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# ATTACHMENTS

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## **Ordinary Meeting of Council**

**Tuesday 22 November 2016**

6.00pm

City of Albany Council Chambers

ORDINARY COUNCIL MEETING  
ATTACHMENTS – 22/11/2016

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**ED015: CLIPPER ROUND THE WORLD YACHT RACE EVENT 2015**

**Proponent** : City of Albany  
**Owner** : N/A  
**Attachments** : 
 

- Clipper 2013 - post event assessment Catalyst report
- Clipper Media Evaluation Report
- Clipper Partner Support Letters

**Appendices** : Nil  
**Responsible Officer(s):** : Executive Director Community Services (C Woods)

**Responsible Officer's Signature:**



**STRATEGIC IMPLICATIONS**

1. This strategy directly relates to the following elements from the Community Strategic Plan – Albany 2023 and the Corporate Business Plan 2013-2017.

This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):

- a. **Key Theme: 1.** Smart Prosperous and Growing.
- b. **Strategic Objective: 1.2** To strengthen our region's economic base.  
**Strategic Objective 1.3** To develop and promote Albany as a unique and sought after destination.
- c. **Strategic Initiative 1.2.1.** CBD Revitalisation  
**Strategic Initiative 1.2.2.** Economic Diversity  
**Strategic Initiative 1.3.1.** Events Management  
**Strategic Initiative 1.3.2.** Tourism Destination

**In Brief:**

- The City of Albany has been invited to bid for the rights to act as the host port for the Clipper Round the World Yacht Race for 2015.

**RECOMMENDATION**

**ED015:AMENDMENT BY COUNCILLOR STOCKS  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR STOCKS  
SECONDED: COUNCILLOR SUTTON**

**THAT the Committee Recommendation be AMENDED to read:**

- **ENDORSE the City of Albany entering into final contract negotiations with Clipper for the 2015 event host port rights as recommended in the confidential report attachment; and**
- **AUTHORISE the CEO to seek grant funding from potential local and regional partners to reduce the total cost of the Host Port offer to the City; and**
- **NOTE that if approved funding will be allocated in the 2015/16 financial year budget.**

**LOST 5-6**

**Record of Vote**

For the Motion: Councillors Stocks, Sutton, Hollingworth, Goode and Gregson

*Note: The voting requirement listed on the agenda stated Absolute Majority. The resolution only required a Simple Majority as there are no budget implications in the current financial year.*

**ED015: RESOLUTION  
VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR DOWLING**

**THAT the Committee recommend to Council to:**

- **ENDORSE the City of Albany entering into final contract negotiations with Clipper for the 2015 event host port rights as recommended in the confidential report attachment; and**
- **AUTHORISE the CEO to seek grant funding from potential local and regional partners to reduce the total cost of the Host Port offer to the City; and**
- **NOTE that if approved funding will be allocated in the 2015/16 financial year budget.**

**CARRIED 6-5**

**Record of Vote**

Against the Motion: Councillors Gregson, Goode, Sutton, Stocks and Hollingworth

ED015: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CALLEJA  
 SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

ED015: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Committee recommend to Council to:

- ENDORSE the City of Albany entering into final contract negotiations with Clipper for the 2015 event host port rights as recommended in the confidential report attachment; and
- AUTHORISE the CEO to seek grant funding from potential local and regional partners to reduce the total cost of the Host Port offer to the City; and
- NOTE that if approved funding will be allocated in the 2015/16 financial year budget.

**BACKGROUND**

2. The City of Albany successfully hosted the Clipper Round the World Yacht Race (Clipper) in late November 2013.
3. The event attracted 332 sailors, 22 event management personnel and generated significant positive feedback and goodwill from the local community.
4. The City of Albany contracted an independent economic assessment of the 2013 event (full copy of Catalyst report attached). A summary of the report findings include;
  - Outstanding result for Albany on various criteria:
    - *Feedback from visitors*
    - *Positive perceptions from locals*
    - *A boon for local businesses*
    - *Significant increase in civic pride and capacity building through volunteer involvement and mobilisation.*
  - Strong economic impact, though below forecast:
    - *Direct spending over \$550,000*
    - *A multiplier of 20% for additional indirect spending suggests total impact of \$660,000+*
  - Accommodation and Food/Beverage venues were the biggest beneficiaries:
    - *Account for 70% of spend*
    - *Potential targets/sectors for joint sponsorship activities*
5. The independent economic benefit analysis does not include media value estimates. The Clipper event organisers however have supplied a media evaluation summary of Leg 3 to, and including the stopover in Albany (copy attached). The Clipper report states 367 news items were published reaching a cumulative audience of 192m people, an advertising equivalent value of \$AUD3.5m, and a PR value of \$AUD10.6m for the period. These estimates have been supplied by Clipper and whilst the scale of these claims could be debated, it is acknowledged that the Clipper Race is a major generator of international media attention for participants including the host port destinations.

6. Assuming the above estimates are correct the total impact of the 2013 Clipper event is in the order of \$675,000 in direct spend and \$810,000 using a multiplier of 20%.
7. The independent evaluation conducted by Catalyst is considered a conservative estimate because it did not consider:
  - direct or indirect spending from non competitor and non Clipper event staff participation i.e. visitor and resident spending activated by the Clipper event.
  - Clipper event organisers also report spending some additional \$125,000 directly with local and WA businesses in yacht maintenance and provisioning post the survey completion.
8. The City of Albany successfully partnered with other local agencies and groups to deliver the event. Total cost for the 2013 event was \$103,249 with partner contributions of \$35,158. The net direct cost to the City of Albany was \$68,092 plus an estimated \$25,000 in City officer time and in-kind resources.
9. The 2013 host port partners have indicated high satisfaction levels with delivery of the 2013 event and strong support for hosting the 2015 event. Attached are copies of support letters from the Princess Royal Sailing Club, the Department of Transport, Great Southern Development Commission, and The White Star Hotel.

## **DISCUSSION**

10. The City of Albany, with considerable support from local community and other agencies, successfully hosted the 2013 Clipper Round the World Yacht Race event in November 2013.
11. Major benefits to Albany included:
  - An estimated total impact of \$810,000 into the local economy.
  - Substantial local, national and international media coverage was achieved for Albany as the host port.
  - The 2013 event added significant vibrancy to the Albany Waterfront Marina and main retail and hospitality venues over the seven day period.
  - Achieved substantial community engagement including yacht arrival and race restart events, the School "Adopt a Yacht" and group visits program, participation with the Clipper Festival, and open day for yacht inspections by local community.
12. Discussions between the City and Clipper organisers have achieved preliminary in principal agreement for Albany to secure the host port rights for the 2015 Clipper event.
13. This preliminary agreement is subject to Albany City Council endorsement.
14. Major potential event co-funding partners include Eventscorp, Great Southern Development Commission, Landcorp, Department of Transport and local industry/business partners including the Albany Chamber of Commerce and Industry. The net direct cost to the City is estimated to be comparable to the hosting of the 2013 event. See attached letters of support received to date from the 2013 Clipper partners.
15. Some costs with the hosting of the 2013 event will not be re-incurred if the 2015 event is secured as a result of infrastructure upgrades to the marina and boat shed.

16. Hosting of the 2015 event will enable the City to develop a major Albany maritime festival event that would promote the destination to new visitor markets and leverage some of Albany's unique points of difference, namely maritime heritage, natural harbours and elevated viewpoints for these type of events.
17. The Clipper 2015 event will also help to activate Stirling Terrace and the Town Square infrastructure, which have been recently funded and are under development. This is part of the City's broader economic development objectives – CBD revitalisation.
18. Significant benefits should be achieved both during the hosting of the event and in the lead up to the event via an effective marketing campaign into the Perth visitor and sailing enthusiast market.
19. Attracting major international events such as Clipper will work to continue the strong visitor awareness for the Albany destination that is being generated around the Anzac Centenary Commemorations.
20. Subject to Council approval to proceed, the City will enter into contractual arrangements with the Clipper organisers to secure the 2015 event.

**GOVERNMENT & PUBLIC CONSULTATION**

21. The City of Albany partnered with a large number of local agencies, groups and individuals to deliver the 2013 event. All partners have rated the 2013 event favourably and indicated a desire to investigate hosting and supporting the 2015 event.
22. Local media interest in the 2015 event host port bid has generated significant community comment in local media. Anecdotal evidence suggests there is strong support for the City to secure the 2015 host port rights as long as it is at the "right price".
23. The Community Strategic Plan involved widespread community consultation in late 2012 and early 2013. The community identified a number of economic priorities under the theme of Smart Prosperous and Growing including the attraction of iconic major events.

**STATUTORY IMPLICATIONS**

24. Nil

**POLICY IMPLICATIONS**

25. Nil

**RISK IDENTIFICATION & MITIGATION**

26. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Financial – other event co-funding partners may not contribute.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<ul style="list-style-type: none"> <li>• City of Albany allocate required resources in forward 2015/16 budget.</li> <li>• CEO to seek alternative funding bodies.</li> </ul>

**FINANCIAL IMPLICATIONS**

- 27. Council has already committed to hosting the Campervan and Motorhome Club of Australia AGM in 2015 so this additional expenditure will require funding in the 2015/16 financial year.
- 28. Council has the opportunity to consider increasing revenue for event attraction and hosting through various means prior to the setting of the 2015/16 budget.
- 29. Financial and resource allocation is required by the City for the 2015/16 financial year.

**LEGAL IMPLICATIONS**

- 30. Nil

**ENVIRONMENTAL CONSIDERATIONS**

- 31. Nil

**ALTERNATE OPTIONS**

- 32. Council may choose not to meet the minimum agreed bid offer and therefore forfeit the event; or
- 33. Council may choose to delay the decision to support the host port bid until a minimum level of partner financial support is secured. Should Council decide on this option, it will have a direct limiting effect on the ability to secure additional funding from grant providers such as EventsCorp who require a commitment by the City prior to granting funding.

**SUMMARY CONCLUSION**


- 34. Securing the 2015 Clipper Round the World Yacht Race event achieves a City strategic deliverable to identify iconic events that provide community and economic benefits and work with partners to attract market and host events.
- 35. On a cost benefit basis this international event is considered a value for money investment with a minimum expected return of 3.5 to 1.
- 36. The Clipper Round the World Yacht Race attracts a global audience and is considered a major international event. Attracting this event will work to continue the high level of visitor awareness for the Albany destination that will be generated by the Anzac Albany Centenary Commemorations.

<b>Consulted References</b>	:	Nil
<b>File Number (Name of Ward)</b>	:	RC.EVM.35 (All Wards)
<b>Previous Reference</b>	:	Nil



**ED030: CLIPPER ROUND THE WORLD YACHT RACE EVENT 2015 – POST EVENT EVALUATION REPORT**

**Proponent** : City of Albany  
**Attachments:** Clipper Itinerary Poster  
**Report Prepared By** : Manager Tourism Development Services (M Bird)  
**Responsible Officer(s)** : Executive Director Community Services (C Woods)

<b>Responsible Officer's Signature:</b>	
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**STRATEGIC IMPLICATIONS**

1. This strategy directly relates to the following elements from the Community Strategic Plan – Albany 2023 and the Corporate Business Plan 2014-2018.
  - a. **Key Theme: 1.** Smart Prosperous and Growing.
  - b. **Strategic Objective: 1.2** To strengthen our region's economic base.  
  
**Strategic Objective 1.3** To develop and promote Albany as a unique and sought after destination.
  - c. **Strategy 1.2.2.** Strengthen our economy by support by supporting business innovation and diversity  
  
**Strategy 1.3.1.** Encourage, support and deliver significant events that promote our region.  
  
**Strategy 1.3.2.** Promote the Albany region as a sought after and iconic tourism destination.

**In Brief:**

- Accept the City of Albany Officer post event evaluation report for the 2015 Clipper Round the World Yacht Race host port event.
- 91% of local business surveyed supported the City hosting events such as Clipper.

**RECOMMENDATIONS**

<p><b>ED030: RESOLUTION</b>  <b>VOTING REQUIREMENT: SIMPLE MAJORITY</b>   <b>MOVED: COUNCILLOR SUTTON</b>  <b>SECONDED: COUNCILLOR TERRY</b>   <b>THAT the City of Albany Post Event Evaluation Report for the destination hosting of the Clipper Round the World Yacht Race be RECEIVED.</b></p> <p style="text-align: right;"><b>CARRIED 11-0</b></p>
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ED030: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR GOODE

SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 8-0

ED030: RESPONSIBLE OFFICER RECOMMENDATION

THAT the City of Albany Post Event Evaluation Report for the destination hosting of the Clipper Round the World Yacht Race be RECEIVED.

## BACKGROUND

2. The City of Albany successfully hosted the Clipper Round the World Yacht Race (Clipper) in November 2015.
3. Albany Council approved entering into the host port contract for the 2015 Clipper Round the World Yacht Race at the July 2014 OCM.
4. The 2015 Clipper Host Port bid event budget endorsed by Council assumed significant partner contributions with major support from Tourism Western Australia (Events).
5. The 2015 event attracted 340 sailors, 17 event management personnel and generated significant positive feedback and goodwill from the local business community.

## DISCUSSION

6. The Clipper yachts and crew arrived into Albany from Monday 23 November with the race restart undertaken on Tuesday 1 December 2015. Clipper Ventures event management team arrived into Albany from 18 November and departed 3 December 2015.
7. The City worked with local community and sporting groups to develop an active program of events. In addition to the City's Crew Welcome function other program events included; local Touch Rugby match; Row Off with Albany Rowing Club; School group yacht visits; Albany Boat Shed Markets and Sundowner event; Try Sailing event by Princess Royal Sailing Club; Twilight Markets at Albany Town Square; Clipper Race Movie showing at Albany Town Hall; plus Clipper Race events including Parade of Sail and Race Restart. See attachment 1 Albany Clipper Program poster.
8. The City encouraged, partnered and supported where required local business involvement in the Clipper event and City contract deliverables. Local partner businesses included White Star Hotel, Due South Tavern, Albany Boat Shed Markets, Albany Agricultural Society, Princess Royal Sailing Club and a number of local hospitality providers.
9. The City also implemented a local communication program to inform local business and community pre event. This included media releases to local media, local radio segments, promotion via the City's regular newspaper community information pages, inclusion in Visitor Centre "What's On" newsletter and Amazing Albany local industry email newsletters distributed to industry databases, advertising of community program in local newspapers, inclusion in ACCI newsletter and Amazing Albany social media platforms. Advertising and communication of extended temporary retail trading hours for the Sunday were also implemented as per normal procedures.

10. The City has prepared a post event evaluation report. The report scored the event across 7 variables. The City conducted post event surveys of local Albany businesses in order to consistently measure these variables.
11. The event assessment methodology used by the City has been custom developed in-house to measure an event's impact across economic value, job creation, destination promotion, strategic fit with City objectives, social and community benefits.
12. A summary of these results is included below and only covers the 9 day period 23 November to 1 December period;
  - 1) Total Number of Clipper Visitors; 398
    - a. 340 Clipper crew
    - b. 17 event administration and officials
    - c. 41 crew family and friends
  - 2) Economic Value; \$ total direct visitor spend
    - a. Total direct expenditure for the event is estimated at \$874,520 made up from \$692,520 attendee spend (398 visitors multiplied by average stay of 6 nights multiplied by \$290 per day) plus \$182,000 in organisation spend from Clipper Ventures for the 18 November to 3 December period on site in Albany. This spend is estimated from post event surveys and Clipper crew data and excludes travel to and from Albany.
    - b. Known City business units direct measurable benefit received was \$7,578 via the Albany Visitor Centre (accommodation and tour booking commission and retail sales). An unmeasured economic benefit was received by the Albany Airport and National Anzac Centre due to increased patronage over the event period.
    - c. ROI assessment of 5.4:1; \$162,463 City investment generated an estimated \$874,520 on direct visitor and event spend.
  - 3) Jobs Created; The following is estimated using the City of Albany "economy.id" event impact calculator tool
    - a. Using the economy.id event impact calculator tool the event was assessed as delivering medium level employment to the destination.
  - 4) Media/PR Value:
    - a. Event assessed as significant media/PR value for the Albany destination. The Clipper Race is a major generator of international media attention for participants including the host port destinations.
  - 5) Strategic Fit:
    - a. Event assessed as very strong strategic fit against City of Albany "smart prosperous and growing" and events strategy objectives. The use of Albany's unique water based assets such as King George Sound and activation of the Albany Waterfront Marina is a major strength of the Clipper event for Albany.
  - 6) Timing:
    - a. Good timing as Event was staged in shoulder month visitor period and outside of school holidays.
  - 7) Social Value:
    - a. Event assessed as medium in terms of level of social value, level of local community engagement.

13. The event was assessed as being economically successful delivering a good ROI on the initial \$162,463 host city investment and generating an estimated \$874,000 into the local economy in a typically shoulder visitor period.
14. The net financial contribution by the City of Albany to host the event was \$162,463. This was larger than initially forecast and reflects the unsuccessful funding application to Tourism Western Australia and Landcorp assumed in the original budget.
15. The major beneficiaries of the 2015 Clipper event were local accommodation, hospitality, visitor attractions, tour operators, shopping, the Albany Visitor Centre, supermarkets and retail businesses. Other non-tourism based beneficiaries included the Albany Maritime Foundation, Albany Boat Shed Markets, Princess Royal Sailing Club, Albany Agricultural Society, fuel providers and yacht and sail repair services.
16. Significant support was provided by local agency partners the Department of Transport (Albany Waterfront Marina) in delivering host port contractual logistics, the Princess Royal Sailing Club with on water logistics, various government agency services on a fee for service basis, and the Great Southern Development Commission as major financial partner.
17. The City also surveyed local Albany businesses post the event (36 respondents). A summary of results include;
  - 67% of respondents were from Albany city centre, 23% from rest of Albany, 5% from Plantagenet, and 5% from other Great Southern.
  - When asked to describe the primary focus of their business, 50% identified as commercial accommodation, 26% as restaurant/cafe/bar, 6% as a visitor attraction, and 6% shopping/retail/supermarkets, 9% other, and 3% tour operators.
  - Overall 80% of businesses reported an increase in normal turnover over the period, and 20% reported no change.
  - When asked to rate how the Albany business community benefitted from hosting the event, 16% replied “somewhat”, 55% replied “to a great extent”, and 16% replied “to a very great extent”. 9% said to a “small or very small extent”, and 3% said “none at all”.
  - Although some businesses did not receive direct benefit a very large 91% of respondents supported the City hosting events such as the Clipper, 3% did not support, and 6% were unsure.
  - Local businesses were asked to provide suggestions for improvement and these have been included in the full report attachments. These comments will be reviewed and integrated into future event attraction and delivery as part of the City’s continuous improvement model.
18. Overall, 96% of comments received were positive with examples of local business feedback as follows;
  - *“It is very good for Albany to have these types of events, creates a buzz in the city and gets more people out and about using the cafes, bars and restaurants.”*
  - *“Fabulous, we need more events like this”.*
  - *“It is imperative that we host this event ongoing, great for everyone in Albany”.*
  - *“It was very successful for our business and all other business operators that I have discussed with (e.g. taxi’s, retail, accom, hospitality)”.*
  - *“Outstanding success.”*

- *“Whilst there are small number of beneficiaries from the event, on the larger scale the greater value to Albany is the exposure yet again to the state, interstate and national market. The value of this kind of exposure should not be underestimated. I congratulate the City, its Councillors and Staff on the continued commitment to grow the potential of this region through event based tourism. Well done.”*
19. Some constructive feedback was received with the suggestions for event enhancement. A summary of this feedback as follows;
- *“A larger marine, sailing regatta type event could have been held to make more impact of the Clipper event”.*
  - *“Offering accommodation options outside the city centre”.*
  - *“There needs to be more real business people consulted on what can be done to enhance the visit for all businesses”.*
  - *“Maybe coinciding Freo to Albany Yacht Race”.*
  - *“We need to attract state funding. A week full of solid events/concerts/trade displays or like would certainly attract many more visitors.”*

#### **GOVERNMENT & PUBLIC CONSULTATION**

20. The Albany Chamber of Commerce and Industry Inc (ACCI) was a strong proponent for Albany hosting the 2015 Clipper event.
21. The City of Albany partnered with a large number of local agencies, groups and individuals to deliver the 2015 event. All partners have rated the 2015 event favourably and indicated a desire to investigate hosting future Clipper events.
22. Local media interest in the 2015 event generated significant community and local business comment in local media. Feedback received is that there is strong support from local community for hosting the Clipper event as long as it is “at the right price”.
23. The Community Strategic Plan involved widespread community consultation in late 2012 and early 2013. The community identified a number of economic priorities under the theme of Smart Prosperous and Growing including the attraction of iconic major events.

#### **STATUTORY IMPLICATIONS**

24. Nil.

#### **POLICY IMPLICATIONS**

25. Nil

#### **RISK IDENTIFICATION & MITIGATION**

26. As this is a post event evaluation report no risks have been identified.

**FINANCIAL IMPLICATIONS**

27. Budget versus Actual results for the 2015 Clipper host port event as at 22 February 2016 were as follows;

**2015 Clipper Host Port event**

**INCOME**

<b>Description</b>	<b>Budget - July2014</b>	<b>Actuals – Feb2016</b>
<b><u>Partner Contributions</u></b>		
Tourism WA (Events)	\$75,000.00	\$0.00
Landcorp	\$10,000.00	\$0.00
Great Southern Development Commission	\$40,000.00	\$40,001.00
Department of Transport	\$9,500.00	\$9,500.00
Local Industry partners/Port of Albany	\$12,000.00	\$5,000.00
<b><u>Other Income</u></b>		
Albany Visitor Centre/Local stallholders	\$6,375.00	\$7,578.00
<b>Totals</b>	<b>\$152,875.00</b>	<b>\$62,079.00</b>

**EXPENSES**

<b>Description</b>		
<b><u>Host Port destination requirements</u></b>		
Major events attraction - 8499 Clipper	\$227,918.00	\$224,542.00
<b>Totals</b>	<b>\$227,918.00</b>	<b>\$224,542.00</b>

<b>City of Albany net contribution</b>	<b>\$75,043.00</b>	<b>\$162,463.00</b>
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28. Council endorsed the hosting of the 2015 Clipper race event based on July 2014 preliminary budget of City investment of \$75,043 plus partner contributions of \$152,875 to cover forecast event hosting expenses of \$227,918.
29. Actual hosting expenses incurred totalled \$224,542 and this was in line with the original July 2014 budget forecasts.
30. Actual event income (partner) totalled \$62,079, a shortfall of \$90,796 from budget. This was well below forecast partner income and is due to the unsuccessful funding support from Tourism Western Australia (Events) and Landcorp.
31. The net impact on the overall economic development budget however was only \$55,000 after better than forecast income from the CMCA event in the order of \$35,796 offset the Clipper income shortfall.
32. The \$55,000 shortfall in Event Income (1183330 Iconic Event Income) has been allocated from the Economic Development Reserve Fund and will appear in the mid-year budget review.
33. Partner income is considered essential if Council bids for the hosting of future Clipper events. Financial support from major event funding agencies such as Tourism Western Australia and Great Southern Development Commission should be determined prior to Council committing to future involvement.

34. Management and oversight of funding and event contractual deliverables was undertaken using existing staff resources within the Economic Development and Commercial Services Directorate, within existing allocated budgets.

**LEGAL IMPLICATIONS**

35. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

36. Nil.

**ALTERNATE OPTIONS**

37. If the committee does not support the evaluation tool developed for assessing the economic impact of this event other methods can be explored.

**SUMMARY CONCLUSION**

38. Securing the 2015 Clipper host port event achieved a City strategic deliverable to identify iconic events that provide community and economic benefits. The Clipper event is considered a strong strategic fit for the Albany destination and its natural waterways and marine assets.
39. Local businesses surveyed believed the Albany business community benefitted from hosting the event with some 91% supporting the City hosting events such as the Clipper.
40. The event was assessed as being economically successful delivering a good ROI on the \$160,000 host city investment and generating an estimated \$874,500 of direct event spend (travel to and from Albany excluded) in a typical shoulder visitor period.

<b>Consulted References</b>	:	Council Policy Community Funding and Event Sponsorship (2013) City of Albany Major and Regional Events Strategy 2014-17
<b>File Number (Name of Ward)</b>	:	Not applicable.
<b>Previous Reference</b>	:	Nil.

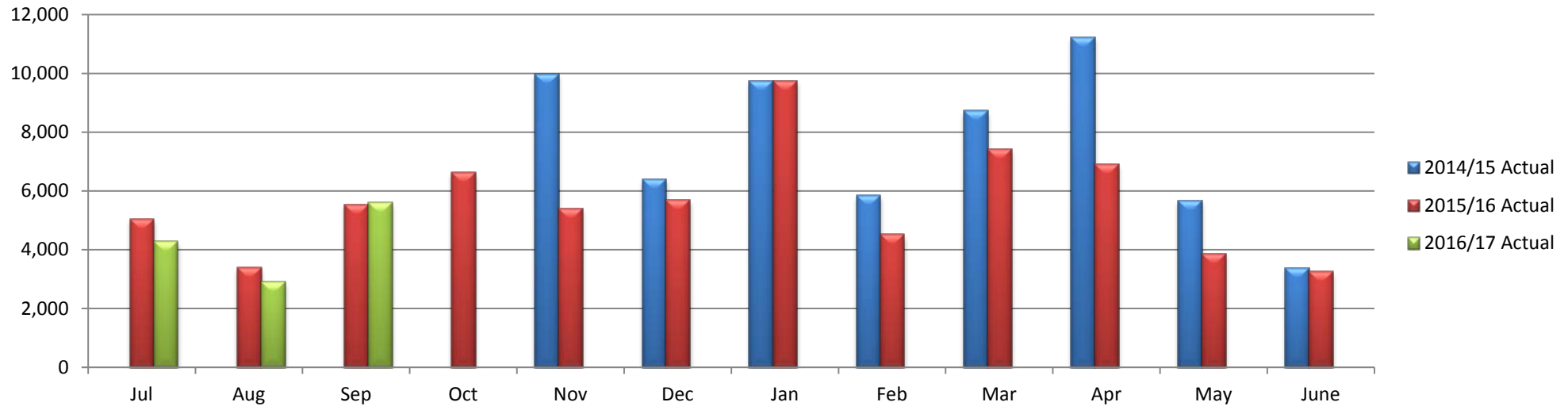
## Albany Heritage Park Statistics Report September 2016

### National Anzac Centre Visitation Summaries

29 Oct – 21 Dec 2014                      16, 434  
 2015 (Jan – Dec)                              76, 567  
 2016 (Jan – Sep)                              48, 705

**Running Total Since Opening                      141 706**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
<b>2014/15 Actual</b>	0	0	0	0	10 001	6 433	9 778	5 855	8 735	11 246	5 707	3 420	61 175
<b>2015/16 Actual</b>	5 047	3 402	5 575	6 646	5 442	5 714	9 777	4 526	7 444	6 945	3 905	3 264	67 687
<b>2016/17 Actual</b>	4 300	2 928	5 616	0	0	0	0	0	0	0	0	0	12 844



### September Highlights

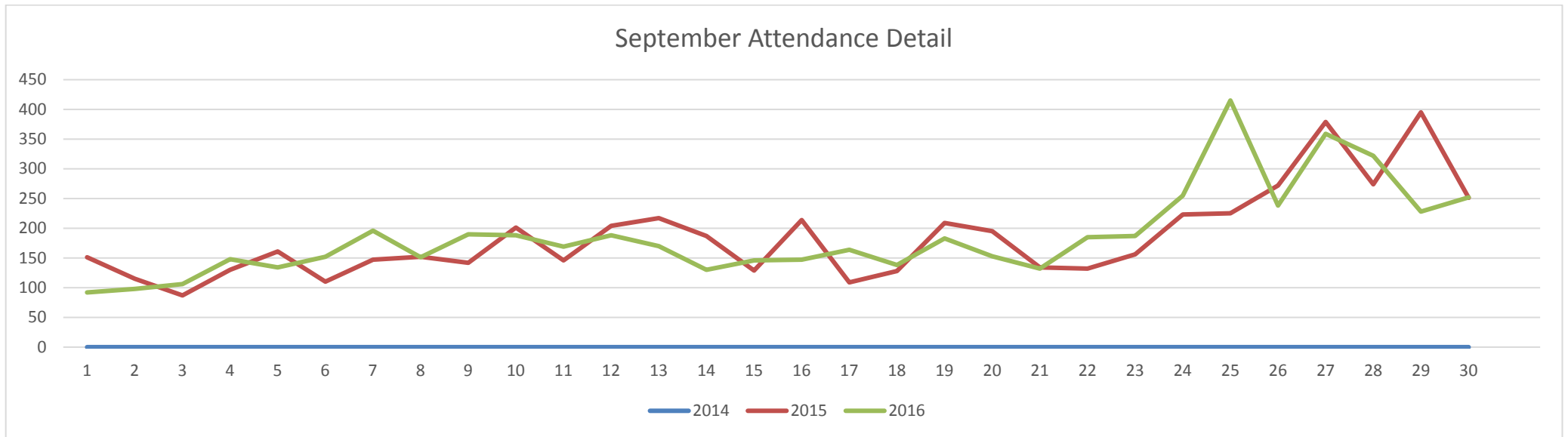
- Successful curatorial re-location with the majority of the work now complete.
- 433 people attended on of our volunteer run free tours of the PRF.
- The weather has been so unseasonably unpredictably that it was worth a mention, but this hasn't slowed visitation to the centre or the precinct in general.
- 2 successful gun firings drawing crowds of onlookers.



### National Anzac Centre Visitation Detail (September)

School Holidays WA  
 Group Bookings of over 10 people (tour and school)

Sep	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2015	151	115	87	130	161	110	147	152	142	201	146	204	217	187	129	214	109	128	209	195	134	132	156	223	225	272	379	274	395	251	5575
2016	92	98	106	148	134	152	196	151	190	188	169	188	170	130	146	147	164	138	183	153	132	185	187	255	415	238	359	322	228	252	5616



Note: The spike on 25 September is likely due to the extra visitors that were in town for the Urban Downhill.

#### National Anzac Centre Visitor Book Snapshot

Over 449 people left written comments in the NAC Visitor Book in September, with many visitors finding a relative. Below is a snapshot of visitor comments:

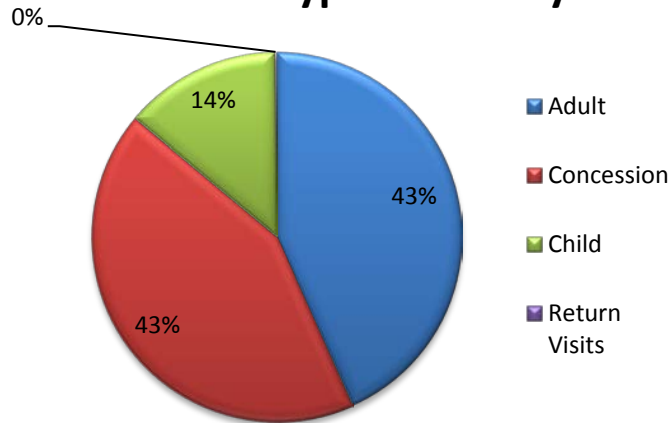
*The most moving memorial to the heroes. R.I.P.  
 Excellent memorial. Informative, very humbling and moving.  
 Amazing complex and concept. Great interactive Experience.  
 Thank you for bringing the human side of this war.  
 Absolutely Bonza! Found Great Uncle.*

*Wonderful commemoration. Found a relative.  
 Beautiful, moving and found my Pop.  
 Brought me to tears. Very emotional right now. Will come back again.  
 An absolute credit to all concerned. Thank you.*

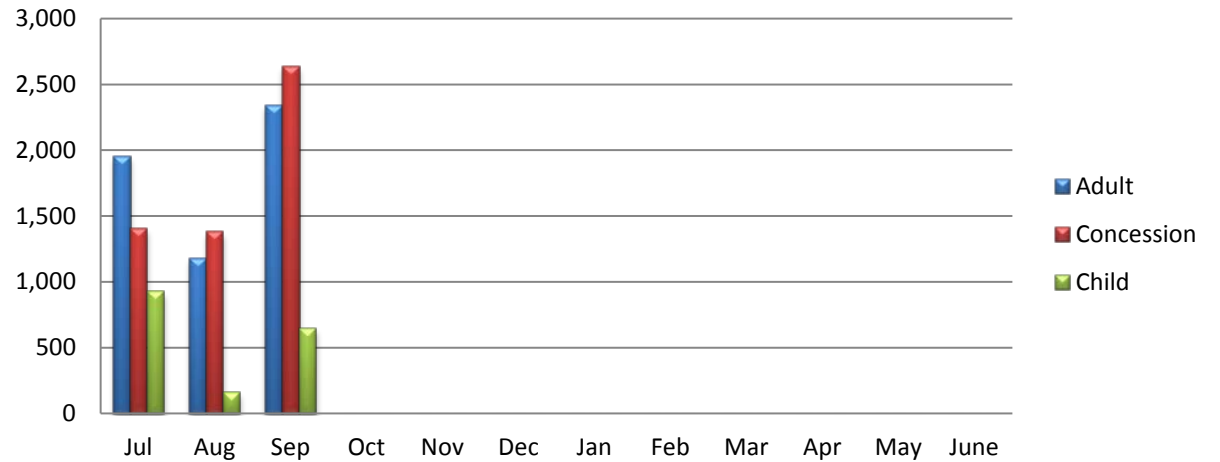
### National Anzac Centre Visitation Type Summary

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
<b>Adult</b>	1 959	1 180	2 343	0	0	0	0	0	0	0	0	0	5 482
<b>Concession</b>	1 405	1 382	2 636	0	0	0	0	0	0	0	0	0	5 423
<b>Child</b>	926	162	647	0	0	0	0	0	0	0	0	0	1 735
<b>Return Visits</b>	5	12	8	0	0	0	0	0	0	0	0	0	25

### Visitation Type Summary



### Ticket Type Comparison



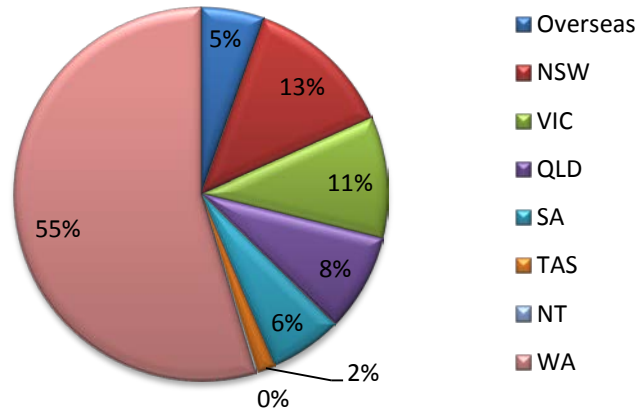
### National Anzac Centre Visitation Type Detail

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Adult</b>	1 887	1 058	2 095									
<b>Concession</b>	1 360	1 338	2 551									
<b>Child (5-15)</b>	399	50	262									
<b>Child Extra</b>	312	39	239									
<b>Child (4 &amp; under)</b>	132	33	60									
<b>DVA Card</b>	35	30	54									
<b>RAC 20% Discount</b>	8	11	27									
<b>Free</b>	66	36	61									
<b>Tour Group</b>	4	44	182									
<b>School Group</b>	83	40	86									

Note: This detail shows only the main ticket types sold. The visitation summary includes all tickets types sold.

## National Anzac Centre Visitation by Location

### Visitation by Location



### Detailed Breakdown

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>Overseas</b>	158	128	234									
<b>Australia</b>	3239	1789	3998									

<b>NZ</b>	61	39	94									
<b>USA</b>	8	1	20									
<b>UK</b>	35	34	65									
<b>Other</b>	54	54	55									

<b>NSW</b>	291	276	661									
<b>VIC</b>	242	259	505									
<b>QLD</b>	166	182	456									
<b>SA</b>	192	155	250									
<b>TAS</b>	41	43	66									
<b>NT</b>	5	10	5									
<b>WA</b>	2302	864	2055									

### Western Australian Breakdown

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Woondalling / Katanning	13	1	0									
Mt Barker / South Stirling	20	17	7									
Narrikup / Wellstead Area	0	6	2									
Albany (6330, 6331, 6332)	158	79	92									
Denmark (6333)	16	6	23									
Gnowangerup / Jerramungup	8	8	2									
Dumbleyung / Lake Grace	8	0	2									
Frankland / Rocky Gully	0	0	2									
<b>Great Southern Total</b>	<b>223</b>	<b>117</b>	<b>130</b>									
All other WA	2079	747	1925									
<b>WA Total</b>	<b>2302</b>	<b>864</b>	<b>2055</b>									

### Princess Royal Fortress Free Tour Participation

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
<b>2014/15 Tours Held</b>	0	0	0	0	40	84	92	79	81	60	75	58	569
<b>2014/15 Attendance</b>	0	0	0	0	406	1028	1720	1209	1085	1272	825	475	8020
<b>2015/16 Tours Held</b>	53	50	38	33	26	28	34	30	32	29	24	13	390
<b>2015/16 Attendance</b>	669	479	527	450	394	342	435	483	498	449	266	112	5104
<b>2016/17 Tours Held</b>	18	17	22										35
<b>2016/17 Attendance</b>	162	144	433	0	0	0	0	0	0	0	0	0	306

### Princess Royal Fortress Visitor Book Snapshot

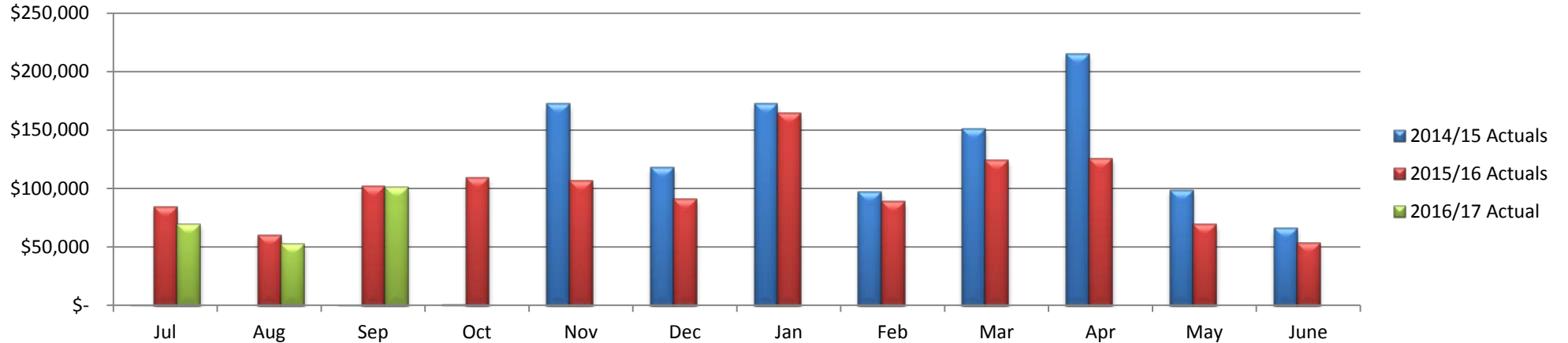
Over 41 people left written comments in the PRF Visitor Book in September, many of them by children. Below is a snapshot of visitor comments:

*Great source of education and beautifully retained.  
So sad yet so beautiful.  
Wonderful – so much history.  
I love this place.  
Good to read about our past and the amazing people who put their lives in danger for us.*

*Wonderful collection. Thanks for sharing.  
This is the best Anzac museum ever!!!  
Lots of people who were heroes. It's so great to see the things they used.  
Awesome history lesson!  
How sad our war history is.  
Lots of stuff to see!*

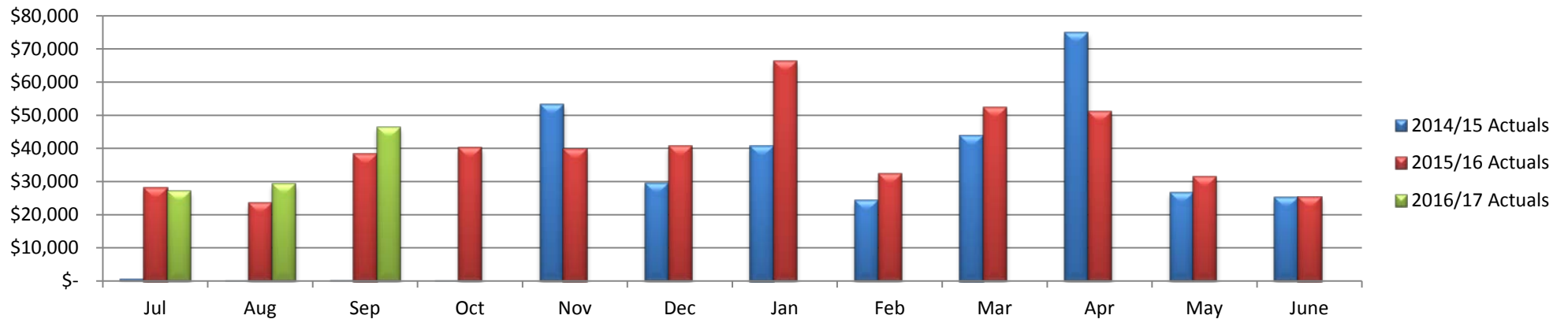
### National Anzac Centre Ticket Revenue

Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
<b>2014/15 Actuals</b>	\$ 15	\$ -	\$ 255	\$ 804	\$172 438	\$118 181	\$172 543	\$ 97 135	\$151 575	\$215 245	\$ 98 607	\$ 65 871	\$1 091 595
<b>2015/16 Actuals</b>	\$ 84 293	\$ 60 195	\$101 570	\$109 167	\$106 681	\$ 90 995	\$164 611	\$ 89 408	\$123 967	\$125 583	\$ 69 247	\$ 53 768	\$1 179 485
<b>2016/17 Actual</b>	\$ 69 588	\$ 52 689	\$101 357										\$ 122 277



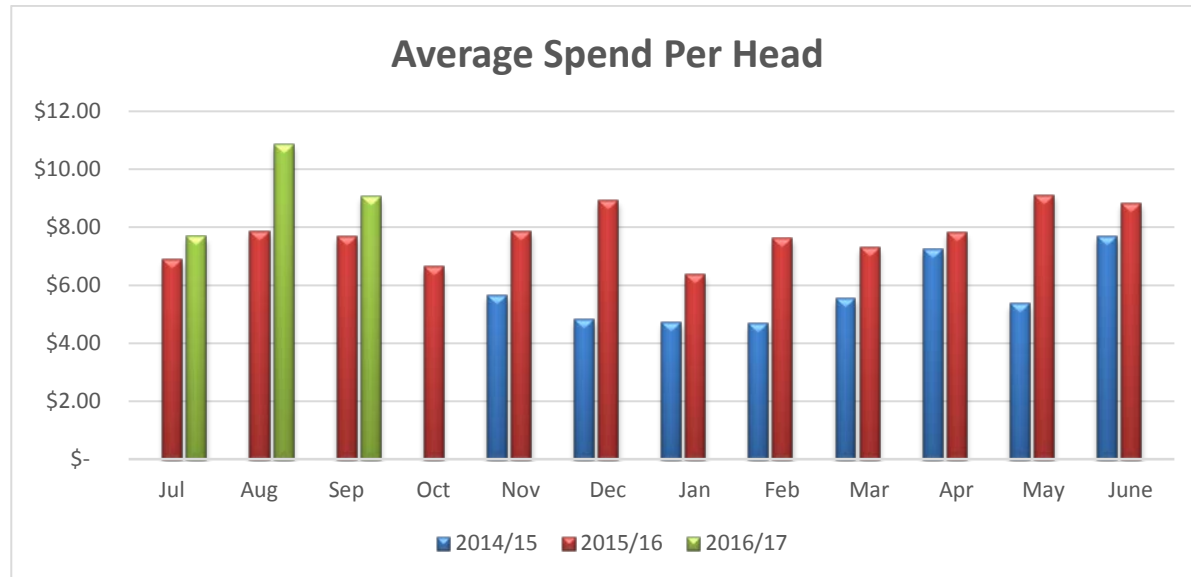
### Forts Store Revenue

Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals
<b>2014/15 Actuals</b>	\$ 582	\$ 109	\$ 164	\$ 109	\$ 53 318	\$ 29 651	\$ 40 839	\$ 24 309	\$ 44 060	\$ 74 978	\$ 26 867	\$ 25 426	\$ 319 448
<b>2015/16 Actuals</b>	\$ 28 258	\$ 23 755	\$ 38 520	\$ 40 292	\$ 40 124	\$ 40 912	\$ 66 393	\$ 32 343	\$ 52 377	\$ 51 278	\$ 31 529	\$ 25 646	\$ 471 427
<b>2016/17 Actuals</b>	\$ 27 187	\$ 29 457	\$ 46 515										\$ 27 187



Average Spend per Head

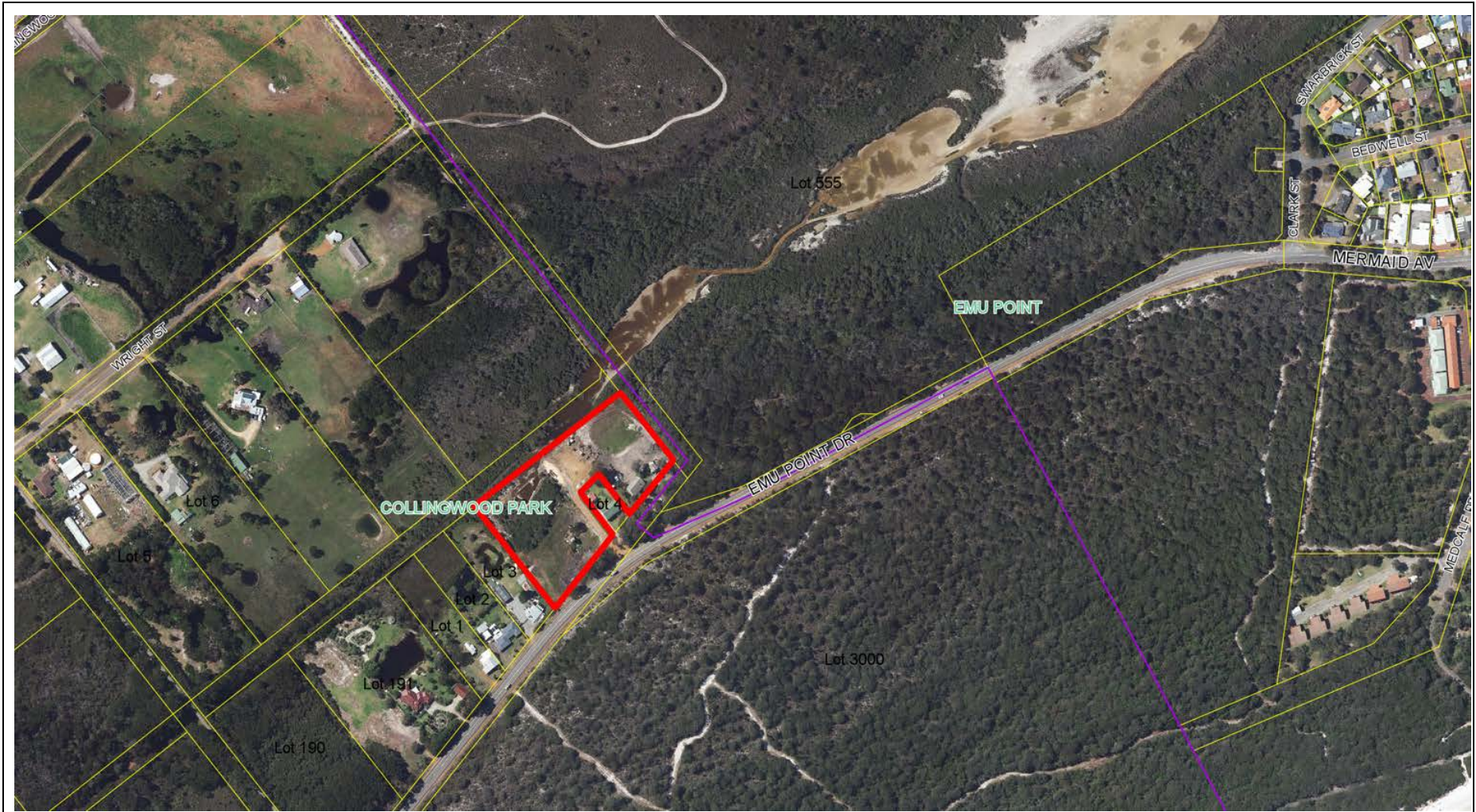
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>2014/15</b>	NA	NA	NA	NA	\$ 5.67	\$ 4.82	\$ 4.73	\$ 4.70	\$ 5.55	\$ 7.24	\$ 5.37	\$ 7.70
<b>2015/16</b>	\$ 6.89	\$ 7.88	\$ 7.70	\$ 6.65	\$ 7.88	\$ 8.93	\$ 6.39	\$ 7.63	\$ 7.31	\$ 7.83	\$ 9.13	\$ 8.85
<b>2016/17</b>	\$ 7.68	\$ 10.88	\$ 9.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**Forts Store Update, Retail Coordinator Ross Veale**

*We get LOTS of comments about how lovely the shop is and that we have a wonderful range of products. A lot of people are very happy that we are promoting local talent - Carolyn Trapnell, Sue Codee, Dean Malcolm, Chris Reid, Bradley Lucas, Johnny Voegeler, Tanja Colby, Murray Leamon, Di Baker, Damon Annison, Owen Hawley, Rob MacKenzie along with local producers such as Mt Romance, Pawprint Chocolates, Vino Foods, Edengate Blueberries, Bartholomews Meadery and local authors Dianne Wolfer, Kevin Gomm and Roger Cunningham. I mention them all, as overall they make up a significant portion of our turnover. Whilst writing this update I had a gentleman buy a bullet key ring and his only comment was "beautiful shop mate. Well done".*

*We also have some new products - Sandalwood beads, new stands and new stock lines from Wild Eyed Press, along with the Lest We Forget shirts, with further new stock coming in time for the Christmas season.*

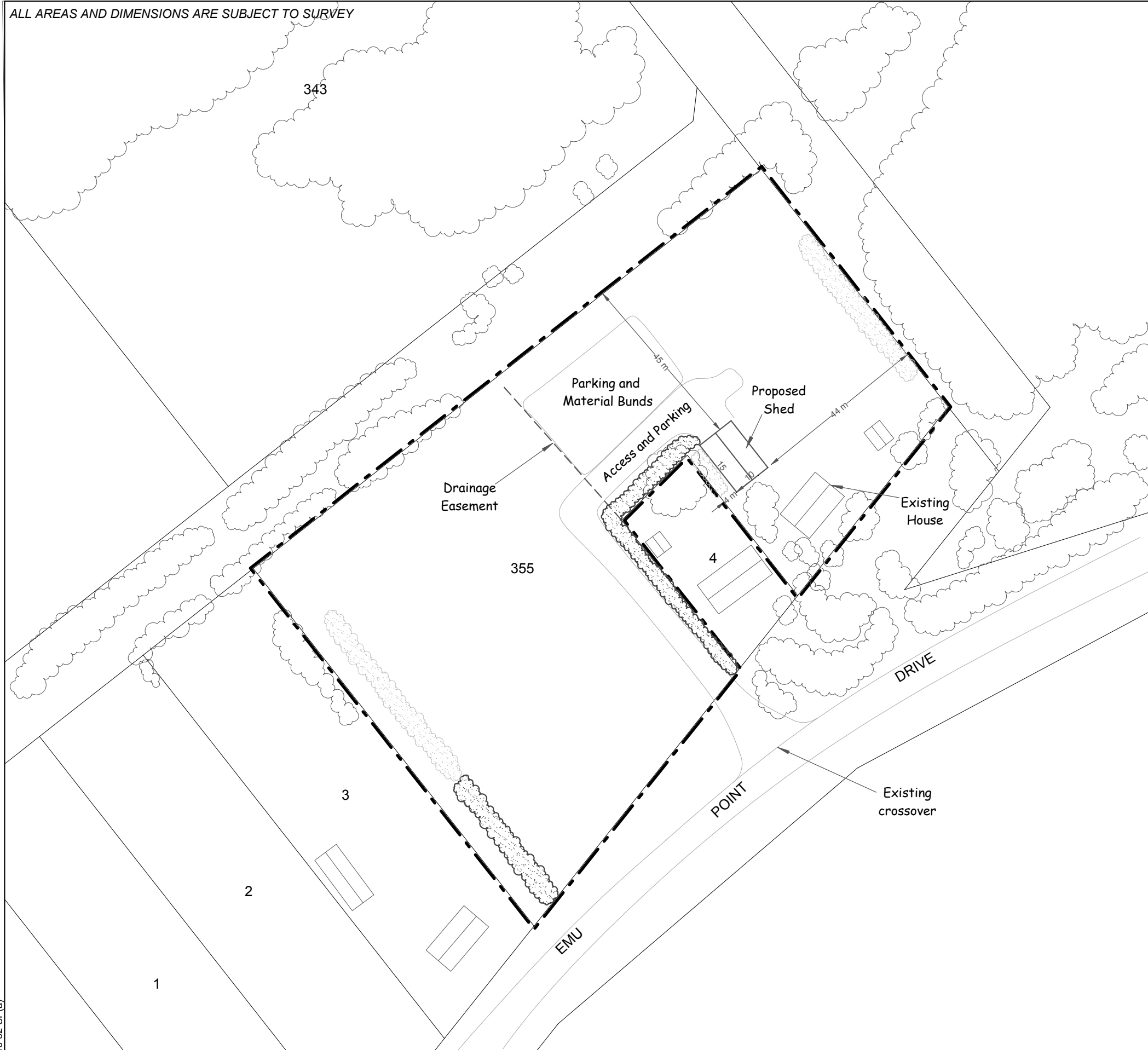


Area Plan

1:5000



**SITE PLAN**  
 Lot 355 Emu Point Drive  
 Collingwood Park, City of Albany



**LEGEND**

- Subject Land
- Existing Buildings
- Proposed Shed
- Existing Vegetation
- Landscaping
- Stabilised Batters

N

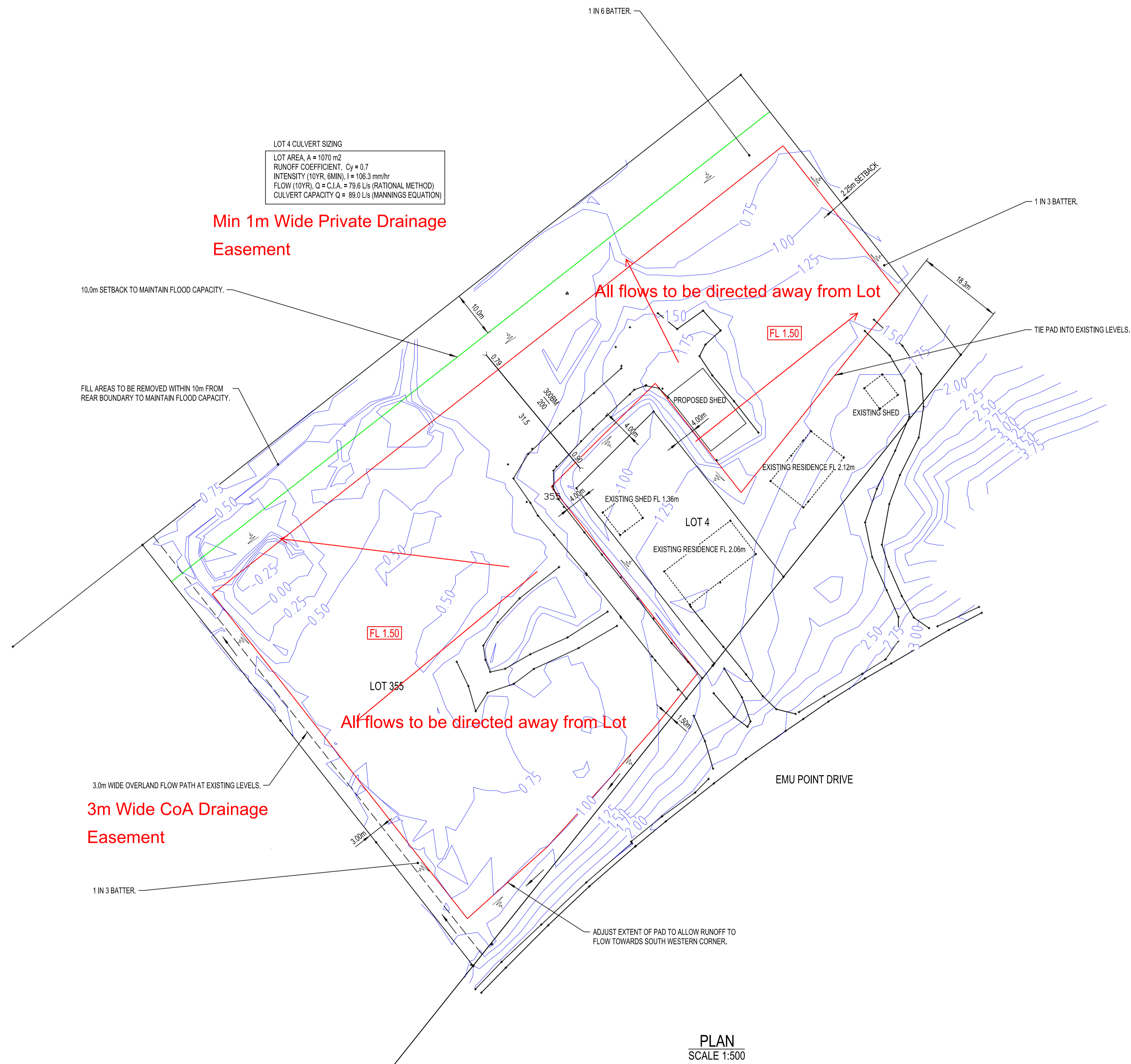
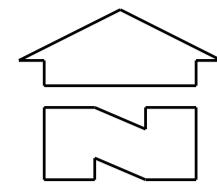
ORIG A3  
 SCALE 1:1000

0 5 10 15 20 25

**Note**  
 For earthworks, batters  
 and levels refer to  
 Earthworks Plan

**AYTON BAESJOU**  
 PLANNING  
 59 Peels Place  
 ALBANY WA 6330  
 Ph 9842 2304 Fax 9842 8494





**LOT 4 CULVERT SIZING**  
 LOT AREA, A = 1070 m<sup>2</sup>  
 RUNOFF COEFFICIENT, C<sub>y</sub> = 0.7  
 INTENSITY (10YR, 6MIN), I = 106.3 mm/hr  
 FLOW (10YR), Q = C<sub>y</sub>I A = 79.6 L/s (RATIONAL METHOD)  
 CULVERT CAPACITY Q = 88.0 L/s (MANNINGS EQUATION)

**Min 1m Wide Private Drainage Easement**

10.0m SETBACK TO MAINTAIN FLOOD CAPACITY.

FILL AREAS TO BE REMOVED WITHIN 10m FROM REAR BOUNDARY TO MAINTAIN FLOOD CAPACITY.

**3m Wide CoA Drainage Easement**

1 IN 3 BATTER.

**PLAN**  
 SCALE 1:500

**NOTES**

- 1. GENERAL
  - 1.1. LEVELS ARE REDUCED FROM A.H.D. FROM JOHN KINNEAR & ASSOCIATES.
  - 1.2. DESIGN LEVELS SHOWN SHALL BE ON THE FINISHED SURFACE INCLUDING TOPSOIL.
- 2. EARTHWORKS
  - 2.1. PAD EXTENTS SHOWN ARE INDICATIVE AND MAY VARY DURING CONSTRUCTION.
- 3. DUST CONTROL
  - 3.1. DUST CONTROL MEASURES TO BE IN ACCORDANCE WITH THE EPA 'DUST CONTROL GUIDELINES', UNLESS NOTED OTHERWISE.
- 4. STABILISATION
  - 4.1. THE COMPLETED SURFACE INCLUDING BATTERS TO BE STABILISED BY 50-100mm OF TOPSOIL.
- 5. TOPSOIL
  - 5.1. TOPSOIL TO BE REMOVED FROM WORKS AREA TO BE DISTURBED AND STOCKPILED FOR RE-USE.
  - 5.2. FOLLOWING THE COMPLETION OF EARTHWORKS, THE CONTRACTOR SHALL RESPREAD TOPSOIL OVER THE WORKS AREA (MIN 50mm, MAX 100mm).
- 6. FILL
  - 6.1. IMPORTED FILL TO BE CLEAN SAND AND COMPACTED AT 95% MDD AT LAYERS NOT EXCEEDING 0.5m.
- 7. DRAINAGE
  - 7.1. PIPEWORK TO BE BLACKMAX (OR RC) AND INSTALLED TO THE MANUFACTURER'S GUIDELINES.
  - 7.2. DRAINAGE PIPES HAVE BEEN SIZED TO ACCOMMODATE THE 1IN10 YEAR STORM EVENT.

REV.	DESCRIPTION	DRAWN	VER	APPROVED
A	ORIGINAL ISSUE			



Wood & Grieve Engineers Ltd  
 A.C.N. 137 959 609  
 1/1 The Terrace Centre  
 96-102 Stirling Terrace, Albany  
 Western Australia 6550  
 Phone: +61 8 9842 3700  
 Fax: +61 8 9842 1340  
 Email: albury@wge.com.au  
 Web: www.wge.com.au

**ALBANY**  
 PERTH  
 MELBOURNE  
 SYDNEY  
 BRISBANE  
 BUSSELTON

CLIENT:  
**FG & KJ LIVA**  
 PROJECT:  
**LOT 355 EMU POINT DRIVE**  
 TITLE:  
**EARTHWORKS PLAN**

**PRELIMINARY**

SECTION: CIVIL SERVICES	VERIFIED: AJM	19/10/2016	SCALE: A1 @ 1:500
DESIGNED: AJM	APPROVED FOR TENDER: FW	19/10/2016	DATUM: A.H.D.
DRAWN: AJM	APPROVED FOR CONSTRUCTION:		WAPC: -

PROJECT No. <b>26838-ALB-C-34</b>	DRAWING No. <b>E1</b>	REVISION <b>A</b>
--------------------------------------	--------------------------	----------------------

P:\26838-34\Project Documentation\Civil\Design Drawings\c Plan Earthworks.dgn

**Local Planning Scheme No. 1  
Application: Dam and Home Business - P2150548  
Schedule of Submissions for Lot 355 Collingwood Park 6330 WA**

Issue	Officer Comment
<p>The potential for oil, diesel and other contaminants reaching the nearby waterway through spills, leakages and washing down.</p> <p>Is EPA approval required?</p> <p>Servicing of the machinery on the site will increase the risk and likelihood of spillage occurring.</p>	<p>The proposal does not involve the storage or mixing of bitumen on the site.</p> <p>The applicant has stated and confirmed through the management statement that all vehicles are washed down off site at commercial vehicle washing facilities which have the appropriate separator systems. This would be recommended as an ongoing condition of use.</p> <p>Department of Water provided comment on the application and advised that standard surface water management procedures will be suitable.</p> <p>In order to mitigate potential leaks and spillages it would be recommended as a condition of consent that a bunded area be established which is sealed to contain any spills.</p> <p>It has been recommended that an ongoing condition be applied requiring compliance with the setbacks for the storage of any materials.</p> <p>EPA approval is not required on the basis that there is no mixing or storage of bitumen on site. This will be applied as an ongoing condition to be complied with. Approval has only been sought for</p>

Issue	Officer Comment
	<p>truck storage. A specific approval would be required for the industry to mix and prepare bitumen on site.</p> <p>The applicant has stated that mechanical works are undertaken off site by an appropriate business which has suitable facilities. This can be reinforced by a condition prohibiting the servicing of heavy vehicles on the site.</p>
<p>Truck movements will pose an amenity and safety issue.</p>	<p>The City of Albany does not have the statutory authority to impose a restriction on the use of an 'as of right' vehicle on a road. If the applicant proposes to use vehicles in excess of 'as of right' specifications they will be obligated to apply for permission with Main Roads Western Australia.</p>
<p>The proposed land use is not compatible with the current zoning of the land.</p> <p>How has the City proposed to change the zoning of the land to industrial</p> <p>An alternative zoning for the land should be pursued</p>	<p>The subject lot is zoned 'General Agriculture' under Local Planning Scheme No.1 both land uses are classified as "D" within this zone.</p> <p>For clarification – the applications before Council are not to change the zoning of the land. Approval has only been sought for truck storage and earthworks. A specific approval would be required for the industry to mix and prepare bitumen on site. It is unlikely the city would be able to consider such a proposal under the current "General Agricultural" zoning.</p>

Issue	Officer Comment
	<p>If a rezoning was to be considered, it would be required to address the larger area. Broad scale zoning changes which are not landowner driven would require careful preparation and consultation in order to determine the most appropriate zoning.</p>
<p>Issues with the granting of clearing permit and compliance with the clearing permit.</p>	<p>Clearing of native vegetation is controlled at a State level through the Department of Environmental Regulation. The landowner applied for, and was granted a clearing permit for a section of vegetation on the western quadrant of the property. Given that the clearing permit has already been granted the City of Albany does not have the statutory authority to revoke the approval. The current approval expires on 28 June, 2016.</p> <p>The applicant has submitted a landscaping plan which details screen planting and also planting around the proposed dam area.</p>
<p>Potential detrimental impacts on amenity (Noise/Dust/ Visual).</p>	<p>Any operations would be subject to ongoing compliance with the Environmental Protection (Noise) Regulations 1997.</p> <p>The City of Albany can apply conditions on any approval limiting the hours of operation on the site.</p> <p>In terms of visual impact, the applicant has submitted a landscaping plan which would be required to be implemented and maintained as a condition of approval .The proposed conditions and management plans mitigate the concerns raised. Furthermore, the propose</p>

Issue	Officer Comment
	<p>machinery storage area is at the rear of the property which also has existing screening vegetation on the verge.</p> <p>The applicant has also proposed to screen the driveway with vegetation.</p>
<p>Potential flooding issues</p> <p>Alteration of Ground levels</p>	<p>City of Albany engineers have attended the site and reviewed the work undertaken on the property in the scope of the district drainage function of the area.</p>

13 Cliff Street,  
ALBANY 6330

11<sup>TH</sup> July, 2016

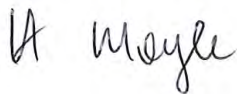
'APPLICATION FOR DEVELOPMENT APPROVAL' BED-SIT ACCOMMADATION

Please find attached my application to register the stand alone bed-sit and as per attached plans, for commercial purposes.

I wish to provide a much needed facility, within walking distance of our CBD, to those seeking short term, overnight accommodation. The room has independent showering and sleeping arrangements, with no laundry or hot cooking facility.

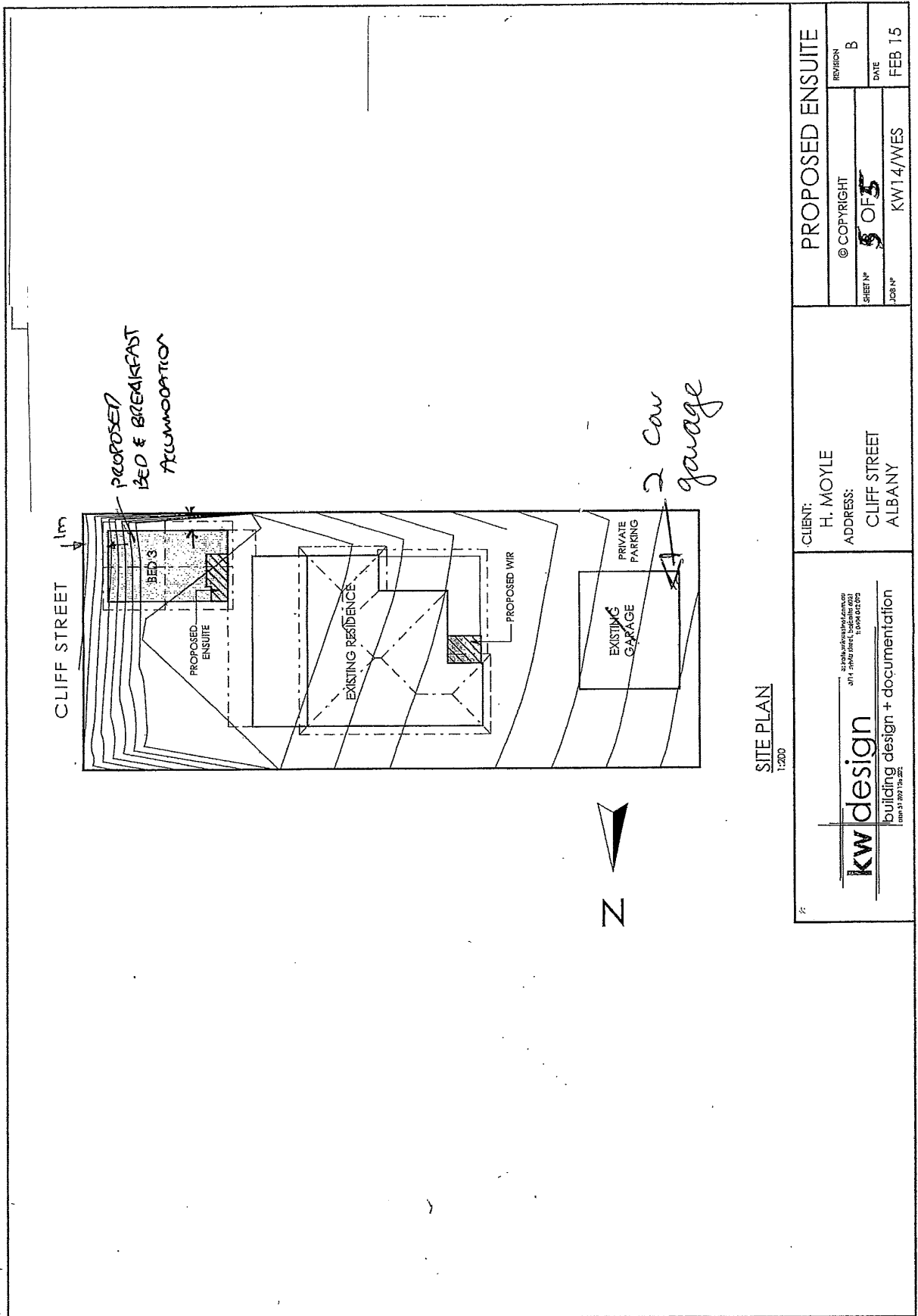
I would like to manage my own bookings, and do not intend to cook breakfasts.

With kind regards,




Helen Moyle





SITE PLAN  
1:200

 building design + documentation <small>1000 ST WILSON AVE                  SUITE 100                  WILSON, BC V7L 1S2</small>	CLIENT: H. MOYLE ADDRESS: CLIFF STREET ALBANY	PROPOSED ENSUITE
	© COPYRIGHT 2015 OF 3 SHEET N° JOB N° KW14/WES	REVISION B DATE FEB 15



**HOUSE RULES FOR 13 CLIFF STREET:**

Medium to Small dogs only: Your pet is your responsibility: they must remain on the property, or on lead when out walking. All litter is to be picked up. (litter bags available under the sink)

Sorry, no parking available for campervans, caravans, trailers, boats or the like.

Please, no smoking

Sorry, no parties. Noise to be kept to a minimum.

Do Enjoy Your Stay. Albany is an amazing place.

**UPDATED HOUSE RULES:** City of Albany, SEPTEMBER, 2016

Parking to be in the designated car parking bay

No Parking on Cliff Street Available.

It is recommended that guests leave the 'right of way' in a forward gear.

**CITY OF ALBANY LOCAL PLANNING SCHEME No. 1**  
**P2160351 – LOT 3, 13 CLIFF STREET – BED AND BREAKFAST**  
**SCHEDULE OF SUBMISSIONS AND MODIFICATIONS**

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
1		<p>Objects for the following reasons:</p> <ul style="list-style-type: none"> <li>• <b>Use of Right of Way:</b> The guests will use the Right of Way. The use of the right of way does not extend to a business use. How can a property with no off-street parking and only has access to their garage by using a Right of Way on someone else's title be granted permission to run a business? The use should not be supported as it involves the use of someone else's land which is only to be used for personal access to their properties and not for commercial use.</li> <li>• <b>The condition of R.O.W and lack of contributions towards the upkeep</b></li> <li>• <b>Concerns with parking:</b> No off street parking available. We have concerns with inviting more traffic onto a property that already has parking issues.</li> <li>• <b>Safety concerns:</b> Guests may reverse down the Right of Way due to there being no turning opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• The following legal advice was received regarding the use of the Right of Way:  <i>"All registered proprietors, as well as their guests and invitees, have an implied right to use the right of way. There is no prohibition in guests or invitees using the right of way as a means of access to a lot with a minor commercial element."</i></li> <li>• As the proponent is introducing a new use, City Engineering Staff recommend that any approval should include a condition requiring a portion of the Right of Way to be upgraded to a driveway standard.</li> <li>• The proponent is currently constructing three car parking bays on-site, which will meet the minimum parking requirement for both the existing and proposed developments.</li> <li>• In response to the safety concerns around guests reversing down the Right of Way, the proponent has revised the House Rules to include information that guests should leave via the Right of Way in a forward gear.</li> </ul>	<p>Application of the following conditions:</p> <ol style="list-style-type: none"> <li>(1) The vehicular access way shall be sealed and constructed to the City of Albany's specifications, levels and satisfaction, as specified for vehicular crossovers, to a minimum width of four metres within four months from the date of this approval, unless otherwise agreed in writing by the City of Albany.</li> <li>(2) The operator/manager of the Bed and Breakfast accommodation hereby approved shall ensure that a copy of the House Rules is provided to all guests, and enforced to the satisfaction of the City of Albany.</li> <li>(3) One parking space shall be provided per guest bedroom, in addition to the two (2) bays required for the full-time occupants of the dwelling.</li> <li>(4) Vehicular parking must be contained within the lot boundaries at all times.</li> <li>(5) Prospective guests shall be advised that there is no capacity to park motorhomes, caravans, trailers, boats or similar large</li> </ol>

**CITY OF ALBANY LOCAL PLANNING SCHEME No. 1**  
**P2160351 – LOT 3, 13 CLIFF STREET – BED AND BREAKFAST**  
**SCHEDULE OF SUBMISSIONS AND MODIFICATIONS**

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
				<p>vehicles or trailers.</p> <p>(6) Guests shall be notified that they must leave the premises in a forward gear.</p> <p>(7) The maximum number of persons residing in the Bed and Breakfast accommodation shall not exceed three (3) at any one time, exclusive of the owner/operator, unless otherwise agreed in writing by the City of Albany.</p> <p>(8) The owner/operator of the Bed and Breakfast accommodation shall reside on-site.</p> <p>(9) The Bed and Breakfast accommodation hereby approved shall not prejudicially affect the amenity of the neighbourhood by, but not limited to, the emission of noise, vibration, smell, smoke or dust.</p> <p>(10) The owner/operator of the Bed and Breakfast accommodation hereby approved shall maintain an annual register and receipt book, containing the details of all persons who stay on the premises, to the satisfaction of the City of Albany.</p>

**CITY OF ALBANY LOCAL PLANNING SCHEME No. 1**  
**P2160351 – LOT 3, 13 CLIFF STREET – BED AND BREAKFAST**  
**SCHEDULE OF SUBMISSIONS AND MODIFICATIONS**

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
				(11) The Bed and Breakfast accommodation hereby approved shall be used for short-stay accommodation only, and shall not be occupied by the same person or persons for more than three months in any 12 month period.
2		<p>Objects for the following reasons:</p> <ul style="list-style-type: none"> <li>• <b>The condition of R.O.W and lack of contributions towards the upkeep</b></li> <li>• <b>Concerns with parking:</b> No off street parking available. We have concerns with inviting more traffic onto a property that already has parking issues.</li> <li>• <b>Safety concerns:</b> Parking of vehicles, including motorhomes and caravans on Cliff Street.</li> <li>• <b>Dogs being permitted</b></li> </ul>	<ul style="list-style-type: none"> <li>• The following legal advice was received regarding the use of the Right of Way:  <i>“All registered proprietors, as well as their guests and invitees, have an implied right to use the right of way. There is no prohibition in guests or invitees using the right of way as a means of access to a lot with a minor commercial element.”</i></li> <li>• As the proponent is introducing a new use City Engineering Staff recommend that any approval should include a condition requiring a portion of the Right of Way to be upgraded to a driveway standard. The ongoing maintenance of the Right of Way is a civil matter to be resolved between the concerned parties.</li> <li>• The proponent is currently constructing three car parking bays on-site, which</li> </ul>	<p>Application of the following conditions:</p> <ul style="list-style-type: none"> <li>(1) The vehicular access way shall be sealed and constructed to the City of Albany’s specifications, levels and satisfaction, as specified for vehicular crossovers, to a minimum width of four metres within four months from the date of this approval, unless otherwise agreed in writing by the City of Albany.</li> <li>(2) The operator/manager of the Bed and Breakfast accommodation hereby approved shall ensure that a copy of the House Rules is provided to all guests, and enforced to the satisfaction of the City of Albany.</li> <li>(3) One parking space shall be provided per guest bedroom, in addition to the two (2) bays required for the full-time occupants of the dwelling.</li> </ul>

**CITY OF ALBANY LOCAL PLANNING SCHEME No. 1**  
**P2160351 – LOT 3, 13 CLIFF STREET – BED AND BREAKFAST**  
**SCHEDULE OF SUBMISSIONS AND MODIFICATIONS**

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
			<p>will meet the minimum parking requirement for both the existing and proposed developments.</p> <ul style="list-style-type: none"> <li>• In response to the safety concerns around parking on Cliff Street, the applicant has revised the House Rules to require parking in the designated guest bay and prohibit parking on Cliff Street. The proponent has also agreed to notify prospective guests at the time of booking that there is no suitable parking available for large vehicles and caravans or trailers.</li> <li>• The keeping of domestic animals is permitted on a residential property and the proponent has amended the house rules to ensure that guests are only permitted to bring small or medium dogs to the premises, that they must be contained on the premises, or on a lead when out walking and that all litter is to be picked up (litter bags will be provided).</li> </ul>	<p>(4) Vehicular parking must be contained within the lot boundaries at all times.</p> <p>(5) Prospective guests shall be advised that there is no capacity to park motorhomes, caravans, trailers, boats or similar large vehicles or trailers.</p> <p>(6) Guests shall be notified that they must leave the premises in a forward gear.</p> <p>(7) The maximum number of persons residing in the Bed and Breakfast accommodation shall not exceed three (3) at any one time, exclusive of the owner/operator, unless otherwise agreed in writing by the City of Albany.</p> <p>(8) The owner/operator of the Bed and Breakfast accommodation shall reside on-site.</p> <p>(9) The Bed and Breakfast accommodation hereby approved shall not prejudicially affect the amenity of the neighbourhood by, but not limited to, the emission of noise, vibration, smell, smoke or dust.</p> <p>(10) The owner/operator of the Bed</p>

**CITY OF ALBANY LOCAL PLANNING SCHEME No. 1**  
**P2160351 – LOT 3, 13 CLIFF STREET – BED AND BREAKFAST**  
**SCHEDULE OF SUBMISSIONS AND MODIFICATIONS**

No.	Name/Address of Submitter	Summary of Submission	Officer Comment	Staff Recommendation
				<p>and Breakfast accommodation hereby approved shall maintain an annual register and receipt book, containing the details of all persons who stay on the premises, to the satisfaction of the City of Albany.</p> <p>(11) The Bed and Breakfast accommodation hereby approved shall be used for short-stay accommodation only, and shall not be occupied by the same person or persons for more than three months in any 12 month period.</p>



**CITY OF ALBANY**  
**LOCAL PLANNING SCHEME No. 1**

**AMENDMENT No. 20**





**MINISTER FOR PLANNING**

**PROPOSAL TO AMEND A LOCAL PLANNING SCHEME**

LOCAL AUTHORITY:	<b>CITY OF ALBANY</b>
DESCRIPTION OF LOCAL PLANNING SCHEME:	<b>LOCAL PLANNING SCHEME No. 1</b>
TYPE OF SCHEME:	<b>DISTRICT SCHEME</b>
SERIAL No. OF AMENDMENT:	<b>AMENDMENT No. 20</b>

PROPOSAL: To

1. Incorporate Lots 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550 Amity Quays, Albany within a 'Special Control Area' and changing the residential density code from R30 to R60;
2. modify the Local Planning Scheme No.1 by incorporating the Amity Quays Special Control Area within Part 6 – Special Control Areas of the Scheme Text; and
3. amend the Scheme Maps accordingly.

**LOCAL PLANNING SCHEME No. 1**

**AMENDMENT No. 20**

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1. RESOLUTION
2. REPORT
3. EXECUTION

PLANNING AND DEVELOPMENT ACT 2005

**RESOLUTION TO PREPARE AMENDMENT  
TO LOCAL PLANNING SCHEME**

**CITY OF ALBANY**

**LOCAL PLANNING SCHEME No. 1**

**DISTRICT SCHEME**

**AMENDMENT No. 20**

RESOLVED that the local government pursuant to Section 72 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Incorporating Lots 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550 Amity Quays, Albany within a 'Special Control Area' and changing the residential density code from R30 to R60;
2. modifying the Local Planning Scheme No.1 by incorporating the Amity Quays Special Control Area within Part 6 – Special Control Areas; and
3. amending the Scheme Maps accordingly.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason.

- The amendment is consistent with the Albany Local Planning Strategy, which sets a strategic objective to support urban infill development based on compatibility of land uses and infrastructure capacity;
- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

**CITY OF ALBANY**

**LOCAL PLANNING SCHEME NO. 1**

**AMENDMENT NO. 20**

**PLANNING REPORT**

**Proposal to increase the Residential Density Code for  
Lots 1533 to 1550 (inclusive) Amity Quays, City of Albany.**

Revision Schedule

No.	Date	Details	CM
1	6 September 2016	CoA	WR

## Contents

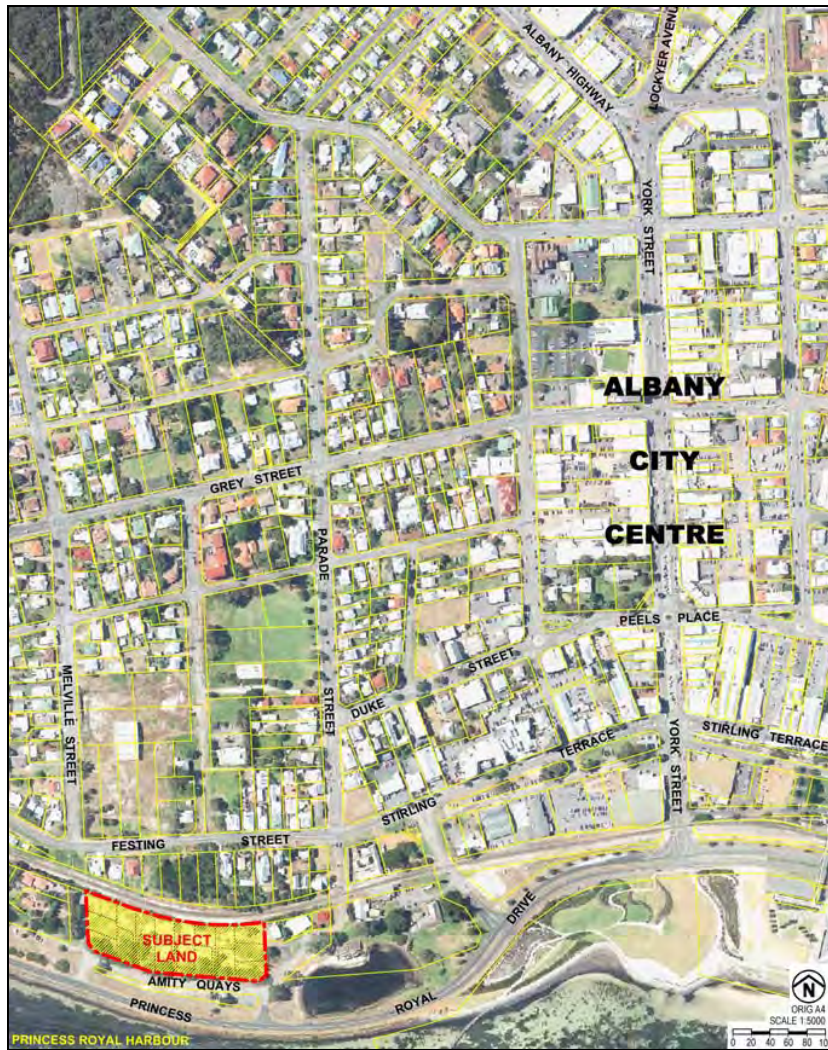
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**1. INTRODUCTION**

Amity Quays is located immediately to the west of the Amity historic precinct on the Albany foreshore and is owned by the State of WA and managed by the WA Land Authority.

The land was originally the site of the Albany Gas Works and remediation of the property is currently being finalised.

Given the location of the property with uninterrupted views of the Princess Royal Harbour and its location within walking distance of the Albany city centre, the WA Land Authority approached Landcorp to explore the opportunity to increase the residential density coding from R30 to R60.



Location Plan

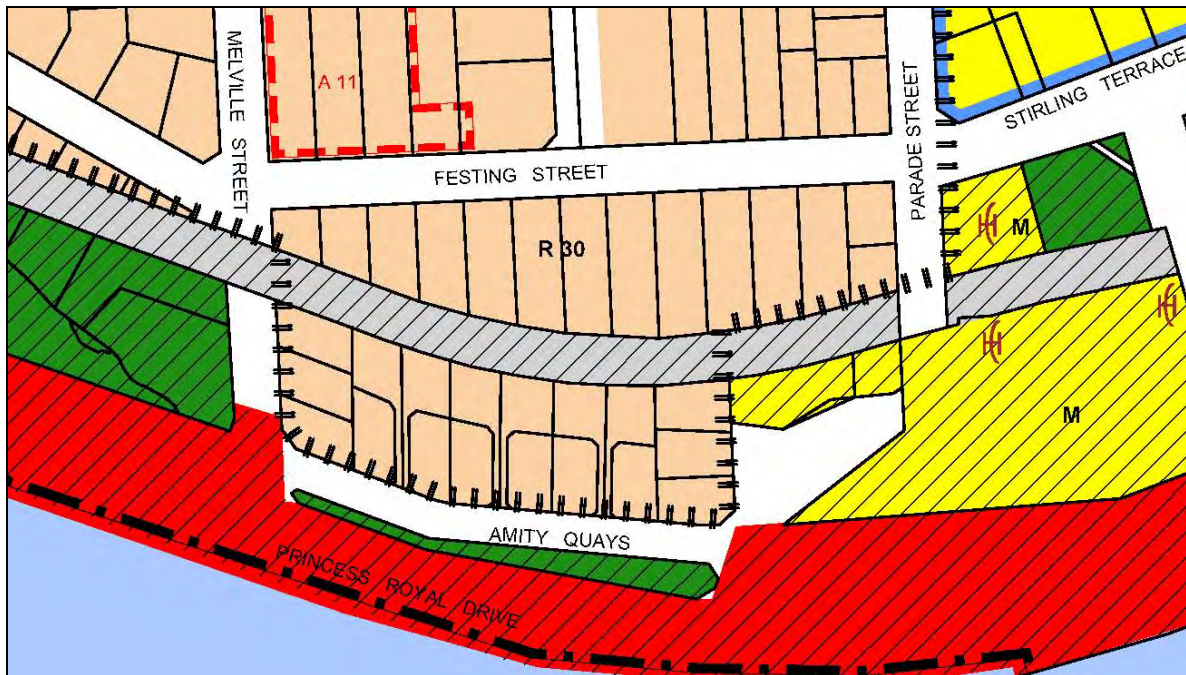
The following report provides background information and justification for the increase in residential density.

**2. LOCATION, AREA AND ZONING**

Amity Quays is located on the Albany Foreshore immediately to the west of the Amity historic precinct. Refer to location plan on previous page.

It currently consists of eighteen lots ranging in size from 603m<sup>2</sup> to 627m<sup>2</sup>, with an overall area of 11,019m<sup>2</sup>.

Under the provisions of the City of Albany Local Planning Scheme No 1 the land is zoned 'Residential' with an R30 density code.



Zoning Plan





### 3. SITE DESCRIPTION

The site, Lots 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550 Amity Quays, Albany, occupy a relatively narrow strip of land located between the railway reserve to the north and Princess Royal Drive to the south. It is approximately 190 metres in length east west and has a depth of about 60 metres. It rises from a low point of around 2 metres AHD along its southern boundary to approximately 6 metres AHD along its northern boundary.

To the west, land between the road and railway is reserved 'Parks and Recreation' and is occupied by three lakes which accommodate drainage from the urban area to the north. Premises previously used as a hospice, and now used for short stay accommodation, are located immediately to the west of Amity Quays.

To the east is the Amity Historic Precinct which contains the Brig Amity replica, the Residency Museum and a number of other buildings.

On the northern side of the railway reserve the land is zoned 'Residential' with an R30 density code. The land rises steeply from the railway reserve to a high point of approximately 20 metres AHD in the middle and tapering off to 13 metres to the west and 10 metres to the east. The land has been developed with single residential housing, apart from four lots in the middle which are currently vacant. Refer Site Context Plan overleaf.

On the northern side of Festing Street, the Albany Woollen Mills site is located between Melville Street and Mill Street. Portion of the site has been designated as an 'Additional Use' site with a residential density code of R30/60.



Site Context Plan

#### **4. PLANNING CONTEXT**

The Albany Local Planning Scheme No 1 (LPS No1) and the Albany Local Planning Strategy (ALPS) are key planning documents which provide the statutory and strategic provisions and guidelines for development within the City of Albany.

One of the key strategic objectives in ALPS is to consolidate serviced urban areas so that they are close to major employment areas and maximise the use of existing residential and other types of land no longer economically viable.

ALPS notes that the Albany City Centre and urban neighbourhood centres will support new medium-density (R30 to R60) residential developments. The increased residential densities will cater for smaller households which form an increasingly larger proportion of the City's population.

Higher densities around the CBD, neighbourhood and local centres will provide for a variety of residential accommodation which will in turn support the viability of those centres.

Planning, development and design guidelines and criteria that need to be addressed are recommended to achieve high-quality outcomes.

As a former industrial site with a location in close proximity to the Albany CBD and its associated foreshore redevelopment, the subject land meets all the criteria for a consolidated/infill development. The facilities associated with the CBD, such as commercial, retail, employment, community, cultural and administrative services are all within walking and cycling distance.

A consolidation strategy is also consistent with the recommendations of the Lower Great Southern Strategy.

The benefits of consolidation will:

- Establish a more sustainable urban form by minimising the development footprint and better protecting the environment.
- Minimise urban sprawl or creation of disjointed communities.
- Minimise the impact on agricultural land.
- Maximise the use of existing infrastructure services and facilities.
- Minimise distances and travel time between home and services and facilities.
- Retain the current high levels of accessibility to the Albany City Centre.
- Promote greater participation in public and alternate transport options.

In addition to the benefits of consolidation and infill noted above, the amenity offered by the site with its unimpeded views of Princess Royal Harbour makes it a prime site for redevelopment to a higher density

The LPS No 1 currently provides for residential densities up to R60 around the periphery of the CBD and for special sites such as the Albany Woollen Mills located to the north of the subject land.

## **5. SERVICES AND INFRASTRUCTURE**

The existing subdivision for Amity Quays was fully serviced and constructed. A report has been prepared by Wood and Grieve Engineers to assess whether an increase in density from R30 to R60 can be accommodated by the available services.

The report concludes that no impediments to developing the property to a higher density are anticipated. Refer Appendix A to view the full report.

## **6. SITE SPECIFIC ISSUES**

### **6.1 Noise and Vibrations**

While the subject land is zoned for residential development and has been subdivided into 18 lots, any proposal to redevelop the site to a higher density should have regard to the proximity of the rail which is still used to transport goods to and from the port. Noise and vibration need to be addressed and appropriate measures incorporated into the design to ameliorate the impacts.

Similarly, noise from traffic using Princess Royal Drive also needs to be taken into account.

### **6.2 Fire Safety**

Amity Quays is located within an area shown as being 'Bush Fire Prone' on the DFES mapping. A Bushfire Attack Level Contour Plan has been prepared for the site and is attached in Appendix B. Both the north east and north west corners of the site are currently affected by the assessment and may require development to be set back from the boundary. However, some tidying up of adjoining property may be sufficient to reduce setbacks and construction standards. This can be considered at the development stage.

### **6.3 Visual Impact**

Given the prominent location of the site on one of the main routes into Albany, careful consideration also needs to be given to the design and appearance of the development. Prior to development, design guidelines are recommended to ensure the development, whether as a single residential, grouped housing or mixed development, achieves a high quality outcome.

### **6.4 Site Remediation**

Following acquisition of the site by the State Government in 2002, Landcorp has undertaken site investigations and remediation works to clean up the site. On site works were completed in mid 2015 and final site validation has recently been completed. Final submission to the Department of Environmental Regulation and classification of the site as "Remediated" is anticipated in December 2016.

## 7. AMENDMENT PROPOSAL

The subject land is currently zoned 'Residential' with an R30 density code. However, the site has been subdivided into 18 lots of approximately 600m<sup>2</sup> each which equates to an R15 density code. While each lot can be developed as a duplex lot with two dwellings per lot, a potential buyer has no idea what might be built within the estate or next to or in some cases, in front of their property.

Given the unique nature of the site, its location near the CBD and the general amenity available in terms of water views and strategic siting, it is considered that a higher density coding is warranted and should be encouraged. This would be in accord with the key planning documents guiding development within the City which encourages;

- the consolidation of urban development;
- infill development;
- increased densities up to R60 around the periphery of the CBD; and
- provision of a variety of housing to accommodate the increasing proportion of smaller households.

In order to ensure the site specific issues outlined in Section 6 above are addressed, it is recommended that the subject land be incorporated within a 'Special Control Area' which will facilitate the incorporation of conditions to address those issues. All provisions associated with 'Residential' zone in Council's Local Planning Scheme No 1 will continue to apply to the site and development will be subject to the 'Residential Design Codes'.

An indicative concept plan has been prepared to illustrate how the site could be developed to an R60 density. Refer attached site plan and built form example.

The plan entails re-subdivision of the site into four grouped housing lots which accommodate between 14 to 16 units, with an overall total of 59 units.



**INDICATIVE CONCEPT PLAN**

roberts gardiner architects  
 1st Floor, 69 Lockyer Ave  
 Albany, WA, 6331  
 P.O. Box 1502  
 ph (08) 9841 5455  
 fax (08) 9842 5152



**DEVELOPMENT EXAMPLES**  
(Indicative only)



The slope of the site allows for the development to be benched with units adjacent to Amity Quays being located on the lower level and units to the rear being elevated to maximize views to the harbour. The layout also provides for views corridors looking south along the driveways. While the residential design codes allow for up to 3 storeys to be built, the example provided is based on a maximum of two storeys.

## **8. CONCLUSION**

This amendment relates to a former industrial site in a prominent location on the Albany foreshore abutting Princess Royal Harbour. The site has been remediated with pollutants associated with its use as a Gas Works having been removed.

The amendment proposes to increase the density from R30 to the R60 density code. This is in accord with policies of consolidation and infill incorporated in the City of Albany's Local Planning Strategy.

Incorporation of the site into a 'Special Control Area' will enable appropriate controls to be included to address potential noise impacts from road and rail. Attention to the built form is also recommended given the site's prominent location.

**PLANNING AND DEVELOPMENT ACT 2005**

**CITY OF ALBANY**

**LOCAL PLANNING SCHEME No. 1**

**AMENDMENT No. 20**

The City of Albany under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. Incorporating Lots 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550 Amity Quays, Albany within a 'Special Control Area' and changing the residential density code from R30 to R60.
2. Modifying the Local Planning Scheme No.1 by incorporating the Amity Quays Special Control Area within Part 6 – Special Control Areas of the Scheme Text in the following manner:

**Part 6 – Special Control Areas**

**6.8 Amity Quays Special Control Area**

6.8.1 The purpose of the Amity Quays Special Control area is to -

- a) Increase the residential density code from R30 to R60;
- b) Ensure appropriate noise mitigation measures are incorporated within the development to address noise impact from road and rail; and
- c) Encourage high quality built form given the prominent location on Princess Royal Drive and proximity to the Amity Historic Precinct.

6.8.2 In considering an application for planning approval within the Amity Quays Special Control Area, the Local Government shall have particular regard to -

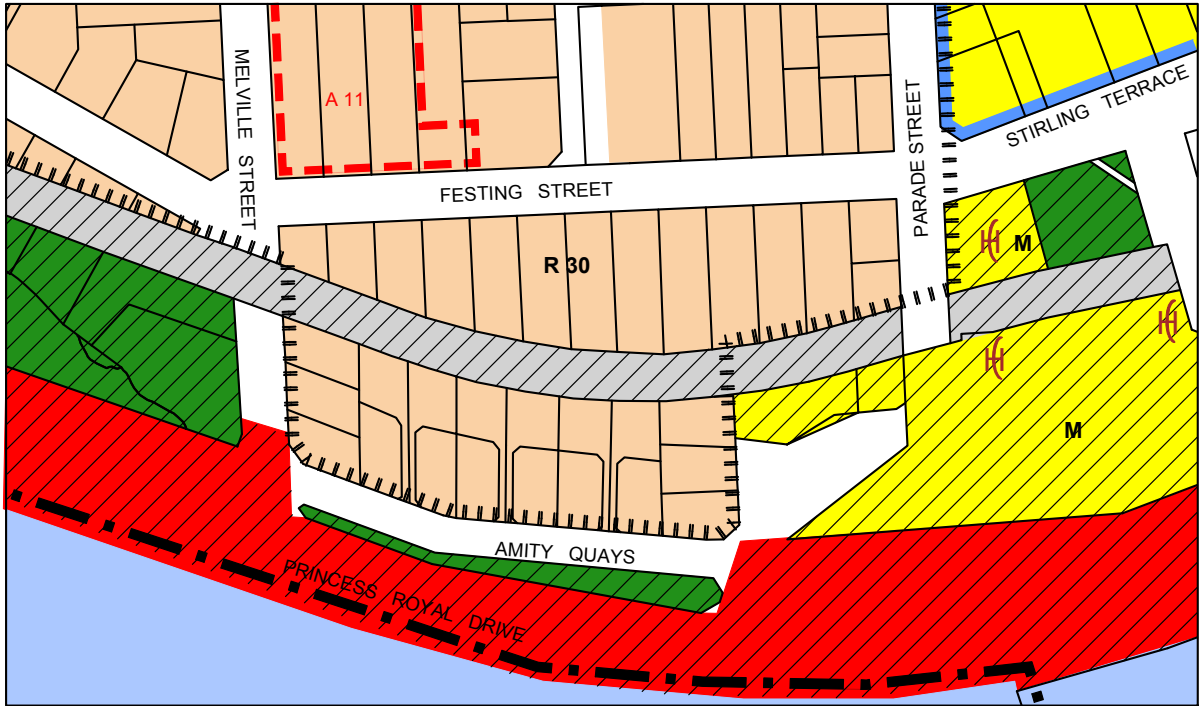
- a) The provisions of the Environmental Protection (Noise) regulations 1997 and any advice received from the Environmental Protection Authority in relation to noise impacts from road and rail; and
- b) Any relevant design guidelines administered by the local Government.

6.8.3 The Local Government may grant approval and impose conditions on the approval to require the applicant to incorporate design and construction methods/materials to reduce noise impacts into the dwelling.

6.8.4 The Local Government shall request the commission impose a condition on any subdivision approval requiring a notification to be placed on the Certificate of Title stating that the land may be affected by noise from the nearby road and rail.

3. Amending the Scheme Maps accordingly.





### Existing Zoning





### Proposed Zoning









**LOCAL SCHEME RESERVES**

-  Major Roads
-  Parks & Recreation
-  M Public use: Museum
-  Rail

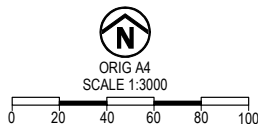
**LOCAL SCHEME ZONES**

-  Regional Centre
-  Residential

**OTHER CATEGORIES**

-  Scheme Boundary
-  R 30 R Codes
-  A 11 Additional Uses
-  Amity Quays Special Control Area (see c.6.8)
-  Place of heritage value - buildings
-  Waterbodies

**AYTON BAESJOU**  
 PLANNING  
 59 Peels Place  
 ALBANY WA 6330  
 Ph 9842 2304 Fax 9842 8494



**CITY OF ALBANY**  
**LOCAL PLANNING SCHEME 1**  
**AMENDMENT NUMBER 20**

**ADOPTION**

Adopted by resolution of the Council of the City of Albany at the Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Executive Officer**

**FINAL APPROVAL**

Adopted for final approval by resolution of the City of Albany at the Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and the Common Seal of the City of Albany was hereunto affixed by the authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Executive Officer**

Recommended/Submitted for Final Approval

\_\_\_\_\_  
**Delegated Under S.16  
of the PD Act 2005**

\_\_\_\_\_  
**Date**

Final Approval Granted

\_\_\_\_\_  
**Minister for Planning**

\_\_\_\_\_  
**Date**

**City of Albany  
Local Planning Scheme No. 1**

**AMENDMENT No. 20**

**APPENDIX A**

**SERVICES INVESTIGATION REPORT  
WOOD & GRIEVE ENGINEERS**



## Lots 1533 & 1550 Amity Quays

### Services Investigation Report

Prepared for:

Client name  
LandCorp

Date:  
24 March 2016

Prepared by:

Greg Basden  
Project No. 26838-ALB-C-21  
P:\26838-21\PROJECT DOCUMENTATION\C\_CL\_RE\_001 REV 1.DOCX

PO Box 634, Level 1, The Terrace Centre, 96-102 Stirling Terrace, Albany WA 6330  
T: (08) 9842 3700 F: (08) 9842 1340 E: albany@wge.com.au W: www.wge.com.au

## Revision

REVISION	DATE	COMMENT	APPROVED BY
<b>0</b>	17/03/2016		<b>GKB</b>
<b>1</b>	24/03/2016	Plan amended	<b>GKB</b>

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# Introduction

## 1. Introduction

### 1.1 Brief

Wood & Grieve Engineers have been commissioned to investigate the impact on services for the proposed increase in density from R30 to R60 for the development on Lots 1533 and 1550 Amity Quays, Albany.

#### 1.1.1 Background

The site is located between Amity Quays and the Rail reserve, on the foreshore of Princess Royal Harbour, Albany. Formerly a gas works facility, the 1.1Ha site has recently been remediated to provide a suitable residential estate.

The original subdivision was for only 18 green title lots. This is now being reconsidered and it is proposed to rezone this to R60 as is exemplified below.



## Development Services

### 2. Development Services

#### 2.1 General

The previous subdivision was full serviced and constructed. The purpose of this report is to identify any additional requirements needed to increase the yield of the development.

This report is based on informal liaison with the relevant service authorities and is subject to detailed design.

#### 2.2 Wastewater

The site is currently serviced via an existing 225 dia gravity sewer flowing into existing wastewater pumping station (PS16) immediately adjacent the site on Princess Royal Drive.

This pumping station was apparently designed for R40.

Initial advice from the Water Corporation is that the existing system should be adequate; however some confirmation of the downstream system may be required.

In 2009 the scheme was reviewed, and it was noted that the required emergency storage in the pump station was only 4.3 hours (down from the desired 6 hours). It is possible that the Corporation may use this subdivision as an opportunity to seek a contribution towards this, if the Corporation hasn't completed this in the meantime.

No Headworks has been paid on the existing lots.

#### 2.3 Water

The site is currently serviced via an existing 100 dia PVC water main along its frontage.

Initial advice is that this should have sufficient capacity to serve the proposed development, however re-subdivision may require a cross connection across the railway line to the North.

#### 2.4 Stormwater Drainage

The site is currently serviced with individual lot connection points into the adjacent stormwater system.

Re-subdivision will possibly require a LWMS/UWMP to be developed as this development discharges via the existing lakes into the Princess Royal Harbour. Due to the existing development we would anticipate these documents to be more focused on the stormwater volumes and treatment.

Such a system will more than likely require some form of treatment process for the 1 in 1 year rainfall event, with larger storms discharging directly to the Harbour.

With the recent removal of contaminate material, the replacement sand maybe suitable for onsite soakage.

#### 2.5 Underground Power

As with the other services, underground power has been provided to the previous development. Increasing the power requirement by adding more units may require a new transformer for the site. The location of HV supply is at the Western end adjacent to the railway reserve. Minor extension maybe required for if a new transformer is required.

Unfortunately until a formal application can be made, this cannot be confirmed.

## Development Services

### 2.6 Gas

The existing development is currently serviced via an existing 80 dia PVC gas main in Amity Quays. This should be adequate for the future increase in density.

The battle-axe driveway has existing 40 dia PVC mains servicing the rear lots. These will need removal dependent on the new layout.

### 2.7 Communications

Telstra services exist for the development. No issues are anticipated for the upgrade to increased density.

### 2.8 Roads

The site is surrounded by roads in good condition. We see no reason for any additional works required in the regard.

Road access to the development is via Princess Royal drive, which is a heavy haulage route to the Albany Port. This access is controlled by Main Roads WA. Any additional traffic generated by the increase in density would be minimal and not expected to impact this road.

The existing battle-axe driveways may need removal should they not suit the new layout.

## Conclusions & Recommendations

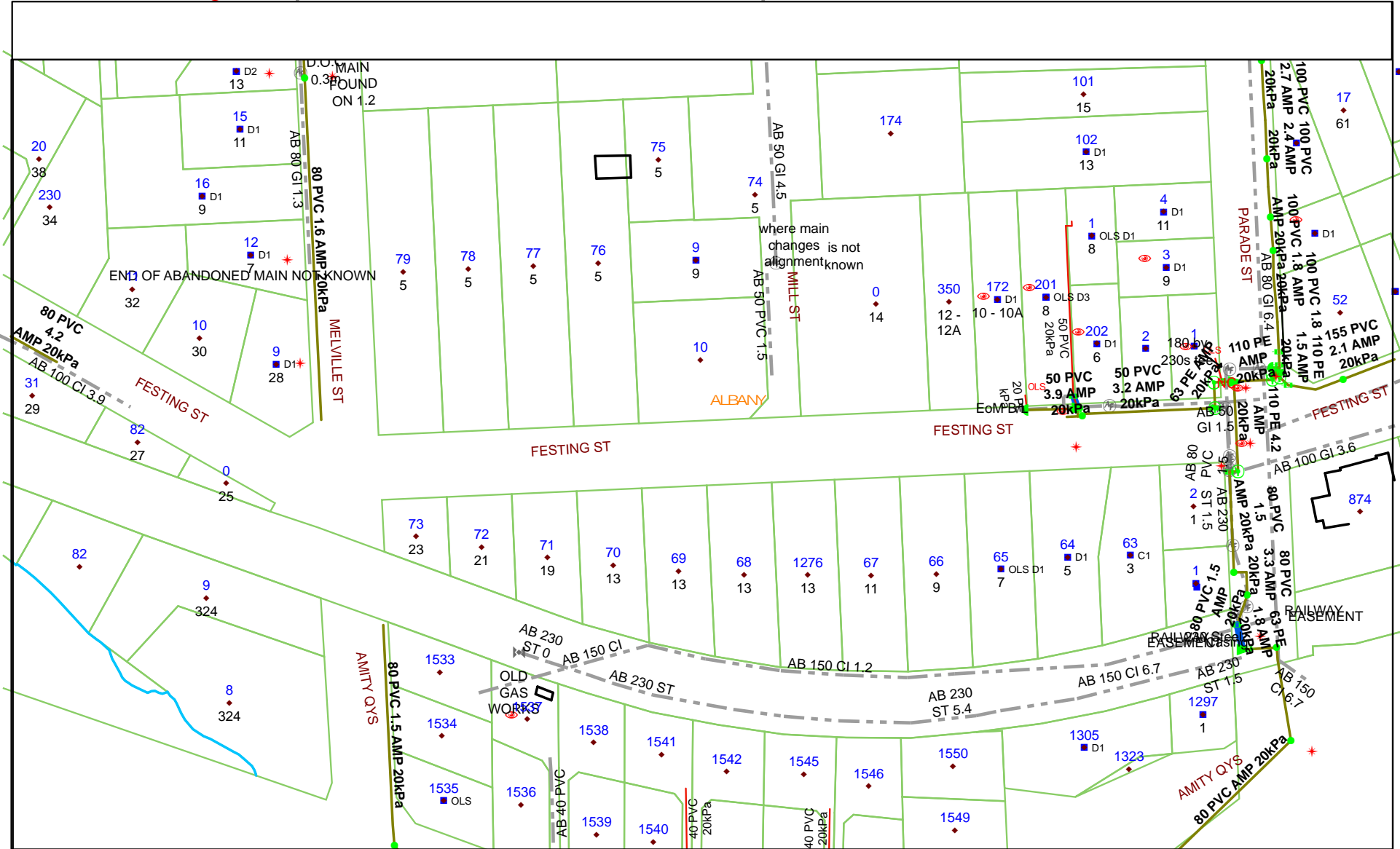
### 3. Conclusions & Recommendations

Based on our investigations and the preliminary advice received, we see no impediments to the servicing of the re-development of these lots into R60 zoning.

As with all such rezoning's and redevelopment we anticipate a LWMS will be required to support the application. As Wood & Grieve Engineers have been involved since it's original subdivision we have a good understanding of the requirements for this strategy. We would be happy to assist with this as required.

## Appendix 1 – Existing Services Plans

### Appendix 1 – Existing Services Plans



Sequence No: 51564426

Map Tile: 1

Scale: 1:1500

© ATCO Gas Australia Pty Ltd

Job No: 10430932

Date: 16/03/2016

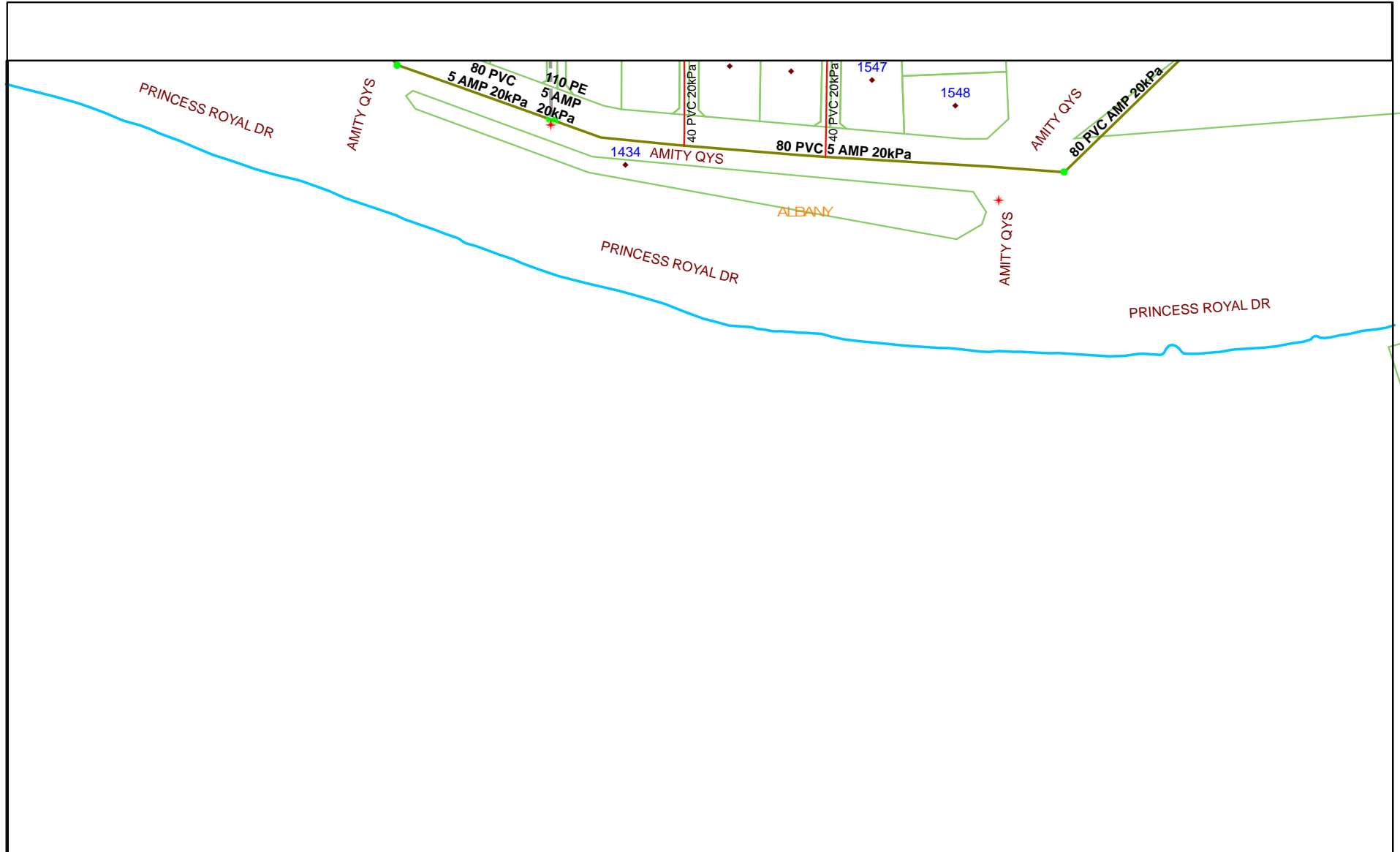
Location: Amity Quay/s, Albany 6330

ABN 90 089 531 975



Please read all **warnings**, conditions and information on the attached "Underground Asset Details" information sheet. This plan is issued subject to that information and those conditions and **warnings** (including, but not limited to, the "NO HOT WORKS" warning). Plans are current for only **30 days** from date of request, indicative only and not warranted to be accurate. It is your responsibility to carefully locate underground assets and follow safe work practises and procedures (eg pot-holing). ATCO Gas Australia will seek compensation for damage caused to assets.

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Sequence No: 51564426

Map Tile: 2

Scale: 1:1500

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Job No: 10430932

Date: 16/03/2016

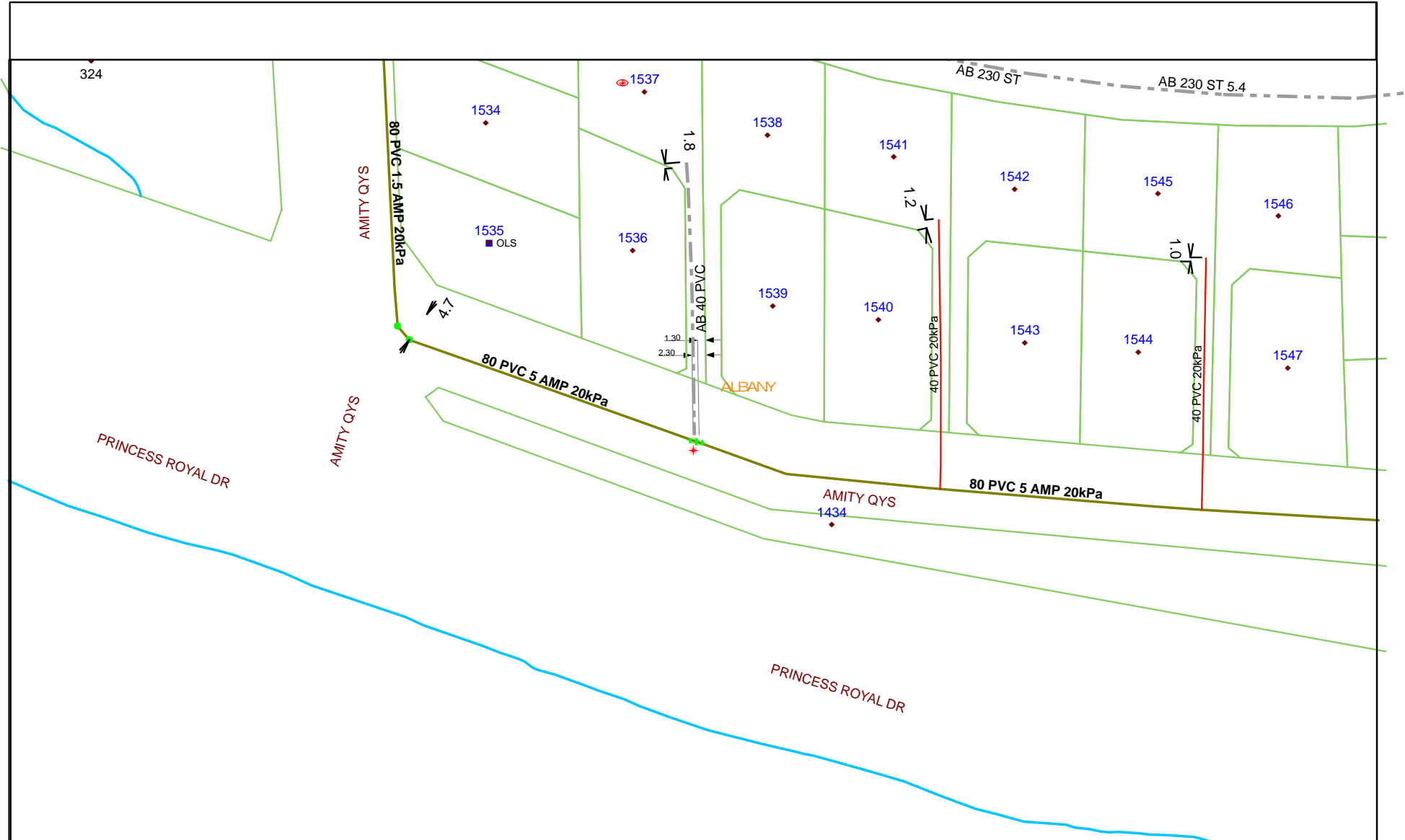
Location: Amity Quay/s, Albany 6330

ABN 90 089 531 975



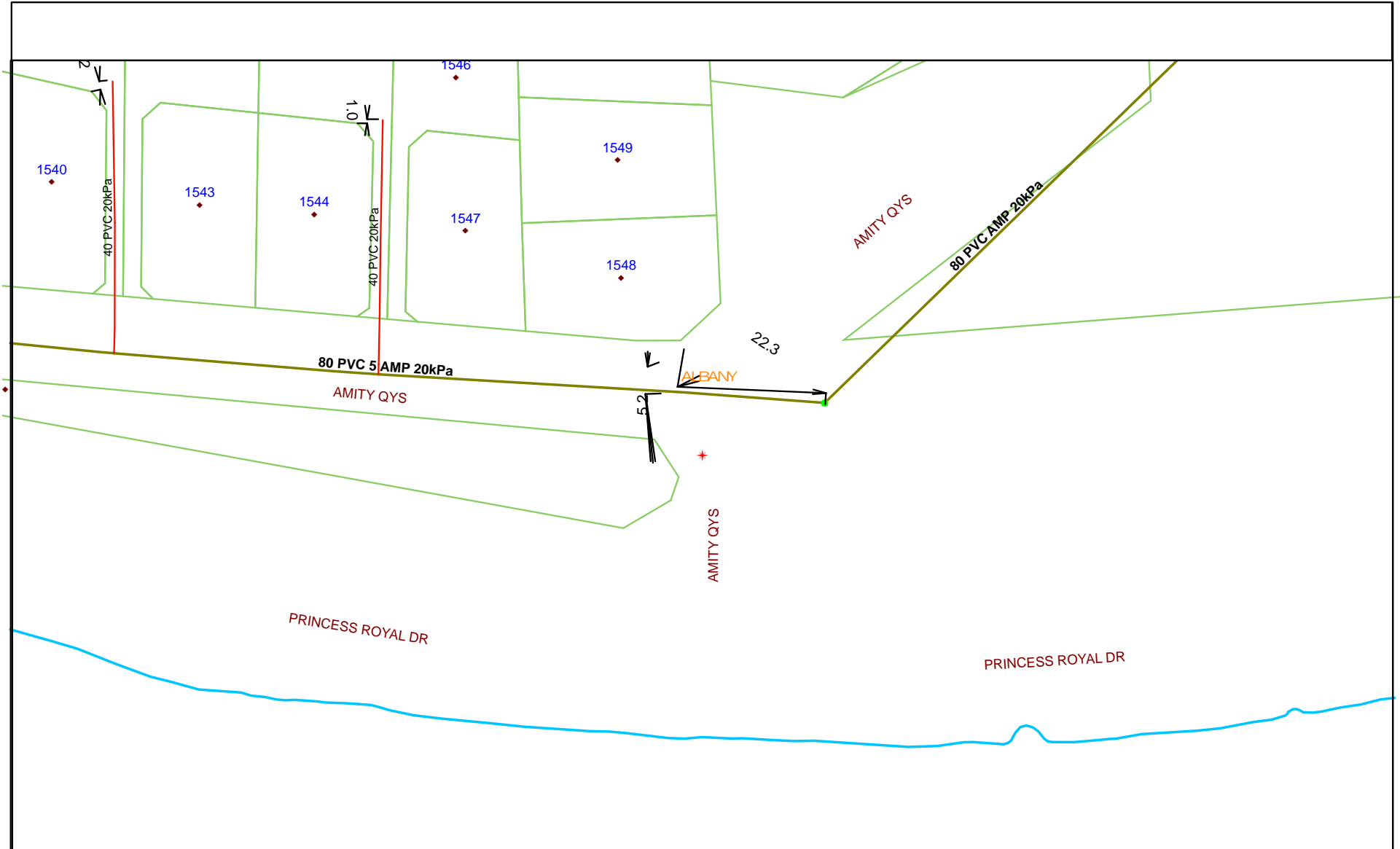
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Sequence No: 51564426	Map Tile: 3	Scale: 1:800	© ATCO Gas Australia Pty Ltd ABN 90 089 531 975
Job No: 10430932	Date: 16/03/2016	Location: Amity Quay/s, Albany 6330	
Please read all <b>warnings</b> , conditions and information on the attached "Underground Asset Details" information sheet. This plan is issued subject to that information and those conditions and <b>warnings</b> (including, but not limited to, the "NO HOT WORKS" warning). Plans are current for only <b>30 days</b> from date of request, indicative only and not warranted to be accurate. It is your responsibility to carefully locate underground assets and follow safe work practises and procedures (eg pot-holing). ATCO Gas Australia will seek compensation for damage caused to assets.			© Western Australian Land Information Authority trading as Landgate Based on information provided by and with the permission of the Western Australian Land Information Authority trading as Landgate





Sequence No: 51564426

Map Tile: 4

Scale: 1:800

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Job No: 10430932

Date: 16/03/2016

Location: Amity Quay/s, Albany 6330

ABN 90 089 531 975



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**UNDERGROUND LEGEND**

- Structures**
- Pillar
  - Metal Pole
  - ▲ Transformer Site
  - UG Crossing \*
  - Ring Main Unit
  - LV Distribution Frame

- Distribution Cables**
- High Voltage Cable (1kV - 33kV)
  - Low Voltage Cable (< 1kV)
  - Street Light Circuit (< 1kV)
  - Street Light Pilot (< 1kV)
  - Earth Wire

- Cable Pole Terminations**
- ▲ HV Termination
  - ▼ LV Termination

- Proposed Construction Assets**
- Design Area \*
  - High Voltage Underground Cable
  - Low Voltage Underground Cable
  - Metal Pole
  - Pillar
  - ▲ Transformer site
  - ▲ HV Termination
  - ▼ LV Termination

- State Underground Power Project**
- CURRENT Work Area \*
  - COMPLETED Area \*

- Feature**
- Area of Interest

\* Please refer to coversheet

**Privately owned cables NOT SHOWN (including house services)**

This map is INDICATIVE ONLY.  
Hand exposure via pothole method is MANDATORY.

Telephone Support: 1300 769 345  
Mon to Fri - 08:00 to 16:30

Information valid for 30 days from date of issue

A4 Scale : 1:1500

**WARNING! Look out for overhead power lines**





**UNDERGROUND LEGEND**

- Structures**
- Pillar
  - Metal Pole
  - ▲ Transformer Site
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  - LV Distribution Frame

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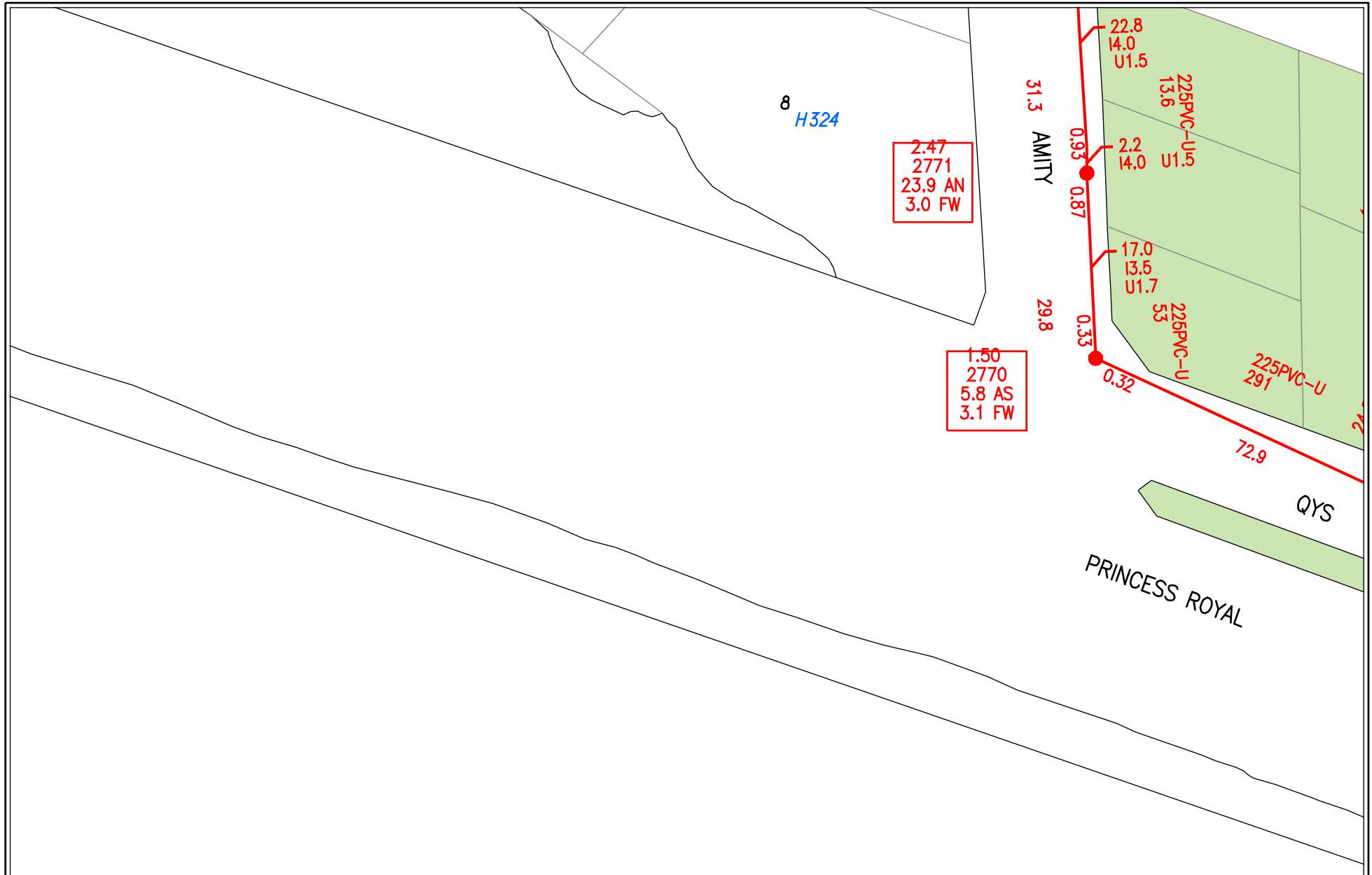
Telephone Support: 1300 769 345  
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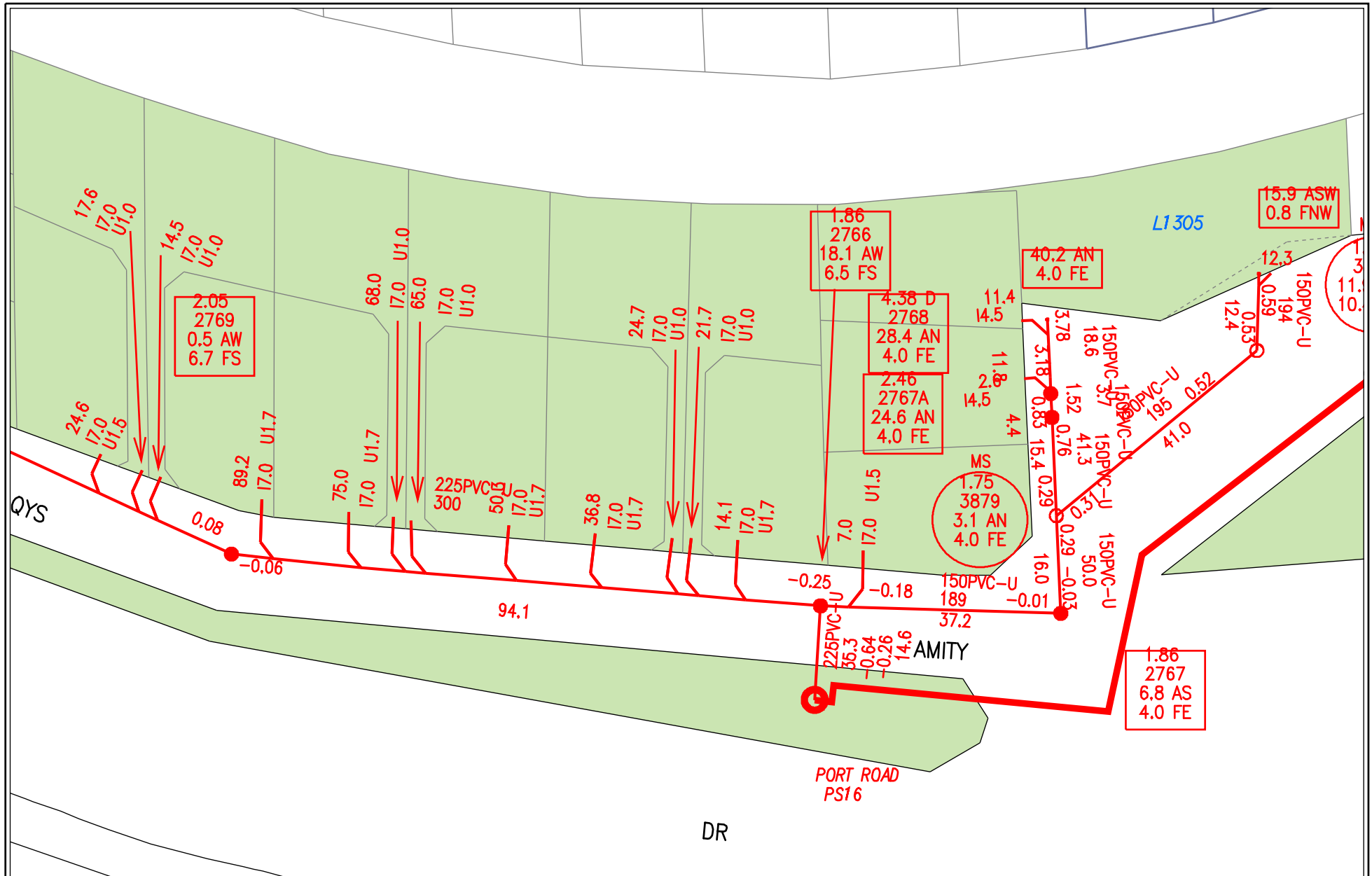
Information valid for 30 days from date of issue

A4 Scale : 1:1500

**WARNING! Look out for overhead power lines**





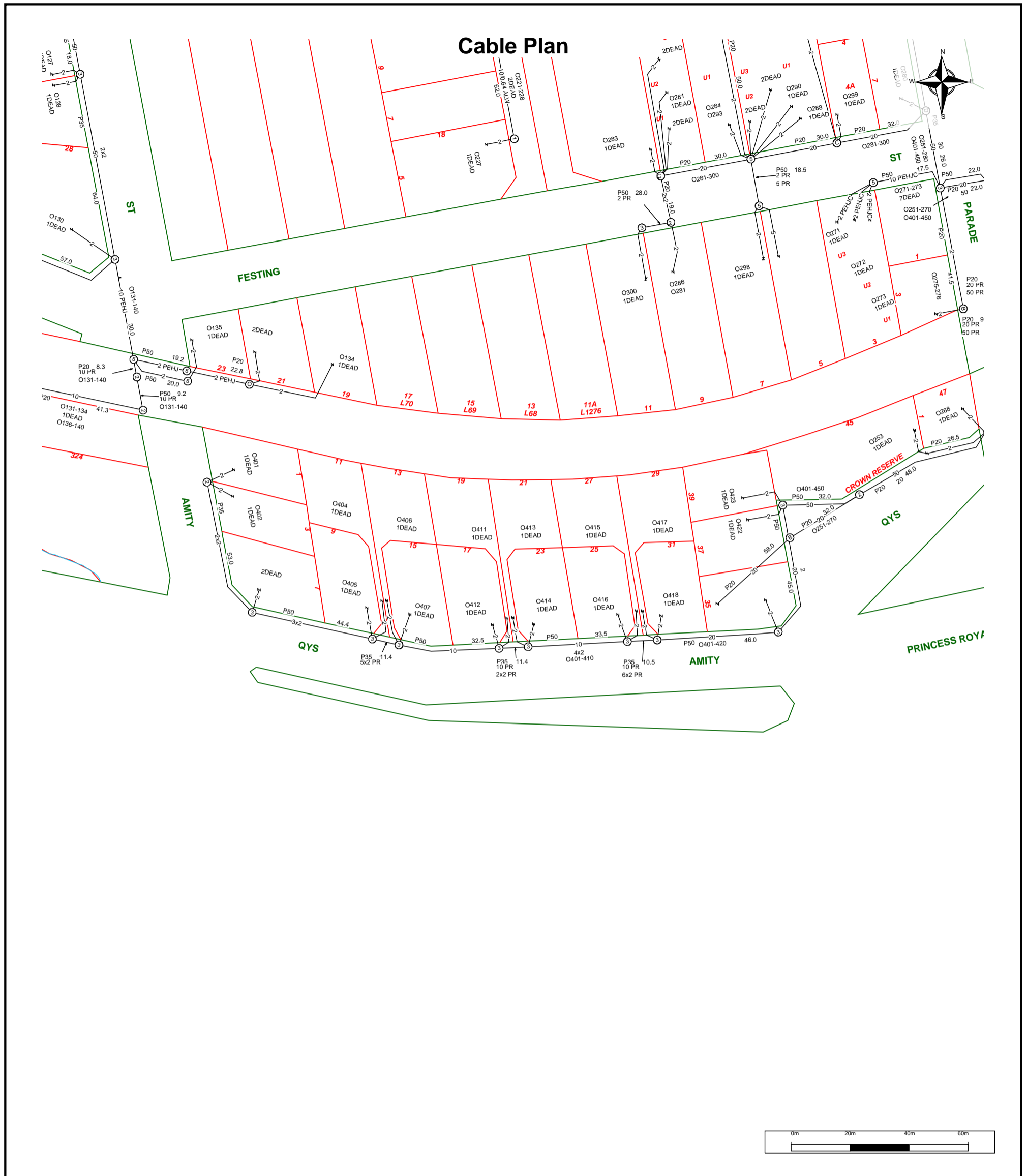


Scale: 1:750 Centre Point: 117.878°, -35.029°  
 Sequence No: 51564427  
 Print Date: 16/03/2016 Page: 5 of 7



**WARNING - CRITICAL PIPELINE**  
 Refer to Information Brochure Damage Prevention and Legend for details

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For all Telstra DBYD plan enquiries -  
 email - Telstra.Plans@team.telstra.com  
 For urgent onsite contact only - ph 1800 653 935 (bus hrs)

Sequence Number: 51564425

Please read Duty of Care prior to any excavating

TELSTRA CORPORATION LIMITED A.C.N. 051 775 556

Generated On 16/03/2016 14:31:26

WARNING - Due to the nature of Telstra underground plant and the age of some cables and records, it is impossible to ascertain the precise location of all Telstra plant from Telstra's plans. The accuracy and/or completeness of the information supplied can not be guaranteed as property boundaries, depths and other natural landscape features may change over time, and accordingly the plans are indicative only. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy shown on the plans.

It is your responsibility to locate Telstra's underground plant by careful hand pot-holing prior to any excavation in the vicinity and to exercise due care during that excavation.

Please read and understand the information supplied in the duty of care statement attached with the Telstra plans. TELSTRA WILL SEEK COMPENSATION FOR LOSS CAUSED BY DAMAGE TO ITS PLANT.

Telstra plans and information supplied are valid for 60 days from the date of issue. If this timeframe has elapsed, please reapply for plans.



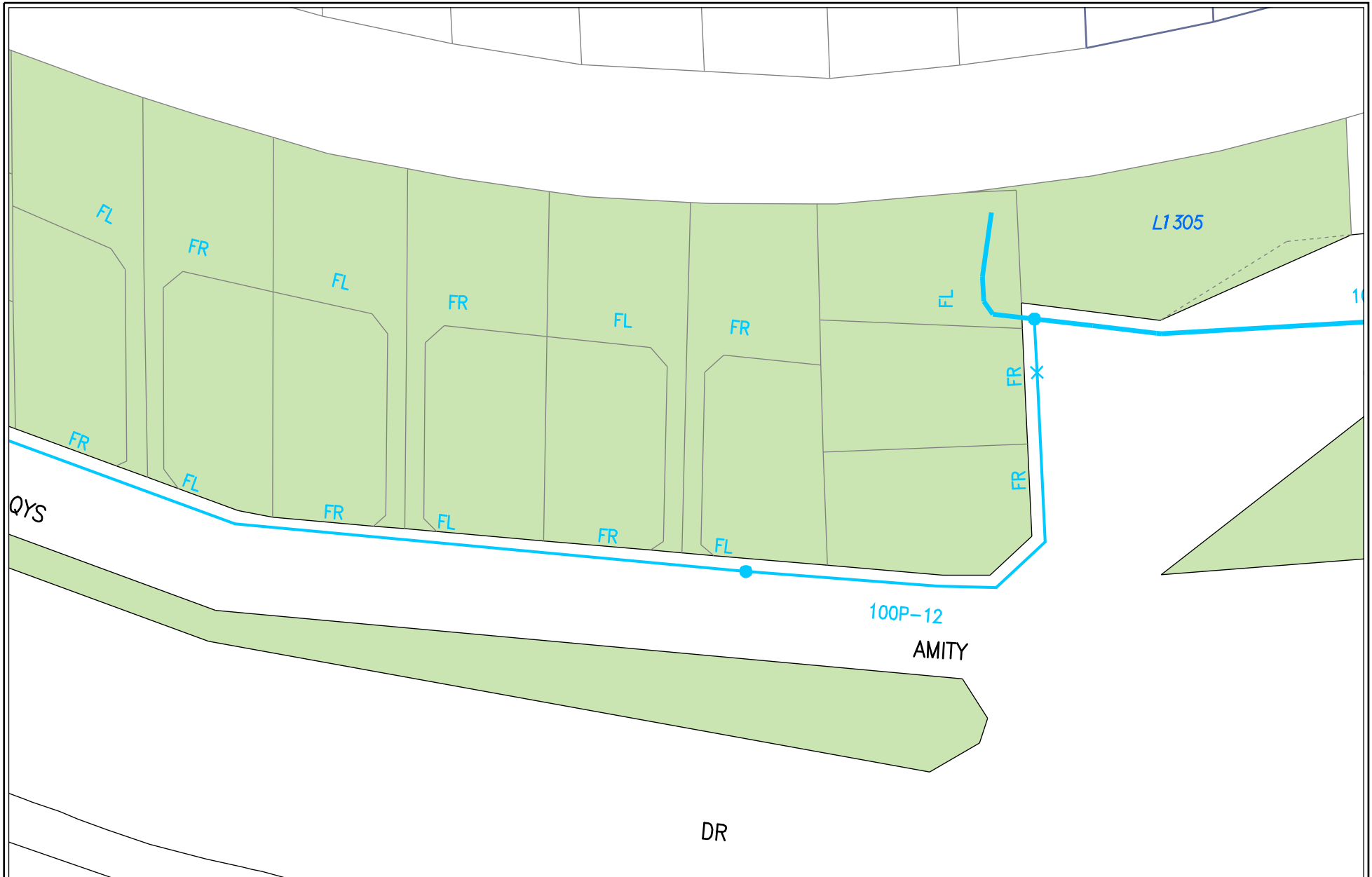
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Sequence No: 51564427  
Print Date: 16/03/2016

Centre Point: 117.876°, -35.029°



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Scale: 1:750  
 Centre Point: 117.878°, -35.029°  
 Sequence No: 51564427  
 Print Date: 16/03/2016 Page: 5 of 7



**WARNING - CRITICAL PIPELINE**  
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**City of Albany  
Local Planning Scheme No. 1**

**AMENDMENT No. 20**

**APPENDIX B**

**BUSHFIRE ATTACK LEVEL CONTOUR PLAN REPORT  
BIO DIVERSE SOLUTIONS**

# AS 3959 Bushfire Attack Level (BAL) Contour Plan Report

Site Details			
<b>Address:</b>	Lot 1533 to 1550 Amity Quays		
<b>Suburb:</b>	Albany	<b>State:</b>	W.A.
<b>Local Government Area:</b>	City of Albany		
<b>Description of Building Works:</b>	Residential subdivision		
<b>Stage of WAPC Planning</b>	WAPC Application		

Report Details			
<b>Report / Job Number:</b>	AB011	<b>Report Version:</b>	Final
<b>Assessment Date:</b>	16/8/16	<b>Report Date:</b>	26/8/16







<p><b>Legend</b></p> <ul style="list-style-type: none"> <li>Amity Quays-subject area</li> <li>Amity Quays assessment boundary</li> <li>AB011-amity quay plots</li> <li>Amity Distances</li> <li>Amity Quay Photos</li> <li>alb_cadastre_cofa_dola</li> <li>contours_25000</li> <li>Slope degrees</li> <li>Forest Type A</li> <li>Grassland Type G</li> <li>Low fuel or non vegetated 2.2.3.2</li> </ul>	<p>Scale 1:1250@ A3 GDA MGA 94</p> <p>100 50 0 100 Meters</p>	<p><b>BPAD</b> Bushfire Planning &amp; Design Accredited Practitioner Level 1</p> <p><b>BIO DIVERSE SOLUTIONS</b></p> <p>35 Fitzgerald Drive Albany, WA 6330 Australia Ph: (81) 9247 3231 Fax: (81) 9247 3231 Mob: (81) 9247 3231</p>	<p>Landcorp Amity Quays Albany WA 6330</p> <p><b>Vegetation Mapping</b> Lot 1533 to 1550 Amity Quays</p> <table border="1"> <thead> <tr> <th>STATUS</th> <th>FILE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>FINAL</td> <td>AB011</td> <td>26/8/2016</td> </tr> </tbody> </table>	STATUS	FILE	DATE	FINAL	AB011	26/8/2016
STATUS	FILE	DATE							
FINAL	AB011	26/8/2016							





**SECTION 1 - Vegetation Classification**


All vegetation within 100m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2009. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.


Plot	1	Classification or Exclusion Clause	Forest Type A
			<p>Forest type A</p> <p>Multi-layered vegetation structure. Lower layer composed mainly of weeds-(<i>Dolichos</i>-Sydney Wattle)</p> <p>30-70% vegetative structure/cover Peppermint trees average height 6 metres Surface fuels 25-35T/ha</p> <p>Separation 28 metres</p> <p>Upslope of site effective slope of 12 degrees- occupying top side of railway cutting</p> <p>Not used in BAL assessment as it's influence was overridden by Plot 2</p>
Photo 1-Photo ID 1-Looking north west from railway line-note weed infestation			

Plot	2	Classification or Exclusion Clause	Forest Type A
			<p>Forest type A</p> <p>Multi-layered vegetation structure. Lower layer composed mainly of weeds-(<i>Dolichos</i>-Sydney Wattle)</p> <p>30-70% vegetative structure/cover Peppermint trees and garden ornamentals average height 4 to 6 metres Surface fuels 25-35T/ha</p> <p>Separation 15-20 metres</p> <p>Upslope of site effective slope 12 degrees- occupying top side of railway cutting and pushing north along Private property boundary</p>
Photo2-Photo ID 2-Aspect to the north north west along private property. Exhibits characteristics of a private garden extending its perimeter onto vacant adjoining land.			

Plot	3	Classification or Exclusion Clause	Forest Type A
		<p>Forest type A</p> <p>Multi-layered vegetation structure. Lower layer composed mainly of weeds-(<i>Dolichos</i>) and <i>Pteridium</i>(bracken fern)</p> <p>30-70% vegetative structure/cover Peppermint trees average height 6 metres-some eucalypts Surface fuels 25-35T/ha</p> <p>Down slope of site effective slope 11 degrees-occupying bottom side of railway benching</p> <p>Connected to plot 5 via overstorey and understorey separation distance refer plot 5</p>	
<p>Photo 3-Photo ID 3-Looking west along railway line. Peppermint forest infested with <i>Dolichos</i>. Note <i>Eucalypt</i> crown top left of photo which is the attaching link to plot 5</p>			

Plot	4	Classification or Exclusion Clause	Grassland Type G
		<p>Unmanaged grasses 100-300mm occupying northern end of rail way siding</p> <p>Up slope from site. Effective slope flat ground</p> <p>15 metres separation from site</p> <p>Some evidence of herbicide spraying in some areas</p> <p>Runs entire length of site.</p>	
<p>Photo 4-Photo ID 4-</p>			

Plot	5	Classification or Exclusion Clause	Forest Type A
		<p>Forest type A</p> <p>Multi-layered vegetation structure. Lower layer Composed mainly of weeds-Sydney wattle. Trash layer of Sydney wattle succumbing to weed treatment on railway line</p> <p>30-70% vegetative structure/cover Planted Eucalypts and pines trees average height 7-10 metres Surface fuels 25-35T/ha</p> <p>Upslope of site effective slope 0.2 degrees- occupying bottom side of railway batter</p> <p>Connected to plot 3 via overstorey and understorey Separation distance 9 metres.</p>	
<p>Photo 5-Photo ID 5-Looking east along railway to site-note dead Sydney wattle composing the trash layer and mixed tree species.</p>			

Plot	6	Classification or Exclusion Clause	Low fuel or non vegetated areas: 2.2.3.2 ( e-f )
		<p>Car park and managed gardens of the premise to the west of site.</p>	
<p>Photo 6-Photo ID 6-Car park view of property to west of site</p>			

**SECTION 3: Potential Bushfire Impacts**

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below and BAL Contour Plan Page 7

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Forest Type A	Up Slope	28 m	Plot 2 overrides
2	Forest Type A	Upslope	15-20 m	BAL 29 BAL19, BAL12.5 can apply
3	Forest Type A	Down slope > 10-15 degrees	76 m	BAL-12.5 can apply
4	Grassland Type G	Upslope	15 m	BAL-19 applies
5	Forest type A	Up slope	9 m	BAL 29 BAL19, BAL12.5 can apply
6	Exclusion-Low fuel or non veg 2.2.3.2 Clause (f)	N/A	N/A	N/A

**COMMENTS ON BAL CALCULATIONS:**

- Distances from vegetation were made based on surface fuels to ledge of lot (subject site) boundary;
- Effective slopes were measured in the field using a Nikon Forestry Pro and represented on the respective plots;
- Method 1 (AS3959-2009) Simplified procedure was used for vegetation classification and BAL Assessment process;
- Vegetation was classified within 100m of the lot boundaries;
- The perimeter of the vegetation was measured using field GPS and notations on field GIS maps;
- The BAL Contour Plan was prepared by an Experienced Level 2 Bushfire Planning Practitioner (pending Accreditation by FPA); and
- The BAL Contour Map has been prepared in accordance with Department of Planning (WAPC) Fact Sheet – BAL Contour Maps (Version 2, January 2016).

**ASSUMPTIONS**

- Internal areas of the subdivision will be maintained in a low fuel state (as per APZ standards and AS3959-02009 Clause 2.2.3.2 (f)) by the developer until individual lot construction occurs.



<b>Legend</b> Amity Quays-subject area BAL FZ BAL 19 BAL 40 BAL 29 BAL 12.5 alb_cadastre_cofa_dola contours_25000		Scale 1:1000@ A3 GDA MGA 94	 100 Meters	 BPAD Bushfire Planning & Design Approved Practitioner Level 1 33 Deerpark Drive Albany WA 6330 Australia Tel: 08 9447 3936 Fax: 08 9447 3935 Mob: 0447 955 516	Landcorp Amity Quays Albany WA 6330 <b>BAL- Mapping</b> <b>Lot 1533 to 1550 Amity Quays</b> STATUS: FINAL FILE: AB011 DATE: 26/8/2016
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**AS3959-2009 disclaimer:** It should be borne in mind that the measures contained within this Standard (AS3959-2009) cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behavior of fire and extreme weather condition.

(AS3959, 2009)

Building to AS3959-2009 is a standard primarily concerned with improving the ability of buildings in designated bushfire prone areas to better withstand attack from bushfire thus giving a measure of protection to the building occupants (until the fire front passes) as well as to the building itself.

**SECTION 4: DISCLAIMER**

*The recommendations and measures contained in this assessment report are based on the requirements of the Australian Standards 3959-2009 – Building in Bushfire prone Areas, WAPC State Planning Policy 3.7 (WAPC, 2015), , WAPC Guidelines for Planning in Bushfire Prone Areas (WAPC, 2015), and CSIRO’s research into Bushfire behaviour. These are considered the minimum standards required to balance the protection of the proposed dwelling and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed dwelling are made in good faith on the basis of the information available to the fire protection consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the fire protection consultant has no control. Notwithstanding anything contained within, the fire consultant/s or local government authority will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the fire consultant/s and the local government authority, their servants or agents) arising out of the services rendered by the fire consultant/s or local government authority.*

**SECTION 7: Certification**

I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2009 (Incorporating Amendment Nos 1, 2 and 3).

SIGNED, ASSESSOR: .....  .. DATE:

Kathryn Kinnear, Bio Diverse Solutions  
 Accredited Level 1 BAL Assessor (Accreditation No: BPAD30794)  
 “Experienced” Level 2/3 Bushfire Practitioner pending accreditation.



**References**

Western Australian Planning Commission (WAPC) (2015) Guidelines for Planning in Bushfire Prone Areas. Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

Western Australian Planning Commission (WAPC) State Planning Policy 3.2 Planning in Bushfire Prone Areas. Department of Planning WA and Western Australian Planning Commission.

State Land Information Portal (SLIP) (2015 & 2016) map of Bushfire Prone Areas. Office of Bushfire Risk management (OBRM) data retrieved from:

<https://maps.slip.wa.gov.au/landgate/bushfireprone/>

**Appendix 1: – Additional Information / Advisory Notes / Justifications Related to Assessment**

Vegetation types analysed to A3959-2009 with the following justifications:

Vegetation

Forest type A

- Multi-layered vegetation structure;
- Surface fuels and could reach 25-35T/ha
- 30-70% vegetative structure/cover; and
- Eucalypt Trees 10-30m

Grassland Type G

- Unmanaged grasslands – not regularly slashed or grazed;
- Average heights of grasses 50-250mm
- Dominated by grass species; and potential fuel loading 4.5t/ha
- <10% tree/scrub species present.

Low Fuel and non-vegetated areas (AS3959-2009 2.2.3.2):

*Clause (e) – Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.*

- Footpaths;
- Buildings;
- Bare ground;
- Car parks; and
- Roads

*Clause (f) – Low threat vegetation including managed grassland in minimal fuel condition, maintained lawns, golf courses, maintained public reserves and parklands, vineyards, orchards, cultivated ornamental gardens, commercial nurseries, nature strips and wind breaks.*

- Low fuel areas associated with managed grasslands, ornamental gardens in APZ areas of established buildings/dwellings.
- Managed grasses <100mm in height, evidence of regular mowing.

BAL Assessment undertaken by an Experienced Level 2 Bushfire Practitioner. Method 1 AS3959-2009 applied for BAL Assessment.

Appendix 2



Appendix 3



AYTON BAESJOU  
PLANNING  
50 Peach Place  
ALBANY NSW 4210  
PH 0842 2000 Fax 0842 3400

LOCATION PLAN  
Lots 1533 to 1550 Amity Quays  
City of Albany

Checklist for proposal compliance and justification to SPP3.7 (2015) & Guidelines for Planning in Bushfire Prone Areas (2015) )			
<b>BDS Project Name</b>	BAL Contour Plan		
<b>BDS Job Number</b>	AB011		
<b>Date</b>	26/8/16	<b>WAPC#</b>	N/A
<b>Client name</b>	Ayton Baesjou	<b>Condition #</b>	N/A
<b>Bushfire Prone Area</b>	Yes (see attached)	<b>Mapping</b>	Yes see attached
<b>Planning proposal</b>	Subdivision application	<b>Lots created</b>	Yet to be confirmed
1. Bushfire Protection Criteria Acceptable Solutions as defined by Guidelines for Planning for Bushfire Prone Areas (WAPC 2015).			
<b>Element</b>	<b>Compliant to Acceptable Solution– Yes/No</b>	<b>Justification</b>	
<b>Element 1 – Location</b>	Yes	Site has areas which are classified as low and moderate bushfire hazards. Low and moderate hazards are located to the north west, west, south, east and north east (Forest Type A, Grassland Type G.). Proposed buildings can be in BAL 29 to BAL 12.5 zones. <b>Plan of subdivision is deemed to meet Acceptable Solutions for Element 1.</b>	
<b>Element 2 - Siting and design of development</b>	Yes	A2.1: 20m APZ can be achieved within the proposed lots and/or within the BAL 29-12.5 zones. A2.2 not applied <b>Plan of subdivision is deemed to meet Acceptable Solutions for Element 2.</b>	
<b>Element 3 - Vehicular access</b>	Yes	A3.1: Direct access onto Princess Royal Drive A3.2 Public roads to meet minimum grades A3.3 Cul-de-sacs proposed and meet minimum requirements A3.4 Battle axes not proposed A3.5 Private Driveways will meet minimum requirements A3.6 No EAW proposed, use the existing road network A3.7 No FSA proposed, use the existing road network A3.8 Firebreaks compliant by current owner <b>Deemed to meet Acceptable Solutions for Element 3.</b>	
<b>Element 4 – Water</b>	Yes	Connected to reticulated water, hydrants to WCWA standards. <b>Deemed to meet Acceptable Solutions for Element 4.</b>	
<b>Bushfire Hazard Assessment required</b>	Yes	See Vegetation Classes Plan	
<b>BAL Contour required</b>	Yes	See attached BAL Contour Map.	
<b>BMP required</b>	No	Not deemed required	

<b>2. Policy measures SPP3.7</b>		
<b>Policy Measure</b>	<b>Applicable – Yes/No</b>	<b>Justification</b>
<b>6.1 - Higher order strategic planning documents in bushfire prone areas</b>	No	Not a higher order strategic plan
<b>6.2 – Strategic planning proposals, subdivision and development applications:</b>	Yes	a) Subdivision proposal within a designated bushfire prone area, BAL and AS3959-2009 to apply to lots. Dwellings to be built to AS3959-2009 applying Acceptable Solutions, BAL 12.5 to BAL 29 applied in newly created lots.
<b>6.3 - Information to accompany strategic planning proposals:</b>	Yes	a) Results of the BHL in accordance with the detailed methodology in Guidelines and prepared by an accredited practitioner. b) BAL contour plan provided (see attached) BAL 29 or 12.5 can apply to lots. c) Brief assessment to Bushfire Protection Criteria (Elements) in the Guidelines indicated can meet the elements by applying Acceptable Solutions.
<b>6.4 - Information to accompany subdivision application</b>	Yes	a) BAL Contour map showing indicative BAL Contours across the subject site in accordance with the guidelines. b) BAL Contour Map prepared by an accredited Level 1 BAL Assessor and Experienced Level 2 Bushfire Practitioner. c) Brief assessment to Bushfire Protection Criteria (Elements) as per the Guidelines indicated can meet the elements by applying Acceptable Solutions
<b>6.5 Information to accompany Development applications</b>	No	Not applicable – not a Development Application
<b>6.6 Vulnerable or high-risk land uses</b>	No	No vulnerable or high risk uses proposed.
<b>6.7 Strategic Planning proposals, subdivision or development applications in areas where an extreme BHL and/or BAL-40 or BAL – FZ applies</b>	No	Building not recommended in BAL FZ or BAL 40 zones, building only recommended in BAL 12.5-29 zones.
<b>6.8 Advice of State/relevant authorities for emergency services sought</b>	No	Not deemed required
<b>6.9 Advice of State/relevant agencies/authorities for environmental protection to be sought</b>	No	Not deemed required.
<b>6.10 Bushfire conditions may be imposed</b>	Yes	Yes, recommend notification on any new titles that building to AS3959-2009 to apply to any new buildings.
<b>6.11 Precautionary</b>	No	Not applied

principle		
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<b>3. Recommendations based on above checklist</b>
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1. Assessment to SPP3.7 Indicates that the subdivision has Moderate and Low BHLs. (Forest Type A-Grassland Type G) external to site. Internal areas low fuel and maintained by the developer
2. BAL 12.5 –BAL 29 can be achieved in the proposed lots.
3. Brief assessment to Guidelines indicated can meet the Elements by applying Acceptable Solutions can be achieved in the subsequent stages.
4. Detailed BMP not deemed required.
5. Notification on title for newly created lot as condition of subdivision, building to AS3959-2009 to apply to any new dwellings.
6. Bushfire prone area mapping is correct as per the Map of Bush Fire Prone Areas identifying land falling within, or partially within, a bush fire prone area of Western Australia as designated by the Fire and Emergency Services (FES) Commissioner dated 8/12/2015 and 21/5/2016. Updates of this mapping will occur at the discretion of the FES Commissioner and the BAL Contour Mapping is considered valid for a period of 12 months from the date of production.

**References**

Western Australian Planning Commission (WAPC) (2015) Guidelines for Planning in Bushfire Prone Areas. Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

Western Australian Planning Commission (WAPC) State Planning Policy 3.2 Planning in Bushfire Prone Areas. Department of Planning WA and Western Australian Planning Commission.

State Land Information Portal (SLIP) (2015 & 2016) map of Bushfire Prone Areas. Office of Bushfire Risk management (OBRM) data retrieved from:  
<https://maps.slip.wa.gov.au/landgate/bushfireprone/>



Application for Planning Approval

**Proposed Service Station & Lunch Bar**

Lots 40 & 41 (#342-346) Albany Highway, Orana

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Application for Planning Approval

## Proposed Service Station & Lunch Bar

Lots 40 & 41 (#342-346) Albany Highway, Orana

Prepared by:

**PETER D WEBB & ASSOCIATES**

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SUBIACO WA 6904

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Consultant: Mr Nik Hidding  
Job Number: C2191  
Version / Date: Final - 12 May 2016

Prepared for:

**PROCON DEVELOPMENTS (AUST) P/L**

PO Box 522  
KILSYTH VIC 3137



## 1.0 INTRODUCTION

Peter D Webb and Associates has been engaged by Procon Developments (Aust.) Pty Ltd (Procon) to prepare and submit an Application for Planning Approval for a proposed “Service Station” and “Lunch Bar” at Lots 40 & 41 (#342-346) Albany Highway, Orana.

The subject site is zoned “Highway Commercial” under the City of Albany Local Planning Scheme No. 1 (LPS 1). The proposed “Service Station” and “Lunch Bar” uses are able to be considered by the City of Albany, as both are “P” (Permitted) uses in the zone.

For this Application, please find **attached** our completed Application for Development Approval Form signed by the current landowners (Newall Property Developments Pty Ltd), two (2) copies of the proposed plans and our cheque for the prescribed Development Application fee of **\$5,041.00** based on the anticipated construction cost of \$1.80M.

The Project Team had the opportunity to meet with Mr Tom Wenbourne (Senior Planning Officer) of the City of Albany to discuss the principles of this proposal on 18 April 2016. This Application responds to the discussions that were undertaken at that meeting, and we now look forward to the City’s favourable assessment of this Application.

Following is a supporting report outlining the details of the proposal as well as the location, the site and relevant planning background and supporting rationale.

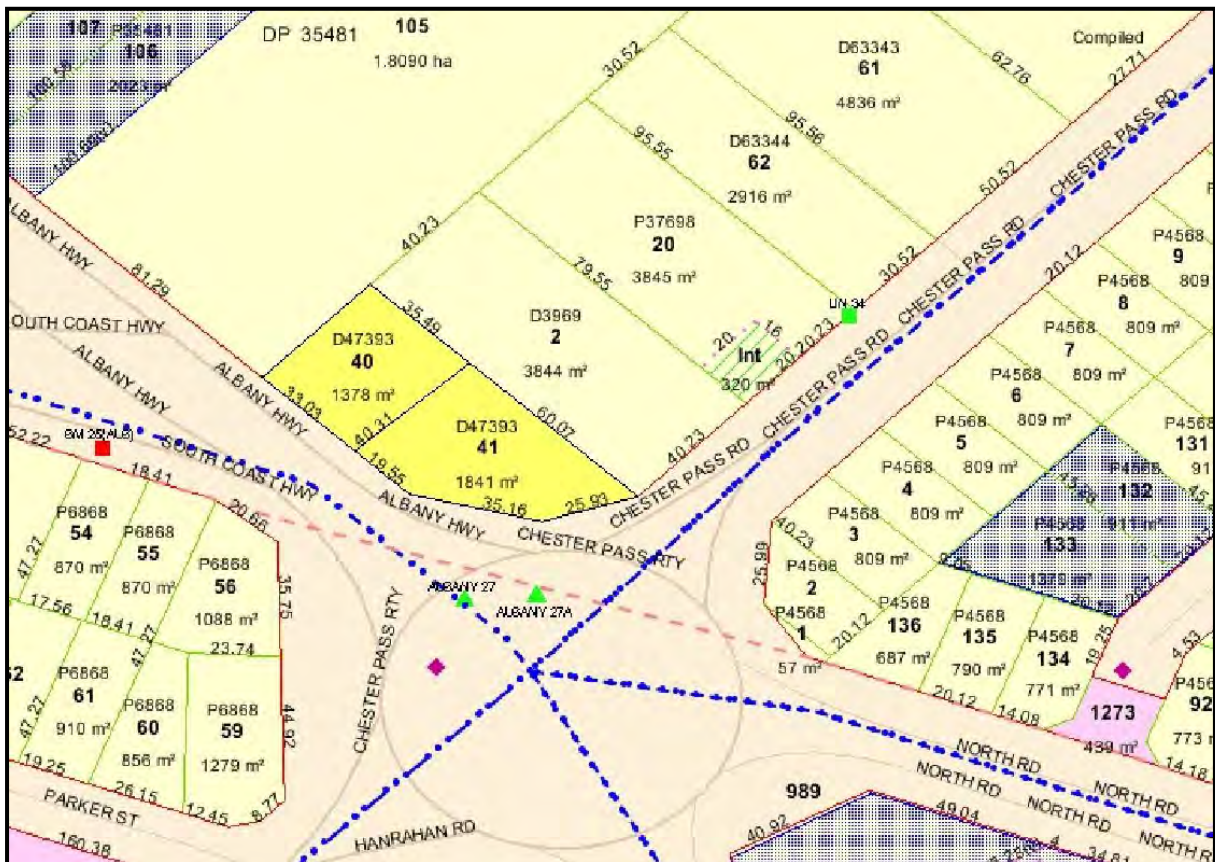
## 2.0 BACKGROUND AND LOCATION DETAILS

<b>Applicant:</b>	Peter D Webb & Associates
<b>Designer:</b>	TRG
<b>Developer:</b>	Procon Developments (Aust.) Pty Ltd
<b>Owners:</b>	Newall Property Developments Pty Ltd
<b>Zoning:</b> LPS 1:	“Highway Commercial”
<b>Scheme:</b>	Local Planning Scheme No. 1 (LPS 1)
<b>Current Use:</b>	Used Car Sales (Derelict) – vacated for many years
<b>Lot Size:</b>	3219m <sup>2</sup> (combined)
<b>Proposed Use Class:</b>	“Service Station” (“P” use) “Lunch Bar” (“P” Use)
<b>Value of Development:</b>	\$1.80M

The subject land comprises Lots 40 & 41 (#342-346) Albany Highway, Orana. The Certificates of Title of the two sites are included at **Annexure 1**.

The subject site has a combined land area of 3219m<sup>2</sup>. (Refer **Figure 1**: Landgate Plan).

Vehicular access will be derived from Albany Highway in accordance with Main Roads WA Policy.



**Figure 1: Landgate Plan**

The land is currently improved with derelict buildings and hardstand associated with used car sales business, which has been vacated for a number of years.

The property is situated adjacent to Bunnings and is located on its south eastern side.

The disused site has three (3) existing crossovers on the Albany Highway frontage which have been in place for many years.

The existing crossovers will be rationalised in this development to ensure safe and efficient movement of vehicles. There will be no increase in the number of approved crossovers to the site. In fact, this development proposes to reduce the number of crossovers to the site from three (3) to two (2).

“Highway Commercial” zoned land is located to the north east and to the north west the site, as well as to the south on the opposite side of the roundabout.

“Residential” zoned land exists to the east and west, on the opposite sides of adjacent roads.

The layout of the site and its context are outlined in the Aerial Photograph (Nearmap) in **Figure 2** below.



**Figure 2: Aerial Photograph (Nearmap)**

A series of photographs of the site and its surrounds is included at **Annexure 2**.

### 3.0 THE PROPOSAL

The proposed “Service Station” & “Lunch Bar” development is depicted on comprehensive Development Plans prepared by TRG (see **Annexure 3**) and include the following:

- Locality Plan;
- Existing Conditions Plan;
- Site Plan;
- Floor Plan;
- Elevation Plan; and
- Signage Plan.

#### 3.1 Building Design

The design of the proposed development is shaped by the relationship to other adjacent (similarly zoned) sites, safety requirements, traffic movement and the functionality of the site.

The service station design is typically commercial in appearance and will adopt corporate branding normally associated with a service station.

The proposed landscaping of the site will ensure that the development provides an attractive frontage and improves the visual amenity of the Albany Highway frontage.

The Service Station will incorporate a 200m<sup>2</sup> convenience store building and fuel canopy with six (6) bowsers. The retail area of the convenience store building is 98.32m<sup>2</sup>.

The Lunch Bar will incorporate a floor space of 157m<sup>2</sup> and will also include alfresco dining.

The buildings will include painted precast concrete panels together with metal feature columns to provide a high quality façade to Albany Highway.

#### 3.2 Hours of Operation

The “Service Station” is proposed to be a 24 hour, 7 days a week operation to provide residents and visitors of the area with the ability to refuel and purchase a range of food, drink and associated items at all times; a service which is currently in demand in this part of Orana (City of Albany).

The “Lunch Bar” is proposed to be operated between the hours of 8am to 6pm, but depending on the tenant, may operate into the evenings to 8pm.

#### 3.3 Access & Movement

Site access and exit points are provided onto Albany Highway, allowing for safe and easy access for passing motorists and (service) trucks. The northern-most crossover to the site will be used for access into the site only (one-way). The southern-most crossover will be used for exit movements only (one-way).

Tanker movements into the site will be from the northern crossover, and exit movements will be to the southern crossover. Tanker movements associated with the site will only occur once a week, at a non-peak time and day.

The site also provides opportunity for access (in) from the adjacent Bunnings site to the north, to assist in site connectivity.

The proposed development also allows a possible vehicular connection to the adjacent site to the north east (Lot 2), should that lot be redeveloped in future.

A Transport Statement (**Annexure 4**) has been prepared by GTA Consultants to support the proposed development. The design of the site has demonstrated that access requirements for both car and truck movement can be efficiently accommodated on this site, in accordance with both the City of Albany and Main Roads WA requirements.

### **3.4 On-Site Parking & Servicing**

The proposed development has been provided with 19 parking bays, with a majority of those parking bays located directly adjacent to proposed buildings. The proposed 19 parking bays include the two (2) disabled bays and the air/water service bay.

The site also includes six (6) standard fuel bowsers (servicing 12 light vehicles simultaneously).

A loading/unloading bay for each use is located in proximity to the proposed buildings.

### **3.5 Convenience Store**

The convenience store associated with the Service Station proposes to incorporate an internal area of 200m<sup>2</sup> NLA, which will include a point-of-sale and offer for sale of goods generally expected in a Service Station, including food and drink products and other associated items for the convenience of residents and passers-by. The convenience store building will also include standard amenities and administration office.

### **3.6 Fuel Types & Dispensing**

The proposed development will provide unleaded fuels (ULP, PULP95, PULP98), and regular diesel. The dispensing arrangements are through standard bowsers, drawing from underground storage tanks.

### **3.7 Fuel Delivery & Storage**

All fuel storage and delivery activities will be undertaken in a manner which complies with Australian Standard 1940 – *The Storage and Handling of Combustible Liquids*. Fuel delivery will occur at a rate of one delivery per week (typically before 6am on a weekday morning).

The proposed tanker sweeps have been reviewed by the Traffic Engineer in the Transport Statement.

The fuel will be stored in two (2) underground horizontal cylindrical tanks with the tanks located in proximity to the main pump canopy.

### 3.7 Environmental Considerations

The risk of contamination and pollution of the local environment is considered minimal. Service Stations are a highly regulated land use and designers use industry best practices to minimise any fuel or other contaminant access to stormwater drains. Design, operational and management measures will include:

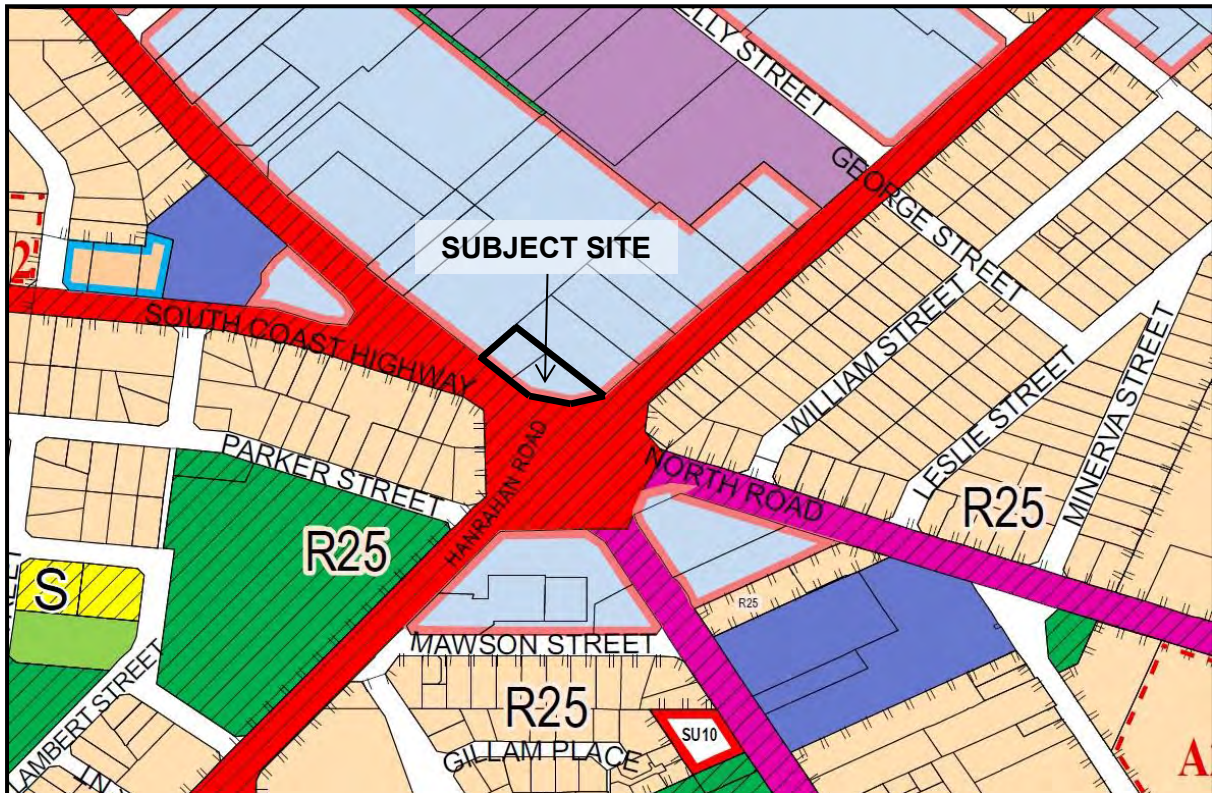
- The connection of washrooms and toilets to reticulated sewerage;
- The use of double-contained fuel storage tank systems with a leak monitoring space. Fuel tanks are also established in stable compacted soils;
- On-site retention and treatment of all stormwater using a using a SPEL Purceptor Stormwater Treatment and Hydrocarbon Capture system;
- Vapour recovery systems compliant with the *Protection of the Environment Operation (Clean Air) Regulation 2002* (NSW Guidance Document);
- Fuel spill kit compliant with the latest Australian Standards and Federal National Occupational Health and Safety Council (NOHSC Codes) or Practice that pertain to the handling, storage, clean-up and disposal of Dangerous Goods and Hazardous Substances: NOHSC: 2007(1994), 1005(1994), & 1015(2001) and AS/NZS 3816:1998, AS1940-2004, AS3780-1994, & AS2507-1998;
- Fuel distribution and leak detection infrastructure compliant with all the relevant Australian Standards, Regulations and Industry Best Practices.
- Site operators will be trained personnel to effectively handle incidents such as fuel and oil spills; and
- Equipment will be installed on site to use in the clean up of any fuel, oil or chemical spills.



## 4.0 PLANNING ASSESSMENT

### 4.1 Local Planning Scheme No. 1

The subject land is zoned “Highway Commercial” under the City of Albany Local Planning Scheme No. 1 (LPS 1). The site fronts Albany Highway which is designated as a “Major Road” (Local Scheme Reserve) and may require Main Roads WA referral. (Refer **Figure 3** for LPS 1 Scheme Map Extract).



**Figure 3: LPS 1 Scheme Map Extract**

The proposed “Service Station” and “Lunch Bar” Use Classes are both “P” (Permitted) Uses in the “Highway Commercial” zone which, “[m]eans that the use(s) [are] permitted by the Scheme providing the use[s] [comply] with the relevant development standards and the requirements of the Scheme.”

The Land Use definitions of Schedule 1 of LPS 1 indicates that:

**“service station** means premises used for:

- (a) the retail sale of petroleum products, motor vehicles accessories and goods of an incidental/convenience retail nature; and
- (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles, but does not include premises used for a transport depot, panel beating, spray-painting, major repairs or wrecking.”

The Land Use definitions of Schedule 1 of LPS 1 indicates that:

*“lunch bar means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.”*

These land uses are specifically mentioned in Schedule 1 of LPS 1 and perfectly describe the proposed land uses proposed to be carried out on the subject site.

#### **4.1.1 Objectives of the “Highway Commercial” Zone**

The Objectives of the Highway Commercial zone are set out at Clause 4.2.11 of LPS 1 and are as follows:

- “(a) Provide along the main transport spines into the CBD, a range of services and activities that support the main CBD commercial areas including automotive trades, car sales, showrooms, vehicle servicing and repairs, storage and similar activities that cannot be accommodated in other commercial or industrial related zones;*
- (b) Ensure that the lot sizes, the built form and layout of the development is robust and adaptable, and the built form provides attractive, complementary street façades and adjoining developments promote the joint use of crossovers and parking areas; and*
- (c) Restrict the sizes and location of signs and encourage landscaping of front setbacks to improve the amenity of highway commercial areas. “*

In response to Objective 1, the proposed development provides two key services that support the main commercial area of Orana which are currently not provided.

In response to Objective 2, the proposed development provides for the redevelopment of the existing underutilised and derelict buildings on the site, which were used in conjunction with a used car sales business. The proposed built form will use high quality materials and finishes that will assist in providing an attractive façade to this prominent location on Albany Highway. The proposed access to the site also rationalises existing crossovers and provides the opportunity to link with adjacent sites for vehicular movements.

In response to Objective 3, the proposed development provides a suitable number of signs that accord with the City’s standards and also includes extensive areas of landscaping to “soften” the built form and provide an attractive frontage to the development to increase visual amenity.

#### **4.1.2 Provisions Applicable to the “Highway Commercial” Zone**

Clause 5.5.9 of LPS 1 outlines development provisions applicable to the “Highway Commercial” zone.

In response to each of the relevant provisions under Clause 5.5.9, we make the following comments:

- The proposed development utilises design elements and materials that break down the bulk of the development and provides visual interest through the articulation of the built form. In particular, the Lunch Bar building includes a covered alfresco area which includes interesting colours and materials.
- Access and egress points onto adjoining road reserves have been carefully planned for and reviewed by the Applicant’s Traffic Engineers and we understand this requires approval of the relevant road control authority.
- Signage associated with the proposed development will be incorporated into the fabric of the buildings and structures on-site and are otherwise in accordance with the City’s signage standards.
- Tree planting in landscaped areas is generally allowed for and the City may require the Applicant to prepare a landscape plan as a Condition of Development Approval.
- The proposed development will include sealed access-ways and crossovers to adjacent roads.
- Two (2) separate, designated loading/unloading areas for the proposed two (2) land uses have been designed such that delivery vehicles leave and enter the street in forward gear.

**4.1.3 Vehicle Access/Egress onto Major Roads**

Clause 5.8.1 of LPS 1 outlines a number of requirements in relation to vehicle access/egress onto Major Roads.

We note importantly, that approval from the relevant road control authority is required for the construction of a vehicle access/egress point onto a “Major Road” shown on the Scheme Map.

We also that crossovers should be constructed and drained to prevent the export of any materials from the lot on the Major Road.

All vehicle crossovers have been designed and reviewed by the Applicant’s Traffic Engineer.

**4.1.4 Car Parking**

Car and bicycle parking is required to be provided in accordance with Table 5 “Car and Bicycle Parking Requirements” of LPS 1.

The car parking calculation is included below at **Table 1**.

Use Class	LPS 1 Requirement	Required Provision
“Lunch Bar”	1 space for every 15m <sup>2</sup> NLA	11 (rounded up)
“Service Station”	1 per pump + 1 per employee + 1 per 20m <sup>2</sup> retail area. (retail area is 98.32m <sup>2</sup> )	12 2 (max) 5
<b>Total</b>		<b>30</b>

**Table 1: Car Parking Requirements of LPS 1**

The proposed “Service Station” has been provided with 10 designated parking bays, which includes one (1) disabled bay. 12 pump bays also exist for the customers who refuel their vehicles and leave them there while attending the convenience store to pay. Therefore, there are **22** car parking bays (including the 12 pump bays) available to “Service Station” customers and staff.

The proposed “Lunch Bar” has been provided with nine (9) parking bays, which includes one (1) disabled bay. That is **9** parking bays for the “Lunch Bar”.

Therefore, there is a **total of 31 car parking bays (made up of 19 designated parking bays and 12 pump bays)** available to the proposed development, which complies with the City’s car parking requirements of LPS 1.

(We consider that the 12 pump bays should be considered by the City as being able to be added to the car parking provision, since in actuality, those bays are highly likely to be used to park cars while customers pay for fuel and access the convenience store building. This is a standard being applied across many local governments in the consideration of Service Station developments).

Car parking, manoeuvring and circulation areas will be constructed, drained and sealed to the satisfaction of the City. Car parking areas will be line marked and appropriately lit.

#### **4.1.5 Site Requirements**

Table 7 of Clause 5.8.7 of LPS 1 outlines a number of general site requirements for zones.

The “Highway Commercial” zone has the following general site requirements:

- Maximum Plot Ratio of 0.60.
- Minimum 7.5m front setback.
- Minimum nil rear and side setbacks.

The proposed development complies with these general site requirements of the “Highway Commercial” zone.

#### **4.1.6 Bin & Refuse Storage Areas**

Clause 5.8.8 of LPS 1 outlines a number requirements for Bin & Refuse Storage areas associated with development.

The proposed bin and refuse storage areas are located to the rear of buildings, screened from view and will be constructed, drained and paved to the satisfaction of the City.

#### **4.1.7 Landscaping Requirements**

Clause 5.8.9 of LPS 1 outlines the landscaping requirements for development within different zones.

We note that the “Highway Commercial” zone requires 10% of development sites to be landscaped.

The proposed development includes 382m<sup>2</sup> of landscaping area, which is approximately 12% of the subject site area, and therefore complies.

## **4.2 Local Planning Policies**

### **4.2.1 Signs**

The objective of the City’s Signs Policy is to ensure that signs installed are appropriate to their location and function and do not diminish the visual amenity, aesthetic and character of the locality, or detract from the appearance of buildings and places.

All wall signs are generally compliant with the Policy.

The proposed pylon sign is 7.30m in height.

We note importantly that the City may exercise its discretion to approve a deviation from the specific sign standards, particularly where the sign does not detrimentally affect the amenity of the locality or interfere with traffic safety.

The proposed pylon sign is approximately (only) 1.30m higher than the 6.00m height standard set out in the City’s Policy, so the actual impact with this minor height variation is not considerable and will not detrimentally affect the amenity of the locality, nor will it interfere with traffic safety.

We are aware that in the past, the City has approved other Service Station developments with approximately 7.00m high pylon signs. We therefore, respectfully seek the same consideration in this development.

### **4.2.2 Public Art**

The objective of the City’s Public Art Policy is to develop and promote community identity within the City of Albany by requiring commissioned public art works as part of private development projects.

The application of this Policy only applies to private developments involving commercial, non-residential and or mixed use developments over the value of \$1.5M. In those circumstances, the developer is required to allocate 1% of the estimated total project cost for the development of public artwork which reflects or enhances local cultural identity.

The City may (or may not) choose to require the Applicant to contribute to Public Art in this way.

### **4.3 WAPC Development Control Policies**

#### **4.3.1 DC Policy 5.1 Regional Roads (Vehicular Access)**

The objectives of DC Policy 5.1 seek to ensure that vehicle access to regional roads and the type of abutting developments is controlled and conforms with sound town planning principles, and to improve traffic flow and safety on all regional roads by minimising the number of junctions or driveways.

Since the site is currently afforded access to three (3) existing crossovers, the development does not propose to create or add any crossovers to the site, notwithstanding the relatively long road frontage that it enjoys. Instead, the proposed development includes the rationalisation of crossovers to the site (reducing the number from three (3) to two (2)), to increase safety and usability of the site for its intended (commercial) purpose. As the subject site has a frontage which currently accommodates two lots, the two (2) crossovers are not at all unreasonable in the circumstances.

The proposed development is therefore, consistent with the objectives of DC Policy 5.1.

### **4.4 Services**

The full range of urban services will be connected to the proposed development.

#### **4.4.1 Western Power**

An existing light pole in front of the subject site, together with an overhead line, is required to be removed in order to maintain safety around access to the site. Western Power's comments will be sought in due course, however this does not appear to be a significant issue, as the light pole does not provide a lot of light, considering importantly that the adjacent roundabout includes a large light pole which lights up the immediate area at night for safety purposes on the roundabout.

Further, the break-out light of the development (including fuel canopy lighting) will assist in providing adequate light to the frontage of the development and adjacent Albany Highway.

We will prepare and submit the required Form for Removal of Unmetered Supply with Western Power at the appropriate stage. Western Power have informally advised that it would be prepared to consider this request due to the light pole's location in proximity to other, more effective lighting sources in the road reserve.

### **4.5 Site Amalgamation**

Once the Application for Planning Approval progresses, the Applicant will proceed with an Application for Subdivision (Amalgamation) with the Western Australian Planning Commission (WAPC) to amalgamate the two (2) current lots. A standard Condition of Development Approval can be applied to require the Applicant to amalgamate the sites.

## 5.0 CONCLUSION

The proposed “Service Station” & “Lunch Bar” development will provide a complete redevelopment of the site, including its improvement through quality building design and landscaping. The development will also fit seamlessly into adjacent existing developments, by ensuring vehicular and site connectivity.

The information provided in this report provides comprehensive planning and design justification for the proposed development, addresses the existing planning framework, relevant technical considerations, built form outcomes, landscaping, and key safety and vehicle movement considerations.

On this basis, and in light of the assessment contained within this report, we respectfully request that the Application for the proposed “Service Station” and “Lunch Bar” (both “P” (Permitted) uses) be determined favourably, subject to reasonable and relevant Conditions.

Should staff have any queries in relation to this Application, please do not hesitate to contact Mr Nik Hidding (Planning Consultant) on 9388 7111.

**Peter D Webb and Associates**

# ANNEXURES



# **ANNEXURE 1**

## *Certificate of Title*

WESTERN



AUSTRALIA

REGISTER NUMBER <b>40/D47393</b>	
DUPLICATE EDITION <b>2</b>	DATE DUPLICATE ISSUED <b>29/6/2015</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME  
**2099**

FOLIO  
**229**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 40 ON DIAGRAM 47393

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

NEWALL PROPERTY DEVELOPMENTS PTY LTD OF 16 FROBISHER STREET, OSBORNE PARK  
(T J839518 ) REGISTERED 19 JULY 2006

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2099-229 (40/D47393).  
PREVIOUS TITLE: 1419-276.  
PROPERTY STREET ADDRESS: 346 ALBANY HWY, ORANA.  
LOCAL GOVERNMENT AREA: CITY OF ALBANY.

WESTERN



AUSTRALIA

REGISTER NUMBER <b>41/D47393</b>	
DUPLICATE EDITION <b>2</b>	DATE DUPLICATE ISSUED <b>29/6/2015</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME  
**2099**

FOLIO  
**230**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 41 ON DIAGRAM 47393

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

NEWALL PROPERTY DEVELOPMENTS PTY LTD OF 16 FROBISHER STREET, OSBORNE PARK  
(T J839518 ) REGISTERED 19 JULY 2006

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2099-230 (41/D47393).  
PREVIOUS TITLE: 1419-277.  
PROPERTY STREET ADDRESS: 342 ALBANY HWY, ORANA.  
LOCAL GOVERNMENT AREA: CITY OF ALBANY.

# **ANNEXURE 2**

## *Site Photographs*



**Photograph 1:** Existing derelict improvements on the subject site.



**Photograph 2:** Existing derelict improvements and fencing on the subject site.



**Photograph 3:** Existing façade of improvements fronting Albany Highway.



**Photograph 4:** View north along Albany Highway, noting excellent sightlines.



**Photograph 5:** View south along Albany Highway, noting existing crossovers to the site and existing Western Power light pole to be removed.



**Photograph 6:** View north along Albany Highway, noting existing Western Power light pole in foreground to be removed.

**ANNEXURE 3**  
*Development Plans*  
*(prepared by TRG)*  
*& Feature Survey*



**ANNEXURE 4**  
*Transport Statement*  
*(GTA Consultants)*

City of Albany Records

ic No: PA61019  
 e: A119358  
 ite: 18 MAY 2016  
 ficer: PLA,MPS



**APPLICATION FOR DEVELOPMENT**

PLEASE NOTE THAT PAYMENT MUST BE MADE BEFORE PR

Owner Details

Name: NEWALL PROPERTY DEVELOPMENTS PTY LTD 57996

ABN (if applicable):

Address: 16 PROBISHER STREET, OSBORNE PARK 13 BARAMA ROAD CITY BEACH Postcode: 6015

Phone: Work: 92850250 Home: Mobile: 0418959772 Fax: Email: brian@newallpa.com

Contact person for correspondence: BRIAN NEWALL

Signature: [Signature] Date: 02-05-16

Signature: [Signature] SOLE DIRECTOR Date:

*The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 52(2)*

Applicant details  
(if different from owner)

Name: PETER WEBB & ASSOCIATES.

Address: PO BOX 920 SUBIACO Postcode: 6904

Phone: Work: 9388 7111 Home: Mobile: 0424 651 513 Fax: 9388 7240. Email: nik@webbplan.com.au

Contact person for correspondence: NIK HIDDING.

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.  Yes  No

Signature: [Signature] Date: 12-05-16.

Property details

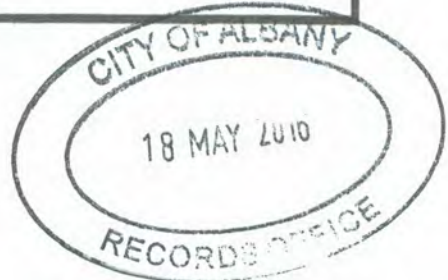
Lot No: 40 & 41 House/Street No: 342 & 346 Location No:

Diagram or Plan No: 47393 Certificate of Title Vol. No: 2099 Folio: 229 & 230

Title encumbrances (e.g. easements, restrictive covenants):

Street name: ALBANY HIGHWAY Suburb: ORANA

Nearest street intersection: SOUTH COAST HIGHWAY



Proposed development

Nature of development:

- Works
- Use
- Works and use

Is an exemption from development claimed for part of the development?  Yes  No

If yes, is the exemption for:

- Works
- Use

Description of proposed works and/or land use:

SERVICE STATION + LUNCH BAR.

Description of exemption claimed ( if relevant):

Nature of any existing buildings and/or land use:

DISUSED CAR SALES PREMISES.

Approximate cost of proposed development:

\$1.80M

Estimated time of completion:

LATE 2016.

Office Use Only

TPS No: 1 Zone: Highway Other: -

Use Type: Commercial

Description: \_\_\_\_\_

Assessment No: 4199 A119358 Building Licence No: -

Acceptance Officer's initials: EW

Date received:

Local government reference no:

Cashier

Application No: P2160267

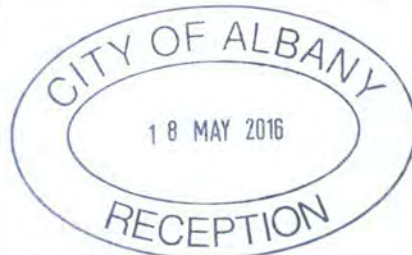
Receipt No: 383347

Amount: \$5,041.00

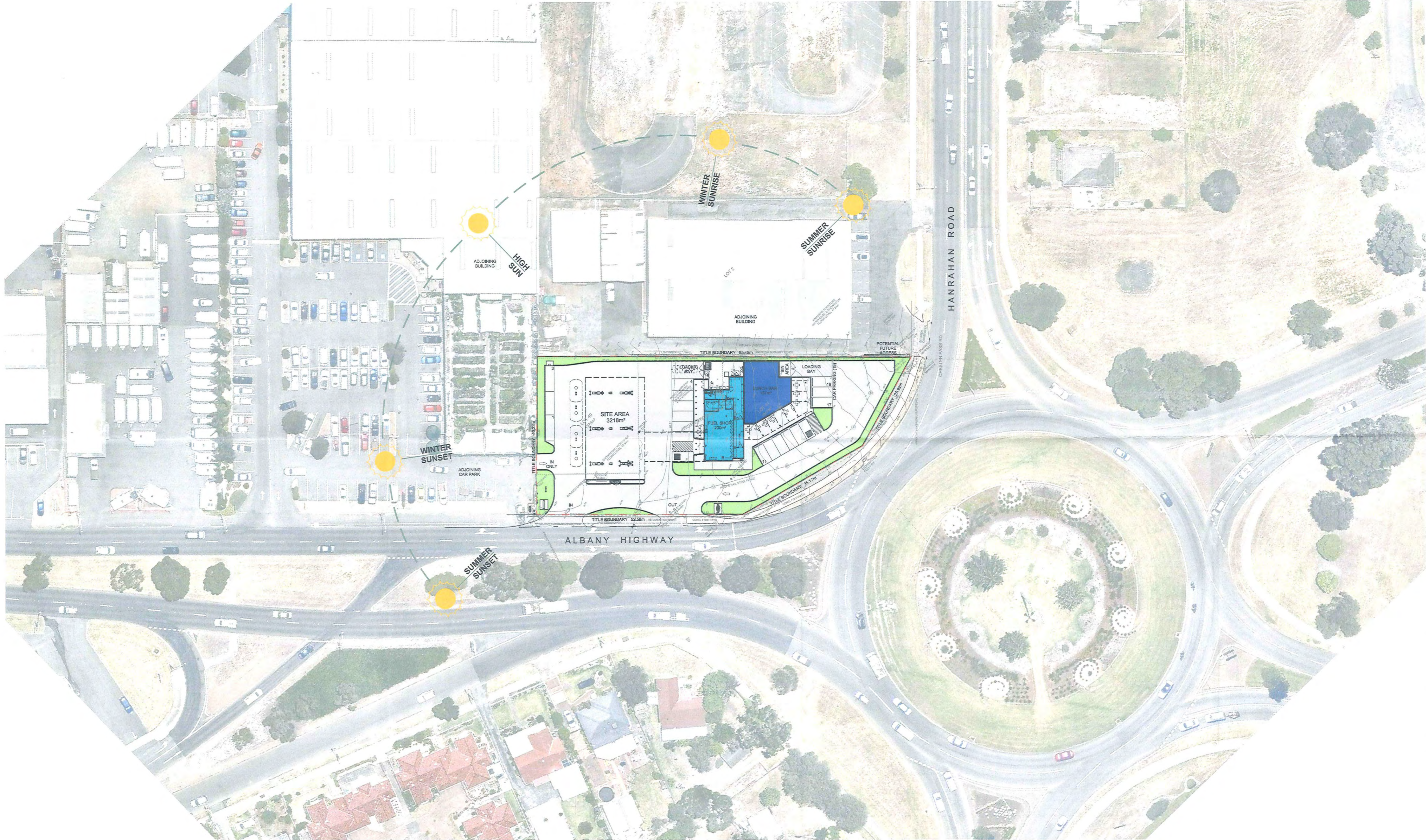
Signature: Alana Baxter

Date: 18.5.16

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PROJECT  
**PROPOSED SERVICE STATION &  
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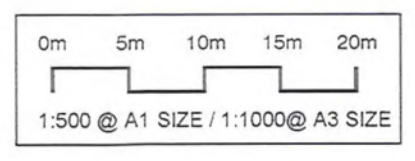
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**ORANA**  
WA 6330

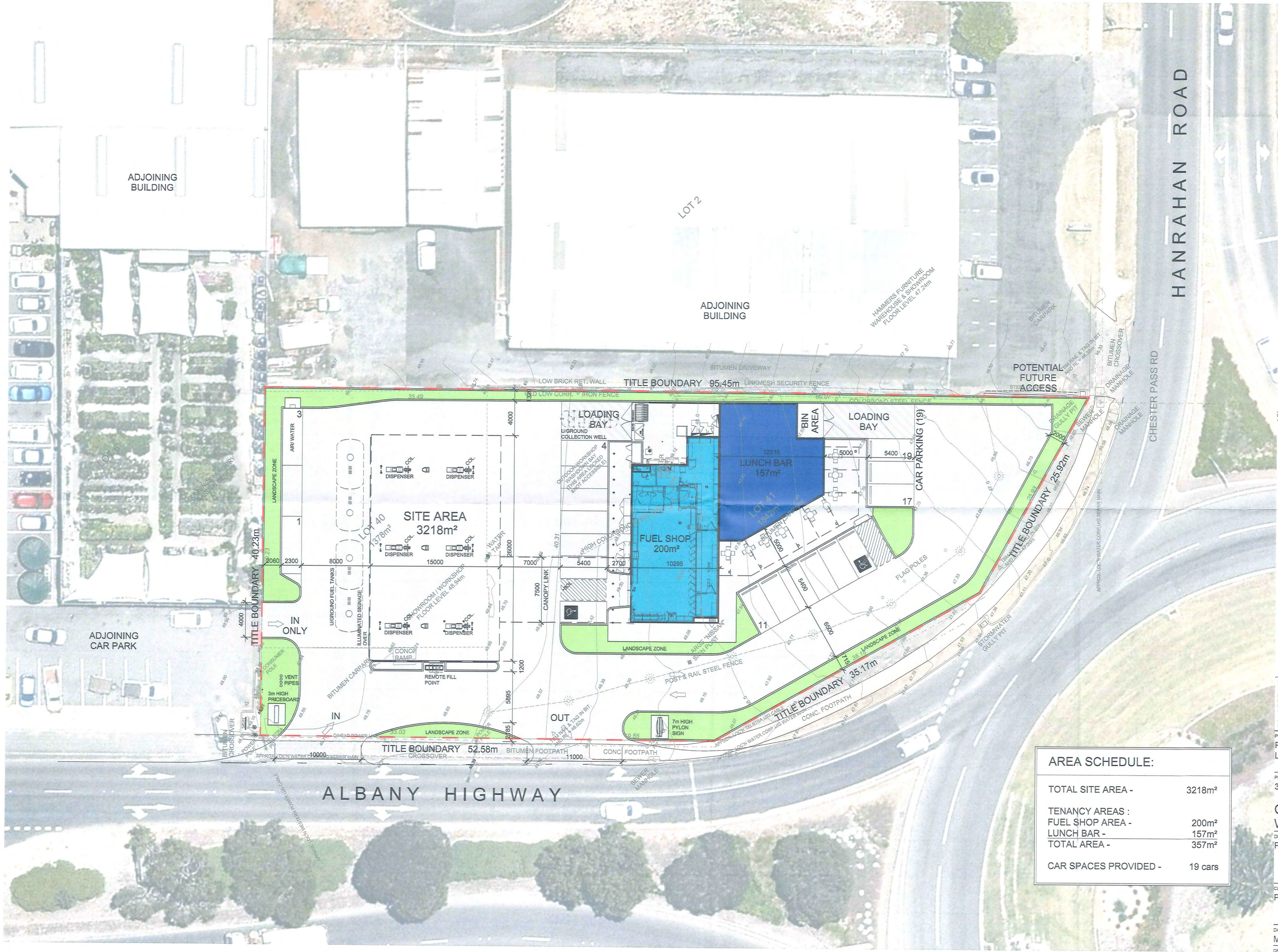
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**PROCON DEVELOPMENTS**

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PROJECT No. 15256	DRAWING No. <b>TP01</b>	REVISION No. SHEET 01 of 06



Town Planning  
Ready for construction



AREA SCHEDULE:	
TOTAL SITE AREA -	3218m <sup>2</sup>
TENANCY AREAS :	
FUEL SHOP AREA -	200m <sup>2</sup>
LUNCH BAR -	157m <sup>2</sup>
TOTAL AREA -	357m <sup>2</sup>
CAR SPACES PROVIDED -	19 cars

PLANNING ISSUE	TC	11/05/16
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PROJECT  
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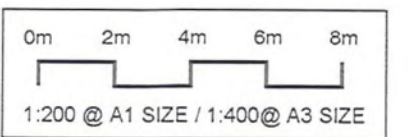
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PROPOSED SITE PLAN

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PROCON DEVELOPMENTS

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PROJECT  
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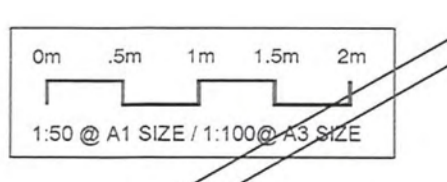
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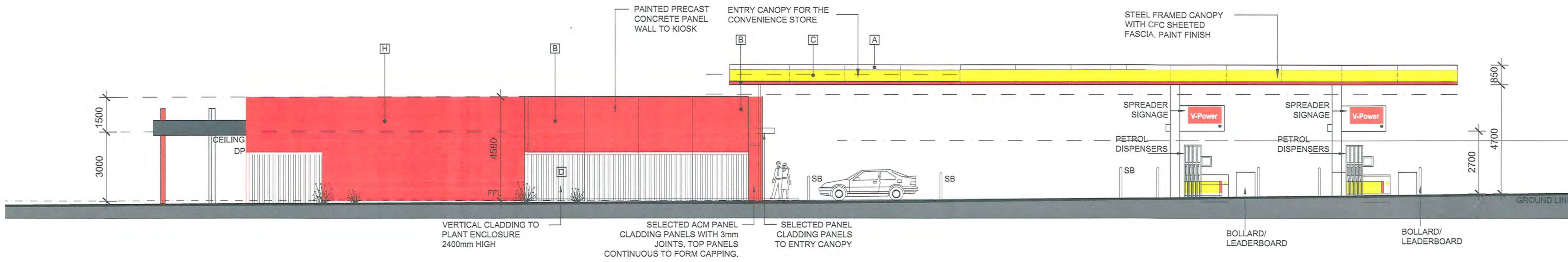
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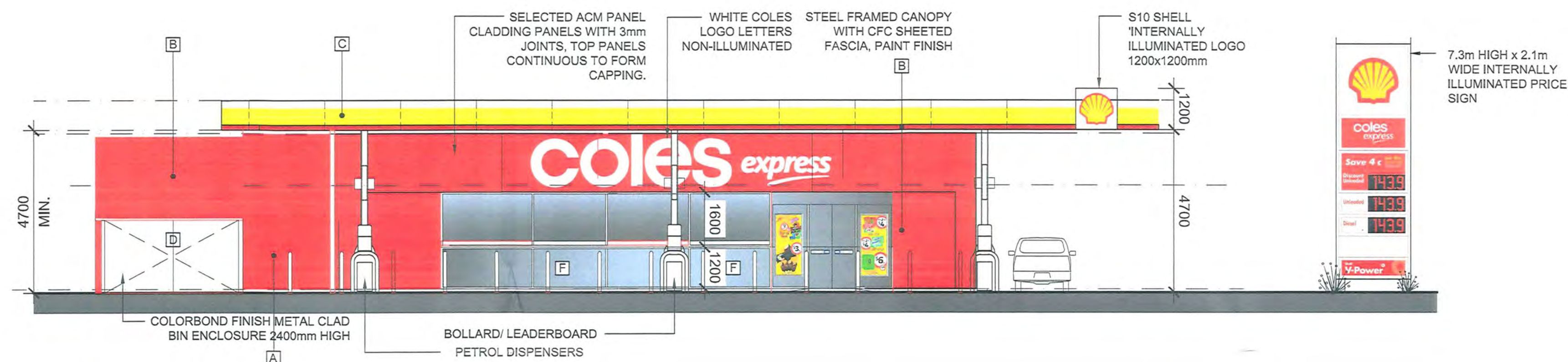


EXTERNAL COLOUR SCHEDULE

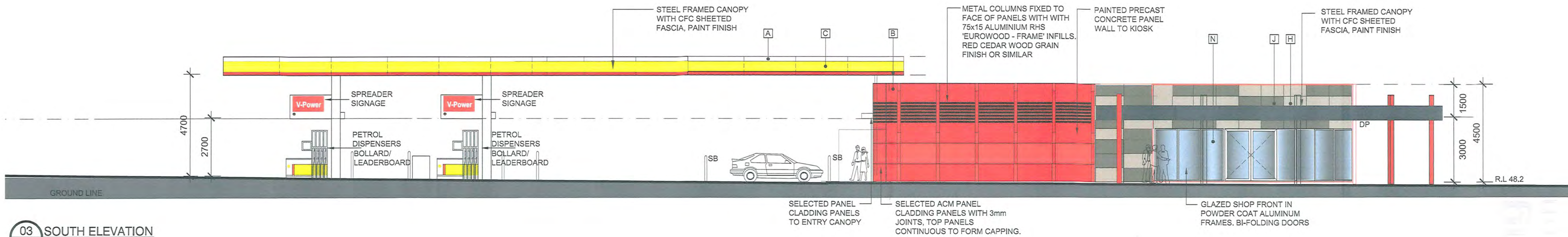
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- B PAINT FINISH DULUX 'COLES RED' PMS485C SEMI GLOSS
- C PAINT FINISH DULUX 'EXPLODING STAR' P17H7 SEMI GLOSS
- D PAINT FINISH COLOURBOND 'SURFMIST'
- E POWDERCOAT FINISH WINDOWS AND DOOR FRAMES 'WHITE'
- F PAINT FINISH SEMI GLOSS ENAMEL 'WHITE'
- G PAINT FINISH WATTYL SOLAGARD ALTA SIERRA A43W/H090-A SATIN
- H PAINT FINISH WATTYL SOLAGARD ALTA SIERRA A43W/H090-A SATIN FINISH
- J EKO DECK DARK BROWN 137X23
- K POWDER COAT FINISH COLORBOND DARK GREY TO MATCH (M)
- L PAINT FINISH DULUX 'DOMINO' GR10 SATIN FINISH
- M PAINT FINISH RED GLOSS ENAMEL PMS 485/3M 3630-143 POPPY RED OR ILLUMINATED LIGHT BOX
- N CLEAR GLAZING WITH POWDER COATED ALUMINIUM FRAMES



01 NORTH ELEVATION  
SCALE 1:100



02 WEST ELEVATION  
SCALE 1:100



03 SOUTH ELEVATION  
SCALE 1:100



04 EAST ELEVATION  
SCALE 1:100

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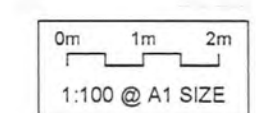
PROJECT  
**PROPOSED SERVICE STATION  
AND LUNCHBAR DEVELOPMENT**

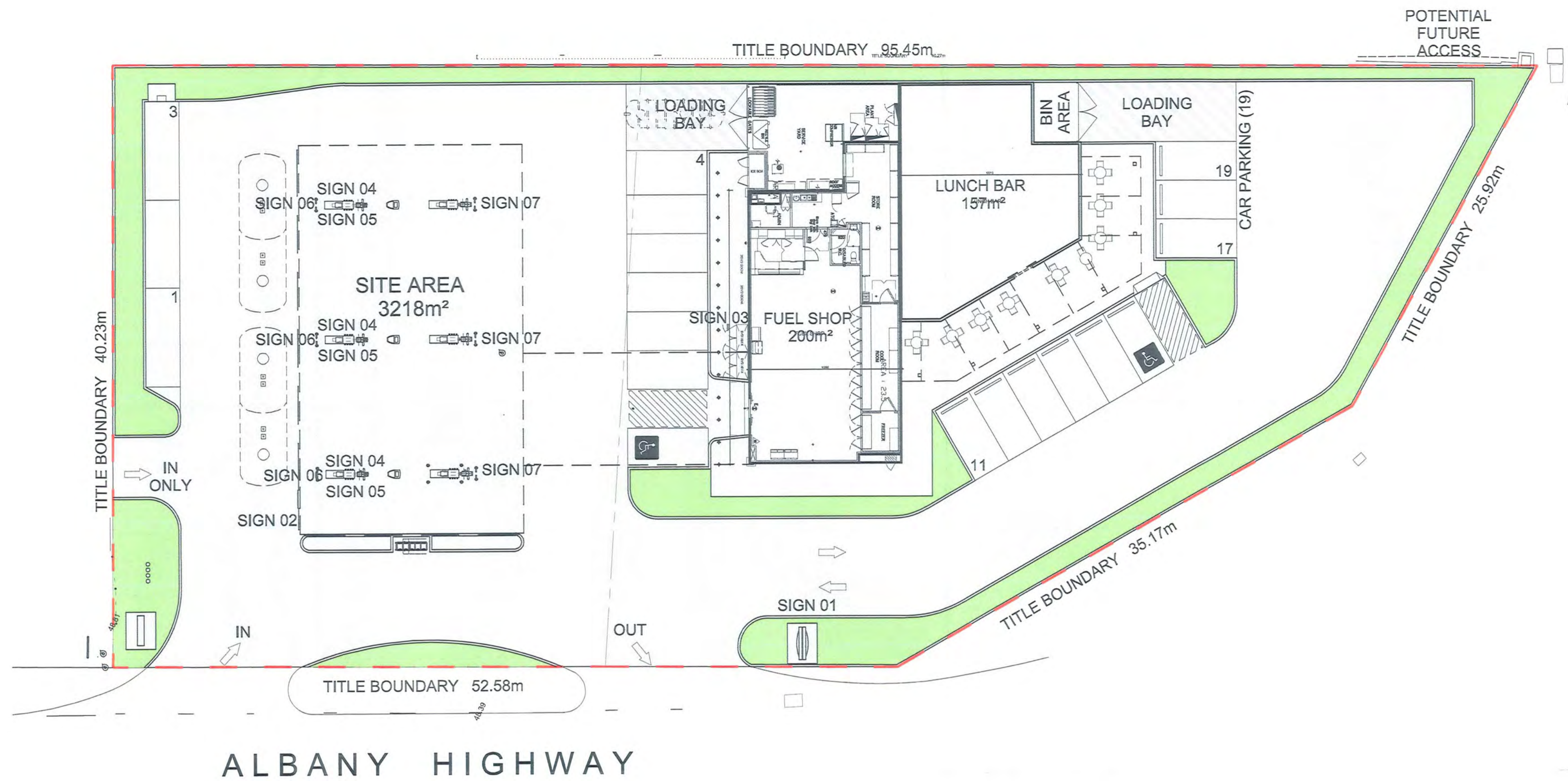
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ORANA  
WA 6330**

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**PROPOSED ELEVATIONS  
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**ROUNDBOUT  
DEVELOPMENTS PTY LTD**

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REVISION No. Ø	SHEET 05 of 06	





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WA 6330

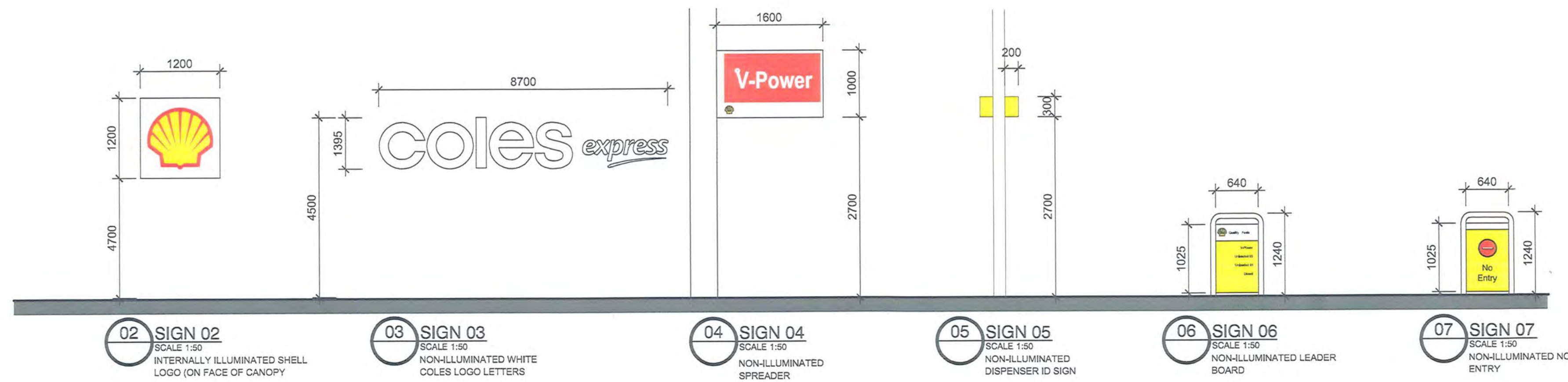
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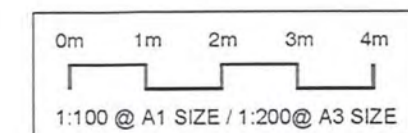


7.3m HIGH x 2.1m WIDE  
INTERNALLY  
ILLUMINATED PRICE SIGN



- 02 SIGN 02 SCALE 1:50 INTERNALLY ILLUMINATED SHELL LOGO (ON FACE OF CANOPY)
- 03 SIGN 03 SCALE 1:50 NON-ILLUMINATED WHITE COLES LOGO LETTERS
- 04 SIGN 04 SCALE 1:50 NON-ILLUMINATED SPREADER
- 05 SIGN 05 SCALE 1:50 NON-ILLUMINATED DISPENSER ID SIGN
- 06 SIGN 06 SCALE 1:50 NON-ILLUMINATED LEADER BOARD
- 07 SIGN 07 SCALE 1:50 NON-ILLUMINATED NO ENTRY

01 ILLUMINATED PLYON SIGN 01 SCALE 1:50



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26/10/2016

1:2000



Client // Procon Developments  
Office // WA  
Reference // 16P1042000  
Date // 12/05/2016

# Proposed Service Station and Lunch Bar Development

## 342-346 Albany Highway, Orana

### Transport Statement

Issue: Final 12/05/2016

Client: Procon Developments  
 Reference: 16P1042000  
 GTA Consultants Office: WA

#### Quality Record

Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
A-Dr	18/04/16	Draft	AW / MF	TM	TM	
B	12/05/16	Final	MF	TM	TM	<i>Jepe.</i>

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# 1. Introduction

---

## 1.1 Background & Proposal

GTA Consultants (GTA) has been engaged by Procon Developments (the Applicant) to prepare a Transport Statement (TS) to support a Development Application for a proposed service station and lunch bar development at 342-346 Albany Highway, Orana.

This report details the methodology and findings of the TS, which has been prepared in line with the guidelines set out in the Western Australian Planning Commission publication '*Transport Assessment Guidelines for Development*' (WAPC Guidelines) and takes account of the City of Albany planning policies. This TS considers the sites integration with the existing transport networks and considers the potential impact of the proposed development.

## 1.2 Context

Orana is situated approximately 3.5km north-west of Albany, with the proposed development being located in the south of Orana. The development will cater for primarily vehicular based customers although it does benefit from being connected to existing walking and cycling networks.

The proposed development site is located on two existing unoccupied commercial lots on Albany Highway, with frontage to Albany Highway and the Albany Highway / South Coast Highway roundabout. Access to the existing lots is gained informally via 3 driveways on Albany Highway.

Albany Highway is one of four major routes to and from the roundabout (the others being Hanrahan Road, South Coast Highway and North Road) and the development seeks to make the most of the potential trade already present on the road network rather than becoming a major trip generator.

On this basis, and in accordance with the WAPC Guidelines, it has been determined that a Transport Statement is the appropriate level of assessment required for the proposed development.

## 1.3 Scoping Discussion

The project has been discussed with Main Roads Western Australia (MRWA), who provided comment on vehicular access to the site on an early concept of the site layout. A copy of the correspondence between MRWA and GTA is provided at Appendix A.

MRWA, at that time, were not supportive of the development due to concerns with vehicle (particularly heavy/large vehicle) ingress and egress from the site to/from Albany Highway. The comments received have been used to refine the site layout, consolidate vehicular access points and define which size of vehicles have the ability to use the site, with vehicular access being the main driver of site layout and operation.

This TS, and the revised site layout, seek to address the concerns originally raised by MRWA.

## 1.4 Purpose of this Report

This report sets out an assessment of the anticipated transport implications of the proposed development, including consideration of the following:

- i Development proposals
- ii Existing traffic conditions proximate to the site
- iii Suitability of the proposed parking provision within the site
- iv The adequacy of the proposed site layout, including vehicular access
- v The traffic generating characteristics of the proposed development
- vi The anticipated impact of the proposed development on the surrounding road network.

## 2. Development Proposal

### 2.1 Development Content

The proposals seek to construct a new service station facility with accompanying lunch bar, consisting:

- 6 standard fuel bowsers (serving 12 light vehicles simultaneously, via 12 parking bays)
- 200 sq.m fuel shop retail store (consisting 98 sq.m retail area with 2 employees at any one time)
- 157 sq.m lunch bar
- 19 standard car parking bays

It is not proposed to provide any high-flow diesel facilities and as such the site has not been designed to cater for large/heavy vehicles to re-fuel. Delivery vehicle considerations are set out later in this chapter.

### 2.2 Site Location

The subject site is located on the southern boundary of the suburb of Orana, in the City of Albany local authority area. It consists of two existing lots (Lot 40 and Lot 41), and it is proposed to amalgamate these lots as part of the proposal into one single lot.

The site has 87m frontage (approx.) to Albany Highway on its southern boundary and 26m frontage (approx.) to South Coast Highway on its eastern boundary, although this is within the roundabout area. The north-eastern and north-western boundaries abut adjacent commercial lots.

Figure 2.1: Site location plan



(Map / Image Reproduced Courtesy of Google maps)

## 2.3 Indicative Site Layout

A copy of the development plans is provided at Appendix B, as prepared by The Retail Group Pty Ltd. Site access and car parking layouts are discussed in the following sections.

## 2.4 Access Strategy

The access strategy for the proposed development supports movement by all relevant modes of transport and was designed to be functional, efficient and safe. This section provides detail on the approach to establishing the access strategy to/from the site.

### Walking, Cycling and Public Transport

It is not proposed to provide any new walking and cycling links as part of the development as it is acknowledged that due to the proposed land uses, the mode split of users accessing the development will exist of high proportions of vehicular traffic. Notwithstanding, the development will link to the existing established networks accessed from the Albany Highway.

The site benefits from direct access to bus services on Albany Highway. Access to the closest bus route is gained approximately 105m north of the site on Albany Highway. Users or staff wishing to access the development via public transport will do so using the walking and cycling network described above.

### Vehicular Access

The vehicle access to the proposed development has been considered in detail to arrive at the currently proposed site layout (as provided at Appendix B). The key considerations for development of the access points were:

- Existing access arrangements and lot boundaries
- MRWA "Driveways" Policy<sup>1</sup>
- Section 5.8 of City of Albany Town Planning Scheme (TPS) No. 1
- Safe and efficient access for occasional delivery vehicles
- Consolidation of access to Albany Highway
- Proximity to Albany Highway/South Coast Highway roundabout.

At present, access to the two unoccupied existing lots site is gained informally via 3 two-way driveways over approximately 25m of the Albany Highway frontage. Service stations (as is proposed) operate safest and most efficiently when vehicles can enter and exit in a one-way fashion from the main access/exit locations, which requires two driveways. This type of operation is supported by the MRWA "Driveways" policy document which, in relation to access from State roads for service stations, states:

*"Service stations on a corner lot may have one driveway up to 11m wide to a State road and another to the minor road. Those not on a corner may have two driveways, each up to 11m wide."*

In this respect, to operate the proposed development site, it is proposed to amalgamate the two existing lots and reduce the number of driveways from three, two-way driveways to two, one-way driveways. The driveways will be provided on the Albany Highway frontage, with one provided

<sup>1</sup> Document No: D12#57413, Revision 4B (29/6/15)



for entry only and another for exit only. This approach intends to consolidate and improve upon the existing access arrangements for the site.

The entry driveway has been located as far north-west as possible along the site frontage, with minimum spacing then adopted between the driveways to maximise the space between the exit driveway and the Albany Highway roundabout. It is proposed the entry driveway is 10m wide, and the exit driveway 11m wide.

From a servicing / delivery perspective, the largest vehicle which may enter the site is a 19m B-Double fuel delivery vehicle, but deliveries will more commonly take place via a 19m articulated vehicle. Fuel deliveries will occur only once per week, outside of peak hours (typically before 0600 on a weekday morning). In order to cater for the worst case, the vehicle accommodated within the designs for the entry and exit for the site has been adopted as the 19m B-Double since it has more onerous space requirements. This vehicle can enter the proposed development via the proposed entry driveway (proposed in the south-western corner) without the need to encroach onto the right-hand traffic lane on the Albany Highway. Upon entering the site, the fuel delivery truck will stand adjacent to the highway to refill the tanks without restricting the visibility of vehicles exiting the site. From this position, the fuel delivery vehicle is able to exit the site from its fuel-filling point (once per week) whilst remaining within the kerbside lane on Albany Highway. Fuel delivery vehicles will be required to turn left to South Coast Highway after exiting this service station, which will be prescribed in their delivery instructions for the site. Vehicle swept path assessment which illustrate the above are presented at Appendix C.

In summary, the service station is proposed to rationalise the existing driveway provision on Albany Highway from three to two, one for entry which will be 10m wide and another for exit which will be 11m wide. This approach is applied in accordance with the current MRWA "Driveways" policy, which allows two 11m driveways for a service station.

Entry and exit for the site, will be largely impacted by vehicle flow and operation of the Albany Highway/South Coast Highway roundabout. It is acknowledged that during peak periods this roundabout is congested and any congestion at the roundabout will limit the ability for vehicles to enter and exit the proposed development site. Given Albany Highway vehicles will have priority over development vehicles, any delay caused will be to the detriment of service station operations and not the Albany Highway.

Refuse collection and loading for the retail element and lunch bar will occur against the eastern boundary of the development site, typically by small or medium sized rigid vehicles. A swept path of these movements is also provided at Appendix C.

## 2.5 Parking

The layout of car parking at the site has been provided in accordance with *Australian Standard 2890.1 Parking Facilities - Part 1: Off Street Parking*. The overall provision of car parking spaces is considered below.

### Parking Provision

Table 2.1 sets out the parking provision requirements in accordance with the City of Albany's Town Planning Scheme No.1 (TPS).

Table 2.1: City of Albany's Car Parking Requirements

Building	Land Use (as per TPS)	Parking Rate	Required provision
Fuel Shop <ul style="list-style-type: none"> <li>• 200sq.m</li> <li>• 12 pumps</li> <li>• 2 employees (maximum at any one time)</li> <li>• 98 sq.m retail area</li> </ul>	Service Station	1 bay for every employee	2 parking bays
		1 per 20 m <sup>2</sup> retail area	5 parking bays
		1 bay per pump	12 parking bays at pumps
Lunch Bar 157 sq.m	Lunch Bar	1 bays per 15m <sup>2</sup> NLA	11 parking bays
TOTAL PARKING BAYS			12 bays at pumps 18 parking bays

It is proposed to provide a total of 31 car parking bays on-site, including 2 bays for people with disabilities, consisting:

- 19 standard car parking bays (for use by staff and customers)
- 12 parking bays associated with fuel pumps

In comparison to the requirements set out in Table 2.1, the development parking proposals exceeds with the minimum requirements of the TPS for the proposed development. It is expected that users of the service station will typically use the Fuel Shop after refuelling and will therefore be occupying a refuelling bay as opposed to a general car parking space.

## 3. Accessibility Review

### 3.1 Introduction

This chapter outlines the outcome of a baseline accessibility assessment that was undertaken to establish the existing transport provision serving the site and its surrounds. The assessment considered travel by all modes of transport, available infrastructure and service provision.

The assessment recognised the proposed development as a destination, mostly attracting trips already passing by on the road network local to the site. It also recognised that walking and cycling are encouraged modes of transport and are also secondary modes of travel for public transport users.

### 3.2 Walking and Cycling

This section describes the existing walking and cycling environment within the vicinity of the site and the wider area.

The WAPC Guidelines recommend pedestrian and cyclist accessibility is determined on the basis of bus stops/cycle routes/major attractors located within five (5) minutes' walk of a development site. Given the proposed development land uses are destinations, it is considered more relevant to assess the walking and cycling catchments of the development for travel to and from it.

It has been previously acknowledged in this report that almost all of the demand associated with the development will be vehicular, although there are a number of commercial and residential premises in the surrounding area which could generate walking and cycling demand to the site.

To account for this there exists a good, well-lit footpath on the eastern side of Albany Highway that directly links to the development site. This footpath links to a larger network of footpaths which are provided with appropriate pedestrian crossing facilities to cater for desire lines.

There are no specific cycle routes which serve the development site, but cyclists can of course use Albany Highway and the roads.

### 3.3 Public Transport

It is considered that access to the site via public transport is typically applicable to staff. The nearest bus stops to the site are located approximately 105m to the north on Albany Highway allowing travel to the south. It is possible to access this bus stop via the existing footpath network. This stop is served by one bus each hour. There is a bus stop for travel to the north located roughly opposite the southbound stop on Albany Highway, which is served by the same bus service.

Table 3.1 summarises details of the bus services which operate on Albany Highway.

Table 3.1: Public Transport Summary

Bus Service	Approx. Weekday Frequency	Suburbs Served
801	60-120 minutes	McKail, Orana, Lockyer, Centennial Park, Mount Millville, Albany, Mira Mar and Yakamia

The operating bus services provide access throughout Orana and south to Albany.

### 3.4 Access by Road

#### Albany Highway

Albany Highway is classified as a Primary Distributor road in the MRWA Road Hierarchy and is under the jurisdiction of the MRWA. Albany Highway is currently a four-lane, two-way divided road with (approximately) 7m wide southbound carriageway as it passes the site. Albany Highway provides frontage access to a range of commercial, retail and residential land uses in the vicinity of the site. The posted speed limit is 60km/h.

Traffic count data obtained from MRWA illustrates that in February 2015, Albany Highway (north and southbound) has an annual average daily traffic flow (AADT) of almost 14,000 vehicles per day to the north of the site at Anson Road. Further interrogation of this data illustrates that this flow has a 50/50 split between northbound and southbound traffic.

Immediately south of the site, Albany Highway links to Hanrahan Road, South Coast Highway and North Road via the 5-arm Albany Highway/South Coast Highway roundabout.

Approximately 30m to the north of the site, Albany Highway intersects with South Coast Highway. At this point vehicles travelling south on South Coast Highway join the southbound traffic travelling on Albany Highway. There is no opportunity for vehicles on Albany Highway to exit the route here. MRWA Traffic Digest<sup>2</sup> suggests that South Coast Highway in this area has an AADT of around 2,500 vehicles.

Albany Highway is included on the MRWA Restricted Access Vehicle (RAV) network, up to Category 7, allowing use of the road by vehicles up to 36.5m in length. As identified previously, the development will not provide high-flow diesel facilities and as such it is not intended to be used by large, heavy vehicles. The development site has therefore not been designed to accommodate these RAV vehicles.

<sup>2</sup> MRWA Great Southern Traffic Digest, 2009/10-2014/15. South Coast Highway, West of Lurline Street 2011/12.

## 4. Trip Generation and Traffic Impact

### 4.1 Trip Generation

The development proposal includes a service station, and a lunch bar use which is expected to complement the service station. As is typical of these developments, the lunch bar is often used by service station customers on the same visit (i.e. 'linked-trip').

The trips expected to be specifically generated as a new trip on the road network will be very limited, with most trips expected to already be on the road network and divert into the site (i.e. 'pass-by trip').

Given the scale, location and type of the development it has been assumed<sup>3</sup> that the site may attract around 2.74% of vehicle trips passing by on a daily basis. This figure has been used to inform the commercial analysis for the site and is based upon years of site operation and development for service stations. None of the attracted trips are intended to be heavy vehicles (since there are no facilities for these to re-fuel on site).

Notwithstanding the above, it is acknowledged that some trips will be generated on the road network specifically to attend the site (i.e. 'new trips'). This figure is expected to be minimal.

In order to identify the number of trips which may be attracted to the site, it is necessary to estimate the AADT passing the site on the southbound carriageway of Albany Highway. There is no traffic data available immediately adjacent to the site and so the AADT has been conservatively estimated using the following process:

- The southbound AADT of 7,000 vehicles recorded to the north of the site on Albany Highway has been adopted as the flow also passing the site.
- The South Coast Highway AADT of 2,500 vehicles (two-way) has been assumed to have the same directional split as Albany Highway of 50/50. This suggests the southbound AADT is around 1,250 vehicles. This southbound flow has all been assumed to turn from South Coast Highway to Albany Highway southbound (towards the proposed development). This conservative estimate assumes no vehicles turn from South Coast Highway to Albany Highway northbound.
- The above southbound flows have been added together to provide an estimated AADT passing the proposed development of 8,250 vehicles.

This approach is expected to over-estimate the demand passing the site, but has been adopted to ensure the impact isn't under-estimated. Comparing the trip attraction proportion of 2.74% to the current vehicular demands on Albany Highway as previously set out, suggests that the site may accommodate around 226 vehicles on a daily basis.

<sup>3</sup> As advised by the Applicant.

## 4.2 Traffic Impact

The following sets out the implications of the proposed development on the surrounding road network.

### Capacity

Given the anticipated high proportion of vehicles using the site which are already travelling on the road network, the impact of the proposed development on the operation of the surrounding road network from a capacity perspective is expected to be negligible.

The proximity of site to the roundabout is not anticipated to adversely impact the roundabout operation or compromise road safety. Any delays will impact vehicles exiting the service station, and no additional delay will be caused to vehicles travelling past the site on the highway.

When considering the site operation in respect of future year demands, it is considered that the proportion of pass-by trips will remain at 2.74%. Whilst the number of site entries will therefore increase in line with Albany Highway demands, it is expected that the impact on road capacity will still remain negligible since the trips are already travelling on the road network.

In order to further reduce any adverse traffic impact, the Applicant has also advised that fuel tanker deliveries and general deliveries will occur outside of the road network peak periods.

### Road Safety

The driveway access to the proposed development is located on Albany Highway, and has been designed to accommodate the largest of vehicles that could potentially service the site (19m B-Double). The access is located on a straight section of road and as such there is good visibility to the access point and in the direction of oncoming traffic for vehicles exiting the site.

Crash statistics for Albany Highway at the site frontage between the South Coast Highway intersection and the Albany Highway/South Coast Highway roundabout illustrate a total of 54 crashes occurred during the 5 year data reporting period (2010-2014). These occurred at the following locations:

- 20 crashes associated with the South Coast Highway/Albany Highway intersection
- 3 crashes occurred between South Coast Highway/Albany Highway intersection and South Coast Highway/Albany Highway roundabout
- 31 crashes associated with the South Coast Highway/Albany Highway roundabout.

The type and number of crashes is not uncommon for the intersections in the vicinity of the site, and there are only 3 midblock crashes at the location the site is proposed to be accessed.

## 5. Conclusion

---

Based on the analysis and discussions presented within this report, the following conclusions are made:

- i The proposed service station and lunch bar development includes:
  - 6 standard fuel bowsers (serving 12 light vehicles simultaneously, via 12 parking bays)
  - 200 sq.m fuel shop retail store (consisting 98 sq.m retail area with 2 employees at any one time)
  - 157 sq.m lunch bar
  - 19 standard car parking bays
- ii The proposed site layout complies with applicable traffic engineering standards and provides suitable accessibility for design vehicles up to and including 19m long B-Doubles.
- iii The site access arrangements are provided in accordance with MRWA “Driveways” policy.
- iv The proposed development is not expected to have a detrimental impact on the operation of Albany Highway.
- v The proposed car parking provision of 31 spaces is appropriate and in accordance with TPS requirements.
- vi The development is not anticipated to generate new trips on the road network; rather it will attract drivers already travelling on the adjacent Albany Highway. As such, it is expected the proposed development will have a negligible impact on road capacity and safety in the vicinity of the site.

## Appendix A

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### MRWA Correspondence



**Mark Fowler**

---

**Subject:** Fuel Station Design (Orana)

**From:** PARKER Don (NOM/A) [<mailto:don.parker@mainroads.wa.gov.au>]  
**Sent:** Thursday, 28 January 2016 11:15 AM  
**To:** Tanya Moran <[tanya.moran@gta.com.au](mailto:tanya.moran@gta.com.au)>  
**Subject:** FW: Fuel Station Design

Hi Tanya,

With regard to the Fuel Station development, MRWA RTE branch has the following comments:

- The driveway located closest to the roundabout will not allow safe exit by trucks due to the angle created between the exit angle and the alignment of the Highway.
- the swept path of exiting trucks can not meet "lane correct" qualification.
- the exits being so close to the roundabout will not allow a truck to align with the left lane prior to entering the roundabout: the trucks could only exit the roundabout at Albany Highway or Hanrahan Road.
- traffic volumes during the two rush hour periods will prevent exit ( these are driveways only which would not qualify for non-blocking by through traffic per the RTC Regulation 57).
- queues at the roundabout may seriously affect the ingress/ egress from the site
- Albany Highway is a RAV 7 route, therefore a RAV 7 should be able to access the fuel station
- Having a high traffic generator immediately close to a roundabout is highly undesirable.

Main Roads WA does not support the development at this site.

Regards,  
Don

---

**From:** PARKER Don (NOM/A) [<mailto:don.parker@mainroads.wa.gov.au>]  
**Sent:** Thursday, 14 January 2016 8:18 AM  
**To:** Tanya Moran <[tanya.moran@gta.com.au](mailto:tanya.moran@gta.com.au)>  
**Subject:** Fuel Station Design

Hello Tanya,

Main Roads has major concerns with this design.

When I have had a chance to converse with my Regional Manager and our Road Traffic Engineering branch, I will provide a more complete reply.

Regards,  
Donald Parker

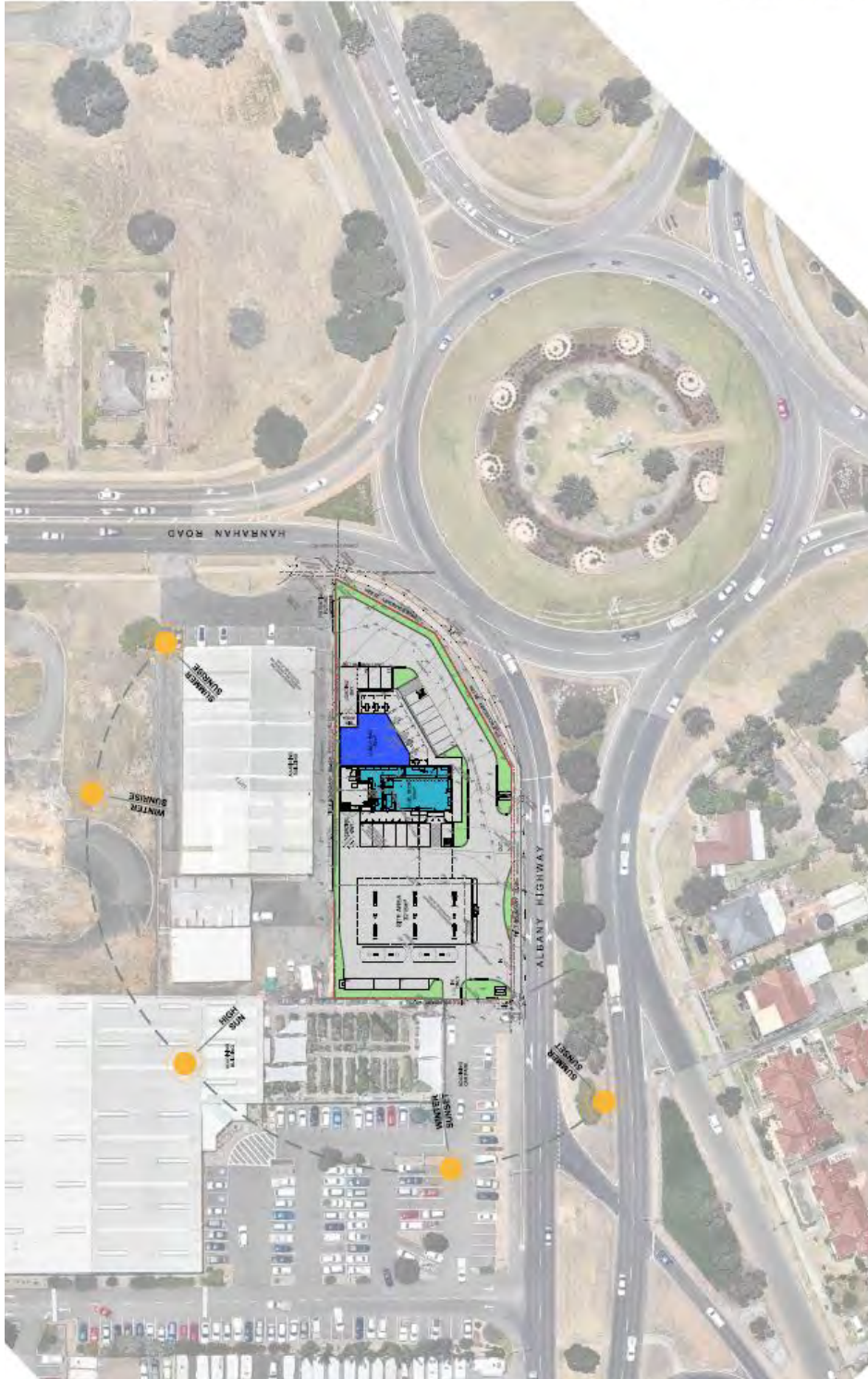
**Donald S Parker**  
Asset Management Officer BSc Dip Eng  
Metropolitan and South Regions / Great Southern  
p: +618 9892 0559 | m: +61427 993 693  
w: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)



## Appendix B

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### Proposed Site Layout



DATE: 11/09/19  
 DRAWN BY: J.S.  
 CHECKED BY: A.B.  
 PROJECT NO: TP01



concept +  
 design + interiors +  
 project management

Level 5, 1505 Market Street  
 Brisbane, Queensland 4000  
 T: +61 7 3401 0000 F: +61 7 3401 0003  
 The House Building Unit 105, 104 Ross  
 Street, Melbourne, VIC 3000

PROPOSED SERVICE STATION &  
 LUNCH BAR DEVELOPMENT

PROPOSED SITE LOCALITY PLAN

PROPOSED ADDRESS: 342-346 ALBANY HWY

LOCALITY: ORANA WA 6330

PROPOSED SITE LOCALITY PLAN

PROCON DEVELOPMENTS

DATE	SCALE	NO.	REVISION
MAY '16	1:500		
DRAWN	CHECKED		
J.S.	A.B.		
TOWN PLANNING			
PROJECT NO.	PROCON DEVELOPMENTS	NO.	DATE
15255	TP01	0	01/09/19

Town Planning  
 Not for construction



## Appendix C

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### Swept Path Analysis Outputs

Fuel Delivery



Fuel Shop Delivery



Lunch Bar Delivery









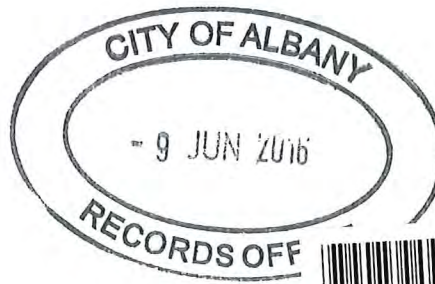
Enquiries: Lindsay McCartin  
Our Ref: 04/9908  
Your Ref:

3 June 2016

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

Attention: Alex Bott

Dear Alex



City of Albany Records  
ICR16224863  
A119358  
09 JUN 2016  
PLA:MPS

ach:  
ix:  
il:  
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*ANEY*

### Fuel Station and Lunch Bar Proposal 342-346 Albany Highway, Albany

I refer to you email dated 25 May 2016 regarding the proposed service station and lunch bar at Lots 40 and 41 Albany Highway, Orana.

Main Roads objects with this type of development at this location. As you would be aware, the proposed development is adjacent to the Albany Highway/Chester Pass Road Rotary. The rotary has had 217 crashes in the period January 2010 to December 2014. The proposed development will add additional conflict points along with increased entering and exiting vehicles at this location. This is likely to result in an increase in crashes at the rotary.

The Albany Highway north leg of the rotary is subject to congestion between 8am and 9am in the morning and between 3pm to 4pm in the afternoon. During these periods, access to and from the development will be problematic.

Main Roads are concerned that vehicles using the proposed facility may stack from the facility back on to Albany Highway. This will compromise safety and efficiency on Albany Highway. In addition, the proximity of the accesses to the roundabout will create safety hazards due to the volumes of traffic and interaction with 36.5m road trains.

Main Roads requires a copy of all proposed vehicle types, and the associated turn templates, accessing the proposed development to demonstrate how they will operate within the facility. This information must also include the position of the stationary refuelling truck and impact on access to the fuel bowers for other vehicles during this operation

The accesses (in and out) of the proposal are excessively generous and will encourage increased speeds on entry and exit. They will also allow multiple vehicles to stack across the driveways leading to the potential for masking of other vehicles and crashes.

The proposed development will restrict Main Roads from being able to implement future treatments at this location that would require accommodation works.

Main Roads have the following requirements from the developer prior to assessing the proposal any further:



- How will the developer prevent queuing back onto Albany Highway?
- Provide a copy of all vehicle types accessing the development and the turn templates of all vehicles within the development and access in and out of the proposed development, including the position of the stationary refuelling truck and impact on access to the fuel bowers for other vehicles.
- How will the developer manage access issues at peak periods?
- How will the developer manage the safety impacts of increased conflict points at this location of the rotary?
- The developer shall submit a robust traffic assessment which includes vehicle types and numbers of vehicles per day and hour within and surrounding the site.
- Accesses shall be redesigned to provide adequate separation from the roundabout and shall be reduced in size to prevent stacking and reduce entry and exit speeds.

Main Roads objects to the proposed development as submitted. Main Roads considers this proposal will have significant safety impact at this location and will increase crashes at the Rotary.

Please request that the developer address the above requirements prior to Main Roads assessing this proposal any further.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'L. McCartin'.

Lindsay McCartin  
**Network Manager**



## MEMORANDUM

**TO: City Of Albany**

**CC: Peter Webb and Associates, Procon Developments**

**FROM: GTA Consultants**

**DATE: 04/07/2016**

**OUR REF: 16P1042000**

**PAGE 1 OF**

**RE: Proposed Service Station and Lunch Bar Development 342-346 Albany Highway, Albany**

To whom it may concern,

Further to the recent Development Application submission for the above development, proposal correspondence has been received from MRWA (dated 3 June 2016) in relation to some concerns raised with the development proposal.

Each of the comments received is copied verbatim in this memorandum, with GTA's response provided below each comment.

***"How will the developer prevent queuing back into Albany Highway?"***

It is not anticipated that queuing back to Albany Highway will occur. As set out in the Transport Statement (TS), the drop-in rate of vehicles passing by the site and diverting in is expected to be in the order of 2.74%. In comparison to the recent traffic data recorded in the vicinity of the site (as presented in the TS), this equates to a daily vehicle attraction to the site of around 226 vehicles. Assuming a conservative peak hour proportion of 15% in line with Albany Highway traffic flows, means around 34 vehicles could be expected to access the site in the peak hour.

It is possible to determine the maximum throughout potential of the proposed Service Station site in any given hour. This is determined by assuming that each vehicle will conservatively dwell at the site for 5 minutes. The site is proposed to have 12 refuelling points and so in any given hour can process 144 vehicles. This capacity is considerably more than the expected peak hour demand at the site, and equates to around 63% of the daily demand expected at the site.

Further, there is queuing capacity within the site behind vehicles which are refuelling. This capacity is estimated to be around 10 vehicles, which suggest that at any given time the site can accommodate 12 vehicles refuelling plus 10 vehicles waiting. A total of 22 vehicles can therefore be accommodated within the site at any one time, which means around 10% of the expected daily demand can be accommodated at any one time, and around 65% of estimated peak hour demand.

melbourne  
sydney  
brisbane  
canberra  
adelaide  
gold coast  
townsville  
perth

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PERTH WA 6000  
t// +618 6316 4634

[www.gta.com.au](http://www.gta.com.au)

It is also common knowledge that a Puma Service Station will soon become operational on the corner of Albany Highway and South Coast Highway. This facility will likely capture the majority of the potential trade for the proposed development site travelling southbound on South Coast Highway, thus reducing the expected demand. This suggests that the 2.74% estimate for vehicles dropping into the site may be more conservative than originally presented in the TS.

On the basis of the above, it is considered unlikely that the site will experience any queue back to Albany Highway.

***“Provide a copy of all vehicle types accessing the development and the turn templates of all vehicles within the development and access in and out of the proposed development, including the position of the stationary refuelling truck and impact on access to the fuel bowers for other vehicles.”***

The proposed service vehicle types and movements are set out in the TS, refer to Section 2.4 and Appendix C. For clarity, they have been included at Attachment 1 of this Memo.

Fuel deliveries will occur via a maximum sized 19m B-Double vehicle, which has been used as the design vehicle for the driveways proposed. In this respect, all vehicles entering and exiting the site can do so in a lane correct manner, as was requested during the original scoping of the assessment with MRWA and confirmed in the TS.

The position of the stationary fuel delivery vehicle is also presented at Attachment 1 (page 8), illustrating that it does not restrict access to the fuel pumps. It is important to note (as identified in the TS) that fuel deliveries will occur outside of peak periods so as to minimise the impact on site operation.

***“How will the developer manage access issues at peak periods?”***

As set out in the response to item 1 overleaf, it is not expected that any access issues will occur.

It is also relevant to consider driver behaviour in this scenario. The demand profile associated with the site will replicate that of Albany Highway, as such they will typically occur in the morning and evening when drivers are typically travelling to and from work and are often time constrained. If the site therefore looks congested and drivers may be delayed on their journey by entering the site they are less likely to refuel and will continue on their journey.

***“How will the developer manage the safety impacts of increased conflict points at this location of the rotary?”***

It is not considered that the development proposals increase the number of conflict points at this location, nor do they increase the level of traffic using Albany Highway at this location. As set out in the TS (Section 2.4), the proposals amalgamate and formalise 3 existing, two-way driveways into two, one-way driveways, which intends to consolidate and improve upon the existing access arrangements for the site,

It is acknowledged that the development will increase the number of vehicles entering and exiting the site over its previous land use, but it does not generate additional trips on the road network or change the demand on Albany Highway. The driveways have been designed in this more formal way (as presented on the site plan) to accommodate and address any



increased safety impacts. The driveway locations have appropriate visibility and so drivers will have adequate time to react to any hazard.

Often, at this location vehicles passing the site will also be slowing on approach to the roundabout or due to congestion at the roundabout. In this instance, it is considered the environment will be slow moving and driver courtesy will be more prevalent.

***"The developer shall submit a robust traffic assessment which includes vehicle types and numbers of vehicles per day and hour within and surrounding the site."***

This information was originally set out in the TS, and has been confirmed in this Memo.

***"Access shall be redesigned to provide adequate separation from the roundabout and shall be reduced in size to prevent stacking and reduce entry and exit speeds."***

The location of the driveways has been determined by maximising the spacing from the roundabout, whilst maintaining operational acceptability and road safety for the entry of the fuel delivery truck in a lane correct manner. In this respect, the entry driveway has been located as far away from the roundabout as possible, with the exit driveway located as close to this as possible allowing for the fuel delivery vehicle space requirements. The development proposal will not increase the vehicle numbers present on Albany Highway (since it accommodates drop-in trips only) and will therefore not impact stacking from the roundabout.

The size of the driveways is in accordance with MRWA driveway policy, which allows two 11m driveways. The driveways have been set out to allow the safe entry and exit of the fuel delivery vehicles. It is acknowledged that they are not the typical 90 degree driveway, but are considered to be appropriate given drivers will be slowing down in acknowledgment they are leaving the highway and entering a driveway. This approach also applies to the exit, whereby drivers know they are re-entering the Highway and will be aware of the need to give-way to oncoming vehicles.

As set out in the MRWA driveways policy, driveways should *"not be located within the roundabout nor within 25m of the roundabout entrances or exits, and shall be located as far as practical from the roundabout"*.

Given the driveway is located approximately 35m from the roundabout, each driveway allows for one-way movement only and it is located as far as practical from the roundabout to allow for lane correct movements of fuel delivery vehicles it is considered an appropriate design and layout.

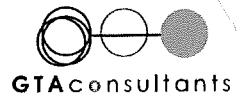
We trust the above content addresses MRWA concerns, but if you do wish to discuss further please don't hesitate to contact us.

Yours sincerely

**GTA CONSULTANTS**

**Mark Fowler**

**Senior Consultant**



## Attachment 1

Swept Path Analysis

Fuel Delivery



Fuel Shop Delivery





Lunch Bar Delivery



Stationary Fuel Delivery Vehicles





**E-MAILED**  
*Registered in synergy*

REPORT ITEM PD 147 REFERS

61 York Street  
Subiaco WA 6008  
P.O.Box 42 Subiaco WA 6904  
Phone: +61 (08) 9382 4199  
Fax: +61 (08) 9382 4177

Email: admin@transcore.net.au



transport planning • traffic engineering • transport modelling

TRANSCORE PTY LTD ACN 094 951 318 ABN 19 094 951 318

t16181-rw-l01b.docx

10 August 2016

Main Roads Western Australia  
PO Box 503  
Albany WA 6331

Attention: Mr Lindsay McCartin, Network Manager

Dear Mr McCartin,

**RE: Proposed Fuel Station and Lunch Bar – 342-346 Albany Highway, Orana**

Transcore has been engaged by Procon Developments to provide traffic engineering advice in relation to a proposed fuel station and lunch bar at 342-346 Albany Highway, Orana, in the City of Albany.

The subject site is located at the northern corner of the junction of Albany Highway and Chester Pass Road (South Coast Highway) adjacent to the 5-arm roundabout referred to as the Albany Highway / Chester Pass Road Rotary. The site location is illustrated on the attached Drawing No TP02 (Existing Site Conditions Plan). It can be seen that the site currently has three driveway crossovers onto Albany Highway (two to Lot 40 and one to Lot 41).

The proposed development is illustrated on the attached Drawing No TP03 (Proposed Site Plan), which shows that the development is proposed to be accessed via two driveway crossovers on Albany Highway. Therefore the proposed access arrangement represents a rationalisation of the existing situation from three existing crossovers down to two. These two crossovers will function as a left in only entry near the northern boundary of the site and a left out only driveway near the middle of the site. There is also a proposed in only connection from the adjacent Bunnings Warehouse car park so that customers from Bunnings can access the proposed development without having to access Albany Hwy in between.

Albany Highway and Chester Pass Rd (South Coast Hwy) are both State Roads under the care and control of Main Roads Western Australia (MRWA). Therefore the City referred the proposed development to MRWA for comment.

Your letter to the City of Albany dated 3 June 2016 (your ref 04/9908) indicated that MRWA objects to this type of development at this location and requested additional information before assessing this proposal further. The additional information requested was provided to the City of Albany by GTA consultants in a Memorandum dated 4 July 2016.

The City received a response from MRWA in your email of 8 July 2016. We consider that two items, in particular, in that response warrant further discussion.

The first item is a statement by MRWA that "A fuel station will be a high demand development that will generate high traffic movements at this location. Main Roads considers this to be a major safety issue and will also impact the efficiency to the State Network at this location."

Fuel stations do attract a reasonable number of traffic movements (the GTA Memorandum indicates this development would attract 226 vehicles per day including 34 vehicles in the peak hour) but most of those vehicles are pass by trips that use this facility because they are already passing the site as part of the existing traffic flow, or linked trips combining multiple trip purposes at a number of destinations (i.e. already travelling on the road network in this area). The Institute of Transport Engineers (ITE) Trip Generation Handbook (2<sup>nd</sup> Edition) indicates on average only 21.2% (AM peak) and 13.5% (PM peak) of trips to a fuel station are primary trips (i.e. no other purpose for that trip). Therefore the additional traffic flow on Albany Hwy and through the Rotary as a result of the proposed development would actually be minimal and would not have a significant impact on the operation of the highway and the Rotary at all.

There are currently 14 driveway crossovers onto the southbound carriageway of Albany Hwy in the 500m section from Locke Street to the Rotary, including the existing three crossovers to the subject site. Review of detailed crash history data (for the five-year period 2011-2015) from the MRWA website indicates that there were only three crashes on the southbound carriageway that were associated with those existing commercial driveways and all were minor property damage only. This demonstrates that there is not a major road safety problem associated with driveway access to commercial properties along this section of Albany Hwy. It should be noted that the proposed development will rationalise the existing three crossovers down to two to provide safe left in and left out access for this site.

The second item is a requirement by MRWA that the City impose as a condition of any approval of this development application that "There shall be a maximum of one access point to the entire development (in accordance with Main Roads Policy) which shall be located at the furthest distance from the roundabout on the Albany Highway".

That requirement does not represent a fair or reasonable interpretation of MRWA policy. Relevant requirements of the MRWA Driveway Policy are as follows:

- [3.3.1 Number of Driveways] Generally, a property will only be permitted one driveway onto a State road. More than one driveway may be permitted in the following situations:
  - Large generators/attractors of vehicles that are not corner locations, eg regional shopping centres, service stations.
- [3.3.3 Location] Driveways near roundabouts shall not be located within the roundabout area nor within 25 m of the roundabout entrances or exits, and shall be located as far as practical from the roundabout.

- [3.3.5 Service Station Specific Conditions] Service stations on a corner lot may have one driveway up to 11.0 m wide to a State road and another to the minor road. Those not on a corner may have two driveways, each up to 11.0 m wide.

The MRWA Driveway Policy makes it clear that a service station should be permitted to have two driveways onto the adjacent road network. Where possible (on corner lots) this should be limited to one driveway onto the State road and one onto a local road. Driveways near roundabouts should also be located at least 25m from the roundabout entrance or exit.

In this particular case the site has frontage to two State roads and no local roads. However, all of the site frontage along Chester Pass Road is within 25m of the roundabout exit and is therefore not an acceptable location for a second driveway crossover. The development application proposes one driveway crossover close to the northern boundary of the site (as far from the roundabout as possible) and a second driveway crossover at least 36m away from the roundabout entry (measured at the Albany Hwy median; even further away if measured at the kerb line or traffic lane centre line), which clearly complies with the spacing required by the MRWA Driveway Policy.

The recognition in the MRWA Driveway Policy that a service station should have two driveways reflects the practical difficulties of designing a service station to operate with only one driveway. Forcing all entering and exiting vehicles through the same access point results in vehicles doubling back on themselves, increased conflict between inbound and outbound traffic movements, increasing internal congestion. This is further compounded if the fuel delivery tankers are required to virtually make a U-turn on site to exit via the same driveway crossover. Fuel tankers utilise virtually the full width of a driveway when turning left out of the site which would temporarily obstruct inbound vehicles turning into the site, potentially creating greater safety issues on Albany Highway.

The proposed one-way operation of the proposed pair of driveway crossovers physically separates the entry and exit movements to minimise any potential conflict or congestion, making this a safer access arrangement than at a single two-way driveway crossover.

Yours sincerely,



Robin White  
Senior Traffic & Transport Engineer

Attachments:

- Drawing No. 15256-TP02
- Drawing No. 15256-TP03

CC: Mr Alex Bott, City of Albany  
Mr Nik Hidding, Peter D Webb and Associates



DATE: 11/05/16  
 PROJECT: MANAGEMENT DETAILS  
 SHEET: 1 OF 1



**concept + design + interiors + project management**

BREKIDGEE + MELBOURNE  
 Level 4, 138-139A Market Road  
 South Yarra, Victoria 3141  
 T: +61 3 9600 1111  
 F: +61 3 9600 1111  
 The Road Show Pty Ltd ABN 62 001 154 866

PROPOSED SERVICE STATION & LUNCH BAR DEVELOPMENT

342-346 ALBANY HWY

ORANA WA 6330

EXISTING SITE CONDITIONS PLAN

PROCON DEVELOPMENTS

SCALE: 1:200  
 DATE: MAY 16  
 DRAWN BY: AB  
 CHECKED BY: AB

PLANNING PERMIT NO: TP02  
 REFERENCE: 15256  
 DATE: 02/06/16



**Town Planning**  
 Not for construction



**AREA SCHEDULE:**

TOTAL SITE AREA -	3218m <sup>2</sup>
TENANCY AREAS -	
FUEL SHOP AREA -	200m <sup>2</sup>
LUNCH BAR -	157m <sup>2</sup>
TOTAL AREA -	357m <sup>2</sup>
CAR SPACES PROVIDED -	19 cars

8. MANAGERIAL  
ASSESSMENT DETAILS  
1:1 SCALE



**concept + design + interiors + project management**  
BREBANE + MELBOURNE  
Level 1, 108/110 Victoria Road  
Melbourne, Victoria 3000 Australia  
T +61 3 9420 2222 F +61 3 9420 2113  
The Road Group Pty Ltd ABN 52 134 888

PROPOSED SERVICE STATION & LUNCH BAR DEVELOPMENT

PROJECT ADDRESS  
342-346 ALBANY HWY  
ORANA  
WA  
6330  
PROPOSED SITE PLAN

PROCON DEVELOPMENTS

DATE	SCALE & BY	REVISION	PROJECT NO.
MAY '16	1:200	AB	TP03
JS	AB		15258



**Town Planning**  
Not for construction



Received via email  
**E-MAILED**  
 Registered in Synergy

EF16232015

Enquiries: Lindsay McCartin  
 Our Ref: 04/9908  
 Your Ref:

12 August 2016

Robin White  
 Transcore Pty Ltd  
 PO Box 42  
 SUBIACO WA 6904

Dear Robin

**RE: Proposed Fuel Station and Lunch Bar – 342-346 Albany Highway, Orana**

I refer to your letter dated 10 August 2016 regarding the proposed fuel station and lunch bar at 342-346 Albany Highway, Orana.

Main Road does not support this type of development at this location and believe that it will result in a compromise to the safety and efficiency of the State Road network at this location.

The development will increase access movements by 452 movements per day (226 VPD) from current use; this will have an impact on the efficiency and safety for the road user at this location.

Main Roads policy for driveways is as follows:

**"1. POLICY STATEMENT**

*Driveway access to roads managed by Main Roads will be controlled for the safety and efficiency of the network and all road users.*

**3.3.2 Internal Turn Around Facility**

*A new driveway shall incorporate an internal turn around facility or area that enables vehicles to turn around and exit the driveway in a forward direction onto a State road.*

*A modified driveway should include provision of a turn around facility.*

**3.3.3 Location**

*Driveways shall be carefully located to avoid the creation of a hazard to the through movement of traffic, pedestrian and cyclists, and to minimise damage to road verge vegetation.*

**3.3.5 Service Station Specific Conditions**

*Service stations on a corner lot may have one driveway up to 11.0 m wide to a State road and another to the minor road. Those not on a corner may have two driveways, each up to 11.0 m wide.*

*As a general rule, median openings solely to service station driveways shall not be provided."*





Main Roads does not support the development of a fuel station and lunch bar at this location and would not consider more than one driveway at this location.

Yours sincerely

A handwritten signature in black ink, appearing to read "L. McCartin".

Lindsay McCartin  
**Network Manager**

**CITY OF ALBANY**

**REPORT**

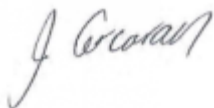
To : His Worship the Mayor and Councillors  
From : Information Officer - Development Services  
Subject : Building Activity – October 2016  
Date : 2 November 2016

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1. In October 2016, one hundred and two (102) building permits were issued for building activity worth \$9,857,481, including nine (9) demolition licences.

It is brought to Council's attention that these figures include building licence:  
160757: New Single Detached Dwelling Three Storeys With Second Floor Outdoor Living Area & Balcony, Garage & Associated Retaining Walls & Rainwater Tank (X2) –  
Estimated Value \$ 1,540,000

2. The two (2) attached graphs compare the current City activity with the past three (3) fiscal years. One compares the value of activity, while the other compares the number of dwelling units.
3. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
4. Attached are the details of the permits issued for October, the 4<sup>th</sup> month of activity in the City of Albany for the financial year 2016/17.



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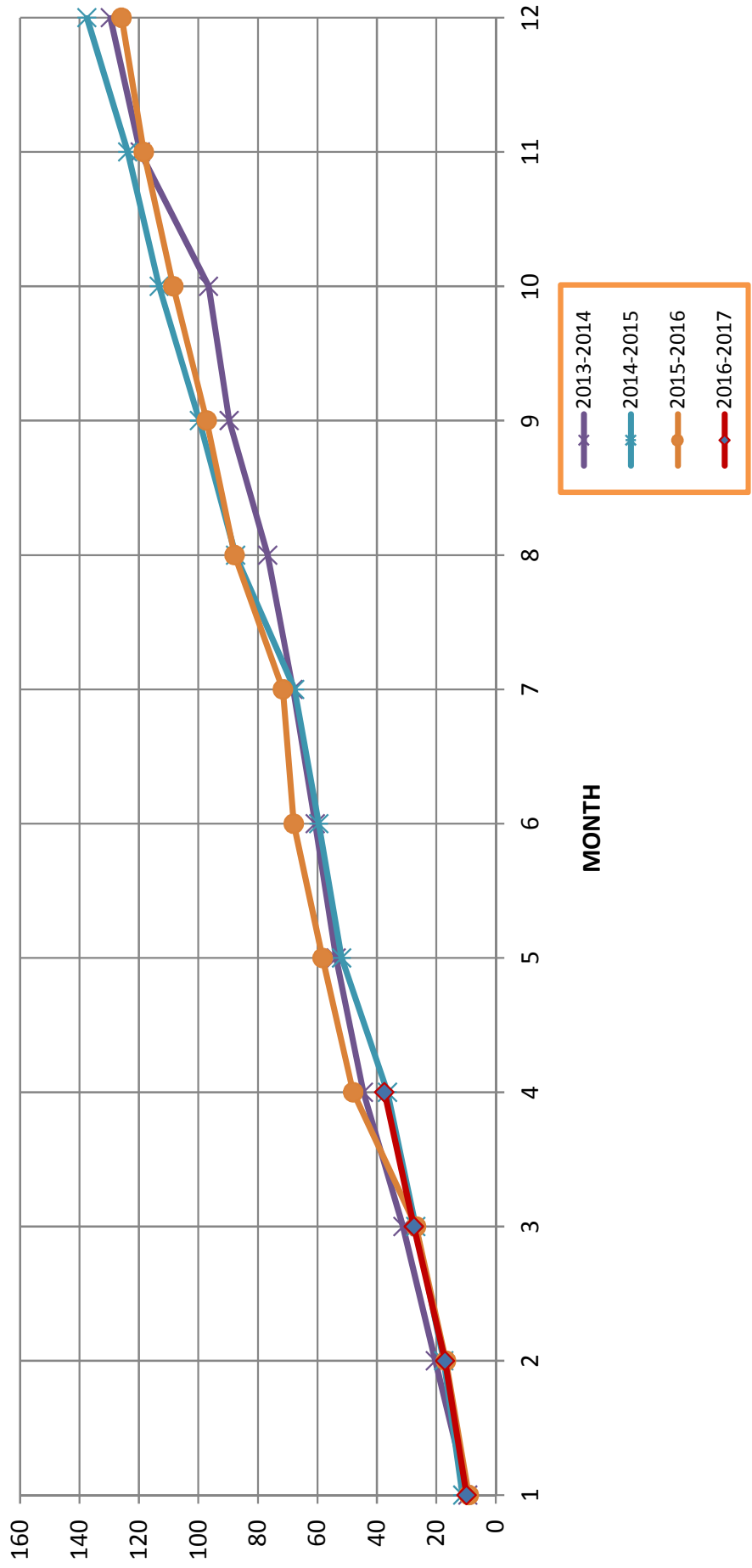
**Jasmin Corcoran**  
**Information Officer – Development Services**

CITY OF ALBANY

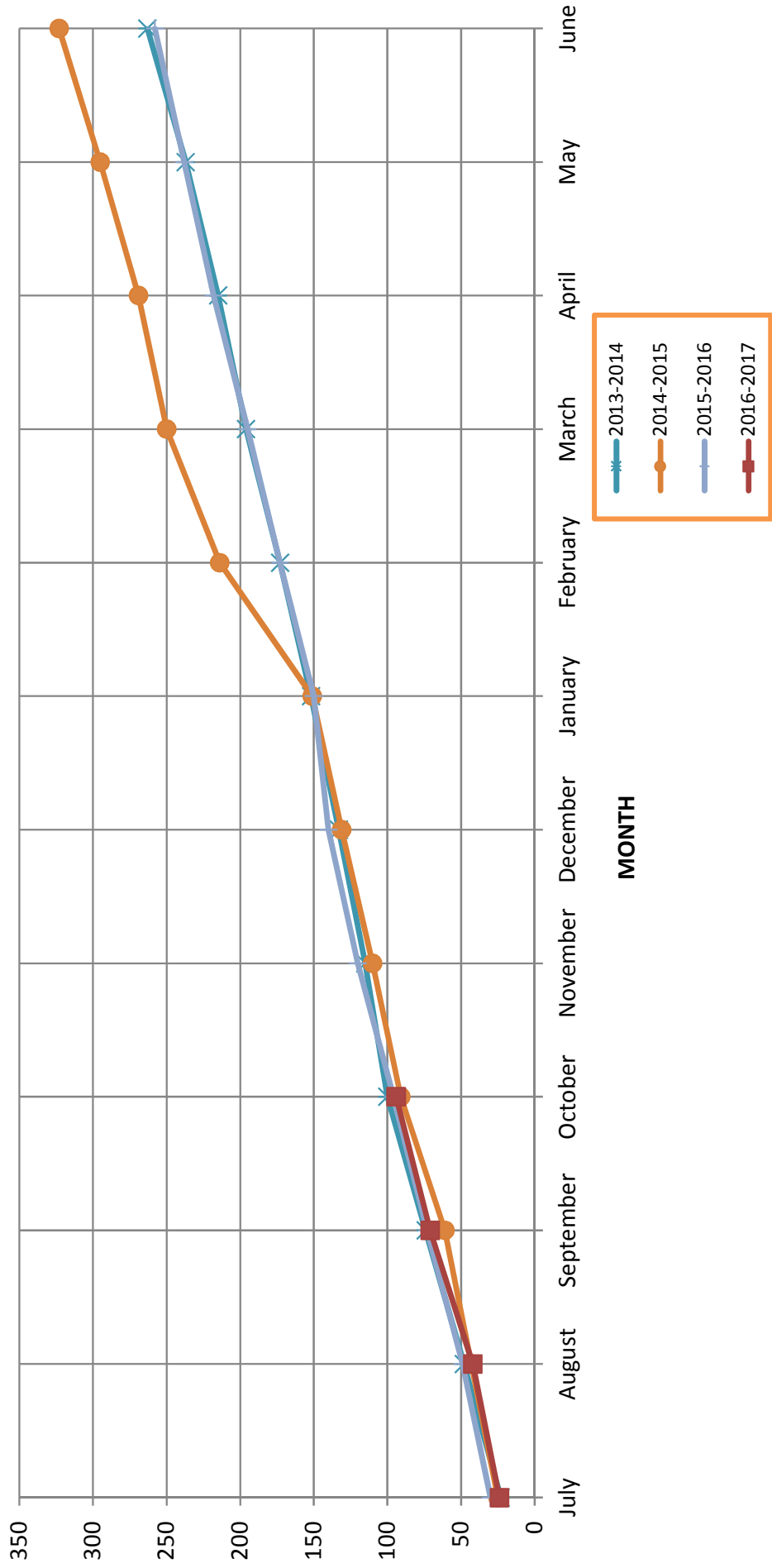
BUILDING CONSTRUCTION STATISTICS FOR 2016 - 2017

2016-2017	SINGLE DWELLING		GROUP DWELLING		DOMESTIC/ OUTBUILDINGS		ADDITIONS/ DWELLINGS		HOTEL/ MOTEL		NEW COMMERCIAL		ADDITIONS/ COMMERCIAL		OTHER		TOTAL \$ VALUE
	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	
JULY	22	5,099,241	2	303,900	15	274,840	17	368,250	0	0	2	3,206,764	4	418,265	9	117,085	9,788,345
AUGUST	17	4,427,348	1	35,000	24	380,839	28	1,725,271	0	0	0	0	4	141,793	10	608,920	7,319,171
SEPTEMBER	29	9,077,464	0	0	16	337,170	15	566,839	0	0	0	0	3	377,000	5	61,200	10,419,673
OCTOBER	23	7,369,345	0	0	28	562,909	23	1,134,368	0	0	3	62,326	6	595,067	11	133,466	9,857,481
NOVEMBER																	
DECEMBER																	
JANUARY																	
FEBRUARY																	
MARCH																	
APRIL																	
MAY																	
JUNE																	
TOTALS TO DATE	91	25,973,398	3	338,900	83	1,555,758	83	3,794,728	0	0	5	3,269,090	17	1,532,125	35	920,671	37,384,670

# BUILDING ACTIVITY \$M Value



# DWELLING UNITS



NUMBER OF UNITS

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

Applications determined for October 2016

Application Number	Builder	Description of Application	Street Address	Suburb
160742	PLUNKETT HOMES (1903) PTY LTD	AMENDMENT TO ORIGINAL BUILDING	DORADO BEND	MCKAIL
160775	PLUNKETT HOMES (1903) PTY LTD	AMENDMENT TO ORIGINAL BUILDING PERMIT #160671 - SITE RELOCAT	GLADVILLE ROAD	MCKAIL
160733	REALFORCE PTY LTD	AMENDMENT TO ORIGINAL BP141354 FOR 3 X LIGHT INDUSTRY UNITS	PRIOR STREET	
160825	AJ MORRELL	SHED - UNCERTIFIED	MUELLER STREET	GLEDHOW
160815	OWNER BUILDER	VERANDA - UNCERTIFIED	HILLMAN STREET	SPENCER PARK
160739	AUSCAN CONSTRUCTION	PATIO - UNCERTIFIED	HOUGHTON BOULEVARD	BAYONET HEAD
160784	OWNER BUILDER	CARPORT - UNCERTIFIED	GILL STREET	MILPARA
160807	BUILDING APPROVAL	SEA CONTAINER - STORAGE - BUILDING APPROVAL CERTIFICATE	ULSTER ROAD	YAKAMIA
160814	B WINNING	RELOCATE DOUBLE ENSUITE - AMENITIES BLOCK - CERTIFIED	PERKINS BEACH ROAD	TORBAY
160778	OWNER BUILDER	LEAN TO (SEMI ENCLOSED) - UNCERTIFIED	ADELAIDE STREET	MILPARA
160783	OWNER BUILDER	RAINWATER TANK 25000 Lt - UNCERTIFIED	SOUTH COAST HIGHWAY	KING RIVER
160745	P KINDER	FULL DEMOLITION - SHED	NELSON STREET	MIRA MAR
160747	FGS CONTRACTING PTY LTD	MOTEL ALTERATION & ADDITIONS TO DINING/KITCHEN - AMENDMENT T	ALBANY HIGHWAY	CENTENNIAL PARK
160804	OWNER BUILDER	SHADE/SUMMER HOUSE - UNCERTIFIED	VANCOUVER STREET	ALBANY
160805	M CHARLES	CARPORT - UNCERTIFIED	ABERCORN STREET	ORANA
160816	OWNER BUILDER	FULL DEMOLITION - GARAGE & DOMESTIC SHED	LOWER KING ROAD	LOWER KING
160838	P KINDER	ASBESTOS REMOVAL EXTERNAL LEAN TO & FRONT OF DWELLING -	SPENCER STREET	ALBANY
160794	OWNER BUILDER	VERANDA AWNING - UNCERTIFIED	PIONEER ROAD	CENTENNIAL PARK
160746	OWNER BUILDER	PATIO - UNCERTIFIED	BARNESBY DRIVE	YAKAMIA
160767	OWNER BUILDER	SHED - UNCERTIFIED	WATERS ROAD	BAYONET HEAD
160766	BUILDING APPROVAL	BUILDING APPROVAL CERTIFICATE - UNAUTHORISED CHANGES TO ORIG	CLIFF STREET	ALBANY

REPORT ITEM PD 148 REFERS

Application Number	Builder	Description of Application	Street Address	Suburb
160826	L SHUTTLEWORTH	CARAVAN PARK BOUNDARY FENCE - UNCERTIFIED	BIRSS STREET	EMU POINT
160788	S WILLIAM	SHED ALTERATIONS - EXTENDING WORK AREA FOR MEAT PROCESSING-	WRIGHT STREET	COLLINGWOOD
160793	AD CONTRACTORS PTY LTD	FULL DEMOLITION - CATTLE YARDS CENTENNIAL OVAL	LOCKYER AVENUE	PARK CENTENNIAL
160796	OWNER BUILDER	GARAGE - CERTIFIED	LOWANNA DRIVE	PARK GLEDHOW
160737	AUSCAN CONSTRUCTION	PATIO X 2 - UNCERTIFIED	BURGOYNE ROAD	PORT ALBANY
160798	BUILDING APPROVAL	BUILDING APPROVAL CERTIFICATE - SHED & COVER STRUCTURE ROOF	LOWER KING ROAD	LOWER KING
160730	OWNER BUILDER	SHED - UNCERTIFIED	DE HAMEL PLACE	SPENCER PARK
160818	K METZ	PATIO - UNCERTIFIED	JEEEDA CLOSE	BAYONET HEAD
160749	OWNER BUILDER	ALTERATIONS & ADDITIONS TO EXISTING SINGLE STOREY RESIDENTIA	KURANNUP ROAD	BAYONET HEAD
160780	ALBANY CONSTRUCTION & MAINTENANCE	CARPORT & PATIO SITE 119 - UNCERTIFIED	BIRSS STREET	EMU POINT
160790	RYDE BUILDING COMPANY PTY LTD	SHED - UNCERTIFIED	CELESTIAL DRIVE	MCKAIL
160811	OWNER BUILDER	ALTERATIONS & ADDITIONS TO EXISTING SINGLE DETACHED	MENEGOLA DRIVE	WARRENUP
160735	RANBUILD GREAT SOUTHERN	SHED - UNCERTIFIED	RYCRAFT DRIVE	SPENCER PARK
160795	OWNER BUILDER	GARAGE/WORKSHOP - UNCERTIFIED	TUNNEY WAY	SPENCER PARK
160779	AD CONTRACTORS PTY LTD	DEMOLITION OF DWELLING & SHEDS X 2 - DEMOLITION	SEYMOUR STREET	MIRA MAR
160801	S PIERCE	SHED EXTENSION - UNCERTIFIED	LOWER DENMARK ROAD	ELLEKER
160760	KOSTER'S OUTDOOR PTY LTD	CARPORT - UNCERTIFIED	O'CONNELL STREET	LITTLE GROVE
160833	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	HUMPHREYS STREET	LOCKYER
160729	KOSTER'S OUTDOOR PTY LTD	SHED EXTENSION - UNCERTIFIED	ALLMORE DRIVE	ROBINSON
160763	WARREN BENNET HOMES PTY LTD	FULL DEMOLITION - MCCORMICK PAVILION & COVERED STORAGE CAGE	LOCKYER AVENUE	CENTENNIAL
160832	MCB CONSTRUCTION PTY LTD	PATIO - UNCERTIFIED	TARGET ROAD	PARK YAKAMIA
160759	GREAT SOUTHERN	RETAINING WALLS - UNCERTIFIED	STIRLING TERRACE	ALBANY
160821	D LEEFLANG	RE-ROOF DWELLING - UNCERTIFIED	BROUGHTON STREET	ORANA
160835	T GOODALL	SHED - UNCERTIFIED	MYOLA DRIVE	KALGAN

Application Number	Builder	Description of Application	Street Address	Suburb
160819	K METZ	NEW DOMESTIC SHED - UNCERTIFIED	FRENCHMAN BAY ROAD	LITTLE GROVE
160731	OWNER BUILDER	SHED - UNCERTIFIED	COYANARUP PLACE	WARRENUP
160808	OWNER BUILDER	SHED - UNCERTIFIED	HUNWICK SOUTH ROAD	TORBAY
160734	OWNER BUILDER	SHED & PATIO - UNCERTIFIED	NEVILE RISE	WILLYUNG
160750	OWNER BUILDER	SHED - UNCERTIFIED	NULLAKI DRIVE	NULLAKI
160732	M VAN DER MEULEN	SHED - UNCERTIFIED	HEREFORD WAY	MILPARA
160802	RANBUILD GREAT	SHED - UNCERTIFIED	MENEGOLA DRIVE	WARRENUP
160817	SOUTHERN K METZ	NEW STORAGE SHED - UNCERTIFIED	MILLBROOK ROAD	KING RIVER
160738	AUSCAN CONSTRUCTION	SHED - UNCERTIFIED	LOWER DENMARK ROAD	YOUNGS SIDING
160785	JC BROUWER	ALTERATIONS & ADDITIONS (GARAGE) - UNCERTIFIED	DREW STREET	MIRA MAR
160755	MCB CONSTRUCTION	MODIFIED SEA CONTAINER - PUBLIC INFO/EVEN HUB - CERTIFIED	YORK STREET	ALBANY
160727	PTY LTD TECTONICS CONSTRUCTIONS GROUP PTY LTD	GARAGE - UNCERTIFIED	MORILLA ROAD	LOWER KING
160810	G TURNER	SHED - UNCERTIFIED	FRIESIAN RISE	MILPARA
160777	CC & RG GLIOSCA	RETAINING WALL WITH FENCE - UNCERTIFIED	GOLF LINKS ROAD	MIDDLETON BEACH
160809	WAUTERS	TWO STOREY HOUSE - DEMOLITION	SYDNEY STREET	YAKAMIA
160827	ENTERPRISES PTY LTD TECTONICS CONSTRUCTIONS GROUP PTY LTD	GARAGE - UNCERTIFIED	SALISBURY ROAD	MCKAIL
160764	CC & RG GLIOSCA	RURAL INDUSTRY STORAGE & PACKAGING SHED - CERTIFIED	SOUTH COAST HIGHWAY	KING RIVER
160806	BUILDING APPROVAL	WATER TANK & SHED - BUILDING APPROVAL CERTIFICATE	CHESTER PASS ROAD	NAPIER
160748	HOLLAND DA & AM	ALTERATIONS & ADDITIONS TO EXISTING SINGLE STOREY	PEET RISE	KRONKUP
160692	J GOMM	ALTERATIONS/ADDITIONS - KITCHEN & LAUNDRY - CERTIFIED	GREENSHIELDS STREET	MIRA MAR
160741	BUILDING APPROVAL	BUILDING APPROVAL CERTIFICATE - SHED & DONGA	BUSHBY ROAD	LOWER KING
160822	WARREN BENNETT	RE-ROOF PATIO AND REPLACEMENT OF WINDOWS - UNCERTIFIED	WAKEFIELD COURT	MIRA MAR
	HOMES PTY LTD			



Application Number	Builder	Description of Application	Street Address	Suburb
160761	DA & AM HOLLAND	COMMERCIAL KITCHEN FITOUT IN EXISTING BUILDING - CERTIFIED	CHESTER PASS ROAD	WALMSLEY
160751	NORTH 2 SOUTH EXECUTIVE HOMES PTY LTD	1 BEDROOM RESIDENTIAL STUDIO WITH GARAGE ABOVE- UNCERTIFIED	MORLEY PLACE	MIDDLETON
160396	P MURRAY	NEW SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED	MUELLER STREET	BEACH GLEDHOW
160765	K& EMP NIELSEN	ALTERATIONS & ADDITIONS TO EXISTING DWELLING - UNCERTIFIED	BRUNSWICK ROAD	PORT ALBANY
160740	TECTONICS CONSTRUCTIONS GROUP PTY LTD	SHOP FIT OUT (AUST HEARING) - CERTIFIED	ALBANY HIGHWAY	CENTENNIAL
160834	WA COUNTRY BUILDERS PTY LTD	SINGLE STOREY DWELLING - CERTIFIED	RADIATA DRIVE	PARK MCKAIL
160789	J & TW DEKKER PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO PORCH	RADIATA DRIVE	MCKAIL
160782	WA COUNTRY BUILDERS PTY LTD	NEW SINGLE DETACHED DWELLING WITH ALFRESCO PORCH &	DRAKE BEND	BAYONET HEAD
160762	WA COUNTRY BUILDERS PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO PORCH	DRAKE BEND	BAYONET HEAD
160700	PLUNKETT HOMES (1903) PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING WITH ALFRESCO PORCH	KARROO VISTA	BAYONET HEAD
160803	PLUNKETT HOMES (1903) PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY - UNCERTIFIED	MUELLER STREET	LOCKYER
160771	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	DRAKE BEND	BAYONET HEAD
160776	WA COUNTRY BUILDERS PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO & GARA	DRAKE BEND	BAYONET HEAD
160824	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH VERANDA & GARAG	DISCOVERY DRIVE	SPENCER PARK
160712	RYDE BUILDING COMPANY PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING WITH ALFRESCO PORCH	KARROO VISTA	BAYONET HEAD
160707	PLUNKETT HOMES (1903) PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING WITH ALFRESCO VERAN	CELESTIAL DRIVE	MCKAIL
160756	POCOCK BUILDING COMPANY PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO & CARP	RUFUS STREET	MILPARA
160752	RYDE BUILDING COMPANY PTY LTD	NEW SINGLE STOREY RESIDENTIAL DWELLING WITH ALFRESCO PORCH	ETHEREAL DRIVE	MCKAIL
160786	WA COUNTRY BUILDERS PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO & GARA	AJANA DRIVE	MARBELUP

REPORT ITEM PD 148 REFERS

Application Number	Builder	Description of Application	Street Address	Suburb
160787	R TROTT	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO & GARA	HAYWARD CREST	YAKAMIA
160753	SCHLAGER GROUP	ALTERATIONS/ ADDITIONS AND NEW SHED AT PCYC	SANFORD ROAD	CENTENNIAL
160736	IRONMONGER BUILDING COMPANY PTY LTD	CERTIFIED NEW TWO STOREY RESIDENTIAL DWELLING WITH ALFRESCO VERANDA A	BANDICOOT DRIVE	PARK LANGE
160772	POCOCK BUILDING COMPANY PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO PORTI	SOUTH COAST HIGHWAY	MCKAIL
160774	POCOCK BUILDING COMPANY PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO PORCH	BANDICOOT DRIVE	LANGE
160744	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING TWO STORES WITH ALFRESCO PORTICO BALCONY & D	HUNTER STREET	MIRA MAR
160799	RYDE BUILDING COMPANY PTY LTD	NEW SINGLE DETACHED DWELLING ONE STOREY WITH ALFRESCO VERA	HUNTER STREET	EMU POINT
160792	RED DOG CARPENTRY	ALTERATIONS &	BAY VIEW DRIVE	LITTLE GROVE
160757	AUGUSTSON ENTERPRISES PTY LTD	NEW SINGLE DETACHED DWELLING THREE STOREYS WITH SECOND FLOOR	BAY STREET	ALBANY
160743	OCCUPANCY PERMIT	OCCUPANCY PERMIT - WEIGHBRIDGE HUT	DOWN ROAD	DROME
160769	OCCUPANCY PERMIT	OCCUPANCY PERMIT - SOCCER & CRICKET SPORTS PAVILION NORTH RO	NORTH ROAD	CENTENNIAL
160791	OCCUPANCY PERMIT	OCCUPANCY PERMIT - WORKSHOP & LUNCHROOM	MERRIFIELD STREET	PARK MILPARA
160800	OWNER BUILDER	PATIO - DEMOLITION	HILLMAN STREET	SPENCER PARK
160812	OCCUPANCY PERMIT	SHOP/OFFICE & CARETAKERS RESIDENCE - OCCUPANCY PERMIT	PROUDLOVE PARADE	ALBANY
160813	OCCUPANCY PERMIT	PUBLIC INFORMATION HUB/ ART DISPLAY/COMMUNITY CONSULTATION (	YORK STREET	ALBANY
160828	P KINDER	ASBESTOS ROOF - DEMOLITION	BROUGHTON STREET	ORANA

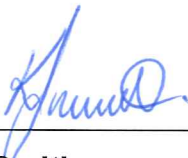
**CITY OF ALBANY**

**REPORT**

To : His Worship the Mayor and Councillors  
From : Administration Officer - Planning  
Subject : Development Application Approvals – October 2016  
Date : 1 November 2016

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1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of October 2016.
2. Within this period 64 Development applications were determined, of these;
  - 60 Development applications were approved under delegated authority;
  - 2 Development applications were cancelled; and
  - 2 Development applications were withdrawn.



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**Kandi Smith**  
Administration Officer – Planning

**PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY****Applications determined for October 2016**

<b>Application Number</b>	<b>Application Date</b>	<b>Street Address</b>	<b>Locality</b>	<b>Description of Application</b>	<b>Decision</b>	<b>Decision Date</b>	<b>Assessing Officer</b>
P2160431	2/09/2016	York Street	Albany	Shop - Multi-purpose	Delegate Approved	11/10/2016	Adrian Nicoll
P2160515	17/10/2016	Vancouver Street	Albany	Development - Replace Roof (Shingles)	Delegate Approved	24/10/2016	Adrian Nicoll
P2160432	5/09/2016	Alison Parade	Bayonet Head	Caravan Park - Park Home (Road Layout Modifications)	Delegate Approved	3/10/2016	Adrian Nicoll
P2160447	14/09/2016	Ascanius Parade	Bayonet Head	Display Home	Delegate Approved	7/10/2016	Taylor Gunn
P2160475	30/09/2016	Maddison Way	Bayonet Head	Single House and Outbuilding	Delegate Approved	21/10/2016	Taylor Gunn
P2160482	3/10/2016	Waters Road	Bayonet Head	Single House - Outbuilding - Design Codes Assessment	Delegate Approved	4/10/2016	Adrian Nicoll
P2160498	7/10/2016	Jeeda Close	Bayonet Head	Single House - Outbuilding (Development Codes Assessment)	Delegate Approved	13/10/2016	Jessica Anderson
P2160502	10/10/2016	Drake Bend	Bayonet Head	Single House (Residential Design Codes Assessment)	Delegate Approved	26/10/2016	Taylor Gunn
P2160508	12/10/2016	Spinnaker Avenue	Bayonet Head	Single House - Outbuilding (Residential Design Codes Assessment)	Delegate Approved	31/10/2016	Adrian Nicoll
P2160458	21/09/2016	Barker Road	Centennial Park	Change of Use - Park Home	Withdrawn	3/10/2016	Adrian Nicoll
P2160461	21/09/2016	Sanford Road	Centennial Park	Change of Use - Motor Vehicle Repair	Delegate Approved	4/10/2016	Taylor Gunn
P2160471	27/09/2016	Albany Highway	Centennial Park	Change of use - Showroom	Delegate Approved	5/10/2016	Adrian Nicoll
P2160485	3/10/2016	Barker Road	Centennial Park	Grouped Dwelling - Addition (Patio - Unit 15)	Delegate Approved	5/10/2016	Taylor Gunn
P2160459	21/09/2016	Birss Street	Emu Point	Caravan Park - Fence	Delegate Approved	3/10/2016	Jessica Anderson
P2160464	22/09/2016	Birss Street	Emu Point	Caravan Park on-site van (permanent)	Delegate Approved	7/10/2016	Adrian Nicoll
P2160472	28/09/2016	Cunningham Street	Emu Point	Grouped Dwelling - Design Codes Assessment	Delegate Approved	15/10/2016	Taylor Gunn
P2160442	13/09/2016	Carter Street	Gledhow	Single House (Design Codes Assessment)	Delegate Approved	4/10/2016	Taylor Gunn
P2160456	19/09/2016	Cuming Road	Gledhow	Non Conforming Use - Single House - Additions (Patio & Garage)	Delegate Approved	14/10/2016	Taylor Gunn
P2160481	3/10/2016	Bottlebrush Road	Gledhow	Ancillary Accommodation & Carport - Design Codes Assessment	Delegate Approved	6/10/2016	Adrian Nicoll
P2160423	26/08/2016	Henty Road	Kalgan	Single House - Outbuilding & Ancillary Accommodation	Delegate Approved	3/10/2016	Jessica Anderson
P2160434	7/09/2016	South Coast Highway	Kalgan	Restaurant & Tavern	Delegate Approved	20/10/2016	Taylor Gunn
P2160483	3/10/2016	Nanarup Road	Kalgan	Chalet - Patios X 8	Delegate Approved	6/10/2016	Adrian Nicoll

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160487	4/10/2016	Walford Road	Kalgan	Single House - Relocated Dwelling	Delegate Approved	6/10/2016	Adrian Nicoll
P2160505	11/10/2016	Churchlane Road	Kalgan	Single House - Outbuilding (Retrospective)	Delegate Approved	13/10/2016	Adrian Nicoll
P2160476	30/09/2016	Millbrook Road	King River	Caravan Park - Additions (Storage Shed)	Delegate Approved	5/10/2016	Adrian Nicoll
P2160491	5/10/2016	Bandicoot Drive	Lange	Single House	Delegate Approved	11/10/2016	Taylor Gunn
P2160331	6/07/2016	Stubbs Road	Little Grove	Grouped Dwelling x 2	Delegate Approved	20/10/2016	Taylor Gunn
P2160390	9/08/2016	Wilson Street	Little Grove	Single House - Design Codes Assessment	Delegate Approved	6/10/2016	Taylor Gunn
P2160484	3/10/2016	O'connell Street	Little Grove	Single House - Outbuilding	Delegate Approved	10/10/2016	Taylor Gunn
P2160511	14/10/2016	Finch Court	Little Grove	Retrospective Approval - Earthworks and Retaining Walls	Delegate Approved	21/10/2016	Taylor Gunn
P2160519	18/10/2016	Opal Street	Little Grove	Rural Pursuit - Stables	Delegate Approved	28/10/2016	Adrian Nicoll
P2160469	23/09/2016	Knapp Head Road	Lowlands	Single House & Rain Water Tank	Delegate Approved	21/10/2016	Taylor Gunn
P2160513	14/10/2016	Knapp Head Road	Lowlands	Single House - Alterations and Additions	Delegate Approved	20/10/2016	Adrian Nicoll
P2160308	20/06/2016	Laithwood Circuit	Marbelup	Relocated Dwelling	Withdrawn	5/10/2016	
P2160322	29/06/2016	Ajana Drive	Marbelup	Single House	Delegate Approved	5/10/2016	Taylor Gunn
P2160514	17/10/2016	Lowanna Drive	Marbelup	Ancillary Accomodation	Delegate Approved	25/10/2016	Taylor Gunn
P2160521	18/10/2016	Laithwood Circuit	Marbelup	Development - Water Tank	Delegate Approved	26/10/2016	Adrian Nicoll
P2160478	30/09/2016	South Coast Highway	McKail	Single House	Delegate Approved	5/10/2016	Taylor Gunn
P2160495	6/10/2016	O'Keefe Parade	McKail	Single House - Additions (Patio)	Delegate Approved	25/10/2016	Jessica Anderson
P2160501	10/10/2016	Celestial Drive	McKail	Single House - Outbuilding (Residential Design Codes Assessment)	Delegate Approved	15/10/2016	Taylor Gunn
P2160524	19/10/2016	Federal Street	McKail	Caravan Hire - Additional Sheds x 2	Delegate Approved	24/10/2016	Adrian Nicoll
P2160492	6/10/2016	Golf Links Road	Middleton Beach	Development - Earthworks in Excess of 600mm (Retaining Walls)	Delegate Approved	13/10/2016	Jessica Anderson
P2160488	4/10/2016	Hereford Way	Milpara	Single House	Delegate Approved	11/10/2016	Taylor Gunn
P2160473	28/09/2016	Shorts Place	Mira Mar	Single House - Additions (Deck Extension)	Delegate Approved	20/10/2016	Taylor Gunn
P2160496	6/10/2016	Anderson Place	Mira Mar	Single House - Outbuilding	Delegate Approved	17/10/2016	Taylor Gunn
P2160512	14/10/2016	Champion Street	Mira Mar	Single House - Outbuilding (Residential Design Codes Assessment)	Delegate Approved	18/10/2016	Adrian Nicoll
P2160527	21/10/2016	Robert Street	Mount Clarence	Single House - Design Codes Assessment	Delegate Approved	25/10/2016	Jessica Anderson
P2160500	10/10/2016	Chester Pass Road	Napier	Single House - (Retrospective outbuilding and rainwater tank)	Delegate Approved	11/10/2016	Adrian Nicoll
P2160466	22/09/2016	Nullaki Drive	Nullaki	Single House - (Outbuilding)	Delegate Approved	4/10/2016	Jessica Anderson
P2150052	4/02/2015	Redmond West Road	Redmond West	Industry - Extractive (Gravel & Sand)	Cancelled	20/10/2016	Taylor Gunn

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160465	22/09/2016	Perkins Beach Road	Torbay	Youth Camp - Re-location of Ensuite Block	Delegate Approved	4/10/2016	Adrian Nicoll
P2160486	3/10/2016	Lower Denmark Road	Torbay	Single House - Lean to	Delegate Approved	4/10/2016	Adrian Nicoll
P2160499	10/10/2016	Hunwick South Road	Torbay	Single House - Outbuilding (Setback Variation)	Delegate Approved	12/10/2016	Adrian Nicoll
P2160489	5/10/2016	Havoc Road	Warrenup	Development (outbuilding)	Delegate Approved	7/10/2016	Taylor Gunn
P2160507	11/10/2016	Menegola Drive	Warrenup	Single House - Outbuilding	Delegate Approved	18/10/2016	Adrian Nicoll
P2160518	18/10/2016	Deloraine Drive	Warrenup	Single House - Outbuilding	Delegate Approved	21/10/2016	Taylor Gunn
P2160532	25/10/2016	Deloraine Drive	Warrenup	Single House and Earthworks in excess of 600mm	Delegate Approved	27/10/2016	Adrian Nicoll
P2160497	7/10/2016	Greenwood Drive	Willyung	Single House	Delegate Approved	14/10/2016	Taylor Gunn
P2160446	14/09/2016	Ashkey Boulevard	Yakamia	Home Business - Driving Instructing	Delegate Approved	7/10/2016	Adrian Nicoll
P2160477	30/09/2016	Target Road	Yakamia	Single House - Additions (Patio)	Delegate Approved	24/10/2016	Taylor Gunn
P2160503	11/10/2016	Ulster Road	Yakamia	Educational Establishment - Retrospective Addition (Sea Container)	Delegate Approved	18/10/2016	Adrian Nicoll
P2160529	25/10/2016	Ulster Road	Yakamia	Single House - Extension	Delegate Approved	31/10/2016	Jessica Anderson
P2150646	16/12/2015	Ulster Road	Yakamia	Single House - Design Codes Assessment	Cancelled	25/10/2016	Jessica Anderson
P2160451	16/09/2016	Station Street	Youngs Siding	Veterinary Centre - Alterations & Additions	Delegate Approved	3/10/2016	Jessica Anderson
P2150053	4/02/2015	Dawson Road	Youngs Siding	Industry - Extractive (Gravel & Sand)	Cancelled	20/10/2016	Jessica Anderson



**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
MINUTES**

Thursday 16 June 2016 at 8.30am  
VENUE: City of Albany Civic Rooms  
102 North Road Albany

(File Ref: ES.MEE.5 /AM1654999)

**Committee 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.*

**1 ATTENDANCE:**

Name	Organisation
John Shanhun	Chair – City of Albany
Geraint Maddison	DFES
Garry Turner	City of Albany
Suzan Lees	City of Albany
Tony Ward	City of Albany
Adam Smith	SEMC
Grant Pollard	WAPol
Lorna Woodward	CPFS
Kelly Hill	DAFWA
Andrew Buchannan	ATCO Gas
Barbara Marquand	WACHS – Albany Health Campus
Steve Childs	Water Corp
Rob Castiglione	Dept of Education
Gennelle Regnis-Brown	State Housing Authority
Jana Ridilova	City of Albany (guest)
Carolyn Lonie	City of Albany (guest)

**2 APOLOGIES:**

Name	Organisation
Lesley Pearson	Silver Chain
Ray Spurr	Brookfield Rail
Kate Jones	Baptistcare
Fred Steer	Brookfield Rail
Noel Chambers	Dept of Transport
Alison Benson	P & W
Neville Blackburn	CPFS
Mike Cole	City of Albany
Dale Putland	City of Albany
Dave Murphy	WAPol
Andrew Sharpe	City of Albany
Scott McCaulay	Port of Albany
Dennis Wellington	City of Albany
Sarah Matthews	DFES
Garry Berg	Main Roads WA
Andrew Collins	ABC Radio
Darren Prior	City of Albany DCBFCO

**3 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

**ITEM 3.1: COMMITTEE RECOMMENDATION**

The minutes of the Local Emergency Management Committee meeting held on 17 March 2016 to be confirmed as a true and accurate record of proceedings.

**Moved: S Childs  
Carried.**

**Seconded: L Woodward**

**4 DISCLOSURE OF INTEREST - Nil**

**5 BUSINESS ARISING FROM PREVIOUS MEETINGS:**

Item	Status
T Ward to arrange a meeting with CoA EM team to discuss how best to assist the Port of Albany is to plan a practical emergency exercise.	EXPIRED

**6 STANDARD AGENDA ITEMS (AS PER State EM PROCEDURE 7)**

**6.1 Confirmation of Contact Details and Key Stakeholders**

As per attached contact list (Attachment 1).

**6.2 Post Incident Reports - Nil**

**6.3 Post Exercise Reports - Nil**

**6.4 Funding Nominations and Application Progress**

City of Albany has applied for two AWARE Grants:

- Recovery Exercise and Workshop
- Community Engagement Project

The applications are currently being reviewed by SEMC and the City will be notified of the outcome in due course.

**6.5 Risk Management / Treatment Strategies - Nil**

**6.6 Review of LEMA**

**6.6.1 Motion to Endorse LEMA**

**ITEM 6.6.1: COMMITTEE RECOMMENDATION**

**THAT the LEMC ENDORSE the City of Albany Local Emergency Management Arrangements.**

**Moved: G Pollard**

**Seconded: S Childs**

**Carried**



**7 FOURTH QUARTER AGENDA ITEMS (AS PER SEMC PROCEDURE 7)**

**7.1 LEMC Annual Report**

City of Albany's Capability & Annual Report tabled.

**7.2 FINALISE LEMC EXERCISE SCHEDULE FOR 2016/17**

The following exercises are planned by LEMC member agencies for 2016/17:

- DFES and Water Corp are planning a combined hazmat exercise at Two Peoples Bay.
- An exercise will be conducted at the hospital but details have not yet been confirmed.
- If AWARE funding is successful, the City of Albany will conduct a recovery exercise.

**7.3 SEASONAL REVIEW**

No special arrangements have been put in place. Current preparations are considered adequate.

**8 GENERAL BUSINESS**

**8.1 State EM Policy Changes – Adam Smith (SEMC)**

Presentation by Adam Smith – see Attachment 2

**8.2 Distribution of SEMC communications – Tony Ward (City of Albany)**

The City of Albany will distribute to LEMC members communications received from SEMC. Agencies to advise the City if they no longer wish to receive emails.

**8.3 The Rural in Reach Community Mental Health 1st Response Remote Training – Barbara Marquand (WACHS) – see Attachment 3**

**8.4 Agency Reports**

**City of Albany Events Team** – The events approval been revised. Events list up to August distributed.

**Department of Education** – Steve Dean has retired and Rob Castiglione will be the Department of Education's representative on LEMC.

**DFES** – John Tillman is the acting Regional Superintendent. The position has been advertised.

**WAPoI** – Grant Pollard introduced himself as the new Officer of Charge of the Albany police station. Tentative future exercises in the pipe-line but nothing concrete.

**DAFWA** – A foot and mouth biosecurity exercise was conducted by DAFWA in Bunbury in May that included state and federal level involvement. The outcomes will be presented at the next LEMC meeting.

**SEMC** – Next DEMC meeting is 7 July 2016. The City of Albany Local Recovery Plan will be tabled for noting at this meeting and forwarded to SEMC for their meeting in August. Following the fire emergencies that occurred during this summer, there is added scrutiny on local governments to ensure that arrangements are in place.

**City of Albany Emergency Services** – The Forward Control Van is planned to be replaced and corporate sponsorship and brigade funding has been obtained. An accident involving the Manypeaks fire appliance occurred on 13 May 2016 whilst the brigade

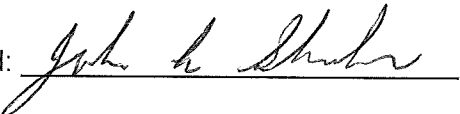
## REPORT ITEM LEMC 011 REFERS

responded to a fire incident. A volunteer fire fighter was seriously injured. WorkSafe have been notified and the City is working with WorkSafe to improve safety. The 2016/17 Fire Management Notice will be posted as a separate mail out to try to maximise compliance with prevention and preparedness measures. Also a number of changes have been included in this year's Notice, notably regarding fire break exemptions being replaced with variations to fire management notice. The compliance date for the North East sector has been brought forward to 1 November 2016, in consultation with local Fire Control Officers.

### 9 DATE OF NEXT MEETING:

Thursday 15 September – Conference Room, South Coast Natural Resource Management, 39 Mercer Road, Albany

### 10 CLOSURE OF MEETING: 9.25am

Signed:  (Chair – LEMC)



**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

**Minutes**

Thursday 17 March 2016 at 8.30am  
 VENUE: City of Albany Civic Rooms  
 102 North Road Albany

(File Ref: ES.MEE.5 /AM1652923)

**Committee 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.*

**1 ATTENDANCE:**

Derek Jones	CoA/CBFCO
Garry Turner	CoA
Adam Smith	SEMC
Kevin Parsons	DFES
Anna Page	CoA Airport
Steve Childs	Water Corp
Matt Bird	CoA
Kim Bunney	Western Power
Sarah Matthews	DFES
Stacey Abbott	SJA
Dave Murphy	WAPOL
John Shanahun	CoA (Deputy Chair)
Lesley Pearson	Silver Chain
Dale Putland	CoA
Peter Grey	Water Corp
Scott Macaulay	Port of Albany
Wayne Aggiss	Parks & Wildlife
Greg Mair	Parks & Wildlife
Jason Balhorn	BoM
Ken Carter	Housing Authority
Adele Leahy	CoA
Ken Blackburn	CPFS
Lorna Woodward	CPFS
Kim Dean	CPFS (visitor)
Suzan Lees	CoA

**2 APOLOGIES/ABSENT:**

Dennis Wellington	CoA – Chair of LEMC
Andrew Sharpe	CoA
Fred Steer	Brookfield Rail
Roy Spurr	Brookfield Rail
Gary Berg	Main Roads WA
Alison Benson	DPaW
Ron Panting	SES

Sherylle Baker  
 Estrelia Diaz  
 Kelly Hill  
 Danial Pell  
 Michael Cole  
 Adam Cousins  
 Grant Pollard

Disability Services Comm  
 CBH  
 DAFWA  
 DoT  
 CoA  
 CoA  
 WAPol

**3 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

**ITEM 3.1: COMMITTEE RECOMMENDATION**

**THAT the minutes of the Local Emergency Management Committee meeting held on 17 December 2015 to be CONFIRMED as a true and accurate record of proceedings.**

**Moved: N Blackburn**

**Seconded: D Murphy**

**4 DISCLOSURE OF INTEREST**

NIL

**5 BUSINESS ARISING FROM PREVIOUS MEETINGS:**

Item	Status
T Ward to arrange a meeting with CoA EM team to discuss how best to assist the Port of Albany is to plan a practical emergency exercise.	Ongoing

At the 17 December 2015 LEMC meeting, Cr John Shanhun was elected as Deputy Chair of LEMC. Under the *SEMC Procedure ADP – 5 s.7(b)* it is recommended that the Deputy Chair of LEMC should be the Local Emergency Coordinator (LEC). The LEC is appointed by the State Emergency Coordinator under s.37(4) of the *Emergency Management Act 2005*. In Albany this is the OIC of the Albany Police Station.

**ITEM 5.1: COMMITTEE RECOMMENDATION**

**Local Emergency Coordinator (OIC Local Police Station) to be Deputy Chair of LEMC as per Emergency Management Act 2005.**

**Moved: D Jones**

**Seconded: D Murphy**

**Carried**

**6 STANDARD AGENDA ITEMS (AS PER SEMC PROCEDURE ADP - 5)**

**6.1 Confirmation of Contact Details and Key Stakeholders**

As per attached contact list (Attachment 1).

**6.2 Post Incident Reports**

6.2.1 Reflections from Northcliffe, Boddington and Waroona Fires - Greg Mair  
(Incident Controller – Regional Manager Parks & Wildlife)  
Report attached (Attachment 2)

6.2.2 Lessons learnt from Waroona Fire - Lesley Pearson (Silver Chain)  
Report attached (Attachment 3)

6.2.3 Overview of CPFS Emergency Services Unit – Kim Dean (CPFS Director of  
Emergency Services)

Key points included:

- Explained the role of CPFS during emergencies – mandated under the Emergency Management Act to provide support to people affected by disasters.
- The Emergency Services unit consist of 15 staff across the state, including 10 staff who work at the local level.
- Stressed the importance of local networks and teamwork in responding to emergencies.
- Stated the increase in activations for the unit to respond to emergency events has increased dramatically during the last year (31 activations).
- Able to deploy teams from Perth to assist local staff.
- Issues arising from the Waroona/Yarloop fire:
  - Ran two evacuation centres.
  - Had difficulties providing staff from Perth due to road closures.
  - Received 2,800 registrations of evacuated people.
  - Registration not compulsory, and people registering can choose for their information not to be divulged.
  - Managing politics and statements made by politicians.
  - Managing other agencies' expectations of CPFS's role and capabilities.
  - Coordinating other agencies' welfare personnel.
  - Dealing with undesirable persons in evacuation centres.
  - Client demographics – many people with health and other issues and complex needs. Have appointed project officers to work with affected people.
  - Fatigue management.
- Worked well:
  - The ability to share information with other agencies. ]
  - Worked out what information could be shared with other agencies after the emergency declaration was made.
  - Have established a comprehensive data base which can be shared between agencies as appropriate.

6.2.4 Normans Beach Fire - Derek Jones (CBFCO) Item suspended until June meeting

**6.3 Post Exercise Reports**

Nil

## 6.4 Funding Nominations and Application Progress

Nil

## 6.5 Risk Management / Treatment Strategies

### 6.5.1 DEMC Risk Analysis

Adam Smith briefed the meeting regarding the risk assessment undertaken in 2015 by the Great Southern DEMC as part of the State Risk Project.

The following hazards were assessed:

- Fire
- Flood
- Storm
- Earthquake
- Plant and animal biosecurity
- Marine oil spill.

Analysis of the outcomes is currently being undertaken by SEMC. Once completed the report will be tabled for the DEMC to discuss the outcomes and consider a plan to implement treatment options. It is envisaged that the process, details, research and outcomes will be made available to LEMCs to assist them in reviewing their risk.

The process undertaken at the District risk workshops is the same as the State workshops, where assessments have occurred for the hazards of;

- Storm
- Earthquake
- Bushfire
- Tsunami
- Heatwave
- Cyclone
- Flood

The outcomes of the State assessment are contained in the Western Australian State Level Risk Assessment.

The SEMC is also considering how to better undertake local level risk assessments and to provide guidance and support to local governments undertaking risk assessments. More information is available on the SEMC website.

## 6.6 Review of LEMA

### 6.6.1 Update on Critical Infrastructure List

A review of the updated Critical Infrastructure List was undertaken. Agencies with infrastructure still to be included on the list to provide this information to the City as soon as possible.

### 6.6.2 Update on Special Needs Groups List

A review of the updated Special Needs List was undertaken. Agencies with infrastructure still to be included on the list to provide this information to the City as soon as possible.

**7 THIRD QUARTER AGENDA ITEMS (AS PER SEMC PROCEDURE ADP – 5)**

**7.1 Review of State Preparedness Report**

The 2015 State Emergency Preparedness Report for the Great Southern was tabled. Members were asked if they feel they would benefit from induction to the LEMC committee. General agreement was there would be a benefit in providing an induction program for members. To be discussed at the June meeting.

**7.2 Review of Local Recovery Arrangements**

**ITEM 7.2.1: COMMITTEE RECOMMENDATION**

**THAT the LEMC ENDORSE the Local Recovery Plan (version 4.0).**

**Moved: D Murphy**

**Seconded: N Blackburn**

**8 GENERAL BUSINESS**

Short updates were provided by member agencies. Key points include:

**SJA** – a transport service for patient transfer has commenced that will release the ambulance and paramedic vehicles to respond to emergencies.

**DFES** – a community questionnaire has been produced by DFES to obtain feedback from the Esperance community following the fires. Wintersafe campaign has been launched.

**WaterCorp** – have completed a project to install additional water hydrants in smaller towns. Also promoting public awareness of the fact that scheme water may not be available during bushfires.

**DPaW** – quiet season. Staff have assisted at fires outside of the region.

**City of Albany Events** – Anzac Day normal crowds expected, circus visiting until 8 April, soapbox event on Mt Clarence during Easter.

**City of Albany CBFCO** – quieter season with call-outs down by approx. 8%. Generally small fires, except Normans Beach. Pre-pared response plan with DFES in place resulting in faster response. Some volunteers assisted with out of area support of fires. Hazard reduction burning program to commence when conditions allow. Working with local communities to put pre-determined response plans in place. Maps will be produced.

**WAPoI** – preparing for Easter weekend and Anzac Day. A large road safety campaign with a significant police presence will be in place in Albany over Easter. Also planning for any necessary response to an emergency at Salmon Holes.

**City of Albany Planning & Development** – Michael Cole is the new Recovery Coordinator. Strong alliance now formed between CoA and shires of Denmark and Plantagenet. Would like to see a joint meeting of the three LEMCs at least once a year. Have been looking at OBRM bush fire prone mapping. The City's GIS officer will work to identify other areas of vegetation not currently displayed on the maps. Will share this information with OBRM.

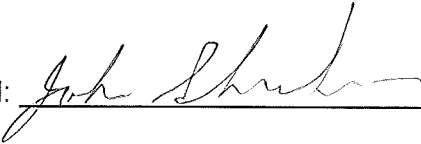
REPORT ITEM LEMC 011 REFERS

BoM – reorganisation of the Bureau will impact on the Albany office in about 6 weeks. All regional field stations to be eventually “de-staffed”.

**9 DATE OF NEXT MEETING:**

Thursday June 16<sup>th</sup> – City of Albany Civic Centre, 102 North Rd, Albany

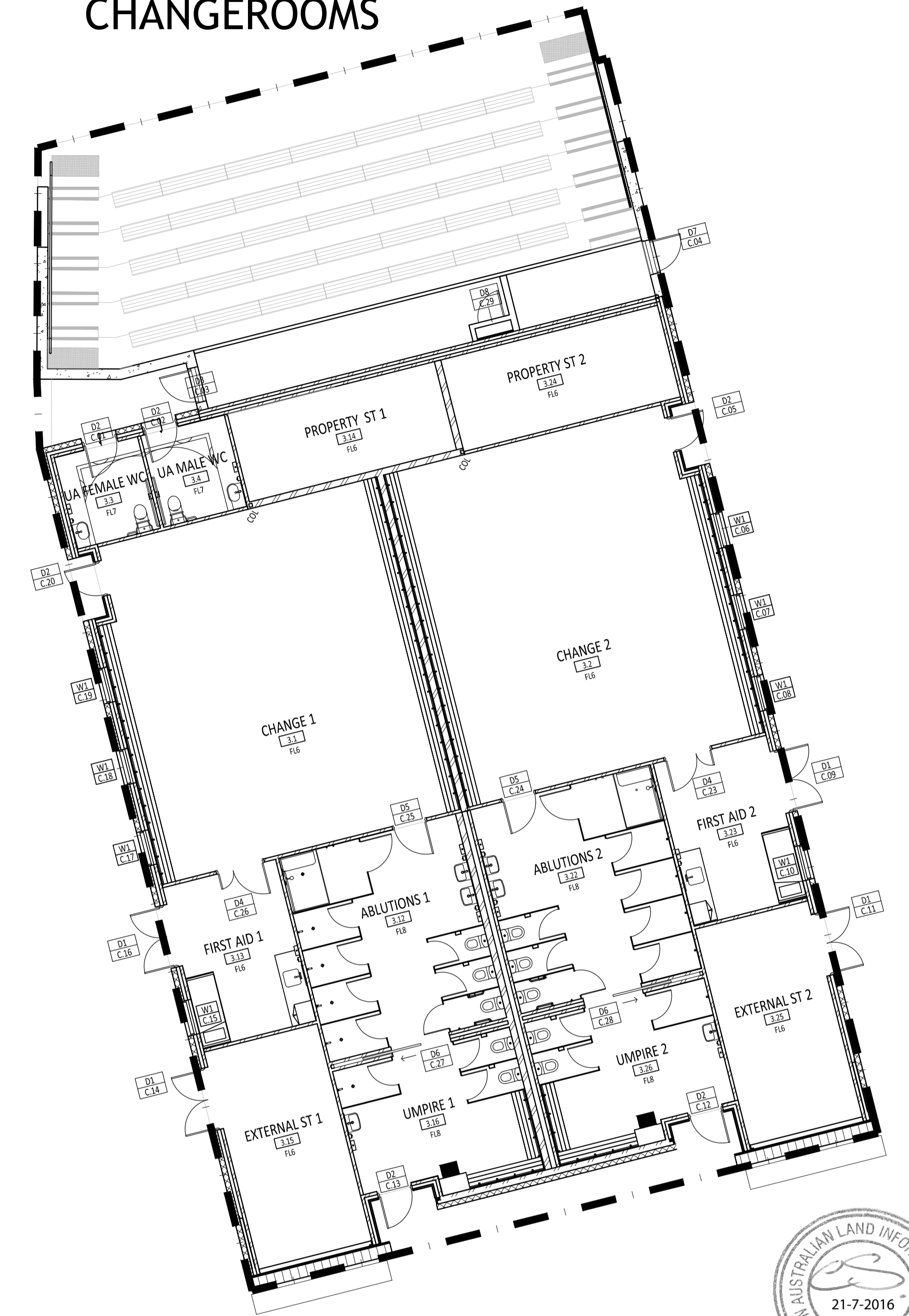
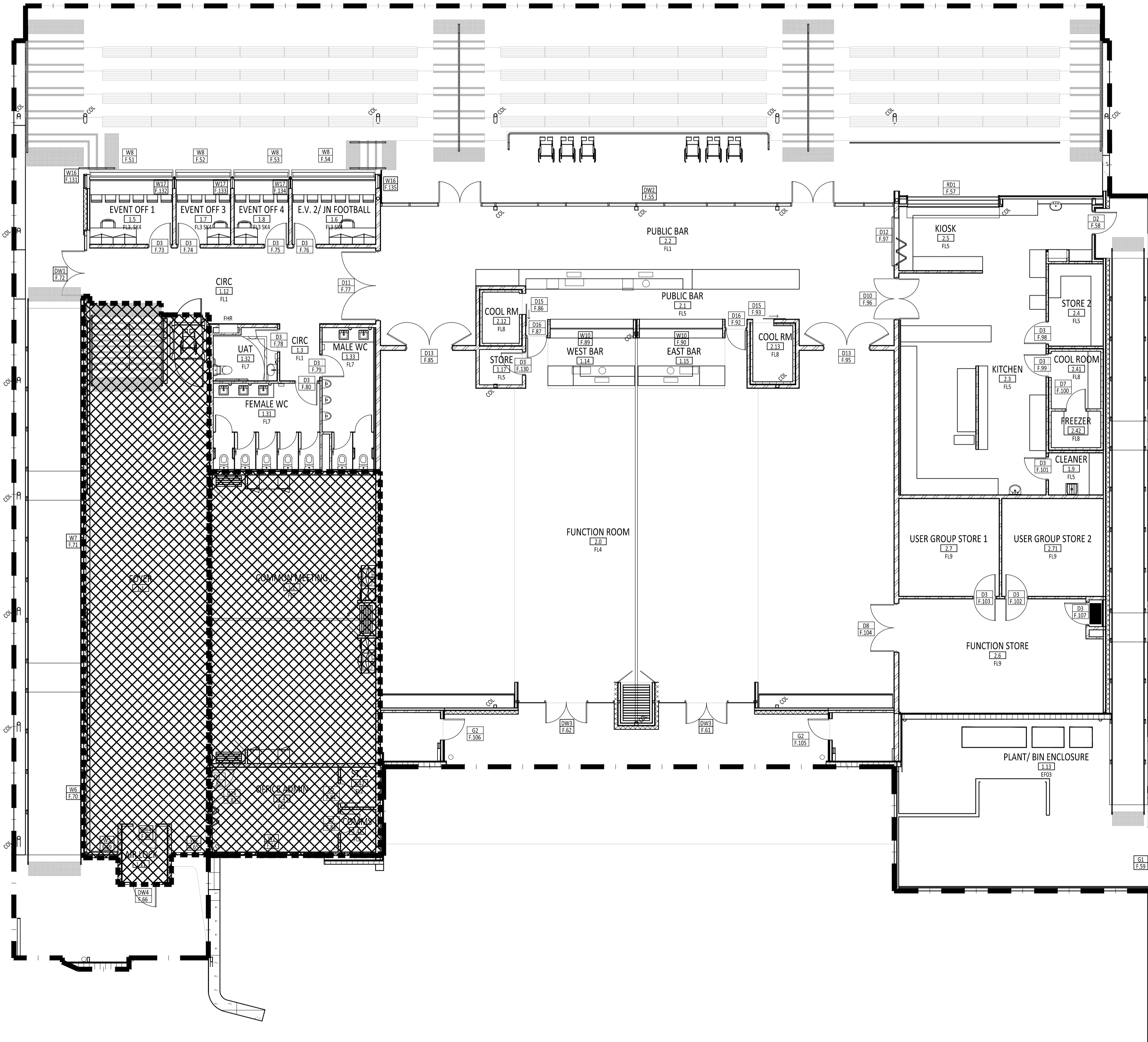
**10 CLOSURE OF MEETING: 10.25**

Signed:  (Councillor John Shanhun)

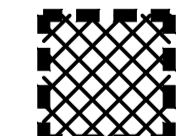
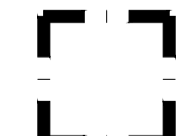



# CHANGEROOMS

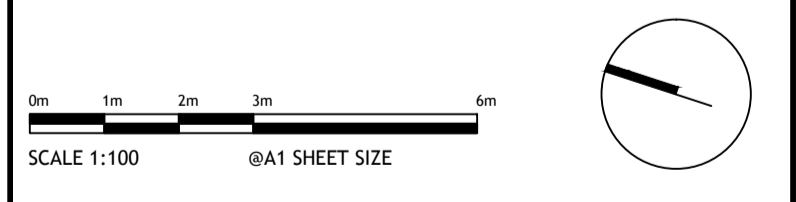
# STADIUM



## LEGEND

-  CITY OF ALBANY  
251.4m<sup>2</sup>
-  LICENCE AREA STADIUM  
1495.4m<sup>2</sup>
-  LICENCE AREA CHANGEROOMS  
603.7m<sup>2</sup>
- LICENCE AREA TOTAL  
2099.1m<sup>2</sup>

RESERVE 405  
LOT 1359 ON PLAN 185302



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STADIUM AND CHANGEROOMS  
LICENCE PLAN

# **City of Albany**

## **MONTHLY FINANCIAL REPORT**

**For the Period Ended 30th September 2016**

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Statement of Financial Activity

Note 1 Major Variances

Note 2 Net Current Funding Position

Note 3 Cash and Investments

Note 3A Cash and Investments- Graphical Representation

Note 4 Receivables

Note 5 Capital Acquisitions

City of Albany  
Compilation Report  
For the Period Ended 30th September 2016

**Report Purpose**

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

**Overview**

No matters of significance are noted.

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

Is presented on page 3 and shows a surplus For the Period Ended 30th September 2016 of \$36,234,942.

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

**Preparation**

Prepared by: P Martin

Reviewed by: D Olde

Date prepared: 25/10/2016

REPORT ITEM CSF 277 REFERS

City of Albany  
**STATEMENT OF FINANCIAL ACTIVITY**  
 (Nature or Type)  
 For the Period Ended 30th September 2016

	Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
<b>Operating Revenues</b>			\$	\$	\$	\$	%	
Rate Revenue		34,118,692	34,118,692	33,591,897	33,583,914	(7,983)	(0.0%)	
Grants & Subsidies	8	4,559,247	4,683,216	1,076,948	1,124,855	47,907	4.3%	
Contributions, Donations & Reimbursements		504,935	504,935	120,504	102,765	(17,739)	(17.3%)	
Profit on Asset Disposal	10	108,584	108,584	23,877	49,113	25,236	51.4%	
Fees and Charges		16,401,086	16,401,086	8,621,907	8,729,926	108,019	1.2%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		1,042,690	1,042,690	316,555	330,194	13,639	4.1%	
Other Revenue		370,960	1,049,001	762,704	736,033	(26,671)	(3.6%)	
<b>Total</b>		<b>57,106,194</b>	<b>57,908,204</b>	<b>44,514,392</b>	<b>44,656,801</b>	<b>150,391</b>		
<b>Operating Expense</b>								
Employee Costs		(25,036,655)	(25,046,655)	(5,790,260)	(5,870,166)	(79,906)	(1.4%)	▲
Materials and Contracts		(18,193,633)	(18,940,565)	(4,363,448)	(3,334,239)	1,029,209	30.9%	▼
Utilities Charges		(1,791,020)	(1,791,020)	(376,148)	(339,897)	36,251	10.7%	
Depreciation (Non-Current Assets)		(15,912,428)	(15,912,428)	(3,977,124)	(4,160,299)	(183,175)	(4.4%)	▲
Interest Expenses		(938,708)	(938,708)	(48,306)	(24,708)	23,598	95.5%	
Insurance Expenses		(820,550)	(820,550)	(220,202)	(183,192)	37,010	20.2%	
Loss on Asset Disposal	10	(48,372)	(48,372)	0	(51,049)	(51,049)	(100.0%)	▲
Other Expenditure		(2,494,649)	(2,494,649)	(969,887)	(950,047)	19,840	2.1%	
Less Allocated to Infrastructure		809,491	809,491	152,551	166,740	14,189	8.5%	
<b>Total</b>		<b>(64,426,524)</b>	<b>(65,183,456)</b>	<b>(15,592,824)</b>	<b>(14,746,856)</b>	<b>845,968</b>		
<b>Contributions for the Development of Assets</b>								
Grants & Subsidies	8	21,040,875	20,341,115	3,710,396	<b>3,894,271</b>	183,875	4.7%	▲
Contributions, Donations & Reimbursements		620,000	570,000	7,497	<b>61,362</b>	53,865	87.8%	▲
<b>Net Operating Result</b>		<b>14,340,545</b>	<b>13,635,863</b>	<b>32,639,461</b>	<b>33,865,578</b>	<b>1,180,235</b>		
<b>Funding Balance Adjustment</b>								
Add Back Depreciation		15,912,428	15,912,428	3,977,124	4,160,299	183,175	4.4%	▲
Adjust (Profit)/Loss on Asset Disposal	10	(60,212)	(60,212)	(23,877)	1,936	(25,813)	1333.2%	
Movement From Current to Non-Current		0	0	0	0	0		
Add back Carrying Value of Investment Land		0	0	0	0	0		
<b>Funds Demanded From Operations</b>		<b>30,192,761</b>	<b>29,488,080</b>	<b>36,592,708</b>	<b>38,027,813</b>	<b>1,435,105</b>		
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	10	544,219	544,219	236,657	<b>259,375</b>	22,718	8.8%	
<b>Total</b>		<b>544,219</b>	<b>544,219</b>	<b>236,657</b>	<b>259,375</b>	<b>22,718</b>		
<b>Acquisition of Fixed Assets</b>								
Land and Buildings	5	(14,273,125)	(14,269,377)	(1,183,338)	(1,653,693)	(470,355)	(28.4%)	▲
Plant and Equipment	5	(2,858,500)	(2,877,500)	(814,278)	(780,513)	33,765	4.3%	
Furniture and Equipment	5	(647,028)	(647,028)	(69,383)	(32,438)	36,945	113.9%	
Infrastructure Assets - Roads	5	(7,434,182)	(6,994,750)	(179,834)	(82,812)	97,022	117.2%	▼
Infrastructure Assets - Other	5	(12,181,788)	(11,921,007)	(1,937,878)	(1,471,628)	466,250	31.7%	▼
<b>Total</b>		<b>(37,394,623)</b>	<b>(36,709,662)</b>	<b>(4,184,711)</b>	<b>(4,021,084)</b>	<b>163,627</b>		
<b>Financing/Borrowing</b>								
Debt Redemption		(2,018,571)	(2,018,571)	(108,443)	(109,269)	(826)	(0.8%)	
Loan Drawn Down		1,500,000	1,500,000	0	0	0		
Profit on Sale of Investments		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Self-Supporting Loan Issued		0	0	0	0	0		
<b>Total</b>		<b>(518,571)</b>	<b>(518,571)</b>	<b>(108,443)</b>	<b>(109,269)</b>	<b>(826)</b>		
<b>Demand for Resources</b>		<b>(7,176,214)</b>	<b>(7,195,935)</b>	<b>32,536,211</b>	<b>34,156,834</b>	<b>1,620,623</b>		
<b>Restricted Funding Movements</b>								
Opening Funding Surplus(Deficit)		1,725,566	2,078,542	2,078,542	<b>2,078,108</b>	(434)	(0.0%)	
Transfer to Reserves	9	(11,501,252)	(11,920,433)	0	0	0		
Transfer from Reserves	9	16,951,900	17,085,429	0	0	0		
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>47,604</b>	<b>34,614,753</b>	<b>36,234,942</b>	<b>1,620,189</b>		

City of Albany  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30th September 2016

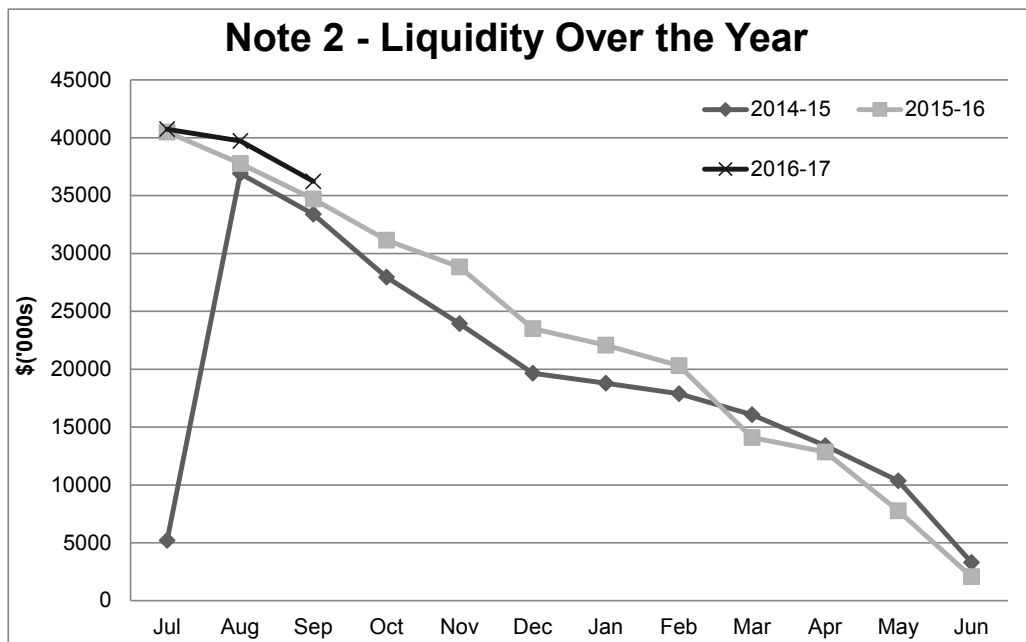
**Note 1: EXPLANATION OF MATERIAL VARIANCES IN EXCESS OF \$50,000**

	Var.	Var.	Timing/ Permanent	Explanation of Variance
	\$			
<b>1.1 Operating Revenues</b>				
Rate Revenue	(7,983)			No material variance.
Grants & Subsidies	47,907			No material variance.
Contributions, Donations & Reimbursements	(17,739)			No material variance.
Profit on Asset Disposal	25,236			No material variance.
Fees and Charges	108,019	▲	Timing	Primarily timing/accounting issue of lease income. Invoiced last week of June 2016, for the 2016/17 year.
Interest Earnings	13,639			No material variance.
Other Revenue	(26,671)			No material variance.
<b>1.2 Operating Expense</b>				
Employee Costs	(79,906)	▲	Timing	Most business units on budget yet to date. Variance due to severance payments as a result of minor restructuring.
Materials and Contracts	1,029,209	▼	Timing	Major items: Consumables and materials for Hanrahan Waste site under budget YTD - \$114 000. General vehicle repairs under budget to date - \$70 000, Airport ILS Maintenance contract - \$48 000. Rest of variance - no one significant item at account level with a variance over \$40 000.
Utilities Charges	36,251			No material variance.
Depreciation (Non-Current Assets)	(183,175)	▲	Timing	Depreciation over year to date budget due to Fair Value revaluation at 30th June of plant and equipment. To be addressed in January budget review. Non-cash item.
Interest Expenses	23,598			No material variance.
Insurance Expenses	37,010			No material variance.
Loss on Asset Disposal	(51,049)	▲	Timing	A budgeted amount is allowed for loss on sale of assets, however not allocated on a year-to-date basis.
Other Expenditure	19,840			No material variance.
Less Allocated to Infrastructure	14,189			No material variance.
<b>1.3 Contributions for the Development of Assets</b>				
Grants & Subsidies	183,875	▲	Timing	Primarily receipt of Kidsport funding in September (\$120 000), not budgeted for receipt until later in the year. Balance is a number of smaller grants budgeted for later in the year, already received.
Contributions, Donations & Reimbursements	53,865	▲	Timing	Sponsorship of emergency forward control vehicle, and receipt of CCTV grant.
<b>1.4 Funding Balance Adjustment</b>				
Add Back Depreciation	183,175	▲		Depreciation over year to date budget due to Fair Value revaluation at 30th June of plant and equipment. To be addressed in January budget review. Non-cash item.
Adjust (Profit)/Loss on Asset Disposal	(25,813)			No material variance.
<b>1.5 Capital Revenues</b>				
Proceeds from Disposal of Assets	22,718			No material variance.
<b>1.6 Acquisition of Fixed Assets</b>				
Land and Buildings	(470,355)	▲		No material variance.
Plant and Equipment	33,765			No material variance.
Furniture and Equipment	36,945			No material variance.
Infrastructure Assets - Roads	97,022	▼	Timing	Timing in the commencement of road projects. Anticipate this to increase with better weather in the next few months.
Infrastructure Assets - Other	466,250	▼	Timing	Timing difference between the projected commencement/invoicing of various Centennial Park projects and the actual commencement/invoicing, and final allocation to asset type (Buildings or Other Infrastructure).
<b>1.7 Financing/Borrowing</b>				
Debt Redemption	(826)			No material variance.
Loan Drawn Down	0			No material variance.
<b>1.8 Restricted Funding Movements</b>				
Opening Funding Surplus(Deficit)	(434)			No material variance.
Transfer to Reserves	0			No material variance.
Transfer from Reserves	0			No material variance.

**City of Albany**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2016**

**Note 2: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)			
2016-17			
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
	23,997,325	12,731,028	26,280,266
	18,710,879	18,692,623	16,822,709
4	15,518,256	33,414,099	14,508,528
	2,326,271	1,908,668	1,659,987
	205,605	205,605	220,474
	235,795	346,571	69,805
	75,525	75,525	39,949
	303,950	303,950	303,950
	672,232	651,142	781,348
	<b>62,045,839</b>	<b>68,329,211</b>	<b>60,687,016</b>
<b>Less: Current Liabilities</b>			
	(4,871,990)	(7,666,419)	(5,219,406)
	(22,817)	(41,255)	(16,669)
	(60,807)	(76,980)	(151,899)
	(3,790,237)	(3,834,770)	(3,621,920)
	(281,009)	(282,491)	(296,401)
	<b>(9,026,861)</b>	<b>(11,901,915)</b>	<b>(9,306,295)</b>
	1,938,607	2,026,659	1,753,583
	(18,213,089)	(18,213,089)	(16,670,358)
	0	0	(1,230,289)
	(303,950)	(303,950)	(303,950)
	(205,605)	(205,605)	(220,474)
<b>Net Current Funding Position</b>	<b>36,234,942</b>	<b>39,731,311</b>	<b>34,709,233</b>



**Comments - Net Current Funding Position**

**City of Albany**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th September 2016**

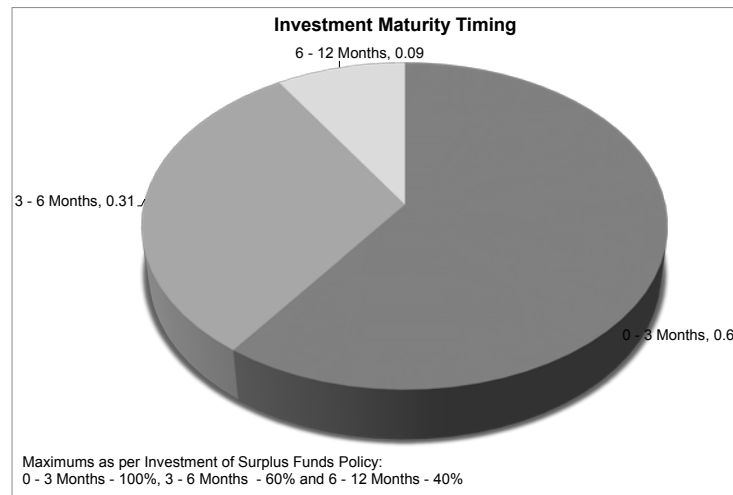
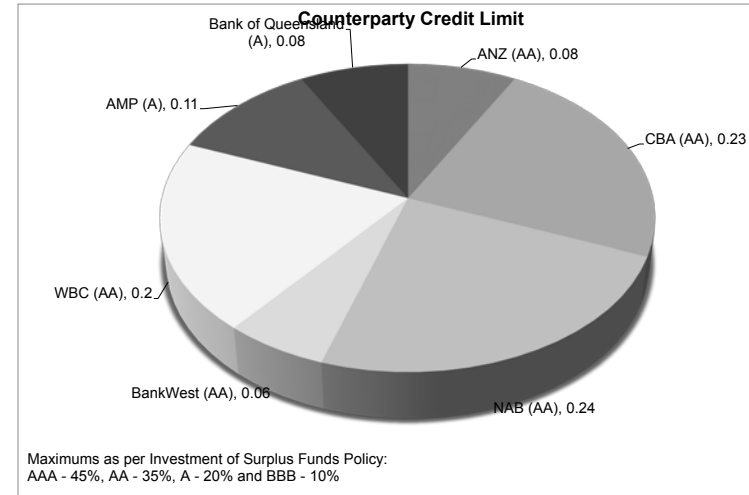
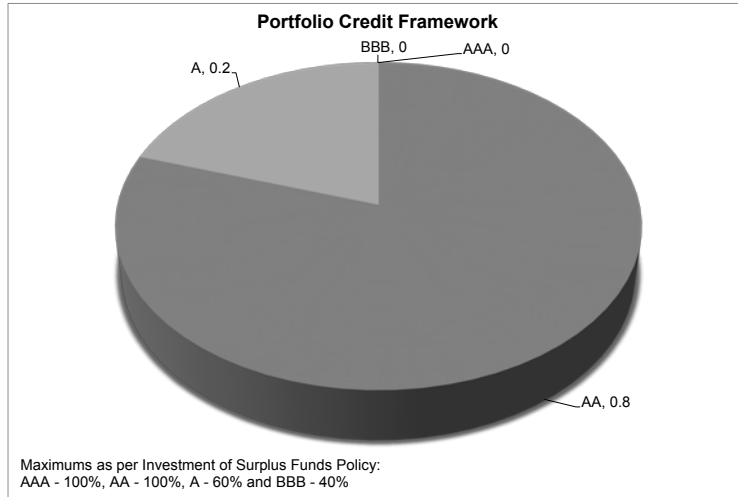
**Note 3: CASH INVESTMENTS**

Deposit Ref	Institution	Rating	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Expected Interest	Amount Invested (Days)			Comparative rate		Budget v Actual					
								0 - 3 Months	3 - 6 Months	6 - 12 Months	Prior Month Interest Rate	Interest Rate at time of Report	Year to Date Budget	Year to Date Actual	Var.\$			
<b>General Municipal</b>																		
984361721	NAB	AA	8/09/2016	90	2.60%	2,000,000.00	12,822	2,000,000.00				0%	2.60%					
TD082889585	AMP	A	8/09/2016	90	2.75%	2,000,000.00	13,562	2,000,000.00				0%	2.75%					
406551	Westpac	AA	8/09/2016	91	2.75%	2,000,000.00	13,712	2,000,000.00				0%	2.75%					
10381214	NAB	AA	21/09/2016	90	2.63%	2,000,000.00	12,970	2,000,000.00				0%	2.63%					
406973	Westpac	AA	21/09/2016	91	2.68%	2,000,000.00	13,363	2,000,000.00				0%	2.68%					
TD315085803-397178	AMP	A	20/09/2016	120	2.65%	2,000,000.00	17,425		2,000,000.00			0%	2.65%					
33822504	CBA	AA	20/09/2016	149	2.58%	2,000,000.00	21,064		2,000,000.00			0%	2.58%					
419304	Bank of Queensland	A	8/09/2016	180	2.70%	2,000,000.00	26,630			2,000,000.00		0%	2.70%					
					<b>Subtotal</b>	<b>16,000,000</b>	<b>131,548</b>		<b>10,000,000</b>	<b>4,000,000</b>	<b>2,000,000</b>				46,072	40,851	(5,221)	
<b>Restricted</b>																		
973669843	ANZ	AA	1/08/2016	61	2.15%	3,000,000	10,779	3,000,000				2.15%	2.15%					
4504645	BankWest	AA	31/08/2016	61	2.55%	2,000,000	8,523	2,000,000				2.80%	2.55%					
906638297	NAB	AA	3/08/2016	90	2.77%	2,000,000	13,661	2,000,000				2.77%	2.77%					
721358563	NAB	AA	22/08/2016	91	2.62%	2,500,000	16,331	2,500,000				2.62%	2.62%					
B33822505	CBA	AA	26/08/2016	90	2.50%	3,000,000	18,493	3,000,000				2.50%	2.50%					
403572	Bank of Queensland	A	26/05/2016	186	3.00%	1,000,000	15,288			1,000,000		3.00%	3.00%					
33822504	CBA	AA	30/09/2016	90	2.55%	3,000,000	18,863		3,000,000			0.00%	2.55%					
406578	Westpac	AA	8/09/2016	123	2.75%	3,000,000	27,801			3,000,000		0.00%	2.75%					
					<b>Subtotal</b>	<b>19,500,000</b>	<b>129,741</b>		<b>15,500,000</b>	<b>3,000,000</b>	<b>1,000,000</b>				99,960	106,853	6,893	
					<b>Total Funds Invested</b>	<b>35,500,000</b>	<b>261,289</b>		<b>25,500,000</b>	<b>7,000,000</b>	<b>3,000,000</b>				<b>146,032</b>	<b>147,704</b>	<b>1,672</b>	

Comments/Notes - Cash investments

City of Albany  
 Monthly Investment Report  
 For the Period Ended 30th September 2016

**Note 3A: GRAPHICAL REPRESENTATION - CASH INVESTMENTS**





**City of Albany**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 30th September 2016

**Note 4: RECEIVABLES**

**Receivables - Rates and Refuse**

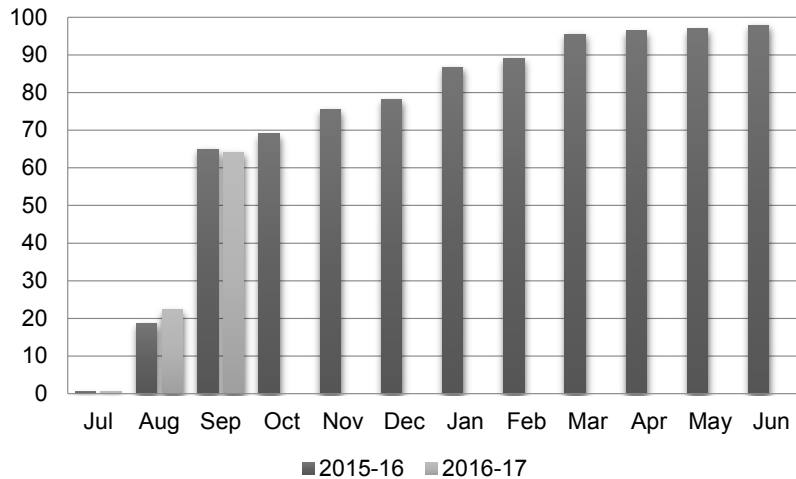
	<b>Current 2016-17</b>	<b>Previous 2015-16</b>	<b>Total</b>
	\$	\$	\$
Opening Arrears Previous Years		892,621	892,621
Rates Levied this year	33,583,914		33,583,914
Refuse Levied	5,830,804		5,830,804
ESL Levied	2,675,174		2,675,174
Other Charges Levied	262,602		262,602
<u>Less</u> Collections to date	<b>(27,428,824)</b>	<b>(298,035)</b>	<b>(27,726,859)</b>
<b>Equals Current Outstanding</b>	<b>14,923,670</b>	<b>594,586</b>	<b>15,518,256</b>
<b>Total Rates &amp; Charges Collectable</b>			<b>15,518,256</b>
% Collected			64.12%

**Receivables - General**

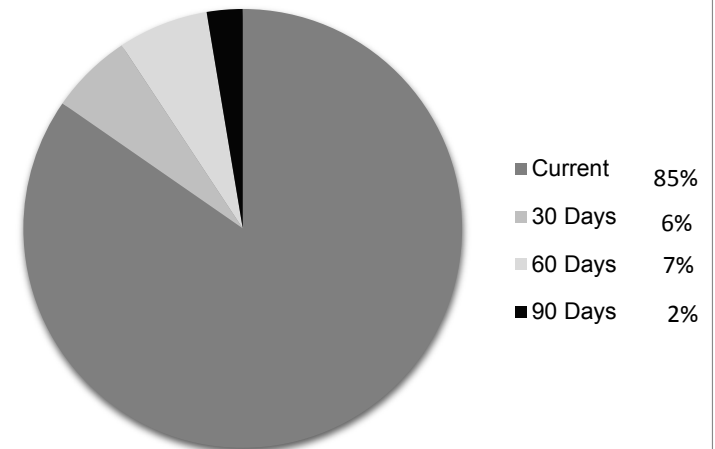
	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>
	\$	\$	\$	\$
	1,343,649	96,097	105,762	41,856
<b>Total Outstanding</b>				<b><u>1,587,364</u></b>

Amounts shown above include GST (where applicable)

**Note 4 - Rates & Refuse % Collected**



**Note 4 - Accounts Receivable (non-rates)**



Comments/Notes - Receivables Rates and Refuse

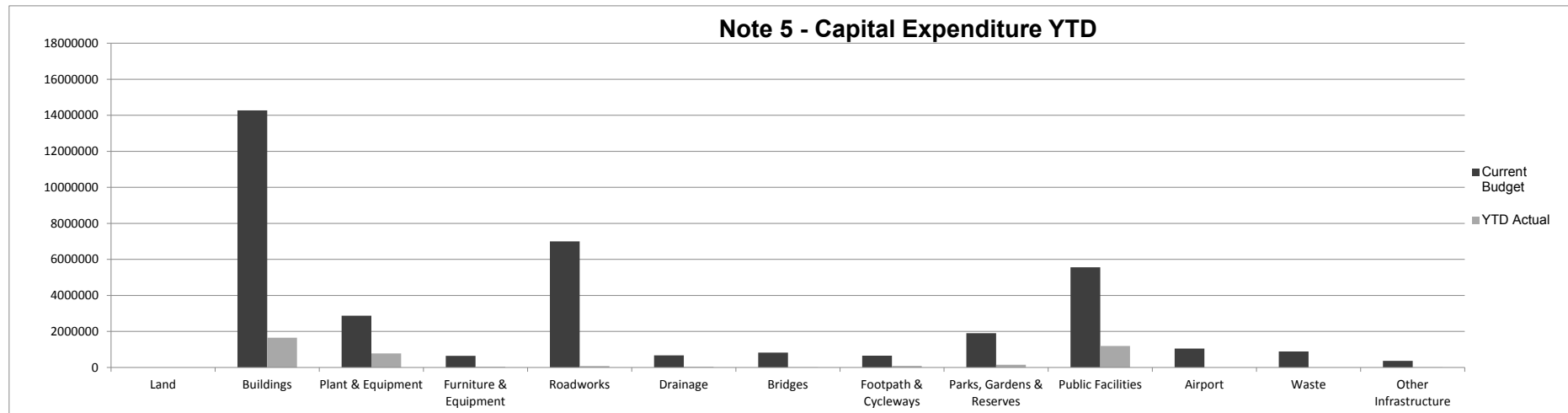
Comments/Notes - Receivables General

City of Albany  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30th September 2016

Note 5: CAPITAL ACQUISITIONS

Contributions Information					Summary Acquisitions	Original Budget	Current Budget	YTD Budget	Actual	Variance
Grants	Reserves	Borrowing	Restricted	Total		\$			\$	\$
\$	\$	\$		\$	<b>Property, Plant &amp; Equipment</b>					
0	0	0	0	0	Land	0	0	0	0	0
1,327,500	770,000	1,000,000	0	3,097,500	Buildings	14,273,125	14,269,377	1,183,338	1,653,693	470,355 ▲
50,000	0	0	0	50,000	Plant & Equipment	2,858,500	2,877,500	814,278	780,513	(33,765) ▼
0	0	0	0	0	Furniture & Equipment	647,028	647,028	69,383	32,438	(36,945) ▼
					<b>Infrastructure</b>					
5,212,583	200,000	0	0	5,412,583	Roadworks	7,434,182	6,994,750	179,834	82,812	(97,022) ▼
0	175,000	0	0	175,000	Drainage	669,155	669,155	53,510	34,590	(18,920) ▼
825,000	0	0	0	825,000	Bridges	825,000	825,000	0	266	266 ▲
20,000	0	0	0	20,000	Footpath & Cycleways	664,932	652,474	95,251	90,500	(4,751) ▼
605,700	483,300	0	0	1,089,000	Parks, Gardens & Reserves	1,904,042	1,906,408	138,477	150,832	12,355 ▲
13,035,092	467,820	500,000	0	14,002,912	Public Facilities	5,793,664	5,563,965	1,638,140	1,190,970	(447,170) ▼
0	0	0	0	0	Airport	1,070,000	1,049,010	0	0	0
0	890,000	0	0	890,000	Waste	890,000	890,000	0	0	0
0	0	0	0	0	Other Infrastructure	364,995	364,995	12,500	4,471	(8,029) ▼
<b>21,075,875</b>	<b>2,986,120</b>	<b>1,500,000</b>	<b>0</b>	<b>25,561,995</b>	<b>Totals</b>	<b>37,394,623</b>	<b>36,709,662</b>	<b>4,184,711</b>	<b>4,021,084.09</b>	<b>(163,627)</b>

Comments - Capital Acquisitions



TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

EFT/CHQ	Date	Name	Description	Amount
			<b>Total</b>	\$ -

MASTERCARD TRANSACTIONS - AUGUST 2016

Date	Payee	Description	Amount
02/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - A Leahy - Albany to Perth Return - Conference	\$ 424.59
12/09/2016	MELBOURNE ETCHING	Material Supply - Paper - Big Draw Festival	\$ 294.07
16/09/2016	CAUSEWAY INN ON THE MALL	Accommodation - T Flett - Conference Melbourne	\$ 341.70
22/09/2016	TRYBOOKING.COM/MYCHARG	Accommodation - S Lefroy - Museum WA State Conference	\$ 450.30
23/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - A Carmichael & A Perryman - Conference	\$ 844.72
23/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - S Lefroy - Albany to Perth Return - Museum WA State Conference	\$ 498.61
01/09/2016	ALBANY DOG ROCK MOTEL	Accommodation - R Muirhead - NAC Advisory Committee	\$ 397.80
04/09/2016	DOLPHIN LODGE	Accommodation - Albany Art Prize Judges	\$ 507.40
06/09/2016	DOLPHIN LODGE	Accommodation - Albany Art Prize Judges	\$ 754.10
07/09/2016	TRAVEL RESERVATION	Accommodation - R Batten & R Stephens - PA Summit	\$ 752.00
14/09/2016	MANTRA GERALDTON	Accommodation - Great Southern Alliance Economic Tour - Multiple staff - Partly Recoverable	\$ 3,542.54
20/09/2016	AST MANAGEMENT PTY LTD	Course Registration - A McEwan - City Design	\$ 799.00
21/09/2016	SKEETAS RESTAURANT	Meals - Great Southern Alliance Economic Tour	\$ 269.50
21/09/2016	MANTRA GERALDTON	Accommodation - Refund	-\$ 446.76
23/09/2016	TERRY TRUCK RENTALS	Vehicle Hire - Great Southern Economic Alliance Tour	\$ 313.59
23/09/2016	MANTRA GERALDTON	Meals - Great Southern Alliance Economic Tour	\$ 296.93
31/08/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - S Stevens - Albany to Perth Return - Management Training	\$ 599.46
02/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - C Woods - Albany to Perth Return - Tourism WA Meeting	\$ 374.74
02/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights Refund	-\$ 410.87
03/09/2016	ADINA APARTMENT HOTEL	Accommodation - E Vorster - Environmental Health Conference	\$ 1,067.62
09/09/2016	PEPPERS MANTRA BREAKFREE	Accommodation - D Koster - AIM Course	\$ 882.60
09/09/2016	AIM INTERNATIONAL	Course Registration - D Koster	\$ 1,745.00
18/09/2016	QANTAS AIRWAYS - MASCOT	Flights - Perth to Geraldton Return - D Putland & R Stewart - Geraldton Visit	\$ 753.76
09/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - Cr. Stocks - Albany to Perth Return - Tidy Town Awards	\$ 464.63
13/09/2016	QANTAS AIRWAYS - MASCOT	Flights - Cr. Stocks - Perth to Geraldton Return - Alliance Meeting	\$ 376.88
16/09/2016	ESPLANADE HOTEL FREMANTLE	Accommodation - Cr. Moir - Waste Management Conference	\$ 445.19
30/08/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - Albany to Perth Return - B Scott - Investigations Course	\$ 554.51
30/08/2016	ALL SUITES PERTH	Accommodation - B Scott - Investigations Course	\$ 765.00
01/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - S Jamieson - Investigations Course	\$ 576.99
03/09/2016	DUXTON HOTEL PERTH	Accommodation - I McLoughlin - IT Vision Training (cost partially recovered)	\$ 1,240.43
16/09/2016	ORANA CINEMAS ALBANY	Staff Recognition Scheme	\$ 210.00
03/09/2016	SPORTS TURF ASSOCIATION WA INC	Course fees - B Wolfe, K Clifton, S Bainbridge & M Wolfe - Cricket Turf	\$ 390.00
05/09/2016	CONFERENCE	Course fees - R Monck & P Stewart - Invasive Species Management	\$ 700.00
06/09/2016	AGODA.COM	Accommodation - D King - Leadership training	\$ 1,147.50
07/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - M Thomson - Albany to Perth Return - Court hearing	\$ 442.16
07/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - M King - Albany to Perth - One Way - Leadership Training	\$ 201.06
09/09/2016	KEYNOTE CONFERENCES	Conference Registration - S Parker - Waste Minimisation	\$ 1,370.00
09/09/2016	KEYNOTE CONFERENCES	Conference Registration - M Richardson - Waste Minimisation	\$ 1,370.00
13/09/2016	TRAVELDGE PERTH	Accommodation - R Monck - Invasive Species Management	\$ 404.40
13/09/2016	TRAVELDGE PERTH	Accommodation - P Stewart - Invasive Species Management	\$ 423.57
16/09/2016	ESPLANADE HOTEL FREMANTLE	Accommodation - M Richardson - Waste Minimisation Conference	\$ 808.43
16/09/2016	ESPLANADE HOTEL FREMANTLE	Accommodation - S Parker - Waste Minimisation Conference	\$ 855.98
Various	SUNDRY < \$ 200.00		\$ 3,596.93
		<b>Total</b>	\$ 31,396.06

PAYROLL 16/09/2016 - 15/10/2016

Date	Description	Amount
15/09/2016	COA - Salaries	\$ 2,694.24
15/09/2016	COA - Salaries	\$ 579,585.82
16/09/2016	COA - Salaries	\$ 849.31
29/09/2016	COA - Salaries	\$ 596,668.81
12/10/2016	COA - Salaries	\$ 589,725.86
14/10/2016	COA - Salaries	\$ 4,476.74
	<b>Total</b>	\$ 1,774,000.78

Chq	Date	Name	Description	Amount
31348	22/09/2016	POCOCK BUILDING COMPANY	Refund	\$ 891.31
31349	22/09/2016	ALISON GREEN	Crossover Subsidy	\$ 152.66
31350	22/09/2016	CPA AUSTRALIA	CPA Congress In Perth - Duncan Olde	\$ 1,895.00
31351	22/09/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration - 9025A13	\$ 384.30
31352	22/09/2016	SENSIS PTY LTD	Business Essentials	\$ 42.33
31353	22/09/2016	PETTY CASH - EM/ RANGERS	Reimbursements	\$ 82.55
31354	22/09/2016	SHIRE OF KOJONUP	Hollow Log Registration Fees 2016	\$ 640.00
31355	22/09/2016	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 30,526.82
31356	22/09/2016	WATER CORPORATION	Water Charges - Various Locations	\$ 1,221.94
31357	29/09/2016	SAMUEL GOODALL	Refund	\$ 157.65
31358	29/09/2016	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	Licence Renewal	\$ 2,815.00
31359	29/09/2016	PETTY CASH	Petty Cash Reimbursements	\$ 138.25
31360	29/09/2016	PETTY CASH	Petty Cash Reimbursements	\$ 98.35
31361	29/09/2016	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges	\$ 124.00
31362	29/09/2016	WATER CORPORATION	Water Charges For Various Locations	\$ 409.54
31363	06/10/2016	KYLE DONKIN	Refund	\$ 147.00
31364	06/10/2016	VALERIE HOTHERSALL	Crossover Subsidy	\$ 232.17
31365	06/10/2016	JAZZWAY INVESTMENTS PTY LTD	Crossover Subsidy	\$ 226.28
31366	06/10/2016	AMY LEIGH WILSON	Crossover Subsidy	\$ 129.10
31367	06/10/2016	DEPARTMENT OF TRANSPORT	Amazing Albany Number Plates	\$ 400.00
31368	06/10/2016	DEPARTMENT OF TRANSPORT	Number Plate Change Fees	\$ 16.40
31369	06/10/2016	JO-JOES PIZZA AND KEBAB	Catering	\$ 100.00
31370	06/10/2016	SPENCER PARK PRIMARY SCHOOL	Donation Towards End Of Year Awards 2016	\$ 55.00
31371	06/10/2016	TELSTRA CORPORATION LIMITED	Mobile Phone Charges Sept 2016	\$ 13,367.60
31372	06/10/2016	WATER CORPORATION	Water Charges For Various Locations	\$ 3,400.89
31373	13/10/2016	MR & MRS BANGS	Crossover Subsidy	\$ 78.68
31374	13/10/2016	DEPARTMENT OF TRANSPORT	Vehicle Registrations	\$ 384.30
31375	13/10/2016	PETTY CASH	Petty Cash Reimbursements	\$ 172.25
31376	13/10/2016	COMMISSIONER OF STATE REVENUE	Refund	\$ 66.72
31377	13/10/2016	WATER CORPORATION	Water Charges - Various Locations	\$ 39.48
31378	13/10/2016	THE WEST AUSTRALIAN	Newspaper Deliveries	\$ 371.91
<b><u>TOTAL</u></b>				<b>\$ 58,767.48</b>

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EFT	Date	Name	Description	Amount
EFT111271	22/09/2016	A2K TECHNOLOGIES	Software Licence	\$ 10,437.90
EFT111272	22/09/2016	ABA SECURITY	Security Services	\$ 1,012.28
EFT111273	22/09/2016	AD CONTRACTORS PTY LTD	Equipment Hire & Supply of Emulsion	\$ 28,998.55
EFT111274	22/09/2016	ADVERTISER PRINT	Stationery And Printing Supply	\$ 3,397.00
EFT111275	22/09/2016	AFL SPORTSREADY LTD	Casual Staff/Apprentice Fees	\$ 2,127.84
EFT111276	22/09/2016	ALBANY BRAKE AND CLUTCH	Vehicle Parts	\$ 486.79
EFT111277	22/09/2016	ALBANY PRINTERS	Printing Services	\$ 290.00
EFT111278	22/09/2016	ALBANY FARM TREE NURSERY	Material Supply - Plants/Nursery	\$ 183.04
EFT111279	22/09/2016	ALBANY SOIL AND CONCRETE TESTING	Soil And Imported Material Testing	\$ 825.00
EFT111280	22/09/2016	ALBANY V-BELT AND RUBBER	Material Supply - Belts	\$ 20.10
EFT111281	22/09/2016	ALBANY SWEEP CLEAN	Cleaning Services	\$ 6,072.00
EFT111282	22/09/2016	ALBANY OFFICE NATIONAL	Stationery Supplies	\$ 714.00
EFT111283	22/09/2016	ALBANY CHAMBER OF COMMERCE AND INDUSTRY	Staff Training	\$ 75.00
EFT111284	22/09/2016	ALBANY REFRIGERATION	Repairs & Maintenance - Air Conditioning	\$ 3,067.07
EFT111285	22/09/2016	CHOICES FLOORING BY ALBANY INTERIORS	Repairs And Maintenance - Safestep At Emu Point	\$ 5,035.00
EFT111286	22/09/2016	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Equipment Hire	\$ 562.50
EFT111287	22/09/2016	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies & Office Equipment	\$ 7,376.25
EFT111288	22/09/2016	ALBANY CITY CABS AND TRANSPORT	Taxi Fares	\$ 55.50
EFT111289	22/09/2016	ALBANY MILK DISTRIBUTORS	Milk Deliveries	\$ 65.76
EFT111290	22/09/2016	ALBANY RECORDS MANAGEMENT	Archive Storage	\$ 396.00
EFT111291	22/09/2016	ALBANY DOMESTIC SERVICES	Cleaning Services	\$ 160.00
EFT111292	22/09/2016	ALBANY FORD & CHRYSLER JEEP	Material Supply - Air Cleaner	\$ 69.99
EFT111293	22/09/2016	ALINTA	Gas Charges	\$ 11.95
EFT111294	22/09/2016	AMITY PAINTING & DECORATING	Repairs And Maintenance - North Road Building	\$ 6,435.00
EFT111295	22/09/2016	AMITY SETTLEMENTS	Rates Refund	\$ 533.43
EFT111296	22/09/2016	AMPHIBIAN PLUMBING AND GAS	Plumbing Repairs & Maintenance	\$ 8,198.71
EFT111297	22/09/2016	APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	\$ 1,079.71
EFT111298	22/09/2016	ARDESS NURSERY	Material Supply - Plants/Nursery	\$ 460.00
EFT111299	22/09/2016	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 16,897.17
EFT111300	22/09/2016	BADGEMATE	Material Supply - Badges	\$ 85.15
EFT111301	22/09/2016	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$ 131.95
EFT111302	22/09/2016	BARRETT'S MINI EARTHMOVING & CHIPPING	Tree Removal Services	\$ 1,270.00
EFT111303	22/09/2016	PAMELA BAZLEY	Rates Refund	\$ 1,163.14
EFT111304	22/09/2016	BEAUREPAIRES ALBANY	Repairs And Maintenance - Grader Tyre	\$ 369.40
EFT111305	22/09/2016	CARL BECK	Staff Reimbursement	\$ 159.00
EFT111306	22/09/2016	BENNETTS BATTERIES	Material Supply - Oil	\$ 92.40
EFT111307	22/09/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$ 5,189.15
EFT111308	22/09/2016	BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire	\$ 459.36
EFT111309	22/09/2016	BLUEWATER TANKS	Repairs & Maintenance - Cape Riche Water Tanks & Pumps	\$ 5,731.44
EFT111310	22/09/2016	ALBANY BOBCAT SERVICES	Equipment Hire	\$ 420.75
EFT111311	22/09/2016	AIR BP	Gas Purchases	\$ 208.90
EFT111312	22/09/2016	BUNNINGS GROUP LIMITED	Hardware/Tool Supplies	\$ 214.55
EFT111313	22/09/2016	C&C MACHINERY CENTRE	Vehicle Maintenance And Parts	\$ 8,412.70
EFT111314	22/09/2016	CALTEX AUSTRALIA PETROLEUM PTY LTD	Diesel Fuel For Depot	\$ 9,951.12
EFT111315	22/09/2016	CAMTRANS ALBANY PTY LTD	Material Supply - Pavers	\$ 2,575.84
EFT111316	22/09/2016	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Repairs & Maintenance	\$ 23,937.36
EFT111317	22/09/2016	CENTIGRADE SERVICES	Repairs & Maintenance - ALAC	\$ 5,109.63
EFT111318	22/09/2016	CENTRAL REGIONAL TAFE	Staff Training	\$ 69.70
EFT111319	22/09/2016	CLEANAWAY PTY LIMITED	Rubbish Removal Contract	\$ 1,427.91
EFT111320	22/09/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 21.50
EFT111321	22/09/2016	CONTACH METAL INDUSTRIES	Material Supply - Floor Plate	\$ 50.00
EFT111322	22/09/2016	COURIER AUSTRALIA	Freight Charges	\$ 108.36
EFT111323	22/09/2016	ALBANY SIGNS	Material Supply - Signage	\$ 88.00
EFT111324	22/09/2016	CRICKET GREAT SOUTHERN	Professional Services - Get Set Go Program ALAC	\$ 120.00
EFT111325	22/09/2016	JAMES FRANCIS CUMBERLAND-BROWN	Merchandise Order - AVC	\$ 190.00

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EFT111326	22/09/2016	AL CURNOW HYDRAULICS	Material Supply - Hose	\$	404.48
EFT111327	22/09/2016	CUTTING EDGES PTY LTD	Material Supply - Blades	\$	2,227.31
EFT111328	22/09/2016	DATA #3 LIMITED	Software Licence	\$	527.71
EFT111329	22/09/2016	DE JONGE MECHANICAL REPAIRS	Vehicle Repairs And Maintenance	\$	299.00
EFT111330	22/09/2016	CGS QUALITY CLEANING	Cleaning Services	\$	408.39
EFT111331	22/09/2016	DALE DE SILVA	Professional Services - Videography	\$	770.00
EFT111332	22/09/2016	TESS DICKSON	Staff Reimbursement	\$	454.07
EFT111333	22/09/2016	INNOVA AUSTRALIA DISCGOLFPAK AUSTRALIA	Material Supply - ALAC	\$	1,990.35
EFT111334	22/09/2016	REBECCA DIXON	Fitness Instruction	\$	1,125.00
EFT111335	22/09/2016	DOG ROCK MOTEL	Accommodation - Staff Trainor	\$	412.20
EFT111336	22/09/2016	KELLY DOMINIAC	Professional Services	\$	80.00
EFT111337	22/09/2016	DYLAN ON THE TERRACE	Catering - Eight Varied Community & Staff Meetings/Events	\$	2,289.70
EFT111338	22/09/2016	ECOTECH PTY LTD	Repairs And Maintenance - Ultrasonic Anemometer	\$	2,090.00
EFT111339	22/09/2016	MICHAEL EDWARDS	Professional Services - 2016 Art Prize Judge	\$	820.00
EFT111340	22/09/2016	ELITE POOL COVERS	Repairs And Maintenance - Pool Blanket Trolleys	\$	2,856.00
EFT111341	22/09/2016	EXISLE PUBLISHING	Merchandise Order - NAC	\$	599.61
EFT111342	22/09/2016	THE FIXUPPERY	Cleaning Services	\$	1,721.00
EFT111343	22/09/2016	TAMMY FLETT	Staff Reimbursement	\$	240.99
EFT111344	22/09/2016	CAROLYN AVIS FLETT	Merchandise Order - AVC	\$	130.00
EFT111345	22/09/2016	SOUTHERN ELECTRICS	Electrical Repairs And Maintenance - Septic Tanks	\$	3,308.80
EFT111346	22/09/2016	FOXTEL MANAGEMENT PTY LTD	Subscription Service	\$	420.00
EFT111347	22/09/2016	GLASS SUPPLIERS	Vehicle Maintenance & Repairs	\$	261.00
EFT111348	22/09/2016	GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance - Shark Exclusion Barrier	\$	2,750.00
EFT111349	22/09/2016	GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees	\$	6,889.48
EFT111350	22/09/2016	SOUTH REGIONAL TAFE	Staff Training	\$	8,070.33
EFT111351	22/09/2016	ALBANY PEST & WEED CONTROL	Pest Control	\$	110.00
EFT111352	22/09/2016	SOUTHERN SHARPENING SERVICES	Material Supply - Fire Extinguishers	\$	479.60
EFT111353	22/09/2016	GSP WORKFORCE	Casual Staff/Apprentice Fees	\$	133.00
EFT111354	22/09/2016	GREAT SOUTHERN SUPPLIES	Cleaning Supplies	\$	1,134.40
EFT111355	22/09/2016	GREAT SOUTHERN LIQUID WASTE	Repairs & Maintenance - Cheyne's Beach	\$	1,200.00
EFT111356	22/09/2016	GREAT SOUTHERN REGIONAL FOOTBALL DEVELOPMENT	Professional Services - Get Set Go Program ALAC	\$	100.00
EFT111357	22/09/2016	GWN GREAT SOUTHERN (PRIME MEDIA GROUP LTD)	Advertising - Branding Campaign ALAC & Share the Road	\$	4,044.70
EFT111358	22/09/2016	HAEFELI-LYSNAR	Repairs And Maintenance - Trimble VX Station	\$	1,254.00
EFT111359	22/09/2016	HARVEY NORMAN ALBANY	Material Supply - TV & Wall Mounts	\$	329.00
EFT111360	22/09/2016	A HEFTI	Rates Refund	\$	233.23
EFT111361	22/09/2016	RATTEN AND SLATER MACHINERY	Vehicle Parts	\$	223.91
EFT111362	22/09/2016	HHG LEGAL GROUP	Professional Services	\$	3,775.20
EFT111363	22/09/2016	HYBLA RESTAURANT AND BAR	Catering	\$	172.50
EFT111364	22/09/2016	INSTANT WEIGHING	Vehicle Repairs And Maintenance	\$	2,310.00
EFT111365	22/09/2016	STATEWIDE RACKING & STORAGE SOLUTIONS	Material Supply - Racking	\$	65.00
EFT111366	22/09/2016	ALBANY MAPPING AND SURVEYING SERVICES	Surveying Services	\$	5,926.80
EFT111367	22/09/2016	JUST SEW EMBROIDERY	Staff Uniforms	\$	151.80
EFT111368	22/09/2016	J KEECH	Rates Refund	\$	317.55
EFT111369	22/09/2016	KOFFEE BOOST	Catering	\$	36.00
EFT111370	22/09/2016	JS & TL KOSTER	Rates Refund	\$	5,490.84
EFT111371	22/09/2016	P LARARD	Rates Refund	\$	1,994.79
EFT111372	22/09/2016	LATRO LAWYERS	Professional Services	\$	2,505.15
EFT111373	22/09/2016	LOCHNESS LANDSCAPE SERVICES	Lawn Mowing Services	\$	7,300.00
EFT111374	22/09/2016	BUCHER MUNICIPAL PTY LTD	Material Supply - Filter	\$	50.99
EFT111375	22/09/2016	MALCOLM HEBERLE PHOTOGRAPHY	Professional Services - Photography	\$	264.00
EFT111376	22/09/2016	MARSHALL MOWERS	Vehicle Parts - Tachometer	\$	99.50
EFT111377	22/09/2016	VICKI MICHELLE MARTIN	Fitness Instruction	\$	675.00
EFT111378	22/09/2016	ANTHONY MCEWAN	Staff Reimbursement	\$	128.90
EFT111379	22/09/2016	METROOF ALBANY	Material Supply - Downpipe And Zincalume	\$	270.44
EFT111380	22/09/2016	WESTERN AUSTRALIAN RANGERS ASSOCIATION INC	Staff Uniforms	\$	33.50
EFT111381	22/09/2016	MJI & P MORGAN	Rates Refund	\$	691.36
EFT111382	22/09/2016	NURRUNGA COMMUNICATIONS	Radio Purchases & Installation	\$	892.60

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EFT111383	22/09/2016 MULE CREATIVE	Professional Services - Photography	\$ 1,450.00
EFT111384	22/09/2016 K MUNDAY	Rates Refund	\$ 1,094.00
EFT111385	22/09/2016 NEC AUSTRALIA PTY LTD	Repairs And Maintenance - Radio Link	\$ 12,411.30
EFT111386	22/09/2016 ALBANY NEWS DELIVERY - ALAC - NEW	Newspaper Deliveries	\$ 210.84
EFT111387	22/09/2016 NLC PTY LTD	Novated Lease Expenses	\$ 615.31
EFT111388	22/09/2016 OCS SERVICES PTY LTD	Cleaning Services	\$ 1,003.97
EFT111389	22/09/2016 OFFICEWORKS SUPERSTORES PTY LTD	Office Equipment And Supplies - iPod - Health & Fitness Department	\$ 218.00
EFT111390	22/09/2016 OKEEFE'S PAINTS	Material Supply - Paint	\$ 1,441.43
EFT111391	22/09/2016 IXOM	Material Supply - Chlorine Gas	\$ 348.50
EFT111392	22/09/2016 ORIGIN ENERGY	Gas Purchases	\$ 3,878.25
EFT111393	22/09/2016 OTIS ELEVATOR COMPANY PTY LTD	Lift Maintenance	\$ 1,587.80
EFT111394	22/09/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Equipment Hire	\$ 772.48
EFT111395	22/09/2016 PAUL ARMSTRONG PANELBEATERS	Vehicle Repairs And Maintenance	\$ 300.00
EFT111396	22/09/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Barrier Mesh	\$ 968.00
EFT111397	22/09/2016 PETER GRAHAM AND COMPANY LTD	Vehicle Repairs And Maintenance - Spray Gun	\$ 169.00
EFT111398	22/09/2016 PFD FOOD SERVICES PTY LTD	Catering	\$ 79.20
EFT111399	22/09/2016 4 STEEL SUPPLIES	Material Supply - Pipe	\$ 1,738.06
EFT111400	22/09/2016 KRISTIE PORTER	Fitness Instruction	\$ 585.00
EFT111401	22/09/2016 PPCA	Fitness Instruction	\$ 546.13
EFT111402	22/09/2016 PRE-EMPTIVE STRIKE PTY LTD	Professional Services - Community Strategy Branding	\$ 7,920.00
EFT111403	22/09/2016 RADIOWEST BROADCASTERS PTY LTD	Advertising	\$ 1,069.20
EFT111404	22/09/2016 REEVES AND COMPANY BUTCHERS PTY LTD	Catering	\$ 501.49
EFT111405	22/09/2016 HAZEL ROOME - SOUTH COAST COUNSELLING SERVICES	Counselling Services - EAP	\$ 375.00
EFT111406	22/09/2016 THE ROYAL LIFE SAVING SOCIETY WA INC	Staff Training	\$ 300.08
EFT111407	22/09/2016 M SAGGERS	Rates Refund	\$ 709.16
EFT111408	22/09/2016 SALUS WA	Professional Services - Ergonomic Assessments	\$ 692.40
EFT111409	22/09/2016 BRETT SCOTT	Staff Reimbursement	\$ 53.40
EFT111410	22/09/2016 SEA CONTAINER WA PTY LTD	Material Supply - Sea Container	\$ 5,516.50
EFT111411	22/09/2016 G & L SHEETMETAL	Material Supply - Signage	\$ 337.75
EFT111412	22/09/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 12,796.43
EFT111413	22/09/2016 SKIPPER TRANSPORT PARTS	Material Supply - Dry Glide	\$ 621.41
EFT111414	22/09/2016 SMITH CONSTRUCTIONS BUNBURY	CPSP - Eastern Precinct - Construction Contract	\$ 410,009.37
EFT111415	22/09/2016 JON SMITH	Professional Services - Get Set Go Program ALAC	\$ 170.00
EFT111416	22/09/2016 SOIL SOLUTIONS PTY LTD	Material Supply - Coarse Sand	\$ 46.12
EFT111417	22/09/2016 SOUTHERN TOOL & FASTENER CO	Hardware And Tool Supplies - Various	\$ 1,602.90
EFT111418	22/09/2016 SOUTHERN SITE HIRE	Equipment Hire - Agricultural Society	\$ 572.00
EFT111419	22/09/2016 ST JOSEPH'S COLLEGE	Donation	\$ 50.00
EFT111420	22/09/2016 ALBANY LOCK SERVICE	Repairs And Maintenance - Key System Upgrade	\$ 15,369.95
EFT111421	22/09/2016 ALBANY IGA	Groceries	\$ 195.88
EFT111422	22/09/2016 SYNERGY	Electricity Charges	\$ 63,682.85
EFT111423	22/09/2016 T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 2,530.33
EFT111424	22/09/2016 TECTONICS CONSTRUCTION GROUP PTY LTD	Building Construction - CPSP	\$ 58,269.46
EFT111425	22/09/2016 TECHNIFIRE 2000	Material Supply - Micro Bars	\$ 978.78
EFT111426	22/09/2016 TELFORD INDUSTRIES	Material Supply - Chemicals	\$ 935.28
EFT111427	22/09/2016 NAKED BEAN COFFEE ROASTERS	Groceries	\$ 271.95
EFT111428	22/09/2016 THE 12 VOLT WORLD	Vehicle Repairs And Maintenance - Pump	\$ 251.00
EFT111429	22/09/2016 THINKWATER ALBANY	Material Supply - Various - CPSP Western Precinct Clubhouse	\$ 5,828.14
EFT111430	22/09/2016 THINK TANK MEDIA PTY LTD	Staff Training	\$ 3,729.00
EFT111431	22/09/2016 THE TOFFEE FACTORY	Merchandise Order - NAC	\$ 327.05
EFT111432	22/09/2016 TOLL FAST	Freight Charges	\$ 1,364.58
EFT111433	22/09/2016 CAROLINE ELLEN TOMPKIN	Fitness Instruction	\$ 135.00
EFT111434	22/09/2016 TOTAL GREEN RECYCLING	E-Waste Recycling	\$ 1,210.00
EFT111435	22/09/2016 TRAILBLAZERS	Staff - PPE	\$ 179.40
EFT111436	22/09/2016 TRUCKLINE	Material Supply - Truck Brake Drums	\$ 1,180.14
EFT111437	22/09/2016 TRUCK CENTRE WA PTY LTD	Vehicle Repairs And Maintenance - Truck Service	\$ 821.20
EFT111438	22/09/2016 ALBANY TYREPOWER	Vehicle Repairs And Maintenance - Dump Loader	\$ 634.50
EFT111439	22/09/2016 VOEGELER CREATIONS	Merchandise Order - Vancouver Arts Centre	\$ 719.00

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EFT111440	22/09/2016	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$	107.00
EFT111441	22/09/2016	WELLSTEAD AUTOMOTIVE SERVICES	Vehicle Repairs And Maintenance	\$	1,899.70
EFT111442	22/09/2016	HOLIDAY GUIDE PTY LTD	Marketing	\$	74.80
EFT111443	22/09/2016	T WHALLEY	Rates Refund	\$	1,580.73
EFT111444	22/09/2016	WOOD AND GRIEVE ENGINEERS	CPSP - Eastern Playing Field S Subgrade Remediation	\$	1,045.00
EFT111445	22/09/2016	WORKWISE ADVISORY SERVICES	Professional Services - Workplace Investigation	\$	7,100.00
EFT111446	22/09/2016	WORLD MANAGER PTY LTD	World Manager Subscription October 2016	\$	2,640.00
EFT111447	22/09/2016	WREN OIL	Oil Waste Disposal	\$	198.00
EFT111448	22/09/2016	ZENITH LAUNDRY	Laundry Services/Hire	\$	339.09
EFT111449	22/09/2016	LITTLE GROVE MAIL SERVICE PTY LTD	Repairs And Maintenance - Turf Wickets	\$	8,965.00
EFT111450	29/09/2016	ABA SECURITY	Security Services	\$	4,824.00
EFT111451	29/09/2016	ALBANY FARM TREE NURSERY	Material Supply - Plants/Nursery	\$	280.50
EFT111452	29/09/2016	ALBANY MOTORCYCLES	Material Supply - Oil	\$	90.85
EFT111453	29/09/2016	ALBANY INDOOR PLANT HIRE	Indoor Plant Hire	\$	1,054.02
EFT111454	29/09/2016	ALBANY REFRIGERATION	Repairs & Maintenance - Air Conditioning	\$	985.27
EFT111455	29/09/2016	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$	171.46
EFT111456	29/09/2016	ALBANY QUALITY LAWNMOWING	Lawn Mowing Services	\$	110.00
EFT111457	29/09/2016	ALBANY DOMESTIC SERVICES	Cleaning Services	\$	160.00
EFT111458	29/09/2016	ALBANY FORD & CHRYSLER JEEP	Material Supply - Oil And Filters	\$	79.99
EFT111459	29/09/2016	ALINTA	Gas Usage Charges	\$	858.35
EFT111460	29/09/2016	AMPHIBIAN PLUMBING AND GAS	Plumbing Repairs & Maintenance	\$	25,895.53
EFT111461	29/09/2016	PAPERBARK MERCHANTS	Material Supply - Literature	\$	26.99
EFT111462	29/09/2016	ANNETTE DAVIS	Professional Services - Art Prize 2016	\$	2,090.00
EFT111463	29/09/2016	APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	\$	1,369.94
EFT111464	29/09/2016	ARDESS NURSERY	Material Supply - Plants/Nursery	\$	519.55
EFT111465	29/09/2016	ART ON THE MOVE	Professional Development	\$	770.00
EFT111466	29/09/2016	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$	490.65
EFT111467	29/09/2016	BENNETTS BATTERIES	Vehicle Parts	\$	74.80
EFT111468	29/09/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$	9,354.41
EFT111469	29/09/2016	BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire	\$	44.55
EFT111470	29/09/2016	COUNTRY COMFORT INTER CITY MOTEL	Staff Accommodation And Meals	\$	1,156.00
EFT111471	29/09/2016	ALBANY BITUMEN SPRAYING	Construction Services	\$	7,420.05
EFT111472	29/09/2016	J. BLACKWOOD & SON PTY LTD	Material Supply - Safety Equipment	\$	203.19
EFT111473	29/09/2016	BLOOMIN FLOWERS	Supply & Delivery - Flowers - Knight Family	\$	125.00
EFT111474	29/09/2016	ALBANY BOBCAT SERVICES	Pruning & Mulching	\$	1,355.75
EFT111475	29/09/2016	BP BIRD PLUMBING & GAS	Material Supply - Oil Separator	\$	88.00
EFT111476	29/09/2016	BRIDGESTONE AUSTRALIA LTD	Tyre Purchases/Maintenance	\$	995.50
EFT111477	29/09/2016	BUNNINGS GROUP LIMITED	Hardware And Tool Supplies - Various	\$	355.48
EFT111478	29/09/2016	C&C MACHINERY CENTRE	Vehicle Parts	\$	602.45
EFT111479	29/09/2016	CABCHARGE AUSTRALIA LIMITED	Taxi Fares	\$	802.02
EFT111480	29/09/2016	CAMLIN SPRINGS WATER DISTRIBUTORS	Water Container Refills	\$	1,936.00
EFT111481	29/09/2016	CHRISTOPHER BURNELL	Installation - Retaining Wall	\$	12,000.00
EFT111482	29/09/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$	49.85
EFT111483	29/09/2016	COURIER AUSTRALIA	Freight Charges	\$	264.24
EFT111484	29/09/2016	HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Road Base	\$	11,313.15
EFT111485	29/09/2016	ROGER HAYWARD CUNNINGTON	Merchandise Order - NAC	\$	288.00
EFT111486	29/09/2016	AL CURNOW HYDRAULICS	Material Supply - Hose	\$	241.44
EFT111487	29/09/2016	GLEN DAY	Cleaning Services	\$	684.00
EFT111488	29/09/2016	DENMARK NETBALL ASSOCIATION	Kidsport Vouchers	\$	200.00
EFT111489	29/09/2016	LANDGATE - PROPERTY & VALUATIONS	Title/Land Searches	\$	504.30
EFT111490	29/09/2016	DEPARTMENT OF TRANSPORT	Vehicle Search Fees	\$	290.40
EFT111491	29/09/2016	JANINE DETERMES	Fitness Instruction	\$	90.00
EFT111492	29/09/2016	DISCOVER ALBANY FOUNDATION LTD	Subscription Service	\$	50.00
EFT111493	29/09/2016	CAROLYN DOWLING	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/2016	\$	8,728.50
EFT111494	29/09/2016	DYLAN ON THE TERRACE	Catering - Seven Varied Community & Staff Meetings/Events	\$	1,962.20
EFT111495	29/09/2016	EASIFLEET MANAGEMENT	Novated Lease Fees	\$	7,159.20
EFT111496	29/09/2016	EDITH COWAN UNIVERSITY (ECU)	Contribution - 2016 Radioactive Program	\$	2,200.00



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EFT111497	29/09/2016	ALBANY FOOTBALL AND SPORTING CLUB	Kidsport Vouchers	\$	120.00
EFT111498	29/09/2016	SOUTHERN ELECTRICS	Electrical Services	\$	159.50
EFT111499	29/09/2016	FOXTEL MANAGEMENT PTY LTD	Subscription Service	\$	420.00
EFT111500	29/09/2016	GEOFABRICS AUSTRALASIA PTY LTD	Material Supply - A14 Bidim - Drainage	\$	2,200.00
EFT111501	29/09/2016	GLASS SUPPLIERS	Security Services - Lock Replacement	\$	99.00
EFT111502	29/09/2016	ALISON GOODE	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111503	29/09/2016	GORDON WALMSLEY PTY LTD	Installation - Kerbing	\$	10,603.00
EFT111504	29/09/2016	GREEN SKILLS INCORPORATED	Tree Removal Services	\$	365.64
EFT111505	29/09/2016	ALBANY PEST & WEED CONTROL	Pest Control	\$	233.20
EFT111506	29/09/2016	SOUTHERN SHARPENING SERVICES	Security Services - NAC	\$	301.50
EFT111507	29/09/2016	GREAT SOUTHERN SUPPLIES	Cleaning Supplies	\$	1,163.85
EFT111508	29/09/2016	GREAT SOUTHERN LIQUID WASTE	Cleaning Services	\$	283.20
EFT111509	29/09/2016	CPG RESEARCH AND ADVISORY PTY LTD	Advisory Fee - September - Quarter 2016	\$	1,375.00
EFT111510	29/09/2016	RAY HAMMOND	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111511	29/09/2016	PROTECTOR FIRE SERVICES PTY LTD	Staff Training	\$	572.00
EFT111512	29/09/2016	HELEN LEEDER-CARLSON	Art Classes - VAC	\$	240.00
EFT111513	29/09/2016	BILL HOLLINGWORTH	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111514	29/09/2016	H AND H ARCHITECTS	Professional Services - Design	\$	7,562.95
EFT111515	29/09/2016	ALLAN WILLIAM HOWIE	Bus Hire - Library	\$	121.00
EFT111516	29/09/2016	INDIGENOUS BUSINESS AUSTRALIA	Rates Refund	\$	414.54
EFT111517	29/09/2016	STATEWIDE RACKING & STORAGE SOLUTIONS	Supply And Install - Bench And Starter Bay	\$	2,052.70
EFT111518	29/09/2016	JACK THE CHIPPER	Pruning & Mulching	\$	645.70
EFT111519	29/09/2016	ALBANY MAPPING AND SURVEYING SERVICES	Surveying Services	\$	967.45
EFT111520	29/09/2016	KEYNOTE CONFERENCES	Conference Registration - Councillor Training	\$	990.00
EFT111521	29/09/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	Subscription Membership 16/17	\$	513.00
EFT111522	29/09/2016	LOWER KING LIQUOR & GENERAL STORE	Catering	\$	196.98
EFT111523	29/09/2016	M2 TECHNOLOGY PTY LTD	Messages On Hold	\$	754.01
EFT111524	29/09/2016	M AND B SALES PTY LTD	Material Supply - Timber	\$	373.83
EFT111525	29/09/2016	BUCHER MUNICIPAL PTY LTD	Material Supply - Radiator	\$	2,708.26
EFT111526	29/09/2016	ALBANY CITY MOTORS	Vehicle Parts - Oil Filter	\$	88.55
EFT111527	29/09/2016	MCGUFFIE TILT TRAY HIRE	Equipment Hire	\$	130.00
EFT111528	29/09/2016	AIRPORT SECURITY PTY LTD	Material Supply - Airport Security Card	\$	440.00
EFT111529	29/09/2016	WESTERN AUSTRALIAN RANGERS ASSOCIATION INC	Advertising	\$	250.00
EFT111530	29/09/2016	ANTHONY MOIR	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111531	29/09/2016	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware And Tool Supplies - Various	\$	49.15
EFT111532	29/09/2016	PN & ER NEWMAN QUALITY CONCRETE PRODUCTS	Material Supply - Limestone Wall	\$	729.30
EFT111533	29/09/2016	OFFICEWORKS SUPERSTORES PTY LTD	Signage	\$	458.00
EFT111534	29/09/2016	OKEEFE'S PAINTS	Material Supply - Paint	\$	1,025.12
EFT111535	29/09/2016	PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Construction Contract - Princess Ave	\$	27,279.90
EFT111536	29/09/2016	LUTZ PETER PAMBERGER	Professional Services	\$	154.00
EFT111537	29/09/2016	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Services	\$	264.00
EFT111538	29/09/2016	PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Signage	\$	3,632.20
EFT111539	29/09/2016	PETER GRAHAM AND COMPANY LTD	Parts/Equipment	\$	27.22
EFT111540	29/09/2016	PFD FOOD SERVICES PTY LTD	Catering	\$	361.75
EFT111541	29/09/2016	PLANT SUPPLY COMPANY	Material Supply - Plants/Nursery	\$	1,609.30
EFT111542	29/09/2016	@THE POOLSIDE	Catering	\$	1,112.00
EFT111543	29/09/2016	KRISTIE PORTER	Fitness Instruction	\$	495.00
EFT111544	29/09/2016	JANELLE PRICE	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111545	29/09/2016	PUBLIC LIBRARIES AUSTRALIA LTD	Subscription Services	\$	209.55
EFT111546	29/09/2016	DARREL JOHN RADCLIFFE	Material Supply - Turtle Log	\$	1,500.00
EFT111547	29/09/2016	REEVES AND COMPANY BUTCHERS PTY LTD	Catering	\$	220.00
EFT111548	29/09/2016	REECE PTY LTD	Material Supply - Plumbing	\$	34.74
EFT111549	29/09/2016	RICOH	Material Supply - Printer Toner & Monthly Usage	\$	12,047.30
EFT111550	29/09/2016	MIKE RICHARDSON	Staff Reimbursement	\$	294.27
EFT111551	29/09/2016	E ROBERTSON	Rates Refund	\$	2,062.17
EFT111552	29/09/2016	SCRIBE PUBLICATIONS PTY LTD	Merchandise Order - NAC	\$	604.35
EFT111553	29/09/2016	JOHN SHANHUN	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50

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EFT111554	29/09/2016	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$	9,012.85
EFT111555	29/09/2016	SANDIE SMITH	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111556	29/09/2016	SOIL SOLUTIONS PTY LTD	Bulk Green Waste	\$	24,356.16
EFT111557	29/09/2016	SARAH SPINK (EARLY YEARS CONSULTANT)	Professional Services - Day Care	\$	275.00
EFT111558	29/09/2016	STAR SALES AND SERVICE	Plant Repairs And Maintenance	\$	45.00
EFT111559	29/09/2016	ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Professional Services	\$	198.00
EFT111560	29/09/2016	BLUESCOPE DISTRIBUTION PTY LTD - ORRCON STEEL	Material Supply - Steel	\$	1,796.80
EFT111561	29/09/2016	GREGORY BRIAN STOCKS	Deputy Mayoral Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	14,282.50
EFT111562	29/09/2016	ALBANY LOCK SERVICE	Material Supply - Key	\$	28.00
EFT111563	29/09/2016	ROBERT SUTTON	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111564	29/09/2016	SYNERGY	Electricity Charges	\$	64,075.50
EFT111565	29/09/2016	T & C SUPPLIES	Hardware And Tool Supplies - Various	\$	428.01
EFT111566	29/09/2016	TECTONICS CONSTRUCTION GROUP PTY LTD	Building Construction - CPSP	\$	128,547.72
EFT111567	29/09/2016	TEEDE MORRIS & CO	Catering	\$	455.50
EFT111568	29/09/2016	TELSTRA DAMAGE COST RECOVERY & MANAGEMENT	Commencement Of Works - Telecommunications - CPSP	\$	5,500.00
EFT111569	29/09/2016	PAUL TERRY	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111570	29/09/2016	TIM WATERS DESIGN	Design Services	\$	2,524.50
EFT111571	29/09/2016	TOYOTA MATERIAL HANDLING AUSTRALIA PTY LTD	Vehicle Parts	\$	198.80
EFT111572	29/09/2016	TRAILBLAZERS	Staff Uniforms - Occupational Specific	\$	414.00
EFT111573	29/09/2016	UNITED BOOK DISTRIBUTORS	Merchandise Order - NAC	\$	42.89
EFT111574	29/09/2016	RT & JR WALKER	Merchandise Order - NAC	\$	474.00
EFT111575	29/09/2016	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$	2,040.83
EFT111576	29/09/2016	LINDY WEINERT	Fitness Instruction	\$	135.00
EFT111577	29/09/2016	DENNIS WELLINGTON	Mayoral Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	34,865.00
EFT111578	29/09/2016	LANDMARK LIMITED	Material Supply - Fertiliser	\$	922.01
EFT111579	29/09/2016	WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising - Varied Advertisements	\$	2,993.72
EFT111580	29/09/2016	WILSON MACHINERY	Vehicle Repairs And Maintenance - Verge Slasher	\$	4,677.20
EFT111581	29/09/2016	R WILSON	Rates Refund	\$	1,719.83
EFT111582	29/09/2016	WOOLWORTHS LIMITED	Groceries	\$	2,308.67
EFT111583	29/09/2016	YAKAMIA PRIMARY SCHOOL	Donation	\$	50.00
EFT111584	29/09/2016	ZENITH LAUNDRY	Laundry Services/Hire	\$	12.63
EFT111585	03/10/2016	GA & KD WHYATT (UPTIGHT FENCING)	Supply & Install Fencing	\$	2,802.00
EFT111586	06/10/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Repayment	\$	124,627.20
EFT111587	06/10/2016	JADES @ 14 PEELS PLACE	Catering	\$	115.00
EFT111588	06/10/2016	ABA SECURITY	Security Services	\$	389.60
EFT111589	06/10/2016	ACORN TREES AND STUMPS	C14023 - Vegetation Control Marbellup Rd	\$	14,616.00
EFT111590	06/10/2016	ACTIVATE LIFE REHAB PROGRAM	Exercise Physiology Training Volunteer - Easy Movers Balance Program	\$	75.00
EFT111591	06/10/2016	AD CONTRACTORS PTY LTD	Supply And Deliver Limesand	\$	59,932.95
EFT111592	06/10/2016	ALBANY INDUSTRIAL SERVICES PTY LTD	Loader Hire	\$	5,989.50
EFT111593	06/10/2016	ALBANY SOIL AND CONCRETE TESTING	Material Sampling	\$	382.80
EFT111594	06/10/2016	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$	64.00
EFT111595	06/10/2016	ALBANY LANDSCAPE SUPPLIES	Material Supply - Miberley Red Mulch	\$	34.00
EFT111596	06/10/2016	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$	138.29
EFT111597	06/10/2016	ALBANY SWIMMING CLUB INC	Kidsport Vouchers	\$	400.00
EFT111598	06/10/2016	ALBANY MILK DISTRIBUTORS	Milk Deliveries	\$	301.95
EFT111599	06/10/2016	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$	10.00
EFT111600	06/10/2016	ALBANY RECORDS MANAGEMENT	Storage Of Archive Boxes	\$	396.00
EFT111601	06/10/2016	ALBANY DOMESTIC SERVICES	Cleaning Services	\$	160.00
EFT111602	06/10/2016	ALINTA	Gas Charges	\$	8.80
EFT111603	06/10/2016	ALL EVENTS HIRE AND PRODUCTION	Albany Art Prize - Lighting	\$	132.00
EFT111604	06/10/2016	AMITY PAINTING AND DECORATING	Painting Services	\$	3,498.00
EFT111605	06/10/2016	AMPHIBIAN PLUMBING AND GAS	Plumbing Repairs And Maintenance	\$	27,899.20
EFT111606	06/10/2016	PAPERBARK MERCHANTS	Newspapers/Books/Magazines/Stationery	\$	1,062.63
EFT111607	06/10/2016	AON RISK SERVICES AUSTRALIA LIMITED	Insurance	\$	1,531.20
EFT111608	06/10/2016	APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	\$	821.86
EFT111609	06/10/2016	ART ALMANAC	Website Leader Board Art Prize 2016	\$	880.00
EFT111610	06/10/2016	ATC WORK SMART	Casual Staff/Apprentice Fees	\$	21,339.63

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EFT111611	06/10/2016 AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 372,511.08
EFT111612	06/10/2016 AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 3,913.00
EFT111613	06/10/2016 BADGEMATE	Material Supply - Badges	\$ 40.65
EFT111614	06/10/2016 BAKERS DELIGHT	Groceries	\$ 30.00
EFT111615	06/10/2016 BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$ 64.00
EFT111616	06/10/2016 BENARA NURSERIES	Plant Supplies	\$ 737.57
EFT111617	06/10/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$ 11,379.19
EFT111618	06/10/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire - Various	\$ 1,289.20
EFT111619	06/10/2016 MARY BIRSS	Merchandise Order - AVC	\$ 60.00
EFT111620	06/10/2016 ALBANY BOBCAT SERVICES	Equipment Hire	\$ 1,402.50
EFT111621	06/10/2016 BOOKMARKETING - GARY SPELLER	Local Book Stocks - Library	\$ 28.00
EFT111622	06/10/2016 BRIDGESTONE AUSTRALIA LTD	Material Supply - Grader Tyres	\$ 4,980.01
EFT111623	06/10/2016 CONSTRUCTION TRAINING FUND	BCITF Levy Remittance	\$ 12,855.45
EFT111624	06/10/2016 BUILDING COMMISSION	BSL Levy Remittance	\$ 11,757.18
EFT111625	06/10/2016 BUNNINGS GROUP LIMITED	Material Supply - Fertiliser	\$ 1,138.94
EFT111626	06/10/2016 C&C MACHINERY CENTRE	Vehicle Maintenance/Parts	\$ 17.00
EFT111627	06/10/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Litres Diesel Fuel For Depot	\$ 12,069.57
EFT111628	06/10/2016 CAMTRANS ALBANY PTY LTD	Freight Charges	\$ 198.00
EFT111629	06/10/2016 BERNARDO CAPELLI	Merchandise Order - AVC	\$ 220.00
EFT111630	06/10/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Repairs And Maintenance	\$ 9,505.19
EFT111631	06/10/2016 CENTIGRADE SERVICES	Electrical Repairs And Maintenance	\$ 862.49
EFT111632	06/10/2016 CHILD SUPPORT AGENCY	Payroll Deductions	\$ 1,299.98
EFT111633	06/10/2016 CHURCHILL CAPITAL CONSULTING PTY LTD	Professional Services - Tourism	\$ 17,477.99
EFT111634	06/10/2016 CLEANAWAY PTY LIMITED	Rubbish Removal Contract September 2016	\$ 2,713.04
EFT111635	06/10/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 172.49
EFT111636	06/10/2016 HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Road Base - Centennial Promenade (C033_13)	\$ 23,438.31
EFT111637	06/10/2016 SHANDELL CUMMINGS	Professional Services - Cultural Consultancy Services	\$ 640.00
EFT111638	06/10/2016 DION CUMMINGS	Quaranup Site Inspection - Prescribed Burning	\$ 500.00
EFT111639	06/10/2016 AL CURNOW HYDRAULICS	Vehicle Parts/Maintenance	\$ 58.07
EFT111640	06/10/2016 GRAEME & YVONNE DAVISON	Merchandise Order - AVC	\$ 150.00
EFT111641	06/10/2016 DEFIBTECH	Material Supply - Defibrillator Pads	\$ 118.25
EFT111642	06/10/2016 DEPARTMENT OF PARKS AND WILDLIFE	National Park Passes	\$ 3,266.60
EFT111643	06/10/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning Supplies	\$ 660.00
EFT111644	06/10/2016 L DIMER	Refund	\$ 125.10
EFT111645	06/10/2016 SANDRA DIXON	Psychological Counselling - EAP	\$ 140.00
EFT111646	06/10/2016 DYLAN'S ON THE TERRACE	Catering	\$ 439.00
EFT111647	06/10/2016 EBSCO PUBLISHING	Material Supply - Literature	\$ 149.19
EFT111648	06/10/2016 ALBANY ENGINEERING COMPANY	Repairs And Maintenance - Equipment	\$ 3,190.00
EFT111649	06/10/2016 EVERTRANS	Material Supply - Replacement - Hoist/Crane	\$ 4,730.00
EFT111650	06/10/2016 EYERITE SIGNS	Printing Services	\$ 434.50
EFT111651	06/10/2016 THE FIXUPPERY	Window Cleaning	\$ 704.99
EFT111652	06/10/2016 TAMMY FLETT	Staff Reimbursement	\$ 73.20
EFT111653	06/10/2016 SOUTHERN ELECTRICS	Electrical Services	\$ 711.55
EFT111654	06/10/2016 GIBSON INTERNATIONAL LTD	NAC - Service Level Agreement	\$ 3,437.50
EFT111655	06/10/2016 GLASS SUPPLIERS	Glazing Repairs & Maintenance	\$ 1,815.73
EFT111656	06/10/2016 ALISON GOODE	Councillor Reimbursement	\$ 589.10
EFT111657	06/10/2016 GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees	\$ 4,872.20
EFT111658	06/10/2016 SOUTH REGIONAL TAPE	Staff Training	\$ 441.43
EFT111659	06/10/2016 GREAT SOUTHERN PEST & WEED CONTROL	Pest Control	\$ 539.00
EFT111660	06/10/2016 SOUTHERN SHARPENING SERVICES	Fire Suppression Equipment Testing	\$ 880.00
EFT111661	06/10/2016 GREAT SOUTHERN SUPPLIES	Staff Uniforms	\$ 2,012.99
EFT111662	06/10/2016 KATHY GRIFFITHS	Merchandise Order - AVC	\$ 358.00
EFT111663	06/10/2016 GHD PTY LTD	Professional Services - Feasibility Study	\$ 22,000.00
EFT111664	06/10/2016 PROTECTOR FIRE SERVICES PTY LTD	Repairs & Maintenance - Fire Suppression Equipment	\$ 1,022.40
EFT111665	06/10/2016 FIRST NATIONAL REAL ESTATE	Storage Unit Rental	\$ 2,002.22
EFT111666	06/10/2016 HELEN LEEDER-CARLSON	Art Classes - VAC	\$ 480.00
EFT111667	06/10/2016 HOBBS SMITH AND HOLMES PTY LTD	Design Consultancy - Building Refurbishments	\$ 7,645.00

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EFT111668	06/10/2016	ICKY FINKS WAREHOUSE SALES	Art Supplies	\$	273.52
EFT111669	06/10/2016	STATEWIDE RACKING & STORAGE SOLUTIONS	Material Supply - Melamine Longspan	\$	2,344.00
EFT111670	06/10/2016	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$	1,554.56
EFT111671	06/10/2016	KOOKAS CATERING	Catering - Volunteer Bush Fire Brigades Civil Award Ceremony	\$	1,790.00
EFT111672	06/10/2016	LATRO LAWYERS	Professional Services	\$	2,915.77
EFT111673	06/10/2016	G LEEMBRUGGEN & M GRAHAM	Rates Refund	\$	613.00
EFT111674	06/10/2016	CALTEX ENERGY WA	200 Litre Drums Kerosene	\$	574.00
EFT111675	06/10/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	Training	\$	3,205.00
EFT111676	06/10/2016	LORLAINE DISTRIBUTORS PTY LTD	Cleaning Supplies	\$	598.25
EFT111677	06/10/2016	M AND B SALES PTY LTD	Material Supply - Timber	\$	86.72
EFT111678	06/10/2016	BUCHER MUNICIPAL PTY LTD	Material Supply - Wire Gutter Brooms	\$	2,887.50
EFT111679	06/10/2016	RL & KJ MACKENZIE (GLENORAN LEATHER)	Merchandise Order - AVC	\$	145.00
EFT111680	06/10/2016	ALBANY EVENT HIRE	Equipment Hire	\$	187.00
EFT111681	06/10/2016	ALBANY CITY MOTORS	Vehicle Parts	\$	104.94
EFT111682	06/10/2016	MARKETFORCE LIMITED	Professional Services - Marketing	\$	7,150.00
EFT111683	06/10/2016	VICKI MICHELLE MARTIN	Fitness Instruction	\$	360.00
EFT111684	06/10/2016	METROOF ALBANY	Material Supply - Timber Screws	\$	117.34
EFT111685	06/10/2016	MIDALIA STEEL PTY LTD	Material Supply - Steel	\$	103.84
EFT111686	06/10/2016	DIANA MILLER	Merchandise Order - AVC	\$	99.00
EFT111687	06/10/2016	LINDAS BOOKS	Merchandise Order - AVC	\$	18.89
EFT111688	06/10/2016	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - AVC	\$	1,807.04
EFT111689	06/10/2016	NATIONAL LIBRARY OF AUSTRALIA	Newspaper Archival Storage Boxes	\$	428.00
EFT111690	06/10/2016	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Material Supply - Plants/Nursery	\$	1,518.00
EFT111691	06/10/2016	PN & ER NEWMAN QUALITY CONCRETE PRODUCTS	Material Supply - Concrete Products	\$	280.50
EFT111692	06/10/2016	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$	105.42
EFT111693	06/10/2016	NLC PTY LTD	Novated Lease And Associated Fees	\$	615.31
EFT111694	06/10/2016	OCS SERVICES PTY LTD	Cleaning Services	\$	24,984.81
EFT111695	06/10/2016	OFFICEWORKS SUPERSTORES PTY LTD	Material Supply - Retractable Banners	\$	448.83
EFT111696	06/10/2016	OPUS INTERNATIONAL CONSULTANTS LTD	Design Services - Storm Water/Drainage Systems & Superintendance for Princess Ave	\$	7,005.00
EFT111697	06/10/2016	ORIGIN ENERGY	Bulk Gas Supplies	\$	15,299.75
EFT111698	06/10/2016	PAUL ARMSTRONG PANELBEATERS	Insurance Excess	\$	300.00
EFT111699	06/10/2016	PHILLIP BEST PLUMBING PTY LTD	Plumbing Services	\$	7,071.21
EFT111700	06/10/2016	KRISTIE PORTER	Fitness Instruction	\$	585.00
EFT111701	06/10/2016	THE PUBLIC LIBRARIES OF WESTERN AUSTRALIA	PLWA Membership 2016/17	\$	165.00
EFT111702	06/10/2016	RADIOWEST BROADCASTERS PTY LTD	Radio Branding For The 2015/16 Financial Year	\$	2,310.00
EFT111703	06/10/2016	REECE PTY LTD	Plumbing Supplies	\$	39.76
EFT111704	06/10/2016	REPLICA MEDALS & RIBBONS PTY LTD	Merchandise Order - NAC	\$	605.72
EFT111705	06/10/2016	SANCTUARY GOLF RESORT	Staff Accommodation & Meals	\$	729.50
EFT111706	06/10/2016	CHRISTINE MARY SARGENT	Fitness Instruction	\$	90.00
EFT111707	06/10/2016	SECUREPAY PTY LTD	Web Payment Security	\$	64.94
EFT111708	06/10/2016	SEEK LIMITED	Advertising	\$	594.00
EFT111709	06/10/2016	JOHN SHANHUN	Councillor Reimbursement	\$	431.10
EFT111710	06/10/2016	SHEILAH RYAN	Gardening Services	\$	350.00
EFT111711	06/10/2016	SOIL SOLUTIONS PTY LTD	Material Supply - Sand	\$	781.88
EFT111712	06/10/2016	SOUTHERN TOOL & FASTENER CO	Hardware/Tool Supplies	\$	792.00
EFT111713	06/10/2016	STATEWIDE BEARINGS	Vehicle Parts	\$	41.80
EFT111714	06/10/2016	ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Professional Services - Consultation	\$	116.00
EFT111715	06/10/2016	STIRLING PRINT	Printing Services	\$	430.00
EFT111716	06/10/2016	ALBANY LOCK SERVICE	Lock Services/Supplies	\$	133.65
EFT111717	06/10/2016	SYNERGY	Electricity Supplies	\$	358.35
EFT111718	06/10/2016	T & C SUPPLIES	Hardware Supplies/Tools	\$	1,321.34
EFT111719	06/10/2016	T-QUIP	Plant Parts & Repairs	\$	51.30
EFT111720	06/10/2016	THE LINEN PRESS	Merchandise Order - AVC	\$	259.35
EFT111721	06/10/2016	K THOMPSON	Refund	\$	125.10
EFT111722	06/10/2016	TOLL FAST	Freight Charges	\$	626.06
EFT111723	06/10/2016	TOTAL SECURITY SYSTEMS	CCTV Upgrade - Additional Equipment	\$	1,857.43
EFT111724	06/10/2016	CAROLYN FRANCIS TRAPNELL	Merchandise Order - NAC	\$	3,024.00

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EFT111725	06/10/2016 TRUCKLINE	Vehicle Parts	\$ 75.92
EFT111726	06/10/2016 TURFMASTER PTY LTD	Material Supply - Turf C15018	\$ 98,054.00
EFT111727	06/10/2016 ALBANY TYREPOWER	Tyre Purchases/Repairs/Maintenance	\$ 1,432.35
EFT111728	06/10/2016 UNITED BOOK DISTRIBUTORS	Merchandise Order - AVC	\$ 897.73
EFT111729	06/10/2016 PETER WATSON MLA	Donation - Seniors Christmas Concert	\$ 500.00
EFT111730	06/10/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 550.22
EFT111731	06/10/2016 LINDY WEINERT	Fitness Instruction	\$ 270.00
EFT111732	06/10/2016 TOURISM WESTERN AUSTRALIA	WA Cruise Exchange 2016 Seller Fee	\$ 375.00
EFT111733	06/10/2016 WHITFIELD ESTATE & PAWPRINT CHOCOLATE	Merchandise Order - NAC	\$ 545.49
EFT111734	06/10/2016 NICOLETTE MULCAHY	Councillor Attendance And Travel Allowance 1/10/16 - 23/10/16	\$ 2,256.64
EFT111735	06/10/2016 TEENA-LOUISE WILLIAMS	Cleaning Services	\$ 1,065.00
EFT111736	06/10/2016 ZENITH LAUNDRY	Laundry Services/Hire	\$ 17.04
EFT111737	13/10/2016 ABA SECURITY	Security Services	\$ 2,717.76
EFT111738	13/10/2016 ACORN TREES AND STUMPS	Vegetation Control - C14023	\$ 12,000.00
EFT111739	13/10/2016 ACTIV FOUNDATION INC.	Material Supply - Cotton Rags	\$ 90.00
EFT111740	13/10/2016 AD CONTRACTORS PTY LTD	Equipment Hire	\$ 23,431.55
EFT111741	13/10/2016 AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	Staff Training	\$ 6,037.00
EFT111742	13/10/2016 OPTEON (ALBANY AND GREAT SOUTHERN WA)	Professional Services - Valuations	\$ 550.00
EFT111743	13/10/2016 ALBANY CITY LAWNS	Lawn Mowing Services	\$ 638.00
EFT111744	13/10/2016 ALBANY SOIL AND CONCRETE TESTING	Professional Services - Geotechnical Investigation	\$ 12,083.50
EFT111745	13/10/2016 ALBANY RETRAVISION	Material Supply - Freezer	\$ 278.00
EFT111746	13/10/2016 SOUTHERN PORTS AUTHORITY - PORT OF ALBANY	MIC Security Card	\$ 320.00
EFT111747	13/10/2016 ALBANY MOBILE WELDING	Repairs And Maintenance - Middleton Beach Play Ground	\$ 935.00
EFT111748	13/10/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$ 729.67
EFT111749	13/10/2016 ALBANY CENTRAL CABINETS PTY LTD	Construction And Installation - Cabinets	\$ 2,612.50
EFT111750	13/10/2016 ALBANY MILK DISTRIBUTORS	Milk Deliveries	\$ 283.10
EFT111751	13/10/2016 ALBANY IRRIGATION & DRILLING	Material Supply - Irrigation Equipment	\$ 215.50
EFT111752	13/10/2016 ALBANY RECORDS MANAGEMENT	Storage Services	\$ 645.42
EFT111753	13/10/2016 CICERO MANAGEMENT PTY LTD - ALEX HOTEL	Staff Accommodation - Training	\$ 187.00
EFT111754	13/10/2016 AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION	ALIA WA Library Technicians Group Event	\$ 270.01
EFT111755	13/10/2016 ALL EVENTS HIRE AND PRODUCTION	Albany Art Prize - Lighting	\$ 66.00
EFT111756	13/10/2016 NUTURF AMGROW AUSTRALIA PTY LTD	Material Supply - Classic Poly	\$ 3,685.00
EFT111757	13/10/2016 APPRENTICE & TRAINEESHIP COMPANY	Training	\$ 1,353.66
EFT111758	13/10/2016 ARTS NARROGIN INCORPORATED	Bella Kelly Exhibition Expenses Reimbursement	\$ 339.00
EFT111759	13/10/2016 ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 14,826.77
EFT111760	13/10/2016 AUDIOCOM ALBANY	Material Supply - Phone Cover	\$ 95.00
EFT111761	13/10/2016 AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	Licence Renewal	\$ 86.00
EFT111762	13/10/2016 AUSTRALIA'S SOUTH WEST INCORPORATED	Sponsorship For Great Southern Campaign	\$ 4,950.00
EFT111763	13/10/2016 AUSTRALIAN ELECTION COMPANY	Voting Services & Report	\$ 6,985.00
EFT111764	13/10/2016 BADGEMATE	Material Supply - Badges	\$ 16.12
EFT111765	13/10/2016 BATTERY WORLD	Material Supply - Battery	\$ 120.00
EFT111766	13/10/2016 BEAUREPAIRES ALBANY	Tyre Purchases/Repairs/Maintenance	\$ 210.00
EFT111767	13/10/2016 HEATHER BELL	Staff Reimbursement	\$ 90.87
EFT111768	13/10/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$ 9,107.84
EFT111769	13/10/2016 BEWITCHED CLEANING SERVICES	Cleaning Services	\$ 77.00
EFT111770	13/10/2016 J BISER	Rates Refund	\$ 274.00
EFT111771	13/10/2016 ALBANY BITUMEN SPRAYING	Construction Services - Roads/Bitumen Repairs	\$ 3,267.00
EFT111772	13/10/2016 J. BLACKWOOD & SON PTY LTD	Safety Equipment - Helmets And Goggles	\$ 3,040.24
EFT111773	13/10/2016 BMT OCEANICA PTY LTD	Remote Imagery Unit & Web Portal	\$ 385.00
EFT111774	13/10/2016 ALBANY BOBCAT SERVICES	Equipment Hire	\$ 748.00
EFT111775	13/10/2016 BOC GASES AUSTRALIA LIMITED	Container Service Rental	\$ 125.71
EFT111776	13/10/2016 AIR BP	Aviation Gas Purchases	\$ 556.03
EFT111777	13/10/2016 BUNNINGS GROUP LIMITED	Hardware And Tool Supplies	\$ 380.97
EFT111778	13/10/2016 KAITLIN BUNN	Staff Reimbursement	\$ 36.08
EFT111779	13/10/2016 R BURNETT	Rates Refund	\$ 71.00
EFT111780	13/10/2016 BUDGET RENT A CAR	Car Rental	\$ 99.43
EFT111781	13/10/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Fuel Purchases	\$ 5,316.07

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EFT111782	13/10/2016	CAPE GRAZING ESTATE PTY LTD	Rates Refund	\$	71.00
EFT111783	13/10/2016	J & S CASTLEHOW ELECTRICAL SERVICES	Sports Field Lighting And Power Installation - CPSP	\$	27,915.35
EFT111784	13/10/2016	CENTIGRADE SERVICES	Maintenance And Repairs - ALAC	\$	979.00
EFT111785	13/10/2016	CHADSON ENGINEERING PTY LTD	Repairs & Maintenance - Palin Test Calibration	\$	363.00
EFT111786	13/10/2016	CIVIL SURVEY SOLUTIONS	Software Licence - AutoCAD	\$	3,300.00
EFT111787	13/10/2016	CLEANAWAY PTY LIMITED	Rubbish Removal Contract	\$	209,917.00
EFT111788	13/10/2016	COCKLES PTY LTD	Rates Refund	\$	71.00
EFT111789	13/10/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$	40.70
EFT111790	13/10/2016	CONSTRUCTION EQUIPMENT AUSTRALIA	Material Supply - Throttle Cable	\$	266.92
EFT111791	13/10/2016	COURIER AUSTRALIA	Freight Charges	\$	1,198.12
EFT111792	13/10/2016	DOWNER EDI WORKS PTY LTD	Material Supply - Hotmix	\$	657.83
EFT111793	13/10/2016	HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Road Base - CPSP - Western Clubhouse	\$	9,407.94
EFT111794	13/10/2016	AL CURNOW HYDRAULICS	Material Supply - Leavers	\$	38.72
EFT111795	13/10/2016	CYCLING AUSTRALIA	Subsidy - She Rides Program	\$	318.00
EFT111796	13/10/2016	CYNERGIC COMMUNICATIONS	IT Services - Managed Server Xeon	\$	909.90
EFT111797	13/10/2016	D & K ENGINEERING	Repairs & Maintenance - Back Plate - Rake	\$	473.74
EFT111798	13/10/2016	CITY OF DARWIN	Airport Transfer Fees	\$	21.66
EFT111799	13/10/2016	DAVRIC AUSTRALIA	Merchandise Order - NAC	\$	566.72
EFT111800	13/10/2016	DE JONGE MECHANICAL REPAIRS	Vehicle Services/Repairs	\$	1,055.00
EFT111801	13/10/2016	CGS QUALITY CLEANING	Supply Gas Bottle Refills	\$	352.00
EFT111802	13/10/2016	LANDGATE - PROPERTY & VALUATIONS	Title Searches	\$	159.80
EFT111803	13/10/2016	JANINE DETERMES	Fitness Instruction	\$	225.00
EFT111804	13/10/2016	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Sanitary Services - September 2016	\$	1,680.99
EFT111805	13/10/2016	DEXION CANNING VALE	Material Supply - Storage Solution	\$	32.42
EFT111806	13/10/2016	DIGITAL MAPPING SERVICES	Surveying/Mapping Services	\$	2,629.00
EFT111807	13/10/2016	DISTINCTLY TRAVEL MANAGEMENT PTY LTD	Professional Services - Marketing	\$	1,210.00
EFT111808	13/10/2016	DYLANSON ON THE TERRACE	Catering	\$	881.20
EFT111809	13/10/2016	EASIFLEET MANAGEMENT	Novated Lease And Associated Fees	\$	7,159.20
EFT111810	13/10/2016	EDUCATIONAL EXPERIENCE PTY LTD	Daycare Supplies	\$	28.16
EFT111811	13/10/2016	ELLEKER GENERAL STORE	Fuel Charges	\$	37.10
EFT111812	13/10/2016	ALBANY ENGINEERING COMPANY	Repairs And Maintenance - Bearing Diameter Replacement	\$	511.82
EFT111813	13/10/2016	THE FIXUPPERY	Cleaning Services	\$	1,580.00
EFT111814	13/10/2016	ALL TRUCK REPAIRS	Vehicle Services/Repairs	\$	1,286.48
EFT111815	13/10/2016	FLIPS ELECTRICS	Repairs & Maintenance - Pump	\$	581.90
EFT111816	13/10/2016	FORM DESIGNS AUSTRALIA PTY LTD	Middleton Beach Aquarius Barrier Monitoring	\$	181.50
EFT111817	13/10/2016	FRANKS LOADER SERVICE	Earthmoving Works	\$	2,640.00
EFT111818	13/10/2016	GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance - Shark Exclusion Barrier	\$	2,750.00
EFT111819	13/10/2016	GNOWERAN SPRAYING	Spraying & Weed Control Services	\$	3,564.00
EFT111820	13/10/2016	GORDON WALMSLEY PTY LTD	Carpark Construction - Bitumen - CPSP Western Clubhouse	\$	17,426.00
EFT111821	13/10/2016	GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees	\$	2,389.33
EFT111822	13/10/2016	SOUTH REGIONAL TAFE	Staff Training	\$	308.76
EFT111823	13/10/2016	GREAT SOUTHERN SUPPLIES	Cleaning Products	\$	1,233.05
EFT111824	13/10/2016	AUSTRALIAN MEDICAL SUPPLIES PTY LTD	ALAC Aquatic Entry Wrist Bands	\$	693.00
EFT111825	13/10/2016	GREAT SOUTHERN LIQUID WASTE	Cleaning Services	\$	300.00
EFT111826	13/10/2016	GREAT SOUTHERN BIO LOGIC	Provision Of Additional Dieback Assessment	\$	726.00
EFT111827	13/10/2016	GRESLEY ABAS PTY LTD	Full Service Consultant - CPSP	\$	39,680.33
EFT111828	13/10/2016	GT BEARING AND ENGINEERING SUPPLIES	Oxy Hose Repairs	\$	20.00
EFT111829	13/10/2016	W HAMBLEY	Rates Refund	\$	7,100.00
EFT111830	13/10/2016	R HANNINGTON	Rates Refund	\$	71.00
EFT111831	13/10/2016	HARVEY NORMAN ALBANY	Material Supply - Video Equipment	\$	884.00
EFT111832	13/10/2016	HERBERT SMITH FREEHILLS	Professional Services	\$	9,680.00
EFT111833	13/10/2016	B HOLMAN	Rates Refund	\$	71.00
EFT111834	13/10/2016	H AND H ARCHITECTS	Professional Services - Design	\$	1,980.00
EFT111835	13/10/2016	HHG LEGAL GROUP	Professional Services	\$	1,716.40
EFT111836	13/10/2016	INDEPENDENT LIVING CENTRE OF WA (INC)	Access & Inclusion Consultancy Visit	\$	894.87
EFT111837	13/10/2016	KIM ANGELA TOMLINSON	Counselling Services - EAP	\$	390.00
EFT111838	13/10/2016	KOFFEE BOOST	Catering	\$	400.00

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EFT111839	13/10/2016	ALBANY WORLD OF CARS	New Vehicle Purchase	\$	10,925.60
EFT111840	13/10/2016	LATRO LAWYERS	Professional Services	\$	68.75
EFT111841	13/10/2016	LITTLE GROVE GENERAL STORE	Fuel Purchases	\$	1,051.42
EFT111842	13/10/2016	LOCKEEZ LUNCHBAR	Catering	\$	105.00
EFT111843	13/10/2016	B LULLFITZ	Rates Refund	\$	71.00
EFT111844	13/10/2016	M2 TECHNOLOGY PTY LTD	Hold Voice Service Agreement	\$	264.00
EFT111845	13/10/2016	M & A STEEL FABRICATION	Construction Services - Bus Shelters	\$	3,660.80
EFT111846	13/10/2016	M AND B SALES PTY LTD	Material Supply - Timber	\$	52.67
EFT111847	13/10/2016	ALBANY CITY MOTORS	Vehicle Parts/Service	\$	2,066.05
EFT111848	13/10/2016	MARKETFORCE LIMITED	Advertising	\$	1,108.66
EFT111849	13/10/2016	VICKI MICHELLE MARTIN	Fitness Instruction	\$	765.00
EFT111850	13/10/2016	MCGUFFIE TILT TRAY HIRE	Equipment Hire	\$	143.00
EFT111851	13/10/2016	MCLEODS	Professional Fees	\$	165.00
EFT111852	13/10/2016	MERRIFIELD REAL ESTATE	Storage Unit Rental	\$	200.00
EFT111853	13/10/2016	MIDALIA STEEL PTY LTD	Material Supply - Reinforcing Mesh	\$	343.18
EFT111854	13/10/2016	J MORGAN	Rates Refund	\$	71.00
EFT111855	13/10/2016	MOSTERT, DJ & H	Merchandise Order - AVC	\$	40.00
EFT111856	13/10/2016	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - AVC	\$	154.53
EFT111857	13/10/2016	MULE CREATIVE	Design Services	\$	810.00
EFT111858	13/10/2016	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$	25.04
EFT111859	13/10/2016	OCS SERVICES PTY LTD	Cleaning Services	\$	224.40
EFT111860	13/10/2016	OFFICEWORKS SUPERSTORES PTY LTD	IT Equipment	\$	69.58
EFT111861	13/10/2016	OKEEFE'S PAINTS	Paint/Painting Supplies	\$	58.80
EFT111862	13/10/2016	OPUS INTERNATIONAL CONSULTANTS LTD	Concept & Design - Carpark	\$	2,684.00
EFT111863	13/10/2016	ORANA CINEMAS ALBANY PTY LTD	Cinema Tickets - Survey Incentives	\$	525.00
EFT111864	13/10/2016	ORIGIN ENERGY	Bulk Gas Supplies	\$	6,417.55
EFT111865	13/10/2016	PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Earthmoving Works/Gravel Supplies	\$	31,575.51
EFT111866	13/10/2016	LUTZ PETER PAMBERGER	Counselling Services - EAP	\$	154.00
EFT111867	13/10/2016	PEERLESS JAL PTY LTD	Cleaning Supplies	\$	53.52
EFT111868	13/10/2016	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	Background Music Licence	\$	167.78
EFT111869	13/10/2016	PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Assorted Signage	\$	4,943.40
EFT111870	13/10/2016	PHOTORAMA KODAK EXPRESS	Material Supply - Binoculars	\$	198.00
EFT111871	13/10/2016	PLASTICS PLUS	Material Supply - Bin	\$	195.92
EFT111872	13/10/2016	PRE-EMPTIVE STRIKE PTY LTD	Design Services	\$	1,925.00
EFT111873	13/10/2016	PRINTSYNC BUSINESS SOLUTIONS	Photocopier Charges	\$	16.85
EFT111874	13/10/2016	QUALITY PUBLISHING AUSTRALIA	Merchandise Order - AVC	\$	109.45
EFT111875	13/10/2016	QUALITY PRESS	DFES T Card - Heavy Purple	\$	24.20
EFT111876	13/10/2016	REECE PTY LTD	Plumbing Supplies	\$	4,864.55
EFT111877	13/10/2016	RIVER HILL CONTRACTING PTY LTD	Equipment Hire	\$	6,818.00
EFT111878	13/10/2016	HIEDI ROWE	Fitness Instruction	\$	180.00
EFT111879	13/10/2016	SENIOR CITIZENS CENTRE OF MEALS ON WHEELS	Venue Hire	\$	300.00
EFT111880	13/10/2016	H SHAPLAND	Rates Refund	\$	684.64
EFT111881	13/10/2016	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$	2,664.72
EFT111882	13/10/2016	SMITHS ALUMINIUM AND 4WD CENTRE	Access Ramp - Handrail - Supply & Installation	\$	4,950.00
EFT111883	13/10/2016	SOUTHERN TOOL & FASTENER CO	Hardware Supplies/Tools	\$	410.77
EFT111884	13/10/2016	SOUTHCOAST SECURITY SERVICE	Security Services	\$	1,682.91
EFT111885	13/10/2016	POSITION PARTNERS	Software Licence	\$	1,370.60
EFT111886	13/10/2016	ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Professional Services - EAP	\$	116.00
EFT111887	13/10/2016	STEWART AND HEATON CLOTHING PTY LTD	Protective Work Clothing	\$	169.27
EFT111888	13/10/2016	SAMANTHA STEVENS	Staff Reimbursement	\$	478.81
EFT111889	13/10/2016	MARK STEWART	Albany Art Award Judging Honorarium	\$	900.00
EFT111890	13/10/2016	STIRLING PRINT	Printing Services	\$	202.00
EFT111891	13/10/2016	N STONEY	Rates Refund	\$	71.00
EFT111892	13/10/2016	ALBANY LOCK SERVICE	Lock Services/Supplies	\$	3,961.10
EFT111893	13/10/2016	SYNERGY	Streetlight Charges	\$	61,856.10
EFT111894	13/10/2016	T & C SUPPLIES	Hardware/Tool Supplies	\$	687.27
EFT111895	13/10/2016	T-QUIP	Plant Material Supplies	\$	1,626.10

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EFT111896	13/10/2016	TEX ONSITE PTY LTD	EWP Testing	\$	893.84
EFT111897	13/10/2016	TIM WATERS DESIGN	Design Services	\$	2,227.50
EFT111898	13/10/2016	CAROLINE ELLEN TOMPKIN	Fitness Instruction	\$	135.00
EFT111899	13/10/2016	ALBANY TYREPOWER	Tyre Purchases/Repairs/Maintenance	\$	317.50
EFT111900	13/10/2016	UBWH AUSTRALIA - UBQUITI WAREHOUSE	IT Equipment - Reticulation Upgrade	\$	7,667.52
EFT111901	13/10/2016	J VERMEULEN	Rates Refund	\$	71.00
EFT111902	13/10/2016	DOUG WALSH	Merchandise Order - NAC	\$	125.00
EFT111903	13/10/2016	WATCH REPAIR CENTRE	Repairs & Maintenance - Town Hall Clock	\$	1,500.00
EFT111904	13/10/2016	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$	308.66
EFT111905	13/10/2016	LINDY WEINERT	Fitness Instruction	\$	135.00
EFT111906	13/10/2016	WALGA	Staff Training	\$	4,345.00
EFT111907	13/10/2016	WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising	\$	6,279.41
EFT111908	13/10/2016	WESTSHRED DOCUMENT DISPOSAL	Document Disposal	\$	460.90
EFT111909	13/10/2016	WESTERN AUSTRALIAN MUSEUM	Image Licences	\$	150.00
EFT111910	13/10/2016	R WIGGINS	Rates Refund	\$	71.00
EFT111911	13/10/2016	WIZARD TRAINING SOLUTIONS	Staff Training Courses	\$	5,440.00
EFT111912	13/10/2016	WOOLWORTHS LIMITED	Groceries	\$	1,751.65
EFT111913	13/10/2016	YOUTH FOCUS	Mad Hatters Tea Party Grant Reference	\$	825.00
EFT111914	13/10/2016	Z-CARD POCKETMEDIA SOLUTIONS	Printing Services	\$	7,425.00
EFT111915	13/10/2016	ZENITH LAUNDRY	Linen/Laundry Services	\$	28.20
DD24086.1	11/10/2016	WA LOCAL GOVT SUPERANNUATION	Payroll Deductions	\$	77,370.33
DD24086.2	11/10/2016	COLONIAL FIRST STATE FIRSTCHOICE SUPER	Superannuation Contributions	\$	480.77
DD24086.3	11/10/2016	ASGARD	Payroll Deductions	\$	1,213.18
DD24086.4	11/10/2016	BT SUPER FOR LIFE	Superannuation Contributions	\$	146.55
DD24086.5	11/10/2016	REST SUPERANNUATION	Payroll Deductions	\$	1,611.51
DD24086.6	11/10/2016	AMP SUPERANNUATION SAVINGS	Superannuation Contributions	\$	257.54
DD24086.7	11/10/2016	TAL SUPERANNUATION LIMITED	Superannuation Contributions	\$	198.39
DD24086.8	11/10/2016	WEALTH PERSONAL SUPER AND PERSONAL	Superannuation Contributions	\$	52.68
DD24086.9	11/10/2016	WEALTH PERSONAL SUPER AND PERSONAL	Superannuation Contributions	\$	33.27
DD24086.10	11/10/2016	BT SUPER FOR LIFE	Superannuation Contributions	\$	299.18
DD24086.11	11/10/2016	NATIONAL MUTUAL RETIREMENT FUND	Superannuation Contributions	\$	121.56
DD24086.12	11/10/2016	PRIME SUPER	Superannuation Contributions	\$	639.34
DD24086.13	11/10/2016	HOSTPLUS PTY LTD	Superannuation Contributions	\$	404.09
DD24086.14	11/10/2016	MLC MASTERKEY BUSINESS SUPER	Superannuation Contributions	\$	353.51
DD24086.15	11/10/2016	SUPERWRAP PERSONAL SUPER	Superannuation Contributions	\$	409.98
DD24086.16	11/10/2016	COLONIAL FIRST STATE FIRSTCHOICE PERSONAL	Superannuation Contributions	\$	508.18
DD24086.17	11/10/2016	OAK TREE SUPERANNUATION FUND	Superannuation Contributions	\$	211.94
DD24086.18	11/10/2016	BT SUPER FOR LIFE	Superannuation Contributions	\$	80.30
DD24086.19	11/10/2016	FIRST SUPER	Superannuation Contributions	\$	196.30
DD24086.20	11/10/2016	ABUNDANT SPERANNUATION FUND	Payroll Deductions	\$	409.29
DD24086.21	11/10/2016	CARE SUPER PTY LTD	Superannuation Contributions	\$	192.09
DD24086.22	11/10/2016	FIRST STATE SUPER	Superannuation Contributions	\$	623.57
DD24086.23	11/10/2016	AUSTRALIAN SUPER	Payroll Deductions	\$	6,491.45
DD24086.24	11/10/2016	SPECTRUM SUPER	Superannuation Contributions	\$	304.09
DD24086.25	11/10/2016	SUPERWRAP PERSONAL SUPER	Superannuation Contributions	\$	237.16
DD24086.26	11/10/2016	NORTH PERSONAL SUPERANNUATION & PENSION FUND	Superannuation Contributions	\$	196.30
DD24086.27	11/10/2016	AJW SUPERANNUATION FUND	Superannuation Contributions	\$	239.71
DD24086.28	11/10/2016	TTCSL ATF CRUELTY FREE SUPER	Superannuation Contributions	\$	266.62
DD24086.29	11/10/2016	AUSTRALIAN CATHOLIC SUPERANNUATION	Superannuation Contributions	\$	65.15
DD24086.30	11/10/2016	SUNSUPER SUPERANNUATION	Superannuation Contributions	\$	462.98
DD24086.31	11/10/2016	LOCAL GOVERNMENT SUPER	Payroll Deductions	\$	518.00
DD24086.32	11/10/2016	IOOF EMPLOYEE SUPER	Superannuation Contributions	\$	244.74
DD24086.33	11/10/2016	RUSSELL SUPERSOLUTION MASTER TRUST	Superannuation Contributions	\$	202.58
DD24086.34	11/10/2016	AUSTRALIAN ETHICAL SUPERANNUATION FUND	Superannuation Contributions	\$	216.03
DD24086.35	11/10/2016	DESMO SUPERANNUATION FUND	Payroll Deductions	\$	612.91
DD24086.36	11/10/2016	ONEPATH MASTERFUND	Superannuation Contributions	\$	204.19
DD24086.37	11/10/2016	MLC MASTERKEY SUPERANNUATION	Superannuation Contributions	\$	337.86



DD24086.38	11/10/2016 CBUS	Payroll Deductions	\$	636.28
DD24086.39	11/10/2016 COMMONWALTH ESSENTIAL SUPER	Superannuation Contributions	\$	69.16
DD24086.40	11/10/2016 UNI SUPER	Superannuation Contributions	\$	165.10
DD24086.41	11/10/2016 MTAA SUPERANNUATION FUND	Superannuation Contributions	\$	221.13
DD24086.42	11/10/2016 THE UNIVERSAL SUPER SCHEME	Superannuation Contributions	\$	190.73
DD24086.43	11/10/2016 MACAULAY SUPER FUND	Superannuation Contributions	\$	211.94
DD24086.44	11/10/2016 ANZ SMART CHOICE SUPER	Superannuation Contributions	\$	405.21
DD24086.45	11/10/2016 IOOF GLOBAL ONE	Superannuation Contributions	\$	101.46
DD24086.46	11/10/2016 FUTURE SUPER	Superannuation Contributions	\$	115.96
DD24086.47	11/10/2016 COLONIAL SUPER RETIREMENT FUND	Superannuation Contributions	\$	181.67
DD24086.48	11/10/2016 BT SUPER	Superannuation Contributions	\$	160.21
DD24086.49	11/10/2016 BT SUPER FOR LIFE	Superannuation Contributions	\$	193.27
DD24086.50	11/10/2016 BT SUPER FOR LIFE	Superannuation Contributions	\$	275.95
DD24086.51	11/10/2016 MASON SUPERANNUATION FUND	Superannuation Contributions	\$	158.76
DD24086.52	11/10/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	\$	744.62
DD24086.53	11/10/2016 HESTA SUPER FUND	Superannuation Contributions	\$	644.98
DD24086.54	11/10/2016 KEZ AND JOHN MITCHELL SUPERANNUATION FUND	Superannuation Contributions	\$	268.46
DD24086.55	11/10/2016 WEALTH PERSONAL SUPER AND PERSONAL	Payroll Deductions	\$	224.85
DD24086.56	11/10/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	\$	1,347.99
	<b><u>TOTAL</u></b>		<b>\$</b>	<b>3,321,772.47</b>

REPORT ITEM CSF 279 REFERS

Document Number	Description	Date Sent/Received
EDR1656960	COPY OF EXECUTED DOCUMENT ITEM:N/A RE: APPLICATION FOR COMMUNITY CHEST FUNDING FOR THE 2018 XPD ADVENTURE RACING WORLD CHAMPIONSHIP EVENT PARTIES: N/A 3 COPIES 1 COPY	19/09/2016
EDR1657013	COPY OF EXECUTED DOCUMENT ITEM:N/A RE: DEVELOPMENT APPROVAL FOR REPLACEMENT OF CHAIN WIRE FENCE WITH LIMESTONE SCREEN AT 8 BIRSS STREET, EMU POINT PARTIES:LUKE SHUTTLEWORTH - EMU BEACH HOLIDAY PARK SIGNED BY THE CEO A SHARPE 1 COPY	21/09/2016
EDR1657014	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:DEVELOPMENT APPLICATION - LOT 22 TORBAY INLET ROAD - RELOCATION OF DOUBLE ENSUITE BLOCK AT CAMP KENNEDY PARTIES: N/A SIGNED BY THE CEO A SHARPE 1 COPY	21/09/2016
EDR1657017	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEVELOPMENT APPLICATION - EMU BEACH CARAVAN PARK SITE 119 - NEW CARPORT AND PATIO PARTIES: TIM TROUCHET SHEDS PLUS ON BEHALF OF MURRAY ATTWOOD SIGNED BY THE CEO A SHARPE 1 COPY	21/09/2016
EDR1657020	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: SIGNED DEFERRED PENSIONER CLAIM FOR RATES AND ESL REIMBURSEMENT BY DEPARTMENT OF FINANCE - STATE REVENUE OFFICE PARTIES: N/A SIGNED BY THE CEO 1 COPY	21/09/2016

REPORT ITEM CSF 279 REFERS

EDR1657154	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: WA BIKE NETWORK GRANT AGREEMENT CONTRACT (2016/2017) PARTIES: DEPARTMENT OF TRANSPORT SIGNED BY ACTING CEO C WOODS 1 COPY</p>	29/09/2016
EDR1657174	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: CLUB DEVELOPMENT OFFICER 2017 - 2020 PARTIES: DEPARTMENT OF SPORT AND RECREATION SIGNED BY ACTING CEO C WOODS 1 COPY</p>	30/09/2016
EDR1657349	<p>COPY OF EXECUTED DOCUMENT ITEM:UNDER DELEGATION 2016:009 RE:REGIONAL VENUES IMPROVEMENT FUND - PURCHASE OF STAGE LIGHTING, AUDIO EQUIPMENT AND PROJECTION EQUIPMENT TO THE VALUE OF \$47,567.73 - INTERGENERATIONAL HUB - ALISON HARTMAN GARDENS PARTIES: DEPARTMENT OF CULTURE AND THE ARTS SIGNED BY ACTING CEO C WOODS 1 COPY</p>	07/10/2016
EDR1657356	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: GRANT APPLICATION FOR FUNDING FOR COMMUNITY ACTIVITY HUB IN HEART OF ALBANY'S CBD PARTIES: GSDC - REGIONAL GRANT SCHEME SIGNED BY ACTING CEO C WOODS 1 COPY</p>	07/10/2016
EDR1657374	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: APPLICATION FOR DEVELOPMENT APPROVAL FOR WOMEN'S REST CENTRE PARTIES: N/A SIGNED BY ACTING CEO C WOODS 1 COPY</p>	10/10/2016

EDR1657390	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: APPLICATION FOR FUNDING FOR CENTENNIAL PARK - EVENT AND AFL STADIUM FIT OUT STAGE 2 PARTIES:GSDC - REGIONAL GRANT SCHEME SIGNED BY ACTING CEO C WOODS 1 COPY</p>	10/10/2016
EDR1657435	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE: YOUTH ACTIVITIES GRANT APPLICATION FOR THE COLOUR RUN - ALISON HARTMAN GARDENS PARTIES: DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES SIGNED BY THE CEO A SHARPE 1 COPY</p>	12/10/2016
EDR1657436	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEMOLITION PERMIT APPLICATION - REMOVAL OF TWO SHEDS FROM CENTENNIAL OVAL (McCORMICK PAVILION AND COVERED STORAGE AREA) PARTIES: N/A SIGNED BY THE CEO A SHARPE 1 COPY</p>	12/10/2016
EDR1657437	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUILDING PERMIT APPLICATION - FOR CARAVAN PARK AT LOT 1461CROWN RESERVE 22698 EMU POINT FOR THE PURPOSE OF A CARPORT AND PATIO PARTIES: N/A SIGNED BY THE CEO A SHARPE 1 COPY</p>	12/10/2016
NCSR1656977	<p>COPY OF COMMON SEAL ITEM: OCM 28.06.2016 ITEM PD133 RE: SIGNING OF LOCAL PLANNING SCHEME NO. 1 SCHEME AMENDMENT NO 19 PARTIES: N/A SIGNED BY THE CEO A SHARPE AND MAYOR 2 COPIES</p>	20/09/2016

<p>NCSR1657012</p>	<p>COPY OF COMMON SEAL ITEM: N/A RE: APPLICATION FOR CLEARING PERMIT FOR MILLBROOK ROAD UPGRADE (SLK 9.12-12.50) PARTIES: DEPARTMENT OF ENVIRONMENT REGULATION SIGNED BY THE CEO A SHARPE 1 COPY</p>	<p>21/09/2016</p>
<p>NCSR1657159</p>	<p>COPY OF COMMON SEAL ITEM: N/A RE: C16109 PROVISION OF CRUSHING SERVICES - CONTRACT PARTIES: PALMER EARTHMOVING (AUSTRALIA) SIGNED BY ACTING CEO C WOODS 2 COPIES</p>	<p>29/09/2016</p>
<p>NCSR1657260</p>	<p>COPY OF COMMON SEAL ITEM: OCM 27.09.2016 ITEM WS112 RE: SIGNING OF CONTRACTS FOR C16017 NORWOOD ROAD (SLK. 1-2.4) WIDENING AND RECONSTRUCTION PARTIES: AD CONTRACTORS PTY LTD SIGNED BY THE CEO A SHARPE AND MAYOR 2 COPIES</p>	<p>04/10/2016</p>
<p>NCSR1657261</p>	<p>COPY OF COMMON SEAL ITEM: N/A RE: SECTION 70A NOTIFICATION FOR LOT 10 ON DEPOSITED PLAN 409388 - STORMWATER MANAGEMENT REQUIREMENTS - INSTALLATION OF STORMWATER ATTENUATION AT TIME OF CONSTRUCTION PARTIES: ADAM AND SHELEY HALLSWORTH SIGNED BY THE CEO A SHARPE AND MAYOR 1 COPY</p>	<p>04/10/2016</p>

REPORT ITEM CSF 279 REFERS

<p>NCSR1657262</p>	<p>COPY OF COMMON SEAL  ITEM: OCM 26.05.2015 ITEM  CSF169  RE: SIGNING OF TRANSFER OF  LAND DOCUMENTS FOR CITY  OWNED LAND AT LOT 451 NO 106  MUELLER STREET (FORMERLY 42  CULL ROAD)  PARTIES: BRONSON SWANN  SIGNED BY THE CEO A SHARPE  AND MAYOR 1 COPY</p>	<p>04/10/2016</p>
<p>NCSR1657388</p>	<p>COPY OF COMMON SEAL  ITEM: OCM 27.09.2016 ITEM  WS113  RE: SIGNING OF CONTRACTS  FOR C16016 (A), (B). (C) AND (E)  PANEL OF SUPPLIERS - SURVEY  SERVICES  PARTIES: ALBANY MAPPING AND  SURVEYING SERVICES, HARLEY  DYKSTRA, JOHN KINNEAR AND  ASSOCIATES AND 35 DEGREES  SOUTH  SIGNED BY THE ACTING CEO C  WOODS AND MAYOR 8 COPIES</p>	<p>10/10/2016</p>



# Council Committee Meetings

*for discussion and exploration...*

# Council Policy: Governance & Meeting Framework

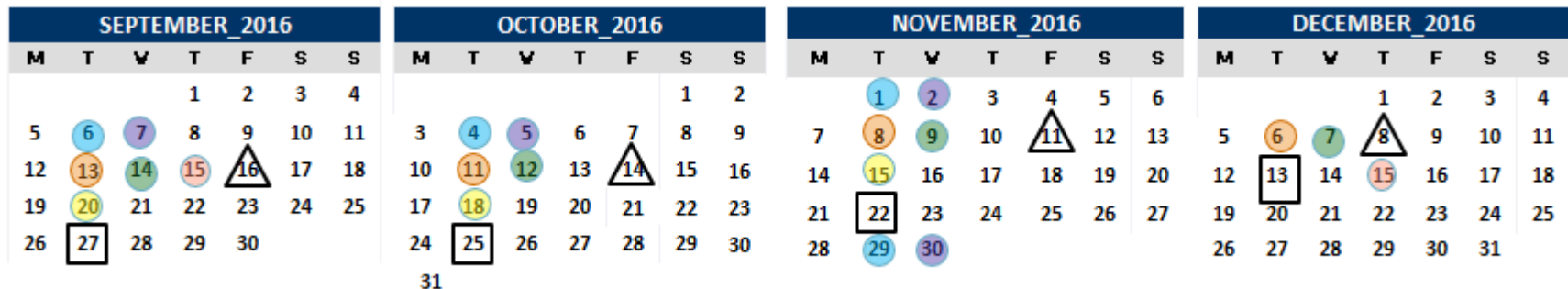
REPORT ITEM CSF 280 REFERS

(defines Council's decision making forums and processes)

- Current situation:

- ❖ **Council ordinary meeting schedule:** currently operates on a four weekly meeting cycle (except in January when Council is in recess). The monthly ordinary council meeting, unless a special council meeting is called, is the only meeting that makes decisions.

- ❖ **Committee meetings:** unless a report is considered urgent by the CEO, all reports for consideration by Council are referred through a council committee



- Audit & Risk Committee 6.00pm
- Community Services Committee 6.00pm
- Corporate Services & Finance Committee 6.00pm
- Economic Development Committee 6.45pm
- Planning & Development Committee 6.00pm
- Works & Services Committee 6.00pm
- LEMC & Airport Emergency Committee & BFAC
- Strategic Workshop 6.00pm
- Not fixed: As required: Audit & Risk Committee
- Not fixed: As required: LEMC, Airport Emergency Committee, BFAC
- Ordinary Council Meeting
- OCM Agenda sent to Elected members electronically



❖ Option 1: No change.

❖ Option 2: Consolidate to form two standing council committees.

❖ Option 3: Consolidate to form one standing council committee.

- Much of the City's business is handled by standing committees which meet monthly, prior to the monthly ordinary council meeting.
- Committees comprise of councillors who review reports presented by City officers on a wide variety of topics.
- Committee recommendations are placed before the monthly meetings of full Council for decisions.
- Council may accept committee recommendations, amend them, or send back to the appropriate committee for further consideration.
- Correspondence from individuals or organisations which cannot be handled through the routine processes and policies of the City are referred to the appropriate committee through an officer's report.

## ❖ Option 2: Two standing council committees

<p style="text-align: center;"><b>Committee One</b></p> <p style="text-align: center;"><b>Community Development, Corporate &amp; Commercial Services Committee</b></p>	<p style="text-align: center;"><b>Committee Two</b></p> <p style="text-align: center;"><b>Planning &amp; Engineering Services Committee</b></p>
<ul style="list-style-type: none"> <li>• <i>Finance (budget &amp; investment reporting, Business Planning)</i></li> <li>• <i>Information Technology</i></li> <li>• <i>Customer Service</i></li> <li>• <i>Human Resource Management</i></li> <li>• <i>Economic Development (tourism, regional alliance)</i></li> <li>• <i>Strategic Development (integrated planning &amp; reporting)</i></li> <li>• <i>Governance &amp; Councillor Support</i></li> <li>• <i>Community Engagement &amp; Capacity Building (welfare advocacy, youth, aged, multicultural, access &amp; inclusion)</i></li> <li>• <i>Community Infrastructure Planning</i></li> <li>• <i>Arts &amp; Culture</i></li> <li>• <i>Community Facilities (Airport, Daycare, Libraries, Visitors Centre , Vancouver Arts Centre, Town hall, NAC, Heritage Park, AEC)</i></li> <li>• <i>Recreation (ALAC, sporting precincts, club development)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Strategic Planning</i></li> <li>• <i>Statutory Planning</i></li> <li>• <i>Building Control</i></li> <li>• <i>Environmental Health</i></li> <li>• <i>City Centre &amp; Precinct Development (Waterfront, Middleton Beach)</i></li> <li>• <i>Parks (Natural &amp; Developed Reserve Management)</i></li> <li>• <i>Capital Works (Road &amp; Pathway Networks)</i></li> <li>• <i>Asset Management (City buildings, sporting fields)</i></li> <li>• <i>Major Projects</i></li> <li>• <i>Community Safety (rangers, bushfire brigade, emergency management)</i></li> </ul>

❖ Option 1: No change.

❖ Option 2: Consolidate to form two standing council committees.

SEPTEMBER_2016							OCTOBER_2016							NOVEMBER_2016						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

△ OCM Agenda sent to Elected members electronically

● Committee One: Community Development, Corporate & Commercial Services Committee

□ Ordinary Council Meeting

● Planning & Engineering Services Committee

❖ Option 3: Consolidate to form one standing council committee.

# Additional information detailed in the:

*Council Policy: Governance & Meeting Framework*

*&*

*Discussion Paper*

**TOPIC: COUNCIL COMMITTEE MEETINGS**

**Reference Documents** : Council Committee Presentation – Strategic Briefing – September 2016  
**Report Prepared by** : Manager Governance & Risk (S Jamieson)  
**Responsible Officer** : Chief Executive Officer (A Sharpe)

**Responsible Officer’s Signature:**

**Purpose:**

- It is requested that the group consider the options proposed and provide feedback to the Executive.
- This will then inform the Executive on the drafting of a proposal for council review and decision.

**Background:**

- The Council ordinary meeting schedule currently operates on a four weekly meeting cycle (except in January when Council is in recess). The monthly **ordinary council meeting**, unless a special council meeting is called, is the only meeting that makes decisions.
- **Committee meetings:** Unless a report is considered urgent by the CEO, all reports for consideration by Council are referred through a council committee

**Discussion:**

- Much of the City’s business is handled by standing committees which meet monthly, prior to the monthly ordinary council meeting.
- Committees comprise of councillors who review reports presented by City officers on a wide variety of topics.
- Committee recommendations are placed before the monthly meetings of full Council for decisions.
- Council may accept committee recommendations, amend them, or send back to the appropriate committee for further consideration.
- Correspondence from individuals or organisations which cannot be handled through the routine processes (i.e. delegations) and policies of the City are referred to the appropriate committee through an officer’s report.
- Currently the City of Albany has five Standing Committees, in addition to the Risk & Audit Committee and CEO Performance Review Panel, being:
  - Community Services Committee
  - Corporate Services Committee
  - Economic Development Committee
  - Planning & Development Committee
  - Works & Services Committee
- It is proposed that alternate options be explored.

**Options:**

The pros and cons are not exhaustive and have been presented to start the conversation and exploration process.

## REPORT ITEM CSF 280 REFERS

A limited number has been proposed as it is recommended that the group explore critique the pros and cons are presented and explored, expanded upon and critiqued by the group.

<p><b>Option 1:</b> <i>No change. Current committee system stay in place.</i></p>	<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• Currently in place</li> <li>• Committee Terms of Reference based on directorate functions</li> </ul> <p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• Functions and services reviewed in isolation</li> <li>• Not an efficient use of time</li> <li>• Aligned to old organisational structure</li> <li>• Not all committees have reports to be reviewed every month</li> <li>• Quorum is sometimes difficult to achieve</li> </ul>
<p><b>Option 2:</b> <i>Consolidate committees to form two standing council committees.</i></p>	<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• Efficient use of elected member and staff time</li> <li>• Allows elected members to have a week break to attend civic duties</li> <li>• Groups complimentary functions &amp; services</li> <li>• Has been trailed by other local government with success</li> </ul> <p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• Compressed time frame between last committee and ordinary meeting of council.</li> </ul>
<p><b>Option 3:</b> <i>Consolidate to form one standing council committee.</i></p>	<p><b>Pros:</b></p> <ul style="list-style-type: none"> <li>• All reports discussed and reviewed in one setting</li> </ul> <p><b>Cons:</b></p> <ul style="list-style-type: none"> <li>• Potential to be very long meetings</li> <li>• May limit discussion due to time constraints</li> </ul>

**Recommendation:** It is recommended that Option 2 be explored as it facilitates a break in the monthly meeting cycle and facilitates elected members attendance at other activities (i.e. civic duties, community workshops, strategic briefings etc).



## Council Policy

# **Governance & Meeting Framework**

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b> <i>(Member of EMT)</i>	
Manager Governance & Risk		Executive Director Corporate Services	
<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.7 – Policy		
<b>Synergy Reference Number:</b>	NP084913_11		
<b>Meta Data: Key Search Terms</b>	Council, meeting, agenda, minutes, conduct, resolution, voting		
<b>Status of Document:</b>	<b>Council decision:</b> Draft		
<b>Document file details:</b>	<a href="#">N:\Corporate Services\Governance and Risk\Corporate Documents</a>		
<b>Quality Assurance:</b>	Council, Audit & Risk Committee, Executive Management Team		
<b>Distribution:</b>	Public document		
<b>Document Revision History</b>			
<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
1.0	Chief Executive Officer	Adopted by Council OCM 19/2/2008, Report Item 14.2.1	19/02/2008
1.1	Chief Executive Officer	OCM 21/10/08 Item 16.1 & 16.3: Prescribed appointment of alternate deputies and ward seniority.	21/10/2008
1.2	Chief Executive Officer	OCM 21/04/09 Item 16.1: Defined policy and strategy committee timings.	21/04/2009
1.3	Chief Executive Officer	OCM 18/05/10 Item 16.2.2, Strategy and Policy Committee System dissolved. Additional criteria applied to Agenda Briefings, Concept Forums and Workshops.	18/05/2010
1.4	Chief Executive Officer	Amended to reflect organisational restructure. (Airports & Leasing & Ranger Services now report to Corporate & Community Services).	29/06/2010
1.5	Chief Executive Officer	SCM 18/10/2011 Item 6.4: Committee terms of references updated and minor administrative amendments.	05/01/2011
1.6	Chief Executive Officer	OCM 16/07/2013 Item 1.3: Introduced new standing committees and defined membership, being: <ul style="list-style-type: none"> <li>• All Standing Committees to have a Minimum of 4 and a maximum of 7 elected members; and</li> <li>• Corporate Service &amp; Finance Committee, membership extended to all elected members.</li> </ul>	16/7/2013



Document Revision History (continued)			
Version	Author	Version Description	Date Completed
1.7	Manager Governance & Risk	<ul style="list-style-type: none"> <li>○ <b>Audit and Risk Committee:</b> Terms of Reference amended. The <i>Local Government (Audit) Amendment Regulations 2013</i> published in the Government Gazette on 8 February 2013 now requires Audit Committees of a local government to have oversight of its systems and procedures in relation to risk management, internal control and legislative compliance. OCM 24/03/2014 (<b>Resolution AR003</b>)</li> <li>○ <b>Airport Emergency Committee:</b> No longer reports to LEMC, functions as a standalone committee. This Committee only deals with operational matters.</li> <li>○ <b>Bushfire Advisory Committee:</b> Terms of Reference defined by Council's adopted Strategic Bush fire Plan 2014 – 2019. OCM 25/11/2014 (<b>Resolution PD061</b>).</li> <li>○ <b>Standing Committees of Council</b> meetings now advertised and held in the Council Chambers and open to the public. OCM 24/05/2014 (<b>Resolution 15.1</b>)</li> <li>○ <b>New Committee titled "CEO Performance Review Panel &amp; Associated documents:</b> Updated to reference Council Policy: CEO Performance Review Process. OCM 22/04/2014 (<b>Resolution CSF077</b>)</li> <li>○ <b>Minor administrative amendment made to:</b> <ul style="list-style-type: none"> <li>▪ <b>Notes of Meetings.</b> The CEO, or their designated senior officer will cause notes to be kept of each Agenda Briefing, Concept Forum and Workshop. These notes will include the date, attendance and title of the subjects addressed and captured on the City's records management system.</li> <li>▪ <b>Definitions re-defined for:</b> Council Standing Committee Council Advisory Committee</li> </ul> </li> </ul>	28/11/2014
1.8	Manager Governance & Risk	<ul style="list-style-type: none"> <li>○ <b>Agenda Briefing Sessions.</b> OCM February 2015 (<b>Resolution CSF142</b>). Council resolved to cease holding agenda briefing sessions effective March 2015.</li> </ul>	24/02/2015
1.9	Manager Governance & Risk	<ul style="list-style-type: none"> <li>○ <b>WALGA Representation.</b> <i>At the OCM 22 April 2015 (Resolution CSF076), Council nominated All Elected Members to represent the City.</i></li> <li>○ <b>Minor administrative amendments:</b> <ul style="list-style-type: none"> <li>▪ Removal of reference to Deputy CEO, replaced with Executive Director Corporate Services.</li> <li>▪ Update of Executive Officer Titles</li> <li>▪ Defining the type of decision and recommendations reviewed by the BFAC.</li> <li>▪ Update Executive Officer for LEMC and BFAC to include CESM.</li> </ul> </li> </ul>	15/10/2015

Document Revision History (continued)			
Version	Author	Version Description	Date Completed
1.10	Manager Governance & Risk	<ul style="list-style-type: none"> <li>o <b>Amended:</b> OCM July 2016 (Resolution ED035), Council adopted the National Anzac Centre (NAC) Advisory Group Terms of Reference (Advisory Committee).</li> <li>o <b>Updated Titles:</b> <ul style="list-style-type: none"> <li>▪ Replaced Deputy CEO with Executive Director Corporate Services</li> <li>▪ Replaced Executive Director Economic Development &amp; Commercial services with Executive Director Commercial Services</li> <li>▪ Replaced Executive Director Community Services with Executive Manager Community Services</li> </ul> </li> <li>o <b>Legislative &amp; Strategic Context:</b> Appended with: <i>Serious &amp; Minor Misconduct obligations.</i></li> </ul>	26/07/2016
1.11	Manager Governance & Risk	<p>Fully revised and amended for review by the Executive Management Team. Major amendment being the reduction in standing committees Refer to report CSF277 for details, Draft Responsible Officer Recommendation:  <b>THAT:</b>                      (1) The following council standing committees be <b>DISSOLVED:</b></p> <ul style="list-style-type: none"> <li>• Corporate Services &amp; Finance Committee;</li> <li>• Economic Development Committee;</li> <li>• Planning Development Committee; and</li> <li>• Works &amp; Services Committee.</li> </ul> <p>(2) The following committees be <b>ESTABLISHED</b> and their respective Terms of Reference <b>ADOPTED:</b></p> <ul style="list-style-type: none"> <li>• Community &amp; City Business (CCB) Committee; and</li> <li>• Development &amp; Infrastructure Services (DIS) Committee.</li> </ul> <p>(3) That all elected members are appointed to the listed committees.                      (4) The Meeting and Governance Framework policy position be <b>ADOPTED.</b></p>	14/10/2016

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**Objective**

1. To provide a functional, transparent and legally compliant meetings framework that serves to:
  - a. Engage elected members in policy and strategy development from concept through to adoption.
  - b. Facilitate opportunity for elected members to drive Council's policy and strategy agenda with the assistance and collaboration of Council officers.
  - c. Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
  - d. Provide Council officers with a robust, contemporary and effective suite of Council management documents upon which to exercise delegated function or present advice and recommendation to Council for their determination.
  - e. Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council committees and working groups.

**Policy Statements**

2. The following policy statements apply where the *Local Government Act 1995* or the *City of Albany Standing Orders Local Law* is silent:

<b>Agendas and minutes</b>	<p>The level of decision-making and transparency needed for good governance requires comprehensive meeting agendas and minutes to be prepared. Matters to be considered at meetings of Council or committees are to be presented in an agenda prepared by the CEO.</p> <p>Agendas comprise of reports prepared by the organisation. Reports are structured to include information on the background, details, summary and funding of the proposal under consideration.</p> <p>All reports are the professional advice of the organisation and contain recommendations as to the most appropriate course of action to take based on the information presented.</p> <p>The decision to adopt, amend or reject a recommendation rests with Council, or in some cases a committee (if it has delegated authority).</p> <p>Where a Council or committee decision is different to that which has been recommended, reasons for that decision must be stated and recorded.</p> <p>Agendas are made available to Elected Members and the public before Council meetings. Where a committee is open to the public, committee agendas are also made available.</p> <p>It is the responsibility of the CEO or their designated senior officer to prepare agendas.</p> <p>Unconfirmed Council and committee minutes are to be made available to the public. The minutes of a meeting comprise all items considered at the meeting and include attendances, all motions, their movers and seconders and the decisions that have been made.</p>
<b>Apologies and leave of absence</b>	<p>An important function of an Elected Member, when being a part of the governing body of Council or a committee, is to attend and participate in the decision- making processes at meetings.</p> <p>Elected Members who are going to be absent from a meeting of Council or a committee should submit an apology. For extended periods of absence, Elected Members should apply to Council to grant leave of absence for that extended period.</p> <p>Leave of absence is not to be granted to an Elected Member in respect of more than six consecutive ordinary meetings of the Council</p>

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	<p>without the approval of the Minister, unless all of the meetings are within a period of three months.</p> <p>An Elected Member who is absent, without first obtaining leave of the Council, throughout three consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council unless all of the meetings are within a two month period.</p>
<b>Briefing Sessions</b>	<p>Briefing Sessions are used to inform Elected Members on the items of business to be presented and discussed at future meetings. Briefing Sessions can be made open to the members of the public, and question and statement time is permitted.</p>
<b>Committee meetings</b>	<p>To assist with its decision-making responsibilities, Council is able to establish committees from time to time. The work of committees is significant in local government due to the wide range of activities and functions of Council. Committees report to Council and are subject to the requirements of the Act.</p> <p>When a Council establishes a committee, it must determine the reporting and other accountability requirements that are to apply in relation to that committee.</p> <p>Committees may comprise of:</p> <ul style="list-style-type: none"> <li>• Elected Members only</li> <li>• Elected Members and employees</li> <li>• Elected Members, employees and members of the community</li> <li>• Elected Members and members of the community</li> <li>• Employees and members of the community or</li> <li>• Members of the community only</li> </ul> <p>The role and tasks of committees are varied however committees are generally established to:</p> <ul style="list-style-type: none"> <li>• inquire into matters and to provide and make recommendations to Council on matters within Council's responsibilities</li> <li>• carry out a specific project or task on behalf of Council or exercise, perform or discharge delegated powers, functions or duties.</li> </ul> <p>Committees meet as and when required and make recommendations to Council however where a committee has delegated authority, it is able to make a decision in its own right.</p> <p>Committee meetings can be made open to the members of the public, and question and statement time is permitted.</p> <ul style="list-style-type: none"> <li>• Questions and statements must relate to an item on the current agenda. A member of the public may request to present a deputation to the Elected Members relating to an item on the agenda.</li> <li>• Deputations are received on the same evening as the Committee meeting and at the commencement of the meeting. No decisions are made at Briefings, Concept Forums or Workshops although Elected Members may request additional information or may request alternative wording for recommendations to be prepared for possible consideration at the future Council meeting.</li> </ul>
<b>Council meeting schedule</b>	<p>Council operates on a four weekly meeting cycle, (except in January when Council is in recess).</p>
<b>Council Meetings</b>	<p>Council meetings are formal meetings of Council as defined under the Act and are required to be open to the public, although under certain conditions, meetings can be closed when Council considers certain items of business as prescribed by the Act. In order to promote transparency and accountability required for good governance, the closure of meetings should be applied as infrequently as possible.</p> <p>Good decision-making at a Council meeting is enhanced when the meeting is well run. This requires a clear and informative agenda,</p>

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	<p>good chairing and facilitation, adherence to meeting procedures and adherence to statutory requirements. There should also be a strong commitment to</p> <p>Council meetings being open to the public so that the community are fully informed and, where appropriate, involved in the decisions and affairs of Council.</p> <p>Elected Members, the CEO and Executive Directors attend all Council meetings.</p>
<b>Decisions</b>	<p>Strategy Sessions, Concept Forums, Briefings, Forums, and Workshops operate outside of the statutory framework of the Act are not intended to replace ordinary meetings of Council.</p>
<b>Meeting procedures and conduct</b>	<p>The Council has adopted a local law that provides a set of enforceable meeting procedures and rules to:</p> <ul style="list-style-type: none"> <li>• ensure better decision-making of council and its committees</li> <li>• assist in the good and orderly conduct of meetings</li> <li>• greater community understanding of the business of the Council.</li> </ul> <p>Elected Members are to familiarise themselves with the City of Albany Standing Orders Local Law (meeting procedures) as any breaches may result in the matter being referred to the Local Government Standards Panel.</p>
<b>Notes of meetings</b>	<p>The CEO, and/or designated senior officer will cause notes to be kept.</p> <p>Notes will be recorded on the City's Records Management System and detail the date, attendance and titles of the subject addresses.</p>
<b>Standing Committees of Council</b>	<p>All reports for consideration by Council should be referred through a Standing Committee.</p> <p>Standing Committees are generally open to the public, with the exception of the Audit &amp; Risk Committee.</p> <p>The following standing committees of the City of Albany Council are open to the public:</p> <ul style="list-style-type: none"> <li>• Community &amp; City Business (CCB) Committee</li> <li>• Development &amp; Infrastructure Services (DIS) Committee</li> <li>• Audit &amp; Risk Committee</li> <li>• Chief Executive Officer Performance Review Panel</li> <li>• Bush Fire Advisory Committee</li> <li>• Local Emergency Management Committee</li> </ul> <p>The terms of reference all Committees are listed at attachment 1.</p>
<b>Strategy Sessions</b>	<p>Strategy Sessions provide a forum for two-way communication between Elected Members and the CEO on strategic or complex issues. The sessions are open to all Elected Members, the CEO and other employees designated by the CEO as required.</p> <p>Strategy Sessions also provide an opportunity for relevant staff and/or outside consultants to present information on a concept or project. Elected Members are encouraged to ask questions but not enter into debate.</p> <p>Strategy Sessions are generally not open to members of the public.</p>
<b>Voting intentions</b>	<p>Elected Members must not indicate their voting intentions prior to being presented for Council resolution.</p> <p>An Elected Member's support of a proposal or Committee Recommendation does not bind the elected member's decision.</p>
<b>Working groups, workshops and reference groups</b>	<p>Council may conduct workshops or also establish working groups or reference groups as a mechanism for facilitating and improving community participation in the City's decision-making process.</p> <p>While not formally established under legislation, working groups and reference groups provide an opportunity for the City to obtain the views of community representatives as well as enabling networking opportunities for Elected Members with a wide range of</p>

	<p>representatives on issues of common interest. The opportunity to obtain such views assists Elected Members and Council to address strategic issues and priorities.</p> <p>Working groups and reference groups make recommendations to the organisation, who in turn detail those recommendations and comments within the formal report to Council or a committee on a particular issue or topic.</p> <p>Community representatives and Elected Members are encouraged to ask questions of relevant staff or consultants through the presiding person.</p>
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**Scope**

3. This policy applies to:
  - a. Briefings;
  - b. Committee meetings;
  - c. Concept Forums;
  - d. Ordinary Council Meetings;
  - e. Special Council Meetings;
  - f. Working Groups; and
  - g. Workshops.

**Legislative and Strategic Context**

4. Division 2, Part 5 of the *Local Government 1995* deals with Council Meetings, committees and their meetings.
5. For the purposes of Section 5.98 (2) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from agenda briefing requests.
6. For the purpose of Serious & Minor Misconduct:
  - a. The City is a “public authority” for the purpose of the CCM Act. The City must report serious and minor misconduct matters that the City reasonably suspects involve corruption, minor or serious or systematic misconduct or maladministration in public administration as required by the CCM Act (serious misconduct) and PID Act (minor misconduct). (available at [www.ccc.wa.gov.au](http://www.ccc.wa.gov.au) and [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)).
  - b. Paid members of Council Committees must acknowledges that:
    - (i) the supply of the Services may involve public administration by the City pursuant to the CCM Act and PID Act; and
    - (ii) as it is supplying the Services to the City the person:
      - (a) is a public officer for the purposes of the CCM Act; and
      - (b) is subject to the obligations under the CCM Act and Guidelines, including, but not limited to the obligation to report to the Office of the Corruption and Crime Commission matters that the Consultant reasonably suspects involves corruption, or serious or systematic misconduct or maladministration in public administration;
      - (c) is subject to the obligations under the PID Act and guidelines, including, but not limited to the obligations to report to the Office of the Public Section Commission matters that the Consultant reasonably suspects involves minor misconduct in public administration.

**Review Position and Date**

7. Chief Executive Officer to review with Council prior to an ordinary council election.

**Definitions**

8. Key terms and acronyms used in the policy, and their definitions.

<b>Act</b>	Local Government Act 1995
<b>Advisory Committee</b>	means a committee with membership comprised of representatives from the community and Elected Members.
<b>Audit</b>	means the inspection or examination of a City activity or facility to evaluate or improve its appropriateness, efficiency or compliance.
<b>Council Management Documents</b>	Policies, strategies, business plans, local laws and other corporate documents used in guiding, informing and regulating Council's decision making processes.
<b>Ordinary Council Meeting</b>	Council's principal decision making forum.
<b>Standing Committee</b>	means a permanent council committee that meets regularly.
<b>Working Group</b>	A group that consists of staff, elected members, and community representatives. Recommendations are referred to council standing committees for recommendation to Council.
<b>Workshops, Concept Forums</b>	in this framework refer to Briefing Sessions.

**Associated Documents**

- *Local Government Act 1995*
- Standing Orders Local Law 2014 (Amended)
- Strategic Bush Fire Plan 2014 – 2019
- Local Government Operational Guideline – Council Forums, Department of Local of Government and Regional Development
- Department of Local Government Guideline – Audit Committees in Local Government, Their Appointment, Function and Responsibilities
- Council Policy: Code of Conduct (Council Members, Committee Members, Staff & Volunteers)
- Council Policy: CEO Performance Review Process

**Standing Committees of Council**

9. All reports for consideration by Council should be referred through a Standing Council Committee.
10. Standing Committees of Council are generally open to the public, with the exception of the Audit and Risk Committee.
11. The Terms of Reference for Standing Committees of Council are detailed at attachment 1.

**Advisory Committees**

12. Advisory committees provide recommendations to Council in line with their terms of reference.
13. Advisory committees meet as and when required as determined by committee members or Council.
14. The Terms of Reference for Council Advisory Committees are detailed at attachment 2.



**Audit & Risk Committee** (Statutory Requirement)

- (1) **Function:** This Committee is responsible for:  
Assisting Council discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to the:
- reporting of financial information;
  - application of accounting policies;
  - management of the financial affairs of the City; and
  - assessment of the adequacy of the management of risk, internal control and legislative compliance.
- (2) **It will achieve this by:**
- (a) **Audit:**
- (i) Considering and approving the brief for the provision of audit services;
  - (ii) Evaluating the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
  - (iii) Meeting with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;
  - (iv) Ensuring that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
  - (v) Ensuring that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
  - (vi) Ensuring that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently Understand the financial performance of the Council's affairs;
  - (vii) Reviewing the audit report and make appropriate recommendations to Council; and
  - (viii) Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.
- (b) **Risk Management:** Address any specific requests referred to it from Council in relation to issues of internal control, legislative compliance and risk management.  
At least once every year consider a report in relation to the management of risk within the City of Albany and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with the risks that impact on the City.
- (c) **Regulation 17 of the Local Government (Audit) Regulations 1996:** Receive the CEO reviews conducted on the appropriateness of systems and procedures in relation to risk management, internal control and legislative compliance as prescribed.
- (3) **Membership:** Minimum of 4 and maximum of 7 elected members
- (4) **Meeting Schedule:** As required, minimum of three per calendar year.
- (5) **Meeting Location:** Council Chambers
- (6) **Directorate:** Office of CEO & Corporate Services
- (7) **Executive Officers:** Chief Executive Officer, Executive Director Corporate Services, Manager Governance & Risk, Manager Finance

**Delegated Authority:** None

**Chief Executive Officer Performance Review Panel**

- (1) **Function:** This panel is responsible for:  
Reviewing the performance of the Chief Executive Officer in accordance with the CEO Performance Review Process Policy.
- (2) **It will achieve this by:**
  - Ensuring the review process is conducted in a manner that is both collaborative and constructive with the aim of enhancing performance and providing guidance for the ensuing twelve months, using the City's agreed Strategic Plan and/or Business Plan.
  - Using the review process provide an opportunity to build relationships and to increase the effectiveness of individuals, systems and process to improve the performance and the profile of the City of Albany.
  - Making recommendations to Council.
- (3) **Chairperson:** Mayor
- (4) **Membership:** The CEO performance review panel will consist of:
  - The Mayor
  - Three Councillors appointed by resolution of Council.

This panel is to be facilitated by an Independent/external person appointed by a resolution of Council.

All Councillors seeking appointment to the CEO review panel must undertake the relevant CEO performance review training course provided by WALGA within six months of appointment to the panel; it is important for those actually involved in the appraisal interview to feel comfortable with their skill level and role.
- (5) **Meeting Schedule:** As required
- (6) **Meeting Location:** As determined
- (7) **Directorate:** Office of the CEO
- (8) **Executive Officers:** Manager Human Resources, An independent/external person appointed by a resolution of Council.
- (9) **Delegated Authority:** None

## Community & City Business Committee

(1) **Functions:** The Committee is responsible for the following functions:

### Community Services:

The delivery of “*Sense of Community Objectives*” contained in the City of Albany Strategic Plan:

- Build resilient and cohesive communities with a strong sense of place and community spirit.
- Create interesting places, spaces and events that reflect our community’s identity, diversity and heritage.
- Develop and support an inclusive and accessible community.
- Provide advice on effective ways to engage and report progress to the Community.

### City Business:

Monitoring and commenting on the financial health and strategies of Council.

The delivery of “*Civic Leadership Objectives*” contained in the City of Albany Strategic Plan:

- Establish and maintain sound governance structures.
- Provide strong, accountable leadership supported by a skilled and professional workforce.
- Engage effectively with our community.
- Governance:
  - Review of Council's policies;
  - Supporting Elected Members in their governance role;
  - Developing amendments to existing, or new, local laws;
  - Consideration of the Council's draft Strategic Plan;
  - Consideration of the Council's draft Annual Report;
  - Matters pertaining to the conduct of the Council's Annual General Meeting;
  - Consideration of the proposed meeting schedule for Council and its Committees;
  - Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council; and
  - Considering matters not falling within the terms of reference of any other Council committee.
- Service Complaint Internal Review: Responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.

### Economic Enabling & Support:

Considering and recommending to Council ways to strengthen the local Albany economy.

The delivery of “*Smart, Prosperous and Growing Objectives*” contained in the City of Albany Strategic Plan:

- Foster links between education, training and employment that support economic development.
- Strengthen our region’s economic based.
- Develop and promote Albany as a unique and sought after visitor destination.

*Community & City Business Committee (continued)*

- (2) **It will achieve this by:**
  - (b) Developing policies and strategies;
  - (c) Establishing ways to measure progress;
  - (d) Receiving progress reports;
  - (e) Considering officer advice;
  - (f) Debating topical issues;
  - (g) Providing advice on effective ways to engage and report progress to the Community;  
and
  - (h) Making recommendations to Council.
- (3) **Membership:** Open to all elected members
- (4) **Meeting Schedule:** Monthly
- (5) **Meeting Location:** Council Chambers
- (6) **Directorates:** Corporate Services, Community Services, Commercial Services
- (7) **Executive Officer(s):** Executive Director Corporate Services, Executive Director Commercial Services, Executive Manager Community Services
- (8) **Delegated Authority:** None

**Development & Infrastructure Committee**

(1) **Functions:** The Committee is responsible for:

Development Services:

The delivery of the “*Liveable Environmental Objectives*” contained in the City of Albany Strategic Plan:

- Advocate, plan and build connected, liveable communities.
- Create a community that supports people of all ages and backgrounds.
- Create vibrant neighbourhoods which are safe yet retain our local character and heritage.

Infrastructure Services:

The delivery of the “*Clean and Green Objectives*” contained in the City of Albany Strategic Plan:

- To protect and enhance our pristine natural environment.
- To promote environmental sustainability.
- To promote our region as clean and green.

(2) **It will achieve this by:**

- (a) Developing policies and strategies;
- (b) Establishing ways to measure progress;
- (c) Receiving progress reports;
- (d) Considering officer advice;
- (e) Debating topical issues;
- (f) Providing advice on effective ways to engage and report progress to the Community; and
- (g) Making recommendations to Council.

(3) **Membership:** Open to all elected members.

(4) **Meeting Schedule:** Monthly

(5) **Meeting Location:** Council Chambers

(6) **Executive Officers:** Executive Director Works & Services, Executive Director Development Services

(7) **Delegated Authority:** None

**Airport Emergency Committee** (Statutory Requirement)

- (1) **Functions:** The Committee is responsible for:
- Legislative Authority:** This Committee is established under the *Civil Aviation Act (1998)* and the *Emergency Management Act 2005*. This Committee is responsible for ensuring the currency of the Airport Emergency Plan and associated procedures in support of response and recovery agencies plans.
- (2) **It will achieve this by:**
- Overseeing the development of and compliance with the Airport Emergency Plan and procedures in accordance with the Civil Aviation Safety Regulations 1998 and the Emergency Management Act 2005.
  - Evaluating and considering the post activity report of the annual emergency exercise and any report recommendations.
  - Ensuring the emergency test (exercise) reports of this Committee are reported to the Local Emergency Management Committee (LEMC).
- (3) **Membership:**
- (Minimum of 1 maximum of 2 elected members). Membership to the Committee is prescribed under the Civil Aviation Act 1998.
  - The airport operator (City of Albany) must ensure that the following persons are invited to be members of the Committee:
  - Albany WA Police Local Commander, or their nominee (Hazard Management Agency responsible for Air Crash)
  - Senior representatives of key industry stakeholders (including airlines); and
  - Senior representative from the Office of Transport Security.
  - The Committee must also consist of representatives of relevant agencies or organisations expected to be involved in responses under the Airport Emergency Plan. These representatives must be sufficiently senior to commit their organisations to the Committee's agreed decisions.
  - The Chair may invite persons other than those listed above to be members or observers of the Committee.
- (4) **Meeting Schedule:** Quarterly, as required
- (5) **Meeting Location:** Council Chambers, 102 North Road, Yakamia WA 6330
- (6) **Directorate:** Commercial Services
- (7) **Executive Officers:** Executive Director Commercial Services, Manager Tourism & Development Services
- (8) **Delegated Authority:** None

**Bushfire Advisory Committee**

(1) **Function:** The Committee is responsible for:

Reviewing administrative and resourcing decisions and recommendations from the Bushfire Advisory Group and provide advice to Council on *Bush Fires Act 1954* matters.

**Legislative Authority:**

Under the *Bush Fires Act 1954 (s67)*, local governments may appoint such persons as it sees fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to:

- the preventing, controlling and extinguishing of bush fires;
- the planning and layout of fire breaks;
- prosecutions for breaches of the Bush Fire Act;
- the formation of bush fire brigades;
- the grouping thereof under brigade officers;
- the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities; and
- any other matter relating to bush fire control.

Local government makes the rules for guidance of the committee.

The committee is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

(2) **It will achieve this by:**

BFAC Functions:

- To consider reports regarding operational matters received from Bush Fire Advisory Group (BFAG) and provide recommendations to Council as appropriate.
- To consider nominations for the position of Chief Bush Fire Control Officer and Deputy Chief Fire Control Officer and make recommendations as appropriate to the City of Albany's Chief Executive Officer (or delegate).
- Advise and assist the City of Albany in ensuring that local risk management plans pertaining to bush fire are established and maintained.
- Liaise with the Bush Fire Advisory Group, other emergency management agencies and other supporting agencies in the testing of local bush fire risk management plans.
- Support the City of Albany to ensure appropriate and timely training programs are developed and delivered to brigade members, including on-going scenario-based training.
- Advise the City of Albany on operational and administrative matters relating bush fire prevention, preparedness, response and recovery, as per relevant legislation and policies.
- Advise and assist the City of Albany in the development of bush fire community engagement and education programs.
- Facilitate and foster open communication and cooperation with other fire and emergency agencies and neighbouring local governments.

(3) **Chairperson:** To be elected from the Committee (City of Albany Elected Member).

(4) **Membership:** Defined under the Terms of Reference detailed in the Strategic Bush Fire Plan 2014 – 2019:

- Two or three elected members (Chairperson)
- Chief Bush Fire Control Officer
- Chair of Bush Fire Advisory Group (BFAG)
- Department of Fire and Emergency Services (DFES) Representative
- Department of Parks and Wildlife (DPaW) Representative
- City of Albany Manager Rangers & Emergency Management (executive support – non-voting)
- City Emergency Management Administrator (administrative support – non-voting)

**Guests of Committee:**

- By invitation (non-voting) – i.e. CBFCOs of neighbouring local governments.

- (5) **Meeting Schedule:** As required.
- (6) **Meeting Location:** Council Chambers
- (7) **Directorate:** Development Services
- (8) **Executive Officers:** Executive Director Development Services, Manager Ranger & Emergency Services.
- (9) **Delegated Authority:** None.



**Local Emergency Management Committee** (Statutory Requirement)

(1) **Function:**

The *Emergency Management Act 2005* requires that local governments are to ensure that local emergency management arrangements are prepared and maintained for the local government district. The local emergency management arrangements contain the overarching emergency management arrangements relevant to that local government district.

The LEMC is responsible for reviewing, planning and testing the local community emergency management arrangements, including but not limited to:

- Advising and assisting the City of Albany in ensuring that local emergency management arrangements are established for its district;
- Liaising with public authorities and other persons and entities in the development, review and testing of local emergency management arrangements; and
- Carrying out other emergency management activities as required by the City of Albany Emergency Management Plan or as prescribed by legislation and regulations.

(2) **It will achieve this by:**

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

(3) **Chairperson:** Elected member appointed by Council. Deputy Chair (Officer in Charge of the Albany Police Station (WAPOL).

(4) **Membership:** Committee membership is extended to include representatives from agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.

(5) **Meeting Schedule:** Quarterly, as required.

(6) **Meeting Location:** Council Chambers.

(7) **Directorate:** Development Services

(8) **Executive Officers:** Chief Executive Officer, Executive Director Development Services, Community Emergency Safety Manager (CESM)

(9) **Delegated Authority:** None

## **National Anzac Centre Advisory Group (Advisory Committee)**

### **Background**

The National Anzac Centre (NAC) is located within the Princess Royal Fortress precinct on Mount Clarence in Albany and was officially opened on 1 November 2014. The intent of the NAC is to provide a National Centre which focusses on the origins of the Anzac Legend and in particular tells the story of the departure of the first and second convoys from Albany to World War One and the experience of these men and women who served. It was also designed to be a focal point for the National Launch of the 4 year ANZAC Centenary commemorations. The NAC is also an important visitor attraction that adds value to the existing tourism product offer in the Great Southern by creating a reason to visit and increasing the length of stay of visitors to the region.

### **Terms of Reference**

The National Anzac Centre Advisory Group Terms of Reference is the document that establishes the agreed roles and functions for the Advisory Group, both collectively and individually. It is utilised by the Advisory Group to ensure that its operation is governed responsibly.

The Group's Terms of Reference must be endorsed and approved by resolution of the City of Albany Council, who is ultimately responsible for ensuring it is maintained and properly utilised.

### **Purpose**

The NAC Advisory Group is established to provide:

- Advice and strategic oversight of the National Anzac Centre and where appropriate other elements of the Albany Heritage Park, and support the ongoing development and implementation of initiatives (infrastructure, marketing, events, tourism experiences) to achieve the strategic objectives of the precinct.
- Support the market success and financial sustainability of the NAC and the Princess Royal Fortress, and ensure engagement with the broader region in driving the success of these important assets.

### **Responsibility of the National Anzac Centre (NAC) Advisory Group**

The Advisory Group is responsible for:

- Facilitating the exchange of information; providing advice and the development of relationships that assist in identifying potential pathways and synergies with National, State and Local Government objectives and policies.
- Ensuring appropriate expertise is sourced on infrastructure; marketing; event; and exhibition initiatives and programs that support and promote the tourism, cultural and heritage values of the NAC, the ANZAC Albany story and the surrounding precinct.
- Identify and facilitate engagement and leverage opportunities with surrounding local government authorities and key partners to assist with the development of packages and promotional activities.
- Assist with identifying funding opportunities to enhance the product offering by providing new, and refreshing existing experiences.
- Raise the profile of the National Anzac Centre as an iconic heritage tourism asset and build upon its current success in increasing visitation to the region.
- Ensure the NAC interpretative component remains relevant, refreshed and consistent with a high quality contemporary museum standard.

**Authority of the Advisory Group**

The Advisory Group may make recommendations to the Council on all relevant business matters as per the Advisory Group purpose and responsibilities. Recommendations will be provided to the Council in written form, accompanied by supporting reports and prepared by the City of Albany Executive Officer.

The Advisory Group does not have delegated authority.

**Structure and Composition of the National Anzac Centre (NAC) Advisory Group**

**Membership**

The Advisory Group shall consist of a minimum of five (5) members and a maximum of nine (9) members, with the City of Albany Mayor being a permanent member representing the City of Albany.

The term of appointment for membership, with the exception of the Chair and Mayor will be for an initial period of two years. The position of Chair will be for a minimum initial three year term.

The Chair and Group members may be nominated for re-appointment upon expiry of their term up to a maximum of a further two consecutive terms.

Should a vacancy occur during the term of appointment, the appointment to fill the casual vacancy will be filled by an invitation from the Advisory Group and subsequently endorsed by the City representative (the CEO).

Representatives have a responsibility to attend meetings of the Advisory Group, contribute to discussion and vote on matters. A member of the Advisory Group may resign at any time. The resignation must be in writing in the form of a letter or email addressed to the designated Executive Officer, stating the member’s intention to resign from the National Anzac Centre Advisory Group. Resignations will be acknowledged by the designated Executive Officer and CEO.

<b>Industry Representation:</b>	A maximum of four (4) industry members will be sought on the basis of expertise, interest, understanding and commitment to the Albany tourism sector and enhancing the liveability of the City of Albany. The independent Chair to be one of the Industry Representatives.
<b>Stakeholder Representation:</b>	The following institutions will be invited to nominate an Advisory Group member: <ul style="list-style-type: none"> <li>• The WA Branch of the RSL</li> <li>• The WA Museum</li> <li>• Tourism WA</li> <li>• The Western Australian Department of Premier and Cabinet.</li> </ul>
<b>Council Representation:</b>	The Mayor or his nominee will represent the interests of the Council.
<b>Chair</b>	An independent Chair may be nominated by the Mayor in liaison with the Council.

## REPORT ITEM CSF 280 REFERS

### *National Anzac Centre Advisory Group (continued)*

<b>Deputy Chair:</b>	The Deputy Chair of the Advisory Group will also be nominated by the Mayor in liaison with the Council. The Deputy Chair will be drawn from the other members of the Advisory Group.
<b>Council Staff Involvement:</b>	The Chief Executive Officer (CEO) and the designated Executive Officer, from time to time, may nominate staff involvement on the Advisory Group. Council staff required to attend the Advisory Group will participate and contribute to the discussion and debate but will not have any voting rights.
<b>Advisory Group Support:</b>	The designated Executive Officer will arrange for administrative support for the Advisory Group. Such support will include the preparation and distribution of the agenda, notice of meeting and business papers and recording of the minutes. The Advisory Group secretariat is also responsible for arranging meeting venue, refreshments and coordinating any presentations.

### **Expertise**

Membership of the Advisory Group is generally to consist of senior representatives from the WA Branch of the RSL, WA Museum, Tourism Western Australia and The WA Department of Premier and Cabinet.

The Industry representatives will be invited to nominate for a position on the Advisory Group based on their expertise or experience in the following areas.

- A significant relevant understanding of the Tourism Industry.
- A significant relevant understanding of the marketing of Cultural and Heritage Assets.
- A significant relevant understanding of the provision of cultural and heritage programming for public and target group Education.
- A significant relevant understanding of commercial business practices, including but not limited to business development and sponsorship.

### **Chair**

The Chair of the Advisory Group will be independent from the City of Albany staff and elected members.

Should the Chair of the Advisory Group be absent from a meeting and no acting Chair has been appointed, the members of the Group present at the meeting have the authority to choose one of their number to Chair the meeting.

### **Operation of the National Anzac Centre (NAC) Advisory Group**

#### **Executive Officer**

The City's designated Executive Officer is responsible for:

- Preparing the agendas for the Advisory Group, on behalf of, and in consultation with the Chair.
- Taking and writing the minutes of the Advisory Group meetings.
- Preparing the Advisory Group Reports and Recommendations for consideration and decision of the Group.

**Frequency and Location of meetings / minimum number of meetings**

For the first year the Advisory Group will meet quarterly as a minimum and as frequently as is deemed necessary to undertake its role effectively. The Advisory Group will provide recommendations to the Council as to the frequency of its meetings after that.

Meetings will be held at the most cost effective location however a minimum of one meeting each year will be held in Albany and include an inspection of the NAC and the Albany Heritage Park.

A notice of each meeting confirming the date, time, venue and agenda will be forwarded to each member of the Advisory Group as soon as practicable prior to the meeting date.

Advisory Group meetings are permitted to be held other than in person, by any technological means as consented to by all members of the Advisory Group.

**Attendees**

Any elected member of the City of Albany Council may attend and speak at an Advisory Group meeting.

**Quorum for meetings**

The minimum quorum for an Advisory Group meeting is 5 members.

**Advisory Group Members out of pocket expenses.**

Advisory Group members are entitled to travel and out of pocket expenses for attendance at meetings and official functions.

**Advisory Group member interest**

Members of the Advisory Group will not participate in discussions and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.

Members' interest in matters to be discussed at meeting are to be disclosed as prescribed under section 5.65 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

An interest is defined under regulation 34C of the *Local Government (Administration) Regulations 1996*, being:

***"Interest"** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

*Where an interest must be disclosed, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the meeting.*

**Access to advice**

The Advisory Group has the authority to investigate any matters within its terms of reference as set out in the Advisory Group's terms of reference, with the resources it needs to do so and with the right of access to information including external professional advice as necessary.

**Formal mechanism for reporting key matters**

The Executive Officer shall report the findings and recommendations of the Committee to the City of Albany Council after each Committee meeting for decision or noting as appropriate.

**Review and assessment of the National Anzac Centre (NAC) Advisory Group**

The Advisory Group shall perform an annual evaluation of its performance and provide that information to the City of Albany Council.

The City of Albany Council will evaluate the performance of the Advisory Group as appropriate.

## Council Policy – Graffiti Management

### Objectives

1. The objectives of this policy are to:
  - a. Remove graffiti as quickly as practicable as a strict deterrent;
  - b. Reduce the incidence and visibility of graffiti;
  - c. Improve community perception of safety;
  - d. Encourage the reporting and removal of graffiti on private assets.

### Policy Statement

2. The City of Albany views that it is a crime to deface another person's property without their permission.
3. Unless the City identifies an asset as exempt from this for community purpose, the City will endeavour to clean, remove or cover all graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves under the care and control of the City, including but not exclusively parks, reserves, public access ways and road reserves.

### Scope

4. This policy provides the framework through which the City will respond to graffiti in the Local Government area.
5. This policy applies to all areas encompassing the municipality of Albany.

### Legislative and Strategic Context

6. The *Graffiti Vandalism Act 2016* is a consolidated Act enabling police, public transit officers and the local government sector to deal with graffiti offences.
7. Strategic context (Community Strategic Plan):
  - **Theme:** 4. A Sense of Community
  - **Strategy:** 4.1.2 Promote and develop an authentic sense of community.
  - **Community KPI:** Graffiti Control 70%

### Graffiti Management Context

8. The City has adopted a variety of strategies to reduce illegal graffiti. These strategies aim to:
  - a. Prevent the reoccurrence of illegal graffiti through rapid removal,
  - b. Educate the community about illegal graffiti,
  - c. Prevent reoccurrence of illegal graffiti through prosecution of offenders,
  - d. Lessen the negative financial and social impact of illegal graffiti, and
  - e. Reduce the fear of crime in the community.

9. The City's Graffiti Management Policy will be implemented focusing on the following fundamentals:
  - a. Regular inspections and removal of graffiti on City assets as soon as possible
  - b. Explore "graffiti initiative's" to assist the community removing graffiti off private residences;
  - c. Promoting the "[Goodbye Graffiti](#)" website for the community to report graffiti;
  - d. Promote reporting of graffiti to the local police by the community; and
  - e. Provide community notice boards in key area for the display of community information.
  
10. To assist the community reducing graffiti occurrences, the City will endeavour to educate the community on the following areas:
  - **Target hardening** - Making it difficult for the graffiti vandals to damage property by utilising anti-graffiti paints or climbing plants on walls and fences.
  - **Rapid removal** - The sooner graffiti is removed from property the less chance of being targeted again.
  - **Reporting** – Immediate report acts of vandalism witnessed or any other relevant information directly to:
    - The Police on 9892 9300, or
    - The Goodbye Graffiti Hotline on 1800 442 255, or
    - Graffiti reporting form located at [www.goodbyegrffiti.wa.gov.au](http://www.goodbyegrffiti.wa.gov.au)

#### **Review Position and Date**

11. This policy must be reviewed every two years by the document owner.

#### **Associated Documents**

- Graffiti Removal Kit Acceptance Form
- Delegation Register
- Form 4 – Graffiti Vandalism Act 2016 – Objection Under Section 22 of the Act.
- Form 6 – Graffiti Vandalism Act 2016 - Warrant to Enter Under Section 29 of the Act.

#### **Definitions**

12. **Graffiti** is defined as defacement by writing, spraying, scratching or other form of defacement to property without the prior consent of the property owner, or with the consent of the property owner but of an offensive, obscene or racist nature. This includes tags, stencils and the fixing of posters without property owner's consent.
  
13. **Defacement** for the purpose of this policy means marking or writing on property, includes posting bills such as promotional posters.



<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b> <i>(Member of EMT)</i>	
Senior Community Development Officer		Executive Manager Community Services	
<b>Document Control</b>			
<b>File Number</b>	-	CM.STD.7 – Policy	
<b>Document Type:</b>			
<b>Synergy Reference Number:</b>		NP1010909	
<b>Meta Data: Key Search Terms</b>		Graffiti removal, vandalism	
<b>Status of Document:</b>		<b>Council decision:</b> Adopted.	
<b>Document file details:</b>		<a href="#">N:\Corporate Services\Governance and Risk\Corporate Documents</a>	
<b>Quality Assurance:</b>		Executive Management Team, Manager Governance & Risk Management	
<b>Distribution:</b>		Public Document	
<b>Document Revision History</b>			
<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
1.0	Senior Community Development Officer	Adopted by Council on 17/11/2009 Report Item 15.2.4.	17/11/2009
1.1	Senior Community Development Officer	Reviewed by the Executive Director Community Services and Manager Cultural & Community Development under delegated authority. No amendments made.	27/11/2014
1.2	Manager Governance & Risk	Reviewed under delegation by the Executive Manager Community Services. Amended: <ul style="list-style-type: none"> <li>• Document formatting updated and version control appended to the policy document.</li> <li>• <i>Strategic Context reviewed and updated to reference current strategic plan, being:</i> <ul style="list-style-type: none"> <li>○ <b>Theme:</b> 4. A Sense of Community</li> <li>○ <b>Strategy:</b> 4.1.2 Promote and develop an authentic sense of community.</li> <li>○ <b>Community KPI:</b> Graffiti Control 70%.</li> </ul> </li> </ul>	20/07/2016
1.3	Manager Governance & Risk	Internal review conducted (Community Services, Works & Services, and Development Services). Prepared for Council review and endorsement.	27/10/2016

**Form 4 - Graffiti Vandalism Act 2016**

[section 22]

**OBJECTION UNDER SECTION 22 OF THE ACT**

To the <sup>(1)</sup> .....

I, <sup>(2)</sup> .....

of <sup>(3)</sup> .....

hereby object to the <sup>(4)</sup> .....

to <sup>(5)</sup> .....

The grounds of my objection are as follows:

<sup>(6)</sup> .....

In support of my objection I attach the following:

<sup>(7)</sup> .....

Dated the ..... day of ..... 20.....

<sup>(8)</sup> .....

Person objecting

- (1) name of local government
- (2) full name of person objecting
- (3) postal address of person objecting
- (4) identify decision to which objection is made
- (5) give details of decision
- (6) give details of grounds of objection
- (7) plans, specifications, letters, notices, or other documents (if appropriate)
- (8) signature of person objecting

**Form 6 - Graffiti Vandalism Act 2016**

[section 29]

**WARRANT TO ENTER UNDER SECTION 29 OF THE ACT**

I, <sup>(1)</sup> .....

of <sup>(2)</sup> .....

in the State of Western Australia, Justice of the Peace, being satisfied that the entry is reasonably required but —

- <sup>(3)</sup> (a) entry has been refused or is opposed or prevented;
- <sup>(3)</sup> (b) entry cannot be obtained; or
- <sup>(3)</sup> (c) notice cannot be given under section <sup>(3)</sup> 3.32 / 8.6(3)(b) of the Act without unreasonable difficulty or without unreasonably delaying entry,

hereby authorise <sup>(4)</sup> ..... <sup>(3)</sup> by its employees,

together with <sup>(5)</sup> .....

or any police officer to enter <sup>(6)</sup> .....

for the purpose of <sup>(7)</sup> .....

using such force as is necessary.

Signed .....  
Justice of the Peace

Dated .....

- (1) name of Justice of the Peace
- (2) address of Justice of the Peace
- (3) delete if not applicable
- (4) name of local government or authorised person to whom warrant is issued
- (5) name or description of any person authorised to assist in executing the warrant
- (6) address or description of land, premises, or thing to be entered
- (7) purpose for which entry may be made



	Rating Subsidy Recipients
Assessment Number	Sporting/Community Group
A133873	ALBANY ATHLETICS GROUP INC
A179378	ALBANY BOATING & OFFSHORE
A161280	ALBANY BOWLING CLUB
A161537	ALBANY BRIDGE CLUB
A171336	ALBANY CITY KART CLUB INC
A149179	ALBANY CLUB INC
A204735	ALBANY ENTERPRISE GROUP INC
A174427	ALBANY EQUESTRIAN ASSOCIATION INC.
A136770	ALBANY GOLF CLUB
A14758	ALBANY HARNESS RACING CLUB INC
A14780	ALBANY ITALIAN CLUB INC
A82145	ALBANY KINDERGARTEN
A156611	ALBANY LIGHT OPERA AND THEATRE COMPANY
A130471	ALBANY MARITIME FOUNDATION
A204721	ALBANY MODEL AERO CLUB
A140446	ALBANY MODEL RAILWAY ASSOC INC
A79732	ALBANY PLAY GROUP INC
A6791	ALBANY RACING CLUB INC
A64947	ALBANY ROWING CLUB
A96087	ALBANY SOCCER FEDERATION
A187399	ALBANY SPEEDWAY CLUB INC
A97368	ALBANY WOMENS REST HOUSE ASSOCIATION INC
A30213	CITY OF ALBANY BAND INC
A155029	EMU POINT SPORTING CLUB INC
A124369	GIRL GUIDES WESTERN AUSTRALIA (INC)
A65539	GREEN RANGE COUNTRY CLUB
A65999	KING RIVER HORSE & PONY CLUB
A6037	KING RIVER RECREATIONAL CLUB INC
A74368	LAWLEY PARK TENNIS CLUB
A136225	LOWER GREAT SOUTHERN HOCKEY ASSOC
A227280	LOWER KING COMMUNITY KINDERGARTEN
A50479	MERRIFIELD PARK TENNIS CLUB
A84446	MIDDLETON BEACH BOWLING CLUB
A116479	NORTH ALBANY FOOTBALL & SPORTING CLUB INC
A64820	PRINCESS ROYAL SAILING CLUB
A92223	RAILWAYS FOOTBALL & TIGERS SPORTING
A64799	RIVERVIEW COUNTRY CLUB
A92354	ROYALS FOOTBALL CLUB
A74354	SCOUT ASSOCIATION AUSTRALIA WA BRANCH
A104446	SENIOR CITIZENS CENTRE
A64785	SOUTH COAST COUNTRY MUSIC CLUB INC
A157843	SPECTRUM THEATRE INC
A176287	STIRLING CLUB INC
A185660	TAOIST TAI CHI SOCIETY OF AUSTRALIA (INC)
A162430	THE JAYCEES COMMUNITY FOUNDATION INC
A64866	VINTAGE CAR CLUB (INC)

## **Council Policy – Rating Subsidy: Sporting and Community Organisations**

### **Objective**

1. The purpose of this policy is to:
  - a. Establish a governing framework for consistent management of applying a full or partial rating subsidy to community organisations, in particular sporting and recreational groups; and to:
  - b. Ensure that all sporting and community organisations:
    - (i) leasing property owned by or vested in the City of Albany; or
    - (ii) leased from a third party; or
    - (iii) owned by the organisation under freehold title;
 are treated equitably with regard to rate charges.

### **Policy Statements**

2. Council recognises that:
  - a. Community sporting and recreational groups exist for the benefit of the community, or subject to membership application.
  - b. Community organisations are not designed to generate significant revenue or profit but it is preferable that their costs are neutral to the City.

#### **Qualifying Criteria:**

3. Subject to a qualifying criteria, a full subsidy of annual rates may be applied.
4. Each property owned or leased by the organisation will be assessed on its own merits, on a case by case basis.
5. To be eligible for a rating subsidy:
  - a. The purpose of an organisation must be of a community sporting or recreational nature, of the kind outlined in paragraph 9. This purpose will be stated in the organisations constitution, details of incorporation or similar statement of purpose, and;
  - b. The organisation must be not-for-profit, and;
  - c. The property for which the subsidy is being sought must be used for the sporting or community use for which the organisation exists.

#### **Special Exemptions:**

6. Council reserves the right to consider each application request for a rate subsidy on a case-by-case basis and may require additional conditions or approve exemptions at the discretion of the Approving Officer.

**Eligibility as a result of the provision of ancillary commercial services:**

7. The provision of ancillary services where any revenue and surplus received is for the benefit of the group or organisation, such as a bar, dining facilities or canteen, does not disqualify eligibility.
8. Properties (or part of a property) used for a commercial purpose with the revenue and surplus be retained by a third party, and/or residential purpose will not receive a rating subsidy.
9. For the purpose of this policy eligible community organisations are categorised as either sporting or recreational community groups.

Entity (Group)	Nature/Characteristics
Ratepayer/Resident Associations & Groups <i>(for example: Progress associations, district associations)</i>	A Ratepayer / Community Groups is an organisation formed by a group of people residing in a defined area who have come together to address issues within their boundaries of representation and act as one voice for their particular area.  These groups generally conduct community meetings and events for the benefit of the community.
Recreation Groups	Bridge club, theatre groups, hobby groups, community kindergarten and playgroups, music interest groups, scouts, girl guides.
Sporting Groups	Football, golf, bowling clubs, target sports, equine sports.

**Eligibility as a result of commercial enterprise**

10. Groups that represent industry segments, commercial businesses, promote a profit making activity or business group, will not be eligible for any rating subsidy.

**Eligibility supporting documentation**

11. The following standard documentation will be required to support a community groups application:
  - a. A copy of the organisations constitution, details of incorporation or similar statement of purpose.
  - b. A statement supporting the application, detailing any service and benefit to the community.
  - c. Details on any portion of the land and/or buildings leased to a third party, both commercial businesses, and other community or sporting organisations.
12. Submitted documentation will be subject to a review every five (5) years.

**Eligibility recipient reporting requirements**

13. The City must be informed of any changes to lease agreements with any third party or changes to the nature and purpose of the community organisation.
14. The update must be submitted at least 6 weeks prior to the 1<sup>st</sup> of March of the next financial year to determine if changes impact eligibility.

15. If at a future point in time it is discovered that changes were made and not reported, financial reimbursement may be requested.

**Eligibility Commencement**

16. If a new application is approved partway through a financial year, the rate subsidy will apply from the date of lodgement of the application.

**Reporting requirements**

17. As a condition of delegation, once the policy has been enacted a list of recipients and the rate subsidy given will be submitted to Council for noting as a public document.

**Scope**

18. The application of a rating subsidy applies to the use of land and building used by sporting and recreational community groups only.
19. Any portion of the land and/or buildings leased to a commercial third party business will be subject to the appropriate rating category.
20. Other charges or levies that may be apply are not bound by this policy.

**Legislative and Strategic Context**

21. Any organisation leasing or owning land and/or buildings within the municipal boundary of the City of Albany, shall be rateable, unless provisions of the *Local Government Act 1995* provide for them to be non-rateable.

**Review Position and Date**

22. This policy will apply for rates levied from 1 July 2016 onwards.
23. This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.

**Definitions**

- **ancillary service** means a service provided for the benefit of members and visitors (*for example: canteen, bar service, club rooms, hiring of rooms*).
- **approving officer** means any person to whom power has been delegated in relation to this policy.
- **commercial purpose** means for the purpose of this policy to conduct an activity in or on the property that is subject to a rates waiver that makes a profit that is distributed to a third party.
- **Community Organisation** – is an entity whose primary objective is not directed at making a profit.
- **Other charges and levies:** Includes, but not limited to, electricity, water and gas charges, ESL (Emergency Services Levy), and waste collection charges, as applicable to each property.
- **recreational group** means an entity that has the principal aim of encouraging and organisation community participation of a non-sporting nature.
- **sporting group** means an entity that has the principal aim of of encouraging and organising community participation in sport.

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b> <i>(Member of EMT)</i>	
Manager Finance		Executive Director Corporate Services	
<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.7 – Policy		
<b>Synergy Reference Number:</b>	(Created when cover sheet is created in Synergy Records Module)		
<b>Meta Data: Key Search Terms</b>	Rate subsidy, sport, community		
<b>Status of Document:</b>	<b>Council decision:</b> Draft		
<b>Document file details:</b>	Location of Document: Intranet, Extranet		
<b>Quality Assurance:</b>	Chief Executive Officer, Executive Management Team, Council Committee, and Council.		
<b>Distribution:</b>	Internal Document		
<b>Document Revision History</b>			
<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
0.1	Manager Finance	Draft – v1 – Prepared for review by the Executive Management Team (EMT) and Council Committee.	11/05/2015
0.2	Manager Finance	Draft – v2 – Approved by EMT for submission to Council Committee.	27/11/2015
0.3	Manager Finance	Draft – v3 – Council resolved: <i>THAT Council DELAY the adoption of the Rating Subsidies Policy and refer the item to a comprehensive workshop to be convened at the earliest convenience.</i> Resolution CSF222 OCM 23/02/2016.	23/02/2016
0.4	Manager Finance	Draft – v4 – Governance & Risk Review Recommended changes: <ul style="list-style-type: none"> <li>○ Included cause and effect for not complying with reporting conditions.</li> <li>○ Re-defined eligibility commencement.</li> </ul> Defined the following terms: <ul style="list-style-type: none"> <li>○ Approving Officer</li> <li>○ Commercial Purpose</li> <li>○ Community Organisation</li> </ul>	24/10/2016





## **COUNCIL POLICY: Leases and Licences**

**POLICY OWNER:** Manager Major Projects and Property

**POLICY STATEMENT:** Council to provide a transparent, fair and equitable payment structure for community groups and organisations that enter into lease or licence arrangements with the City, including variations to existing leases/licences where a variation to the lettable or licensed area or to the rental payable is under consideration.

### **POLICY DETAILS:**

The City of Bunbury may provide leases and licences to organisations which cover land and buildings owned or managed by the City including Crown land.

Lease and licence fees payable are determined in a fair, equitable and transparent manner in accordance to the approved fees and charges structure applicable as appended to this Policy, and also in accordance with the procedures outlined within the Corporate Guideline – Leases and Licences.

Not for profit community groups which are currently on a “peppercorn” lease/licence will remain as such and *not be charged a fee for the preparation of documents* unless determined otherwise by Council.

This Policy does not incorporate leasing of Airport facilities or to casual hire of City of Bunbury properties.

### **LEGISLATION AND OTHER REFERENCES:**

- *CORPORATE GUIDELINE: Leases and Licences*

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**Authority:** Director Corporate and Community Services

**Adopted by Council:** Res 419/14 11 November 2014

**Last Review:** Res 238/16 12 July 2016 Reviewed with changes

**Council "Lease Fees and Charges Payable" Structure****1. All Leases will have a fee applicable to the total lease area**

Each lease will align within one of the identified lease area fee structure bandwidths. The fee payable will be based on total lease area m<sup>2</sup>.

**2. Building provision fee**

If a Lessee is provided with a City of Bunbury building/facility then a further fee is to be applied at the approved fee per m<sup>2</sup> of the said building/facility area. This fee is in addition to the land area fee payable as the club are deemed to be receiving additional value by having the building/facility provided

**3. Maintenance contribution for City provided buildings/facilities**

If a Lessee is provided with a City of Bunbury building/facility then a nominal fee toward the structural maintenance of the City provided building/facility is deemed appropriate as a contribution towards the maintenance of the City's assets. The fee payable is based on total area m<sup>2</sup> of the building/facility provided and will align within one of the identified maintenance contribution fee structure bandwidths.

## COR 004: BUILDING AND PROPERTY LEASES

<i>Document Status</i>	Current	<i>Version No</i>	
<i>Document Controller</i>	Manager Corporate Support		
<i>Policy Adopted</i>		<i>Res No</i>	
<i>Last Reviewed</i>	August 2015	<i>Res No</i>	O0815-010

**Objective:**

To determine a set of property classifications that can be applied to all Council's based property providing for consistency in leased documentation and equity in terms and conditions within and between various property classifications

**Policy:**

This policy recognizes the variety and diversity of leases and that no one particular style of lease is appropriate for all purposes; consequently a set of template lease documents have been developed in consultation with McLeods Barristers and Solicitors to be used for each particular leasing requirement.

1. Property Classifications

- Property characteristics for each classification

All leased properties, and those that should have leases, have been classified using specific principles as detailed within this policy.

## (i) Commercial Premises – Open Market

- Commercial sites offered by tender or disposed by section 3.58 Local Government Act 1995.
- Market rental by valuation with individual rental as determined by Council.
- All outgoing for these sites recouped or supplied direct to Lessee.
- All maintenance, minor or major, and upgrading of premises to be at the lessee's expense.
- Council approval required prior to any sub-letting of premises.

Examples of properties within this classification are:

Esperance Seafront Caravan Park	Esperance Lots 316 & 430, Res 26967
Mobile Food Van Sites (4)	Esperance – Portion Lot 991, Res 27318
Esperance Mini Golf	Portion of Res 28207
BP Australia	Part Lot 15, Esperance Airport
Car Hire Desks (4)	Gibson – Portion Lot 15, Esperance Airport
Airport Hangars (8)	Gibson – Portion Lot 15, Esperance Airport

## (ii) Commercial Premises – Community

- All outgoing for these premises recouped or direct supply to lessee.
- Rent determined by Council in conjunction with independent market rental valuation (See below on Lease fees)
- Disposal to be in accordance with section 3.58 Local Government Act 1995, noting exemptions that apply via Regulation 30 of Local Government (Functions and General) Regulations 1996.

- Minor maintenance, operational expenses, cleaning etc are cost to Lessee.
- Structural repairs, reconstruction/refurbishment to be detailed within lease or licence document.
- Generally Council would have a building maintenance budget allocation for the premises.
- Council approval required prior to any sub-letting of the premises.
- Council may charge rates on these properties.
- Leases within Museum Village will be charged rates.

Examples of properties within this classification are:

Museum Park Village Building (12)	Esperance Lots 56,57,58,61,62, Res 2815
Caravan Park – Salmon Gums	Res 27786
Bob Stevens	Esperance Airport

(iii) Specific Sports Facilities

- Development of facilities by Shire or Club on Council land often with capital cost shared between Shire, Department of Sport and Recreation and Club or any combination of this mix of funding.
- Exclusive use of the premises for a specific sport.
- All maintenance, operational and cleaning expenses at the lessee cost.
- All outgoing (consumable charges) are recouped or charged direct to the Club.
- Major repairs, reconstruction/refurbishment to be detailed within lease or licence document.
- The provision of bar facilities should not be used to differentiate lease fees in this classification.
- Council approval required prior to any sub-letting of the premises.
- Groups, Clubs and Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council's financial assistance.

Examples of properties within this classification are:

Gun Club Caretakers Cottage	Fisheries Rd, Res 28099
Equestrian Club	Res 31708
Esperance Speedway	Myrup Rd, Res 35037
Golf Club - Pink Lake	Res 34829
Golf Club - Salmon Gums	Salmon Gums, R30223, R30224
Gun Club, Salmon Gums	Res 30224
Netball Pavilion, Esperance	Lot 310 Jane St
Pistol Club – Skrolys Park	Skrolys Park
Surf Lifesaving Club House	Res 41860
Tennis Club, Esperance	L310 Jane St
Esperance Bay Turf Club	Lot 202 Fisheries Rd, Bandy Creek
Esperance Golf Club	Res 38227

(iv) Halls and Community Centres

- Developed facilities with mostly Council funding assistance, grants or self supporting loans for the capital costs.
- Available for general community use and income retained for this casual hire to

- offset minor expenses, i.e. the lease allows for casual hire.
- Would be leased with clearly defined responsibilities between the Shire and “Lessee” for minor maintenance, operational expenses and cleaning requirements.
- Consumable outgoings/utility charges (not rates) recouped from “Lessee” or supplied direct.
- Major repair/reconstruction or refurbishment to be detailed within lease or licence document.
- Groups, Clubs or Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council’s financial assistance.

Examples of properties within this classification are:

Community Hall – Beaumont	Parmango Rd
Community Hall – Cascade	L49 Mitten Watson Rd
Community Hall – Dalyup	Res 26309 South Coast H’way
Community Hall – Grass Patch	Shepherd St
Community Hall – Salmon Gums	Res 30224 John & Moore Sts
Community Hall – Condingup	L1 Sutcliffe St, Condingup

(v) Community Services – Category 1

- Exclusive use or special purpose community funded facilities with minimal Council capital contribution, however located on Council controlled land.
- Limited community use.
- Maintenance and operational expenses to be at the lessee’s expense.
- Groups, Clubs or Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council’s financial assistance.

Examples of properties within this classification are:

Agricultural Society Facilities	L 968 Black St
Cannery Arts Centre (Gallery Only)	Norseman Road
Community Hall – Scouts	L686 The Esplanade
Sports House – EDRA	L11 James St
Hospital Hostel	L241 Hicks St
Multi Sports Pavilion	L865 Black St
Indoor Sports Stadium	L865 Black St
Playgroup	Esperance Lot 388, R31633 & Lot 389, R34556

(vi) Community Services – Category 2

- Development of facilities mainly by Government funds on land controlled/vested to Shire of Esperance.
- Facilities are leased to and operated by government agency or community based incorporated business.
- Maintenance, operational, cleaning expenses etc are provided by the facility operator/agency.
- Outgoings, utility charges, rates etc are charged directly to operators.
- Major repairs or refurbishment costs funded by operators.

Examples of properties within this classification are:

Old Playgroup	Esperance Lot 369 & 370 Black Street
Recherche Aged Welfare Committee	Esperance Lot 893, Eyre St
Esperance Child Care Centre (Lingalonga)	Esperance Town Lots 171 & 172
Esperance Lotteries House	Part Esperance Lot 3 Forrest St
Telstra Corporation – Helms Drive	Esperance Loc 2112, Res 45368
Telstra Corporation – Howick Hill	Lot 524, Res 47555
Telstra Corporation – Telecommunications	Part of Salmon Gums Lot 123

2. Property Classifications - Register

This policy requires the Chief Executive Officer to maintain a register of all Council property that is leased and this be in the order of the property classifications within this policy. Details included within the Register would be name of lessee, description of the leased property, term of the lease, lease fee.

3. Lease Preparation Fees

A Lease Preparation Fee shall be charged to all leases as set within the Annual Schedule of Fees & Charges.

4. Lease fees

In relation to establishing a guide for the calculation of lease fees the following shall be applied to the particular property classifications as detailed within this policy, for example:

- (i) Commercial Premises – Open Market –As determined by Council after obtaining an independent market rental valuation.
- (ii) Commercial Premises – Community –As determined by Council after obtaining an independent market rental valuation.
- (iii) All other classifications would generally be \$100 per annum for community groups, clubs, not for profit organizations.

Museum Village Lease Fees

Lease fees for the Museum Village will be calculated on the average of the base commercial rental (obtained from local real estate) for the town centre. This figure will be discounted by 20% to recognise the condition and setback location of the village from Dempster Street. Increased rentals for existing leaseholders to be phased in over 3 years.

5. Lessee’s Maintenance Obligations (Internal and External) and Cleaning of Property

Each of the property classifications within this policy indicates the level of responsibility Council requires of the Lessee in relation to maintenance and cleaning.

Maintenance obligations of each lessee will be specified in each lease document; cleaning obligations will be detailed in the Shire’s Supplementary Management document.

6. Lessor (Shire) Maintenance Obligations

When maintenance is required to a property leased from the Shire, the Shire’s most current

Building Asset Register will determine the Shire's maintenance and renewal responsibilities unless specified otherwise in the lease document (except those rendered necessary by the negligence, act, default or omission of the Lessee or any officer, member, employee, agent, contractor or invitee of the Lessee or by the use or occupancy by any such person of the Premises).

Implementation

The implementation of the new standard lease documentation including maintenance and cleaning schedules would be negotiated with individual groups, clubs or organizations and introduced on the following timetable:

- (i) when an existing lease expires and the lessee requests a lease renewal; and
- (ii) when new leases are considered and approved by the Council.

----- Policy Ends -----

## Sporting group leasing and licensing policy

<b>Reference Number:</b>	<b>SG49</b>
<b>Type:</b>	Strategic
<b>Legislation:</b>	Local Government Act 1995 Land Administration Act 1997
<b>Procedure:</b>	NA
<b>Delegation:</b>	Strategic and general services committee
<b>Other related document:</b>	Recreation policy SG48

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### Objective

This policy aims to maximise community benefit arising from facility use while ensuring responsible management of the City's community assets and accountability to the community for the level of subsidised use of those assets.

### Policy

#### Definitions

A **lease** is a right granted by the owner of land (City of Fremantle) to another person (lessee) to have exclusive possession of that land, or part thereof, for a fixed duration in return for rental payment.

A **licence** permits a person (licensee) to occupy land (or part thereof) on particular conditions. A licence does not permit exclusive occupancy of the land.

**Community buildings** refer to buildings owned and controlled under management order by the City for the benefit of the community and are used by sporting groups.

#### Policy statements

##### 1. Leases and licenses

The City enters into a licence agreement with a sporting/community group to optimise the usage and access to the community building and to ensure the sustainability of the City's community facilities.



The City enters into a lease agreement in situations where the site will be exclusively occupied for a specific purpose, for example bowling greens, turf cricket wickets, tennis courts, and synthetic hockey pitches: or where a club has made, or intends to make, substantial contributions to the development of the site.

## **2. Term of the agreement**

The City offers a flexible tenure system ranging from seasonal licenses to longer term lease agreements.

The term of a lease agreement is to be sufficient to justify any capital expenditure on the asset and to allow a lessee to obtain sufficient finance.

## **3. Facility maintenance**

Leased areas which are for the exclusive use of the lessee are maintained at the cost of the lessee, primarily buildings, specialist sporting facilities and fenced areas in accordance with the maintenance schedule as outlined in the lease agreement.

Licensed areas which allow community access, are maintained at the joint cost of the licensee and the City of Fremantle (the licensor) in accordance with the maintenance schedule as outlined in the licence agreement, and reflect the extent of use by the licensee and the general community.

The City of Fremantle is responsible for structural works or maintenance of items that form part of the structure or the fabric of the building (eg: roof maintenance).

## **4. Lease and license Fees**

The City of Fremantle recognises that significant differences exist between facilities and the financial capacity of sporting groups.

Fees set out by the City are to ensure sustainability for the user group and the facilities.

## **5. Financial subsidy and reporting**

The level of subsidy provided for each facility is reported annually.

**Responsible directorate:** Community development  
**Reviewing officer:** Helen Emery, Manager Community Development  
**Decision making authority:** Council  
**Policy adopted:** 19 December 2012 (Item No. SGS1212-5)  
**Policy amended:** NA  
**Next review date:** 2014



**POLICY NO. 2.1.13**

**POLICY STATEMENT**

**WAIVER OF LOCAL GOVERNMENT RATES FOR CITY PROPERTIES TENANTED BY ORGANISATIONS THAT ARE INCORPORATED.**

**PURPOSE**

To provide guidance on the manner in which Council may consider requests for waiving of rates for incorporated organisations tenanted City property.

**POLICY**

The waiver of rates for organisations that are incorporated under the *Associations Incorporation Act 1987* of Western Australia, or incorporated in any other State or Territory within Australia, and tenanted City property will only be considered by Council in exceptional circumstances.

Council may consider granting incorporated organisations a rate waiver or part waiver of a rate struck for tenanted City property and consider this waiver on an annual basis in accordance with the requirements of the Act under the following circumstances:

- 1 Where a binding arrangement other than a lease or license has been entered into between the City and the organisation or other party that has a legal relationship with the organisation. In cases of this nature a waiver will be considered annually in accordance with the terms of that agreement.
- 2 For all new tenanted property agreements, Council will only consider waiving rates in accordance with the Act for a maximum of three rateable periods to assist in establishing the tenant in one or more of following circumstances:
  - A significant capital contribution has been made by the organisation towards the development of the facility
  - There is proven high public benefit
  - There are little or no ongoing costs to the City for the tenanted property.
- 3 In the event that an existing tenant after this Policy comes into operation can demonstrate clear financial hardship in paying local government rates in lieu of rent, Council may consider a partial waiver but for a maximum of three rateable periods.



**GOVERNANCE REFERENCES**

<b>Statutory Compliance</b>	Local Government Act 1995 Section 6.26 and Section 6.47
<b>Industry Compliance</b>	Nil
<b>Organisational Compliance</b>	Policy 2.1.12 - Tenancy Agreements (Leases And Licences) For City Property
<b>Process Links</b>	Nil

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Infrastructure		Tenancy Coordinator		9397 3235	
<b>Risk Rating</b>	Low	<b>Review Cycle</b>	Triennial	<b>Next Due:</b>	2017

<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>
1.	OCM 225/26/05/2009	Adopted to assist with decision making when exceptional circumstances exist to warrant a rate concession.
2.	OCM 375/23/08/2011	Reviewed and Amended
3.	OCM 609&611/13/12/2011	Amended to remove the requirement for a tenant granted a rate waiver to pay for building insurance. This amendment to be applied retrospectively to the start of the financial year 2011/2012.
4.	1 September 2014	Reviewed with administrative changes only.



## **POLICY: CORP-F-005**

### **Rates Exemption Policy**

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#### **Purpose**

In accordance with the *Local Government Act 1995*, Section 6.26 (2) describes land that is not rateable land and as such is exempt from general rates without being referred to Council for determination.

This policy sets specific criteria that must be met by those entities that are not covered under Section 6.26 (2) who are seeking a general rate exemption.

In the situation where a rateable property is being leased to a Not-for-Profit (NFP) Community Group (including Sporting Associations) that meets Councils' rate exemption criteria, consideration will be given to providing a rate exemption proportional to the area leased by the NFP tenant.

By meeting the specified criteria the entity is deemed eligible for rate exemption.

#### **Definitions**

Not-for profit (NFP) Community Group is defined as an organisation of people who are formed (including a group that is incorporated under the Associations Incorporations Act) to promote a community or sporting activity which has a positive effect on the community of City of Kalgoorlie-Boulder.

#### **Statement**

The following criteria must be met before consideration is given to the eligibility for a general rate exemption.

Rate Exemption Application Form;

1. Organisations need to provide clear and concise information regarding the nature of their activities to illustrate eligibility. Supporting documentation must accompany the

application for the application to be assessed Rates and charges must be paid in full at the time application is made. A refund will be made to the applicant if approved.

2. The organisation must be an incorporated body as per the Associations Incorporated Act 1987.
3. The organisation must hold the following tax exemption certifications from the Australian Taxation Office (ATO).
  - Not for Profit certificate
  - Public Benevolent Institution certificate
4. The organisation must own or have the vesting of the property on which rates are levied. If the rateable property is being leased, the organisation must be responsible for the payment of rates under their leasing agreement.
5. Where the organisation operates commercial activities from the property, the organisation must show what portion of the property is being used for the commercial activities. The portion of the property being used for commercial purposes will not attract a Rate Exemption.
6. The organisation must not hold a liquor licence (issued under the Liquor Licensing Act 1988) for the provision of alcohol for sale to the general public for profit.
7. The Chief Executive Officer has delegated authority to approve applications that meet all of the eligibility criteria.
8. All approved applications will remain in force for a maximum period of three (3) years unless otherwise advised then the applicant must reapply.
9. Where an organisation, that has been granted a general rates exemption, changes its method of operation, and that change would result in the organisation being precluded from exemption eligibility, the organisation must immediately inform the City of the change. An example would be where an organisation commences commercial activities from the property address.
10. Applications shall be determined within 30 days of receipt of the original application and or any additional information requested, whichever is the later.
11. A summary of all approved applications shall be presented to Council annually prior to the annual budget deliberations.
12. All rates and charges will be levied each financial year whilst the rates exemption is in place. All charges will be included in the annual rates notice. Once the organisation

has paid all non-exempt charges (i.e sewerage, ESL, sanitation), the exempted amount (i.e rates levied) will credited back onto the property

Example:

Rates Levied	\$1,000.00
Sewerage	\$ 200.00
Sanitation	\$ 200.00
ESL	\$ 100.00
<b>Total rates levied</b>	<b>\$1,500.00</b>

Therefore in this example the amount of \$500.00 (sewer, ESL & bin charges) must be paid before the credit of \$1,000.00 (i.e rates levied) is applied to the property.

13. The City will provide written notification to organisations when general rates exemptions have been granted each year. For any three (3) year approvals, organisations will receive written notification advising their rate exemption is due to expire and will be invited to lodge a new application for the new rating year.

### Relevant Documents

- Local Government Act 1995
- Application for Rate Exemption Form

## Waiver of Municipal Rates on an “A” Class Reserve Policy

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Business Unit/s</b>	Finance Services
<b>Responsible Officer</b>	Manager Finance
<b>Affected Business Unit/s</b>	Finance Services

### Objective

This policy takes into consideration and reflects on the standard of the facilities provided by the Lessee of an A Class Reserve under the management, care and control of the City of Stirling for the purpose of “playing golf”.

### Scope

This policy applies to the Mt Lawley Golf Club Inc. only.

### Policy

Land leased to community organisations for the purpose of providing golf clubs on “A” Class Reserves be exempt from the requirement in the City’s Standard Lease to pay rates imposed by the City of Stirling.

*Refer to Council Minutes/Resolution – Item 9.3 dated 2<sup>nd</sup> November 1999.*

### Definitions

**“A” Class Reserve** means reserve classified as a Class “A” Reserve under Section 42 of the *Land Administration Act 1997* for one or more purposes in the public interest.

**Lessee** means the holder of a bona fide Lease Agreement with the City of Stirling under its management care and control.

### Relevant Policies/Management Practices/Documents

Nil

### Legislation/Local Law Requirements

*Land Administration Act 1997*  
*Local Government Act 1995*  
 City of Stirling Local Government Property Local Law 2009



Office Use Only			
<b>Relevant Delegations</b>	Not Applicable		
<b>Council Adoption</b>	<b>Date</b>	9 April 2013	<b>Resolution #</b> 0413/010
<b>Reviewed/Modified</b>	<b>Date</b>	3 May 2016	<b>Resolution #</b> 0516/020
<b>Reviewed/Modified</b>	<b>Date</b>		<b>Resolution #</b>



<b>POLICY NO</b>	<b>CP/FIN-3209</b>	
<b>POLICY</b>	<b>Rates Concessions (Rateable Land)</b>	
<b>RESPONSIBLE DIRECTORATE</b>	Corporate Services	
<b>RESPONSIBLE OFFICER</b>	Senior Rates Officer	
<b>COUNCIL ADOPTION</b>	Date: 18 March 2014	Resolution No: 10344
<b>REVIEWED/MODIFIED</b>	Date: 31 May 2016	Resolution No: 11381
	Date:	Resolution No:
<b>REVIEW DUE</b>	November 2017	
<b>LEGISLATION</b>	<ol style="list-style-type: none"> <li>1. Local Government Act 1995 – Sections 6.26, 6.47, 6.48,</li> <li>2. Rates and Charges (Rebates and Deferments) Act 1992</li> <li>3. Local Government (Financial Management) Regulations 1996 – Regulations Part 5 - 69A</li> </ol>	
<b>RELATED POLICIES</b>	<ol style="list-style-type: none"> <li>1. CP/FIN-3200 Strategic Rating Policy</li> <li>2. CP/FIN-3208 Rates Exemptions for Charitable Organisations (Non-Rateable Land)</li> <li>3. CP/FIN-3212 Rates and Charges Debt Collection</li> </ol>	
<b>RELATED ORGANISATIONAL DIRECTIVES</b>	<ol style="list-style-type: none"> <li>1. Code of Conduct for Council Members, Committee Members and Employees</li> <li>2. Audit (Finance and Risk) Committee Terms of Reference</li> </ol>	

#### **PURPOSE:**

The purpose of this policy is to identify a process to be followed by a 'not for profit' community group or association providing a benefit to the community from rateable land for the relief of rates.

This Policy aims to provide an equitable basis to assess applications for Rates Concessions that is compliant with legislation.

#### **DEFINITIONS:**

**Concession** is an application that is considered by the Council to grant a concession or waiver of rates at either 50% or 100% in accordance with its discretionary powers provided by section 6.47 of the *Local Government Act 1995*.

**Council** means the Council of the Shire of Wyndham East Kimberley.

**Financial year** means the period commencing on 1 July and ending on the next following 30 June.

**Local government** is the Shire of Wyndham East Kimberley.

**Rateable land** is land that is rateable in accordance with section 6.26 of the *Local Government Act 1995*.

**Waive** means to provide a special concession to a person or organisation that extinguishes a debt that would have been owed to the Shire. A waiver may be provided prior to, or subsequent to the date that the debt is incurred.

**Write Off** occurs following the realisation that the asset can no longer be converted into cash (e.g. a bad debt), can provide no further use to the Shire, or has no market value.

### **POLICY STATEMENTS:**

This Policy provides an administrative framework for assessing any application requesting the waiving or granting concession from rates to 'not for profit' community based organisations occupying rateable land in accordance with Council's discretionary powers provided by section 6.47 of the *Local Government Act 1995*.

- a) All applications for rates concessions under s6.47 of the Local Government Act 1995 must be in writing on the prescribed form (Attachment A of this Policy) and contain a declaration as to the accuracy of the information contained therein;
- b) An application for a concession is only applicable to rates, and not to service charges, the waste management charge, nor the Emergency Services Levy;
- c) Rates concessions will only be provided to community groups or associations that operate as a body corporate or an incorporated association, and not to an individual;
- d) The Council will determine what is of benefit to the community for the purpose of this policy;
- e) Residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a concession;
- f) Community groups or associations that, in the opinion of the Council, provide activities which are not core activities and are in direct competition with a service provided by any established private operator within the district, will not be eligible for a rates concession;
- g) A concession will not be provided if there is an outstanding debt owed to the Shire on the property;
- h) Any concession granted will cease if a debt to the Council on the property is overdue for payment;
- i) The concessional percentage will generally be either 50% or 100% of the rates that are payable;
- j) Whether a concession is granted in response to an application or, if a concession is granted, the percentage of rates that may be waived, is entirely at the discretion of the Council;
- k) The granting of a rates concession by the Council in any year, will not guarantee that any future concessions will be granted;
- l) An application will be required to be lodged annually and is to be assessed in accordance with this policy upon satisfaction of the requirements of the policy;
- m) The Council may request information from an organisation on a yearly basis if the Council considers this appropriate;
- n) The Council may request additional information from an organisation making application if it considers it necessary to do so;

- o) Information requested under paragraph m. above is not limited to, but typically include copies of the constitution of the organisation, recent financial statements of the organisation and information demonstrating precisely how any land the subject of the application is used;
- p) For rates concessions to be considered, an application must be made by 31 May (or the date as outlined in the correspondence that is sent by the Shire) for the rating year that precedes the rating year to which the application relates;

**Scope & Limitations**

*In accordance with the Local Government Act 1995 –*

- 6.47 *Concessions*  
*Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*
- 6.48. *Regulation of grant of discounts and concessions*  
*Regulations may prescribe circumstances in which a local government is not to exercise a power under section 6.46 or 6.47 or regulate the exercise of the power.*

*In accordance with the Local Government (Financial Management) Regulations 1996*

- 69A. *When concession under Act s. 6.47 cannot be granted*  
*A local government is not to exercise a power to grant a concession in relation to a rate or service charge under section 6.47 of the Act in circumstances where the concession is based on whether or not, or the extent to which, the land in respect of which the rate or service charge is imposed is occupied by a person who owns the land.*

**EXPLANATORY NOTES:**

The Shire of Wyndham East Kimberley recognises the value and importance of the services and contributions that community groups and associations provide to the community for the East Kimberley to be a thriving community with opportunities for all.

**RISK:**

**Risk:** Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

**Control:** Review policies and procedures in accordance with review schedule.

EMU POINT BOATING FACILITIES

FACILITY	NUMBER
RAMPS	3
FINGER JETTIES	2
TRAILER PARKING	53
SINGLE VEHICLE PARKING	30
ACROD PARKING	2
OVERFLOW TRAILER PARKING	5
OVERFLOW SINGLE VEHICLE PARKING	7

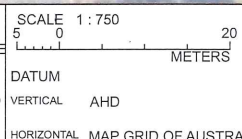
REPORT ITEM WS 115 REFERS

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NOT FOR CONSTRUCTION

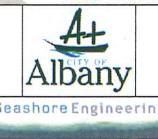
CONCEPT TO BE CONSIDERED IN THE CONTEXT OF LONGER TERM MASTER PLAN FOR EMU POINT BOATING FACILITY



NOTES  
 1. AERIAL IMAGE DECEMBER 2014  
 2. DIMENSIONS OF NEW PARKING IS BASED ON THE GUIDELINES OUTLINED IN DoT BOAT LAUNCHING FACILITY TYPICAL LAYOUT  
 3. DIMENSIONS OF RELOCATED PARKING IS BASED ON EXISTING PARKING



ACTION	NAME	SIGNATURE	DATE
ENGINEER	SB		18/03/2016
DRAWN	OS		18/03/2016
ENGINEERING CHECK	SB		
DRAFTING CHECK	ML		
APPROVED PROJECT MGR			



CITY OF ALBANY  
 RECREATIONAL BOATING FACILITY  
 STRATEGIC PLAN  
 EMU POINT CONCEPTUAL LAYOUT  
 DRAWING NUMBER SE022-01-01  
 REV B

REV	DATE	AMENDMENT	DRN	DESIGN APPROVAL
B	11/05/2016	INCLUSION OF NOTE ON TRAILER PARKING LAYOUT	OS	SB
A	18/03/2016	PRELIMINARY	OS	SB

ORIG SIZE A3 ARCHIVE [City of Albany] Seashore Projects\SE022 Albany Recreational Boating Facilities Strategic Plan\Arch Reporting 2 Work in Progress\Drawings\VF PROJECT NO SE022

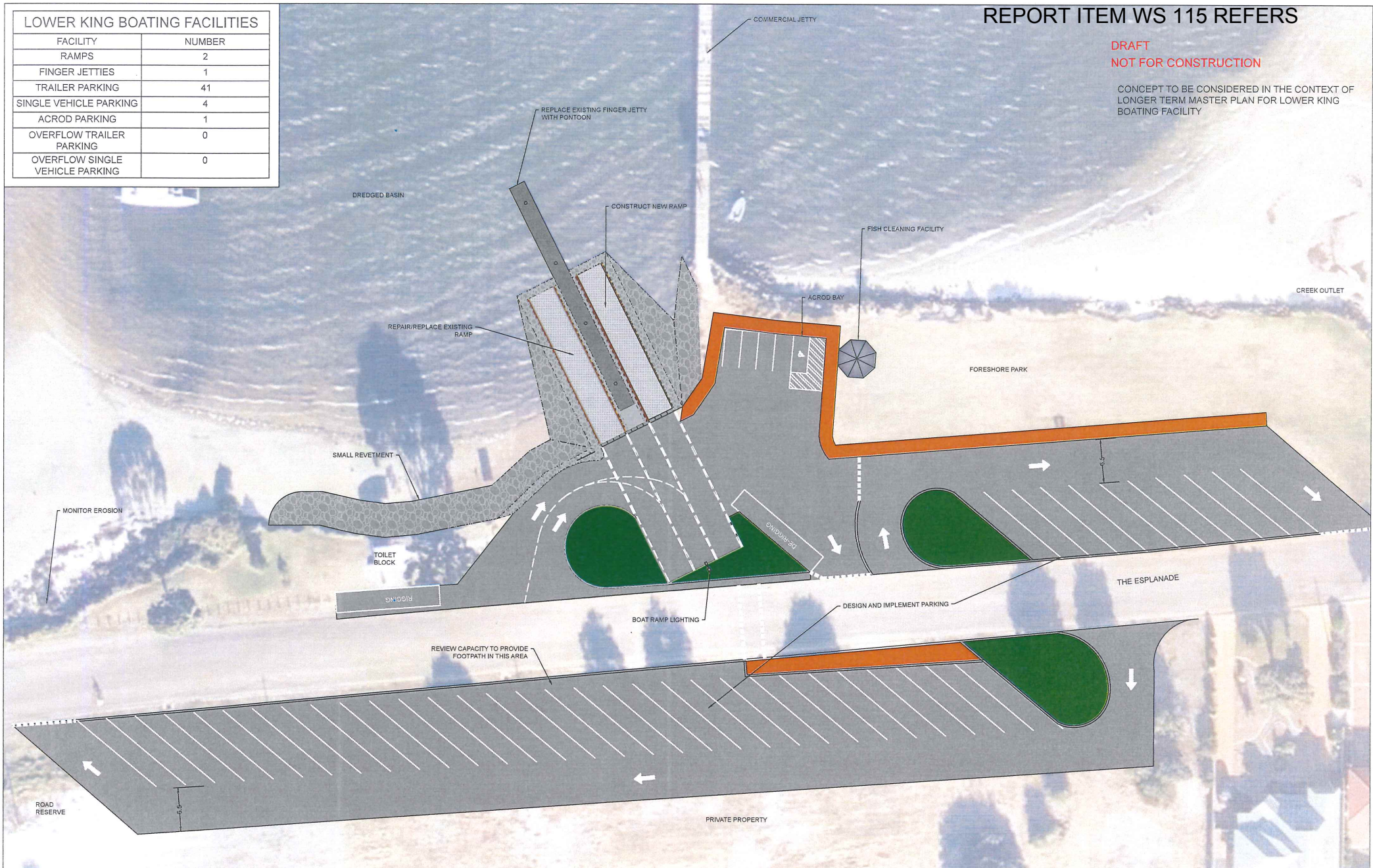
LOWER KING BOATING FACILITIES

FACILITY	NUMBER
RAMPS	2
FINGER JETTIES	1
TRAILER PARKING	41
SINGLE VEHICLE PARKING	4
ACROD PARKING	1
OVERFLOW TRAILER PARKING	0
OVERFLOW SINGLE VEHICLE PARKING	0

REPORT ITEM WS 115 REFERS

DRAFT  
NOT FOR CONSTRUCTION

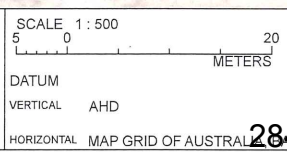
CONCEPT TO BE CONSIDERED IN THE CONTEXT OF LONGER TERM MASTER PLAN FOR LOWER KING BOATING FACILITY



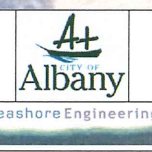
REV	DATE	DESCRIPTION	BY	CHKD
A	18/03/2016	PRELIMINARY	OS	SB
		AMENDMENT	DRN	DESIGN APPROVAL

ORIG SIZE: A3  
 ARCHIVE: 18/03/2016 10:00:00 AM  
 PROJECT No: SE022

NOTES  
 1. AERIAL IMAGE LANDGATE DECEMBER 2014  
 2. FURTHER ASSESSMENT OF THE CAPACITY OF THE EXISTING RAMP OR BE REPAIRED AND THE BENEFITS OF REPAIR VS REPLACE SHOULD BE CONSIDERED.



ACTION	NAME	SIGNATURE	DATE
ENGINEER	SB	[Signature]	18/03/2016
DRAWN	OS	[Signature]	18/03/2016
ENGINEERING CHECK	SB	[Signature]	
DRAFTING CHECK	ML	[Signature]	
APPROVED PROJECT MGR			



CITY OF ALBANY  
 RECREATIONAL BOATING FACILITY  
 STRATEGIC PLAN  
 LOWER KING CONCEPTUAL LAYOUT

DRAWING NUMBER: SE022-01-02

REV: A

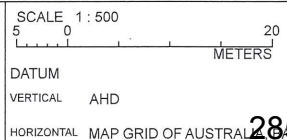
DRAFT  
NOT FOR CONSTRUCTION

CHEYNES BEACH BOATING FACILITIES

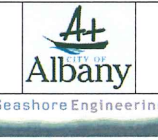
FACILITY	NUMBER
RAMPS	1
FINGER JETTIES	0
TRAILER PARKING	8
SINGLE VEHICLE PARKING	6
ACROD PARKING	1
OVERFLOW TRAILER PARKING	7
OVERFLOW SINGLE VEHICLE PARKING	0



NOTES  
 1. AERIAL IMAGE DECEMBER 2014  
 2. CLARIFY SOURCE OF WATER COLLECTING IN POTHOLES TO ENSURE NO ADVERSE ENVIRONMENTAL IMPACTS WHEN FILLING WITH GRAVEL



ACTION	NAME	SIGNATURE	DATE
ENGINEER	SB	[Signature]	18/03/2016
DRAWN	OS	[Signature]	18/03/2016
ENGINEERING CHECK	SB		
DRAFTING CHECK	ML		
APPROVED PROJECT MGR			



CITY OF ALBANY  
 RECREATIONAL BOATING FACILITY  
 STRATEGIC PLAN  
 CHEYNES BEACH CONCEPTUAL LAYOUT

DRAWING NUMBER SE022-01-04 REVN A

REV	DATE	AMENDMENT	OS	SB
A	18/03/2016	PRELIMINARY		
			DRN	DESIGN APPROVAL

ORIG SIZE A3 ARCHIVE 18/03/2016 18:03:2016 Albany Recreational Boating Facilities Strategic Plan Reporting Work in Progress Drawing - V01 PROJECT No SE022



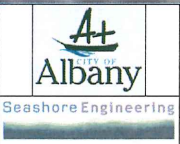
ORIG SIZE	ARCHIVE	PROJECT No
A3	18/03/2016	SE022
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18/03/2016	PRELIMINARY	OS
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NOTES  
 1. AERIAL IMAGE DECEMBER 2014

SCALE 1 : 500  
 5 0 20  
 METERS

DATUM  
 VERTICAL AHD  
 HORIZONTAL MAP GRID OF AUSTRALIA 286  
 GAGED ON GDA94

ACTION	NAME	SIGNATURE	DATE
ENGINEER	SB	[Signature]	18/03/2016
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ENGINEERING CHECK	SB		
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APPROVED PROJECT MGR			



CITY OF ALBANY  
 RECREATIONAL BOATING FACILITY  
 STRATEGIC PLAN  
 HARTMANS ROAD EXISTING LAYOUT

DRAWING NUMBER SE022-01-03

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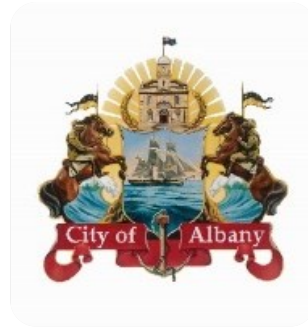
# Albany Artificial Surf Reef

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*Creating a consistent, surfable wave, central to Albany, driving benefits for the community, economic development and the retention of Albany's younger age demographic.*

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## Business Case



18<sup>th</sup> October 2016

Version 14

Final Draft

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## Executive Summary

This business case details a \$7.9m project to create a significant recreational and tourism asset through the **development of an Artificial Surf Reef (ASR) at Middleton Beach in Albany**, within close proximity to the Albany CBD. The surf reef will improve the seabed conditions and the resulting wave breaking character, and consequently surfability, for a range of target surfer groups from beginner to intermediate abilities.



The southern coast of Western Australia is renowned for quality surfing spots due to its exposure to large Southern Ocean swells, generally suitable for advanced to expert-level boardriders. However, around the centre of Albany, although the swell exists, there is no shoreline for the swell to break into a consistent, quality surfable wave. The monitoring program that has been undertaken during the development of this project demonstrates that Middleton Beach is an ideal location for an ASR. The measurements show a very unidirectional wave climate with the standard deviation of the wave direction varying only 6° throughout the measurement period as well as average wave periods being in excess of 12 seconds with an average wave height of around 0.65 m. These factors combine to make **the proposed site an ideal location for an artificial surfing reef** as the predictable wave conditions, low tidal range and predominant offshore winds means that a lot of the variability encountered with previous ASR locations is eliminated. Concurrent beach monitoring over a 13 month period show that, currently, only 6 surfing days were rated better than 'Average'. With the ASR, it is expected that this will be **increased at least 30 times**, with wave breaking 50% of the time at a -0.75 m crest level.

Currently, the **closest suitable surfing locations from the CBD are around 40 minutes' drive away and are generally disregarded by beginner and junior surfers** (except for weekends and on transit). With a lack of public transport available to reach appropriate locations (e.g. Mutton Bird Beach or Nanarup), the opportunities to surf on a regular basis are limited, particularly for young people. Aside from the safety aspects associated with the current need to drive distances to find surfable waves, the current locations are isolated and unmonitored. Enabling these activities to be undertaken at Middleton Beach will **improve safety through increased monitoring and proximity to the Albany Surf Lifesaving Club and medical and emergency facilities** in the city.

Through this enhancement of recreational amenities, the City of Albany is aiming to attract and retain a younger generation, who currently tend to be drawn away to metropolitan areas where a wider variety of recreational facilities exist. The ASR will provide a significant attractor for retaining this demographic, as well as expanding the recreational amenity for older residents who currently need to travel to surf, either to isolated beaches some way from the city or to other locations such as Margaret River. Furthermore, the ASR will create a consistent, quality wave appropriate for holding events at state, national and international levels. Indeed, **Surfing WA has stated that they would foresee holding 3-4 events per year in Albany that are not currently possible due to the poor quality of surf on Albany's central beaches**. Surfing competitions are heavily promoted and publicised; a single international level surfing event (short board or longboard or bodyboard etc.) can bring hundreds of thousands of dollars into the local economy.

The project therefore also responds to the need to **diversify and grow the regional economy**. The potential tourism benefits from hosting surfing events are clear, but a more general uplift in visitation and length of stay would also be expected. The project will complement other initiatives in the region to further develop adventure tourism assets, such as for the 'Snake Run' skate park, mountain biking and bush walking. In fact, a real opportunity exists for Albany to be recognised as a **Surfing Hub**, there is no such hub currently on the south coast of WA, despite there being multiple recognised surfing spots in the region (albeit some drive from the CBD). With existing infrastructure in retail and hospitality, the facilitation of a recognised hub in Albany would provide substantial benefit both economically and socially.

**Environmental benefits** are also high. The ASR substrate will provide for significantly improved marine ecology at and around the site leading to additional amenity in regards to fishing and diving at the site of the ASR. Reduction in emissions through the ability to surf close to the CBD are also clear. It is not intended that the ASR will be a multi-purpose reef and its utility will be focused on surfing. Analysis and modelling of the ASR, both numerical and physical, indicate that there would be no negative impacts on the environment.

The City of Albany recognises the importance of **strong community and stakeholder engagement** for a project of this nature. Extensive community engagement has been undertaken in the development of this project through meetings

and an online survey. The City received a total of 728 survey responses, representing a very high representative sample of the community. Notably, **the majority of respondents supported, in principle, the proposal to create an ASR at Middleton Beach with 90% voting in support of the idea.** Furthermore, of the respondents who stated they lived outside of Albany, the majority indicated that they would visit Albany more often (97% of the respondents from outside Albany) if the surf/wave conditions were improved.

A number of key socio-economic needs and benefits have been identified with the development of an ASR in Albany:

<p><b>Economic</b></p>	<p>The project will have economic development outcomes, through:</p> <ul style="list-style-type: none"> <li>• <b>Retained spending</b> - Every wave rider travelling out of Albany represents leakage from the local economy. Providing a local break would retain some of this expenditure.</li> <li>• <b>New spending</b> - A surf reef will be a new attraction, enhancing destination appeal and serving to draw visitors. More visitors will be attracted than participate (e.g. family / spectators).</li> </ul> <p>The project will facilitate the development of <b>Albany as a Surfing Hub</b> on the south coast of WA that will further help to diversify and grow the regional economy. Further economic benefits will accrue through increased land values at Middleton Beach, improved sustainability of accommodation and hospitality providers and the attraction of investment in new facilities.</p> <p>International studies have shown that such reefs can return at least \$20, due to increased tourism and beach protection, for every dollar spent on the reef. In some locations that have revenue based around beach activity, the benefit can be very large, like the 500:1 benefit to cost ratio gained by creating wider beaches in Miami<sup>1</sup>.</p>
<p><b>Social</b></p>	<p>There is a critical need to retain young populations in the regions in order to continue to service and develop prosperous towns into the future. The most notable methods to retain and attract younger populations are through initiatives that aim to revitalise regional cities and towns to cater for young interests, needs and desires. The ASR will deliver a recreational outlet beyond those currently available in the region, providing for diversified interests in the community and helping to create a more liveable regional city.</p> <p>The project complements other initiatives in the city, such as the development of student accommodation to attract younger people to the region to take advantage of tertiary educational opportunities (such as at the UWA Albany campus). The overlap with marine science and ecological courses held at UWA in Albany are evident.</p>
<p><b>Health</b></p>	<p>Prevention, including access to sport, recreation and open spaces, is identified as the most impactful and beneficial approach to the obesity epidemic. Considered particularly popular amongst youth, surfing offers a significant recreational outlet that will engage young people, get them outdoors and active. Surfing provides many health benefits including mental wellbeing, cardiovascular fitness, shoulder and back strength and leg and core strength.</p>
<p><b>Ecological</b></p>	<p>The surf reef will provide habitat for colonisation and occupation by many marine fauna that would otherwise be unlikely to persist at that location due to the high energy hydrodynamic conditions and the sand-dominated substrate to the extent that it has the potential to increase local biodiversity.</p>
<p><b>Environmental</b></p>	<p>The ASR substrate will provide for significantly improved marine ecology at and around the site leading to additional amenity in regards to fishing and diving at the site of the ASR. The literature review of constructed artificial reef projects for both rock and geotextile materials revealed that all structures resulted in an improvement to habitat growth of marine flora and fauna. Hence, as long as construction techniques are administered that minimise environmental impacts, the construction of an ASR is believed to have a positive impact on the marine ecology.</p>
<p><b>Safety</b></p>	<p>The current surf locations (e.g. Mutton Bird beach or Nanarup beach) are isolated and unmonitored. Enabling surfing to be undertaken at Middleton Beach will improve safety through increased monitoring and proximity to the Albany Surf Lifesaving Club and medical and emergency facilities in the city.</p>

Furthermore, the possibility of Middleton Beach becoming a prominent surfing hub with all of the associated benefits to the community, tourism and economy should not be overlooked. The Albany ASR has a strong potential to become the centrepiece of a city boasting quality surf, accommodation (new hotel), surf related shops, galleries, etc., as well

as links to the world renowned heritage listed 'Snake Run' skate park, mountain bike and cycling trails which all come together to create a complete Adventure Tourism package

An **in-depth feasibility assessment for the ASR was undertaken** by specialist consultants Royal Haskoning DHV in 2015. This study identified a number of options and makes recommendations which underpin this business case. The preferred option has a total crest length of 120 m and would provide a far superior surfing experience than alternative options and is also the best value for money in terms of length of ride per \$. The **total development cost for this option is currently estimated at \$7,906,000**. In terms of longer-term sustainability, the only costs that would be associated to the structure following construction are those related to inspection and survey. It is envisaged that these surveys will be undertaken annually for the first 3 years following construction and then subsequently either event-based (following large wave events) or every 5 to 10 years.

Conservative cost-benefit analyses have been performed in order to assess the attractiveness of the proposed project relative to the 'do nothing' option. **The calculations demonstrate a positive NPV of \$18m (BCR of 3.52), clearly deriving from the high level of community benefits that would accrue.** The benefits included in the analyses are focused on: (i) events - attracting participants from outside of the region to a number of modest surfing events per year (in line with guidance from Surfing WA), and (ii) an uplift in visitation and length of stay as a result of establishing Albany as a surfing hub, and complementing other initiatives in the region associated with adventure tourism. A host of other benefits could also have been included, such as retaining expenditure from residents that would otherwise travel elsewhere to surf, environmental savings and increased health and safety, but these are not required to be included in order to produce an attractive return on public investment. It should also be noted that there would be many other participants coming to Albany to surf the reef who would fall outside of the contest/event purpose. These **recreational travelling surfers could potentially have a far greater benefit than the three to four events calculated in the cost-benefit analysis**, but have not been included due to the difficulties in quantifying the impact and the already attractive cost benefit scenarios developed using the event impacts alone.

With regard to job creation, there will be benefit from both the construction phase and the operational phase, with the project expected to **create 30 FTE direct jobs in the construction industry and 125 FTE jobs in the economy as a whole**, during the construction phase, and an estimated **27 sustainable, long-term FTE jobs in the region**, based on the additional direct tourism spend.

Following the recommendations made in the Feasibility Assessment, the on-site (actual construction) **start date is targeted to be April/May 2019**, subject to the availability of funds. Overall, the indicative period for development of the Albany ASR project is some 140 weeks, with the project therefore **scheduled for completion in January 2020**.

A full Risk Management Plan has been prepared for the project and a robust governance mechanism defined. The City has **extensive experience in successfully planning, executing and operating/maintaining significant infrastructure projects**, including projects such as this. This project will comply with the City's rigorous project planning, procurement and governance methodologies.