE RENTAL	902.14
EFT69133	11/08/2011	BRAINSTORM TECHNOLOGY	SWIVEL WALL MOUNT	35.00
EFT69134	11/08/2011	BUILDING AND CONSTRUCTION IND TRAINING FUND	BCITF LEVY COLLECTED FOR JULY 2011	5657.97
EFT69135	11/08/2011	BUILDERS REGISTRATION BOARD	BRB LEVY FOR JULY 2011	1292.00
EFT69136	11/08/2011	BUNNINGS BUILDING SUPPLIES PTY LTD	STREET TREES - LONDON PLANE/CLARET ASH/SILVER BIRCHES	369.75
EFT69137	11/08/2011	CALIBRE CARE	HANDI-GRIP REACHER	60.00
EFT69138	11/08/2011	J & S CASTLEHOW ELECTRICAL SERVICES	ELECTRICAL REPAIRS/MAINTENANCE	1683.28
EFT69139	11/08/2011	PHILIP CHETWIN	REFUND OF SEPTIC TANK FEES	220.00
EFT69140	11/08/2011	BIS CLEANAWAY LIMITED	RUBBISH REMOVAL CONTRACT	17957.16

AGENDA ITEM 4.1 REFERS

EFT69141	11/08/2011	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	214.92
EFT69142	11/08/2011	COVS PARTS PTY LTD (FORMERLY COVENTRYS)	VEHICLE PARTS	278.79
EFT69143	11/08/2011	HOLCIM (AUSTRALIA) PTY LTD	TONNES METAL DUST	546.88
EFT69144	11/08/2011	AL CURNOW HYDRAULICS	VEHICLE REPAIRS	556.26
EFT69145	11/08/2011	CYNERGIC COMMUNICATIONS	SERVICE CHARGES	625.90
EFT69146	11/08/2011	DATATRAX PTY LTD	VIDEO ADVERTISING	495.00
EFT69147	11/08/2011	DATA #3 LIMITED	SHADOW PROTECT IT EDITION	1925.00
EFT69148	11/08/2011	DEPARTMENT OF TRANSPORT	ANNUAL JETTY LICENCE	67.26
EFT69149	11/08/2011	G & M DETERGENTS & HYGIENE SERVICES ALBANY	HYGIENE SERVICES CONTRACT	1492.81
EFT69150	11/08/2011	EYERITE SIGNS	2 TREE PLANTING PLAQUES	583.00
EFT69151	11/08/2011	EYELINE AUSTRALIA PTY LTD	SWIM STORE SUPPLIES	549.51
EFT69152	11/08/2011	FRANEY & THOMPSON	TIMBER SUPPLIES	84.74
EFT69153	11/08/2011	GEOFABRICS AUSTRALASIA PTY LTD	VANDAL DETERRENT	43456.60
EFT69154	11/08/2011	GREAT SOUTHERN DEVELOPMENT COMMISSION	HIRE OF GSDC CONFERENCE ROOM 4/7/2011	111.85
EFT69155	11/08/2011	GREAT SOUTHERN PEST & WEED CONTROL	POISON TERMITTE MOUND ON DRIVEWAY OF 7 REGENT STREET GLEDHOW	110.00
EFT69156	11/08/2011	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING PRODUCTS	534.05
EFT69157	11/08/2011	GREAT SOUTHERN LIQUID WASTE	LIQUID WASTE DISPOSAL	120.00
EFT69158	11/08/2011	GT BEARING AND ENGINEERING SUPPLIES	SAFETY EQUIPMENT	120.00
EFT69159	11/08/2011	HART SPORT	SPORT STORE PURCHASES	324.50
EFT69160	11/08/2011	HELEN LEEDER-CARLSON	CREATIVE SENIORS ART CLASSES	315.00
EFT69161	11/08/2011	RATTEN & SLATER MACHINERY	VEHICLE PARTS	802.46
EFT69162	11/08/2011	HUDSON HENNING AND GOODMAN	ATWELL NON-APPROVED STRUCTURES ON INDUSTRIAL LAND	150.70
EFT69163	11/08/2011	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	DIPLOMA MODULE 4 - AUSTIN ROGERSON	660.00
EFT69164	11/08/2011	ALBANY WORKLINK INC.	COMPUTER TRAINING	1276.00
EFT69165	11/08/2011	JACK THE CHIPPER	CHIPPING SERVICES	2156.25
EFT69166	11/08/2011	JUST SEW EMBROIDERY	LOGO EMBROIDERY	82.50
EFT69167	11/08/2011	JUST A CALL DELIVERIES	INTERNAL MAIL DELIVERY SERVICES	916.30
EFT69168	11/08/2011	KLB SYSTEMS	BATTERY PURCHASE	110.00
EFT69169	11/08/2011	KNOTTS PLUMBING PTY LTD	PLUMBING REPAIRS/MAINTENANCE	1150.70
EFT69170	11/08/2011	KOOKAS CATERING	EXCHANGE STUDENTS FUNCTION CATERING	1705.00
EFT69171	11/08/2011	STATE LIBRARY OF WA	RECOVERIES LOST AND DAMAGED BOOKS	222.20
EFT69172	11/08/2011	LIFETIME DISTRIBUTORS	LOCAL STOCK	26.00
EFT69173	11/08/2011	CALTEX ENERGY WA	FUEL DIESEL	50109.52
EFT69174	11/08/2011	M & A STEEL FABRICATION	MAKE SOCKET FOR RATTLEGUN	330.00
EFT69175	11/08/2011	M & B SALES PTY LTD	BUILDING SUPPLIES	139.15
EFT69176	11/08/2011	PETER MADIGAN	REIMBURSE TAXI EXPENSES	74.15
EFT69177	11/08/2011	ALBANY PARTY HIRE	EVENTS HIRE ITEMS	731.00
EFT69178	11/08/2011	ALBANY CITY MOTORS	VEHICLES/VEHICLE PARTS/REPAIRS	104.70
EFT69179	11/08/2011	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS	3539.10

AGENDA ITEM 4.1 REFERS

EFT69180	11/08/2011	MERLE ANNE FLORIST	FLOWERS FOR KERRY SWARBRICK	50.00
EFT69181	11/08/2011	METROOF ALBANY	COLOURBOND ROOFIGN MATERIALS	103.44
EFT69182	11/08/2011	MIDWEST SECRETARIAL / LABOUR HIRE	TEMPORARY STAFF - G BOONZAAIER	3007.71
EFT69183	11/08/2011	MIRA MAR VETERINARY SERVICES	ANIMAL EUTHANASIA	205.00
EFT69184	11/08/2011	MT BARKER COMMUNICATIONS	ELECTRICAL REPAIRS MAINTENANCE	330.00
EFT69185	11/08/2011	LGIS INSURANCE BROKING	MOTOR VEHICLE INSURANCE 30/6/11 - 30/6/12	2614.12
EFT69186	11/08/2011	LGIS WORKCARE	WORKERS COMP 2007-08	24000.90
EFT69187	11/08/2011	LGIS LIABILITY	EXCESS ON CLAIM 614074	2000.00
EFT69188	11/08/2011	NIKANA CONTRACTING PTY LTD	RUBBISH REMOVAL BOAT HARBOUR SKIP BINS	614.24
EFT69189	11/08/2011	OKEEFE'S PAINTS	PAINT SUPPLIES	402.44
EFT69190	11/08/2011	CORR ART	PRODUCE AND SUPPLY EASELS	600.00
EFT69191	11/08/2011	PAULS PET FOODS	KIBBLES FOR POUND	57.00
EFT69192	11/08/2011	PETER GRAHAM AND COMPANY LTD	NURSERY SUPPLIES	288.61
EFT69193	11/08/2011	PLASTICS PLUS	NYLON ROD	22.00
EFT69194	11/08/2011	PLANT SUPPLY COMPANY	PLANTS FOR ROUNDABOUTS/MEDIAN STRIPS	438.10
EFT69195	11/08/2011	REECE PTY LTD	PLUMBING SUPPLIES	102.30
EFT69196	11/08/2011	RIPEN	TEMPORARY STAFF VISITORS CENTRE	4224.00
EFT69197	11/08/2011	ROSMECH SALES AND SERVICE PTY LTD	VEHICLE PARTS/MAINTENANCE	314.60
EFT69198	11/08/2011	ROYAL LIFE SAVING SOCIETY AUSTRALIA	SWIM CERTIFICATES	85.00
EFT69199	11/08/2011	SETON AUSTRALIA PTY LTD	SAFETY MATTING FOR DEPOT	888.25
EFT69200	11/08/2011	KAITLYN SEYMOUR	VAC ADMIN ASSISTANCE	552.96
EFT69201	11/08/2011	SKAL INTERNATIONAL ALBANY	SKAL FUNCTION WHALE WORLD	18.00
EFT69202	11/08/2011	ASHLEY SMITH	NAIDOC WEEK ENTERTAINMENT	300.00
EFT69203	11/08/2011	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	3806.65
EFT69204	11/08/2011	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	843.99
EFT69205	11/08/2011	SOUTHWAY DISTRIBUTORS (WA) PTY LTD	CATERING SUPPLIES	1177.58
EFT69206	11/08/2011	SOUTHCOAST SECURITY SERVICE	SECURITY SERVICES CONTRACT	10400.75
EFT69207	11/08/2011	DEPARTMENT OF PREMIER & CABINET	GOVERNMENT GAZETTE ADVERTISING	166.40
EFT69208	11/08/2011	STIRLING PRINT	LABELS	32.00
EFT69209	11/08/2011	ST JOHN AMBULANCE AUSTRALIA	WORKPLACE FIRST AID	1300.00
EFT69210	11/08/2011	SYNERGY	STREET LIGHTING ELECTRICITY SUPPLIES	49784.41
EFT69211	11/08/2011	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	535.80
EFT69212	11/08/2011	T & C SUPPLIES (RANGERS)	HARDWARE SUPPLIES	5.36
EFT69213	11/08/2011	DAVID THEODORE	REIMBURSEMENT OF EXPENSES	105.00
EFT69214	11/08/2011	TOLL PRIORITY	FREIGHT CHARGES	876.21
EFT69215	11/08/2011	TOTAL GREEN RECYCLING	E-WASTE RECYCLING	3111.35
EFT69216	11/08/2011	THE TROPHY SHOP	GOLD PLATE - ENGRAVING	11.60
EFT69217	11/08/2011	VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	SCREENED TOP SOIL	22.00
EFT69218	11/08/2011	IT VISION AUSTRALIA PTY LTD	REPORT MANAGER WEBINAR	440.00
EFT69219	11/08/2011	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	1318.84

AGENDA ITEM 4.1 REFERS

EFT69220	11/08/2011	WESTRAC EQUIPMENT PTY LTD	200L Drum of Cat DEO 15w/40 Engine oil.	924.01
EFT69221	11/08/2011	WESTERN WORK WEAR	SAFETY WEAR	364.00
EFT69222	11/08/2011	THE WINDOW WASHER MAN	WINDOW CLEANING VAC	38.00
EFT69223	11/08/2011	YAKKA PTY LTD	UNIFORMS	633.77
EFT69224	11/08/2011	ZENITH LAUNDRY	LINEN HIRE	24.68
EFT69225	18/08/2011	AD CONTRACTORS PTY LTD	CATERMOL	4770.70
EFT69226	18/08/2011	AKOLADE PTY LTD	WORKPLACE LAW FUNDAMENTALS	1318.90
EFT69227	18/08/2011	ALBANY BRAKE AND CLUTCH	VEHICLE MAINTENANCE	29.70
EFT69228	18/08/2011	OPTEON (ALBANY AND GREAT SOUTHERN WA)	VALUATION FEES PRO345 & PRO314	475.00
EFT69229	18/08/2011	ALBANY FARM TREE NURSERY	Myoporium/Juncus/Callistemon	165.16
EFT69230	18/08/2011	ALBANY V-BELT AND RUBBER	FILTERS/VEHICLE PARTS	15.41
EFT69231	18/08/2011	ALBANY PANEL BEATERS AND SPRAY PAINTERS	INSURANCE EXCESS REGO A52616	300.00
EFT69232	18/08/2011	ALBANY MOBILE WELDING	For repairs and replacement of steel components for the Emu Point Playground/To rebuild worn pivots on Toy excavator located at Eyre Park.	1277.10
EFT69233	18/08/2011	ALBANY OFFICE PRODUCTS - NORTH ROAD	STATIONERY SUPPLIES	585.85
EFT69234	18/08/2011	ALBANY NEWS DELIVERY	NEWSPAPER DELIVERY	138.00
EFT69235	18/08/2011	ALBANY KAWASAKI	VEHICLE PARTS	32.00
EFT69236	18/08/2011	ALBANY MILK DISTRIBUTORS	MILK DELIVERIES	59.64
EFT69237	18/08/2011	ALBANY FILTERCLEAN	FILTERS CHANGED AND CLEANED	28.00
EFT69238	18/08/2011	ALBANY OFFICE PRODUCTS - ALAC	STATIONERY	24.50
EFT69239	18/08/2011	ALBANY MAT HIRE	FILTER CLEANING & CHANGING	28.00
EFT69240	18/08/2011	PAPERBARK MERCHANTS (FORMERLY ANGUS AND ROBERTSON BOOK WORLD)	NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY	536.18
EFT69241	18/08/2011	ARDESS NURSERY	PLANTS/NURSERY SUPPLIES	368.50
EFT69242	18/08/2011	ARTCRAFT PTY LTD	SIGNAGE EQUIPMENT	3187.80
EFT69243	18/08/2011	ATC WORK SMART	CASUAL STAFF PARKER	11544.39
EFT69244	18/08/2011	ALBANY AUTOSPARK	VEHICLE PARTS	15.00
EFT69245	18/08/2011	BT EQUIPMENT PTY LTD	VEHICLE PARTS	75.74
EFT69246	18/08/2011	BANKSIA BROOK HOLDINGS	200m2 turf	1276.00
EFT69247	18/08/2011	BARNESBY FORD	VEHICLES/VEHICLE PARTS/REPAIRS	338.67
EFT69248	18/08/2011	BARRETT'S MINI EARTHMOVING & CHIPPING	Cut and remove dangerous Karri tree on intersection of Meanwood Rd and Kronkup Nth Rd	3925.00
EFT69249	18/08/2011	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL	3222.50
EFT69250	18/08/2011	BERTOLA HIRE SERVICES ALBANY PTY LTD	EXCAVATOR HIRE	679.80
EFT69251	18/08/2011	BEST OFFICE SYSTEMS	RICOH PRINT CARTRIDGE	346.00
EFT69252	18/08/2011	BLACKWOODS	HARDWARE/TOOL SUPPLIES	72.69
EFT69253	18/08/2011	COLIN MICHAEL BOND	Rates refund for assessment A5779	382.70
EFT69254	18/08/2011	BUNNINGS BUILDING SUPPLIES PTY LTD	CRIME PREVENTION MATERIALS	1328.92
EFT69255	18/08/2011	CABCHARGE AUSTRALIA LIMITED	TAXI FARES	175.56
EFT69256	18/08/2011	CAMTRANS ALBANY PTY LTD	FREIGHT CHARGES	200.00

AGENDA ITEM 4.1 REFERS

EFT69257	18/08/2011	J & S CASTLEHOW ELECTRICAL SERVICES	ELECTRICAL SERVICES	148.06
EFT69258	18/08/2011	BIS CLEANAWAY LIMITED	RUBBISH REMOVAL CONTRACT	219720.72
EFT69259	18/08/2011	COCA-COLA AMATIL PTY LTD	CATERING SUPPLIES	220.70
EFT69260	18/08/2011	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES DAYCARE	752.43
EFT69261	18/08/2011	CONSTRUCTION EQUIPMENT AUSTRALIA	VEHICLE PARTS/MAINTENANCE	611.31
EFT69262	18/08/2011	COVS PARTS PTY LTD (FORMERLY COVENTRYS)	VEHICLE PARTS/MAINTENANCE	227.62
EFT69263	18/08/2011	AL CURNOW HYDRAULICS	VEHICLE PARTS/MAINTENANCE	33.22
EFT69264	18/08/2011	DICK SMITH ELECTRONICS	UNIDEN UH720SX-2NB Handheld Communicator	402.97
EFT69265	18/08/2011	SIMON EDWARDS	AIR BP CALL OUTS	9.89
EFT69266	18/08/2011	EVERITE SIGNS	UPDATE BANNERS - YORK ST	3120.70
EFT69267	18/08/2011	FARM FRESH W/SALERS (VIOLET PARK HOLDINGS P/L	CATERING SUPPLIES	107.20
EFT69268	18/08/2011	FLIPS ELECTRICS	GRUNDFOS AP 508-50 Sump pump - for Cape Riche	1045.50
EFT69269	18/08/2011	GRANDE FOOD SERVICE	CATERING SUPPLIES	265.59
EFT69270	18/08/2011	GREAT SOUTHERN GROUP TRAINING	CASUAL STAFF/APPRENTICE FEES	1875.98
EFT69271	18/08/2011	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	DRY HIRE D7 DOZER	3412.00
EFT69272	18/08/2011	GREAT SOUTHERN PACKAGING SUPPLIES	CLEANING SUPPLIES	484.44
EFT69273	18/08/2011	HUDSON HENNING AND GOODMAN	STAFF CONTRACT ADVICE	1984.40
EFT69274	18/08/2011	IBM AUSTRALIA LTD	MONTHLY SCHEDULE FOR SERVICES	1307.08
EFT69275	18/08/2011	JOLLY JOHNS	TRANSPORT SERVICES	880.00
EFT69276	18/08/2011	JUST SEW EMBROIDERY	POLOS & LOGOS FOR ALAC	1821.60
EFT69277	18/08/2011	KEVIN ROY KETTERER	REIMBURSEMENT FOR IPWEA STUDY TOUR COSTS	1365.10
EFT69278	18/08/2011	KNOTTS PLUMBING PTY LTD	PLUMBING REPAIRS/MAINTENANCE	1248.45
EFT69279	18/08/2011	LANDFILL GAS AND POWER PTY LTD	LANDFILL ELECTRICITY COSTS	47160.98
EFT69280	18/08/2011	LEASE CHOICE	PHOTOCOPIER MONTHLY LEASE V1691100006	970.20
EFT69281	18/08/2011	LORLAINE DISTRIBUTORS PTY LTD	CHLORINE SUPPLIES	100.50
EFT69282	18/08/2011	M2 TECHNOLOGY PTY LTD	CUSTOMNET ON HOLD PROGRAM	754.01
EFT69283	18/08/2011	MERLE ANNE FLORIST	FLOWERS FOR TOM WHITTAKER	50.00
EFT69284	18/08/2011	MERRIFIELD REAL ESTATE	RENT PJ & LA MACDONNELL 23/71 COCKBURN ROAD TO 23/9/2011	200.00
EFT69285	18/08/2011	METROOF ALBANY	COLOURBOND ROOFING MATERIALS	103.44
EFT69286	18/08/2011	MISS MAUD SWEDISH HOTEL	ACCOMODATION LIBRARY STAFF MEMBER	199.60
EFT69287	18/08/2011	MR MOO DAIRY DISTRIBUTORS	MILK DELIVERIES	368.50
EFT69288	18/08/2011	LGIS INSURANCE BROKING	INSURANCES MOTOR VEHICLE	168744.25
EFT69289	18/08/2011	NEVELLES HARDWARE & BUILDING SUPPLIES	BUILDING SUPPLIES/HARDWARE ITEMS	874.15
EFT69290	18/08/2011	OKEEFE'S PAINTS	PAINT SUPPLIES	217.87
EFT69291	18/08/2011	OPUS INTERNATIONAL CONSULTANTS LTD	PFEIFFER ROAD DESIGN	13887.50
EFT69292	18/08/2011	ORANA CINEMAS ALBANY	CINEMA ADVERTISING	280.00
EFT69293	18/08/2011	PETER GRAHAM AND COMPANY LTD	HARDWARE ITEMS ALBANY CLASSIC	62.00
EFT69294	18/08/2011	ANDREW PICKFORD & MARIE-EVE MCNICOLL	REFUND FOR AVC ACCOMODATION BOOKING REF: 2194657	420.00
EFT69295	18/08/2011	PLATTERS GOURME	CATERING	2076.25
EFT69296	18/08/2011	PLANT SUPPLY COMPANY	PLANT/NURSERY SUPPLIES	2662.00

AGENDA ITEM 4.1 REFERS

EFT69297	18/08/2011	KERRY QUINLAN	SWIM CONFERENCE REIMBURSEMENTS	294.00
EFT69298	18/08/2011	AUSTIN ROGERSON	REIMBURSEMENT OF TRAVEL EXPENSES	210.19
EFT69299	18/08/2011	ROSMECH SALES AND SERVICE PTY LTD	VEHICLE PARTS/REPAIRS	3346.48
EFT69300	18/08/2011	ROYAL LIFE SAVING SOCIETY AUSTRALIA	WATCH AROUND WATER REGISTRATION 2011-12	70.00
EFT69301	18/08/2011	SKILL HIRE WA PTY LTD	CASUAL STAFF/APPRENTICE FEES	1343.93
EFT69302	18/08/2011	SOUTHERN ELECTRICS	ELECTRICAL REPAIRS/MAINTENANCE	2791.72
EFT69303	18/08/2011	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	18.00
EFT69304	18/08/2011	SOUTHWAY DISTRIBUTORS (WA) PTY LTD	CATERING SUPPLIES	758.88
EFT69305	18/08/2011	SPEEDO AUSTRALIA PTY LTD	SPORT STORE PURCHASES	3124.55
EFT69306	18/08/2011	ALBANY VOLUNTEER STATE EMERGENCY SERVICE	ESL FIRST QUARTER PAYMENT	9310.00
EFT69307	18/08/2011	SAI GLOBAL LTD	INTERNET DOWNLOAD	97.13
EFT69308	18/08/2011	STIRLING CONFECTIONERY PLUS	CATERING SUPPLIES	1085.49
EFT69309	18/08/2011	ST JOHN AMBULANCE AUSTRALIA	Basic Workplace First Aid Training for COOPER	130.00
EFT69310	18/08/2011	ALBANY LOCK SERVICE	LOCK SUPPLIES/MAINTENANCE	1650.65
EFT69311	18/08/2011	T & C SUPPLIES	BAGS CEMENT GREY 20KG/BAGS QUICK SET CEMENT/TOOL SUPPLIES	1043.27
			HARDWARE	
EFT69312	18/08/2011	THE NAKED BEAN COFFEE ROASTERS	CATERING SUPPLIES	480.00
EFT69313	18/08/2011	THE 12 VOLT WORLD	VEHICLE PARTS/REPAIRS	1230.00
EFT69314	18/08/2011	THE VEGIE SHOP	GROCERIES - DAYCARE	458.56
EFT69315	18/08/2011	TOTAL EDEN	GARDEN SUPPLIES	77.59
EFT69316	18/08/2011	TRUCKLINE	VEHICLE PARTS	22.40
EFT69317	18/08/2011	TRU-BLU GROUP PTY LTD	Days hire of mini excavator	794.97
EFT69318	18/08/2011	ALBANY TYREPOWER	TYRE MAINTENANCE/PURCHASES	290.30
EFT69319	18/08/2011	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	322.08
EFT69320	18/08/2011	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS/MAINTENANCE	121.72
EFT69321	18/08/2011	WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING	3761.33
EFT69322	18/08/2011	WESTERN WORK WEAR	UNIFORMS	160.00
EFT69323	18/08/2011	YAKKA PTY LTD	UNIFORMS	271.44
EFT69324	19/08/2011	JAMES DAVID HOPKINS	FORTS TRAVEL REIMBURSEMENTS	22.10
EFT69325	25/08/2011	ANITECH	6 x rolls of A1 rolls PB4G08410050 841mm x 50 metres Bond 2 core"	140.58
EFT69326	25/08/2011	ABA SECURITY	SECURITY SYSTEM SERVICE/MAINTENANCE	132.00
EFT69327	25/08/2011	ACTIV FOUNDATION INC.	BROOM HEADS	700.00
EFT69328	25/08/2011	AD CONTRACTORS PTY LTD	CATEMOL SUPPLIES	2145.00
EFT69329	25/08/2011	ADVERTISER PRINT	RATES FLYERS	2078.00
EFT69330	25/08/2011	GEON	PRINTING OF 16000 FIRE MANAGEMENT NOTICES AND DELIVERY TO ZIPFORM BY THE 14 JULY 2011	3069.00
EFT69331	25/08/2011	ALBANY ADVERTISER LTD	ADVERTISING	1856.81
EFT69332	25/08/2011	ALBANY SECURITY SUPPLIES	SECURITY SUPPLIES	39.00
EFT69333	25/08/2011	ALBANY V-BELT AND RUBBER	FILTERS/VEHICLE PARTS	398.33
EFT69334	25/08/2011	ALBANY SWEEP CLEAN	Sweeping of carparks, pathways and boardwalks for July 2011	2079.00

AGENDA ITEM 4.1 REFERS

EFT69335	25/08/2011	ALBANY INDOOR PLANT HIRE	PLANT HIRE CONTRACT	980.31
EFT69336	25/08/2011	ALBANY CHAMBER OF COMMERCE & INDUSTRY	ADVERTISING	370.60
EFT69337	25/08/2011	TRICOAST CIVIL	EMU POINT WWPS RETENTION PAYMENT	939.84
EFT69338	25/08/2011	ALBANY REFRIGERATION	REFRIGERATION & AIRCONDITIONING REPAIRS & MAINTENANCE	1979.88
EFT69339	25/08/2011	ALBANY HISTORICAL SOCIETY	MANNING & CLEANING BRIG AMITY	650.00
EFT69340	25/08/2011	ALBANY SKIPS AND WASTE SERVICES	SKIPS AND WASTE SERVICES	480.00
EFT69341	25/08/2011	ALBANY OFFICE PRODUCTS - NORTH ROAD	STATIONERY SUPPLIES	1224.30
EFT69342	25/08/2011	ALBANY COMBINED CABS PTY LTD	YAC TAXI FARES	87.50
EFT69343	25/08/2011	ALBANY OFFICE PRODUCTS - LIBRARY	STATIONERY SUPPLIES	22.50
EFT69344	25/08/2011	ALBANY OFFICE PRODUCTS - VISITORS CENTRE	STATIONERY SUPPLIES	16.50
EFT69345	25/08/2011	ALBANY RADIATOR SERVICE	RADIATOR FOR P61	1447.00
EFT69346	25/08/2011	ALINTA	GAS USAGE CHARGES ALAC 8/7/2011 - 10/8/2011	47312.15
EFT69347	25/08/2011	ATCO GAS AUSTRALIA (FORMERLY WA GAS NETWORKS)	DAMAGES TO GAS NETWORK PIPES AT 71 FESTING STREET ON 28/7/2011	214.47
EFT69348	25/08/2011	ALLFLOW INDUSTRIAL	OIL/WATER SEPARATOR CONSUMABLES	185.85
EFT69349	25/08/2011	PAPERBARK MERCHANTS (FORMERLY ANGUS AND ROBERTSON BOOK WORLD)	NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY	451.79
EFT69350	25/08/2011	ANNE LAKE CONSULTANCY	CEO PERFORMANCE REVIEW	4125.00
EFT69351	25/08/2011	ART MATTERS	EDUCATIONAL DVD'S	132.00
EFT69352	25/08/2011	ATC WORK SMART	TEMPORARY STAFF	9106.83
EFT69353	25/08/2011	AURORA ENVIRONMENTAL	CONSULTING SERVICES	264.00
EFT69354	25/08/2011	BALL BODY BUILDERS	COMBINATION COVER 1200 x 1200 X 5 COVERS	3233.08
EFT69355	25/08/2011	BANDICOOT NURSERY	PLANTS/NURSERY SUPPLIES	242.50
EFT69356	25/08/2011	BARNESBY FORD	VEHICLES/VEHICLE PARTS/REPAIRS	123.49
EFT69357	25/08/2011	BAREFOOT CLOTHING MANUFACTURERS	PROTECTIVE CLOTHING	1301.85
EFT69358	25/08/2011	BENNETTS BATTERIES	VEHICLE PARTS	492.80
EFT69359	25/08/2011	ADVANCED TRAFFIC MANAGEMENT	Hours Hire of Traffic Control 22 July 2011	193.86
EFT69360	25/08/2011	BERTOLA HIRE SERVICES ALBANY PTY LTD	EXCAVATOR HIRE	772.20
EFT69361	25/08/2011	BEST OFFICE SYSTEMS	TONER CARTRIDGES	460.00
EFT69362	25/08/2011	ALBANY BITUMEN SPRAYING	Single seal with 7mm metal from Little Henery St to Mc Gonnell (600 m/2)	2706.00
EFT69363	25/08/2011	BLACKWOODS	UNIFORMS/SAFETY EQUIPMENT	306.27
EFT69364	25/08/2011	AIR BP	AVGAS PURCHASES	598.64
EFT69365	25/08/2011	BRANDNET PTY LTD T/AS MILITARY SHOP	FORTS MERCHANDISE	1316.87
EFT69366	25/08/2011	CARDNO (WA) PTY LTD	Cull Road Stormwater Impact Study	7388.04
EFT69367	25/08/2011	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE ITEMS	439.02
EFT69368	25/08/2011	C&C MACHINERY CENTRE	VEHICLE PARTS/MAINTENANCE	2067.39
EFT69369	25/08/2011	CALIBRE CARE	EXTENSION GRABS	30.00
EFT69370	25/08/2011	CAMLYN SPRINGS WATER DISTRIBUTORS	WATER BOTTLE REFILLS	852.00
EFT69371	25/08/2011	J & S CASTLEHOW ELECTRICAL SERVICES	Being for the update of security lights on lotteries house	2041.17
EFT69372	25/08/2011	CJD EQUIPMENT PTY LTD	Repair broken exhaust manifold studs as required	4172.03
EFT69373	25/08/2011	COCA-COLA AMATIL PTY LTD	CATERING SUPPLIES	669.32

AGENDA ITEM 4.1 REFERS

EFT69374	25/08/2011	COLES SUPERMARKETS AUSTRALIA PTY LTD	GROCERIES	678.80
EFT69375	25/08/2011	COURIER AUSTRALIA	FREIGHT/COURIER CHARGES	217.68
EFT69376	25/08/2011	ALBANY SIGNS	SIGNAGE	220.00
EFT69377	25/08/2011	COVS PARTS PTY LTD (FORMERLY COVENTRYS)	VEHICLE PARTS	770.01
EFT69378	25/08/2011	LESTER COVNE	MONITORING OF NORMANS BEACH WORK	400.00
EFT69379	25/08/2011	HOLCIM (AUSTRALIA) PTY LTD	WASHED METAL SUPPLIES	4046.68
EFT69380	25/08/2011	D & K ENGINEERING	REBUILD SLASHER DECK AS REQUIRED	3550.14
EFT69381	25/08/2011	DATATRAX PTY LTD	ADVERTISING	275.00
EFT69382	25/08/2011	DATA #3 LIMITED	IT UPGRADES	4099.17
EFT69383	25/08/2011	CGS QUALITY CLEANING	CLEANING SERVICES NORTH ROAD	16965.00
EFT69384	25/08/2011	LANDGATE	GRV VALUATIONS	3458.90
EFT69385	25/08/2011	DEPARTMENT OF TRANSPORT	ANNUAL LICENCE FEE PUBLIC SEAWALL RAMP NO: 3749	33.63
EFT69386	25/08/2011	SANDRA DIXON	COUNSELLING SERVICES	110.00
EFT69387	25/08/2011	ALBANY ENGINEERING COMPANY	MAINTENANCE VEHICLES	966.33
EFT69388	25/08/2011	ESRI AUSTRALIA PTY LTD	ARCVIEW MAINTENANCE TO 26/7/12	7601.00
EFT69389	25/08/2011	ETEC CONSULTANTS	South Stirling Waste Transfer Station construction	1311.75
EFT69390	25/08/2011	EVERITE SIGNS	SIGNAGE	352.00
EFT69391	25/08/2011	FARM FRESH W/SALERS (VIOLET PARK HOLDINGS P/L	CATERING SUPPLIES	59.65
EFT69392	25/08/2011	BRADLEY FARMER	MONITORING OF NORMANS BEACH WORK	400.00
EFT69393	25/08/2011	THE FIXUPPERY	WINDOW CLEANING NORTH ROAD - JULY 2011	682.00
EFT69394	25/08/2011	BOSTON MAINTENANCE SERVICES (formerly FLOCON ENGINEERING P/L)	HEATER ELEMENT	670.54
EFT69395	25/08/2011	FRANEY & THOMPSON	DRESSED PINE	72.45
EFT69396	25/08/2011	GIBSON IMPORTING	FORTS MERCHANDISE	1673.96
EFT69397	25/08/2011	GLASS SUPPLIERS	6MM CLEAR POLLY/CARB 1405X1200 1380X1200 1415X1200 1375X1200	1148.70
EFT69398	25/08/2011	GRAY & LEWIS	1060X1200 1070X1200 FOR ALAC AND EMU POINT	
EFT69399	25/08/2011	GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	CONSULTING SERVICES	1856.25
EFT69400	25/08/2011	GREEN SKILLS INC	Course Fees - Cert 111 in Civil Construction - STAFF TRAINING	1623.60
EFT69401	25/08/2011	GREAT SOUTHERN PERSONNEL	CASUAL LABOUR	15137.38
EFT69403	25/08/2011	GSM AUTO ELECTRICAL	LIBRARY ASSISTANT SERVICES	71.41
EFT69404	25/08/2011	HANSON EXECUTIVE MANAGEMENT	VEHICLE REPAIRS/MAINTENANCE	93.50
EFT69405	25/08/2011	PROTECTOR FIRE SERVICES PTY LTD	Project Management Costs - milestone 1 Guest Town 1-8 October 2011	18332.60
EFT69406	25/08/2011	HELEN LEEDER-CARLSON	FIRE EQUIPMENT MAINTENANCE	101.75
EFT69407	25/08/2011	MV & SM HEPWORTH	CREATIVE SENIORS CLASSES	480.00
EFT69408	25/08/2011	HERITAGE COUNCIL OF WESTERN AUSTRALIA	VEHICLES/VEHICLE PARTS/REPAIRS	132.00
EFT69409	25/08/2011	RATTEN & SLATER MACHINERY	HERITAGE ADVISORY SERVICES FEE	11880.00
EFT69410	25/08/2011	INMARSH PTY LTD TRUSTEE FOR THE KENSINGTON TRADING TRUST 2	VEHICLE PARTS	491.51
EFT69411	25/08/2011	ALBANY INSTANT RACKING	Rates refund for assessment A50401	21.71
			FORTS MERCHANDISE	33.89

AGENDA ITEM 4.1 REFERS

EFT69412	25/08/2011	ISIS CAPITAL LIMITED	EQUIPMENT LEASE ALAC	3494.82
EFT69413	25/08/2011	JACK THE CHIPPER	CHIPPING SERVICES	5302.50
EFT69414	25/08/2011	JOHN ALEXANDER JAMIESON	SURVEY SETOUT AND ESTABLISHMENT OF SITE CONTROL	1859.00
EFT69415	25/08/2011	JETBLACK MC	30% PROJECT - ALBANY GUEST TOWN PERTH ROYAL SHOW EXHIBIT	5610.00
EFT69416	25/08/2011	KNOTTS PLUMBING PTY LTD	Construction of a new caravan toilet dump site as quote on the 17/3/11	7524.60
EFT69417	25/08/2011	DR TOBY LEACH	TWINRIX VACCINATIONS	256.00
EFT69418	25/08/2011	THE LEISURE INSTITUTE OF WA (AQUATICS) INC	LIWA AQUATICS MEMBERSHIP	600.00
EFT69419	25/08/2011	STATE LIBRARY OF WA	BETTER BEGINNINGS KITS/RESOURCES X 500	2750.00
EFT69420	25/08/2011	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES FOR 2011/2012	7942.56
EFT69421	25/08/2011	KRYSTLE MAREE LOVERIDGE	ATTEND AMLIB TRAINING AT WELLSTEAD LIBRARY	110.00
EFT69422	25/08/2011	M2 TECHNOLOGY PTY LTD	M2 ON HOLD CUSTOMNET	1559.23
EFT69423	25/08/2011	ALBANY CITY MOTORS	VEHICLES/VEHICLE PARTS/REPAIRS	414.96
EFT69424	25/08/2011	MASTER BUILDERS ASSOCIATION OF WESTERN AUSTRALIA	MEMBERSHIP SUBSCRIPTION 2011/12	540.00
EFT69425	25/08/2011	JAMES MCLEAN	ART SERVICES	640.00
EFT69426	25/08/2011	METROOF ALBANY	BUS SHELTER MATERIALS	1381.12
EFT69427	25/08/2011	MICROCHIPS AUSTRALIA	SERVICE AND REPAIRS ON MICROCHIP	44.60
EFT69428	25/08/2011	ALBANY NEAT AND TRIM LAWNS	LAWN MOWING AT VAC	160.00
EFT69429	25/08/2011	PN & ER NEWMAN QUALITY CONCRETE PRODUCTS	Manhole cover round w / insert 1050mm x 150mm	203.50
EFT69430	25/08/2011	NOVUS AUTOGLASS REPAIRS & REPLACEMENTS	WINDSCREEN REPLACEMENT	326.00
EFT69431	25/08/2011	ORICA AUSTRALIA P/L	POOL SUPPLIES	317.13
EFT69432	25/08/2011	PACIFIC BIOLOGICS	POLINK XR BRIQUET - MOSQUITO CONTROL	5753.44
EFT69433	25/08/2011	PERTH AMBASSADOR HOTEL	ACCOMMODATION - D SPEC FORUM	167.00
EFT69434	25/08/2011	PLATTERS GOURME	CATERING FOR COUNCIL MEETINGS	855.80
EFT69435	25/08/2011	PLASTICS PLUS	LID TO SUIT EAGLE TANK 500L	18.00
EFT69436	25/08/2011	THE POTTERS MARKET	CLAY SUPPLIES	266.40
EFT69437	25/08/2011	QI CONSULTING	MENTORING SUPPORT AND LEADERSHIP MEETINGS	2475.00
EFT69438	25/08/2011	REECE PTY LTD	IRRIGATION SUPPLIES	239.31
EFT69439	25/08/2011	RICOH	PHOTOCOPY CHARGES	15869.08
EFT69440	25/08/2011	RIPEN	TEAM LEADER ALBANY VISITORS CENTRE 26/7/2011 - 8/8/2011	5478.00
EFT69441	25/08/2011	SCOTT SPRAY PAINTING	Repairs to Isuzu Crew Cab truck P226 - A61890 as per quote	2500.65
EFT69442	25/08/2011	SEEK LIMITED	JOB ADVERTISING MANAGER ALAC	236.50
EFT69443	25/08/2011	SERENITY PARK	ANIMAL DISPOSAL	240.00
EFT69444	25/08/2011	SHERIDANS FOR BADGES	25 only lasered name bars - white with black design and text (75x 25mm) with clear resin coating and magnetic fittings.	398.20
EFT69445	25/08/2011	G & L SHEETMETAL	FABRICATION SERVICES	475.20
EFT69446	25/08/2011	SIGNS PLUS	MAGNETIC NAME BADGES	158.95
EFT69447	25/08/2011	SMITHS ALUMINIUM & 4WD CENTRE	REPAIRS TO P38 TRAY	45.00
EFT69448	25/08/2011	SOUTHERN TOOL & FASTENER CO	HARDWARE SUPPLIES	188.44
EFT69449	25/08/2011	SOUTHWAY DISTRIBUTORS (WA) PTY LTD	CATERING SUPPLIES	2425.21
EFT69450	25/08/2011	SPEEDO AUSTRALIA PTY LTD	AQUATIC CENTRE SUPPLIES	160.60

EFT69451	25/08/2011	STATEWIDE BEARINGS	VEHICLE PARTS	131.04
EFT69452	25/08/2011	ST JOHN AMBULANCE AUSTRALIA	Senior First Aid Course	189.00
EFT69453	25/08/2011	STORM OFFICE NATIONAL	COPIER SERVICE CHARGES LOTTERIES HOUSE	67.26
EFT69454	25/08/2011	SUGGS TIMBER MACHINING	FORTS - BUILDING MAINT	2398.00
EFT69455	25/08/2011	ALBANY LOCK SERVICE	LOCK SERVICES/SUPPLIES	1150.25
EFT69456	25/08/2011	ALBANY IGA	NORTH ROAD BBQ - JULY 2011	76.21
EFT69457	25/08/2011	T & C SUPPLIES	HARDWARE/TOOL SUPPLIES	503.63
EFT69458	25/08/2011	JTAGZ PTY LTD	500 - 2012 DOG REGISTRATION TAGS (SKY BLUE) x1500 - 2014 DOG REGISTRATION TAGS (YELLOW)	561.00
EFT69459	25/08/2011	THINKWATER ALBANY	RETICULATION SUPPLIES	1125.57
EFT69460	25/08/2011	TOTAL EDEN	RETICULATION SUPPLIES	710.37
EFT69461	25/08/2011	TOTAL GREEN RECYCLING	E-WASTE RECYCLING	5061.55
EFT69462	25/08/2011	TRAILBLAZERS	PROTECTIVE WORK WEAR	1241.20
EFT69463	25/08/2011	TRAFFICLOGIX	ANNUAL LICENCE RENEWAL FEE RAPIDPLAN SOFTWARE	412.50
EFT69464	25/08/2011	ALBANY TYREPOWER	TYRE PURCHASES/MAINTENANCE	404.60
EFT69465	25/08/2011	VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD)	BULK GREEN WASTE	13582.97
EFT69466	25/08/2011	VANCOUVER CAFE & STORE	CATERING SUPPLIES	200.00
EFT69467	25/08/2011	ALBANY & GREAT SOUTHERN WEEKENDER	ADVERTISING	1046.76
EFT69468	25/08/2011	WESTRAC EQUIPMENT PTY LTD	VEHICLE PARTS/MAINTENANCE	411.40
EFT69469	25/08/2011	WA LOCAL GOVERNMENT ASSOCIATION	ASSOCIATION MEMBERSHIP SUBSCRIPTION 1/7/2011 - 30/6/2012	37664.00
EFT69470	25/08/2011	LANDMARK LIMITED	The purchase of 50. 165 cm Steel star Pickets	302.51
EFT69471	25/08/2011	WESTSHRED DOCUMENT DISPOSAL	DOCUMENT DISPOSAL	313.50
EFT69472	25/08/2011	WESTERN WORK WEAR	UNIFORMS	160.00
EFT69473	25/08/2011	WILSON MACHINERY	VEHICLES/VEHICLE PARTS/REPAIRS	526.68
EFT69474	25/08/2011	WIRTGEN AUSTRALIA PTY LTD	VEHICLE PARTS	177.75
EFT69475	25/08/2011	WIZID PTY LTD	LEISURE CENTRE EQUIPMENT	676.50
EFT69476	25/08/2011	WOOD AND GRIEVE ENGINEERS	PALMDALE ROAD UPGRADE/PARKER STREET UPGRADE/PEACE PARK/LOWER KING ROAD	12562.51
EFT69477	25/08/2011	YAKKA PTY LTD	PROTECTIVE CLOTHING	428.15
EFT69478	25/08/2011	ZENITH LAUNDRY	LINEN SERVICES	22.44
TOTAL				\$2,777,343.21

4.2: FINANCIAL ACTIVITY STATEMENT – 31 AUGUST 2011

Responsible Officer : Acting Executive Director Corporate Services (P Wignall)

IN BRIEF

- Statement of Financial Activity reporting on the revenue and expenditure of the City of Albany for the reporting period ending 31 August 2011.

ITEM 4.2: RESPONSIBLE OFFICER RECOMMENDATION

The Financial Activity Statement for the period ending 31 August 2011 be RECEIVED.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 August 2011 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Performance, 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 \$100,000 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.”

CEO:

RESPONSIBLE OFFICER:

6. STATEMENT OF FINANCIAL ACTIVITY – AS AT 31 AUGUST 2011

**FINANCIAL DETAIL NOT
AVAILABLE AT TIME OF
PRINTING**

7. CITY OF ALBANY – NET CURRENT ASSETS – AS AT 31 AUGUST 2011

**FINANCIAL DETAIL NOT
AVAILABLE AT TIME OF
PRINTING**

8. CITY OF ALBANY – STATEMENT OF FINANCIAL POSITION – AS AT 31 AUGUST 2011

**FINANCIAL DETAIL NOT
AVAILABLE AT TIME OF
PRINTING**

**9. STATEMENT OF COMPREHENSIVE INCOME (BY NATURE OR TYPE) – AS AT
31 AUGUST 2011**

**FINANCIAL DETAIL NOT
AVAILABLE AT TIME OF
PRINTING**

10. PORTFOLIO VALUATION – MARKET VALUE – AS AT 31 AUGUST 2011

**FINANCIAL DETAIL NOT AVAILABLE AT TIME OF
PRINTING**

Notes:

11. FINANCIAL RATIOS - AS AT 31 AUGUST 2011

**FINANCIAL DETAIL NOT
AVAILABLE AT TIME OF
PRINTING**

STATUTORY IMPLICATIONS

12. 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

13. *Expenditure for the period ending 31 August 2011 has been incurred in accordance with the 2011/12 proposed budget parameters. Details of any budget variation in excess of \$100,000 (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.*
14. **VARIANCES TO BUDGET IN EXCESS OF \$100,000 - AS AT 31 AUGUST 2011**

**FINANCIAL DETAIL NOT AVAILABLE AT TIME OF
PRINTING**

POLICY IMPLICATIONS

- 15. The City's 2010/11 Annual Budget provides a set of parameters that guides the City's financial practices.
- 16. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

File Number (Name of Ward)	FM.FIR.2 - All Wards
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**4.3: VODAFONE HUTCHINSON AUSTRALIA PTY LTD – NEW LICENCE
– PORTION OF RESERVE 2681 MOUNT MELVILLE**

Land Description : Lot 1469 on Plan 219955 and being the whole of land contained in Certificate of Title Volume 3136 Folio 355 – Reserve 2681 Serpentine Road, Mount Melville

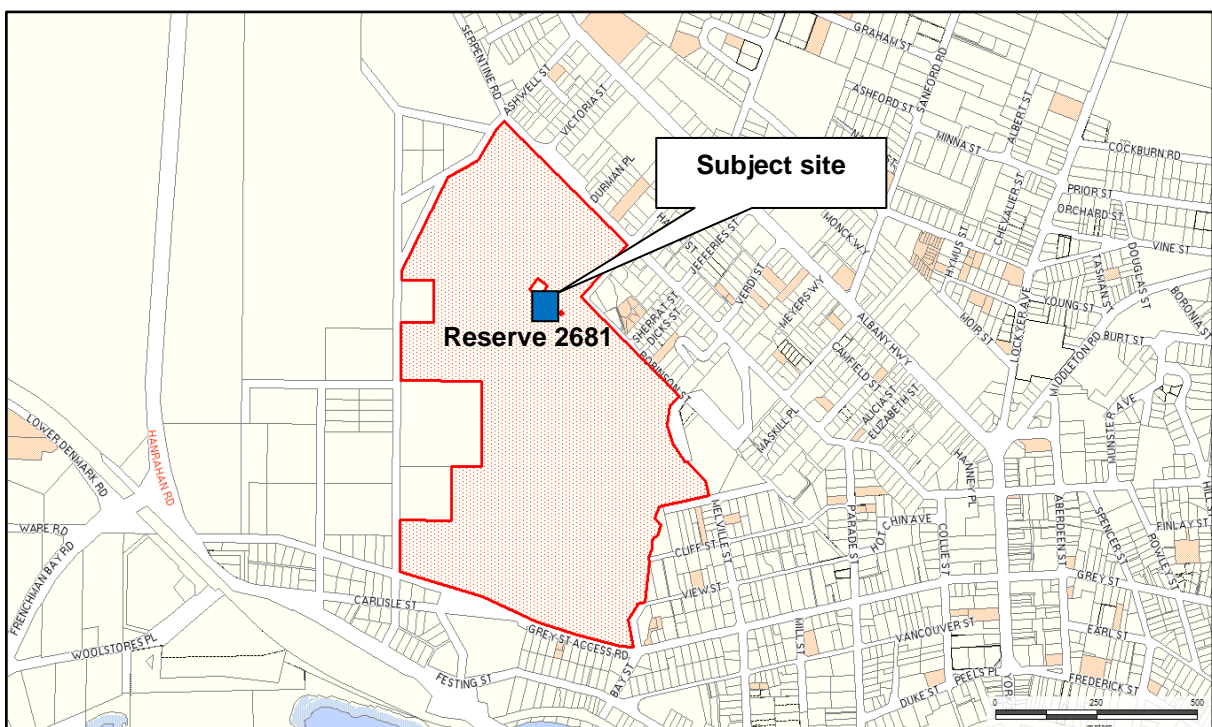
Proponent : Vodafone Hutchinson Australia Pty Ltd

Owner : Crown

Attachment(s) : Nil

Responsible Officer : Acting Executive Director Corporate Services (P Wignall)

Maps and Diagrams



IN BRIEF

- Vodafone Hutchinson Australia Pty Ltd request a new licence on portion of Crown Reserve 2681 for the purpose of continuing the Paging Satellite System.
- Licence term being three years with an option for two further three year terms.
- Approval will allow Vodafone Hutchinson Australia Pty Ltd to continue servicing current paging service clients such as Hospitals, Emergency Services, Trades and Corrective Services.

CEO:	RESPONSIBLE OFFICER:
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RECOMMENDATION

ITEM 4.3: RESPONSIBLE OFFICER RECOMMENDATION

THAT the request from Vodafone Hutchinson Australia Pty Ltd for a new licence on portion of Crown Reserve 2681, Serpentine Road, Mount Melville be APPROVED subject to:

- 1. Licence term being three years with an option for two further three year terms.**
- 2. Licence commencement date being retrospective from 1 June 2011.**
- 3. Licence rental being determined by a current market valuation provided by an independent Certified Practising Valuer.**
- 4. Licence rent reviews being every three years by market valuation with Consumer Price Index applied for intervening years.**
- 5. Licence area being 0.36 square metres.**
- 6. Licence purpose being a Paging Satellite System.**
- 7. Licensee will not impact on or cause interference to any other user of telecommunications equipment or any other infrastructure or persons or service within or outside of the Mount Melville Lookout telecommunication facility.**
- 8. All relevant approvals including *Aboriginal Heritage Act 1972* and *Native Title Act 1933* being obtained.**
- 9. Under Section 18 of the *Lands Administration Act 1997*, the Minister for Land's consent is obtained.**
- 10. Section 3.58 of the *Local Government Act 1995* advertising requirements being met.**
- 11. All costs associated with the operations and maintenance of the licence area to be payable by the proponent.**
- 12. All costs associated with the development, execution and completion of the Deed of Licence are met by the proponent.**
- 13. Licence being consistent with Council Policy – Property Management – Leases.**

BACKGROUND

- 1. The City of Albany owned JA Barnesby Memorial Lookout with telecommunication tower located on Reserve 2681 is commonly referred to as the Mount Melville Lookout or the Spark Plug.**
- 2. Reserve 2681 is under a Management Order H603437 issued to the City of Albany with the power to lease, sub-lease or licence for the purpose of "Public Park and Telecommunications" for any term not exceeding twenty one years and subject to the consent of the Minister for Lands.**
- 3. Reserve 2681 an area of 54.185 hectares is located at Lot 1469 Serpentine Road, Mount Melville.**
- 4. In 1996 the former Town of Albany granted a new licence to Tarossa Pty Ltd trading as Microelectronic Technical Services over portion of Crown Reserve 2681 on the Mount Melville Lookout telecommunication facility for the purpose of a Paging Satellite System.**

5. Upon expiry of that licence in 2001 the City of Albany (at its OCM 5 June 2001 Item 12.2.3) granted a further new licence to Tarossa Pty Ltd over the existing area for same purpose of a Paging Satellite System .
6. Upon expiry of that licence in 2006 the City of Albany (at its OCM 19 September 2006 Item 13.5.2) granted a further new licence to Tarossa Pty Ltd over the existing area on the Mount Melville Lookout telecommunication facility for the same purpose and for another 5 year term commencing 1 June 2006 and expiring on 31 May 2011 with a rental of \$1000.00 plus GST per annum.
7. In February 2011, the City contacted Tarossa Pty Ltd advising that the licence was due to expire on 31 May 2011. In response Mr Ted Kutrzyk, Director of Tarossa Pty Ltd trading as Microelectronic Technical Services advised they would not be seeking to renew the licence as they have been managing the licensed site for Vodafone Hutchinson Australia Pty Ltd.
8. Mr Ted Kutrzyk further advised that Microelectronic Technical Services have been contracted by Vodafone Hutchinson Australia Pty Ltd to provide annual maintenance and ongoing support to the equipment installed at the Mount Melville facility.
9. A request has since been received from Vodafone Hutchinson Australia Pty Ltd for a new licence over the existing 0.36 square metre area currently occupied on the Mount Melville Lookout telecommunication facility.
10. Council has at present the following licences and leases at the Mount Melville Lookout telecommunication facility:

	Licensee/Lessee	Term	Rent per annum
1.	Albany Business Telephones	3 years with option for a further 3 year term	\$2,000.00 plus GST
2.	Belcap Investments Pty Ltd	5 years with option for a further 5 year term	\$1,350.00 plus GST
3.	Fire & Emergency Services	5 years with option for a further 5 year term	\$10.00 plus GST
4.	Optus Mobile Pty Ltd	5 years with option for 3 further 5 year terms	\$1,345.50 plus GST
5.	Vodafone Network Pty Ltd	5 years with option for 3 further 5 year terms	\$1,416.21 plus GST
6.	Water Corporation	5 years with option for 3 further 5 year terms	\$1,200.00 plus GST

11. Together with the proposed Lessee, Vodafone Hutchinson Australia Pty Ltd, the above Licensees and Lessees are using the two utility rooms located on the ground floor of the facility to capacity.

DISCUSSION

12. The Mount Melville telecommunication tower was constructed by Optus Mobile Pty Ltd on top of the City owned Mount Melville Lookout in 1995. Upon completion, the ownership of the telecommunication tower was transferred to the City of Albany (formerly Town of Albany) with the agreement that all new requests by a third party to use, enter or install equipment on the tower will be presented to Optus Mobile Network Pty Ltd for consent (which approval shall not be unreasonably withheld).
13. Optus Mobile Network Pty Ltd advise they have no objections to the Vodafone Hutchinson Australia Pty Ltd licence request given the equipment is existing and has been operating on at the site since 1996.
14. Vodafone Hutchinson Australia Pty Ltd equipment consists of a transmitter box which is approximately a metre in height, 500mm in width and 200mm in depth and a 2.5 metre wide folded dipole antenna.
15. Vodafone Hutchinson Australia Pty Ltd provides a commitment that all equipment will be maintained in accordance with the manufacturer's specifications and will not impact or cause interference to any other user of telecommunications equipment or any other infrastructure or persons or service within or outside of the land area.
16. In Australia, Vodafone is operated by Vodafone Hutchinson Australia Pty Ltd, a 50:50 joint venture between Vodafone Group Public Limited Company and Hutchinson 3G Australia.
17. All costs associated with the operations, ongoing maintenance and repairs of its equipment and power usage will be met by Vodafone Hutchinson Pty Ltd.
18. The new licence will be negotiated in line with Council Policy – Property Management – Leases.

GOVERNMENT CONSULTATION

19. Under Section 18 (1) of the *Land Administration Act 1997* the Department of Regional Development and Lands has been consulted and in-principle Minister for Land's consent has been provided to the proposed Deed of Licence on Crown Reserve 2681.
20. The licence request will be referred to both the South West Aboriginal Land and Sea Council and the Department of Indigenous Affairs for any considerations under the *Native Title Act 1993* and the *Aboriginal Heritage Act 1972* respectively.

PUBLIC CONSULTATION / ENGAGEMENT

21. Section 3.58 of the *Local Government Act 1995* requires there to be local public notice of the proposed licence inviting submissions from the public, for a period of 2 weeks. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.

22. The proposed new licence will be advertised to comply with the requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

23. Section 18 (1) of the *Land Administration Act 1997* states that a person must not, without the prior approval in writing of the Minister assign, sell, transfer or otherwise deal with interests on Crown land.
24. As this is Crown land, under Management Order H603437 issued to the City of Albany with the power to lease, sub-lease or licence for the purpose of “Public Park and Telecommunications”, Minister for Land’s consent will be required.
25. Section 3.58 of the *Local Government Act 1995* deals with the disposal of property, including leased land and buildings.
26. As this is Crown land, the licence request will be referred to both the South West Aboriginal Land and Sea Council and the Department of Indigenous Affairs for any considerations under the *Native Title Act 1993* and the *Aboriginal Heritage act 1972* respectively.
27. Under the City’s Town Planning Scheme 1, the subject land is zoned “Parks and Recreation”. A telecommunication facility is an approved use in accordance with the Scheme.

STRATEGIC IMPLICATIONS

28. This item directly relates to the following elements from the Albany Insight ~ Beyond 2020 Corporate Plan...

Priority Goals and Objectives:

Goal 4: Governance... The City of Albany will be an industry leader in good governance and service delivery.

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

POLICY IMPLICATIONS

29. Council adopted a Property Management – Leases Policy in 2008. This Policy aims to ensure that all requests for leases/licences, for whatever purpose, will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
30. The operational guidelines used to apply the Policy for Commercial leases/licences include the following:
- Commercial leases/licences on Crown Reserve require preliminary approval from the Minister for Lands prior to agreement to lease/licence.
 - Rental to be set using market valuation at intervals of five years unless otherwise agreed to by Council.

- Rental increments for intervening years to be set by applying Consumer Price Index, All Groups (Perth).
- Rental Agreements involving third parties are to have prior Council approval.
- Lessees must have business insurance, public liability and workers compensation insurances as minimum.

31. The recommendation is consistent with Council Policy – Property Management – Leases.

RISK IDENTIFICATION & MITIGATION

Risk	Likelihood	Consequence	Risk Rating	Mitigation
New licence not approved - paging service not available to paging customers	Unlikely	Minor	Low	Seek to negotiate terms to Council satisfaction Collaborate closely with Vodafone Hutchinson Pty Ltd to ensure mutually agreeable outcomes
New licence not approved - no rental	Unlikely	Insignificant	Low	Seek to negotiate terms to Council satisfaction Collaborate closely with Vodafone Hutchinson Pty Ltd to ensure mutually agreeable outcomes Seek alternate Licensee as last resort

FINANCIAL IMPLICATIONS

32. All costs associated with the development, execution and completion of the new licence documentation including but not limited to legal, advertising and survey will be borne by the proponent, Vodafone Hutchinson Pty Ltd.
33. The licence rental will be determined by a current market valuation provided by an independent Certified Practising Valuer.
34. The licence rental will be directed to COA 140530 Income – Misc Commercial.

ALTERNATE OPTIONS & LEGAL IMPLICATIONS

35. Council has the following options in relation to this item, which are:
- a. Approve Vodafone Hutchinson Pty Ltd request for a new licence on Mount Melville Lookout telecommunication facility on portion of Crown Reserve 2681 for purpose of a Paging Satellite System.
 - b. Decline the request.
36. Should Council decline the request, Vodafone Hutchinson Pty Ltd will be required to remove their equipment and return the site to its original condition.
37. Council could then invite expressions of interest to licence a portion of area on the Mount Melville Lookout telecommunication facility.
38. Vodafone Hutchinson Pty Ltd would have to find an alternate location should they wish to continue providing the paging service.

SUMMARY CONCLUSION

39. Given Council has previously approved the licence purpose and associated equipment, the benefit of the paging service being provided to the Albany community at no cost to Council, the Vodafone Hutchinson Pty Ltd request for a licence on the Mount Melville Lookout telecommunication facility located on portion of Crown Reserve 2681 for the continued purpose of a Paging Satellite System for a term of three years with an option for two further three year terms is recommended.

Consulted References	<ul style="list-style-type: none">• Council Policy – Property Management – Leases• <i>Local Government Act 1995</i>• <i>Land Administration Act 1997</i>
File Number (Name of Ward)	PRO381 (Frederickstown Ward)
Previous Reference	OCM June 1996 OCM 05 June 2001 Item 12.2.3 OCM 19 September 2006 Item 13.5.2

5.1: CONTRACT C11004 – PROVISION OF SECURITY SERVICES

Proponent : City of Albany
Owner : City of Albany
Responsible Officer : Chief Executive Officer (F James)

IN BRIEF

- Contract C11004 – Provision of Security Services be AWARDED to Southcoast Security Service for a three year period, with a mutually agreed continuance, on date of award, for a further two years.

**ITEM 5.1: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council ACCEPT the Tender from Southcoast Security Service and award contract C11004 for the provision of security services for a period of two years, with provision for a mutually agreed continuance, on date of award, for a further two years.

BACKGROUND

1. Due to the expiry of the current Security Services contract, tenders were called for the provision of security services for a period of three years plus a two year extension. The major components of this service are a night watch patrol of City of Albany buildings and the opening, closing and securing of public toilets.

DISCUSSION

2. Tenderers were asked to provide a monthly breakdown of costs for the provision of a night watch service for 17 City of Albany facilities, and to open, close and secure 16 public toilets and amenities, plus an additional schedule of rates for alarm and emergency call-outs, and cash collection services.
3. 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:

Criteria	% Weight
Cost	40%
Relevant Experience	20%
Key Personnel skills and experience	20%
Reliability	20%
TOTAL	100%

CEO:	RESPONSIBLE OFFICER:
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4. Tenders from a total of five service providers were received. Three companies claimed against the City of Albany's Regional Price Preference Policy.

Tenderer	Local Preference Qualification
Southcoast Security Service	Yes
Navedad Protection	No
Webset Security	No
Fortitude Security	Yes
Cobbsec	Yes

5. The following table details the evaluation score applicable to each submission.

Tenderer	Total Evaluation Score
Southcoast Security Service	834.0
Navedad Protection	579.2
Webset Security	-133.2
Fortitude Security	686.4
Cobbsec	144.0

6. The evaluation panel independently scored the tenderers submissions before jointly determining the final scores. On the basis of the total evaluation score which considered the tender evaluation criteria of cost, relevant experience, key personnel skills, and reliability, the most suitable company is considered to be Southcoast Security Service.

GOVERNMENT CONSULTATION

7. Nil.

PUBLIC CONSULTATION / ENGAGEMENT

8. A request for tenders was published in the West Australian on 6 July 2011 and in the Albany Weekender on 7 July 2011.

STATUTORY IMPLICATIONS

9. 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 \$250,000.
10. 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.
11. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

STRATEGIC IMPLICATIONS

12. 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

13. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Rating	Mitigation
Non compliance with contract or business failure	Unlikely	Medium	Medium	General conditions of contract allow for contract termination on the basis of failure to supply services

FINANCIAL IMPLICATIONS

15. Each City of Albany facility maintains individual budgets for the provision of security services with the tendered price being shared across the organisation. Each directorate will provide for the security services applicable in their budgets.
16. The value of this tender is in excess of \$250,000 and therefore the approval is referred to Council for consideration and award.

LEGAL IMPLICATIONS

17. Legal implications are addressed in the City of Albany General Conditions of Contract which form part of the tender documents.

ALTERNATE OPTIONS

18. Council can accept or reject the tenders as submitted.

SUMMARY CONCLUSION

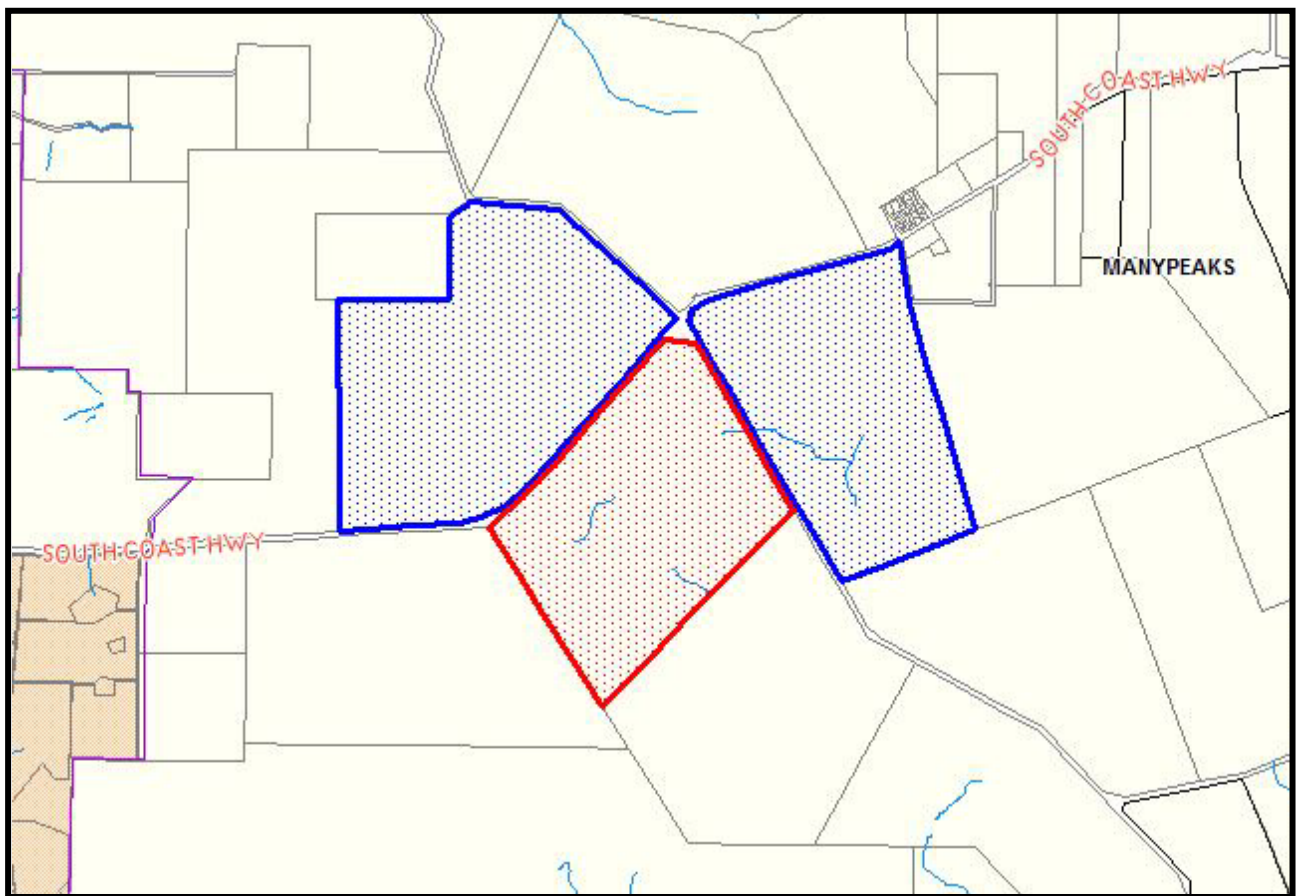
19. On reviewing the submissions the evaluation team assessed Southcoast Security Service as being the most suitable tenderer across the evaluation criteria in terms of cost, level of service, available resources, experience, and reliability.

Consulted References	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
File Number (Name of Ward)	C11004 (All Wards)
Previous Reference	OCM 17/06/08 Item 13.4.1

5.2: SOUTH COAST HIGHWAY – MAIN ROADS WA LAND REQUIREMENT FOR ROAD WIDENING

- Land Description** : Lots 5292, 5294 & 5298 South Coast Highway, Manypeaks
Proponent : Main Roads WA
Owner : F & G Mountford (Lot 5294)
J & J Geddes (Lot 5298)
B Critchison (Lot 5292)
Attachments : 3 x Land Requirements Plan (produced by Main Roads WA – Drawings 201101-075, 201101-076, 201101-077)
Responsible Officer(s) : Chief Executive Officer (F James)

Maps and Diagrams:



IN BRIEF

- Council is requested to consider the proposal by Main Roads WA to widen portion of South Coast Highway to accommodate reconstruction works in the 2011/12 summer. A resolution of Council is required for the land acquisition and road dedication provisions of the *Land Administration Act 1997*.

CEO:	RESPONSIBLE OFFICER:
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**ITEM 5.2 RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council:

- i) **SUPPORTS** the proposal by Main Roads WA to acquire land from Lots 5292, 5294 & 5298 South Coast Highway, Manypeaks (as depicted in Drawings 201101-075, 201101-076-1 and 201101-077) to allow the widening of South Coast Highway, on the condition that Main Roads WA fully complies with the Taking by Agreement provisions of section 168 of the *Land Administration Act 1997*;
- ii) **SUPPORTS** the action by Main Roads WA to seek approval of the Minister for Lands, under section 56 of the *Land Administration Act 1997*, to dedicate the land to be taken for road widening as a public road;
- iii) **INDEMNIFIES** the Minister for Lands, on behalf of Main Roads WA, from any claims for compensation, as is required under Section 56 of the *Land Administration Act 1997*; and
- iv) **REQUIRES** that Main Roads WA indemnify the Council against all costs and charges, including any claims for compensation that may arise, associated with this dedication action.

BACKGROUND

1. Main Roads WA has sought Council's support to take land from three properties near the Manypeaks town site for inclusion in the road reserve for South Coast Highway to accommodate reconstruction works in the summer of 2011/12.
2. Main Roads WA has requested that Council provide an appropriate resolution for the road dedication, in order to satisfy the requirements of the *Land Administration Act 1997*.
3. Main Roads WA have indicated that it will indemnify Council against all costs and charges that relate to the dedication action.

DISCUSSION

4. Main Roads WA have advised that the works on this section of South Coast Highway are necessary for the following reasons:
 - a) This section of road is currently substandard and in poor condition, creating safety concerns;
 - b) The road does not currently have the strength required to carry the current level of traffic using the highway;
 - c) Drainage of the road needs to be improved, as water is pooling on the highway, creating a hazardous surface. In order to achieve this, the highway is to be raised 0.5m and wider embankments are required.

- d) The intersection of Homestead Road, Fish Track Road and South Coast Highway currently has poor sight lines. This intersection will be realigned to improve sight lines and access/egress onto the highway; and
 - e) This section of the Highway only has a trafficable surface of 9.5m, whereas the standard is 11m and it will be widened to meet this safety requirement.
5. Lots 5292 and 5294 South Coast Highway are pastoral leases. This does not alter the requirements for Main Roads WA to negotiate a Taking by Agreement with the leaseholders to acquire land for road widening purposes.

GOVERNMENT CONSULTATION

6. The proposal was discussed with officers at the Department for Regional Development and Lands to clarify the appropriate legislative processes that must be observed. The Department verbally confirmed that Main Roads WA does not have any power to comply with the provisions of Section 56 of the *Land Administration Act 1997* with respect to road dedication and the Council must do this on behalf of Main Roads WA. However, Main Roads WA is responsible for all the consultation, costs and charges associated with this action.
7. No other consultation with government agencies has occurred on this matter, however the road widening will be taken by way of the subdivision process administered by the Western Australian Planning Commission.

PUBLIC CONSULTATION / ENGAGEMENT

8. No public consultation on this proposal is required under the statutory provisions, other than with the affected landowners. Main Roads WA, as the body progressing the land acquisition, road widening and road dedication processes, will be responsible for negotiation with all affected landowners.

STATUTORY IMPLICATIONS

9. Section 56 of the *Land Administration Act 1997* allows the dedication of land as a road. In doing so, the Local Government must indemnify the Minister for Lands against any claim for compensation.
10. Section 168 of the *Land Administration Act 1997* sets the procedure for acquiring land for public works through a Taking by Agreement. Part 10 of the Act states that every person having an interest in land taken under the Act is entitled to compensation.
11. The creation of a road occurs through the subdivision process detailed under Part 10 of the *Planning and Development Act 2005*. Section 168 of this Act states all land shown on a diagram or plan of survey of a subdivision shown as a new road or road widening will be dedicated as a road.

STRATEGIC IMPLICATIONS

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

Key Focus Area

Lifestyle and Environment

Community Priority

Road Improvements

Proposed Strategies

Advocate to Main Roads for improvements to South Coast Highway.

POLICY IMPLICATIONS

13. There are no policy implications relevant to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Council does not approve request for a road dedication resolution.	Unlikely	Minor - The Main Roads managed road would remain in a substandard state with drainage and safety concerns.	Low	Council supports Main Roads WA request and comply with the provisions of the <i>Land Administration Act 1997</i> to permit the road works to occur.

FINANCIAL IMPLICATIONS

15. Beyond staff time involved in organising the land matters, there are no financial implications relevant to this item, as all costs associated with the land acquisition, road widening, road dedication and any subsequent claims for compensation are to be borne by Main Roads WA.

LEGAL IMPLICATIONS

16. The widening of South Coast Highway will ensure that there is sufficient road reserve available to undertake the proposed works on land legitimately reserved for this purpose.

ALTERNATE OPTIONS

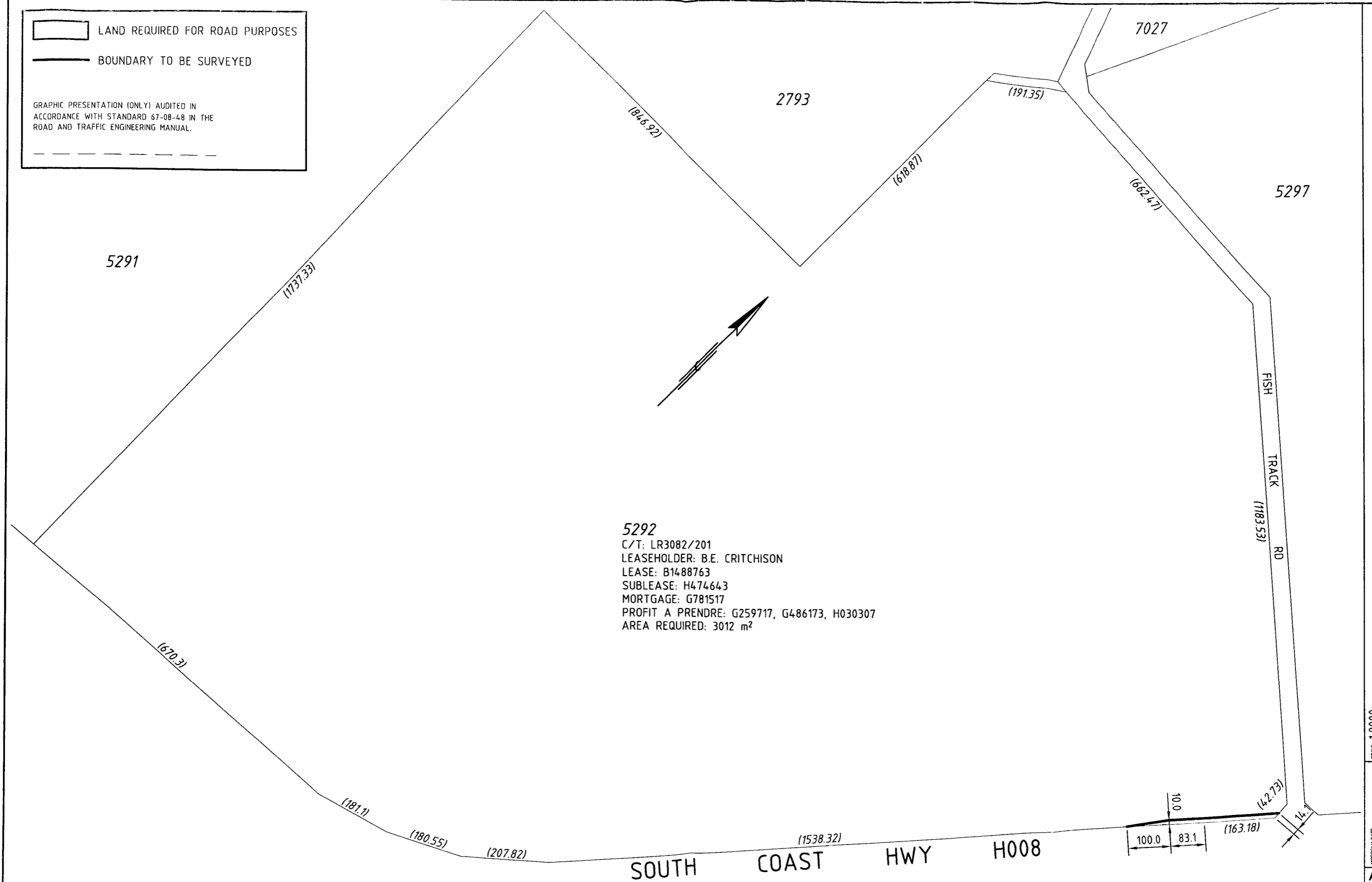
17. Council can:

- a) Decline the request and the South Coast Highway near Many Peaks will remain as is;
or
- b) Support the request to allow for the road widening and road dedication to improve drainage and safety in the area.

SUMMARY CONCLUSION

- 18. The proposed widening of South Coast Highway will be undertaken to facilitate roads works to improve the safety and standard of this section of the highway. Main Roads is negotiating with the affected landowners to secure the taking of the land by agreement and will be responsible for all administrative costs and processes to create the wider road reserve.
- 19. Council's resolution is sought to comply with the provisions of the *Land Administration Act 1997* relative to the dedication of this land as a road reserve as Main Roads WA do not have any powers under this Act.

File Number (Name of Ward)	:	RD.DEC.2
Previous Reference	:	No previous references



5292
 C/T: LR3082/201
 LEASEHOLDER: B.E. CRITCHISON
 LEASE: B1488763
 SUBLEASE: H474643
 MORTGAGE: G781517
 PROFIT A PRENDRE: G259717, G486173, H030307
 AREA REQUIRED: 3012 m²

SCALE 1:8000
 MICROFILM DATE
A3

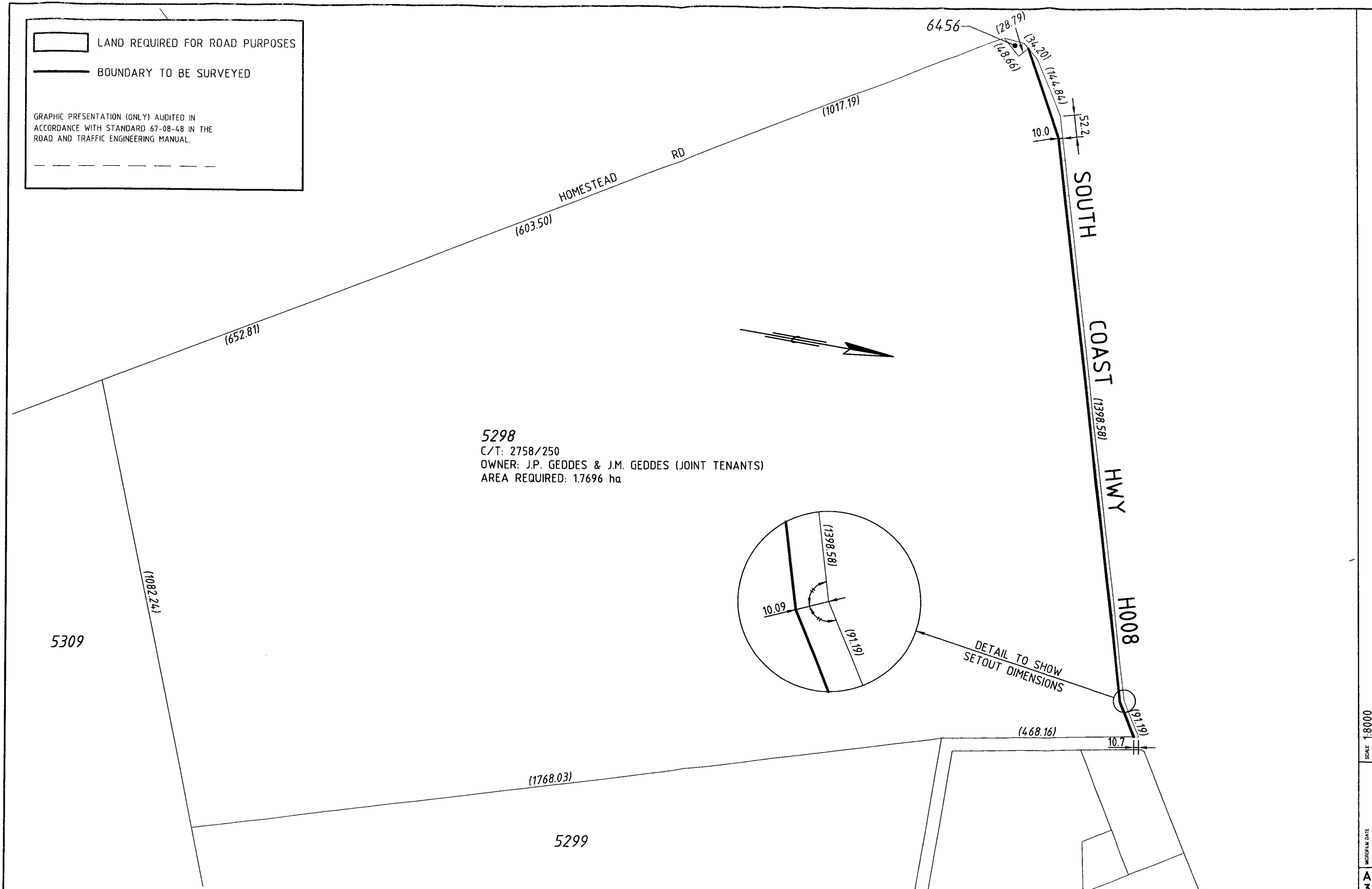
No.	DESCRIPTION	APPROVED & DATE	No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS			AMENDMENTS	

METADATA	
GROUND SURVEY STANDARD:	
DATE OF CAPTURE:	
MAPPING SURVEY STANDARD:	
DATE OF CAPTURE:	
MAIN ROADS PROJECT ZONE:	
HEIGHT DATUM:	

SOUTH COAST HWY - H008
 MANYPEAKS SECTION
 34.25 TO 36.60 SLK
LAND REQUIREMENT PLAN
 LOCAL AUTHORITY: CITY OF ALBANY (302)

DESIGNED	J.B.	VERIFIED	<i>[Signature]</i>
DRAWN	MOC	APPROVED	<i>[Signature]</i>
FILE NUMBER	07/6809-02		
DRAWING NUMBER	201101-075		
AMENDMENT			

LAND REQUIRED FOR ROAD PURPOSES
 BOUNDARY TO BE SURVEYED
 GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

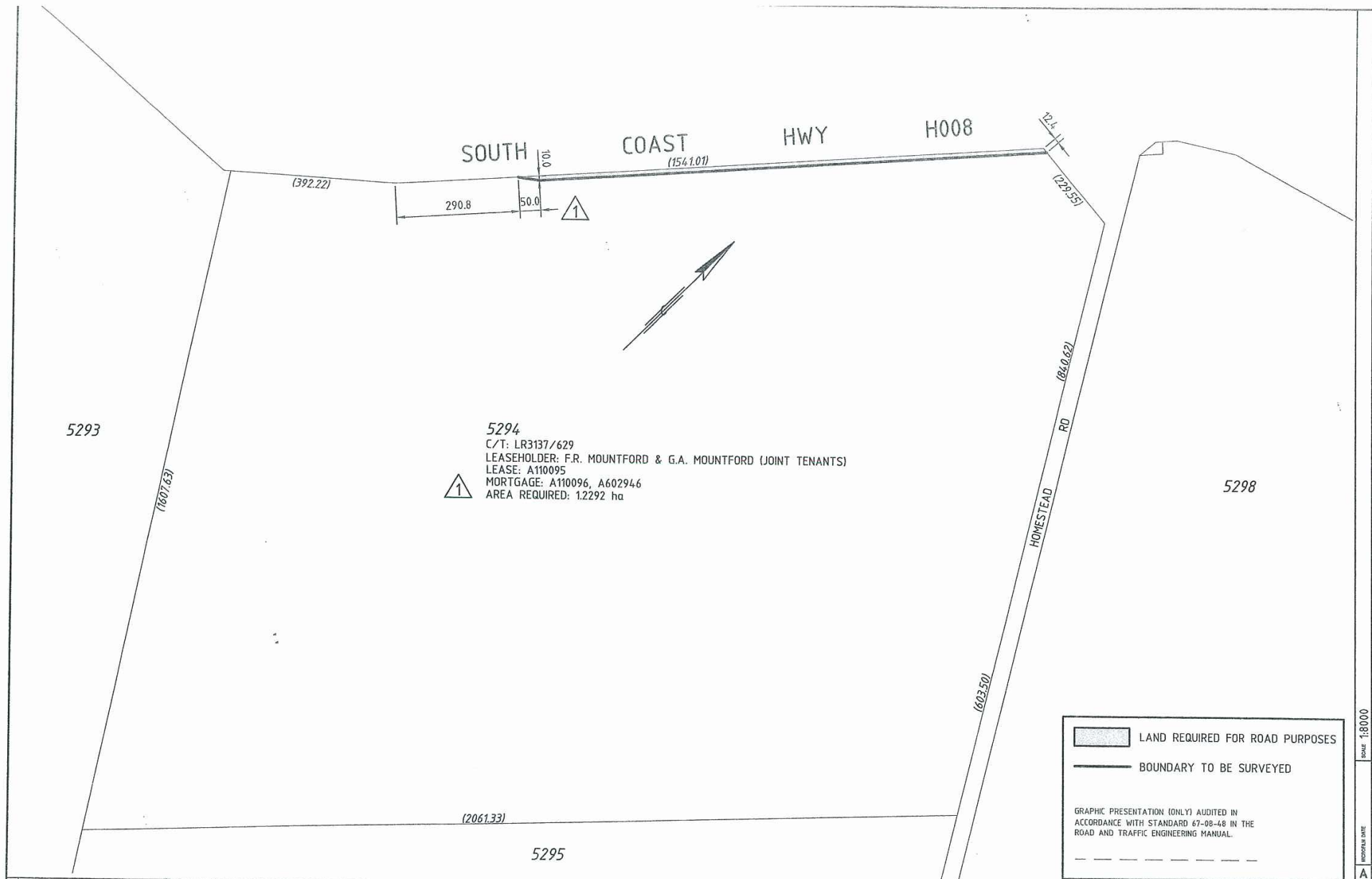


SCALE 1:8000

MIDSCALE DATE

A3

METADATA					SOUTH COAST HWY - H008 MANYPEAKS SECTION 34.25 TO 36.60 SLK LAND REQUIREMENT PLAN	DESIGNED	J.B.	VERIFIED	<i>[Signature]</i>
GROUND SURVEY STANDARD:		DATE OF CAPTURE:				DRAWN	MOC	APPROVED	<i>[Signature]</i>
MAPPING SURVEY STANDARD:		DATE OF CAPTURE:		FILE NUMBER		07/6809-02			
MAIN ROADS PROJECT ZONE:		HEIGHT DATUM:		DRAWING NUMBER		201101-077			
				LOCAL AUTHORITY		CITY OF ALBANY (302)			



5294
 C/T: LR3137/629
 LEASEHOLDER: F.R. MOUNTFORD & G.A. MOUNTFORD (JOINT TENANTS)
 LEASE: A110095
 MORTGAGE: A110096, A602946
 AREA REQUIRED: 1.2292 ha

LAND REQUIRED FOR ROAD PURPOSES

BOUNDARY TO BE SURVEYED

GRAPHIC PRESENTATION (ONLY) AUDITED IN ACCORDANCE WITH STANDARD 67-08-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

1 AREA OF LAND REQUIREMENT INCREASED. <i>[Signature]</i>				METADATA GROUND SURVEY STANDARD: DATE OF CAPTURE: MAPPING SURVEY STANDARD: DATE OF CAPTURE: MAIN ROADS PROJECT ZONE: HEIGHT DATUM:		 REGIONAL SERVICES DIRECTORATE GREAT SOUTHERN REGION CHESTERPASS RD ALBANY 6332 Telephone 9892 0555 Fax 9841 8218		SOUTH COAST HWY - H008 MANYPEAKS SECTION 34.25 TO 36.60 SLK LAND REQUIREMENT PLAN		DESIGNED: J.B. VERIFIED: V. VIERCKE DRAWN: MOC APPROVED: J. SZELIGA FILE NUMBER: 07/6809-02 DRAWING NUMBER: 201101-076-1	
AMENDMENTS		AMENDMENTS								AMENDMENT	

SCALE 1:8000
 INDISPEN DATE
 A3

5.3: SUPPORT ALBANY PORT AUTHORITY PROPOSAL FOR DETOUR FOR BRIDGE OVER RAIL PROJECT

Land Description : Princess Royal Drive
Proponent : Albany Port Authority
Attachments : Nil
Responsible Officer(s) : Chief Executive Officer (F James)

IN BRIEF

- Albany Port Authority seeks support from the City of Albany to detour traffic to enable the construction on Princess Royal Drive over the woodchip railway line.

ITEM 5.3 RESPONSIBLE OFFICER RECOMMENDATION

That Council **SUPPORT** the Albany Port Authority's Option 1 by requesting the Minister for Transport and the Minister for Regional Development and Lands to work with WestNet Rail to evaluate the real costs and planning requirements of the required temporary rail crossing to facilitate a detour.

BACKGROUND

- The Albany Port Authority seeks support from the City of Albany for the adoption of planning measures required to create a detour for traffic to enable the construction of a bridge on Princess Royal Drive over the woodchip railway line at the eastern end of the Port area.

DISCUSSION

- This report provides the concept outline of a proposal in order to achieve a decision on the matter.
- The Albany Port Authority's proposal is as follows:

Proposal. Albany Port Authority seeks support from the City of Albany for the adoption of planning measures required to create a detour for traffic to enable the construction of a bridge on Princess Royal Drive over the woodchip railway line at the eastern end of the Port area.

Issue. The project to deliver the bridge on Princess Royal Drive within Albany Port , to take road vehicles over the woodchip rail siding is being progressed to provide uninterrupted access to berth 7 for Southdown Joint Venture (the "Grange" Project).

There would be benefits for all other users of the road (apart from berth 7 users) including users of the boardwalk who are trying to access the eastern port area at times when woodchip trains are arriving at or departing from the port i.e. with a bridge there would be no blocking of Princess Royal Drive by trains.

CEO:	RESPONSIBLE OFFICER:
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The proposed timing of the start of the construction of the bridge is early 2012 and last for between 3 and 6 months. A detour around the site would be required to enable port traffic to continue to access the eastern area of the port while construction is proceeding.

Planning undertaken by the Port for the project has identified two viable options for a detour.

Options for detours:

- Option 1: A new temporary road alignment around the north of the site which would cross the railway line immediately east of CBH; and
- Option 2: Access via Brunswick Road east (which would require re-opening of Brunswick Road where it is currently blocked at the port boundary).

Advantages and Disadvantages

Option 1

Advantages

- Only changes to traffic flow paths are in the immediate vicinity of the site;
- No requirement for heavy articulated vehicles to “break down” before accessing the port area;

Disadvantages

- Significant costs would be charged by WestNet Rail for design and installation of a temporary rail crossing (including boom gates and flashing lights);
- Likely that costs of improvements to the CBH private rail crossing would be charged to the Port although technically the Port has no responsibility for private rail crossings;
- Port would not have control of a major expenditure item thus raising the risks of cost overrun for the project;
- Project may become unviable for reasons of cost;
- Possible interruptions to train traffic during construction;
- Dust nuisance during summer months;

Option 2

Advantages

- costs correspond to budget and the Port would have a larger degree of control over the outcomes;
- traffic volumes using the detour would be low (approximately 100 Vehicles per day according to City traffic counts);
- carting of spoil from the decommissioned reservoir on Mt Clarence to the waste disposal site by contractors on behalf of the Water Corporation in 2009, which involved far higher numbers of vehicles than this proposal, is a good example of how a similar issue was managed and that project was carried out successfully;

Disadvantages

- traffic would use City road network between Residency Road (or Bolt Terrace) and the port area;
- heavy vehicles would drive along residential and city centre roads;
- heavy vehicles with more than one trailer would have to “break down” on Hanrahan Road before accessing the Port – this would result in the requirement for two or three vehicle movements by some vehicles;

In the case of **Option 1**, there are safety concerns raised by WestNet Rail and CBH relating to a second rail crossing located close to the existing CBH private rail crossing and any new rail crossing would involve considerable expense in the form of barriers and/or flashing lights (including significant electrical controls).

In the case of **Option 2** there would be community concern about heavy (or any) vehicles using Brunswick Road East since it has effectively operated as a cul-de-sac since being physically (not formally) closed in the early 1980's.

The expected construction time would be 3 to 6 months depending on final design details and weather, therefore the proposal would be to re-open the road for between 3 and 6 months for all traffic that requires access to the port's eastern-area; thereafter there is a strong case that the road should remain open for the purposes of access of emergency vehicles only.

Since the Option 2 detour has considerable technical and commercial advantages for the Port compared to the Option 1 detour, the Port would prefer to adopt Option 2.

Significance of Bridge to Port Development

The importance of the Bridge Over Rail project to the Port cannot be overstated.

The drivers for the project are the Southdown Magnetite Project, the Woodchip industry that uses rail transport, the requirement to develop infrastructure to increase rail transport capacity within the port and to facilitate infrastructure that would enable future developments to proceed such as a new rail alignment around the northern side of CBH (for future bauxite, kaolin and or magnetite exports) and a rail loop to allow all trains entering the port area to unload and depart the port without having to shunt and turn around.

GOVERNMENT CONSULTATION

4. No government consultation has been conducted at present.

PUBLIC CONSULTATION / ENGAGEMENT

5. Adoption of Option 2 will require thorough consultation with affected residents.

STATUTORY IMPLICATIONS

6. Nil.

STRATEGIC IMPLICATIONS

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

Key Focus Area

Sustainability and Development

Community Priority

Regional local government partnerships

Proposed Strategies

Hold consultations with regional local governments as to their needs regarding services and infrastructure within the City of Albany.

POLICY IMPLICATIONS

8. There are no policy implications relevant to this item.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
If detour proposal one is not supported by WestNet, negative effect on residents and CBD business owners.	Unlikely	Medium	Medium	Support the Port Authorities request to request the Minister for Transport and the Minister for Regional Development and Lands to work with WestNet Rail.

FINANCIAL IMPLICATIONS

10. Beyond staff time involved in organising the land matters, there are no financial implications relevant to this item.

LEGAL IMPLICATIONS

11. There are no legal implications related to this item.

ALTERNATE OPTIONS

Council can chose to either support or decline the Albany Port Authority's proposal in total or in part as detailed in the Responsible Officer's Recommendation.

SUMMARY CONCLUSION

Option One is the preferred as it has minimum impact on residents and business owners.

File Number (Name of Ward)	:	GR.LRL.1
Previous Reference	:	Nil

XIV. MOTIONS WITH NOTICE

Nil

XV. MOTIONS OF WHICH NOTICE WAS GIVEN AT THE PREVIOUS MEETING

XVI. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING

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

19.1 McKail St Drainage Works

XX. NEXT ORDINARY MEETING DATE

Tuesday 11 October 2011 at 7pm.

XXI. CLOSURE OF MEETING

**STATUS REPORT ON DEFERRED ITEMS
 FROM PREVIOUS MEETINGS**

Meeting Date	Item Number	Details/Status
15/06/2010	15.2.3	Lot 5 Rufus Street - Claim for Subdivision Design Changes. CEO LIAISING WITH LAND OWNER/DEVELOPER REGARDING POSSIBLE SOLUTIONS.
16/11/2010	2.6	Surrender Lease over Hangar Site 2 at Albany Airport. REQUIRES FURTHER CONSIDERATION BY COUNCIL PENDING THE COMPLETION OF THE AIRPORT MASTERPLAN/BUSINESS PLAN.
15/02/2011	4.11	Padre White Lookout Project. CEO to undertake further investigation of this project, including detailed budget analysis for project scope and provide further advice to council. AWAITING ANZAC ALLIANCE PROGRESS.
19/04/2011	4.7	Audit Committee Recommendations. That Council request the Chief Executive Officer to further review the investment of Surplus Funds Policy through the Finance Strategy Committee, prior to recommendation to Council. PENDING. - AWAITING DEVELOPMENT OF FIVE YEAR (FINANCE) PLAN.
17/05/2011	3.1	Albany Leisure and Aquatic Centre. That the Business Plan be Brought back to Council for the Approval of the Recommendation. PENDING COMPLETION OF BUSINESS PLAN TO BE PRESENTED TO FUTURE OCM.
July 2010	18.3	Notice of Motion by Councillor Paver-Review Standing Orders Local Law 2009 before the December 2010 Council Meeting. PENDING. – EXPECTED TO BE CONSIDERED AT OCTOBER 2011 OCM.
16/08/2011	15.4	Notice of Motion by Councillor J Bostock-Allocation of Public Open Space Funds to Mills Park, Little Grove. DEFERRED-THIS MATTER TO BE BROUGHT BACK TO COUNCIL AT A FUTURE MEETING WITH MORE INFORMATION TO BE PROVIDED.