

ATTACHMENTS

Ordinary Meeting of Council

Tuesday 25 February 2020

6.00pm

City of Albany Council Chambers

ORDINARY COUNCIL MEETING
ATTACHMENTS – 25/02/2020

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CITY OF ALBANY

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 DECEMBER 2019

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

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**CITY OF ALBANY
COMPILATION REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2019**

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

Shows a Closing Funding Position for the period ended 31 December 2019 of \$25,039,629.

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

Preparation

Prepared by: S. Van Nierop
Acting Manager Finance

Reviewed by: D. Olde
Acting Executive Director Corporate & Commercial Services

Date prepared: 30-Jan-2020

CITY OF ALBANY
STATEMENT OF FINANCIAL ACTIVITY **REPORT ITEM CCS 207 REFERS**
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 DECEMBER 2019

Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
Operating Revenues							
Rate Revenue	38,407,518	38,407,518	37,882,516	37,782,765	(99,751)	(0%)	
Grants & Subsidies	3,997,522	4,219,280	1,677,097	1,615,428	(61,669)	(4%)	
Contributions, Donations & Reimbursements	906,154	973,224	446,625	532,386	85,761	19%	
Profit on Asset Disposal	47,585	47,585	23,790	3,396	(20,394)	(86%)	
Fees and Charges	18,087,025	18,087,025	12,329,419	12,841,407	511,988	4%	▲
Interest Earnings	1,211,522	1,211,522	713,223	692,448	(20,775)	(3%)	
Other Revenue	215,760	215,760	90,818	88,784	(2,034)	(2%)	
	62,873,086	63,161,914	53,163,488	53,556,614			
Operating Expenses							
Employee Costs	(27,785,523)	(27,797,477)	(13,206,831)	(13,065,897)	140,934	1%	▼
Materials and Contracts	(20,059,722)	(20,167,147)	(9,120,314)	(8,859,710)	260,604	3%	▼
Utilities Charges	(1,953,402)	(1,776,402)	(760,938)	(850,322)	(89,384)	(12%)	
Depreciation (Non-Current Assets)	(15,794,228)	(16,753,334)	(8,413,641)	(8,311,788)	101,853	1%	▼
Interest Expenses	(754,635)	(775,384)	(343,509)	(310,281)	33,228	10%	
Insurance Expenses	(705,304)	(705,304)	(583,007)	(644,855)	(61,848)	(11%)	
Loss on Asset Disposal	(477,660)	(477,660)	(238,734)	(19,965)	218,769	92%	▼
Other Expenditure	(2,802,661)	(2,805,230)	(1,539,026)	(1,481,225)	57,801	4%	
Less: Allocated to Infrastructure	945,470	945,470	560,680	622,932	62,252	(11%)	
	(69,387,665)	(70,312,468)	(33,645,320)	(32,921,110)			
Contributions for the Development of Assets							
Grants & Subsidies	15,587,598	15,474,385	2,777,994	2,798,468	20,474	1%	
Contributions, Donations & Reimbursements	1,051,114	1,051,114	225,468	220,233	(5,235)	2%	
	16,638,712	16,525,499	3,003,462	3,018,700			
Net Operating Result	10,124,133	9,374,945	22,521,630	23,654,205			
Funding Balance Adjustment							
Add Back: Depreciation	15,794,228	16,753,334	8,413,641	8,311,788	(101,853)	(1%)	▼
Adjust (Profit)/Loss on Asset Disposal	430,075	430,075	214,944	16,569	(198,375)	(92%)	▼
Adjust (Profit)/Loss on Value of Investments	-	-	-	(3,746)	(3,746)	-	
Movement From Current to Non-Current	-	-	-	-	-	-	
Add back Carrying Value of Investment Land	-	-	-	-	-	-	
Funds Demanded From Operations	26,348,436	26,558,354	31,150,215	31,978,816			
Capital Revenues							
Proceeds from Disposal of Assets	858,500	863,500	469,094	127,112	(341,982)	(73%)	▼
	858,500	863,500	469,094	127,112			
Acquisition of Fixed Assets							
Land and Buildings	5 (7,802,780)	(7,815,916)	(2,045,603)	(911,851)	1,133,752	55%	▼
Furniture, Plant and Equipment	5 (5,233,802)	(5,282,612)	(2,657,804)	(1,529,531)	1,128,273	42%	▼
Infrastructure Assets - Roads	5 (6,844,557)	(6,863,586)	(3,416,645)	(1,805,965)	1,610,680	47%	▼
Infrastructure Assets - Coastal Enhancement	5 (7,964,114)	(7,900,627)	(800,000)	(873,198)	(73,198)	(9%)	
Infrastructure Assets - Other	5 (9,611,778)	(9,548,430)	(4,784,799)	(2,280,820)	2,503,979	52%	▼
	(37,457,031)	(37,411,172)	(13,704,851)	(7,401,364)			
Financing/Borrowing							
Debt Redemption	(2,551,149)	(2,551,149)	(1,376,500)	(1,324,027)	52,473	4%	
Loan Drawn Down	-	-	-	-	-	-	
Profit on Sale of Investments	-	-	-	-	-	-	
Self-Supporting Loan Principal	12,899	12,899	6,399	6,399	0	(0%)	
	(2,538,250)	(2,538,250)	(1,370,101)	(1,317,628)			
Demand for Resources	(12,788,345)	(12,527,568)	16,544,357	23,386,936			
Restricted Funding Movements							
Opening Position	(1,764,749)	(2,442,780)	(2,442,780)	(2,456,556)	(13,776)	1%	
Restricted Cash Utilised - Loan	1,595,589	1,576,694	1,576,694	1,576,694	0	0%	
Transfer to Reserves	(13,921,383)	(13,921,383)	-	(693,080)	(693,080)	100%	▼
Transfer from Reserves	26,878,888	27,379,256	-	3,225,635	3,225,635	100%	▲
	12,788,345	12,591,787	(866,086)	1,652,693			
Closing Funding Surplus/(Deficit)	-	64,219	15,678,271	25,039,629			

REPORT ITEM CCS 207 REFERS

CITY OF ALBANY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2019

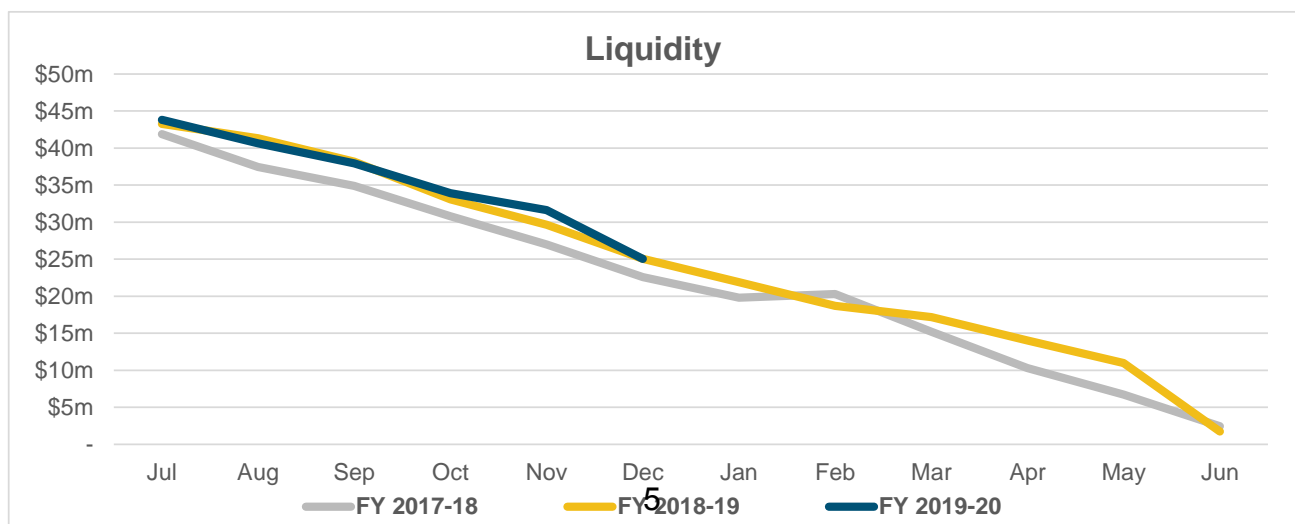
NOTE 1 EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Operating Revenues					
Rate Revenue	(99,751)	0%			No material variance.
Grants & Subsidies	(61,669)	(4%)			No material variance.
Contributions, Donations & Reimbursements	85,761	19%			No material variance.
Profit on Asset Disposal	(20,394)	(86%)			No material variance.
Fees and Charges	511,988	4%	▲	Timing	Timing of fees received vs budget for various accounts. Large variances include Tip shop income, ALAC swim fees, dog registrations, and commercial lease fees.
Interest Earnings	(20,775)	(3%)			No material variance.
Other Revenue	(2,034)	(2%)			No material variance.
Operating Expenses					
Employee Costs	140,934	1%	▼	Timing	Underspend relates to Workcare insurance premiums (\$116k), Training & Education (\$91k), and Apprentice costs (\$50k). Salaries & Wages are over YTD budget by \$182k, noting a subset of this is Workers Compensation wages that are \$136k over YTD budget (offsetting reimbursement income).
Materials and Contracts	260,604	3%	▼	Timing	Many variances across c.320 accounts (average of < \$1k variance for each account). Analysing by expense type, there is a large underspend for Professional Services (\$652k) and Materials/Consumables (\$515k). These have been offset by overspend for Contract Works (\$484k), Labour Hire (\$353k) and Software Licences (\$328k).
Utilities Charges	(89,384)	(12%)			No material variance.
Depreciation (Non-Current Assets)	101,853	1%	▼	Permanent	Depreciation less than YTD budget primarily for plant and equipment, can be attributed to timing of additions and disposals.
Interest Expenses	33,228	10%			No material variance.
Insurance Expenses	(61,848)	(11%)			No material variance.
Loss on Asset Disposal	218,769	92%	▼	Timing	Timing of Heavy Plant replacement program.
Other Expenditure	57,801	4%			No material variance.
Less: Allocated to Infrastructure	62,252	(11%)			No material variance.
Contributions for the Development of Assets					
Grants & Subsidies	20,474	1%			No material variance.
Contributions, Donations & Reimbursements	(5,235)	2%			No material variance.
Funding Balance Adjustment					
Add Back: Depreciation	(101,853)	(1%)	▼	Permanent	Depreciation less than YTD budget primarily for plant and equipment, can be attributed to timing of additions and disposals.
Adjust (Profit)/Loss on Asset Disposal	(198,375)	(92%)	▼	Timing	Timing of Heavy Plant replacement program.
Adjust (Profit)/Loss on Value of Investments	(3,746)	-			No material variance.
Movement From Current to Non-Current	-				No material variance.
Add back Carrying Value of Investment Land	-				No material variance.
Capital Revenues					
Proceeds from Disposal of Assets	(341,982)	(73%)	▼	Timing	Timing of Heavy Plant and Passenger Vehicle replacement program.
Acquisition of Fixed Assets					
Land and Buildings	1,133,752	55%	▼	Timing	Large variances to YTD budget include Town Hall renewal and fitout at the library
Furniture, Plant and Equipment	1,128,273	42%	▼	Timing	Primarily timing of Heavy Plant replacement program. Others include timing of Fire Truck purchases, and PC purchases.
Infrastructure Assets - Roads	1,610,680	47%	▼	Timing	Timing of completion of numerous road jobs, including Millbrook Rd, Chillinup Rd, Townsend St and Collingwood Rd
Infrastructure Assets - Coastal Enhancement	(73,198)	(9%)			No material variance.
Infrastructure Assets - Other	2,503,979	52%	▼	Timing	Primarily Centennial Park Sporting Precinct (Youth Precinct, Public Realm Enhancements).
Financing/Borrowing					
Debt Redemption	52,473	4%			No material variance.
Loan Drawn Down	-				No material variance.
Profit on Sale of Investments	-				No material variance.
Self-Supporting Loan Principal	0	(0%)			No material variance.
Restricted Funding Movements					
Opening Position	(13,776)	1%			No material variance.
Restricted Cash Utilised - Loan	0	0%			No material variance.
Transfer to Reserves	(693,080)	100%	▼	Permanent	1 July 2019 Reserve Transfer: Developer Contributions
Transfer from Reserves	3,225,635	100%	▲	Permanent	1 July 2019 Reserve Transfer: Developer Contributions and Unspent Grants

**CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 2
NET CURRENT FUNDING POSITION**

	Ref Note	FOR THE PERIOD ENDED 31 DECEMBER 2019	FOR THE PERIOD ENDED 30 NOVEMBER 2019	FOR THE PERIOD ENDED 31 DECEMBER 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted		22,929,871	29,149,831	18,067,855
Cash Restricted		30,202,718	30,151,676	26,370,930
Receivable - Rates and Rubbish	4	11,675,577	13,368,759	11,265,795
Receivables - Other		1,380,166	1,198,370	1,173,155
Investments - LG Unit Trust Shares		-	-	227,722
Accrued Income		217,353	160,371	273,905
Prepaid Expenses		165,902	162,227	48,798
Community Group Loan		6,500	6,500	6,300
Stock on Hand		1,716,614	1,559,243	1,211,993
Investment Land		158,000	158,000	158,000
		68,452,701	75,914,976	58,804,453
Less: Current Liabilities				
Payables		(2,484,581)	(3,342,846)	(1,994,864)
Borrowings		(1,246,880)	(2,255,178)	(1,030,364)
Prepaid Rates		(998,417)	(998,417)	-
Contract Liabilities		(4,045,480)	(4,068,324)	-
Lease Liabilities		(84,096)	(98,112)	-
Accrued Expenses		(32,647)	(5,384)	(22,482)
Income in advance		(47,492)	(59,324)	(49,071)
Provisions		(5,548,353)	(5,546,013)	(5,163,369)
Retentions		(74,674)	(77,825)	(56,728)
		(14,562,619)	(16,451,421)	(8,316,878)
Add Back: Borrowings		1,246,880	2,255,178	1,030,364
(Less): Cash Backed Reserves		(29,932,833)	(29,932,833)	(26,048,086)
(Less): Loans Receivable (Current)		(6,500)	(6,500)	(6,300)
(Less): Investment land		(158,000)	(158,000)	(158,000)
(Less): Investments - LG Unit Trust Shares		-	-	(227,722)
		(28,850,453)	(27,842,155)	(25,409,746)
Net Current Funding Position		25,039,629	31,621,400	25,077,830

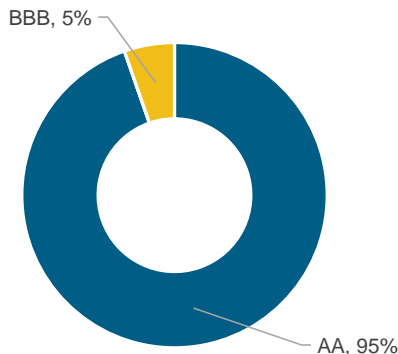


**CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 3
CASH INVESTMENTS**

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	Westpac	AA	1.63%	12-Sep-19	12-Jan-20	3 to 6 months	3,000,000	16,345
General Municipal	NAB	AA	1.72%	11-Sep-19	10-Feb-20	3 to 6 months	4,000,000	28,651
General Municipal	NAB	AA	1.54%	27-Nov-19	25-Feb-20	0 to 3 months	5,000,000	18,986
General Municipal	Bankwest	AA	1.30%	11-Dec-19	10-Mar-20	0 to 3 months	3,000,000	9,616
General Municipal	Bankwest	AA	1.44%	16-Oct-19	20-Apr-20	6 to 12 months	3,000,000	22,133
							18,000,000	95,731
Restricted	CBA	AA	1.29%	07-Oct-19	06-Jan-20	0 to 3 months	2,000,000	6,432
Restricted	Bankwest	AA	1.65%	19-Aug-19	16-Jan-20	3 to 6 months	3,000,000	20,342
Restricted	Westpac	AA	1.63%	19-Sep-19	19-Jan-20	3 to 6 months	3,000,000	16,345
Restricted	Bankwest	AA	1.65%	28-Aug-19	28-Jan-20	3 to 6 months	2,500,000	17,291
Restricted	Westpac	AA	1.82%	28-Aug-19	28-Jan-20	3 to 6 months	4,000,000	30,516
Restricted	NAB	AA	1.57%	14-Nov-19	12-Feb-20	0 to 3 months	4,000,000	15,485
Restricted	NAB	AA	1.53%	02-Dec-19	02-Mar-20	0 to 3 months	2,000,000	7,629
Restricted	Bendigo	BBB	1.50%	15-Oct-19	16-Mar-20	3 to 6 months	2,500,000	15,719
Restricted	Bankwest	AA	1.35%	18-Nov-19	17-Mar-20	3 to 6 months	3,000,000	13,315
Restricted	Westpac	AA	1.58%	16-Dec-19	22-Jun-20	6 to 12 months	3,000,000	24,544
							29,000,000	167,619
							47,000,000	263,350

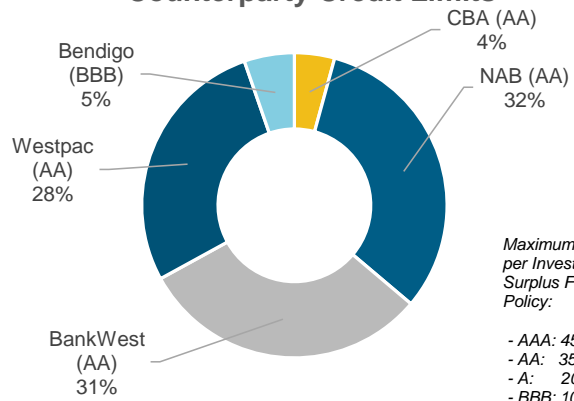
Portfolio Credit Framework



Maximums as per Investment of Surplus Funds Policy:

- AAA: 100%,
- AA: 100%,
- A: 60%,
- BBB: 40%

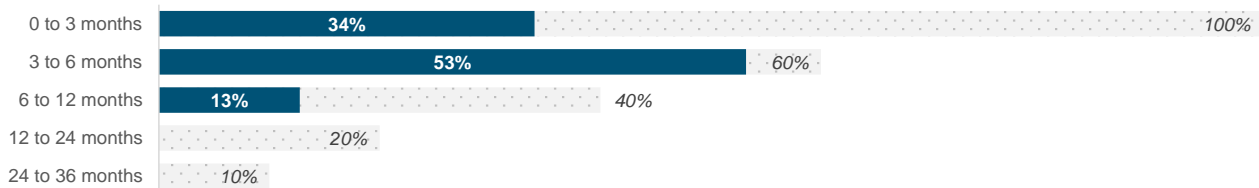
Counterparty Credit Limits



Maximums as per Investment of Surplus Funds Policy:

- AAA: 45%,
- AA: 35%,
- A: 20%,
- BBB: 10%

Term to Maturity Framework

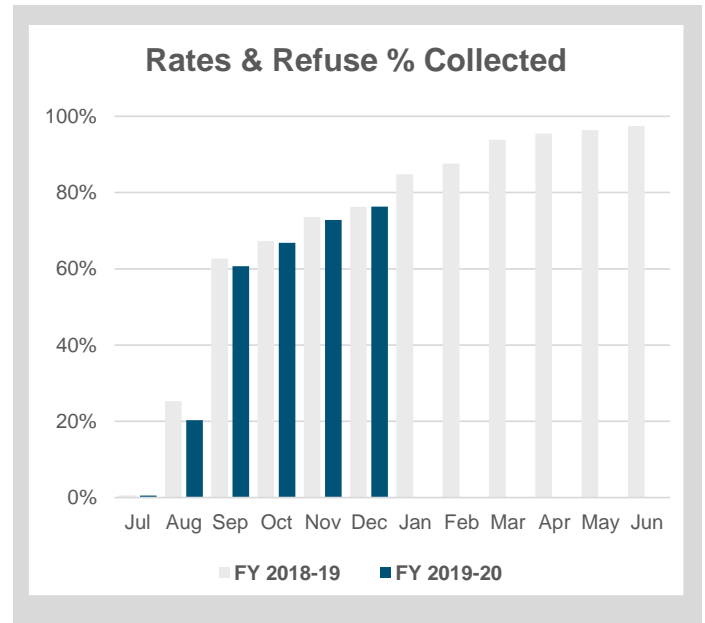


COMMENTS:

**CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 4
RECEIVABLES**

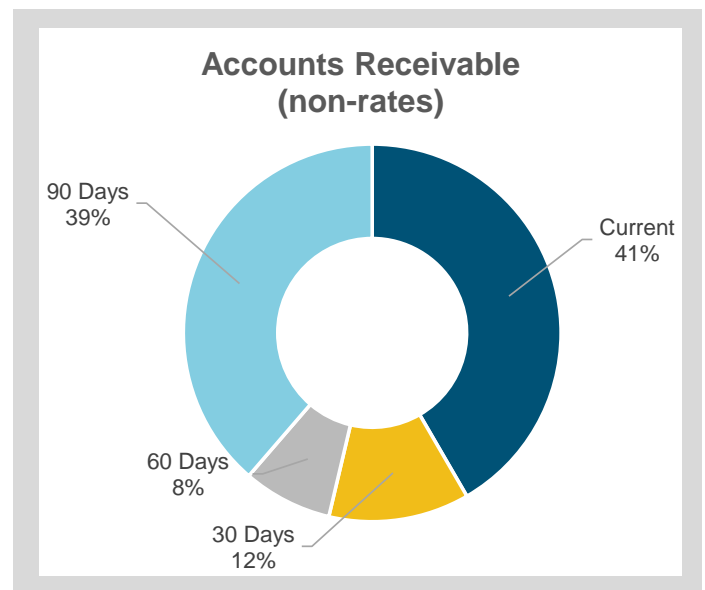
<u>Rates & Refuse % Collected</u>	<u>\$</u>
Opening Arrears Previous Years	1,226,291
Rates Levied	37,782,765
Refuse Levied	6,431,463
ESL Levied	3,489,915
Other Charges Levied	409,234
Amount Levied	<u>49,339,668</u>
(Less): Collections (Prior Years)	(627,712)
(Less): Collections (Current Year)	<u>(37,036,379)</u>
Amount Collected	<u>(37,664,091)</u>
Total Rates & Charges Collectable	<u>11,675,577</u>
<i>% Collected</i>	<i>76.34%</i>



COMMENTS:

<u>Accounts Receivable (non-rates)</u>	<u>\$</u>	<u>%</u>
Current	375,279	42%
30 Days	108,658	12%
60 Days	68,898	8%
90 Days	<u>348,484</u>	39%
	<u>901,319</u>	100%

Amounts shown above include GST (where applicable)

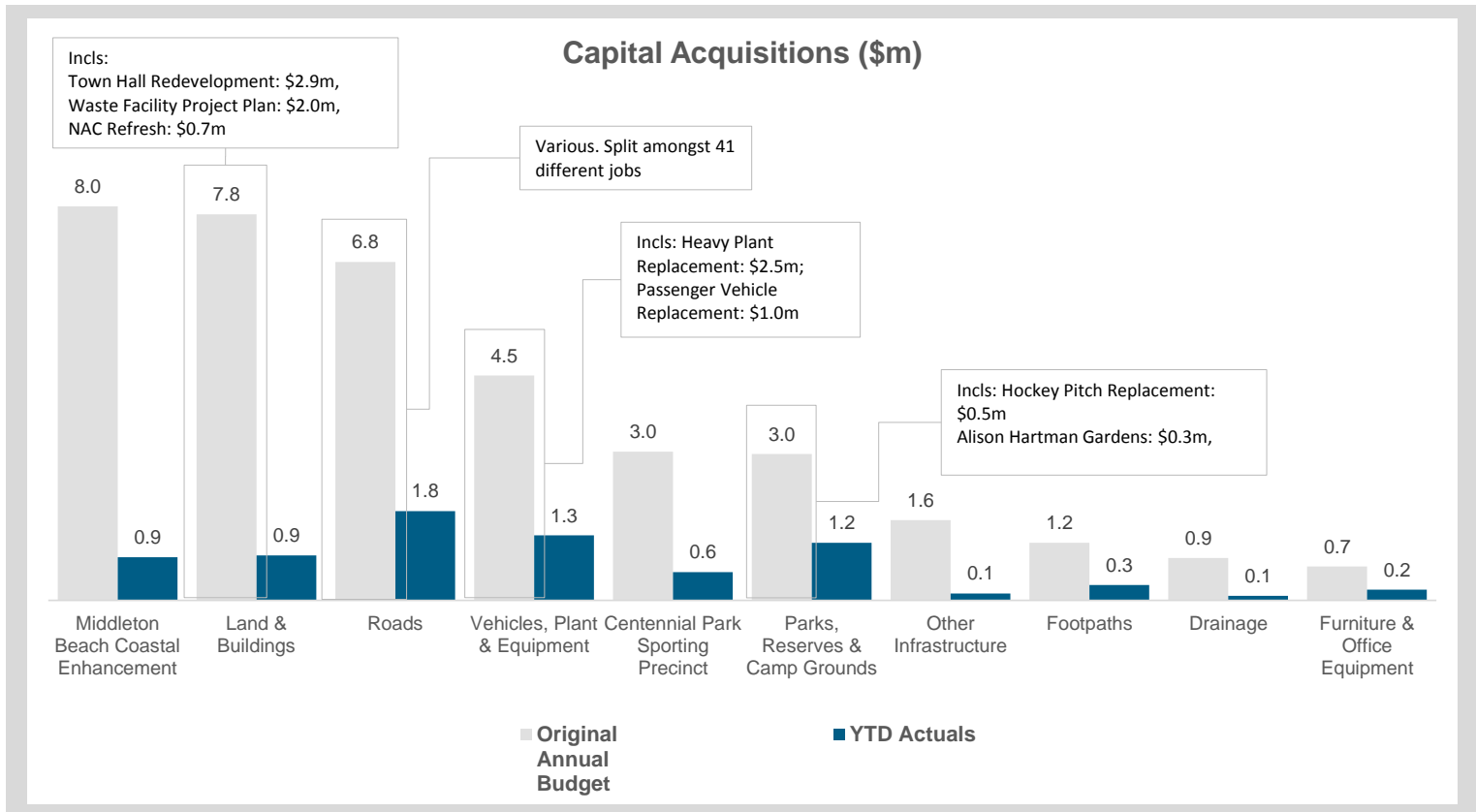


COMMENTS:

**CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
Middleton Beach Coastal Enhancement	7,964,114	7,900,627	800,000	873,198	73,198	9%	
Land & Buildings	7,802,780	7,815,916	2,045,603	911,851	(1,133,752)	(55%)	▼
Roads	6,844,557	6,863,586	3,416,645	1,805,965	(1,610,680)	(47%)	▼
Vehicles, Plant & Equipment	4,546,502	4,595,312	2,352,928	1,313,444	(1,039,484)	(44%)	▼
Centennial Park Sporting Precinct	3,006,100	3,068,035	2,008,862	572,679	(1,436,183)	(71%)	▼
Parks, Reserves & Camp Grounds	2,958,591	2,816,467	1,110,261	1,162,134	51,873	5%	
Other Infrastructure	1,622,521	1,623,262	498,096	140,721	(357,375)	(72%)	▼
Footpaths	1,165,066	1,151,166	736,213	311,750	(424,463)	(58%)	▼
Drainage	859,500	889,500	431,367	93,536	(337,831)	(78%)	▼
Furniture & Office Equipment	687,300	687,300	304,876	216,087	(88,789)	(29%)	▼
Total Capital Acquisitions	37,457,031	37,411,172	13,704,851	7,401,364	(6,303,487)	(46%)	▼



COMMENTS:

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 29 NOVEMBER 2019**

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
29/10/2019	Coffee Roasters	Catering - Lunch with Susan Hunt CEO of Lotterywest	\$ 35.00
29/10/2019	UWA Hacket	Tickets - Albany Research Dinner with UWA - CEO	\$ 30.00
29/10/2019	UWA Hacket	Tickets - Albany Research Dinner with UWA - Mayor and Spouse	\$ 60.00
29/10/2019	Café Espresso One	Meeting Expenses - Police Superintendent - Mayor and CEO	\$ 16.50
29/10/2019	WPMU	Monthly Website Licence Key Fee	\$ 71.93
29/10/2019	International Transaction Fee	International Transaction Fee	\$ 1.80
29/10/2019	Basecamp	Monthly Project Management Tool - Visitors Centre	\$ 145.33
29/10/2019	International Transaction Fee	International Transaction Fee	\$ 3.63
29/10/2019	Aloft Perth	Accommodation - CHG Preservation and Collection Management Workshop	\$ 221.27
30/10/2019	Canva	Digital Image Purchase - Rangers Banner - Albany Show - Communications	\$ 10.00
1/11/2019	Aloft Perth	Accommodation - CHG Preservation and Collection Management Workshop	\$ 200.97
1/11/2019	RLSSWA	Pool Lifeguard Course - Registration	\$ 598.00
3/11/2019	Crown Promenade	Accommodation - Perth Tourism Awards - Deputy Mayor	\$ 302.59
4/11/2019	St Anne Florist	Gift Basket - Mayor in Hospital	\$ 107.00
4/11/2019	South Coast Woodworks	Gift - Former Councillors	\$ 240.00
4/11/2019	The Perth Mint	Citizenship Coins for Ceremonies	\$ 1,030.91
4/11/2019	Expedia	Accommodation - Court Case	\$ 761.43
4/11/2019	Rezdy	Monthly Fees and Charges - Online Booking System - Anzac Centre	\$ 108.90
5/11/2019	Mailchimp	Monthly Subscription Charges - Media	\$ 277.00
7/11/2019	Crown Metropol Perth	Accommodation - Local Government Professionals Annual Conference - CEO	\$ 273.24
7/11/2019	GM Cabs Pty Ltd	Taxi Charges - Local Government Professionals Annual Conference - CEO	\$ 41.16
7/11/2019	Facebook	Facebook Advertising Campaigns	\$ 71.21
7/11/2019	Blue Marble Geographic's	GIS Global Mapper Licence and Module - P Banyard	\$ 1,663.82
7/11/2019	International Transaction Fee	International Transaction Fee	\$ 41.60
8/11/2019	Crown Promenade Perth	Accommodation and Meals - Tourism Awards Gala Dinner - CEO	\$ 655.78
8/11/2019	Eventbrite	Ticket - UWA Albany Course Completion Ceremony 2019 - CEO	\$ 38.01
11/11/2019	Swifttype	Monthly Search Engine Fees for Website	\$ 363.59
11/11/2019	International Transaction Fee	International Transaction Fee	\$ 9.09
11/11/2019	Radical Fitness	ALAC - Monthly Subscription - Music Service - KIMAX	\$ 19.95
12/11/2019	Western Power	Application Fee - Relocation of Stay Pole - Road Widening on Millbrook Road, King River	\$ 497.92
12/11/2019	Flightcentre.com	Flights - Local Government Chief Officer Conference - CEO	\$ 1,119.34
12/11/2019	RLSSWA	Pool Operators Course - Registration	\$ 1,045.00
13/11/2019	Spotlight	Material Supplies - Ribbon for Gifts and Ceremony Cutting	\$ 21.00
13/11/2019	Albany Lottery	Cards - Former Councillors	\$ 14.97
13/11/2019	Eventbrite	Refund - Ticket - UWA Albany Course Completion Ceremony 2019 - CEO	-\$ 38.01
13/11/2019	Regional Express	Flights - Workers Compensation - C McLaughlin	\$ 465.40
14/11/2019	La Botanic	Floral Arrangement - J Williamson	\$ 70.00
14/11/2019	Gallery Works	Gift - A Cousins Departure	\$ 60.00
14/11/2019	Soundtrack Your Brand	ALAC - Monthly Subscription - Music Service	\$ 36.63
14/11/2019	International Transaction Fee	International Transaction Fee	\$ 0.92
14/11/2019	Paypal	Flags for External Building Use - Vancouver Arts Centre	\$ 359.80
15/11/2019	Clarks Newsagency	Wrapping Paper and Cards - Regional Conference Speaker Thanks	\$ 27.95

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 29 NOVEMBER 2019**

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
15/11/2019	Department of Water and Environmental Regulation	Clearing Permit - Stanley Road Intersection Re-Alignment	\$ 400.00
15/11/2019	Eventbrite	Staff Training - Trail Construction - Reserves	\$ 523.02
18/11/2019	Regional Express	Flights - Albany to Perth Return - PLWA Executive Committee Meeting	\$ 609.50
18/11/2019	Total Rockbreaking Solutions	Material Supply - Cutting Teeth	\$ 685.30
18/11/2019	Illion Australia	Company Credit History Report - Procurement	\$ 396.00
18/11/2019	Amazon	Material Supplies - VR Headset Stands - AVC	\$ 56.50
19/11/2019	Porter Equipment Australia.	Material Supply - Fittings to Suit Ammann Plate Compactor	\$ 144.43
19/11/2019	Regional Express	Flights - Albany to Perth Return - Curtin University Seminar	\$ 594.68
20/11/2019	Survey Monkey	Subscription Renewal - In House Surveys - People and Culture	\$ 348.00
20/11/2019	Hervey Bay	Taxi Charges - Local Government Chief Officer Conference - CEO	\$ 21.00
20/11/2019	Spotto	Taxi Charges - Local Government Chief Officer Conference - CEO	\$ 44.47
21/11/2019	Regional Express	Flight Charges - Extra Leg Room - Mayor and CEO	\$ 19.20
22/11/2019	Regional Express	Flights - RCAWA Meeting - Mayor and CEO	\$ 1,263.56
22/11/2019	Coast Hervey Bay	Meals - Local Government Chief Officer Conference - CEO	\$ 49.63
22/11/2019	Mantra Hervey Bay	Accommodation and Meals - Local Government Chief Officer Conference - CEO	\$ 283.08
22/11/2019	Esplanade Hotel Fremantle	Accommodation - Age Friendly Australia National Forum	\$ 404.32
23/11/2019	Skymesh	Internet Charges - Cape Riche	\$ 49.95
23/11/2019	BWC Perth	Taxi Charges - Local Government Chief Officer Conference - CEO	\$ 47.15
23/11/2019	Mantra Hervey Bay	Accommodation and Meals - Local Government Chief Officer Conference - CEO	\$ 141.54
24/11/2019	Envoyer	Monthly Website Change Fees	\$ 14.75
24/11/2019	International Transaction Fee	International Transaction Fee	\$ 0.37
25/11/2019	Regional Express	Flights - IPA2 Training	\$ 144.09
26/11/2019	Australian Securities and Investments Commission	Company Information Fees - Property and Leasing	\$ 9.00
			\$ 17,330.17

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

TRUST PAYMENTS

DATE	NAME	DESCRIPTION	AMOUNT
		TOTAL	\$ -

PAYROLL TRANSACTIONS

DATE	DESCRIPTION	AMOUNT
21/11/2019	Salaries	\$ 674,318.67
22/11/2019	Superannuation	\$ 120,756.96
26/11/2019	Salaries	\$ 111.67
05/12/2019	Salaries	\$ 705,601.82
06/12/2019	Superannuation	\$ 124,470.10
	TOTAL	\$ 1,625,259.22

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

CHEQUE TRANSACTIONS

CHEQUE	DATE	NAME	DESCRIPTION	AMOUNT
32475	21/11/2019	PETTY CASH	Petty Cash Reimbursement	\$ 1,660.00
32476	21/11/2019	PETTY CASH	Petty Cash Reimbursement	\$ 188.55
32477	21/11/2019	PETTY CASH	Petty Cash Reimbursement	\$ 94.50
32478	21/11/2019	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 16,645.17
32479	21/11/2019	WATER CORPORATION	Water Charges	\$ 13,607.77
32480	28/11/2019	MICHELLE PARDINI	Crossover Subsidy	\$ 320.51
32481	28/11/2019	WA POLICE	Return of Unspent Grant Funding	\$ 1,149.98
32482	28/11/2019	PETTY CASH	Petty Cash Reimbursement	\$ 194.70
32483	28/11/2019	POLICE LICENSING SERVICES	Renewal - Corporate Firearm Licence	\$ 128.00
32484	28/11/2019	WATER CORPORATION	Water Charges	\$ 2,178.91
32485	28/11/2019	THE WEST AUSTRALIAN	Newspaper Subscriptions	\$ 362.41
32486	05/12/2019	KEITH CHARLES ALISON	Refund	\$ 50.00
32487	05/12/2019	CPA AUSTRALIA	Staff Membership Renewal	\$ 720.00
32488	05/12/2019	LANDGATE	Valuation Services	\$ 167.52
32489	05/12/2019	DEPARTMENT OF TRANSPORT	Amazing South Coast Number Plate Purchase	\$ 200.00
32490	05/12/2019	LOWER KING COMMUNITY ASSOCIATION INC	Community Support 2019/2020	\$ 1,813.00
32491	05/12/2019	PETTY CASH	Petty Cash Reimbursement	\$ 483.50
32492	05/12/2019	PETTY CASH	Petty Cash Reimbursement	\$ 464.45
32493	05/12/2019	PIVOTEL SATELLITE PTY LIMITED	Phone Charges	\$ 581.00
32494	05/12/2019	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 12,524.05
32496	05/12/2019	WATER CORPORATION	Water Charges	\$ 14,575.79
32497	12/12/2019	PETER CLEMENTSON	Crossover Subsidy	\$ 241.00
32498	12/12/2019	LANDGATE	Valuation Services	\$ 52.40
32499	12/12/2019	DEPARTMENT OF TRANSPORT	Amazing South Coast Number Plate Purchase	\$ 400.00
32500	12/12/2019	DEPARTMENT OF TRANSPORT	Jetty Renewal - Ellen Cove	\$ 41.40
32501	12/12/2019	PETTY CASH	Petty Cash Reimbursement	\$ 2,040.00
32502	12/12/2019	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 2,558.09
32503	12/12/2019	WATER CORPORATION	Water Charges	\$ 2,637.43
				\$ 76,080.13

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT138823	21/11/2019	ABBOTTS LIQUID SALVAGE PTY LTD	Waste Services - Q18023	\$ 3,950.00
EFT138824	21/11/2019	ABBEY'S EARTHMOVING SERVICES	Waste Collection - Grass Clippings	\$ 1,476.75
EFT138825	21/11/2019	ACORN TREES AND STUMPS	Vegetation Maintenance Works - C19014	\$ 3,520.00
EFT138826	21/11/2019	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 47,484.47
EFT138827	21/11/2019	WELLSTEAD RURAL SERVICES	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 148.05
EFT138828	21/11/2019	ALBANY BRAKE AND CLUTCH	Material Supply -Tube	\$ 21.89
EFT138829	21/11/2019	OPTEON	Valuation Services	\$ 330.00
EFT138830	21/11/2019	ALBANY V-BELT AND RUBBER	Plant and Fleet Materials	\$ 1,107.30
EFT138831	21/11/2019	ALBANY SWEEP CLEAN	Sweeping Services - C18007	\$ 1,442.00
EFT138832	21/11/2019	ALBANY PANEL BEATERS AND SPRAY PAINTERS	Fleet and Plant Repairs - Window	\$ 198.00
EFT138833	21/11/2019	SOUTHERN PORTS AUTHORITY	Security Card	\$ 250.00
EFT138834	21/11/2019	ALBANY WINDOWS	Glass Repairs - ALAC	\$ 234.00
EFT138835	21/11/2019	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Skip Bin Hire	\$ 547.50
EFT138836	21/11/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Various Locations	\$ 1,746.07
EFT138837	21/11/2019	ALBANY QUALITY LAWNMOWING	Lawn Mowing Services - Lotteries House	\$ 110.00
EFT138838	21/11/2019	ALBANY IRRIGATION & DRILLING	Irrigation Supplies/Repairs	\$ 2,000.00
EFT138839	21/11/2019	ALBANY MOUNTAIN BIKE CLUB INC	Trailforks Mapping	\$ 1,500.00
EFT138840	21/11/2019	ALBANY MOBILITY HIRE AND SALES	Animal Hygiene Services - Q19033	\$ 195.00
EFT138841	21/11/2019	ALL INTERACTIVE DISTRIBUTION	Merchandise Order - Forts Store	\$ 199.73
EFT138842	21/11/2019	ALLTOILETS	Public Amenities - Town Hall	\$ 12,502.05
EFT138843	21/11/2019	DAMON ANNISON	Merchandise Order - Visitors Centre	\$ 148.49
EFT138844	21/11/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 23,746.17
EFT138845	21/11/2019	BALL BODY BUILDERS	Fire Truck Repairs - Foam System	\$ 407.00
EFT138846	21/11/2019	BARBEQUES GALORE ALBANY	BBQ Purchase - Airport	\$ 600.00
EFT138847	21/11/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 18,096.58
EFT138848	21/11/2019	BERTOLA HIRE ALBANY PTY LTD	Equipment Hire - Excavator	\$ 2,316.05
EFT138849	21/11/2019	J. BLACKWOOD & SON PTY LTD	Tool and Hardware Supplies	\$ 961.12
EFT138850	21/11/2019	BMT WESTERN AUSTRALIAN PTY LTD	AWAC Deployment - Emu Point to Middleton Beach Instrument Hire	\$ 6,546.56
EFT138851	21/11/2019	BRANDNET PTY LTD	Merchandise Order - Forts Store	\$ 101.49
EFT138852	21/11/2019	BULLSEYE PLUMBING & GAS	Drainage System Cleaning - Q19042	\$ 1,800.00
EFT138853	21/11/2019	BULLET GLASS COMPANY	Merchandise Order - Forts Store	\$ 2,115.00
EFT138854	21/11/2019	BUNNINGS GROUP LIMITED	Hardware and Tool Supplies - Various	\$ 141.11
EFT138855	21/11/2019	BUSY BLUE BUS	Bus Tours - AVC Package	\$ 458.18
EFT138856	21/11/2019	BYLUND PHOTOGRAPHICS	Library Supply - Autobiography	\$ 60.00
EFT138857	21/11/2019	C&C MACHINERY CENTRE	Plant and Fleet Materials	\$ 194.00
EFT138858	21/11/2019	CABCHARGE AUSTRALIA LIMITED	Taxi Charges	\$ 991.86
EFT138859	21/11/2019	CALIBRE CARE	Ergonomic Supplies - Reacher	\$ 158.40
EFT138860	21/11/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 6,233.97
EFT138861	21/11/2019	DONNA CAMERON DESIGN	Design Services - Christmas Closure Flyer	\$ 308.00
EFT138862	21/11/2019	BELINDA CARLSHAUSEN	Refund	\$ 55.29
EFT138863	21/11/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C17018/C18019/C19001/Q18030	\$ 11,775.72
EFT138864	21/11/2019	CENTIGRADE SERVICES PTY LTD	HVAC Installation - Q19031	\$ 153,304.25
EFT138865	21/11/2019	CENTRAL REGIONAL TAFE	Staff Training - Planning	\$ 102.69

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT138866	21/11/2019	CENTENNIAL STADIUM INC	Christmas Party 2019	\$ 165.00
EFT138867	21/11/2019	CIVICA PTY LTD	Software Subscription - Library	\$ 1,204.37
EFT138868	21/11/2019	CLEANAWAY PTY LIMITED	Rubbish Removal - P14021	\$ 318,406.53
EFT138869	21/11/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 76.77
EFT138870	21/11/2019	CONSTRUCTION EQUIPMENT AUSTRALIA	Plant and Fleet Materials	\$ 540.25
EFT138871	21/11/2019	DOWNER EDI WORKS PTY LTD	Material Supply - Coldmix	\$ 1,666.35
EFT138872	21/11/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supply - C19006	\$ 2,302.30
EFT138873	21/11/2019	CTI LOGISTICS REGIONAL FREIGHT	Freight Charges	\$ 184.81
EFT138874	21/11/2019	AL CURNOW HYDRAULICS	Fabrication Services - Solenoid	\$ 156.08
EFT138875	21/11/2019	DATA #3 LIMITED	Subscriptions - Microsoft Virtual Desktop Access	\$ 3,171.96
EFT138876	21/11/2019	DE JONGE MECHANICAL PTY LTD	Vehicle Servicing - Q17009	\$ 2,459.10
EFT138877	21/11/2019	CGS QUALITY CLEANING	Cleaning Services - C14036	\$ 50,565.55
EFT138878	21/11/2019	DELL FINANCIAL SERVICES PTY LTD	Monthly Equipment Rental - IT	\$ 577.87
EFT138879	21/11/2019	LANDGATE	Valuation Services	\$ 8,631.01
EFT138880	21/11/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 1,462.93
EFT138881	21/11/2019	DJL ELECTRICAL	Test and Tag Electrical Equipment - Q18051	\$ 539.55
EFT138882	21/11/2019	MIKE DRAPER GOLF	Active Albany Classes	\$ 450.00
EFT138883	21/11/2019	DYLANSON ON THE TERRACE	Catering - DIS	\$ 832.00
EFT138884	21/11/2019	ECOTONES	Entertainment - Green Fair on the Square	\$ 792.00
EFT138885	21/11/2019	EDUCATIONAL ART SUPPLIES	Craft Supplies - Daycare	\$ 225.93
EFT138886	21/11/2019	ELANDRIAL GAMES	Christmas Party 2019	\$ 200.00
EFT138887	21/11/2019	ELMO SOFTWARE LIMITED	Software Renewal - People and Culture	\$ 88,000.00
EFT138888	21/11/2019	ESRI AUSTRALIA PTY LTD	Travel and Accommodation - Consultant	\$ 1,300.00
EFT138889	21/11/2019	E-STRALIAN PTY LTD	Weekly E-Bike Lease	\$ 350.23
EFT138890	21/11/2019	GREAT SOUTHERN EXPRESS	Courier Services - ALAC	\$ 49.03
EFT138891	21/11/2019	EYERITE SIGNS	Signage - Lifeline, Vehicle Stencils, Panorama Boards	\$ 1,171.50
EFT138892	21/11/2019	FAMILIES AND FRIENDS OF THE FIRST AIF INC	Merchandise Order - Forts Store	\$ 2,020.00
EFT138893	21/11/2019	THE FIXUPPERY	Window Cleaning Services - Q16023	\$ 416.00
EFT138894	21/11/2019	ALL TRUCK REPAIRS	Fire Truck Service and Repairs - Q17040	\$ 3,894.40
EFT138895	21/11/2019	FOOD SAFETY PLUS PTY LTD	Food Safety Audit - Daycare	\$ 605.00
EFT138896	21/11/2019	FOXTEL MANAGEMENT PTY LTD	Subscriptions - ALAC Gym	\$ 750.00
EFT138897	21/11/2019	FRANGIPANI FLORAL STUDIO	Wreaths - Beersheba Service and Nurses Memorial	\$ 160.00
EFT138898	21/11/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Equipment and Supplies	\$ 3,996.63
EFT138899	21/11/2019	BH GILMORE	Rates Refund	\$ 141.96
EFT138900	21/11/2019	GLOBAL MARINE ENCLOSURES PTY LTD	Monitoring and Maintenance - Ellen Cove Swimming Enclosure	\$ 4,274.49
EFT138901	21/11/2019	SOUTH REGIONAL TAFE	Staff Training - Traffic Management	\$ 767.00
EFT138902	21/11/2019	GREEN SKILLS INCORPORATED	Environmental Services - C19011	\$ 14,096.10
EFT138903	21/11/2019	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 3,260.40
EFT138904	21/11/2019	GREAT SOUTHERN PERSONNEL INC	Gardening Services - Lotteries House	\$ 259.00
EFT138905	21/11/2019	GREAT SOUTHERN SUPPLIES	Paper Supplies and Protective Equipment - Q19006/Q18019	\$ 4,687.55
EFT138906	21/11/2019	GREAT SOUTHERN BEARINGS	Plant and Fleet Materials	\$ 41.91
EFT138907	21/11/2019	LEE GRIFFITH	Photography Services - Community Calendar	\$ 200.00
EFT138908	21/11/2019	GRIFFITHS ARCHITECTS PTY LTD	Consultancy Services - C18008	\$ 6,294.79

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT138909	21/11/2019	PROTECTOR FIRE SERVICES PTY LTD	Material Supplies - Nozzles	\$ 495.00
EFT138910	21/11/2019	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 5,438.97
EFT138911	21/11/2019	K HOUDERRANI	Staff Reimbursement	\$ 24.00
EFT138912	21/11/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Material Supply - Spindle and Pulley	\$ 145.20
EFT138913	21/11/2019	H+H ARCHITECTS	Design Services - C16007	\$ 4,776.75
EFT138914	21/11/2019	HHG LEGAL GROUP	Legal Services - C19009	\$ 2,117.56
EFT138915	21/11/2019	ICS GROUP AUTO ELECTRICAL & AIR CONDITIONING PTY LTD	Plant Repairs and Maintenance	\$ 1,129.05
EFT138916	21/11/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 1,207.08
EFT138917	21/11/2019	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$ 738.19
EFT138918	21/11/2019	KEN STONE MOTOR TRIMMERS	Marquee Repairs and Maintenance	\$ 52.80
EFT138919	21/11/2019	MT SOUNNESS & THE SOUNNESS FAMILY TRUST	Gravel Royalty Payment	\$ 61,578.00
EFT138920	21/11/2019	KOSTER'S OUTDOOR PTY LTD	Roller Door Repairs - Forts	\$ 247.00
EFT138921	21/11/2019	KOTT GUNNING LAWYERS	Legal Services	\$ 519.20
EFT138922	21/11/2019	LEASEIT LIMITED	Photocopier Lease	\$ 2,189.00
EFT138923	21/11/2019	LIGHT APPLICATION PTY LTD	Lighting Supplies - Alison Hartman Gardens	\$ 89.32
EFT138924	21/11/2019	LIGHTNINGMAN PTY LTD	Consultancy Services - Street Lighting	\$ 1,980.00
EFT138925	21/11/2019	THE LOCALS	Merchandise Order - Visitors Centre	\$ 115.59
EFT138926	21/11/2019	LOCHNESS LANDSCAPE SERVICES	Mowing Services - C16008	\$ 7,200.00
EFT138927	21/11/2019	M & A STEEL FABRICATION	Fabrication Services - ALAC	\$ 3,168.00
EFT138928	21/11/2019	M AND B SALES PTY LTD	Timber Supplies	\$ 144.48
EFT138929	21/11/2019	ALBANY CITY MOTORS	Light Fleet and Truck Repairs and Maintenance - Pedal Fault	\$ 132.00
EFT138930	21/11/2019	MCB CONSTRUCTION PTY LTD	Light Installation - Wellstead Fire Shed	\$ 1,047.73
EFT138931	21/11/2019	MERRIFIELD REAL ESTATE	Storage Unit Rental Costs	\$ 1,280.00
EFT138932	21/11/2019	METROLL ALBANY	Building Supplies	\$ 74.20
EFT138933	21/11/2019	MORAY & AGNEW LAWYERS	Professional Services - Employment Contracts	\$ 6,906.90
EFT138934	21/11/2019	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - Visitors Centre	\$ 741.21
EFT138935	21/11/2019	MULE CREATIVE	Videography - Long Live You, Community Calendar, School Mapping Project	\$ 14,487.00
EFT138936	21/11/2019	LGIS INSURANCE BROKING	Insurance Renewals	\$ 2,183.79
EFT138937	21/11/2019	PAGODA RESORT & SPA	Accommodation - Staff Training	\$ 1,600.00
EFT138938	21/11/2019	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware/Tool/Other Supplies	\$ 6,238.25
EFT138939	21/11/2019	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$ 297.00
EFT138940	21/11/2019	NIKANA CONTRACTING PTY LTD	Skip Bin Hire - Boat Harbour	\$ 875.60
EFT138941	21/11/2019	NLC PTY LTD	Novated Leases and Associated Costs	\$ 615.31
EFT138942	21/11/2019	OCS SERVICES PTY LTD	Cleaning Services - C15015	\$ 34,160.20
EFT138943	21/11/2019	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 106.73
EFT138944	21/11/2019	O'KEEFE'S PAINTS	Painting Supplies	\$ 141.57
EFT138945	21/11/2019	IXOM	Material Supply - Chlorine	\$ 348.50
EFT138946	21/11/2019	ORIGIN ENERGY	Gas Charges	\$ 3,619.95
EFT138947	21/11/2019	PALMER CIVIL CONSTRUCTION	Equipment Hire - C19007	\$ 200,532.75
EFT138948	21/11/2019	PENROSE PROFESSIONAL LAWNCARE	Lawn Mowing Services - Vancouver Arts Centre	\$ 264.00
EFT138949	21/11/2019	PERTH SAFETY PRODUCTS PTY LTD	Signage - Various	\$ 7,493.20
EFT138950	21/11/2019	PETER GRAHAM AND COMPANY LTD	Fertiliser Supplies	\$ 156.44
EFT138951	21/11/2019	PLASTICS PLUS	Material Supplies - Perspex, Bins, Acrylic	\$ 387.44

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT138952	21/11/2019	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 36,443.48
EFT138953	21/11/2019	PREMIUM PUBLISHERS	Advertising - Australia's South West	\$ 400.40
EFT138954	21/11/2019	PRINTSYNC BUSINESS SOLUTIONS	Photocopier Charges - Lotteries House	\$ 93.18
EFT138955	21/11/2019	RED DOT STORE	Material Supplies - Christmas Pageant	\$ 158.00
EFT138956	21/11/2019	REECE PTY LTD	Plumbing Supplies	\$ 88.19
EFT138957	21/11/2019	RICOH	Photocopier Charges	\$ 32,129.31
EFT138958	21/11/2019	RITA SOPHIA QUAYLE	Active Albany Classes	\$ 441.25
EFT138959	21/11/2019	ROBERT GULLEY	Info Stall - Green Fair on the Square	\$ 100.00
EFT138960	21/11/2019	MP ROGERS AND ASSOCIATES PTY LTD	Foreshore Enhancement - P19006	\$ 12,460.80
EFT138961	21/11/2019	SERENA MCLAUCHLAN	Artist - Christmas Pageant	\$ 510.00
EFT138962	21/11/2019	SEEK LIMITED	Advertising - Vacant Job Positions	\$ 313.50
EFT138963	21/11/2019	SEEDSIGN STUDIO PTY LTD	Architecture Services - Q19020	\$ 24,420.00
EFT138964	21/11/2019	G & L SHEETMETAL	Material Supplies - Gutters and Pipes	\$ 1,523.50
EFT138965	21/11/2019	C SHEZNEY	Rates Refund	\$ 713.12
EFT138966	21/11/2019	SIGMA CHEMICALS	Chemical Supplies - ALAC	\$ 2,081.20
EFT138967	21/11/2019	J SKECT	Refund	\$ 48.96
EFT138968	21/11/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 7,755.55
EFT138969	21/11/2019	SKIPPER TRANSPORT PARTS	Plant and Fleet Supplies	\$ 513.98
EFT138970	21/11/2019	N & L SMALL NOMINEES	Swim School Equipment	\$ 796.40
EFT138971	21/11/2019	SMITHS ALUMINIUM AND 4WD CENTRE	Material Supply - Steel	\$ 23.00
EFT138972	21/11/2019	SOCIETY CHUTNEY	Merchandise Order - Visitors Centre	\$ 399.00
EFT138973	21/11/2019	SOIL SOLUTIONS PTY LTD	Road Materials and Greenwaste - C19008/C12008	\$ 34,605.26
EFT138974	21/11/2019	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 1,136.40
EFT138975	21/11/2019	SOUTH WEST FIRE UNITS	Material Supply - Motors	\$ 165.00
EFT138976	21/11/2019	SOUTHCOAST SECURITY SERVICE	Security Services - C15016	\$ 19,273.12
EFT138977	21/11/2019	SOUTH COAST CRANE HIRE	Crane Hire - Q19049	\$ 992.75
EFT138978	21/11/2019	SPENCER PARK VARIETY MEATS	Catering - Depot BBQ	\$ 214.34
EFT138979	21/11/2019	SPORTSWORLD OF WA	Merchandise Order - Sports Store	\$ 1,749.40
EFT138980	21/11/2019	SQUID PRODUCTIONS	Professional Services - Social Media Management	\$ 14,300.00
EFT138981	21/11/2019	STAR SALES AND SERVICE	Plant and Fleet Materials	\$ 719.00
EFT138982	21/11/2019	POSITION PARTNERS	Material Supply - Battery	\$ 1,974.50
EFT138983	21/11/2019	BLUESCOPE DISTRIBUTION PTY LTD	Material Supply - Pipe	\$ 624.87
EFT138984	21/11/2019	STEWART AND HEATON CLOTHING PTY LTD	Uniform Supplies - Fire Brigades	\$ 365.61
EFT138985	21/11/2019	STEVES CABINETS	Shelving Supply - Forts Store	\$ 307.20
EFT138986	21/11/2019	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	Staff Training - First Aid	\$ 2,072.30
EFT138987	21/11/2019	JERRAMUNGUP ST JOHN AMBULANCE ASSOCIATION	Refund - Duplicated Payment	\$ 10,000.00
EFT138988	21/11/2019	ALBANY LOCK SERVICE	Lock Services - Various	\$ 884.00
EFT138989	21/11/2019	SYNERGY	Electricity Charges	\$ 502.73
EFT138990	21/11/2019	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 2,594.90
EFT138991	21/11/2019	THE 12 VOLT WORLD	Plant and Fleet Materials	\$ 64.00
EFT138993	21/11/2019	TOTALLY SPORTS AND SURF	Sport Equipment Supplies	\$ 123.95
EFT138994	21/11/2019	CAROLYN FRANCES TRAPNELL	Merchandise Order - Forts Store	\$ 474.00
EFT138995	21/11/2019	TRUCKLINE	Plant and Fleet Supplies	\$ 13.82

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT138996	21/11/2019	VANGUARD PRESS	Merchandise Order - Visitors Centre	\$ 1,531.00
EFT138997	21/11/2019	IT VISION AUSTRALIA PTY LTD	Altus Staff Workshop	\$ 1,733.91
EFT138998	21/11/2019	WA NATURALLY PUBLICATIONS	Merchandise Order - Visitors Centre	\$ 96.72
EFT138999	21/11/2019	WATERCRAFT MARINE	Plant and Fleet Supplies	\$ 240.35
EFT139000	21/11/2019	ROSALIND WATSON	Professional Services - EAP	\$ 880.00
EFT139001	21/11/2019	VL WAY	Refund	\$ 51.66
EFT139002	21/11/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 4,474.55
EFT139003	21/11/2019	WESTERBERG PANEL BEATERS	Abandoned Vehicle Towing	\$ 350.00
EFT139004	21/11/2019	WESTRAC EQUIPMENT PTY LTD	Plant and Fleet Materials	\$ 1,018.66
EFT139005	21/11/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Job Clarification	\$ 88.00
EFT139006	21/11/2019	LANDMARK LIMITED	Material Supply - Fertilisers	\$ 5,598.75
EFT139007	21/11/2019	WESTERN AUSTRALIAN GENEALOGICAL SOCIETY INCORPORATED	Membership Renewal 2020	\$ 100.00
EFT139008	21/11/2019	WEST AUSTRALIAN NEWSPAPERS LIMITED	Newspaper Subscriptions/Advertising	\$ 5,291.62
EFT139009	21/11/2019	WESTSHRED DOCUMENT DISPOSAL	Document Disposal	\$ 369.60
EFT139010	21/11/2019	WESTERN AUSTRALIAN MUSEUM	Conservation Services - NAC Refresh	\$ 1,694.61
EFT139011	21/11/2019	WESTERN POWER CORPORATION	Relocation Services - Millbrook Road	\$ 1,320.00
EFT139012	21/11/2019	WEST COAST ANALYTICAL SERVICES	Landfill Reporting - C17019	\$ 13,414.60
EFT139013	21/11/2019	WIDEBAND NETWORKS PTY LTD	Internet Charges - NBN	\$ 218.00
EFT139014	21/11/2019	WREN OIL	Waste Disposal	\$ 451.00
EFT139015	21/11/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 50.48
EFT139016	27/11/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Payment	\$ 53,934.40
EFT139017	28/11/2019	ACE ACCOMMODATION ALBANY	Accommodation - AVC Packages	\$ 1,107.00
EFT139018	28/11/2019	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 12,661.00
EFT139019	28/11/2019	ADVERTISER PRINT	Printing Services - Christmas Festival and Experience the Legend	\$ 1,913.00
EFT139020	28/11/2019	ALBANY HYDRAULICS	Material Supply - Hose Clamps	\$ 25.76
EFT139021	28/11/2019	ALBANY SWEEP CLEAN	Sweeping Services - C18007	\$ 808.00
EFT139022	28/11/2019	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$ 25.00
EFT139023	28/11/2019	ALBANY INDOOR PLANT HIRE AND SALES	Indoor Plant Hire	\$ 2,063.38
EFT139024	28/11/2019	ALBANY PANEL BEATERS AND SPRAY PAINTERS	Fleet and Plant Repairs - Paint Damage	\$ 528.00
EFT139025	28/11/2019	ALBANY AGRICULTURAL SOCIETY INCORPORATED	Albany Show Trade Passes	\$ 120.00
EFT139026	28/11/2019	ALBANY SCREENPRINTERS	Printing Services - Albany Meet Up	\$ 372.00
EFT139027	28/11/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Various Locations	\$ 1,060.61
EFT139028	28/11/2019	ALBANY IRRIGATION & DRILLING	Irrigation Supplies/Repairs	\$ 3,817.81
EFT139029	28/11/2019	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$ 5.00
EFT139030	28/11/2019	ALBANY MOBILITY HIRE AND SALES	Animal Hygiene Services - Q19033	\$ 195.00
EFT139031	28/11/2019	ALBANY FENCING CONTRACTORS	Fencing Supply and Install - C18006	\$ 3,657.50
EFT139032	28/11/2019	ALINTA	Gas Charges	\$ 24.60
EFT139033	28/11/2019	ALL EVENTS HIRE AND PRODUCTION	Equipment Hire - VAC Focus	\$ 231.00
EFT139034	28/11/2019	PAPERBARK MERCHANTS	Newspaper/Book/Magazine Supplies	\$ 1,616.23
EFT139035	28/11/2019	ASIA PACIFIC NETWORK INFORMATION CENTRE	Website Development - Historical Resource Management	\$ 220.00
EFT139036	28/11/2019	ARDESS NURSERY	Plant Supplies	\$ 608.65
EFT139037	28/11/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 22,251.91
EFT139038	28/11/2019	ATI AUSTRALIA PTY LIMITED	Major Hardware Renewals	\$ 19,577.25

**CITY OF ALBANY
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FOR THE PERIOD ENDING 15 DECEMBER 2019**

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139039	28/11/2019	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 207,707.69
EFT139040	28/11/2019	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 1,452.30
EFT139041	28/11/2019	AUSTRALIA'S SOUTH WEST INCORPORATED	Destination Marketing - East Coast PR, Holiday Planner Advert, Famil Support	\$ 25,300.00
EFT139042	28/11/2019	AVIS ALBANY	Car Hire - Visitor Centre Package	\$ 264.63
EFT139043	28/11/2019	BADGEMATE	Uniform Supplies - Name Badges	\$ 269.12
EFT139044	28/11/2019	F BASSETT	Staff Reimbursement	\$ 116.98
EFT139045	28/11/2019	WARREN CHARLES BELLETTE	Photography Services - Anzac Centre	\$ 500.00
EFT139046	28/11/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 12,727.41
EFT139047	28/11/2019	MATT BENSON-LIDHOLM JP	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139048	28/11/2019	BERTOLA HIRE ALBANY PTY LTD	Equipment Hire - Green Fair on the Square	\$ 997.00
EFT139049	28/11/2019	J. BLACKWOOD & SON PTY LTD	Tool and Hardware Supplies	\$ 971.10
EFT139050	28/11/2019	BMT WESTERN AUSTRALIAN PTY LTD	AWAC Analysis Report	\$ 19,404.77
EFT139051	28/11/2019	L BOLITHO	Rates Refund	\$ 792.00
EFT139052	28/11/2019	BORNHOLM KRONKUP COMMUNITY CENTRE	Community Financial Assistance	\$ 1,813.00
EFT139053	28/11/2019	BP BIRD PLUMBING & GAS PTY LTD	Oil Separator Service	\$ 104.00
EFT139054	28/11/2019	BRANDNET PTY LTD	Merchandise Order - Forts Store	\$ 2,955.18
EFT139055	28/11/2019	BRIDGESTONE AUSTRALIA LTD	Tyre Repairs and Maintenance - Q19001	\$ 1,154.47
EFT139056	28/11/2019	BUNNINGS GROUP LIMITED	Hardware and Tool Supplies - Various	\$ 840.59
EFT139057	28/11/2019	BUSY BLUE BUS	Bus Tours - AVC Package	\$ 401.20
EFT139058	28/11/2019	C&C MACHINERY CENTRE	Plant and Fleet Materials	\$ 534.30
EFT139059	28/11/2019	CAMLIN SPRINGS	Water Container Refills	\$ 2,036.00
EFT139060	28/11/2019	CENTIGRADE SERVICES PTY LTD	Air-conditioning Services - C18014/Q18016	\$ 5,589.45
EFT139061	28/11/2019	CENTENNIAL STADIUM INC	Electricity Charges	\$ 393.14
EFT139062	28/11/2019	COFFEE TO GO	Catering - Green Fair on the Square	\$ 58.00
EFT139063	28/11/2019	CHILD SUPPORT AGENCY	Payroll Deductions	\$ 670.93
EFT139064	28/11/2019	CLARK TYRES	Tyre Repairs and Maintenance - Q19001	\$ 1,110.00
EFT139065	28/11/2019	SUE CODEE	Staff Christmas Gifts - Decorations	\$ 1,150.00
EFT139066	28/11/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 587.82
EFT139067	28/11/2019	LESTER COYNE	Welcome to Country - Regional Conference	\$ 300.00
EFT139068	28/11/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supply - C19006	\$ 2,206.49
EFT139069	28/11/2019	DEPARTMENT OF EDUCATION	Insurance Refund	\$ 51.52
EFT139070	28/11/2019	BENJAMIN ROBERT DAVIS	Artist in Residence School Program	\$ 430.00
EFT139071	28/11/2019	35 DEGREES SOUTH	Survey Services - Emu Point	\$ 4,906.00
EFT139072	28/11/2019	DE LAGE LANDEN PTY LIMITED	Monthly Equipment Rental - P16011	\$ 6,319.50
EFT139073	28/11/2019	LANDGATE	Valuation Services	\$ 1,028.10
EFT139074	28/11/2019	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	Tickets - Visitors Centre Package	\$ 2,574.77
EFT139075	28/11/2019	DEPARTMENT OF TRANSPORT	Disclosure Information Fee	\$ 23.80
EFT139076	28/11/2019	DEPARTMENT OF INDUSTRY, INNOVATION AND SCIENCE	Refund of Grant - National Science Week	\$ 2,745.54
EFT139077	28/11/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 70.78
EFT139078	28/11/2019	DISCOVERY BAY TOURISM PRECINCT LTD	Tickets - Visitors Centre Package	\$ 2,074.85
EFT139079	28/11/2019	DIVERSECO PTY LTD	Waste Facility Weighbridge Services	\$ 3,594.80
EFT139080	28/11/2019	DJL ELECTRICAL	Test and Tag Electrical Equipment - Q18051	\$ 4,020.86
EFT139081	28/11/2019	EMMA DOUGHTY	Councillor Allowances and Sitting Fees	\$ 2,935.67

**CITY OF ALBANY
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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139082	28/11/2019	DYLAN'S ON THE TERRACE	Catering - Staff and Councillor Farewells and Regional Conference	\$ 2,929.00
EFT139083	28/11/2019	EASI PACKAGING PTY LTD	Payroll Deductions	\$ 11,288.98
EFT139084	28/11/2019	ELLEKER GENERAL STORE	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 440.23
EFT139085	28/11/2019	EVERTRANS	Light Fleet Vehicle Trays - Q19041	\$ 8,580.00
EFT139086	28/11/2019	THE FIXUPPERY	Window Cleaning Services - Q16023	\$ 1,467.00
EFT139087	28/11/2019	ZAREPHATH WINES	Meals - AVC Package	\$ 55.00
EFT139088	28/11/2019	FREE-RANGE CHEF	Catering - Planning	\$ 45.00
EFT139089	28/11/2019	GALLERY WORKS	Merchandise Order - Forts Store	\$ 855.00
EFT139090	28/11/2019	GLOBAL INTEGRATED SOLUTIONS LIMITED	Ezicom Fees - Airport	\$ 196.91
EFT139091	28/11/2019	ALISON GOODE	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139092	28/11/2019	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 28,319.00
EFT139093	28/11/2019	GREAT SOUTHERN GROUP TRAINING INC	First Aid Training	\$ 160.00
EFT139094	28/11/2019	SOUTH REGIONAL TAFE	Staff Training - Traffic Management	\$ 3,920.40
EFT139095	28/11/2019	GREEN SKILLS INCORPORATED	Environmental Services - C19011	\$ 1,190.00
EFT139096	28/11/2019	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 266.25
EFT139097	28/11/2019	GREAT SOUTHERN SUPPLIES	Paper Supplies and Protective Equipment - Q19006/Q18019	\$ 4,235.22
EFT139098	28/11/2019	GREAT SOUTHERN BEARINGS	Plant and Fleet Materials	\$ 35.93
EFT139099	28/11/2019	GREAT SOUTHERN TURF	Turf Supply and Install - C18001	\$ 396.00
EFT139100	28/11/2019	GREEN MAN MEDIA PRODUCTIONS	Long Live You Video Production	\$ 4,741.00
EFT139101	28/11/2019	GREAT SOUTHERN EQUIPMENT	Service - Vehicle Hoist	\$ 1,224.19
EFT139102	28/11/2019	RAY HAMMOND	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139103	28/11/2019	HART SPORT	Merchandise Order - Sports Store	\$ 664.80
EFT139104	28/11/2019	HARPER COLLINS PUBLISHERS AUSTRALIA PTY LTD	Merchandise Order - Forts Store	\$ 344.44
EFT139105	28/11/2019	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 6,155.17
EFT139106	28/11/2019	HEMA MAPS PTY LTD	Merchandise Order - Visitors Centre	\$ 110.25
EFT139107	28/11/2019	HIMAC ATTACHMENTS	Fabrication Services - Forklift	\$ 858.00
EFT139108	28/11/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Material Supply - Sheave Assembly	\$ 644.96
EFT139109	28/11/2019	HHG LEGAL GROUP	Legal Services - C19009	\$ 2,442.00
EFT139110	28/11/2019	HUDSON SEWAGE SERVICES	Waste Services - Anzac Centre	\$ 353.42
EFT139111	28/11/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 207.08
EFT139112	28/11/2019	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST LTD	Subscriptions - Fleet	\$ 1,375.00
EFT139113	28/11/2019	ISH 24 PTY LTD	Calibration Services - Works and Services	\$ 552.42
EFT139114	28/11/2019	ISUBSCRIBE	Subscription - Library	\$ 2,673.87
EFT139115	28/11/2019	JAMES WALMSLEY DESIGN	Design Services - Albany Meet Up	\$ 800.00
EFT139116	28/11/2019	JOHN KINNEAR AND ASSOCIATES	Survey Services - C16016	\$ 1,618.65
EFT139117	28/11/2019	KIM ANGELA TOMLINSON	Professional Services - EAP	\$ 150.00
EFT139118	28/11/2019	WESFARMERS KLEENHEAT GAS PTY LTD	Gas Supply	\$ 39.60
EFT139119	28/11/2019	KOOKAS CATERING	Catering - Regional Conference	\$ 1,610.00
EFT139120	28/11/2019	KRYSTA GUILLE PHOTOGRAPHY	Photography Services - Councillors	\$ 77.00
EFT139121	28/11/2019	ALBANY WORLD OF CARS	Light Fleet Vehicle Replacements	\$ 92,383.70
EFT139122	28/11/2019	LATRO LAWYERS	Legal Services - C19009	\$ 1,648.35
EFT139123	28/11/2019	LATRO LAWYERS	Legal Services - C19009	\$ 19,020.20
EFT139124	28/11/2019	THE LAWN LOPPER	Lawn Mowing Services - Day Care Centre	\$ 120.00

**CITY OF ALBANY
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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139125	28/11/2019	LET'S PARTY HIRE	Marquee Hire - Green Fair on the Square	\$ 5,138.00
EFT139126	28/11/2019	H LONCAR	Staff Reimbursement	\$ 60.50
EFT139127	28/11/2019	LUNAR PAINTING SERVICES	Painting Services - Q19044	\$ 3,083.85
EFT139128	28/11/2019	M2 TECHNOLOGY PTY LTD	On Hold Program	\$ 402.60
EFT139129	28/11/2019	M AND B SALES PTY LTD	Timber Supplies	\$ 2,222.67
EFT139130	28/11/2019	SOUTH COAST WOODWORKS GALLERY	Gift - Regional Conference Presenter	\$ 120.00
EFT139131	28/11/2019	SALLY ANN MALONE	Speaker fee for Green Fair on the Square	\$ 50.00
EFT139132	28/11/2019	ALBANY CITY MOTORS	Light Fleet and Truck Repairs and Maintenance - Filters	\$ 930.45
EFT139133	28/11/2019	I MCLOUGHLIN	Staff Reimbursement	\$ 435.12
EFT139134	28/11/2019	DIANA LOUISE MILLER	Merchandise Order - Forts Store	\$ 100.00
EFT139135	28/11/2019	MOTEL LE GRANDE	Catering - Audit and Risk Committee	\$ 1,085.50
EFT139136	28/11/2019	ALBANY RADIO COMMUNICATIONS	Light Fleet - Radio Installation	\$ 394.28
EFT139137	28/11/2019	MY PLACE COLONIAL ACCOMMODATION	Accommodation - Visiting Author	\$ 290.00
EFT139138	28/11/2019	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware/Tool/Other Supplies	\$ 147.15
EFT139139	28/11/2019	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$ 140.75
EFT139140	28/11/2019	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 85.76
EFT139141	28/11/2019	O'KEEFE'S PAINTS	Painting Supplies	\$ 36.56
EFT139142	28/11/2019	OYSTER HARBOUR STORE	Catering - Volunteer Bush Fire Brigades	\$ 463.73
EFT139143	28/11/2019	LUTZ PETER PAMBERGER	Professional Services - EAP	\$ 825.00
EFT139144	28/11/2019	PAULS PET FOOD	Pet Supplies	\$ 19.10
EFT139145	28/11/2019	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Services - Vancouver Arts Centre	\$ 308.00
EFT139146	28/11/2019	PERTH SAFETY PRODUCTS PTY LTD	Signage - Various	\$ 7,477.80
EFT139147	28/11/2019	PETER GRAHAM AND COMPANY LTD	Fertiliser Supplies	\$ 324.70
EFT139148	28/11/2019	PFD FOOD SERVICES PTY LTD	Tea and Coffee Supplies	\$ 947.95
EFT139149	28/11/2019	PLASTICS PLUS	Material Supplies - Tubs	\$ 79.80
EFT139150	28/11/2019	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 7,102.26
EFT139151	28/11/2019	PROTECTOR FIRE SERVICES PTY LTD	Fire System and Equipment Maintenance and Testing - Anzac Centre	\$ 1,757.25
EFT139152	28/11/2019	QUICK SHOT COFFEE	Catering - Green Fair on the Square	\$ 25.00
EFT139153	28/11/2019	RECONNECT HEALTH AND WELLBEING	Professional Services - EAP	\$ 165.00
EFT139154	28/11/2019	REEVES ON CAMPBELL	Catering - South Coast Alliance and	\$ 376.45
EFT139155	28/11/2019	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Charges	\$ 630.25
EFT139156	28/11/2019	RUBY RED CREATIVE	Presidents Breakfast Presentation	\$ 500.00
EFT139157	28/11/2019	RYDE BUILDING COMPANY PTY LTD	Refund	\$ 480.00
EFT139158	28/11/2019	SEEK LIMITED	Advertising - Vacant Job Positions	\$ 627.00
EFT139159	28/11/2019	JOHN SHANHUN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139160	28/11/2019	C SIMPSON	Refund	\$ 79.95
EFT139161	28/11/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 8,532.01
EFT139162	28/11/2019	TRACY SLEEMAN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139163	28/11/2019	SANDIE SMITH	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139164	28/11/2019	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 184.30
EFT139165	28/11/2019	SOUTH COAST CRANE HIRE	Crane Hire - Q19049	\$ 156.75
EFT139166	28/11/2019	STAR SALES AND SERVICE	Plant and Fleet Materials	\$ 174.10
EFT139167	28/11/2019	BLUESCOPE DISTRIBUTION PTY LTD	Material Supply - Pipe	\$ 199.02

**CITY OF ALBANY
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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139168	28/11/2019	REBECCA STEPHENS	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139169	28/11/2019	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	Staff Training - First Aid	\$ 320.00
EFT139170	28/11/2019	GREGORY BRIAN STOCKS	Deputy Mayor Allowances and Sitting Fees	\$ 4,805.59
EFT139171	28/11/2019	ALBANY LOCK SERVICE	Lock Services - Various	\$ 3,328.60
EFT139172	28/11/2019	ALBANY IGA	Grocery Supplies	\$ 80.05
EFT139173	28/11/2019	ROBERT SUTTON	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139174	28/11/2019	SWEETNAM FURNITURE REMOVALS	Transportation - Green Fair on the Square	\$ 300.00
EFT139175	28/11/2019	SYNERGY	Electricity Charges	\$ 18,004.53
EFT139176	28/11/2019	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 1,606.76
EFT139177	28/11/2019	TANKMAN	Water Tank - Wellstead Emergency Services Shed	\$ 9,827.00
EFT139178	28/11/2019	TEAPOT PHOTOGRAPHY	VAC Exhibition	\$ 500.00
EFT139179	28/11/2019	TECTONICS CONSTRUCTION GROUP PTY LTD	Retention Balance - C17001	\$ 32,380.44
EFT139180	28/11/2019	PAUL TERRY	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139181	28/11/2019	THE 12 VOLT WORLD	Plant and Fleet Materials	\$ 464.00
EFT139182	28/11/2019	THINKWATER ALBANY	Reticulation - Alison Hartman Gardens	\$ 221.13
EFT139183	28/11/2019	CHRIS THOMSON	Councillor Allowances and Sitting Fees	\$ 2,985.55
EFT139184	28/11/2019	RL TOOMEY	Refund	\$ 265.00
EFT139185	28/11/2019	TOYOTA MATERIAL HANDLING AUSTRALIA PTY LTD	Plant and Fleet Supplies - Windscreen	\$ 605.00
EFT139186	28/11/2019	THE TROPHY SHOP	Plaque - Wellstead Landscaping	\$ 479.30
EFT139187	28/11/2019	TRUCKLINE	Plant and Fleet Supplies	\$ 125.40
EFT139188	28/11/2019	TURPS STEEL FABRICATIONS	Refund	\$ 147.00
EFT139189	28/11/2019	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 1,814.80
EFT139190	28/11/2019	IT VISION AUSTRALIA PTY LTD	Altus Staff Workshop	\$ 1,000.00
EFT139191	28/11/2019	VOEGLER CREATIONS	Merchandise Order - Visitors Centre	\$ 823.00
EFT139192	28/11/2019	WAJON PUBLISHING COMPANY	Merchandise Order - Visitors Centre	\$ 142.00
EFT139193	28/11/2019	WAKES MUSIC CENTRE	Active Albany Classes	\$ 39.95
EFT139194	28/11/2019	CK WEBB	Rates Refund	\$ 727.97
EFT139195	28/11/2019	DENNIS WELLINGTON	Mayoral Allowances and Sitting Fees	\$ 11,734.93
EFT139196	28/11/2019	WELSH AIRCONDITIONING SERVICES	Fridge Degassing	\$ 1,292.50
EFT139197	28/11/2019	MARJORIE JILL WILSON	Active Albany Classes	\$ 320.00
EFT139198	28/11/2019	WOODSLANE PTY LTD	Merchandise Order - Forts Store	\$ 251.90
EFT139199	28/11/2019	WRISTBAND FACTORY PTY LTD	Wristbands - ALAC	\$ 840.00
EFT139200	28/11/2019	L YATES	Staff Reimbursement	\$ 85.95
EFT139201	28/11/2019	ALBANY YOUTH SUPPORT ASSOCIATION	Upcycling Workshop	\$ 466.50
EFT139202	28/11/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 46.67
EFT139203	05/12/2019	ACORN TREES AND STUMPS	Vegetation Maintenance Works - C19014 (A)	\$ 3,784.00
EFT139204	05/12/2019	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 79,926.99
EFT139205	05/12/2019	ADVERTISER PRINT	Printing Services - 2020 Calendar	\$ 14,212.00
EFT139206	05/12/2019	WELLSTEAD RURAL SERVICES	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 451.44
EFT139207	05/12/2019	ALBANY INDUSTRIAL SERVICES PTY LTD	Plant and Equipment Hire - C19007	\$ 154.00
EFT139208	05/12/2019	ALBANY AGRICULTURAL SOCIETY INCORPORATED	Albany Show Trade Passes	\$ 24.00
EFT139209	05/12/2019	SOUTHERN PORTS AUTHORITY	Annual Lease Shark Barrier	\$ 11.00
EFT139210	05/12/2019	ALBANY SURF LIFE SAVING CLUB	Venue Hire - Youth Event	\$ 550.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139211	05/12/2019	ALBANY LANDSCAPE SUPPLIES	Material Supply - Gravel	\$ 1,152.00
EFT139212	05/12/2019	ALBANY AUTO ONE	Light Fleet Maintenance and Supplies - Tub Liner and Seat Covers	\$ 934.50
EFT139213	05/12/2019	ALBANY WINDOWS	Glass Repairs - ALAC	\$ 2,977.00
EFT139214	05/12/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Various Locations	\$ 2,877.91
EFT139215	05/12/2019	ALBANY CENTRAL CABINETS PTY LTD	Carpentry Services - Anzac Centre	\$ 671.00
EFT139216	05/12/2019	ALBANY QUALITY LAWNMOWING	Lawn Mowing Services - Lotteries House	\$ 110.00
EFT139217	05/12/2019	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 482.34
EFT139218	05/12/2019	ALBANY RECORDS MANAGEMENT	Storage of Archive Boxes	\$ 325.38
EFT139219	05/12/2019	56 SOUTH PTY LTD	Repairs - Telstra Pit - Cockburn Road	\$ 275.00
EFT139220	05/12/2019	ALBANY FENCING CONTRACTORS	Fencing Supply and Install - C18006	\$ 6,237.00
EFT139221	05/12/2019	ALBANY MAPPING AND SURVEYING SERVICES	Survey Services - Nanarup Beach	\$ 1,339.80
EFT139222	05/12/2019	CICERO MANAGEMENT PTY LTD	Accommodation - Staff Training	\$ 183.00
EFT139223	05/12/2019	ALLIANCE DISTRIBUTION SERVICES	Merchandise Order - Forts Store	\$ 959.59
EFT139224	05/12/2019	AMD AUDIT & ASSURANCE PTY LTD	Audit Services - Q19017	\$ 1,012.00
EFT139225	05/12/2019	PAPERBARK MERCHANTS	Newspaper/Book/Magazine Supplies	\$ 369.60
EFT139226	05/12/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 18,411.99
EFT139227	05/12/2019	AUDIOCOM ALBANY	Material Supply - Lifeproof Case	\$ 100.00
EFT139228	05/12/2019	QUALITY SUITES BANKSIA GARDENS ALBANY	Accommodation - Risk Management Consultant	\$ 549.00
EFT139229	05/12/2019	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$ 210.05
EFT139230	05/12/2019	BARRETT'S MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C19014	\$ 3,085.50
EFT139231	05/12/2019	BENNETT'S BATTERIES	Material Supply - Oil	\$ 2,340.80
EFT139232	05/12/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 49,941.27
EFT139233	05/12/2019	BEST OFFICE SYSTEMS	Photocopier/Printer Supplies	\$ 95.00
EFT139234	05/12/2019	BEVANS (WA) PTY LTD	Catering - Ice	\$ 40.00
EFT139235	05/12/2019	BIBBULMUN TRACK FOUNDATION	Merchandise Order - Visitors Centre	\$ 93.20
EFT139236	05/12/2019	BIG SKY PUBLISHING	Merchandise Order - Forts Store	\$ 643.37
EFT139237	05/12/2019	J. BLACKWOOD & SON PTY LTD	Tool and Hardware Supplies	\$ 1,837.84
EFT139238	05/12/2019	BLOOMIN FLOWERS SPENCER PARK	Staff Floral Arrangement	\$ 65.00
EFT139239	05/12/2019	BOND ELECTRICS	Service - Baggage Handling System	\$ 4,944.50
EFT139240	05/12/2019	BRIDGESTONE AUSTRALIA LTD	Tyre Repairs and Maintenance - Q19001	\$ 1,315.31
EFT139241	05/12/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL Levy - November 2019	\$ 11,815.61
EFT139242	05/12/2019	BULLSEYE PLUMBING & GAS	Drainage System Cleaning - Q19042	\$ 1,900.00
EFT139243	05/12/2019	BUNNINGS GROUP LIMITED	Hardware and Tool Supplies - Various	\$ 1,778.70
EFT139244	05/12/2019	C&C MACHINERY CENTRE	Plant and Fleet Materials	\$ 2,358.50
EFT139245	05/12/2019	CALDWELL LAND SURVEYS PTY LTD	Survey Services - C16016	\$ 1,320.00
EFT139246	05/12/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 57,782.18
EFT139247	05/12/2019	DONNA CAMERON DESIGN	Design Services - Annual Report Design	\$ 7,359.00
EFT139248	05/12/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C17018/C18019/C19001/Q18030	\$ 46,758.00
EFT139249	05/12/2019	CENTIGRADE SERVICES PTY LTD	Air-conditioning Services - C18014/Q18016	\$ 7,685.38
EFT139250	05/12/2019	COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire - Albany Show	\$ 784.72
EFT139251	05/12/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 802.36
EFT139252	05/12/2019	TANJA COLBY DESIGNS	Merchandise Order - Forts Store	\$ 65.00
EFT139253	05/12/2019	CONSTRUCTION EQUIPMENT AUSTRALIA	Plant and Fleet Materials	\$ 1,705.35

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139254	05/12/2019	CONSCIOUS CANDLE COMPANY	Merchandise Order - Forts Store	\$ 1,710.50
EFT139255	05/12/2019	ALBANY SIGNS	Signage - Airport	\$ 27.50
EFT139256	05/12/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supply - C19006	\$ 7,682.40
EFT139257	05/12/2019	D & K ENGINEERING	Fleet Repairs and Maintenance - Q19041	\$ 12,103.10
EFT139258	05/12/2019	DEFIBTECH	First Aid Supplies - Defib Pads	\$ 205.95
EFT139259	05/12/2019	DE JONGE MECHANICAL PTY LTD	Vehicle Servicing - Q17009	\$ 800.05
EFT139260	05/12/2019	LANDGATE	Valuation Services	\$ 42.50
EFT139261	05/12/2019	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	Tickets - Visitors Centre Package	\$ 690.00
EFT139262	05/12/2019	LP DE PLEDGE	Rates Refund	\$ 243.86
EFT139263	05/12/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 1,583.60
EFT139264	05/12/2019	DISTINCTLY TOURISM MANAGEMENT	ATE20 - Management and Representation Services	\$ 17,160.00
EFT139265	05/12/2019	DJL ELECTRICAL	Test and Tag Electrical Equipment - Q18051	\$ 6,799.66
EFT139266	05/12/2019	DOGGY DOO CLEANUPS	Animal Hygiene Services	\$ 460.00
EFT139267	05/12/2019	GEORGE DOMAHIDY	Artwork - Rural Hub Townscape	\$ 1,694.00
EFT139268	05/12/2019	DYLANS ON THE TERRACE	Catering - Anzac Centre Industry Night, White Ribbon, Risk Workshop	\$ 4,293.80
EFT139269	05/12/2019	ELLEKER PROGRESS & SPORTING ASSOCIATION	Supporting Rural Communities	\$ 1,813.00
EFT139270	05/12/2019	EMERGENCY MANAGEMENT PRODUCTS PTY LTD	First Aid Supplies - Warden Kits	\$ 166.52
EFT139271	05/12/2019	ALBANY ENGINEERING COMPANY	Repairs and Maintenance - BSP Threads	\$ 200.34
EFT139272	05/12/2019	E-STRALIAN PTY LTD	Weekly E-Bike Lease	\$ 350.23
EFT139273	05/12/2019	MJ EVANS	Rates Refund	\$ 727.97
EFT139274	05/12/2019	EVERTRANS	Light Fleet Vehicle Trays - Q19041	\$ 4,290.00
EFT139275	05/12/2019	FARMERS CENTRE (1978) PTY LTD	Plant and Fleet Materials	\$ 346.40
EFT139276	05/12/2019	FELLOWSHIP OF AUSTRALIAN WRITERS WA SECTION INC	Library - Albany Writers Retreat	\$ 485.00
EFT139277	05/12/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL Contribution	\$ 1,046,974.42
EFT139278	05/12/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	Annual Fire Alarm Monitoring - Town Hall	\$ 504.78
EFT139279	05/12/2019	THE FIXUPPERY	Window Cleaning Services - Q16023	\$ 1,195.00
EFT139280	05/12/2019	ALL TRUCK REPAIRS	Fire Truck Service and Repairs - Q17040	\$ 1,806.98
EFT139281	05/12/2019	FORM BUILDING A STATE OF CREATIVITY INC	Field of Light Book Sales	\$ 6,893.99
EFT139282	05/12/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Equipment and Supplies	\$ 3,484.80
EFT139283	05/12/2019	GARAGE SALE TRAIL FOUNDATION LTD	Membership - Garage Sale Trail	\$ 6,937.70
EFT139284	05/12/2019	GLOBAL MARINE ENCLOSURES PTY LTD	Monitoring and Maintenance - Ellen Cove Swimming Enclosure	\$ 4,138.20
EFT139285	05/12/2019	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 19,559.00
EFT139286	05/12/2019	GREAT SOUTHERN GROUP TRAINING INC	First Aid Training	\$ 320.00
EFT139287	05/12/2019	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 115.00
EFT139288	05/12/2019	SOUTHERN SHARPENING SERVICES	Fire Panel Testing	\$ 3,479.80
EFT139289	05/12/2019	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Equipment Hire - C19007	\$ 4,778.40
EFT139290	05/12/2019	GREAT SOUTHERN SUPPLIES	Paper Supplies and Protective Equipment - Q19006/Q18019	\$ 3,626.88
EFT139291	05/12/2019	AUSTRALIAN MEDICAL SUPPLIES PTY LTD	Public Facilities - Change Table	\$ 984.50
EFT139292	05/12/2019	GHD PTY LTD	Consultancy Services - Motorsports Planning	\$ 13,200.00
EFT139293	05/12/2019	HIDEWOOD QUALITY PRINTERS	Signage - Health and Fitness	\$ 820.05
EFT139294	05/12/2019	HOOGEN & CO	Line Marking - Heritage Park	\$ 2,628.00
EFT139295	05/12/2019	IAP2	Staff Engagement Training Module	\$ 3,630.00
EFT139296	05/12/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 207.08

**CITY OF ALBANY
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FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139297	05/12/2019	IPAR REHABILITATION PTY LTD	Pre-Employment Assessment	\$ 192.50
EFT139298	05/12/2019	JASON SIGNMAKERS	Material Supplies - Saddle Bag	\$ 4,908.75
EFT139299	05/12/2019	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$ 816.38
EFT139300	05/12/2019	KANGA LOADERS WA	Material Supply - Bearing	\$ 95.59
EFT139301	05/12/2019	KLB SYSTEMS	IT Supplies - C17024	\$ 1,210.00
EFT139302	05/12/2019	KMART ALBANY	Material Supplies - Christmas Pageant	\$ 337.00
EFT139303	05/12/2019	KOOKAS CATERING	Catering - Alison Hartman Gardens	\$ 550.00
EFT139304	05/12/2019	KURRAH MIA PTY LTD	Welcome to Country	\$ 300.00
EFT139305	05/12/2019	LADELLE PTY LTD	Merchandise Order - Forts Store	\$ 3,035.53
EFT139306	05/12/2019	LATRO LAWYERS	Legal Services - C19009	\$ 996.75
EFT139307	05/12/2019	ORANGE TRACTOR WINE	Bike Rack Hire - Green Fair on the Square	\$ 220.00
EFT139308	05/12/2019	LORLAINE DISTRIBUTORS PTY LTD	Cleaning Supplies	\$ 32.92
EFT139309	05/12/2019	LULA JUNE CONTRACTING	Welcome to Country - Meet Up	\$ 500.00
EFT139310	05/12/2019	M AND B SALES PTY LTD	Timber Supplies	\$ 2,910.09
EFT139311	05/12/2019	BUCHER MUNICIPAL PTY LTD	Material Supply - Wire Broom	\$ 1,980.00
EFT139312	05/12/2019	SOUTH COAST WOODWORKS GALLERY	Merchandise Order - Forts Store	\$ 871.20
EFT139313	05/12/2019	ALBANY CITY MOTORS	Light Fleet and Truck Repairs and Maintenance - Spring, Switch and Registration	\$ 1,294.33
EFT139314	05/12/2019	MARKETFORCE LIMITED	Advertising - Procurement	\$ 1,242.42
EFT139315	05/12/2019	MCINTOSH AND SON	Plant and Fleet Materials	\$ 1,960.75
EFT139316	05/12/2019	METROLL ALBANY	Building Supplies	\$ 43.73
EFT139317	05/12/2019	AIRPORT SECURITY PTY LTD	Aviation Security ID	\$ 220.00
EFT139318	05/12/2019	MODERN TEACHING AIDS PTY LTD	Educational Supplies - Daycare	\$ 172.50
EFT139319	05/12/2019	ALBANY RADIO COMMUNICATIONS	Light Fleet - Radio Installation	\$ 751.86
EFT139320	05/12/2019	LGISWA	Insurance Renewals	\$ 27,536.70
EFT139321	05/12/2019	NEWMAN'S QUALITY CONCRETE PRODUCTS	Concrete Supplies - C18011	\$ 396.00
EFT139322	05/12/2019	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$ 148.50
EFT139323	05/12/2019	P NIELSEN	Staff Reimbursement	\$ 35.40
EFT139324	05/12/2019	NISBETS CATERING EQUIPMENT	Equipment Hire - Urn	\$ 335.39
EFT139325	05/12/2019	NLC PTY LTD	Novated Leases and Associated Costs	\$ 615.31
EFT139326	05/12/2019	JA NOAKES	Rates Refund	\$ 1,000.00
EFT139327	05/12/2019	OCS SERVICES PTY LTD	Cleaning Services - C15015	\$ 33,993.85
EFT139328	05/12/2019	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies and iPad Purchase	\$ 2,086.55
EFT139329	05/12/2019	O'KEEFE'S PAINTS	Painting Supplies	\$ 666.95
EFT139330	05/12/2019	OYSTER HARBOUR STORE	Catering - Infrastructure, Development and Environment	\$ 506.49
EFT139331	05/12/2019	PERTH SAFETY PRODUCTS PTY LTD	Signage - Various	\$ 3,407.80
EFT139332	05/12/2019	PETER GRAHAM AND COMPANY LTD	Fertiliser Supplies	\$ 313.70
EFT139333	05/12/2019	PFD FOOD SERVICES PTY LTD	Tea and Coffee Supplies	\$ 608.55
EFT139334	05/12/2019	HANSON CONSTRUCTION MATERIALS PTY LTD	Construction Materials - C19008	\$ 2,737.24
EFT139335	05/12/2019	PLASTICS PLUS	Material Supplies - Bin, Caps, Mattress Bags	\$ 159.28
EFT139336	05/12/2019	PLANTAGENET NEWS	Advertising - National Anzac Centre	\$ 175.00
EFT139337	05/12/2019	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 2,455.00
EFT139338	05/12/2019	R & L BITUMEN SERVICE PTY LTD	Catering - Library	\$ 47,015.01
EFT139339	05/12/2019	RAINBOW 7 CARPET CARE	Carpet Cleaning - Library	\$ 154.00

**CITY OF ALBANY
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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139340	05/12/2019	RAPID GLOBAL PTY LTD	Subscription Renewals	\$ 3,300.00
EFT139341	05/12/2019	R-COM INTERNATIONAL PTY LTD	IT Services - SIP and Web App Service	\$ 170.50
EFT139342	05/12/2019	REEVES ON CAMPBELL	Catering - EMT, Long Live You, Lottery West	\$ 592.50
EFT139343	05/12/2019	WP REID	Paving Services - C16026	\$ 3,699.65
EFT139344	05/12/2019	REPLICA MEDALS & RIBBONS PTY LTD	Merchandise Order - Forts Store	\$ 2,752.80
EFT139345	05/12/2019	RESINATE DESIGNS	Merchandise Order - Forts Store	\$ 721.60
EFT139346	05/12/2019	REXEL AUSTRALIA	Material Supply - Conduit	\$ 63.86
EFT139347	05/12/2019	R-GROUP INTERNATIONAL	IT Software - Servers	\$ 148,595.74
EFT139348	05/12/2019	NICHOLAS ROBINSON	Speaker - Green Fair on the Square	\$ 50.00
EFT139349	05/12/2019	RYDE BUILDING COMPANY PTY LTD	Refund	\$ 108.86
EFT139350	05/12/2019	SEEK LIMITED	Advertising - Vacant Job Positions	\$ 940.50
EFT139351	05/12/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 6,349.69
EFT139352	05/12/2019	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 136.00
EFT139353	05/12/2019	SOUTH COAST NATURAL RESOURCE MANAGEMENT INC	Community Quick Response Grant	\$ 1,100.00
EFT139354	05/12/2019	SOUTH COAST CRANE HIRE	Crane Hire - Q19049	\$ 365.76
EFT139355	05/12/2019	SPORTSWORLD OF WA	Merchandise Order - Sports Store	\$ 554.40
EFT139356	05/12/2019	STAR SALES AND SERVICE	Plant and Fleet Materials	\$ 129.80
EFT139357	05/12/2019	STATEWIDE BEARINGS	Plant and Fleet Materials	\$ 146.82
EFT139358	05/12/2019	BLUESCOPE DISTRIBUTION PTY LTD	Material Supply - Steel	\$ 1,069.89
EFT139359	05/12/2019	STEWART AND HEATON CLOTHING PTY LTD	Uniform Supplies - Fire Brigades	\$ 3,961.67
EFT139360	05/12/2019	STIRLING PRINT	Printing Services - Corporate Christmas Cards	\$ 190.00
EFT139361	05/12/2019	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	Staff Training - First Aid	\$ 160.00
EFT139362	05/12/2019	GREGORY BRIAN STOCKS	Quarterly Mileage Claim	\$ 791.07
EFT139363	05/12/2019	ALBANY LOCK SERVICE	Lock Services - Various	\$ 3,473.60
EFT139364	05/12/2019	SYNERGY	Electricity Charges	\$ 10,153.74
EFT139365	05/12/2019	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 3,009.44
EFT139366	05/12/2019	JENNY TAYLOR DESIGNS	Merchandise Order - Forts Store	\$ 825.00
EFT139367	05/12/2019	THE 12 VOLT WORLD	Plant and Fleet Materials	\$ 16.50
EFT139368	05/12/2019	THINKWATER ALBANY	Reticulation - Emu Point and Albany Show	\$ 1,640.43
EFT139369	05/12/2019	SF THURSTON	Rates Refund	\$ 94.98
EFT139370	05/12/2019	TORBAY AGRICULTURAL COMMUNITY HALL INC	Supporting Rural Communities	\$ 1,813.00
EFT139371	05/12/2019	TOTALLY SPORTS AND SURF	Sport Equipment Supplies	\$ 51.80
EFT139372	05/12/2019	CAROLYN FRANCES TRAPNELL	Albany Visitor Centre Order 109601	\$ 1,250.00
EFT139373	05/12/2019	TROPICAL SHADE N SAILS	Re-Installation of Shade Sail - Daycare	\$ 770.00
EFT139374	05/12/2019	TRUCKLINE	Plant and Fleet Supplies	\$ 110.13
EFT139375	05/12/2019	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 812.95
EFT139376	05/12/2019	UNITED BOOK DISTRIBUTORS	Merchandise Order - Forts Store	\$ 161.14
EFT139377	05/12/2019	UNIVERSAL MUSIC AUSTRALIA PTY LTD	Merchandise Order - Forts Store	\$ 361.16
EFT139378	05/12/2019	D VAN HEEREN	Rates Refund	\$ 844.04
EFT139379	05/12/2019	VISTA ENERGY	lighting Replacement - Daycare	\$ 9,104.79
EFT139380	05/12/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 4,428.50
EFT139381	05/12/2019	WESTRAC EQUIPMENT PTY LTD	Plant and Fleet Materials	\$ 153.52
EFT139382	05/12/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Advertising	\$ 88.00

**CITY OF ALBANY
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FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139383	05/12/2019	LANDMARK LIMITED	Material Supply - Fertilisers	\$ 6,230.85
EFT139384	05/12/2019	WEST AUSTRALIAN NEWSPAPERS LIMITED	Newspaper Subscriptions/Advertising	\$ 37.19
EFT139385	05/12/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 211.88
EFT139386	09/12/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Payment	\$ 185,468.29
EFT139387	12/12/2019	ABSOLUTE PROMOTIONS PTY LTD	Merchandise Order - Visitors Centre	\$ 2,187.68
EFT139388	12/12/2019	ACE ACCOMMODATION ALBANY	Accommodation - AVC Packages	\$ 840.00
EFT139389	12/12/2019	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 75,963.69
EFT139390	12/12/2019	ADVERTISER PRINT	Printing Services - New Years Eve Posters and Councillor Cards	\$ 750.00
EFT139391	12/12/2019	WELLSTEAD RURAL SERVICES	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 101.60
EFT139392	12/12/2019	ALBANY BRAKE AND CLUTCH	Material Supply - Master Cylinder	\$ 115.00
EFT139393	12/12/2019	OPTEON	Valuation Services	\$ 1,210.00
EFT139394	12/12/2019	ALBANY V-BELT AND RUBBER	Plant and Fleet Materials	\$ 262.35
EFT139395	12/12/2019	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$ 25.00
EFT139396	12/12/2019	ALBANY RETRAVISION	White Goods - Daycare	\$ 1,162.00
EFT139397	12/12/2019	ALBANY PANEL BEATERS AND SPRAY PAINTERS	Fleet and Plant Repairs - Window	\$ 220.00
EFT139398	12/12/2019	SOUTHERN PORTS AUTHORITY	Security Card	\$ 250.00
EFT139399	12/12/2019	ALBANY REFRIGERATION	Air-Conditioning Repairs	\$ 1,689.17
EFT139400	12/12/2019	CHOICES FLOORING	Carpet Repairs - VAC	\$ 99.00
EFT139401	12/12/2019	ALBANY LANDSCAPE SUPPLIES	Material Supply - Gravel	\$ 297.00
EFT139402	12/12/2019	ALBANY AUTO ONE	Light Fleet Maintenance and Supplies - Seat Covers	\$ 521.00
EFT139403	12/12/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Various Locations	\$ 2,815.60
EFT139404	12/12/2019	JW & DF WOODBURY	Merchandise Order - Visitors Centre	\$ 130.00
EFT139405	12/12/2019	ALBANY CENTRAL CABINETS PTY LTD	Carpentry Services - Visitor Centre	\$ 1,590.60
EFT139406	12/12/2019	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 425.65
EFT139407	12/12/2019	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$ 5.00
EFT139408	12/12/2019	ALBANY RECORDS MANAGEMENT	Storage of Archive Boxes	\$ 522.50
EFT139409	12/12/2019	ALBANY AUTOS	Light Fleet Vehicle Replacements	\$ 41,203.95
EFT139410	12/12/2019	ALBANY AUTOMOTIVE GROUP PTY LTD	Material Supply - Window	\$ 243.39
EFT139411	12/12/2019	THE ALBANY SHANTYMEN	Entertainment - Cruise Ship Support	\$ 500.00
EFT139412	12/12/2019	ALBANY SENIOR HIGH SCHOOL P&C ASSOCIATION	Community Waste and Sustainability Grant	\$ 2,000.00
EFT139413	12/12/2019	ALBANY LAWN GAMES	Equipment Hire - Lawn Games	\$ 140.00
EFT139414	12/12/2019	ALD FUEL INJECTION SERVICES	Material Supply - Filter	\$ 27.50
EFT139415	12/12/2019	ALINTA	Gas Charges	\$ 10.50
EFT139416	12/12/2019	ALTIFORM PTY LTD	CPSP Furniture - C17010	\$ 110,118.00
EFT139417	12/12/2019	DAMON ANNISON	Merchandise Order - Visitors Centre	\$ 381.00
EFT139418	12/12/2019	ARDESS NURSERY	Plant Supplies	\$ 380.65
EFT139419	12/12/2019	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 20,527.07
EFT139420	12/12/2019	OFFICE OF THE AUDITOR GENERAL	Audit Fees - Financial Year Ending 30/06/2019	\$ 74,800.00
EFT139421	12/12/2019	AURORA ENVIRONMENTAL ALBANY	Consultancy Services - C17031	\$ 2,559.70
EFT139422	12/12/2019	AURAVEDA PTY LTD	Merchandise Order - Visitors Centre	\$ 266.00
EFT139423	12/12/2019	AUSTRALIA POST	Postage Charges	\$ 3,752.33
EFT139424	12/12/2019	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 238,407.32
EFT139425	12/12/2019	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 1,452.30

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139426	12/12/2019	AUSCOINSWEST	Merchandise Order - Visitors Centre	\$ 399.30
EFT139427	12/12/2019	AUSSIE TELECOM PTY LIMITED	IT Subscriptions - Deep Freeze Cloud	\$ 847.39
EFT139428	12/12/2019	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$ 697.60
EFT139429	12/12/2019	BARRETT'S MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C19014	\$ 1,507.00
EFT139431	12/12/2019	WARREN CHARLES BELLETTE	Photography Services - Christmas Pageant	\$ 650.00
EFT139432	12/12/2019	BELL ART AUSTRALIA	Merchandise Order - Visitors Centre	\$ 731.00
EFT139433	12/12/2019	BENNETT'S BATTERIES	Material Supply - Oil	\$ 150.48
EFT139434	12/12/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 31,814.67
EFT139435	12/12/2019	BERTOLA HIRE ALBANY PTY LTD	Equipment Hire - Excavator	\$ 1,333.20
EFT139436	12/12/2019	BEST OFFICE SYSTEMS	Photocopier/Printer Supplies	\$ 140.00
EFT139437	12/12/2019	BIO DIVERSE SOLUTIONS	Water Monitoring - Down Road South	\$ 5,003.90
EFT139438	12/12/2019	BLACK AND WHITE CONCRETING	Concrete Services - Q19053	\$ 3,990.00
EFT139439	12/12/2019	J. BLACKWOOD & SON PTY LTD	Tool and Hardware Supplies	\$ 9,120.72
EFT139440	12/12/2019	BLUECOAST CONSULTING ENGINEERS PTY LTD	Detailed Design for Albany Artificial Surf Reef Project	\$ 7,700.00
EFT139441	12/12/2019	BOC GASES AUSTRALIA LIMITED	Container Service Rental	\$ 93.99
EFT139442	12/12/2019	BOOEASY AUSTRALIA PTY LTD	BookEasy Marketing Fee	\$ 2,404.57
EFT139443	12/12/2019	BRANDNET PTY LTD	Merchandise Order - Forts Store	\$ 120.00
EFT139444	12/12/2019	ONCOURT TENNIS	Active Albany Classes	\$ 700.00
EFT139445	12/12/2019	BLUE SKY RENEWABLES PTY LTD	Provision of Thermal Energy - ALAC	\$ 21,052.42
EFT139446	12/12/2019	BUNNINGS GROUP LIMITED	Hardware and Tool Supplies - Various	\$ 2,124.32
EFT139447	12/12/2019	JM BUSH & NA BUSH	Merchandise Order - Visitors Centre	\$ 135.00
EFT139448	12/12/2019	C&C MACHINERY CENTRE	Plant and Fleet Materials	\$ 457.80
EFT139449	12/12/2019	CABCHARGE AUSTRALIA LIMITED	Taxi Charges	\$ 730.80
EFT139450	12/12/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 7,187.97
EFT139451	12/12/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 12,287.95
EFT139452	12/12/2019	DONNA CAMERON DESIGN	Design Services - Christmas Closure Flyer	\$ 44.00
EFT139453	12/12/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C17018/C18019/C19001/Q18030	\$ 100,706.80
EFT139454	12/12/2019	CENTIGRADE SERVICES PTY LTD	Air-conditioning Services - C18014/Q18016	\$ 34,581.73
EFT139455	12/12/2019	CENTENNIAL STADIUM INC	Christmas Party 2019	\$ 3,154.50
EFT139456	12/12/2019	CHERRY BOOTS ALBANY	Merchandise Order - Visitors Centre	\$ 187.00
EFT139457	12/12/2019	CHILD SUPPORT AGENCY	Payroll Deductions	\$ 717.80
EFT139458	12/12/2019	TL CHURCH	Rates Refund	\$ 587.90
EFT139459	12/12/2019	CIRUS PTY LTD	Lift Inspections - Town Hall, Library, Centennial Stadium	\$ 2,156.00
EFT139460	12/12/2019	THE CLARENCE ON MELVILLE	Accommodation - AVC Package	\$ 284.00
EFT139461	12/12/2019	COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire - Compactor and Digger	\$ 5,323.89
EFT139462	12/12/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 250.44
EFT139463	12/12/2019	COLAB CONSTRUCTION PTY LTD	Construction Services - C18005 and Bond Store Stump Replacement	\$ 9,866.52
EFT139464	12/12/2019	CONSTRUCTION EQUIPMENT AUSTRALIA	Plant and Fleet Materials	\$ 2,180.48
EFT139465	12/12/2019	ALBANY SIGNS	Signage - Banners	\$ 869.00
EFT139466	12/12/2019	DOWNER EDI WORKS PTY LTD	Material Supply - Coldmix	\$ 1,688.34
EFT139467	12/12/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supply - C19006	\$ 20,131.76
EFT139468	12/12/2019	AL CURNOW HYDRAULICS	Fabrication Services - Hose and Repairs to Oil Leaks	\$ 1,246.15
EFT139469	12/12/2019	CYNERGIC INTERNET	Website Hosting	\$ 1,058.40

**CITY OF ALBANY
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FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139470	12/12/2019	D & K ENGINEERING	Fleet Repairs and Maintenance - K-Frame	\$ 2,626.25
EFT139471	12/12/2019	GRAEME & YVONNE DAVISON	Merchandise Order - Visitors Centre	\$ 150.00
EFT139472	12/12/2019	BENJAMIN ROBERT DAVIS	Artist in Residence School Program	\$ 420.00
EFT139473	12/12/2019	DE JONGE MECHANICAL PTY LTD	Vehicle Servicing - Q17009	\$ 295.85
EFT139474	12/12/2019	CGS QUALITY CLEANING	Cleaning Services - C14036	\$ 48,306.69
EFT139475	12/12/2019	DE LAGE LANDEN PTY LIMITED	Monthly Equipment Rental - P16011	\$ 6,319.50
EFT139476	12/12/2019	LANDGATE	Valuation Services	\$ 2,015.67
EFT139477	12/12/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 3,859.81
EFT139478	12/12/2019	DISCOVERY BAY TOURISM PRECINCT LTD	Tickets - Visitors Centre Package	\$ 1,078.00
EFT139479	12/12/2019	SANDRA DIXON	Professional Services - EAP	\$ 150.00
EFT139480	12/12/2019	DJL ELECTRICAL	Test and Tag Electrical Equipment - Q18051	\$ 132.00
EFT139481	12/12/2019	DOG ROCK MOTEL	Accommodation - Christmas Pageant	\$ 437.40
EFT139482	12/12/2019	DOGGY DOO CLEANUPS	Animal Hygiene Services	\$ 690.00
EFT139483	12/12/2019	DOMINO'S PIZZA	Catering - Bush Fire Brigades	\$ 128.00
EFT139484	12/12/2019	FREDERICK RAYMOND DOUGLAS	Development Contribution Refund	\$ 34,821.79
EFT139485	12/12/2019	DRAEGER AUSTRALIA PTY LTD	Service - Breathing Apparatus ALAC	\$ 656.70
EFT139486	12/12/2019	DYLAN'S ON THE TERRACE	Catering - DIS, CCS, GSCORE Workshop and Volunteer Function	\$ 4,310.50
EFT139487	12/12/2019	EASI PACKAGING PTY LTD	Payroll Deductions	\$ 11,288.98
EFT139488	12/12/2019	ECOTECH PTY LTD	Emu Point to Middletown Beach DOT - Monthly Reporting	\$ 341.00
EFT139489	12/12/2019	ANGELA EDWARDS	Cleaning Services - Q18034	\$ 1,401.00
EFT139490	12/12/2019	ELLEKER PROGRESS & SPORTING ASSOCIATION	Public Toilet Water Supplies	\$ 200.00
EFT139491	12/12/2019	EMU BEACH CHALETS	Accommodation - David Delany 24/10/19-27/10/19	\$ 408.00
EFT139492	12/12/2019	ESRI AUSTRALIA PTY LTD	Esri Australia Local Government Access Program	\$ 83,556.00
EFT139493	12/12/2019	E-STRALIAN PTY LTD	Weekly E-Bike Lease	\$ 350.23
EFT139494	12/12/2019	ETS VEGETATION MANAGEMENT	Slashing Maintenance - Q19036	\$ 10,718.40
EFT139495	12/12/2019	ANNE EUSTACE	Refund	\$ 75.00
EFT139496	12/12/2019	EVERTRANS	Light Fleet Vehicle Trays - Q19041	\$ 4,290.00
EFT139497	12/12/2019	EYERITE SIGNS	Signage - Sponsorship, Vehicle Decals, Christmas Pageant	\$ 5,164.50
EFT139498	12/12/2019	ISABELLA FASOLO	Entertainment for Cruise Ship	\$ 100.00
EFT139499	12/12/2019	FEAST BEAST CATERING	Catering - Christmas Party 2019	\$ 3,190.00
EFT139500	12/12/2019	THE FIXUPPERY	Window Cleaning Services - Q16023	\$ 1,979.04
EFT139501	12/12/2019	ALL TRUCK REPAIRS	Fire Truck Service and Repairs - Q17040	\$ 6,715.37
EFT139502	12/12/2019	FREMANTLE FAIRGROUND ASSOCIATION INC.	Entertainment - South West Street Fest	\$ 6,500.00
EFT139503	12/12/2019	GLOBAL INTEGRATED SOLUTIONS LIMITED	Airport Parking Machine Upgrade	\$ 19,183.89
EFT139504	12/12/2019	GOMMES SHOES	Gift Voucher for Long Live You Survey Winner	\$ 150.00
EFT139505	12/12/2019	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 115.00
EFT139506	12/12/2019	SOUTHERN SHARPENING SERVICES	Merchandise Order - Forts Store	\$ 742.50
EFT139507	12/12/2019	GREAT SOUTHERN PERSONNEL INC	Gardening Services - Lotteries House	\$ 259.00
EFT139508	12/12/2019	GREAT SOUTHERN SUPPLIES	Paper Supplies and Protective Equipment - Q19006/Q18019	\$ 4,884.50
EFT139509	12/12/2019	STRATA CORPORATION PTY LTD	Material Supply - Tree Stakes	\$ 1,360.26
EFT139510	12/12/2019	C.R NORTH & G.R NORTH & J.D NORTH	Gravel Royalties	\$ 28,760.60
EFT139511	12/12/2019	GREAT SOUTHERN TURF	Turf Supply and Install - C18001	\$ 99.00
EFT139512	12/12/2019	GRIFFITHS ARCHITECTS PTY LTD	Consultancy Services - C18008	\$ 11,853.08

**CITY OF ALBANY
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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139513	12/12/2019	GSM AUTO ELECTRICAL	Generator Inspections - Airport	\$ 165.00
EFT139514	12/12/2019	GHD PTY LTD	Consultancy Services - Coastal Protection	\$ 13,375.67
EFT139515	12/12/2019	SMITH CONSTRUCTIONS WA	Albany Town Hall Repurposing - C19012	\$ 167,599.23
EFT139516	12/12/2019	HART SPORT	Merchandise Order - Sports Store	\$ 25.00
EFT139517	12/12/2019	SCOTT HARVEY	Cleaning Services - Library	\$ 240.00
EFT139518	12/12/2019	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 3,458.10
EFT139519	12/12/2019	JORDAN HAYWARD	Entertainment - Christmas Pageant	\$ 200.00
EFT139520	12/12/2019	HIDEWOOD QUALITY PRINTERS	Signage - Health and Fitness	\$ 300.30
EFT139521	12/12/2019	HIGHWAY BUSH FIRE BRIGADE	Fire Brigade Standby - New Years Eve	\$ 250.00
EFT139522	12/12/2019	HOBBS PAINTING AND DECORATING	Painting Services - Q18025	\$ 7,683.50
EFT139523	12/12/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Material Supply - Spindle	\$ 383.85
EFT139524	12/12/2019	HHG LEGAL GROUP	Legal Services - C19009	\$ 6,450.13
EFT139525	12/12/2019	IAP2	Corporate Membership	\$ 2,200.00
EFT139526	12/12/2019	ICKY FINKS WAREHOUSE SALES	Material Supplies - VAC Workshops	\$ 45.68
EFT139527	12/12/2019	IDENTITY SECURITY PTY LTD	Aviation Subscription	\$ 2,750.00
EFT139528	12/12/2019	QUBE LOGISTICS PTY LTD	Freight Charges - Chemical Supplies	\$ 2,292.09
EFT139529	12/12/2019	IMPULSE CYCLES	Repairs and Maintenance - Lights	\$ 600.00
EFT139530	12/12/2019	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 614.33
EFT139531	12/12/2019	JOHN KINNEAR AND ASSOCIATES	Survey Services - C16016	\$ 1,449.67
EFT139532	12/12/2019	MA JORDAN	Rates Refund	\$ 725.90
EFT139533	12/12/2019	MEREDITH ROBERTSON	VAC Workshops	\$ 1,680.00
EFT139534	12/12/2019	KC PSYCHOLOGICAL SERVICES	Professional Services - EAP	\$ 370.00
EFT139535	12/12/2019	STANS MANJIMUP FARM MACHINERY	Plant and Fleet Supplies	\$ 880.00
EFT139536	12/12/2019	A KIDDLE	Staff Reimbursement	\$ 210.40
EFT139537	12/12/2019	KLB SYSTEMS	IT Supplies - C17024	\$ 111.10
EFT139538	12/12/2019	D KOSTER	Staff Reimbursement	\$ 56.50
EFT139539	12/12/2019	LADELLE PTY LTD	Merchandise Order - Forts Store	\$ 391.93
EFT139540	12/12/2019	ALBANY WORLD OF CARS	Light Fleet Vehicle Replacements	\$ 75,874.64
EFT139541	12/12/2019	RICHARD LAURENT	Tiling - ALAC	\$ 2,675.20
EFT139542	12/12/2019	THE LAWN LOPPER	Lawn Mowing Services - Day Care Centre	\$ 120.00
EFT139543	12/12/2019	LIGHT APPLICATION PTY LTD	Lighting Supplies - Alison Hartman Gardens	\$ 10,446.57
EFT139544	12/12/2019	LOCHNESS LANDSCAPE SERVICES	Mowing Services - C16008	\$ 7,200.00
EFT139545	12/12/2019	LOWER KALGAN COMMUNITY ASSOCIATION INC	Community Financial Assistance	\$ 1,994.30
EFT139546	12/12/2019	LULA JUNE CONTRACTING	Welcome to Country - Christmas Pageant	\$ 1,000.00
EFT139547	12/12/2019	LUNAR PAINTING SERVICES	Painting Services - Q19044	\$ 6,879.40
EFT139548	12/12/2019	M AND B SALES PTY LTD	Timber Supplies	\$ 260.54
EFT139549	12/12/2019	BUCHER MUNICIPAL PTY LTD	Material Supply - Poly Brush	\$ 1,090.83
EFT139550	12/12/2019	MACLEOD CORPORATION PTY LTD	Audit Services - South Coast Alliance	\$ 1,045.00
EFT139551	12/12/2019	ALBANY EVENT HIRE	Christmas Festival Marquee Hire	\$ 3,211.35
EFT139552	12/12/2019	ALBANY CITY MOTORS	Light Fleet and Truck Repairs and Maintenance - Filters and Transmission	\$ 1,364.90
EFT139553	12/12/2019	AMANDA MARKEY	Artist Fees - Christmas Pageant	\$ 1,720.00
EFT139554	12/12/2019	MARSHALL MOWERS	Plant and Fleet Materials	\$ 254.90
EFT139555	12/12/2019	MASTER BUILDERS ASSOCIATION OF WESTERN AUSTRALIA	Staff Training - Electrical Test and Tag	\$ 1,260.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139556	12/12/2019	MCINTOSH AND SON PERTH	Plant and Fleet Materials	\$ 202.38
EFT139557	12/12/2019	PHILIP MELLON TRADING AS P&GM	Lighting Renewals - Daycare	\$ 2,508.00
EFT139558	12/12/2019	MENTAL MEDIA PTY LTD	Audio Technology - Anzac Centre - Q17053	\$ 3,039.96
EFT139559	12/12/2019	MERCER ENVIRONMENTAL SERVICES	Weed Control - Venns Road	\$ 552.20
EFT139560	12/12/2019	MERRIFIELD REAL ESTATE	Storage Unit Rental Costs	\$ 200.00
EFT139561	12/12/2019	METROLL ALBANY	Building Supplies	\$ 152.86
EFT139562	12/12/2019	DIANA LOUISE MILLER	Merchandise Order - Forts Store	\$ 520.00
EFT139563	12/12/2019	STEPHANIE ANNE WRIGHT MORRIGAN	Professional Services - EAP	\$ 242.00
EFT139564	12/12/2019	MORAY & AGNEW LAWYERS	Professional Services - Employment Contracts	\$ 3,926.45
EFT139565	12/12/2019	MOSTERT, DJ & H	Merchandise Order - Visitors Centre	\$ 120.00
EFT139566	12/12/2019	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - Visitors Centre	\$ 420.96
EFT139567	12/12/2019	LUKE MOWALJARLAI	Welcome to Country - Christmas Pageant	\$ 300.00
EFT139568	12/12/2019	LGIS INSURANCE BROKING	Insurance Renewals	\$ 5,853.29
EFT139569	12/12/2019	NAPIER PROGRESS ASSOCIATION	Community Financial Assistance	\$ 1,813.00
EFT139570	12/12/2019	NASER ZAMANI	Virtual Reality Station - Christmas Pageant	\$ 3,465.00
EFT139571	12/12/2019	NEO INFRASTRUCTURE (WA) PTY LTD	Middleton Beach Foreshore Enhancement - C19021	\$ 364,885.59
EFT139572	12/12/2019	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware/Tool/Other Supplies	\$ 1,618.20
EFT139573	12/12/2019	NEWMAN'S QUALITY CONCRETE PRODUCTS	Concrete Supplies - C18011	\$ 627.00
EFT139574	12/12/2019	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$ 304.75
EFT139575	12/12/2019	ALBANY COMMUNITY PHARMACY	First Aid Supplies - Q19027	\$ 2,010.82
EFT139576	12/12/2019	OCS SERVICES PTY LTD	Cleaning Services - C15015	\$ 528.00
EFT139577	12/12/2019	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 206.81
EFT139578	12/12/2019	O'KEEFE'S PAINTS	Painting Supplies	\$ 672.36
EFT139579	12/12/2019	IXOM	Material Supply - Chlorine	\$ 3,453.56
EFT139580	12/12/2019	OYSTER HARBOUR LIFESTYLERS SOCIAL CLUB INC	Catering - Library	\$ 120.00
EFT139581	12/12/2019	BRONWYN JAYE PEARCE	Refund	\$ 95.33
EFT139582	12/12/2019	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	Licence Fees - ALAC	\$ 1,046.43
EFT139583	12/12/2019	PERTH THEATRE TRUST	Refund	\$ 318.18
EFT139584	12/12/2019	PETER GRAHAM AND COMPANY LTD	Fertiliser Supplies	\$ 22.25
EFT139585	12/12/2019	PHILLIP BEST PLUMBING PTY LTD	Gas Repairs and Maintenance - ALAC	\$ 16,359.20
EFT139586	12/12/2019	FULTON HOGAN INDUSTRIES	Bitumen Services - P91020	\$ 268,224.53
EFT139587	12/12/2019	PLASTICS PLUS	Material Supplies - Bins	\$ 1,268.79
EFT139588	12/12/2019	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 23,470.31
EFT139589	12/12/2019	PRINTSYNC BUSINESS SOLUTIONS	Photocopier Charges - Lotteries House	\$ 82.83
EFT139590	12/12/2019	PTX ARCHITECTS	3D Visualisation - Town Hall	\$ 495.00
EFT139591	12/12/2019	QUICK SHOT COFFEE	Catering - Twilight Markets	\$ 35.00
EFT139592	12/12/2019	RAECO INTERNATIONAL PTY LTD	Material Supply - Inserts	\$ 105.40
EFT139593	12/12/2019	RECONNECT HEALTH AND WELLBEING	Professional Services - EAP	\$ 165.00
EFT139594	12/12/2019	REEVES ON CAMPBELL	Catering - Depot BBQ, IT Training	\$ 624.10
EFT139595	12/12/2019	S REITSEMA	Staff Reimbursement	\$ 64.65
EFT139596	12/12/2019	ELIZABETH RICHARDS SCHOOL SUPPLIES PTY LTD	Library Supplies - Book Bags	\$ 148.50
EFT139597	12/12/2019	RMI ENGINEERING & PLASMA CUTTING	Fabrication Services - Base Plates	\$ 165.00
EFT139598	12/12/2019	RSL WA	Advertising - Listening Post	\$ 385.00

**CITY OF ALBANY
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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139599	12/12/2019	K.M RYAN-TAYLOR & S.F RYAN-TAYLOR	Workshop - Green Fair on the Square	\$ 150.00
EFT139600	12/12/2019	SERENA MCLAUCHLAN	Artist - Christmas Pageant	\$ 420.00
EFT139601	12/12/2019	SAS DISTRIBUTION AUSTRALIA PTY LTD	Platform Stage - ALAC	\$ 1,960.24
EFT139602	12/12/2019	ALBANY SCAFFOLD HIRE	Equipment Hire - Alison Hartman Gardens	\$ 374.00
EFT139603	12/12/2019	JAMIE SHANE SCALLY	Entertainment - Christmas Pageant	\$ 1,050.00
EFT139604	12/12/2019	SECUREPAY PTY LTD	Web Payments Security - Transaction Fee	\$ 34.77
EFT139605	12/12/2019	SEEK LIMITED	Advertising - Vacant Job Positions	\$ 313.50
EFT139606	12/12/2019	G & L SHEETMETAL	Material Supplies - Flashing	\$ 75.00
EFT139607	12/12/2019	SHIRE OF EAST PILBARA	Certificate Of Design Compliance	\$ 150.00
EFT139608	12/12/2019	SIGMA CHEMICALS	Chemical Supplies - ALAC	\$ 229.57
EFT139609	12/12/2019	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 10,122.97
EFT139610	12/12/2019	SKIPPER TRANSPORT PARTS	Plant and Fleet Supplies	\$ 1,639.81
EFT139611	12/12/2019	SMITHS ALUMINIUM AND 4WD CENTRE	Fabrication Services - Support for Houghton Park	\$ 205.00
EFT139612	12/12/2019	SOIL SOLUTIONS PTY LTD	Road Materials and Greenwaste - C19008/C12008	\$ 36,596.93
EFT139613	12/12/2019	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 805.85
EFT139614	12/12/2019	SOUTHCOAST SECURITY SERVICE	Security Services - C15016	\$ 3,645.20
EFT139615	12/12/2019	SOUTHERN EDGE ARTS INC	Entertainment - Christmas Pageant	\$ 1,100.00
EFT139616	12/12/2019	SOUTH COAST CRANE HIRE	Crane Hire - Q19049	\$ 2,844.88
EFT139617	12/12/2019	SOUTHERN SITE HIRE	Equipment Hire - Christmas Pageant	\$ 1,878.00
EFT139618	12/12/2019	SOUTHERN MODEL SUPPLIES	Merchandise Order - Forts Store	\$ 540.43
EFT139619	12/12/2019	SOUTH COAST TILT TRAY HIRE	Transportation - Sea Container	\$ 154.00
EFT139620	12/12/2019	SPOTLIGHT PTY LTD	Active Albany Supplies	\$ 29.05
EFT139621	12/12/2019	SQUID PRODUCTIONS	Professional Services - Social Media Management	\$ 7,150.00
EFT139622	12/12/2019	STAR SALES AND SERVICE	Plant and Fleet Materials	\$ 203.00
EFT139623	12/12/2019	DEPARTMENT OF THE PREMIER & CABINET	State Law Publisher	\$ 211.40
EFT139624	12/12/2019	JEREMY STAUDE	Entertainment - Christmas Pageant	\$ 800.00
EFT139625	12/12/2019	STEWART AND HEATON CLOTHING PTY LTD	Uniform Supplies - Fire Brigades	\$ 6,747.76
EFT139626	12/12/2019	SOUTH STIRLING COMMUNITY ASSOCIATION INC	Community Financial Assistance	\$ 1,813.00
EFT139627	12/12/2019	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	Staff Training - First Aid	\$ 693.00
EFT139628	12/12/2019	STORAGE SOLUTIONS WA	Storage Container Hire - Emu Point	\$ 115.00
EFT139629	12/12/2019	SUGG'S TIMBER MACHINING	Timber Supplies - Railway Station	\$ 13,717.00
EFT139630	12/12/2019	ALBANY LOCK SERVICE	Lock Services - Various	\$ 92.90
EFT139631	12/12/2019	SYNERGY	Electricity Charges	\$ 99,475.08
EFT139632	12/12/2019	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 1,990.56
EFT139633	12/12/2019	T-QUIP	Plant and Fleet Supplies - Roller Deck	\$ 571.35
EFT139634	12/12/2019	TANKMAN	Irrigation Tank Repairs - Emu Point	\$ 1,825.00
EFT139635	12/12/2019	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	Advertising - Vacant Position	\$ 1,815.00
EFT139636	12/12/2019	THE 12 VOLT WORLD	Plant and Fleet Materials	\$ 260.00
EFT139637	12/12/2019	THINKWATER ALBANY	Reticulation - Emu Point	\$ 1,345.43
EFT139638	12/12/2019	TOTALLY SPORTS AND SURF	Sport Equipment Supplies	\$ 50.00
EFT139639	12/12/2019	TRE AMICI	Entertainment - Christmas Party 2019	\$ 600.00
EFT139640	12/12/2019	TRISLEY'S HYDRAULICS SERVICES	Maintenance Services - Q19018	\$ 1,094.50
EFT139641	12/12/2019	TRUCKLINE	Plant and Fleet Supplies	\$ 147.74

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 DECEMBER 2019**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139642	12/12/2019	MARK TWEEDIE	Material Supplies - VAC Workshops	\$ 104.00
EFT139643	12/12/2019	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 3,869.65
EFT139644	12/12/2019	UNITED BOOK DISTRIBUTORS	Merchandise Order - Forts Store	\$ 16.24
EFT139645	12/12/2019	UNIFORM FASHIONS	Staff Uniforms	\$ 1,150.00
EFT139646	12/12/2019	VANGUARD PRESS	Merchandise Order - Visitors Centre	\$ 12,732.50
EFT139647	12/12/2019	R VAN WYK	Staff Reimbursement	\$ 115.30
EFT139648	12/12/2019	VOEGELER CREATIONS	Merchandise Order - Visitors Centre	\$ 549.00
EFT139649	12/12/2019	WARTHOG WA	Parts Washer	\$ 140.00
EFT139650	12/12/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 4,367.05
EFT139651	12/12/2019	WELLSTEAD PROGRESS ASSOCIATION	Supporting Rural Communities	\$ 1,994.00
EFT139652	12/12/2019	WESTRAC EQUIPMENT PTY LTD	Plant and Fleet Materials	\$ 52.53
EFT139653	12/12/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	AGM, Conference and Gala Dinner Ticket - Deputy Mayor Stocks and Partner	\$ 2,058.00
EFT139654	12/12/2019	LANDMARK LIMITED	Material Supply - Fertilisers	\$ 432.19
EFT139655	12/12/2019	WESTSHRED DOCUMENT DISPOSAL	Document Disposal	\$ 364.10
EFT139656	12/12/2019	HOLIDAY GUIDE PTY LTD	BookEasy Marketing Fee	\$ 261.25
EFT139657	12/12/2019	WORLDWIDE PRINTING SOLUTIONS	Design Services - ALAC Family Christmas Poster	\$ 88.00
EFT139658	12/12/2019	WREN OIL	Waste Disposal	\$ 16.50
EFT139659	12/12/2019	WTP AUSTRALIA PTY LTD	Tender Evaluation - C19030	\$ 5,500.00
EFT139660	12/12/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 108.89
				<u>\$ 6,859,482.44</u>

Document Number	Description	Date Sent / Received
EDR19106014	Copy Of Executed Document Item: N/A Re: Development Application to Replicate the Princess Royal Fortress Coastal Gun Shield and Shelter Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	18/11/2019
EDR19106016	Copy Of Executed Document Item: N/A Re: Application for a Clearing Permit to Clear Native Vegetation as part of Chillinup Road (Slk23.00 - 28.00) Widening And Reconstruction Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	18/11/2019
EDR19106146	Copy Of Executed Document Item: N/A Re: Clearing Permit Application Form for Stanley Road Intersection Realignment Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	20/11/2019
EDR19106148	Copy Of Executed Document Item: CEO Delegation Ordinary Council Meeting 23 May 2017 Item CCCS028 Re: Award of Tender C19023 Detailed Design Services - Albany Artificial Surf Reef Parties; Bluecoast Consulting Engineers Pty Ltd Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	20/11/2019
EDR19106416	Copy Of Executed Document Item: Delegation: 2018:009 - Grant Funding, Donations, Sponsorship Re: Expression Of Interest (EOI) only to Walga For Grant Funding of The 2019/20 Bin Tagging Program under the lead of the Shire of Denmark on behalf of the South Coast Sustainable Waste Alliance (City of Albany, Shire of Denmark, Shire of Plantagenet and Shire of Jerramungup). Program would provide printing of Bin Tags and staff time to Audit Bins And Provide Feedback To Households. Total Project	26/11/2019

Document Number	Description	Date Sent / Received
	Cost: \$13,500; COA Contribution: Nil Cash, \$6,750 In Kind; Other Contributions: \$6,750 In Kind; Funding Requested: \$13,500. Parties: N/A Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)	
EDR19106439	Copy Of Executed Document Item: N/A Re: P19031 - York Street - Grey Street Roundabout, Lockyer Avenue - Stead Road Roundabout, Collingwood Road from Warden Avenue To Ardross Crescent: Profiling, Primer Seal And Asphalt Construction - Letter Of Award Parties: WCP Civil Pty Ltd Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	26/11/2019
EDR19106441	Copy Of Executed Document Item: N/A Re: Certificate of Completion for the Emu Point Blackspot Project Parties: Main Roads WA Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	26/11/2019
EDR19106508	Copy Of Executed Document Item: Ordinary Council Meeting 26 December 2019 Resolution CCS195 Re: Letter to Minister for Support; and letter to Ausindustry for Grant Application Note Support Grants Project Letter Included. Parties: N/A Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	27/11/2019
EDR19106580	Copy Of Executed Document Item: N/A Re: Request for Assistance in the delivery of the Bridge Programme Parties: Main Roads WA Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	28/11/2019
EDR19106834	Copy Of Executed Document Item: Delegation: 006 - Sign Documents on behalf of the City of Albany (Chief Executive Officer)	04/12/2019

Document Number	Description	Date Sent / Received
	<p>Re: A request has been received to transfer two extractive industry licences from AD contractors to Blok Tek. Copies of existing licences are attached. Licence P18a located on lot 28 and 29 Bindaree Rd, Cuthbert, and; Licence P18b located on lot 27 Bindaree Rd, Cuthbert. in accordance with part 4 of the extractive industry local law (transfer, cancellation and renewal of licence), the licence transfer must be approved by the CEO. required bond (\$7,000) from the new licence holder has been received by the City Of Albany.</p> <p>Parties: N/A Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	
EDR19106835	<p>Copy Of Executed Document Item: Delegation: 006 - Sign documents on behalf of the City of Albany (Chief Executive Officer); Delegation: 018 - choice of tender, award contract Re: Contract C19026 - Lower Denmark Road (Slk0.8-1.45) Reconstruction & Widening Parties: Ad Contractors Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	04/12/2019
EDR19106902	<p>Copy Of Executed Document Item: Delegation: 018 - choice of tender, award contract Re: Award of Tender C19028 Townsend St Reconstruction - South Western Hwy to Sinclair St Parties: AD Contractors Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	04/12/2019
EDR19106905	<p>Copy Of Executed Document Item: Signature of Chief Executive Officer under Delegation: 2018:009 - Grant Funding, Donations, Sponsorship Re: Agreement with Healthway for their Livelighter - Message Promotion Sponsorship (Id 33586) of the City's Long Live You - Active Seniors Program Signed by the CEO. Funding of \$40,000 over two years (\$20,000 Per Annum). Parties: Healthway Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	04/12/2019

Document Number	Description	Date Sent / Received
EDR19106908	<p>Copy Of Executed Document</p> <p>Item: Signature of Chief Executive Officer under Delegation: 2018:009 - Grant Funding, Donations, Sponsorship</p> <p>Re: Agreement with Healthway for their Liveliighter - Message Promotion Sponsorship (Id 33526) of the City's Summer Events Program 2020-2021 Signed by the CEO. Funding of \$95,000 over two years (\$50,000 Year 1: \$45,000 Year 2).</p> <p>Parties: Healthway</p> <p>Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	04/12/2019
EDR19107018	<p>Copy Of Executed Document</p> <p>Item: Delegation: 018 - Choice of Tender, Award Contract; CEO Delegation OCM 23/05/17 Item CCCS028</p> <p>Re: Award of Tender C19027 Green Island Crescent Stormwater Improvements - Projects 1 And 4</p> <p>Parties: WCP Civil</p> <p>Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	06/12/2019
EDR19107019	<p>Copy Of Executed Document</p> <p>Item: Delegation: 006 - Sign Documents on behalf of the City of Albany (Chief Executive Officer)</p> <p>Re: Clearing Application for the Construction of a Boardwalk over Foreshore Vegetation at Black Swan Point. This Boardwalk is part of a Kit Surfing Launch Area, as recommended in the Black Swan Point Management Plan 2015-2025.</p> <p>Parties: N/A</p> <p>Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	06/12/2019
EDR19107023	<p>Copy Of Executed Document</p> <p>Item: Delegation: 006 - Sign Documents on behalf of the City of Albany (Chief Executive Officer)</p> <p>Re: Annual Road Assets and Expenditure Report 2018-19</p> <p>Parties: Walga</p> <p>Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	06/12/2019
EDR19107244	<p>Copy Of Executed Document</p> <p>Item: Delegation: 2018:009 - Grant Funding, Donations, Sponsorship</p>	11/12/2019

Document Number	Description	Date Sent / Received
	<p>Re: Application only to the Department of Health's Driving Social Inclusion through Sport and Physical Activity Grants Program for funding of the Albany All Abilities Program over 2 Years. Total Project Cost: \$650,064; COA Contribution: Nil Cash / \$131,683 In Kind; Nil Other Contributions. Funding Requested: \$518,381.</p> <p>Parties: N/A Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	
EDR19107360	<p>Copy Of Executed Document Item: N/A Re: Albany Equestrian Centre - Development Approval Application for the creation of a Gravel Area for storage of materials and portable cross country obstacles (40m X 10m). Parties: Albany Equestrian Centre Inc Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)</p>	13/12/2019
EDR19107491	<p>Copy Of Executed Document Item: Delegation: 006 - Sign documents on behalf of the City of Albany (Chief Executive Officer) Re: Service Agreement with Rainbow Coast Neighbourhood Centre for delivery of #Meetupalbany Project in partnership with the City of Albany and Albany and Regional Volunteer Service. Parties: Rainbow Coast Neighbourhood Centre Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	17/12/2019
EDR19107496	<p>Copy Of Executed Document Item: Delegation: 006 - Sign document on behalf of the City of Albany (Chief Executive Officer) Re: Software License and Maintenance Agreement for Links (From Links Modular Solutions). Links is the leisure centre management system that will replace the Centaman through RFQ: Q19046 Centre Management and Access Control Solutions. Parties: Links Modular Solutions Pty Ltd Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	17/12/2019
EDR19107500	<p>Copy Of Executed Document Item: Delegation: 2018:009 - Grant Funding, Donations, Sponsorship</p>	17/12/2019

Document Number	Description	Date Sent / Received
	<p>Re: Application only to the Department of Communities' Youth Engagement Grants Program 2019/20 for Grant Funding of the Great Southern - Youth AOD Forum. Total Project Cost: \$13,000; COA Contribution: \$1,000 Cash And \$2,000 In Kind; Other Contributions: \$5,000. Funding Requested: \$5,000. Parties: Department Of Communities Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	
EDR19107505	<p>Copy Of Executed Document Item: Delegation: 2018:009 - Grant Funding, Donations, Sponsorship Re: Application only to the Department of Local Government, Sport and Cultural Industries (DLGSCI) by invitation for Grant Funding of the Great Southern Regional Arts, Culture and Heritage Strategy Project. Total Project Cost: \$85,500; COA Contribution: \$10,000 Cash / Nil in Kind; Other Contributions (To Be Confirmed): GSDC \$5,000; Shire of Katanning \$5,000; Shire of Denmark \$5,000; Shire of Plantagenet \$5,000; Shire of Woodanilling \$2,000; Shire of Broomehill-Tambellup \$2,000; Cranbrook \$1,500. Funding Requested: \$50,000. Parties: Application Only Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	17/12/2019
EDR19107693	<p>Copy Of Executed Document Item: N/A Re: Request to purchase City of Albany Owned Right of Way Parties: John McConigley of 37 Munster Avenue Mt Clarence Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	19/12/2019
EDR20108065	<p>Copy Of Executed Document Item: CEO Delegation 23 May 2017 Item CCCS028 Re: Award Of Equote P19028 Millbrook Road, King River - Widening and Reconstruction Parties: Tricoast Civil Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)</p>	07/01/2020
EDR20108066	<p>Copy Of Executed Document Item: N/A Re: SLSWA Deed of Service Agreement - 2019 / 20 Parties: Surf Lifesaving Western Australia Inc.</p>	07/01/2020

Document Number	Description	Date Sent / Received
	Signed By: Andrew Sharpe Chief Executive Officer (1 Copy)	
NCSR19106155	Copy Of Common Seal Document Item: CEO Delegation Ordinary Council Meeting 23 May 2017 Item CCCS028 Re: Signing of Contracts for C19020 Design, Supply & Installation of A Multimedia Touch Table for National Anzac Centre Parties: Gibson International Ltd Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (2 Copies)	20/11/2019
NCSR19106156	Copy Of Common Seal Document Item: 019 - Property Management, Leases Licences Re: New Community Deed Of Lease (Renewal) to Albany Historical Society Approved under Delegated Authority. Located at 13 Nind Street, Spencer Park. Lease term 2 Years. Lease rental being the equivalent of minimum plus GST per annum. Deed of lease prepared by City Lawyer. Parties: Albany Historical Society Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (2 Copies)	20/11/2019
NCSR19106158	Copy Of Common Seal Document Item: N/A Re: Land access licence for City of Albany, Portion of lot 9001 Adelaide Crescent, Middleton, 1 January 2020 to 31 March 2020 for city events program at middleton beach. Licence prepared by DevelopmentWA On same terms and conditions as last years licence. Parties: DevelopmentWA Signed By: Andrew Sharpe Chief Executive Officer And Dennis Wellington Mayor (2 Copies)	20/11/2019
NCSR19106434	Copy Of Common Seal Document Item: 019 Property Management, Leases & Licences Re: Deed of Variation of lease to Albany City Kart Club to reduce annual rent from minimum rate to peppercorn approved under delegated authority. Located At 35831 Albany Highway Drome. Lease rental being peppercorn \$10.00 + GST per annum.	26/11/2019

Document Number	Description	Date Sent / Received
	Deed of variation and lease prepared by City Lawyer. Parties: Albany City Kart Club Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (2 Copies)	
NCSR19106438	Copy Of Common Seal Document Item: Delegation 18 - Choice Of Tender, Award Contract Re: C19019 - Replacement of Roof Shingles at Vancouver Arts Centre, Albany - Contract Signing Parties: Richard Norman Charles (Creations Homes) Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (2 Copies)	26/11/2019
NCSR19106647	Copy Of Common Seal Document Item: N/A Re: Survey Strata 1299-18 as per condition 5. Section 70a - Upon development of the lot, Stormwater Attenuation Equivalent of 2.1cu/M is to be installed to the satisfaction of the City of Albany Parties: MJ Lovers Pty Ltd Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (1 Copy)	29/11/2019
NCSR19106931	Copy Of Common Seal Document Item: N/A Re: WAPC - 153741 - Lot 9007 Willyung Road. Easement in gross - easement to be placed on Deposited Plan for the purpose of accessing the rear reserve as per condition 20. Parties: Jennifer June Shepherdson Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (1 Copy)	05/12/2019
NCSR19107016	Copy Of Common Seal Document Item: Delegation: 006 - Sign documents on behalf of The City of Albany (Chief Executive Officer) Re: Lot 351 Frenchman Bay Rd, Frenchman Bay. 5c Licence to take Groundwater Application. Parties: N/A Signed By: Andrew Sharpe, Chief Executive Officer (1 Copy)	06/12/2019

Document Number	Description	Date Sent / Received
NCSR19107044	<p>Copy Of Common Seal Document Item: Delegation: 006 - Sign documents on behalf of the City of Albany (Chief Executive Officer); CEO Delegation. OCM 23/05/17 Item CCCS028 Re: Signing of Contracts for C19023 Detailed Design Services - Albany Artificial Surf Reef Parties: Bluecoast Consulting Engineers Pty Ltd Signed By: Dennis Wellington, Mayor and Andrew Sharpe, Chief Executive Officer (2 Copies)</p>	09/12/2019
NCSR19107252	<p>Copy Of Common Seal Document Item: N/A Re: WAPC - 153741 - Lot 9007 Willyung Road. Second copy of Easement In Gross. Easement to be placed on Deposited plan for the purpose of accessing the rear reserve as per condition 20. Parties: Jennifer June Shepherdson Signed By: Andrew Sharpe Chief Executive Office And Dennis Wellington Mayor (1 Copy)</p>	11/12/2019
NCSR19107253	<p>Copy Of Common Seal Document Item: N/A Re: WAPC 155591 - Section 70a. as per condition 2 of the subdivision, a notification to be shown on the Certificate of Title and Deposited Plan Stating - "A Reticulated Sewage Service is not available to Lots". Parties: Acetown Nominees Pty Ltd of 103 Aberdeen Street, Albany Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (1 Copy)</p>	11/12/2019
NCSR19107254	<p>Copy Of Common Seal Document Item: CEO Delegation Ordinary Council Meeting 23 May 2017 Item CCCS028 Re: Contracts for signing for C19028 Townsend Street Reconstruction - South Western Highway to Sinclair Street Parties: AD Contractors Pty Ltd Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (2 Copies)</p>	11/12/2019

Document Number	Description	Date Sent / Received
NCSR19107255	<p>Copy Of Common Seal Document</p> <p>Item: CEO Delegation Ordinary Council Meeting 23 May 2017 Item CCCS028</p> <p>Re: Signing of contracts for C19026 Lower Denmark Road (Slk 0.8 - 1.45) Reconstruction & Widening</p> <p>Parties: AD Contractors Pty Ltd</p> <p>Signed By: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (2 Copies)</p>	11/12/2019
NCSR19107483	<p>Copy Of Common Seal Document</p> <p>Item: Delegation: 006 - Sign document on behalf of the City of Albany (Chief Executive Officer)</p> <p>Re: The City Of Albany are upgrading the paths along Aberdeen Street to accommodate cyclists. As part of this a 19m2 portion of Lot 1 No. 24 Aberdeen Street is required. The City has successfully negotiated with the landowner for this land and now will be lodging a Caveat over the property in order to acquit the compensation payable for this land take, as per clause 5 of the Consent to taking by Agreement form, signed by both the City and the landowner. This caveat now needs the signature of the mayor and chief executive officer and affixing of the common seal.</p> <p>Parties: Ian W Squire Pty Ltd</p> <p>Signed By: Dennis Wellington, Mayor and Andrew Sharpe, Chief Executive Officer (1 Copy)</p>	17/12/2019
NCSR19107697	<p>Copy Of Common Seal Record</p> <p>Item: N/A</p> <p>Re: Community Lease Renewal for the Apex Club Located in 1948 Albany Highway, Albany</p> <p>Parties: Apex Club Of Albany Inc</p> <p>Signed By: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 Copies)</p>	19/12/2019
NCSR19107702	<p>Copy Of Common Seal Document</p> <p>Item: Delegation:006 - Sign document on behalf of the City of Albany (Chief Executive Officer); Del:019 - Property Management, Leases & Licences</p>	19/12/2019

Document Number	Description	Date Sent / Received
	<p>Re: New community lease (renewal) to South Coast Progress and Sporting Association Inc. Approved under delegated authority for the purpose of the conduct of a Community Progress Association and Sporting Club, and associated activities, located with Portion Reserve 24747, Bay View Drive, Little Grove. Lease term being 21 Years. Lease rental being peppercorn rent of \$10.00 + GST per annum. Deed of Lease prepared by City Lawyer.</p> <p>Parties: South Coast Progress and Sporting Association Inc.</p> <p>Signed By: Dennis Wellington, Mayer and Andrew Sharpe, Chief Executive Officer (2 Copies)</p>	
<p>NCSR19107703</p>	<p>Copy Of Common Seal Document</p> <p>Item: Delegation:006 - Sign documents on behalf of the City of Albany (Chief Executive Officer); CEO Delegation. OCM 23/05/17 Item CCCS028</p> <p>Re: Signing of Contracts for C19027 Green Island Crescent Stormwater Improvements - Projects 1 And 4</p> <p>Parties: WCP Civil Pty Ltd</p> <p>Signed By: Dennis Wellington, Mayor and Andrew Sharpe, Chief Executive Officer (2 Copies)</p>	<p>19/12/2019</p>
<p>NCSR20108131</p>	<p>Copy Of Common Seal Document</p> <p>Item: Delegation: 2018:009 - Grant Funding, Donations, Sponsorship; Delegation: 2018:006 - Sign documents on behalf of the City of Albany (Chief Executive Officer)</p> <p>Re: 2 Agreements with the Department of Transport for the Recreational Boating Facilities Scheme (RBFS) 2019/20 - Round 24 grant funding over 1. \$220,000 for the Lower King Boat Ramp Replacement & Upgrade and 2. \$145,000 for the Emu Point Boat Ramp Jetty Replacement to be signed by the CEO and Mayor under common seal.</p> <p>Parties: Department of Transport</p> <p>Signed By: Dennis Wellington, Mayor and Paul Camins, Chief Executive Officer Delegate (2 Copies)</p>	<p>08/01/2020</p>

Document Number	Description	Date Sent / Received
NCSR20108132	Copy Of Common Seal Document Item: CEO Delegation Ordinary Council Meeting 23 May 2017 Item CCCS028 Re: Signing of contracts for P19031 York Street - Grey Street Roundabout, Lockyer Avenue - Stead Road Roundabout, Collingwood Road from Warden Avenue to Ardross Crescent: Profiling, Primer Seal and Asphalt Construction. Parties: WCP Civil Pty Ltd Signed By: Paul Camins Acting Chief Executive Officer and Dennis Wellington Mayor (2 Copies)	08/01/2020

City of Albany
 DIRECTOR COMMUNITY SERVICES
 ALBANY HERITAGE PARK
 For the Period Ended December 2019

\$	2017/18 Actuals	2018/19 Actuals	2019/20 Current Budget	2019/20 YTD Budgets	2019/20 YTD Actuals	2019/20 YTD Variance
TOTAL ALBANY HERITAGE PARK						
Operating Income	1,565,575	1,784,482	1,419,000	695,348	736,393	41,045
Cost of Goods Sold	(260,065)	(312,925)	(252,000)	(126,000)	(112,091)	13,909
Operating Expenditure	(658,290)	(808,269)	(930,078)	(440,456)	(413,127)	27,329
Net Operating Income/(Expense) before Indirect Costs	647,220	663,288	236,922	128,892	211,175	82,283
Indirect Costs	(862,675)	(795,744)	(869,382)	(436,219)	(403,082)	33,137
Net Operating Income/(Expense)	(215,455)	(132,456)	(632,460)	(307,327)	(191,907)	115,420
Capital Income	0	228,368	228,368	0	0	0
Capital Expenditure	(2,841)	0	(996,205)	(233,050)	(18,257)	214,793
Grand Total	(218,296)	95,912	(1,400,297)	(540,377)	(210,165)	330,212

\$	2017/18 Actuals	2018/19 Actuals	2019/20 Current Budget	2019/20 YTD Budgets	2019/20 YTD Actuals	2019/20 YTD Variance
NATIONAL ANZAC CENTRE						
Operating Income	1,037,295	1,185,681	915,000	434,044	484,095	50,051
Operating Expenditure	(358,723)	(463,555)	(582,589)	(284,104)	(242,028)	42,076
Net Operating Income/(Expense) before Indirect Costs	678,572	722,126	332,411	149,940	242,067	92,127
Indirect Costs	(212,913)	(202,545)	(221,454)	(113,327)	(88,868)	24,459
Net Operating Income/(Expense)	465,659	519,580	110,957	36,613	153,199	116,586
Capital Expenditure	0	0	(730,000)	(100,000)	(16,474)	83,526
Total	465,659	519,580	(619,043)	(63,387)	136,725	200,112

\$	2017/18 Actuals	2018/19 Actuals	2019/20 Current Budget	2019/20 YTD Budgets	2019/20 YTD Actuals	2019/20 YTD Variance
RETAIL						
Operating Income	473,006	517,603	395,000	207,952	225,240	17,288
Cost of Goods Sold	(260,065)	(312,925)	(252,000)	(126,000)	(112,091)	13,909
Gross Profit	212,941	204,678	143,000	81,952	113,149	31,197
Operating Expenditure	(211,878)	(247,979)	(219,843)	(95,515)	(118,717)	(23,202)
Net Operating Income/(Expense) before Indirect Costs	1,063	(43,301)	(76,843)	(13,563)	(5,567)	7,996
Indirect Costs	(200,768)	(185,980)	(200,346)	(100,333)	(98,154)	2,179
Net Operating Income/(Expense)	(199,705)	(229,281)	(277,189)	(113,896)	(103,721)	10,175
Total	(199,705)	(229,281)	(277,189)	(113,896)	(103,721)	10,175

\$	2017/18 Actuals	2018/19 Actuals	2019/20 Current Budget	2019/20 YTD Budgets	2019/20 YTD Actuals	2019/20 YTD Variance
FORTRESS						
Operating Income	11,671	19,279	27,000	12,966	7,440	(5,526)
Operating Expenditure	(87,689)	(96,735)	(127,646)	(60,837)	(52,383)	8,454
Net Operating Income/(Expense) before Indirect Costs	(76,018)	(77,456)	(100,646)	(47,871)	(44,943)	2,928
Indirect Costs	(224,179)	(203,237)	(223,429)	(111,098)	(107,742)	3,357
Net Operating Income/(Expense)	(300,197)	(280,693)	(324,075)	(158,969)	(152,685)	6,285
Capital Income	0	228,368	228,368	0	0	0
Total	(300,197)	(52,325)	(95,707)	(158,969)	(152,685)	6,285

\$	2017/18 Actuals	2018/19 Actuals	2019/20 Current Budget	2019/20 YTD Budgets	2019/20 YTD Actuals	2019/20 YTD Variance
ALBANY HERITAGE PARK PRECINCT						
Operating Income	43,603	61,920	82,000	40,386	19,618	(20,768)
Operating Expenditure	0	0	0	0	0	0
Net Operating Income/(Expense) before Indirect Costs	43,603	61,920	82,000	40,386	19,618	(20,768)
Indirect Costs	(224,815)	(203,981)	(224,153)	(111,460)	(108,318)	3,142
Net Operating Income/(Expense)	(181,213)	(142,062)	(142,153)	(71,074)	(88,700)	(17,626)
Capital Expenditure	(2,841)	0	(266,205)	(133,050)	(1,784)	131,266
Total	(184,053)	(142,062)	(408,358)	(204,124)	(90,484)	113,640

Quarterly Report - Tenders Awarded - October to December 2019

Contract Number	Name/Subject	Contractor	Start Date	Expiry Date	Contract Term	Local/Non Local	Local Content	Non Local Content	Tender Value (inc. GST)
C19012	Albany Town Hall Repurposing	Smith Constructions	28-Aug-19	21-Jul-20	End of Defects	Local	100%	0%	\$ 2,735,040.00
C19020	Design, Supply & Installation of a Multimedia Touch Table for National Anzac Centre	Gibson International Ltd	23-Oct-19	30-Apr-23	N/A	Non Local	0%	100%	\$ 211,669.70
C19021	Stage 1 Civil Works - Middleton Beach Foreshore Enhancement	Neo Infrastructure Pty Ltd	30-Oct-19	17-Jun-20	End of Defects	Non Local	20%	80%	\$ 1,642,641.00
C19018	Provision of Security Services	Southcoast Security Service	01-Nov-19	31-Oct-21	2+1+1	Local	100%	0%	Schedule of Rates
C19019	Replacement of Roof Shingles at Vancouver Arts Centre	Richard Norman Charles (Creations Homes)	14-Nov-19	09-Mar-20	End of Defects	Local	100%	0%	\$ 198,950.84
C19023	Detailed Design Services - Albany Artificial Surf Reef	Bluecoast Consulting Engineers	20-Nov-19	On Delivery	N/A	Non Local	0%	100%	\$ 439,978.00
C19026	Lower Denmark Road (SLK 0.8 - 1.45) Reconstruction & Widening	AD Contractors Pty Ltd	03-Dec-19	16-Mar-20	End of Defects	Local	100%	0%	\$ 329,434.11
C19028	Townsend Street Reconstruction - South Western Highway to Sinclair Street	AD Contractors Pty Ltd	03-Dec-19	02-Mar-20	End of Defects	Local	100%	0%	\$ 438,292.03
C19027	Green Island Crescent Stormwater Improvements - Projects 1 and 4	WCP Civil Pty Ltd	05-Dec-19	16-Mar-20	End of Defects	Non Local	20%	80%	\$ 336,374.70



Community Sports & Recreation Facilities (CSRFF) Small Grant Funding Policy

Objective

The objectives of this policy are to:

- Provide an equitable and transparent framework for the assessment and ranking of Grants in line with the Department of Local Government, Sporting and Cultural Industries (DLGSCI) [CSRFF Small Grant Funding guidelines](#).
- Ensure all Capital Seed grant applications are considered as part of a strategic process to ensure the delivery of quality, sustainable facilities which align with the Council's strategic objectives.
- Provide a framework for the allocation of the Capital Seed Funds to assist with leveraging other funding opportunities and maximising the outcomes for the community.
- Provide a framework for the allocation of the Capital Seed Funds should an applicant be unsuccessful in their application to DLGSCI [Small Grant Funding programs](#).
- Establish an assessment process that may be used to assess other project funding requests.
- Limit the City of Albany's contribution to grant eligible projects to 33% of the total project cost.

Policy Statements

The City of Albany recognises the importance of providing or facilitating physical activity opportunities through accessible, safe and affordable facilities that meet the identified needs of the community.

The City of Albany will encourage and promote physical activity through:

- The provision or facilitation of reserves and facilities for structured community sport and recreation.
- Providing support to sporting clubs.
- Promotion of joint provision of shared and multi-use community facilities.

The City of Albany's Capital Seed Fund aligns with the DLGSCI CSRFF [Small Grant Funding guidelines](#) by:

- Developing basic infrastructure for sport and recreation.
- Supporting an increase in participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.
- Supporting joint provision and shared use of facilities.

A. Eligibility

Applicants for CSRFF [Small Grant Funding programs](#) must:

- Be either a Local Government Authority (LGA) or not for profit sport, recreation or community organisation.
- Be incorporated under the *Associations Incorporation Act 1987 (WA)*.
- Have an Australian Business Number (ABN).

Applicants for Capital Seed Funding must:

- Be a not for profit sport and recreation community organisation within the boundaries of the City of Albany municipality.
- Be incorporated under the *Associations Incorporation Act 1987 (WA)*.
- Have an ABN.
- Be applying for the [DLGSCI Small Grants Round](#).
- Have discussed their project with [the City's Recreation Services staff](#).

As per the CSRFF Guidelines the types of projects which will be strongly supported for Capital Seed Funds include:

- Upgrades and additions to existing facilities.
- Construction of new facilities to meet sport and active recreation needs.

- Lighting projects.
- Projects which are 'shovel ready'.

Priority will also be given to projects:

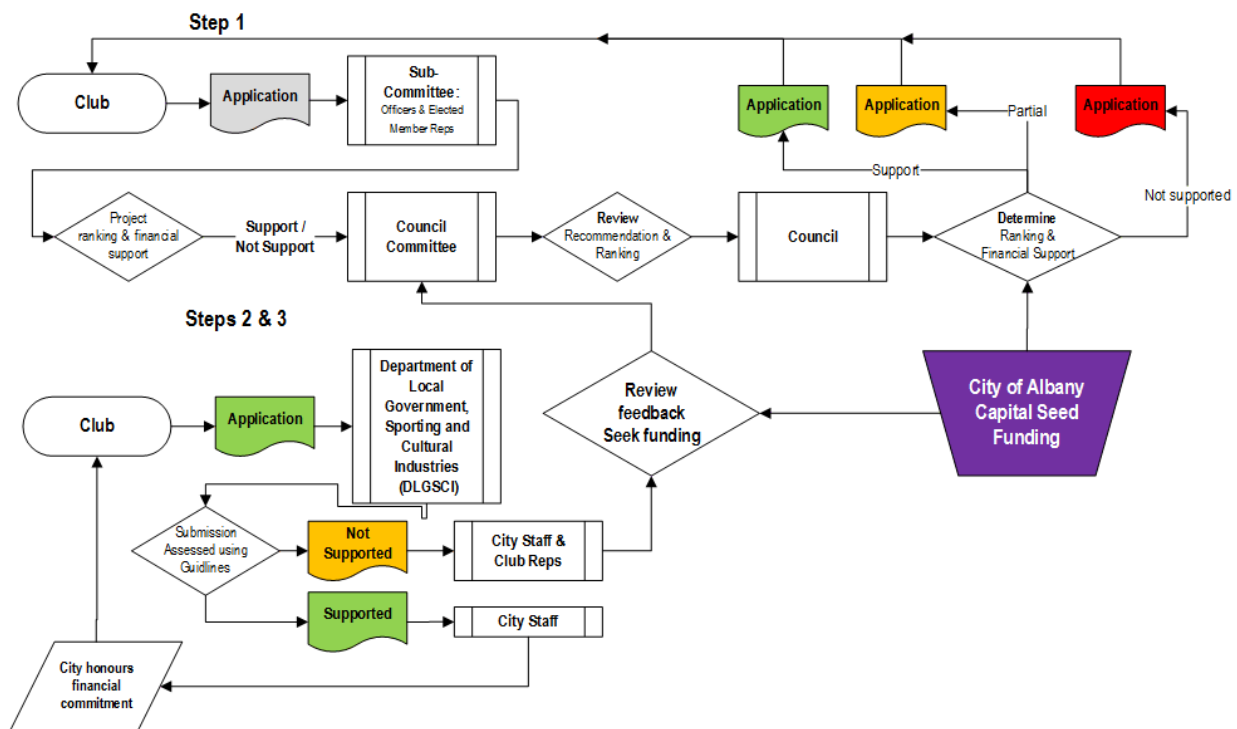
- Which lead to contemporary models of joint provision, facility sharing and rationalisation; and
- That clearly demonstrate that the project can be delivered and meets the CSRFF guidelines, clubs and communities expectations.

B. Financial Contribution

Local government is not obliged to contribute to any successful CSRFF grant.

Request for the Capital Seed Fund may be considered with the following conditions: Capital Seed Fund will only be awarded in support of successful CSRFF applications.

- Capital Seed Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project.
- The City's contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST).
- If quotes are inaccurate applicants are responsible for sourcing additional costs.
- Applicants are responsible for understanding and managing the GST component of their grant application.
- Applicants must make at least one attempt to leverage CSRFF funding, and demonstrate that other alternate funding opportunities have been explored.



Application Process Map

D. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis by Council. Unallocated Capital Seed Funds to be carried forward to the following financial year.

E. Out of Scope

It is not the intent of this policy to reference, influence or impact other funding or financial assistance programs delivered by the City, through City Business Units or other programs that may be delivered from time to time, however the assessment process may be used to assess other project funding categories (refer to: Definitions).

Legislative and Strategic Context

The CSRFF and Capital Seed Funds for community sport and recreation groups directly relate to the City of Albany Community Strategic Plan (As amended) as outlined in table below:

Strategic Plan Theme	Objective	Community Priorities
Health & Participation	<i>To develop and support a healthy inclusive and accessible community</i>	<i>Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages. Community Sporting Infrastructure Support Programs (Capital Seed Funds).</i>

Responsibility and Policy Custodian Review Position and Date

Oversight and delivery of activity generated by this Policy is within the Community Services Directorate.

This policy and procedure is to be reviewed by the document owner every two years.

This forms part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030).

Associated Documents

All following documents relate to this policy:

- Sport and Recreation Futures Plan (2015 – 2030) – Working Draft
- DLGSCI CSRFF Guidelines and Application Form
- DLGSCI Project Assessment Sheet
- City of Albany Public Health Plan

Acronyms

CSRFF	Community Sport and Recreation Facility Fund
DLGSCI	Department of Local government, Sporting and Cultural Industries
SSA	State Sporting Association
LGA	Local Government Authority

Definitions: 1

- **Health:** the World Health Organisation defines health as ‘a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.’ Health and wellbeing take into account the places people live and the policies that shape their lives, as well as the individual lifestyles people pursue.
- **Organised Sport and Recreation:** involves participation in fixtured sporting events (e.g. netball/hockey/football) or activities which require the supervision or expertise of an instructor (e.g. aerobics)
- **Sport Spaces:** provide a setting for formal structured activities. Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sport spaces

¹ Healthy Active by Design www.healthyactivebydesign.com.au/

are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training, and competition or watch the game. Most sport spaces can be accessed by community members for informal sport and recreation

- **Recreation:** an activity of leisure for free time often done for enjoyment and can be considered healthy, fun and social
- **Recreation Spaces:** Provide a setting for informal play and physical activity, relaxation and social interaction. Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.
- **Active Public Open Space:** typically provides for more formal recreational pursuits and organised sporting activities (e.g. ovals, soccer pitches, netball courts). Active spaces within parks may also be hard non-green spaces, such as basketball and tennis courts which are important facilities for physical activity and exercise
- **Incidental Activity:** includes active play and recreation, for example walking the dog, swimming, walking and cycling for recreation, walking for public transport.
- **Open Space Classification (from DLGSCI):** based on the function and catchment hierarchy. The function of the space refers to its primary use and expected activities:
 - Recreation spaces – provide a setting for informal play and physical activity, relaxation and social interaction
 - Sport spaces – provide a setting for formal structured sporting activities
- **Nature spaces:** provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values
- **Co-Location:** Locating/integrating two or more facilities on the same or adjacent sites
- **Facility Sharing:** Locating/integrating two or more groups which utilise the same facility and operate under a shared management structure.
- **Categorisation of Projects:**
 - **Small Grant Projects:** Value of total projects **up to \$300,000**. Projects of this scale are usually local in scale, planning is generally simple and does not require a project/facility manager. The annual and forward planning grants are more complex, require greater planning and consideration through the annual budget process. The financial total project costs for these types of grants are beyond the budget allocation and scope of the capital seed funding policy.
 - **Annual Grants Projects:** Value of total project costs of between **\$300,000 to \$500,000**. Beyond the scope of the financial support provided through the Capital Seed Funding Allocation. Projects of this scale are usually of a district level, require significant planning and project management skills. Clubs engage more closely with local government authorities. Annual Grants Projects are usually considered during the Council budget process. Examples – Large floodlighting projects, clubroom upgrades, reticulation systems, and new playing services.
 - **Forward Planning Category:** Are complex projects with total project costs **over \$500,000**. Complex projects of this nature are usually considered during the Council budget process. Example: Swimming pool, large synthetic fields, new clubrooms, and leisure/recreation centres.

Document Approval			
Document Development Officer:		Document Owner:	
Manager Recreation Services		Executive Director Community Services	
Document Control			
File Number - Document Type:		CM.STD.7 – Policy	
Document Reference Number:		NP20109050	
Status of Document:		Council decision: Prepared for review.	
Quality Assurance:		Executive Management Team, Governance & Risk Team, Council Committee and Council.	
Distribution:		Public Document	
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Manager Recreation Services	Adoption Reference: OCM 25/08/2015 Resolution CS022. Synergy Ref: NP1547269.	01/09/2015
1.1	MGR	Review Reference: OCM 23/05/2017 Resolution CACS028. Synergy Ref: NP1766753	14/06/2017
1.2	MGR	<p>Manager Governance & Risk (MGR): Fully reviewed and prepared for Council review and adoption, based on notice of motion amend policy, noting the associated Officer Report: CCS214 – Committee Agenda 11/02/2020.</p> <p>Amendments made:</p> <ul style="list-style-type: none"> • Change of Document Owner • Process Flow Chart • Legislative & Strategic Context • Key amendments to be considered: <ul style="list-style-type: none"> ○ Officer proposed content ○ Elected member proposed content • Policy content: <ul style="list-style-type: none"> B. Financial Contribution. <ul style="list-style-type: none"> • Dot Point 1 to read: Capital Seed Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project. • Dot Point 2 to read: “The City’s contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST).” • Remove the last paragraph of the Policy: (<i>If an applicant is unsuccessful Council may still consider contributing the maximum one third of the total estimated project costs to an applicant’s project with the following conditions:</i>) <ul style="list-style-type: none"> ○ Dot Point 5 to read: Applicants must make at least one attempt to leverage CSRFF funding. ○ Dot Point 6 (The applicant can source the remaining two thirds of the total estimated project costs themselves) to be removed. 	31/01/2020
1.3	MGR	<p>Post Council Committee review, minor administrative amendments proposed to clarify the intent of the policy, being:</p> <ul style="list-style-type: none"> • Scope: Project funding categories (refer to: Definitions). • Definitions: Categorisation of Projects defined in the definitions. • Objective: Establish an assessment process that may be used to assess other project funding requests. 	13/02/2020

CITY OF ALBANY**BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019**

	Page No.
Statement of Budget Review by Nature and Type	1
Statement of Budget Review by Program	2
Details	
- Budget Review General Works/Variations	3 - 9
Variations of Income and expenditures which are materially different to the adopted Budget require councils endorsement. These variations are detailed in this section of the review.	
- Opening Funds Reconciliation	10
This note demonstrates the calculation in the opening position 1 July 2019.	

City of Albany
Statement of Budget Review
By Nature and Type

For The Period Ending 31 December 2019

	2019/2020					
	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	REVISED ANNUAL BUDGET	YTD ACTUAL	VARIANCE (b) - (a)	VARIANCE
	\$	(a) \$	(b) \$	\$	\$	%
Operating Revenues						
Rate Revenue	38,407,518	38,407,518	38,407,518	37,782,765	-	
Grants & Subsidies	3,997,522	4,219,280	4,103,280	1,615,428	(116,000)	-2.7
Contributions, Donations & Reimbursements	906,154	973,224	1,491,749	532,386	518,525	53.3
Profit on Asset Disposal	47,585	47,585	47,585	3,396	-	
Fees and Charges	18,087,025	18,087,025	18,087,025	12,841,407	-	
Interest Earnings	1,211,522	1,211,522	1,093,522	692,448	(118,000)	
Other Revenue	215,760	215,760	215,760	88,784	-	
	62,873,086	63,161,914	63,446,439	53,556,614	284,525	
Operating Expenditure						
Employee Costs	(27,785,523)	(27,797,477)	(27,730,313)	(13,065,897)	67,164	-0.2
Materials and Contracts	(20,059,722)	(20,167,147)	(20,348,687)	(8,859,710)	(181,540)	0.9
Utilities Charges	(1,953,402)	(1,776,402)	(1,776,402)	(850,322)	-	
Depreciation (Non-Current Assets)	(15,794,228)	(16,753,334)	(16,753,334)	(8,311,788)	-	
Interest Expenses	(754,635)	(775,384)	(775,384)	(310,281)	-	
Insurance Expenses	(705,304)	(705,304)	(705,304)	(644,855)	-	
Loss on Asset Disposal	(477,660)	(477,660)	(477,660)	(19,965)	-	
Other Expenditure	(2,802,661)	(2,805,230)	(2,923,404)	(1,481,225)	(118,174)	4.2
Less: Allocated to Infrastructure	945,470	945,470	945,470	622,932	-	
	(69,387,665)	(70,312,468)	(70,545,018)	(32,921,111)	(232,550)	
Contributions for the Development of Assets						
Grants and Contributions	16,638,712	16,525,499	15,986,499	3,018,701	(539,000)	-3.3
Net Operating Result Excluding Rates	10,124,133	9,374,945	8,887,920	23,654,204	(487,025)	
Adjustment Non Cash Items						
Write Back Non Cash Items	16,224,303	17,183,409	17,183,409	8,324,611	-	
Funds Demanded From Operations	26,348,436	26,558,354	26,071,329	31,978,815	(487,025)	
Acquisition of Fixed Assets						
Land & Buildings	(7,802,780)	(7,815,916)	(7,815,916)	(911,851)	-	
Plant & Equipment	(5,233,802)	(5,282,612)	(5,282,612)	(1,529,531)	-	
Furniture & Equipment	(6,844,557)	(6,863,586)	(6,440,786)	(1,805,965)	422,800	-6.2
Infrastructure Assets	(17,575,892)	(17,449,057)	(17,186,557)	(3,154,018)	262,500	-1.5
	(37,457,031)	(37,411,172)	(36,725,872)	(7,401,365)	685,300	
Capital Revenue						
Proceeds from Sale of Assets	858,500	863,500	863,500	127,112	-	
Financing/Borrowing						
Debt Redemption	(2,551,149)	(2,551,149)	(2,551,149)	(1,324,027)	-	
Self Supporting Loans (Principal Repayments)	12,899	12,899	12,899	6,399	-	
Loan Drawn Down	-	-	-	-	-	
	(12,788,345)	(12,527,568)	(12,329,293)	23,386,934	198,275	
Restricted Funding Movements						
Opening Funds	(1,764,749)	(2,442,780)	(2,401,282)	(2,456,556)	41,498	-1.7
Transfer to Reserve Transactions	(13,921,383)	(13,921,383)	(14,236,375)	(693,080)	(314,992)	2.3
Transfer from Reserves Transactions	26,878,888	27,379,256	27,390,256	3,225,635	11,000	0.0
	-	64,219	-	25,039,627	(64,219)	
Closing Funds Surplus/(Deficit)	-	64,219	-	25,039,627	(64,219)	

**City of Albany
Statement of Budget Review
By Nature and Type**

For The Period Ending 31 December 2019

2019/2020						
	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	REVISED ANNUAL BUDGET	YTD ACTUAL	VARIANCE (b) - (a)	VARIANCE
	\$	(a) \$	(b) \$	\$	\$	%
Operating Revenues						
General Purpose Funding	41,723,379	41,814,873	41,696,873	39,664,794	(118,000)	-0.3
Governance	6,700	6,700	52,677	56,286	45,977	
Law Order and Public Safety	580,655	666,827	666,827	293,483	-	
Health	185,090	185,090	185,090	115,632	-	
Education and Welfare	1,458,002	1,489,517	1,489,517	662,922	-	
Community Amenities	9,112,474	9,112,474	9,505,018	7,726,472	392,544	4.3
Recreation and Culture	3,818,349	3,838,793	3,703,793	1,757,021	(135,000)	-3.5
Transport	2,246,292	2,246,292	2,246,292	1,150,087	-	
Economic Services	2,615,245	2,645,245	2,645,245	1,186,674	-	
Other Property and Services	1,126,900	1,156,103	1,255,107	943,243	99,004	8.6
	62,873,086	63,161,914	63,446,439	53,556,614	284,525	
Operating Expenditure						
General Purpose Funding	(700,079)	(700,079)	(680,079)	(368,761)	20,000	-2.9
Governance	(4,928,352)	(4,928,352)	(4,796,627)	(2,444,284)	131,725	-2.7
Law Order and Public Safety	(2,743,440)	(2,818,826)	(2,918,826)	(1,508,109)	(100,000)	3.5
Health	(865,967)	(865,967)	(865,967)	(408,337)	-	
Education and Welfare	(2,190,512)	(2,232,105)	(2,232,105)	(959,603)	-	
Community Amenities	(10,635,129)	(10,621,698)	(10,679,250)	(4,232,726)	(57,552)	0.5
Recreation and Culture	(16,966,147)	(17,095,455)	(17,277,708)	(8,148,787)	(182,253)	1.1
Transport	(21,509,281)	(22,133,281)	(22,320,134)	(10,767,501)	(186,853)	0.8
Economic Services	(6,091,880)	(6,063,232)	(6,032,367)	(2,789,087)	30,865	-0.5
Other Property and Services	(2,756,878)	(2,853,473)	(2,741,955)	(1,293,916)	111,518	-3.9
	(69,387,665)	(70,312,468)	(70,545,018)	(32,921,111)	(232,550)	
Non-Operating Grants, Subsidies And Contributions						
Law Order and Public Safety	993,402	982,212	982,212	242,479	-	
Recreation and Culture	10,557,268	10,430,245	10,192,745	483,112	(237,500)	-2.3
Transport	4,859,674	4,884,674	4,583,174	2,293,110	(301,500)	-6.2
Economic Services	228,368	228,368	228,368	-	-	
	16,638,712	16,525,499	15,986,499	3,018,701	(539,000)	
Adjustment Non Cash Items						
Write Back Non Cash Items	16,224,303	17,183,409	17,183,409	8,324,611	-	
Funds Demanded From Operations	26,348,436	26,558,354	26,071,329	31,978,815	(487,025)	
Acquisition of Fixed Assets						
Land & Buildings	(7,802,780)	(7,815,916)	(7,815,916)	(911,851)	-	
Plant & Equipment	(5,233,802)	(5,282,612)	(5,282,612)	(1,529,531)	-	
Furniture & Equipment	(6,844,557)	(6,863,586)	(6,440,786)	(1,805,965)	422,800	-6.2
Infrastructure Assets	(17,575,892)	(17,449,057)	(17,186,557)	(3,154,018)	262,500	-1.5
	(37,457,031)	(37,411,172)	(36,725,872)	(7,401,365)	685,300	
Capital Revenue						
Proceeds from Sale of Assets	858,500	863,500	863,500	127,112	-	
Financing/Borrowing						
Debt Redemption	(2,551,149)	(2,551,149)	(2,551,149)	(1,324,027)	-	
Self Supporting Loans (Principal Repayments)	12,899	12,899	12,899	6,399	-	
Loan Drawn Down	-	-	-	-	-	
Demand for Resources	(12,788,345)	(12,527,568)	(12,329,293)	23,386,934	198,275	
Restricted Funding Movements						
Opening Funds	(1,764,749)	(2,442,780)	(2,401,282)	(2,456,556)	41,498	-1.7
Transfer to Reserve Transactions	(13,921,383)	(13,921,383)	(14,236,375)	(693,080)	(314,992)	2.3
Transfer from Reserves Transactions	26,878,888	27,379,256	27,390,256	3,225,635	11,000	0.0
Closing Funds Surplus/(Deficit)	-	64,219	-	25,039,627	(64,219)	

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

This Review Maintains Council's Budget in a Balanced Position

GENERAL WORKS/VARIATIONS. (Additional Funds Required)		\$
		(1,950,057)
FUNDED BY		
- Reduction in Expenditure	2,402,807	
- Adjustment in Grant/Contributions Funding	(281,456)	
- Adjustment in Revenue	26,981	
- Restricted Cash Adjustments (Transfer To)/Transfer From	(303,992)	1,844,340
Balance		<u><u>(105,717)</u></u>
- Current 19/20 Budgeted Closing funds	64,219	
- Adjustment to opening funds from forecast to actual 30 June 2019 (Being adjustments at the conclusion of the annual Audit)	41,498	
- Revised 19/20 Budgeted closing funds		<u><u>-</u></u>

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

SECTION						REQUESTED BY - RUTH MARCH DIRECTORATE - INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT		
WASTE								
JOB or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2019/20		PROPOSED BUDGET 2019/20		BUDGET REVIEW CONSIDERATION		EXPLANATION
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	
	Waste							
1701220	Food Waste Diversion	255,000		10,000		(245,000)		FOGO implementation has been delayed until Q1 of 2020/21
1112030	Better Bins Grant Funding		-		365,544		365,544	Successful in obtaining grant funding to change bin lid colours and complementary measures e.g. advertising & education for the amount of \$456,930 over two years, to assist in the better bin program.
1728920	Better Bins Kerbside Collection Program	-		365,544		365,544		Costs associated with the rubbish bin lid changeovers for 15,231 households as per the better bins grant agreement.
1388870	Waste Strategy Consultancy	40,000		60,000		20,000		Additional testing required for new waste landfill site exploration.
1119130	Container Deposit Scheme Income		-		27,000		27,000	City has been successful in being nominated to be a recycle refund point under the state scheme and will need to set up and run a refund point. This includes \$20k Capital to make modifications to the facility, one week float and one week income to come for running the refund point. Based on the assumption of 600,000 containers for the first month (June 2020). (To be discussed in detail at the next DIS meeting)
1319120	Waste Container Deposit Scheme Expenses	-		50,000		50,000		
3160	Modifications to the Hanrahan Waste Facility to Incorporate a Refund Point			20,000		20,000		
1322720	Kerbside Recycling, Collection and Processing	450,000		750,000		300,000		Previous budget was based on the roll out of FOGO at the start of the calendar year. This has now been delayed until next financial year.
1321870	Kerbside Organics	600,000		255,008		(344,992)		
1330760	Greenwaste Processing	265,000		177,000		(88,000)		
1139480	T/F to Waste Management Reserve	1,054,482		1,369,474		314,992		Savings transferred to Waste Reserve to fund future associated Waste Minimisation costs.
	TOTAL :	2,664,482	-	3,057,026	392,544	392,544	392,544	

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

SECTION						REQUESTED BY - RUTH MARCH/PAUL CAMINS DIRECTORATE - INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT	
TRADES/PLANNING/INFRASTRUCTURE							
ALIAS or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2019/20		PROPOSED BUDGET 2019/20		BUDGET REVIEW CONSIDERATION	
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME
	Trades						
1330620	Rectification inspections/maintenance - bridges	20,774		207,627		186,853	
							The inspection & maintenance of Bridges Budget of \$20,774 has been under estimated.
							The following bridges are due for their major 5 year inspection - 4221A Two Peoples Bay, 4332 Nanarup Kalgan, 4751 Lower King Road and 6482 Wheeldon Road. These costs had been inadvertently excluded from the 19/20 budget.
							Estimate of \$207,627 includes traffic management and scaffolding where necessary.
	Planning						
1782460	Motor Sports Planning	-		41,000		41,000	
							Continued water monitoring. Additional works required by EPA to meet scheme amendment obligations.
	Infrastructure						
2736	Riverside Road Widening and Seal	150,000		200,000		50,000	
							Due to detailed design modifications required as a result of the DWER requirements for the clearing permit resulting in additional drainage and kerbing.
1133850	Works Contributions		451,114		475,114		24,000
2685	Alison Hartman Gardens Upgrade	129,612		162,112		32,500	
							Confirmation from the state planning commission for approval to spend \$32,500 POS monies on this project.
12085	Parks & Reserves Capital Contributions		527,945		560,445		32,500
0606	Millbrook Road 0.8-1.45, reconstruct and widen	488,300		508,300		20,000	
							Change to scope to include other required works to take advantage whilst contractors are already on site.
2724	Boardwalk asphalt path Major Maintenance	20,000		-		(20,000)	
							delay until major reconstruction undertaken in coming years.
	TOTAL :	808,686	979,059	1,119,039	1,035,559	310,353	56,500

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

SECTION						REQUESTED BY - RUTH MARCH		DIRECTORATE - INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT	
INFRASTRUCTURE									
ALIAS or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2019/20		PROPOSED BUDGET 2019/20		BUDGET REVIEW CONSIDERATION		EXPLANATION	
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME		
	Infrastructure								
1380	Central Area Cycle Links (Stage 1)	380,000		445,000		65,000		Change of material to salt and pepper paving from York to Collie Street.	
1370	Stirling Terrace/ Spencer St. Intersection	97,000		150,000		53,000		Additional costs due to additional paving, granite kerb and extended length of works on south side.	
0872	Belmore South Western Highway	70,000		-		(70,000)		Black Spot Funded Project no longer required due to change of land zoning in area. MRWA have agreed to increase funding to Stanley Road Intersection \$10k, St Emilie Way Widening \$13,500 and Stirling Terrace/Spencer Street Intersection projects \$25k	
2730	St. Emilie Way - 2 Lane Approach to Roundabout	30,500		50,750		20,250			
0487	Stanley Road Intersection	60,500		75,500		15,000			
1396	Collingwood Road - mill and fill	250,000		212,779		(37,221)		Cost savings to be transferred to Stirling Terrace/Spencer St Int. and Grey Street East - 2 way traffic.	
3894	Grey Street East - 2 way traffic	44,029		63,000		18,971		Increased costs due to delays from brick paving contractor and increased traffic management costs.	
3009	Mindijup Road -widen and seal	129,500		-		(129,500)		Re-budgeted for the 2020/21 financial year - Commodity	
3008	Mindijup Road Reconstruction	294,300		6,000		(288,300)		funded project over two years.	
1142950	Commodity Funding		1,071,000		789,000		(282,000)	Commodity funding carry forward to next year	
1133850	Contributions		475,114		431,614		(43,500)	Contribution funding carry forward to next year	
1324420	Ellen Cove Beach Swimming Enclosure	105,142		230,000		124,858		First phase of upgrade works to replace deteriorated sections of enclosure.	
1129240	Esplanade Lower King - additional boat ramp	110,000		-		(110,000)		Delay works until 2020-21 financial year. Included within the	
1129240	Emu Point finger jetty - replace with floating jetty	250,000		-		(250,000)		2020/21 Budget	
1329250	State Grants Raised Transport		270,000		-		(270,000)		
1761	Sanford Rd - Service Relocations	92,957		17,957		(75,000)		Re-budgeted for the 2020/21 financial year	
	TOTAL :	1,820,971	1,816,114	1,233,029	1,220,614	(662,942)	(595,500)		

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

SECTION	CORPORATE & COMMERCIAL SERVICES	REQUESTED BY - DUNCAN OLDE DIRECTORATE - CORPORATE & COMMERCIAL SERVICES
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JOB or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2019/20		PROPOSED BUDGET 2019/20		BUDGET REVIEW CONSIDERATION		EXPLANATION
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	
1106030	Interest on Investments/Reserves		850,000		732,000		(118,000)	Cash Rate lower than expectations
1123330	Insurance Rebates and Reimbursements		500		99,504		99,004	LGIS Insurance Rebate
1399920	Bad Debt Expense	-		24,574		24,574		Debtor Write Offs - previously approved by Council
1185220	Property Valuation Landgate - Rates	80,000		60,000		(20,000)		Anticipated spend less than original budget
1356420	Maintenance of Lot 20 Lake Warburton Road	168,750		76,000		(92,750)		As per recently submitted Management Plan.
1372270	Manage Land Asset Costs	84,745		30,000		(54,745)		Anticipated spend less than original budget
1705620	Organisation Legal Expenses	140,000		70,000		(70,000)		Anticipated spend less than original budget
1334920	Relocation Expense - Administration	-		40,000		40,000		Relocation of administration staff who where affected by the organisational restructure.
1187270	Manage Employee Costs - Marketing & Promotion	305,626		235,626		(70,000)		Adjustment in employment costs - minor organisational restructure and vacancies throughout the year.
1140720	Manage Employee Costs - Building Control	776,613		690,613		(86,000)		
1136020	Manage Employee Costs - EM Development Services	294,881		208,582		(86,299)		
1112120	Manage Employee Costs - Animal Control	636,786		716,786		80,000		
1108120	Manage Employee Costs - Emergency Management	151,325		171,325		20,000		
1184020	Manage Employee Costs - Financial Services	918,543		868,543		(50,000)		
	Visitor Centre							
1101170	Manage Employee Costs - Albany Visitor Centre	387,591		512,726		125,135		2019/20 Budget under resourced at current operational levels, actuals in 2017/18 \$528,656 2018/19 \$582,430 (Includes Field of Light) 2019/20 as per this review \$512,726 2020/21 initial budget forecast \$562,963
	Albany Entertainment Centre							
1145970	Albany Entertainment Ctr - Projects	-		11,000		11,000		Installation of bollards to improve parking at AEC.
1182990	TRF From - Albany Entertainment Reserve		-		11,000		11,000	Transfer from reserve.
	TOTAL :	3,944,860	850,500	3,715,775	842,504	(229,085)	(7,996)	

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

SECTION	EVENTS/LIBRARY/RECREATION	REQUESTED BY - SUSAN KAY DIRECTORATE - COMMUNITY SERVICES
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JOB or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2019/20		PROPOSED BUDGET 2019/20		BUDGET REVIEW CONSIDERATION		EXPLANATION
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	
	Events							
1757820	Christmas Pageant	50,000		60,000		10,000		Budget adjustments reflect actual confirmed
1758820	New Years Fireworks	41,705		62,000		20,295		costs of these events and are consistent with
1759520	Australia Day Celebrations	31,500		68,000		36,500		spend in recent years, and largely offset by
								increases in income.
1168930	Income - New Years Eve		15,000		27,000		12,000	Income adjustments reflect amounts of
1182830	Christmas Pageant Income		26,000		30,000		4,000	successful funding applications to Lotterywest,
1183030	City Events Income		-		4,000		4,000	Healthway, Development WA and Southern
1183830	Australia Day Income		20,000		57,000		37,000	Ports Authority.
	Sponsorship Funding							
1711070	Taste of the Great Southern	10,000		20,000		10,000		TGS have consistently received \$20k in funding (\$10k from
								this budget line and \$10k through RES). Increasing this budget
								line reflects this and allows RES funds to be distributed to
								other events.
	Library							
1164830	Library Grant		98,000		43,000		(55,000)	Empowered Citizens, Smart City Grant unsuccessful, \$55,000.
1764920	Library - Empowered Citizens, Smart City Program	73,000		18,000		(55,000)		
	Recreation Services							
1787170	Recreational Subsidy Sport 4 all Kidsport	110,000		-		(110,000)		Budget allocation no longer required as the State Government
1184730	Sport 4 all Kidsport Grant		115,000		-		(115,000)	has ceased this program.
1782560	Regional Tennis	50,000		-		(50,000)		Project complete in 2018/19
1782530	Regional Tennis Grant		16,000		-		(16,000)	Grant funds received 2018/19
1782730	Smart Clubs Grant		22,000		16,000		(6,000)	Grant no longer available, tied into Everyclub Funding
1390620	ALAC Building Maintenance	219,400		363,000		143,600		Integration of bio-fuel bio-mass into all systems & BMS control.
								Additional plumbing services for spa repairs.
	TOTAL :	585,605	312,000	591,000	177,000	5,395	(135,000)	

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2019

SECTION						REQUESTED BY - LIBBY HARDING		
PEOPLE AND CULTURE						DIRECTORATE - OFFICE OF THE CEO		
JOB or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2019/20		PROPOSED BUDGET 2019/20		BUDGET REVIEW CONSIDERATION		EXPLANATION
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	
1382830	Insurance OH&S Fund		-		45,977		45,977	LGIS Member Fund Account.
1395620	Occupational Health & Safety	55,818		101,795		45,977		For the purpose of scheme member expenses OH&S
TOTAL :		55,818	-	101,795	45,977	45,977	45,977	

RECONCILIATION OF OPENING FUNDS AS AT 1 JULY 2019

		(a)	(b)	VARIANCE	VARIANCE
	ORIGINAL BUDGET 30-Jun-19	CURRENT BUDGET 1-Jul-19	BUDGET REVIEW CONSIDERATION	(b) - (a)	
	\$	\$	\$	\$	%
Current Assets					
Cash and Cash Equivalents	41,112,563	40,930,091	28,430,091	- 12,500,000	-30.4
Trade and Other Receivables	3,710,088	3,558,239	3,034,396	- 523,843	-14.1
Contract Assets	-	77,293	77,293	-	
Inventories	1,020,233	1,485,387	1,485,387	-	
Other Financial Assets	-	-	12,512,899	12,512,899	
Other Current Assets	-	444,454	1,231,803	787,349	
(b) Investments	201,068	-	-	-	
Total Current Assets	46,043,952	46,495,464	46,771,869	276,405	0.6
Current Liabilities					
Trade and Other Payables	3,577,698	4,301,529	5,323,589	1,022,060	28.6
Contract Liabilities	-	4,087,499	4,024,472	- 63,027	
Provisions	5,278,667	6,168,044	5,436,164	- 731,880	-13.9
Lease Liabilities	-	168,191	168,191	-	
Current Portion of Long - - Term Borrowings	2,551,149	2,570,907	2,570,907	-	0.8
Total Current Liabilities	11,407,514	17,296,170	17,523,323	227,153	2.0
Net Current Asset Position	34,636,438	29,199,294	29,248,546	49,252	0.1
Adjustments					
Add back					
(a) Loan Borrowings	2,551,149	2,570,907	2,570,907	-	
Less					
Cash Backed Reserves	32,620,978	32,465,388	32,465,388	-	
Restricted Other	1,595,589	1,576,694	1,584,448	7,754	0.5
Repayment of Cash Advance's	12,899	12,899	12,899	-	
(b) Investments - LG Unit Trust Shares	201,068	-	-	-	
Land held for Resale	79,000	158,000	158,000	-	
Opening Funds Surplus/(Deficit)	2,678,053	(2,442,780)	(2,401,282)	41,498	1.5

(a) (Add back loan repayments as they represent a current liability for payments to be made over the next twelve months already reflected as expenditure)



CITY UPDATE

DECEMBER QUARTER 2019 - 2020

OUR VISION & VALUES



Service Improvement Update

Business Unit	No of Initiatives	Complete	On Track	Monitor	Intervene
Corporate Services					
Albany Airport	4	1	3		
Governance, Risk & Records	3		2	1	
Economic Development	4	1	3		
Albany Visitors Centre	9	4	5		
Finance & Corporate Support	0				
Human Resources	3	1	2		
Information Technology	4		3	1	
Infrastructure & Environment					
City Engineering	0				
City Operations	3		1	2	
City Reserves	2		2		
Major Projects	8		8		
Community Services					
City Centre Precinct	3		3		
Albany Public Library	11	3	7	1	
Vancouver Arts Centre	7		7		
Communications & Events	6	2	3	1	
Community Development & Engagement	7	2	5		
Day Care Services	4	1	2	1	
National ANZAC Centre	4		3	1	
Recreation Services	5		4	1	
Development Services					
Building, Health & Compliance	1		1		
Development, Planning & Land Information Services	2		2		
Ranger & Emergency Services	2		2		
TOTALS	92	15	68	9	

Status Legend



Complete



On Track








Monitor



Intervene

CEO's Key Performance Indicators

Deliverable	KPI	Status	Progress
PART A Community Strategic Plan Focus Areas			
Smart Prosperous & Growing:			
Planning for the Albany Bicentennial Advisory Group commences	Ensure Albany Bicentenary Advisory group reports to Council with recommendations in relation to program delivery		<ul style="list-style-type: none"> -Discussion paper presented. -FY19-20 Operational Budget \$50k adopted. -Seed funding modelled: LTFP \$1.85MIL. -Attendance at GSDC Working Group ongoing. -Advisory Group pre-establishment meeting held June. -Indigenous Engagement Plan scoping underway. - Will need to consider ongoing resourcing given the recent vacancy of the Lead Officer.
Linkages are developed with education organisations	Delivery to Council of a draft Education Vision for Albany		<ul style="list-style-type: none"> RDA presented Report to Council 20/08/19 -RDA leading Regional University Centre application -Ongoing Officer discussions with Regional Stakeholders (UWA, Curtin and TAFE) - Agreement reached to establish a local working group lead by RDA
Clean, Green & Sustainable:			
City of Albany is a leader in the use of renewable energy for own organisation	Presentation to Council of a Business Case for City of Albany properties to run on renewable energy		Consultant engaged to prepare a report which will be presented to Council in the first quarter of 2020
PART B Corporate Business Plan Focus Areas			
Regional Focus:			
South Coast Alliance	Promote the Alliance, growth planning and tourism development		<p>The City continues to support the Alliance and discussions are on-going regarding regional economic development and potential projects such as:</p> <ul style="list-style-type: none"> -Aging in place; -Regional trails; -Renewable energy; -Waste management
South Coast Alliance	Explore and promote resource sharing arrangements		<p>A CEO collaborative working group is established and the team is looking at projects such as:</p> <ul style="list-style-type: none"> -Town Teams; and -Ongoing resource sharing opportunities

Status Legend



Complete



On Track

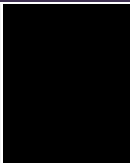
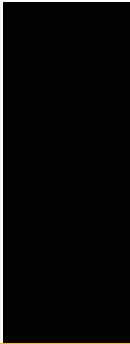







Monitor



Intervene

CEO's Key Performance Indicators

Deliverable	KPI	Status	Progress
Regional Focus:			
Economic Growth Plan	Lead the City's contribution to develop a regional economic development strategy in consultation with the Alliance		Sub-Regional ED plan complete & noted by SCA 20/06/19.
External Project Funding	Continue to pursue and advocate with State Government to ensure that the \$120m of election commitments are delivered to the community (\$45m of this funding is in education, communications and health and not directly being delivered by the City)		City was instrumental in securing funding for: \$35 million Albany Ring Road; \$30 million South Coast Highway; \$1 million Albany Oyster Reef Restoration; \$6.92 million Centennial Park Sporting and Event Precinct (95% complete); \$5.75 million Albany Motorplex in 2020/21; \$500,000 contribution for an artificial surf reef feasibility study
External Project Funding	Keep Council and the community informed and seek external funding to advance the Trails Concept Plan		The City is advancing the Trails Concept Plan. Council has been updated on the current status of this project. Awaiting DPAW approval before applying for grants.
External Project Funding	Identify new opportunities in conjunction with Council for new project funding sources and report to Council (twice per financial year)		At the beginning of October there were 45 ongoing project grants valued at \$22.5million and 7 new grants worth \$1.09 million were secured in the quarter. Council was provided with a briefing on this KPI in November 2019 and a second briefing will be scheduled. We are also looking to arrange community workshops on how to source funding grants
Albany Heritage Precinct	Develop and present an Albany Heritage Park Masterplan for consideration and adoption		Community engagement process undertaken. Data being collated to inform draft master plan strategies and projects. Expected to report findings to Council in early 2020
Governance:			
Albany Local Planning Strategy	Commence preparation for TP Scheme Review and brief Council		Received approval from WAPC subject to some minor amendments. Final changes anticipated to be approved by Feb 2020
Elected Member Development	Continue to develop and implement a program involving ongoing training and development sessions including the October 2019 election induction program		New Councillor inductions have commenced as part of a co-ordinated professional development program for Councillors. The City held a regional conference for all Great Southern Councils in mid-November 2019. Councillors will be provided with the opportunity to undertake the new mandatory Elected Member training requirements.

Status Legend



Complete



On Track







Monitor



Intervene

CEO's Key Performance Indicators

Deliverable	KPI	Status	Progress
Governance:			
Containment of Recurrent Funding	Continue to explore alternative funding mechanisms that benefit the City's current operating budget		The City has recently implemented a number of organisational structural changes to streamline directorates, create some efficiencies and increase the level of services we provide in key areas. The major component of the change is transitioning the City from a 4 to 3 directorate structure and creating more frontline positions. Officers have commenced preparation of the 2020/21 draft budget with the objective of a containment of recurrent costs. Elected Members will be engaged as part of the budget preparation.
Communications Strategy	Implement the Council strategy to improve communication with residents and businesses		Communication and Engagement Strategy endorsed and action plan developed, first quarterly report drafted. CoA Advisory Group first meeting held 23/10/19 to review progress.
Corporate Scoreboard	Review and update Business Plans annually for all service delivery teams		2019/20 Business Plans presented to Council in May 2019. Integrated into the budget timetable for the 2020/2021 process.
Corporate Scoreboard	Align Business Plans with the Integrated Planning framework and Annual Budget		Business plans are aligned, from next year each business unit's services and improvements will be directly referenced to the relevant Community Strategic Plan objectives.



Complete



On Track



Monitor



Intervene

Status Legend

Significant Projects Update

Project Title	Project Deliverables	Status	Progress
Albany Town Hall Repurposing	<ul style="list-style-type: none"> • In collaboration with all directorates, deliver project packages to agreed time, budget, scope and required specification; • Successfully finalise the procurement process, commence implementation / construction; • Report to funding sponsors/partners/stakeholders, EMT and Council. 		Construction progress: Preliminaries 30%, Demolition 65%, 10-20% : Structural Steel, Electrical, Hydraulic, Mechanical, Vertical Transport, Roofing. Completion expected Sept 2020. Project Working Group (PWG) convened for delivery of new operational model.
Centennial Park Sporting Precinct (Stage 2)	<ul style="list-style-type: none"> • In collaboration with all directorates, deliver project packages (staged sequence) to agreed time, budget, scope and required specification; • Successfully commission and handover assets to operator/owner; • Report and acquit to funding sponsors/partners/stakeholders, EMT and Council. 		<p>Eastern Precinct: Multipurpose facility in defect period awaiting fit out. Minor infrastructure landscape furniture installation in progress</p> <p>Central Precinct: Minor infrastructure, fine grading and landscape & furniture installation works to be completed.</p> <p>Western Precinct: Civil works and landscape majority completed, minor promenade infrastructure (lighting) to be completed. Grounds maintenance shed yet to commence, site verification underway. Project completion agreed with Funding Authority, expected project completion second quarter 2020.</p>
Alison Hartman Gardens Enhancement	<ul style="list-style-type: none"> • In collaboration with all directorates, deliver project packages (staged sequence) to agreed time, budget, scope and required specification; • Successfully deliver Mokare (Noongar community) art project; • Successfully commission and handover assets to operator/owner (Reserves); • Report to acquit funding sponsors/partners/stakeholders, EMT and Council. 		<ol style="list-style-type: none"> 1. Xmas Lighting & Control System upgrade - installed and commissioned for successful Xmas festival. 2. Library & Student housing interface improvements - awaiting news on RED funding application for Student Education space in Library. 3. Bibblummun Track & Munda Biddi Trailhead concept - discussions underway with trail representatives, DBCA & GSDC.
Albany Mounts Master Plan	<ul style="list-style-type: none"> • In collaboration with all directorates, deliver project to agreed time, budget, scope and required specification; • Complete engagement with community and key stakeholders and report findings; • Finalise report and recommendation, seek Council endorsement; • Report to key stakeholders, EMT and Council. 		Reported key findings to Council November 2019. Community engagement summary to be completed and released. Collated data to be drafted into the Mounts Masterplan.


Status Legend

 **Complete**
 **On Track**
 **Monitor**
 **Intervene**

Significant Projects Update

Project Title	Project Deliverables	Status	Progress
Emu Point to Middleton Beach Coastal Adaption & Protection Strategy and Coastal Hazard Risk management Adoption	<ul style="list-style-type: none"> • Continue advancement of strategic planning aiming to establish a flexible and overarching framework to inform decision making to guide sustainable investment and management over time; • In collaboration with all directorates, deliver project to agreed time, budget, scope and required specification; • Engage with community and key stakeholders in accordance with plan; • Report to funding sponsors/partners, EMT and Council. 		Final CHRMAP report submitted to Council, Dec. 2019 OCM and endorsed. Emu Beach Foreshore Management Plan commenced as recommendation from CHRMAP (2 year process). Ongoing coastal monitoring, data collection and maintenance programme continuing.
Middleton Beach Artificial Surf Reef	<ul style="list-style-type: none"> • Advance project brief, procure specialist consultants and delivery detailed design in accordance with State financial funding agreement; • In collaboration with all directorates, deliver project to agreed time, budget, scope and required specification; • Engage with community and key stakeholders according to plan; • Report to funding sponsors/partners, EMT and Council; • Continue to advocate project and lobby State and Federal Governments for further funding. 		Successful consultant awarded for detailed design _ Bluecoast Consulting Engineers (The Consultants involved in initial Feasibility Study). Preliminary design and numerical modelling underway. Peer Review by local Wave Energy Research Centre, UWA Consultant visit January 9-14th. Community Working and Steering Group meetings to be held 14 January and discussions with key stakeholders and quarry operators
Challenge Park Youth Precinct	<ul style="list-style-type: none"> • Advance project brief, procure specialist consultants, detailed design in accordance with financial funding agreements; • In collaboration with all directorates, deliver project stages to agreed time, budget, scope and required specification; • Engage with community and key stakeholders according to plan; • Report to funding sponsors/partners, EMT and Council; • Continue to advocate project and lobby funding agencies to ensure ongoing commitment to project. 		Contracts awarded for design services for the Skate Park and MTB/BMX park. Concept Design workshops with Community Working group have commenced
Middleton Beach Foreshore Enhancement	<ul style="list-style-type: none"> • In collaboration with all directorates, deliver project stages to agreed time, budget, scope and required specification and in accordance with financial funding agreements; • Engage with community and key stakeholders in accordance with plan; • Commence implementation of project; • Report to funding sponsors/partners, EMT and Council. 		

Status Legend

 **Complete**
 **On Track**
 **Monitor**
 **Intervene**



Communications & Engagement Action Plan 2019-2022

Quarterly Progress Report 1: October 2019

Legend:	Complete		In progress/ on track		Critical issues		Parked/ on hold	
Strategic Objective	Priority/Actions				Project Status	Include reason/s for red or yellow status For 'Ongoing' Actions*, list key achievements in the reporting period		
ENGAGEMENT								
1. To follow the International Association of Public Participation's IAP2 framework for engagement, which is considered a best practice benchmark worldwide.	1.1: To provide the community with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.							
	1.1.1: Refresh and schedule HR inductions quarterly to include; Engagement & Communications Strategy objectives				2019/20	Complete. Incorporated strategy into HR inductions for identified key staff, and ongoing training.		
	1.1.2: Update the City's engagement policies, guidelines and templates to align with the IAP2 Quality Assurance Framework.				June 19	Complete, with a shared resource file for staff.		
	1.1.3: Re-establish one coordinated support point to drive, monitor and distribute all engagement activities on City website.					Website module being developed for consultation		
	1.2: To obtain community feedback on analysis, alternatives and/or decision.							
	1.2.1: Focus on early engagement planning.					Ongoing, with review process in place, and manager briefings completed.		
	1.3: To work directly with the community throughout the process to ensure that community concerns and aspirations are heard and considered.							
	1.3.1: Schedule quarterly "Your Council Meet and Greet" Forums in various community areas.					Ongoing. March - Little Grove August - City centre		
	1.4: To create opportunities to partner with the community in decision making, including the development of alternatives and solutions							

	1.4.1: Establish an Advisory Group with community representation to monitor and report on the implementation of the Communications & Engagement Strategy.		Completed and in progress.
	1.5: To explore ways to empower the community to participate in our decision-making processes.		
	1.5.1: Integrate an online platform, with regular project updates, on the City website.	2019/20	Website upgrade complete. Consultation module currently being developed, with staff training complete.
	1.5.2: Explore community participatory budgeting with Bornholm and Lockyer communities for allocations included in 19/20 Budget.	2019/20	Participatory budgeting planned for Lake Weerlara through capital works. Early planning in place for execution in February 2020.
2. To use the preferred channels for engagement with our community, both actively and passively, more effectively.	2.1: Use market segmentation data to identify the most effective way to reach our audience.		
	2.1.1: Investigate ways to incorporate City information into the rates mail out and community calendar.	2019/20	Ongoing. Six initiatives in 2019 Rates flyer; Your City Your Budget, Fire Management, National Anzac Centre Local Legends, E-Rates, and Sustainable Heroes.. Calendar highlighting services across City facilities and including information.
	2.1.2: Encourage more active engagement at City events and festivals.		Ongoing through events team. ie Bornholm, community Christmas Tree.
	2.1.3: Encourage the use of email and letterbox as passive primary communication method.		Ongoing through Manager briefings and inductions. Long Live You used targeted mail-out to seniors for invitations to participate in activities with overwhelming response.
3. To empower staff to support the City to improve	3.1: Train staff and Council to implement and follow best-practice engagement procedures.		

its level and quality of engagement with the community.	3.1.1: Develop an engagement process pack with templates and guidelines for EMT adoption and implementation.	2019/20	Complete.
	3.2: Implement initiatives that strengthen internal communications and increase awareness of leadership priorities.		
	3.2.1: Implement collaborative business planning process.		Ongoing through Executive Director updates at team meetings and staff members.
	3.2.2: Prioritise the flow of internal information through the use of; <ul style="list-style-type: none"> • Monthly staff meetings; • Monthly team meetings; • Monthly staff newsletters; • Directorate managers meetings; • Councillor Weekly updates shared with all managers; • Regular toolbox meetings; • Use the City's intranet as the portal to access information. 		Ongoing Intranet upgrade in development.
	3.2.3: Link to Council agendas and minutes in staff newsletters		Included in Weekly News to the Elected Members, Executive and Managers. Request sent to HR to include in staff news.
	3.2.4: Updates on priorities from EMT weekly "what's on top" meetings and fortnightly EMT meetings to managers.		Ongoing. Consider promotional opportunities.
	3.2.5: CEO undertake annual roadshow meetings with staff		Ongoing and scheduled.
	3.2.6: Promote and invite all staff to attend informal social events.		Ongoing
	3.2.7: Annual employee satisfaction survey, with results shared with all staff.		Completed through HR
	3.2.8: Council Weekly News to improve the flow of information from admin to Councillors, including the weekly diary.		Complete and ongoing and shared with Managers
3.2.9: Establish internal working groups with across organisation representation.		Ongoing. Prompt to EMT	

	3.3: To uphold the City of Albany’s customer services charter.		
	3.3.1: Adopt updated Customer Service Charter.	2019/20	Adopted
	3.3.2: Investigate opportunities to become accredited in customer service.	2020/21	As above
4. Provide increased opportunities for Council and executives to connect informally with community.	4.1: Council will meet regularly with communities in informal settings that provide a platform for open dialogues.		
	4.1.1: Develop a Council Action Plan to maximise Elected Members engagement and communication with community.	2019/20	Scheduled for early 2020 with discussions on Council Meet & Greet.
	4.2: Executives will meet regularly with staff and community in settings that provide a platform for open dialogue.		
	4.2.1: Roster Executive representation at staff meetings, and appropriate community meetings and functions.	2019/20	Pending resourcing
	4.2.2: Consult EMT on an annual Executive roadshow to City worksites.		Pending resourcing
COMMUNICATIONS			
5. To strengthen our brand and promote our services, events and initiatives through creating and delivering innovative visual communications for web and print.	5.1: Build on the ‘Your City’ campaign to share and promote who we are and what we do in the community.		
	5.1.1: Produce and deliver the Your City’s Sustainable Heroes campaign		Ongoing. Two more videos to release to conclude the 2019 series.
	5.1.2: Acquire tools to develop more video and other engaging content.		Produced videos to promote Butt Out campaign, Field of Light wrap-up, Youth Advisory Council, Mounts Master Plan engagement, CoA participation in Toss The Boss. Currently delivering Long Live You campaign videos. Exploring acquiring equipment and software tools for low-level in-house video production.

	5.1.3: Develop and deliver a campaign to encourage nominations and votes in the 2019 Local Government Elections.	Oct 2019	Completed. 24 nominations received, 3 rd highest in CoA history.
	5.2: Adopt the 'Your City' design style as our main communications brand.		
	5.2.1: Develop an updated City Corporate Style Guide that reflects the 'Your City' style.	June 2020	Pending. Currently at quotation stage.
	5.2.2: Undertake review of City corporate logos and style guide.	2022	Corporate logos pending. Currently reviewing logos for National Anzac Centre & Princess Royal Fortress as identified within the National Anzac Centre Marketing Strategy.
6. To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community.	6.1: Share information that is easy to understand, is timely and reaches relevant target audiences.		
	6.1.1: Develop a Council EDM for distribution prior and post Council meetings. (Incorporate video update with Mayor if achievable)	July 2020	Pending. Currently at quotation stage.
	6.2: Use social media and email as cost-effective communication channels.		
	6.2.1: Expand City's database of resident emails to expand direct reach of newsletters and other communication. <i>(*based on evidence of preferred communications channels).</i>		Ongoing through rates team and online newsletter sign-up options.
	6.2.2: Develop more content for Instagram and grow the City's presence on this platform		Ongoing

	6.2.3: Review and redevelop existing community newsletter and explore consolidation of other City newsletters.	July 2020	Pending
	6.2.5: Investigate use of social media influencers in marketing.		Pending budget. Application to Qantas Regional Grants for funding to support recruitment of national influencers was unsuccessful
7. Investigate use of social media influencers in marketing.	7.1: Review the functionality and structure of the City's website.		
	7.1.1: Redevelop and relaunch the City of Albany website.	2019	Completed. Launched in August 2019
	7.1.2: Consider customer services access to a live customer service chat function on website (https://www.smminstitute.com.au/awards)	2019/20	Pending budget
MEDIA			
8. To plan and be proactive in contacting the media whenever possible and respond to media requests in a timely and appropriate way.	8.1: Produce regular media releases that are well-written and proactively sharing City of Albany news.		
	8.1.1: Review process for requesting Communications support for media releases.	Dec 2019	Pending adoption of new intranet. Plan to build online service request forms.
	8.1.2: Transfer Media Release template into digital EDM format	July 2020	Currently developing a draft template for mailchimp, with an image gallery.
	8.2: Provide responses to media that meet news deadlines.		
	8.2.1: Provide open and transparent responses in a timely manner.	2020	Met all deadlines. Feedback from local media that CoA is most responsive local government.
9. To promote the City with positive and proactive media.	9.1: Identify positive promotional opportunities through strong internal communication.		
	9.1.1: Issue regular media releases that share the good work and achievements of the City of Albany		Ongoing. Issued 30 media releases between September and November 2019 to date.

	9.1.2: Quarterly meetings with business units and teams to discuss good news and promotional opportunities.		Ongoing. Recently engaged other teams to participate in Albany Show engagement and promotion of City of Albany.
	9.2: Build strong and effective relationships with the media at all levels.		
	9.2.1: Create opportunities for senior staff and Mayor to meet with local media.		Monthly meetings scheduled with Albany Advertiser. Offers extended to other media and will continue.
	9.2.2: Communications team visit to local media outlets to meet and greet media teams.	Dec 2019	Underway. Met with Weekender and Advertiser. ABC and GWN7 to be arranged.
10. To maintain awareness of the issues reported by the media and the community's response.	10.1: Monitor media activity.		
	10.1.1: Use media monitors to keep up to date with and source media activity relating to the City.		Complete and ongoing.
	10.1.2: Compile quarterly media reports that summarise media coverage and social media engagement.	July 2019	Underway. Familiarising with new monitoring portal.

<p>Legend:</p> <p>IAP2 – International Association for Public Participation EMT – City of Albany Executive Management Team CoA – City of Albany HR – Human Resources at the City of Albany CEO – Chief Executive Officer Long Live You – Program for seniors in the Lower Great Southern DEM – Electronic Distribution Method Mailchimp – Cloud-based digital newsletter platform</p>
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Elected Member Professional Development & Training Policy

Objective

The *Local Government Act 1995* (the Act), states in part that a local government must prepare and adopt a policy in relation to the continuing professional development of council members.

To ensure equity and accessibility to individual training and professional development opportunities, in addition to group training sessions offered by the City of Albany to enable elected members to fulfil their functions in local government.

Scope

This policy applies to all Elected Members.

The annual allowance referred to in this policy is for a twelve month period commencing 1 July each year.

Policy Statements

It is acknowledged that Elected Member must receive and complete “Council Member Training” as prescribed in the Act and regulations, however Council also acknowledge the need to support an individual’s continuing professional development.

A. Elected Member Professional Development Annual Allowance

- (1) City of Albany Elected Members are entitled to an annual Professional Development Allowance.
- (2) The amount will be set annually, as part of the Budget Adoption Process. For planning purposes an amount of \$4000 will be allocated to each elected member annually.
- (3) Unspent funds for individual elected members from each year will carry over for a maximum of two years, after which time any unspent funds may be returned to the general training budget.
- (4) Reimbursement of expenses incurred by elected members for professional development will only be made where the training is considered relevant to their role as an elected member.
- (5) The training undertaken must be relevant to the role of an elected member, and enhance or develop their knowledge, understanding and performance of their role, in order to make informed decisions and effectively represent their constituents.
- (6) Subject to budgeted funds being available, the Chief Executive Officer is provided with the authority to approve and arrange the registration and associated travel, accommodation and reimbursement of approved expenses necessary for an elected member to attend training.
- (7) An elected member, with the approval of the CEO, may make their own arrangements for travel and accommodation, and reimbursement will be made on presentation of appropriate receipts.

- (9) The costs of Elected Member Professional Development arranged by the CEO as part of the induction of newly elected members and any subsequent training arranged by the CEO for current serving elected members will be met from the Elected Member General Training budget and not deducted from the individual member's allocation.

B. Travel and Accommodation

- (1) Travel, accommodation and meals costs will only be paid or reimbursed for the duration of the professional development event and will be exclusive of accommodation/meals which are supplied as part of the training event.
- (2) Should an elected member wish to extend their stay, either before or after the training, they will be wholly responsible for all additional costs, including but not limited to accommodation, meals and incidentals during that period.
- (3) Where travel is involved, the cost of the shortest, most practical route to and from the training venue will be booked by the City for the respective elected member. Travel will be arranged for the elected member to arrive the day prior is the training commences prior to 12 noon, and the same day for training that commences after 12 noon. Departure will be the same day for training that concludes prior to 12 noon, or the next day for training which concludes after 12 noon.
- (4) Should an elected member wish to travel on different days or by alternate routes, they will be responsible for any addition travel, accommodation, meals and incidental costs.

C. Expenses

- (1) Air travel shall be on the basis of an economy class fare with standard baggage allowance. Wherever, possible air fares should be booked to take advantage of advance purchase discounts.
- (2) Accommodation shall be on the basis of an appropriate room in an appropriate standard hotel recommended by the training providers, or one located in close proximity to the training venue. Any upgrades or extensions shall be at the expense of the elected member.

D. Transport

- (1) Elected members shall be provided with a sufficient number of Cab-Charge vouchers for travel to and from the training venue, airport, accommodation or other identified destinations.
- (2) Hire cars may only be booked if it is deemed to be more economical.

E. Conditions of Approval

Approval should be obtained from Council where:

- Training is requested after 30 June in the year an elected members term of office ends;
- Where two or more elected members have requested to attend the same training; or
- Where the elected member does not have sufficient funds available in their Professional Development allocation to meet all training and associated costs.

Summary of Expenses and Allowances

Nature of Expense/Allowance	Notes	Annual Limit
Training related travel and accommodation expenses at the request of the elected member.	Actual costs including travel, meals, accommodation and training costs. Unspent balance of the allowance may be carried forward for two years.	Annual allowance of a percentage to be set by Council of each Elected Members Allowance.
Training provided by the annual Elected Member Professional Development Program.	Training provided by the City to induct elected members and provide ongoing professional development opportunities	Funded from the Elected Member Professional Development budget.

Review Position and Date

This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.

Legislative & Strategic Context

As at the 6 July 2019, it is legislative requirement under the *Local Government Act 1995* for elected members to conduct training and professional development.

Local Government Act 1995:

- Section 5.126 (Training for council members)

<p>5.126. Training for council members</p> <p>(1) Each council member must complete training in accordance with regulations.</p> <p>(2) Regulations may —</p> <p>(a) prescribe a course of training; and</p> <p>(b) prescribe the period within which training must be completed; and</p> <p>(c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and</p> <p>(d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.</p>

- Section 5.127 (Report on training)

<p>5.127. Report on training</p> <p>(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.</p> <p>(2) The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.</p>

Local Government (Administration) Regulations 1996

- Regulation 35 (Training for council members (Act s.5.126(1)))

35. Training for council members (Act s. 5.126(1))

(1) A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).

(2) The course of training is the course titled Council Member Essentials that —

(a) consists of the following modules —

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest;
- (v) Understanding Financial Reports and Budgets;

and

(b) is provided by any of the following bodies —

- (i) North Metropolitan TAFE;
- (ii) South Metropolitan TAFE;
- (iii) WALGA.

(3) The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.

- Regulation 36 (Exemption from Act s. 5.126(1) requirement)

36. Exemption from Act s. 5.126(1) requirement

(1) A council member is exempt from the requirement in section 5.126(1) if —

(a) the council member passed either of the following courses within the period of 5 years ending immediately

before the day on which the council member is elected —

- (i) the course of training specified in regulation 35(2);
- (ii) the course titled 52756WA — Diploma of Local Government (Elected Member);

or

(b) the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

(2) A person who is a council member on the day on which the *Local Government Regulations Amendment (Induction and Training) Regulations 2019* regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

Note: On 27 June 2019, the Local Government Legislation Amendment Act 2019 was passed by the Western Australian Parliament, coming into effect on 6 July 2019

Document Approval			
Document Development Officer:		Document Owner:	
Senior Team Leader Records/Council Liaison		Executive Director Corporate & Commercial Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:	NP20108959		
Status of Document:	Draft – v1.1 – Prepared for Council Review.		
Quality Assurance:	Manager Governance and Risk, Council, Executive Management Team		
Distribution:	Internal Document		
Document Revision History			
Version	Author	Version Description	Date Completed
0.1	Senior Team Leader Records	Draft – v1: Prepared for quality assurance review.	27/11/2018
0.2	Senior Team Leader Records	Draft v2: Amendments requested by Chief Executive Officer	06/12/2018
1.0	Senior Team Leader Records	Final: Presented to Council for Adoption. Adoption Reference: OCM 26/03/2019 Resolution CCS138. Synergy Reference: NP1996382.	26/03/2019
1.1	Manager Governance & Risk	Amended and prepared for Council review. Changes made: <ul style="list-style-type: none"> • Title Change • Acknowledgment of legislative requirement in policy objective. • Appended with new legislative requirements and references to Act and regulations. 	29/01/2020

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 30 DECEMBER 2019**

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
28/11/2019	Fast Spring	GIS Software Licence	\$ 5,686.07
28/11/2019	Commonwealth Bank	International Transaction Fee	\$ 142.15
28/11/2019	Rustlers WA Pty Ltd	Meeting - CEO, Mayor with Shire of Denmark CEO and President - South Coast Alliance	\$ 98.92
28/11/2019	Aliment WA Pty Ltd	Meals - CEO and Mayor - RCAWA Perth Meeting	\$ 29.20
28/11/2019	My Net Fone	ICV Telephone Charges	\$ 35.00
28/11/2019	WPMU	Monthly Website Licence Key Fee	\$ 72.49
28/11/2019	International Transaction Fee	International Transaction Fee	\$ 1.81
28/11/2019	Basecamp	Monthly Project Management Tool - Visitors Centre	\$ 146.45
28/11/2019	International Transaction Fee	International Transaction Fee	\$ 3.66
2/12/2019	Wacker Neuson	Part Supplies - Muffler and Exhaust Gasket - Workshop	\$ 295.86
2/12/2019	Regional Express	Flights - Workers Compensation	\$ 128.16
2/12/2019	Paypal	Screen Protectors - iPhones	\$ 38.60
3/12/2019	Regional Express	Flights - WA Museum	\$ 607.04
3/12/2019	AirBnB	Accommodation - Aqua Instructor Training Course	\$ 626.71
3/12/2019	Ringleader Australia	Basketball Nets - ALAC	\$ 171.25
3/12/2019	Café Espresso One	Meeting - CEO and Bruce Manning and Bicentenary Working Group	\$ 12.00
3/12/2019	PPS Australia	Ergonomic Mouse - Workers Compensation	\$ 202.40
4/12/2019	ACCI Christmas	Ticket - Business After Hours Function - Cr Emma Doughty	\$ 25.00
4/12/2019	Rezdy	Monthly Fees and Charges - Online Booking System - Anzac Centre	\$ 108.90
4/12/2019	Regional Express	Flights - ARG Meeting - S Jamieson	\$ 195.60
5/12/2019	Hybla Tavern	Deposit - Elected Members End of Year Function	\$ 100.00
5/12/2019	Regional Express	Flights - Digital Springboard Training - Train the Trainer	\$ 444.24
5/12/2019	Paypal - Zoobean	Beanstack Reading Review and Reading Challenge Software - Library	\$ 2,044.71
5/12/2019	International Transaction Fee	International Transaction Fee	\$ 51.12
5/12/2019	Mailchimp	Monthly Subscription Charges - Media	\$ 279.60
6/12/2019	Department of Mining, Industry, Regulations and Safety	Renewal - High Risk Work Licence	\$ 53.00
7/12/2019	Facebook	Advertising Campaigns	\$ 25.00
7/12/2019	Facebook	Advertising Campaigns	\$ 25.00
7/12/2019	Facebook	Advertising Campaigns	\$ 29.50
7/12/2019	Facebook	Advertising Campaigns	\$ 3.55
9/12/2019	ASIC	Company Details - Racewars	\$ 28.00
10/12/2019	Tie Dye Fun	Dye Kit and Calico Bags - Middleton Festival Workshop	\$ 392.50
11/12/2019	Amcal Max Albany	Secret Santa Gifts - Elected Members Christmas Meal	\$ 29.98
11/12/2019	Radical Fitness	Albany Leisure and Aquatic Centre - Monthly Subscription - Music Service - KIMAX	\$ 19.95
11/12/2019	Hybla Tavern	Catering - Elected Members End of Year Function	\$ 1,297.50
11/12/2019	Swifttype.com	Monthly Search Engine Fees for Website	\$ 365.82
11/12/2019	Commonwealth Bank	International Transaction Fee	\$ 9.15
12/12/2019	Regional Express	Flight Change - Digital Springboard Training - Train the Trainer	\$ 138.08
12/12/2019	Department of Water and Environmental Regulation	Clearing Permit - Boardwalk at Black Swan Point	\$ 400.00
13/12/2019	Western Power	Oversize Load Permit - Prime Mover	\$ 270.00
13/12/2019	Skymesh	Internet Charges - Cape Riche	\$ 49.95
13/12/2019	Albany Entertainment	Meeting - CEO, Mayor, Deputy Mayor with Anthony Mukutuma GM at Ravensthorpe Nickel Operation	\$ 129.60

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 30 DECEMBER 2019**

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
13/12/2019	Illion	Credit Company History Report- Tricoast Holdings	\$ 396.00
14/12/2019	Soundtrack Your Brand	Albany Leisure and Aquatic Centre - Monthly Subscription - Music Service	\$ 36.39
14/12/2019	Commonwealth Bank	International Transaction Fee	\$ 0.91
16/12/2019	Main Roads	Staff Training - Road Safety Audit Course	\$ 495.00
16/12/2019	SAI Global Limited	Document Supply - Control of the Obtrusive Effects of Outdoor Lighting	\$ 166.39
16/12/2019	DK Hospitality No.2	Catering - EMT Team Meeting	\$ 137.00
16/12/2019	Timbeconpty	Leaving Gift - H Fell	\$ 60.40
16/12/2019	Timbeconpty	Leaving Gift - H Fell	\$ 89.60
16/12/2019	Regional Express	Renewal REX Business Membership	\$ 99.00
18/12/2019	Regional Express	Flights - Public Libraries Reference Group Meeting	\$ 285.74
19/12/2019	DK Hospitatly No.2	Meeting - CEO, Mayor, ED Community Services and Colin Holt MLC	\$ 79.00
20/12/2019	Dominos Albany	Catering - Strategic Planning/Team Building Session	\$ 101.80
20/12/2019	Dominos	Catering - Christmas Eve Staff Lunch	\$ 331.10
23/12/2019	Vancouver Street Café	Meeting - CEO, Mayor, Peter Watson MLA and Guy Wroth	\$ 61.50
24/12/2019	Envoyer	Monthly Website Change Fees	\$ 14.47
24/12/2019	Commonwealth Bank	International Transaction Fee	\$ 0.36
27/12/2019	Bushfire Press	Australian Anthem - Citizenship Ceremony	\$ 52.55
			<u>\$ 17,220.73</u>

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

TRUST PAYMENTS

DATE	NAME	DESCRIPTION	AMOUNT
		TOTAL	\$ -

PAYROLL TRANSACTIONS

DATE	DESCRIPTION	AMOUNT
19/12/2019	Salaries	\$ 725,730.86
19/12/2020	Superannuation	\$ 122,324.52
2/01/2020	Salaries	\$ 642,627.20
3/01/2020	Superannuation	\$ 120,781.28
	TOTAL	\$ 1,611,463.86

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

CHEQUE TRANSACTIONS

CHEQUE	DATE	NAME	DESCRIPTION	AMOUNT
32504	19/12/2019	DEPARTMENT OF TRANSPORT	Amazing South Coast Number Plates	\$ 200.00
32505	19/12/2019	PETTY CASH	Petty Cash Reimbursement	\$ 282.05
32506	19/12/2019	PETTY CASH	Petty Cash Reimbursement	\$ 172.00
32507	19/12/2019	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 14,082.65
32508	19/12/2019	WATER CORPORATION	Water Charges	\$ 1,073.87
32509	19/12/2019	THE WEST AUSTRALIAN	Newspaper Subscriptions	\$ 362.41
32510	09/01/2020	DEPARTMENT OF TRANSPORT	Amazing South Coast Number Plates	\$ 200.00
32511	09/01/2020	THE VENICE ALBANY	Catering - Hanrahan Meeting	\$ 174.10
32512	09/01/2020	WATER CORPORATION	Water Charges	\$ 16,166.19
				\$ 32,713.27

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139661	17/12/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Payment	\$ 102,988.84
EFT139662	19/12/2019	ABBOTTS LIQUID SALVAGE PTY LTD	Waste Services - Q18023	\$ 9,653.00
EFT139663	19/12/2019	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 73,468.86
EFT139664	19/12/2019	ADVERTISER PRINT	Printing Services - Annual Report	\$ 1,550.00
EFT139665	19/12/2019	ALBANY INDUSTRIAL SERVICES PTY LTD	Plant and Equipment Hire - C19007	\$ 9,997.83
EFT139666	19/12/2019	OPTEON	Valuation Services	\$ 715.00
EFT139667	19/12/2019	ALBANY CITY LAWNS	Lawn Mowing Services - Lancaster Park	\$ 638.00
EFT139668	19/12/2019	ALBANY PRINTERS	Stationery Supplies - Purchase Order Books	\$ 660.00
EFT139669	19/12/2019	ALBANY V-BELT AND RUBBER	Plant and Fleet Materials	\$ 631.14
EFT139670	19/12/2019	ALBANY SWEEP CLEAN	Sweeping Services - C18007	\$ 5,603.00
EFT139671	19/12/2019	ALBANY COMMUNITY HOSPICE	Christmas Pageant Winner	\$ 175.00
EFT139672	19/12/2019	ALBANY CHAMBER OF COMMERCE AND INDUSTRY	2020 Membership Renewal - Airport and Communications	\$ 792.00
EFT139673	19/12/2019	ALBANY CURTAIN CENTRE	Blind Supply and Installation - Anzac Centre Refresh	\$ 7,548.11
EFT139674	19/12/2019	ALBANY SURF LIFE SAVING CLUB	Refund - Duplicated Payment	\$ 4,379.90
EFT139675	19/12/2019	ALBANY SCREENPRINTERS	Printing Services - YAC	\$ 8.80
EFT139676	19/12/2019	ALBANY AUTO ONE	Light Fleet Maintenance and Supplies - Seat Covers	\$ 295.50
EFT139677	19/12/2019	ALBANY WINDOWS	Glass Repairs - ALAC	\$ 906.00
EFT139678	19/12/2019	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Skip Bin Hire	\$ 260.00
EFT139679	19/12/2019	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Various Locations	\$ 595.90
EFT139680	19/12/2019	ALBANY WALLCUTTING SERVICES	Professional Services - North Road Oval	\$ 528.00
EFT139681	19/12/2019	ALBANY IRRIGATION & DRILLING	Irrigation Supplies/Repairs	\$ 3,220.98
EFT139682	19/12/2019	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$ 5.00
EFT139683	19/12/2019	ALBANY ROCK N ROLL CLUB INC	Christmas Pageant Winner	\$ 100.00
EFT139684	19/12/2019	ALINTA	Gas Charges	\$ 1,169.55
EFT139685	19/12/2019	ALL EVENTS HIRE AND PRODUCTION	Equipment Hire - Christmas Pageant	\$ 13,693.00
EFT139686	19/12/2019	ALLIANCE DISTRIBUTION SERVICES	Merchandise Order - Forts Store	\$ 42.48
EFT139687	19/12/2019	ALL INTERACTIVE DISTRIBUTION	Merchandise Order - Forts Store	\$ 164.45
EFT139688	19/12/2019	APEX CLUB OF ALBANY INCORPORATED	Funding - Carols by Candlelight	\$ 3,500.00
EFT139689	19/12/2019	TJ ARGENT	Rates Refund	\$ 141.96
EFT139690	19/12/2019	ALBANY PRIDE	Christmas Pageant Winner	\$ 100.00
EFT139691	19/12/2019	AUSPIRE	Australia Day Medal Supplies	\$ 54.89
EFT139692	19/12/2019	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 212,648.74
EFT139693	19/12/2019	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 1,452.30
EFT139694	19/12/2019	BADGEMATE	Uniform Supplies - Name Badges	\$ 143.06
EFT139695	19/12/2019	C BAILEY	Staff Reimbursements	\$ 513.21
EFT139696	19/12/2019	BAKERS FOOD & FUEL	Catering - Bush Fire Brigades	\$ 1,741.00
EFT139697	19/12/2019	BALL BODY BUILDERS	Fire Truck Repairs - Tap	\$ 594.00
EFT139698	19/12/2019	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$ 1,491.85
EFT139699	19/12/2019	BARRETT'S MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C19014	\$ 2,409.00
EFT139700	19/12/2019	BARCLAYS BUILDING SERVICES (WA) PTY LTD	Refund	\$ 123.20
EFT139701	19/12/2019	BBC ENTERTAINMENT	Entertainment - Christmas Pageant	\$ 4,345.00
EFT139702	19/12/2019	BENNETT'S BATTERIES	Material Supply - Oil	\$ 1,150.16
EFT139703	19/12/2019	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 17,780.25

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139704	19/12/2019	MATT BENSON-LIDHOLM JP	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139705	19/12/2019	BICKIE BLESSINGS	Merchandise Order - Forts Store	\$ 150.00
EFT139706	19/12/2019	BISSELTOE PRESS	Merchandise Order - Visitors Centre	\$ 57.75
EFT139707	19/12/2019	J. BLACKWOOD & SON PTY LTD	Tool and Hardware Supplies	\$ 1,454.23
EFT139708	19/12/2019	JA BLOOMFIELD	Rates Refund	\$ 727.97
EFT139709	19/12/2019	BMT WESTERN AUSTRALIAN PTY LTD	AWAC Deployment - Emu Point to Middleton Beach Instrument Hire	\$ 423.50
EFT139710	19/12/2019	BRANDNET PTY LTD	Merchandise Order - Forts Store	\$ 2,269.94
EFT139711	19/12/2019	BUNNINGS GROUP LIMITED	Hardware and Tool Supplies - Various	\$ 205.10
EFT139712	19/12/2019	C&C MACHINERY CENTRE	Plant and Fleet Materials	\$ 1,172.50
EFT139713	19/12/2019	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 16,291.84
EFT139714	19/12/2019	CAMLIN SPRINGS	Water Container Refills	\$ 1,854.00
EFT139715	19/12/2019	DONNA CAMERON DESIGN	Design Services - Community Development Strategy and Events Signage	\$ 4,147.00
EFT139716	19/12/2019	CAREY TRAINING PTY LTD	Staff Training - Works and Services	\$ 829.68
EFT139717	19/12/2019	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C17018/C18019/C19001/Q18030	\$ 3,183.65
EFT139718	19/12/2019	THE CENTRE OF SUSTAINABLE TOURISM	Entertainment - Christmas Pageant	\$ 300.00
EFT139719	19/12/2019	L CHARLESWORTH	Refund	\$ 51.66
EFT139720	19/12/2019	CHERRY BOOTS ALBANY	Merchandise Order - Forts Store	\$ 90.00
EFT139721	19/12/2019	CHILD SUPPORT AGENCY	Payroll Deductions	\$ 736.55
EFT139722	19/12/2019	CITY OF ALBANY BAND INCORPORATED	Entertainment - Christmas Pageant	\$ 300.00
EFT139723	19/12/2019	CLEANAWAY PTY LIMITED	Rubbish Removal - P14021	\$ 252,509.66
EFT139724	19/12/2019	COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire - Trailer	\$ 160.23
EFT139725	19/12/2019	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 180.77
EFT139726	19/12/2019	DOWNER EDI WORKS PTY LTD	Material Supply - Coldmix	\$ 2,320.80
EFT139727	19/12/2019	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supply - C19006	\$ 7,236.24
EFT139728	19/12/2019	DATA #3 LIMITED	Subscriptions - Adobe Renewal	\$ 42,711.35
EFT139729	19/12/2019	CN DE AGOSTINI	Rates Refund	\$ 240.00
EFT139730	19/12/2019	35 DEGREES SOUTH	Survey Services - Emu Point and Cunningham Street	\$ 3,173.50
EFT139731	19/12/2019	DE JONGE MECHANICAL PTY LTD	Vehicle Servicing - Q17009	\$ 2,326.80
EFT139732	19/12/2019	CGS QUALITY CLEANING	Cleaning Services - C14036	\$ 399.92
EFT139733	19/12/2019	DAVID & ROSEMARY WOLTER	Bus Hire - Long Live You	\$ 275.00
EFT139734	19/12/2019	LANDGATE	Valuation Services	\$ 56.10
EFT139735	19/12/2019	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS (F	Tickets - Visitors Centre Package	\$ 1,452.00
EFT139736	19/12/2019	DESIGNER DIRT PTY LTD	Merchandise Order - Forts Store	\$ 470.00
EFT139737	19/12/2019	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 1,693.03
EFT139738	19/12/2019	T DEW	Staff Reimbursement	\$ 119.33
EFT139739	19/12/2019	DISTINCTLY TOURISM MANAGEMENT	Amazing South Coast Marketing Campaign	\$ 51,700.00
EFT139740	19/12/2019	DJL ELECTRICAL	Test and Tag Electrical Equipment - Q18051	\$ 539.11
EFT139741	19/12/2019	DOG ROCK MOTEL	Accommodation - Anzac Centre	\$ 483.30
EFT139742	19/12/2019	G & J.E. DOUST	Active Albany Class	\$ 600.00
EFT139743	19/12/2019	EMMA DOUGHTY	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139744	19/12/2019	EASI PACKAGING PTY LTD	Payroll Deductions	\$ 11,513.52
EFT139745	19/12/2019	ECOTECH PTY LTD	Emu Point to Middletown Beach DOT - Monthly Reporting	\$ 341.00
EFT139746	19/12/2019	MARISA JANE EDWARDS	Community Leadership Grant	\$ 500.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139747	19/12/2019	ELLEKER GENERAL STORE	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 133.00
EFT139748	19/12/2019	ALBANY EQUESTRIAN ASSOCIATION INC	Sporting Club Capital Seed Funding - Arena Extension	\$ 5,358.00
EFT139749	19/12/2019	MICHELLE JOAN ERICSSON	Community Leadership Grant	\$ 500.00
EFT139750	19/12/2019	ETS VEGETATION MANAGEMENT	Slashing Maintenance - Q19036	\$ 4,493.50
EFT139751	19/12/2019	EVERTRANS	Heavy Fleet Repairs	\$ 74.80
EFT139752	19/12/2019	EXTENT HERITAGE WA PTY LTD	Heritage Advisory Services - Q18050	\$ 2,824.25
EFT139753	19/12/2019	F E TECHNOLOGIES PTY LTD	Installation of Patron Mobile Check - Library	\$ 3,139.40
EFT139754	19/12/2019	FREEDOM EXERCISE PHYSIOLOGY	Gym Sessions - Long Live You	\$ 1,600.00
EFT139755	19/12/2019	GALLERY WORKS	Merchandise Order - Forts Store	\$ 150.00
EFT139756	19/12/2019	BILL GIBBS EXCAVATIONS	Equipment Hire - C19007	\$ 43,638.40
EFT139757	19/12/2019	GLOBAL INTEGRATED SOLUTIONS LIMITED	Ezicom Fees - Airport	\$ 170.51
EFT139758	19/12/2019	GODS OF FOOD	Catering - Australia Day	\$ 20.00
EFT139759	19/12/2019	GOLD MX & FLY FM	Advertising - WAACCI Rally	\$ 550.00
EFT139760	19/12/2019	ALISON GOODE	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139761	19/12/2019	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 27,140.00
EFT139762	19/12/2019	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 324.00
EFT139763	19/12/2019	SOUTHERN SHARPENING SERVICES	Material Supply - Fire Extinguishers	\$ 306.50
EFT139764	19/12/2019	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Equipment Hire - C19007	\$ 6,058.80
EFT139765	19/12/2019	GREAT SOUTHERN SUPPLIES	Paper Supplies and Protective Equipment - Q19006/Q18019	\$ 5,583.04
EFT139766	19/12/2019	REGIONAL DEVELOPMENT AUSTRALIA	Amazing South Coast Sub-Lease	\$ 1,639.50
EFT139767	19/12/2019	GREAT SOUTHERN BEARINGS	Material Supply - Automotive Kits	\$ 73.90
EFT139768	19/12/2019	GRIFFITHS ARCHITECTS PTY LTD	Consultancy Services - C18008	\$ 8,231.30
EFT139769	19/12/2019	GWN GREAT SOUTHERN	Long Live You Advertising	\$ 3,792.80
EFT139770	19/12/2019	RAY HAMMOND	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139771	19/12/2019	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 3,288.45
EFT139772	19/12/2019	HERSEY PTY LTD	Material Supplies - PPE	\$ 1,149.28
EFT139773	19/12/2019	HIDEWOOD QUALITY PRINTERS	Summer Program - Long Live You	\$ 2,826.45
EFT139774	19/12/2019	KRISTIAN SAM GUAGLIARDO	Library - Author Representation	\$ 550.00
EFT139775	19/12/2019	HOOGEN & CO	Line Marking - Heritage Park	\$ 1,750.00
EFT139776	19/12/2019	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Material Supply - Chute	\$ 208.24
EFT139777	19/12/2019	HHG LEGAL GROUP	Legal Services - C19009	\$ 990.00
EFT139778	19/12/2019	TERESA MARY HUGHES	Entertainment - Twilight Markets	\$ 200.00
EFT139779	19/12/2019	IMCO AUSTRALASIA PTY LIMITED	Asphalt Supplies	\$ 2,098.80
EFT139780	19/12/2019	STATEWIDE RACKING & STORAGE SOLUTIONS	Shelving Supply and Install - ALAC	\$ 940.60
EFT139781	19/12/2019	IPAR REHABILITATION PTY LTD	Pre-Employment Assessment	\$ 192.50
EFT139782	19/12/2019	ISENTIA PTY LTD	Media Monitoring Service	\$ 2,640.00
EFT139783	19/12/2019	JEDER INSTITUTE	Regional Conference Training	\$ 6,003.86
EFT139784	19/12/2019	JOHN KINNEAR AND ASSOCIATES	Survey Services - C16016	\$ 2,770.90
EFT139785	19/12/2019	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$ 738.19
EFT139786	19/12/2019	KING RIVER RECREATIONAL CLUB INC	Community Financial Assistance	\$ 1,813.00
EFT139787	19/12/2019	KING GEORGE SOUND SAFARI	Exclusion Zone Monitoring - New Years Eve	\$ 1,700.00
EFT139788	19/12/2019	KLB SYSTEMS	IT Supplies - C17024	\$ 35,816.00
EFT139789	19/12/2019	KMART ALBANY	Kitchen Supplies - VAC	\$ 137.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139790	19/12/2019	LATRO LAWYERS	Legal Services - C19009	\$ 5,857.93
EFT139791	19/12/2019	M LEAVESLEY	Rates Refund	\$ 121.00
EFT139792	19/12/2019	JENNIFFER HIPPER	Active Albany Class	\$ 240.00
EFT139793	19/12/2019	AKELINA LEMBO	ALAC Program Classes	\$ 720.00
EFT139794	19/12/2019	LIBBY SHEPPARD DESIGN	Merchandise Order - Visitors Centre	\$ 391.60
EFT139795	19/12/2019	LITTLE GROVE PLAYGROUP	Community Financial Assistance	\$ 2,658.83
EFT139796	19/12/2019	DP LOCK	Rates Refund	\$ 878.77
EFT139797	19/12/2019	M AND B SALES PTY LTD	Timber Supplies	\$ 57.42
EFT139798	19/12/2019	BUCHER MUNICIPAL PTY LTD	Material Supply - Rocker Cover	\$ 59.47
EFT139799	19/12/2019	MARSHALL MOWERS	Plant and Fleet Materials	\$ 7.15
EFT139800	19/12/2019	GI MARCHANT	Rates Refund	\$ 375.04
EFT139801	19/12/2019	MCB CONSTRUCTION PTY LTD	Construction - C19004	\$ 153,334.15
EFT139802	19/12/2019	TRACEY KATHRYN MENEGOLA	Community Leadership Grant	\$ 500.00
EFT139803	19/12/2019	MERRIFIELD REAL ESTATE	Storage Unit Rental Costs	\$ 380.00
EFT139804	19/12/2019	METROLL ALBANY	Building Supplies	\$ 100.39
EFT139805	19/12/2019	MHW INTEGRATION PTY LTD	Touch Screen Repairs and Maintenance - Anzac Centre	\$ 6,875.00
EFT139806	19/12/2019	THE MIST MUSIC	Entertainment - Christmas Pageant	\$ 100.00
EFT139807	19/12/2019	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - Visitors Centre	\$ 667.69
EFT139808	19/12/2019	ALBANY RADIO COMMUNICATIONS	Light Fleet - Radio Installation	\$ 5,769.06
EFT139809	19/12/2019	MULTIPLE SCLEROSIS SOCIETY OF WA INC	Regional Event Sponsorship	\$ 1,650.00
EFT139810	19/12/2019	MULE CREATIVE	Design Services - Planning Strategy, Long Live You, ALPS	\$ 9,229.00
EFT139811	19/12/2019	NEO INFRASTRUCTURE (WA) PTY LTD	Middleton Beach Foreshore Enhancement - C19021	\$ 340,354.28
EFT139812	19/12/2019	NLC PTY LTD	Novated Leases and Associated Costs	\$ 615.31
EFT139813	19/12/2019	N & M PLUMBING	Plumbing Services - Airport	\$ 385.00
EFT139814	19/12/2019	LC NOAKES	Rates Refund	\$ 1,670.00
EFT139815	19/12/2019	KOMATSU AUSTRALIA PTY LTD	Plant and Fleet Materials	\$ 1,044.55
EFT139816	19/12/2019	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 94.93
EFT139817	19/12/2019	O'KEEFE'S PAINTS	Painting Supplies	\$ 2.43
EFT139818	19/12/2019	OYSTER HARBOUR LANDSCAPE SUPPLIES	Plant Supplies	\$ 100.00
EFT139819	19/12/2019	PALMER CIVIL CONSTRUCTION	Equipment Hire - C19007	\$ 131,172.25
EFT139820	19/12/2019	PENROSE PROFESSIONAL LAWNCARE	Lawn Mowing Services - Vancouver Arts Centre	\$ 264.00
EFT139821	19/12/2019	PETER GRAHAM AND COMPANY LTD	Fertiliser Supplies	\$ 156.44
EFT139822	19/12/2019	PFD FOOD SERVICES PTY LTD	Tea and Coffee Supplies	\$ 980.25
EFT139823	19/12/2019	4 STEEL SUPPLIES	Material Supply - Steel	\$ 1,991.11
EFT139824	19/12/2019	PLASTICS PLUS	Material Supplies - Basket	\$ 8.00
EFT139825	19/12/2019	DAVID JULIAN PRICE	Regional Conference Training Provider	\$ 16,134.32
EFT139826	19/12/2019	PROCON INVESTMENTS 7 PTY LTD	Rates Refund	\$ 1,349.57
EFT139827	19/12/2019	QUICK SHOT COFFEE	Catering - Twilight Markets	\$ 35.00
EFT139828	19/12/2019	HAYLEY LAWRENCE	Active Albany Classes	\$ 1,060.00
EFT139829	19/12/2019	DAVID RASTRICK	Entertainment - Christmas Pageant	\$ 600.00
EFT139830	19/12/2019	R-COM INTERNATIONAL PTY LTD	IT Services - SIP and Web App Service	\$ 170.50
EFT139831	19/12/2019	RECONNECT HEALTH AND WELLBEING	Professional Services - EAP	\$ 330.00
EFT139832	19/12/2019	REDMOND COMMUNITY ASSOCIATION	Community Financial Assistance	\$ 5,500.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139833	19/12/2019	REDMAN SOLUTIONS PTY LTD	Archive Manager Subscription	\$ 2,750.00
EFT139834	19/12/2019	PAUL REMAJ ENGINE RECONDITIONING	Plant and Fleet Repairs	\$ 176.00
EFT139835	19/12/2019	REPLICA MEDALS & RIBBONS PTY LTD	Merchandise Order - Forts Store	\$ 109.78
EFT139836	19/12/2019	REXEL AUSTRALIA	Material Supply - Heat Shrink	\$ 48.67
EFT139837	19/12/2019	R-GROUP INTERNATIONAL	IT Software - Servers	\$ 6,202.04
EFT139838	19/12/2019	RICOH	Photocopier Charges	\$ 11,703.77
EFT139839	19/12/2019	JOSEPH K O'MALLEY	Santa Claus - Christmas Pageant	\$ 300.00
EFT139840	19/12/2019	ALBANY SCAFFOLD HIRE	Equipment Hire - Christmas Pageant	\$ 1,430.00
EFT139841	19/12/2019	SECUREPAY PTY LTD	Web Payments Security - Transaction Fee	\$ 434.50
EFT139842	19/12/2019	JOHN SHANHUN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139843	19/12/2019	SHIRE OF PLANTAGENET	Live Long You Winter Program	\$ 280.00
EFT139844	19/12/2019	TRACY SLEEMAN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139845	19/12/2019	SMITHS ALUMINIUM AND 4WD CENTRE	Material Supply - Steel	\$ 165.00
EFT139846	19/12/2019	SANDIE SMITH	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139847	19/12/2019	SOIL SOLUTIONS PTY LTD	Road Materials and Greenwaste - C19008/C12008	\$ 53.80
EFT139848	19/12/2019	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 714.66
EFT139849	19/12/2019	SOUTHCOAST SECURITY SERVICE	Security Services - C15016	\$ 1,856.60
EFT139850	19/12/2019	SOUTHERN EDGE ARTS INC	Christmas Pageant Winner	\$ 150.00
EFT139851	19/12/2019	SOUTH COAST PROGRESS ASSOCIATION	Supporting Rural Communities	\$ 1,813.00
EFT139852	19/12/2019	SOUTHERN CROSS AUSTEREO PTY LTD	Advertising - Road and Path Campaign	\$ 5,539.60
EFT139853	19/12/2019	SOUTH COAST DINGO AND GARDEN SERVICES	Fencing - Airport	\$ 3,320.90
EFT139854	19/12/2019	SOUNDTOWN	Sound System - Long Love You	\$ 2,920.41
EFT139855	19/12/2019	SPENCER PARK VARIETY MEATS	Catering - Ranger Meeting	\$ 94.30
EFT139856	19/12/2019	SPORTSWORLD OF WA	Merchandise Order - Sports Store	\$ 168.30
EFT139857	19/12/2019	STAR INJURY MANAGEMENT SERVICES	Ergonomic Assessment	\$ 277.64
EFT139858	19/12/2019	BLUESCOPE DISTRIBUTION PTY LTD	Material Supply - Steel	\$ 360.80
EFT139859	19/12/2019	STEWART AND HEATON CLOTHING PTY LTD	Uniform Supplies - Fire Brigades	\$ 1,180.68
EFT139860	19/12/2019	REBECCA STEPHENS	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139861	19/12/2019	KIERA STEPHEN	Staff Reimbursement	\$ 190.50
EFT139862	19/12/2019	ST JOSEPH'S COLLEGE	Christmas Pageant Winner	\$ 250.00
EFT139863	19/12/2019	GREGORY BRIAN STOCKS	Deputy Mayor Allowances and Sitting Fees	\$ 4,805.59
EFT139864	19/12/2019	SUBWAY	Catering - YAC Party	\$ 145.55
EFT139865	19/12/2019	ALBANY LOCK SERVICE	Lock Services - Various	\$ 2,490.00
EFT139866	19/12/2019	SUPLIME STAND UP PADDLEBOARD SCHOOL	Paddle Boarding Lessons - Executive Management Team Meeting	\$ 300.00
EFT139867	19/12/2019	SUSTAINABLE MOTION	Long Live You Classes	\$ 40.00
EFT139868	19/12/2019	ROBERT SUTTON	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139869	19/12/2019	SYNERGY	Electricity Charges	\$ 45,129.25
EFT139870	19/12/2019	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 2,062.72
EFT139871	19/12/2019	TANGEE PTY LTD	Merchandise Order - Forts Store	\$ 95.70
EFT139872	19/12/2019	PAUL TERRY	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT139873	19/12/2019	THE 12 VOLT WORLD	Plant and Fleet Materials	\$ 793.00
EFT139874	19/12/2019	THINKWATER ALBANY	Reticulation Supplies	\$ 5,725.38
EFT139875	19/12/2019	CHRIS THOMSON	Councillor Allowances and Sitting Fees	\$ 2,935.67

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139876	19/12/2019	TIGERTURF AUSTRALIA PTY LTD	Hockey Turf Replacement - C19002	\$ 301,726.70
EFT139877	19/12/2019	TIM WATERS DESIGN	Signage - Public Bins	\$ 1,182.50
EFT139878	19/12/2019	THE TOFFEE FACTORY	Merchandise Order - Forts Store	\$ 896.35
EFT139879	19/12/2019	TORBAY AGRICULTURAL COMMUNITY HALL INC	Community Financial Assistance	\$ 2,383.76
EFT139880	19/12/2019	THE TROPHY SHOP	Plaques - Emu Point	\$ 376.20
EFT139881	19/12/2019	OCEANS CHURCH INC	Christmas Pageant Winner	\$ 250.00
EFT139882	19/12/2019	TWILIGHT DREAMS	Active Albany Classes	\$ 800.00
EFT139883	19/12/2019	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 7,740.00
EFT139884	19/12/2019	VANGUARD PRESS	Merchandise Order - Visitors Centre	\$ 1,275.71
EFT139885	19/12/2019	VINOFOOD PTY LTD	Merchandise Order - Forts Store	\$ 297.00
EFT139886	19/12/2019	VOEGELER CREATIONS	Merchandise Order - Forts Store	\$ 1,915.50
EFT139887	19/12/2019	WCP CIVIL PTY LTD	Asphalt Services - C18018	\$ 189,064.22
EFT139888	19/12/2019	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 4,190.00
EFT139889	19/12/2019	DENNIS WELLINGTON	Mayoral Allowances and Sitting Fees	\$ 11,734.93
EFT139890	19/12/2019	WESTERBERG PANEL BEATERS	Insurance Excess Payment	\$ 410.00
EFT139891	19/12/2019	WESTRAC EQUIPMENT PTY LTD	Plant and Fleet Materials	\$ 3,896.68
EFT139892	19/12/2019	LANDMARK LIMITED	Material Supply - Fertilisers	\$ 2,771.23
EFT139893	19/12/2019	WEST AUSTRALIAN NEWSPAPERS LIMITED	Newspaper Subscriptions/Advertising	\$ 6,624.35
EFT139894	19/12/2019	WESTERN AUSTRALIAN ELECTORAL COMMISSION	2019 Local Government Election	\$ 120,237.93
EFT139895	19/12/2019	WESTERN WORK WEAR	Staff Uniforms	\$ 59.85
EFT139896	19/12/2019	WIDEBAND NETWORKS PTY LTD	Internet Charges - NBN	\$ 218.00
EFT139897	19/12/2019	WILD EYED PRESS PTY LTD	Merchandise Order - Visitors Centre	\$ 361.75
EFT139898	19/12/2019	CA WILLIS	Rates Refund	\$ 360.00
EFT139899	19/12/2019	L YATES	Staff Reimbursement	\$ 77.25
EFT139900	19/12/2019	ISUSHI ALBANY	Catering - Staff Christmas Party 2019	\$ 120.00
EFT139901	19/12/2019	YOUNGS SIDING COMMUNITY ASSOCIATION	Supporting Rural Communities	\$ 1,813.00
EFT139902	19/12/2019	ZENITH LAUNDRY	Laundry Services/Hire	\$ 132.53
EFT139903	20/12/2019	DM COWEN	Rates Refund	\$ 730.00
EFT139904	20/12/2019	A DEN BOER	Rates Refund	\$ 852.72
EFT139905	20/12/2019	MRH GOODMAN	Rates Refund	\$ 747.86
EFT139906	20/12/2019	B J MESSENGER	Rates Refund	\$ 691.37
EFT139907	20/12/2019	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	Licence Fee - Waste Facilities	\$ 6,496.00
EFT139908	31/12/2019	COMMONWEALTH BANK OF AUSTRALIA	Loan Repayment	\$ 36,264.24
EFT139909	31/12/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Payment	\$ 970,487.16
EFT139910	03/01/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Payment	\$ 27,788.57
EFT139911	09/01/2020	ABBOTTS LIQUID SALVAGE PTY LTD	Waste Services - Q18023	\$ 2,449.50
EFT139912	09/01/2020	ABBEY'S EARTHMOVING SERVICES	Waste Collection - Grass Clippings	\$ 709.50
EFT139913	09/01/2020	ACORN TREES AND STUMPS	Vegetation Maintenance Works - C19014 (A)	\$ 682.00
EFT139914	09/01/2020	AD CONTRACTORS PTY LTD	Equipment Hire - C19007	\$ 45,014.09
EFT139915	09/01/2020	ADVERTISER PRINT	Printing Services - Long Live You	\$ 153.00
EFT139916	09/01/2020	MANYPEAKS STORE	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 276.49
EFT139917	09/01/2020	AKUBRA HATS PTY LTD	Merchandise Order - Forts Store	\$ 107.80
EFT139918	09/01/2020	ALBANY CITY LAWNS	Lawn Mowing Services - Lancaster Park	\$ 638.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139919	09/01/2020	ALBANY SWEEP CLEAN	Sweeping Services - C18007	\$ 2,371.00
EFT139920	09/01/2020	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$ 25.00
EFT139921	09/01/2020	ALBANY INDOOR PLANT HIRE AND SALES	Indoor Plant Hire	\$ 2,063.38
EFT139922	09/01/2020	ALBANY CHAMBER OF COMMERCE AND INDUSTRY	2020 Membership Renewal - Health and Fitness	\$ 396.00
EFT139923	09/01/2020	ALBANY RETRAVISION	White Goods - Volunteer Bush Fire Brigade	\$ 525.00
EFT139924	09/01/2020	ALBANY SPEEDWAY CLUB INC	Regional Event Sponsorship	\$ 5,000.00
EFT139925	09/01/2020	ALBANY AUTO ONE	Light Fleet Maintenance and Supplies - Roof Racks	\$ 819.00
EFT139926	09/01/2020	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies - Various Locations	\$ 253.04
EFT139927	09/01/2020	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 496.68
EFT139928	09/01/2020	ALBANY IRRIGATION & DRILLING	Irrigation Supplies/Repairs	\$ 352.50
EFT139929	09/01/2020	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$ 5.00
EFT139930	09/01/2020	ALBANY RECORDS MANAGEMENT	Storage of Archive Boxes	\$ 347.16
EFT139931	09/01/2020	THE ALBANY SHANTYMEN	Entertainment - Cruise Ship Support	\$ 1,900.00
EFT139932	09/01/2020	ALBANY SPINNERS INC	Community Quick Response Grant	\$ 955.00
EFT139933	09/01/2020	CICERO MANAGEMENT PTY LTD	Accommodation - Staff Training	\$ 162.00
EFT139934	09/01/2020	ALLIANCE DISTRIBUTION SERVICES	Merchandise Order - Forts Store	\$ 63.71
EFT139935	09/01/2020	ANDREW HALSALL PHOTOGRAPHY	Merchandise Order - Visitors Centre	\$ 450.00
EFT139936	09/01/2020	PAPERBARK MERCHANTS	Newspaper/Book/Magazine Supplies	\$ 313.60
EFT139937	09/01/2020	ANIMAL PEST MANAGEMENT SERVICES	Pest Control - Heritage Park	\$ 4,576.00
EFT139938	09/01/2020	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 79,986.92
EFT139939	09/01/2020	RD ATIENZA	Rates Refund	\$ 250.00
EFT139940	09/01/2020	AUSTRALIA POST	Postage Charges	\$ 214.14
EFT139941	09/01/2020	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 197,430.47
EFT139942	09/01/2020	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 1,452.30
EFT139943	09/01/2020	BADGEMATE	Uniform Supplies - Name Badges	\$ 77.77
EFT139944	09/01/2020	BT EQUIPMENT PTY LTD	Plant and Fleet Materials	\$ 6,827.29
EFT139945	09/01/2020	QUALITY SUITES BANKSIA GARDENS ALBANY	Catering - CPSP	\$ 420.00
EFT139946	09/01/2020	BARRETT'S MINI EARTHMOVING & CHIPPING	Vegetation Maintenance - C19014	\$ 748.00
EFT139947	09/01/2020	BELL ART AUSTRALIA	Merchandise Order - Visitors Centre	\$ 788.79
EFT139948	09/01/2020	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 695.23
EFT139949	09/01/2020	BEVANS (WA) PTY LTD	Catering - Ice	\$ 20.00
EFT139950	09/01/2020	BIO DIVERSE SOLUTIONS	Report Summary - Water Monitoring	\$ 1,144.00
EFT139951	09/01/2020	BIRDLIFE AUSTRALIA	Backyard Brolga Bird Count	\$ 880.00
EFT139952	09/01/2020	J. BLACKWOOD & SON PTY LTD	Tool and Hardware Supplies	\$ 409.86
EFT139953	09/01/2020	BP BIRD PLUMBING & GAS PTY LTD	Oil Separator Service	\$ 104.00
EFT139954	09/01/2020	BLUE SKY RENEWABLES PTY LTD	Provision of Thermal Energy - ALAC	\$ 23,108.98
EFT139955	09/01/2020	CONSTRUCTION TRAINING FUND	BCITY Levy - December 2019	\$ 17,776.81
EFT139956	09/01/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL Levy - December 2019	\$ 12,882.98
EFT139957	09/01/2020	BUNNINGS GROUP LIMITED	Hardware and Tool Supplies - Various	\$ 708.14
EFT139958	09/01/2020	C&C MACHINERY CENTRE	Plant and Fleet Materials	\$ 126.85
EFT139959	09/01/2020	CALTEX AUSTRALIA PETROLEUM PTY LD	Fuel Supplies	\$ 26,436.39
EFT139960	09/01/2020	CARDILE INTERNATIONAL FIREWORKS PTY LTD	New Years Eve Fireworks	\$ 22,000.00
EFT139961	09/01/2020	CARAVAN INDUSTRY ASSOCIATION WESTERN AUSTRALIA	Advertising	\$ 4,180.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT139963	09/01/2020	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services - C17018/C18019/C19001/Q18030	\$ 51,768.46
EFT139964	09/01/2020	CENTIGRADE SERVICES PTY LTD	Air-conditioning Services - C18014/Q18016	\$ 19,664.91
EFT139965	09/01/2020	CENTENNIAL STADIUM INC	Electricity Charges	\$ 305.61
EFT139966	09/01/2020	CHEYNES BEACH CARAVAN PARK	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 143.22
EFT139967	09/01/2020	CHILD SUPPORT AGENCY	Payroll Deductions	\$ 736.55
EFT139968	09/01/2020	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 1,196.47
EFT139969	09/01/2020	ALBANY SIGNS	Signage - Middleton Road Entry and Other	\$ 15,229.50
EFT139970	09/01/2020	GREAT SOUTHERN EVENT STAGING	Event Staging - New Years Eve	\$ 1,800.00
EFT139971	09/01/2020	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supply - C19006	\$ 2,148.30
EFT139972	09/01/2020	AL CURNOW HYDRAULICS	Fabrication Services - Hose	\$ 433.25
EFT139973	09/01/2020	CUTTING EDGE CIVIL	Black Swan Point Management Plan	\$ 3,179.00
EFT139974	09/01/2020	D & K ENGINEERING	Fleet Repairs and Maintenance - Roller	\$ 137.50
EFT139975	09/01/2020	BENJAMIN ROBERT DAVIS	Artist in Residence School Program	\$ 175.00
EFT139976	09/01/2020	DE JONGE MECHANICAL PTY LTD	Vehicle Servicing - Q17009	\$ 358.90
EFT139977	09/01/2020	DELL FINANCIAL SERVICES PTY LTD	Monthly Equipment Rental - IT	\$ 577.87
EFT139978	09/01/2020	CREATIVE SNAPS	Photography Services - Airport	\$ 250.00
EFT139979	09/01/2020	LANDGATE	Valuation Services	\$ 2,173.99
EFT139980	09/01/2020	DEPARTMENT OF TRANSPORT	Disclosure Information Fee	\$ 136.00
EFT139981	09/01/2020	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Services - Q16024	\$ 344.70
EFT139982	09/01/2020	DISCOVERY BAY TOURISM PRECINCT LTD	Regional Events Sponsorship	\$ 1,250.00
EFT139983	09/01/2020	SANDRA DIXON	Professional Services - EAP	\$ 150.00
EFT139984	09/01/2020	DJL ELECTRICAL	Test and Tag Electrical Equipment - Q18051	\$ 2,372.40
EFT139985	09/01/2020	DOGGY DOO CLEANUPS	ANIMAL HYGIENE SERVICES	\$ 230.00
EFT139986	09/01/2020	DUE SOUTH	Beverage Supplies - VAC Events	\$ 343.98
EFT139987	09/01/2020	DYLAN'S ON THE TERRACE	Catering - OCM, Waste Working Group, Links Training, Strategic Workshop	\$ 2,574.70
EFT139988	09/01/2020	EASI PACKAGING PTY LTD	Payroll Deductions	\$ 12,714.71
EFT139989	09/01/2020	ELDERS LIMITED	Material Supply - Earmarker	\$ 445.50
EFT139990	09/01/2020	ELLESIE VENTURES	Entertainment - New Years Eve	\$ 230.00
EFT139991	09/01/2020	ALBANY ENGINEERING COMPANY	Repairs and Maintenance - Disc	\$ 99.55
EFT139992	09/01/2020	ENTS FORESTRY PTY LTD	Management of Tree Farm - Q17056	\$ 5,225.00
EFT139993	09/01/2020	ENVIRO PIPES PTY LTD	Material Supply - Pipes	\$ 11,289.04
EFT139994	09/01/2020	E-STRALIAN PTY LTD	Weekly E-Bike Lease	\$ 350.23
EFT139995	09/01/2020	ETS VEGETATION MANAGEMENT	Slashing Maintenance - Q19036	\$ 14,800.50
EFT139996	09/01/2020	EVERTRANS	Heavy Fleet Repairs	\$ 3,302.20
EFT139997	09/01/2020	EXISLE PUBLISHING	Merchandise Order - Forts Store	\$ 1,338.53
EFT139998	09/01/2020	EYERITE SIGNS	Signage - Fire Hydrant, Defib	\$ 1,171.50
EFT139999	09/01/2020	ISABELLA FASOLO	Entertainment for Cruise Ship	\$ 100.00
EFT140000	09/01/2020	F E TECHNOLOGIES PTY LTD	Scanning and Training Update - Library	\$ 2,211.00
EFT140001	09/01/2020	FIREY PRODUCTIONS	Destination Marketing - Caravan and Camping WA Segments	\$ 6,050.00
EFT140002	09/01/2020	THE FIXUPPERY	Window Cleaning Services - Q16023	\$ 3,174.54
EFT140003	09/01/2020	ALL TRUCK REPAIRS	Fire Truck Service and Repairs - Q17040	\$ 2,568.33
EFT140004	09/01/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Equipment and Supplies	\$ 2,167.00
EFT140005	09/01/2020	GALLERY 500	Art Collection - Framing	\$ 1,170.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT140006	09/01/2020	ALISON GOODE	Councillor Quarterly Mileage Claim	\$ 1,101.30
EFT140007	09/01/2020	GORDON WALMSLEY PTY LTD	Asphalt Services - C18010	\$ 2,650.00
EFT140008	09/01/2020	GRANDE FOOD SERVICE PTY LTD	Merchandise Order - Forts Store	\$ 63.30
EFT140009	09/01/2020	GREAT SOUTHERN AVIATION	Tickets - Visitors Centre Package	\$ 891.00
EFT140010	09/01/2020	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 350.00
EFT140011	09/01/2020	GREAT SOUTHERN FUEL SUPPLIES	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 1,559.91
EFT140012	09/01/2020	GREAT SOUTHERN SUPPLIES	Paper Supplies and Protective Equipment - Q19006/Q18019	\$ 446.20
EFT140013	09/01/2020	GREAT SOUTHERN TURF	Turf Supply and Install - C18001	\$ 1,155.00
EFT140014	09/01/2020	GREAT SOUTHERN BOUNDARIES	Bollard Hire - C18006	\$ 5,523.10
EFT140015	09/01/2020	GREEN MAN MEDIA PRODUCTIONS	Harvest Film Festival Licence	\$ 1,485.00
EFT140016	09/01/2020	GREAT SOUTHERN TOURISM EVENTS	Regional Event Sponsorship	\$ 11,000.00
EFT140017	09/01/2020	ADAM GROCHOWSKI	New Years Eve Entertainment and Yoga Programs	\$ 1,590.90
EFT140018	09/01/2020	GREAT SOUTHERN CENTRE FOR OUTDOOR RECREATION EXCELLENCE	Mentoring Program - Accelerate Tourism	\$ 550.00
EFT140019	09/01/2020	GHD PTY LTD	Consultancy Services - Motorsports Planning	\$ 11,803.00
EFT140020	09/01/2020	SMITH CONSTRUCTIONS WA	Albany Town Hall Repurposing - C19012	\$ 69,830.92
EFT140021	09/01/2020	HAVOC BUILDERS PTY LTD	Building Services - C17028	\$ 220.00
EFT140022	09/01/2020	HOBBS PAINTING AND DECORATING	Painting Services - Q18025	\$ 550.00
EFT140023	09/01/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Material Supply - Blades	\$ 479.30
EFT140024	09/01/2020	HHG LEGAL GROUP	Legal Services - C19009	\$ 2,725.16
EFT140025	09/01/2020	HUDSON SEWAGE SERVICES	Waste Services - Anzac Centre	\$ 466.10
EFT140026	09/01/2020	ICKY FINKS WAREHOUSE SALES	Material Supplies - VAC Workshops	\$ 16.12
EFT140027	09/01/2020	ID CONSULTING PTY LTD	Subscriptions - Strategy and Improvement	\$ 32,230.00
EFT140028	09/01/2020	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST LTD	Subscriptions - Fleet	\$ 1,650.00
EFT140029	09/01/2020	STATEWIDE RACKING & STORAGE SOLUTIONS	Sign Displays - Library	\$ 452.70
EFT140030	09/01/2020	IPAR REHABILITATION PTY LTD	Pre-Employment Assessment	\$ 192.50
EFT140031	09/01/2020	JJ'S HIAB SERVICES & JJ'S GREAT SOUTHERN	Equipment Hire - Q16037	\$ 880.00
EFT140032	09/01/2020	JOHN KINNEAR AND ASSOCIATES	Survey Services - C16016	\$ 9,845.00
EFT140033	09/01/2020	JO JOES DIAL A PIZZA AND KEBAB	Catering - Depot	\$ 385.00
EFT140034	09/01/2020	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$ 514.55
EFT140035	09/01/2020	KALGAN VOLUNTEER BUSHFIRE BRIGADE	Fuel Supplies - Volunteer Bush Fire Brigade	\$ 256.34
EFT140036	09/01/2020	KALGAN SETTLERS ASSOCIATION	Supporting Rural Communities	\$ 1,994.00
EFT140037	09/01/2020	KATHERINE CAMPBELL-POPE	Artist in Residence School Program	\$ 2,735.07
EFT140038	09/01/2020	KC PSYCHOLOGICAL SERVICES	Professional Services - EAP	\$ 370.00
EFT140039	09/01/2020	KIM ANGELA TOMLINSON	Professional Services - EAP	\$ 600.00
EFT140040	09/01/2020	KMART ALBANY	Christmas Decoration Supplies - ALAC	\$ 298.50
EFT140041	09/01/2020	LA FREEGARD	Chipping Services - Street Trees	\$ 2,090.00
EFT140042	09/01/2020	LA BOTANIC	Staff Floral Arrangements	\$ 100.00
EFT140043	09/01/2020	JH LABUSCAGNE	Rates Refund	\$ 940.00
EFT140044	09/01/2020	CAMERON LANGRIDGE	Merchandise Order - Visitors Centre	\$ 498.30
EFT140045	09/01/2020	LATRO LAWYERS	Legal Services - C19009	\$ 513.42
EFT140046	09/01/2020	LEADING EDGE HIFI-ALBANY	IT Supplies	\$ 81.90
EFT140047	09/01/2020	LEASEIT LIMITED	Photocopier Lease	\$ 1,094.50
EFT140048	09/01/2020	LGIS RISK MANAGEMENT	Staff Workshop - Risk and Governance	\$ 2,640.00

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

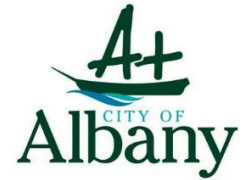
ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT140049	09/01/2020	LINKS MODULAR SOLUTIONS	Software Subscription - ALAC	\$ 36,080.00
EFT140050	09/01/2020	LUCINDA'S EVERLASTINGS	Material Supplies - Airport	\$ 1,000.00
EFT140051	09/01/2020	M AND B SALES PTY LTD	Timber Supplies	\$ 85.32
EFT140052	09/01/2020	BUCHER MUNICIPAL PTY LTD	Material Supply - Backing Plate	\$ 110.72
EFT140053	09/01/2020	ROBERT LESLIE MACKENZIE	Merchandise Order - Visitors Centre	\$ 261.00
EFT140054	09/01/2020	ALBANY EVENT HIRE	New Years Eve Marquee Hire	\$ 3,909.20
EFT140055	09/01/2020	ALBANY CITY MOTORS	Light Fleet and Truck Repairs and Maintenance - Clutch Kit	\$ 523.14
EFT140056	09/01/2020	MARSHALL MOWERS	Plant and Fleet Materials	\$ 39.95
EFT140057	09/01/2020	AIRPORT SECURITY PTY LTD	Aviation Security ID	\$ 220.00
EFT140058	09/01/2020	MYLES MITCHELL	Entertainment - New Years Eve	\$ 600.00
EFT140059	09/01/2020	STEPHANIE ANNE WRIGHT MORRIGAN	Professional Services - EAP	\$ 1,210.00
EFT140060	09/01/2020	MOTEL LE GRANDE	Catering - Council Meetings	\$ 1,290.00
EFT140061	09/01/2020	ALBANY RADIO COMMUNICATIONS	Light Fleet - Radio Installation	\$ 1,090.15
EFT140062	09/01/2020	MULE CREATIVE	Graphic Design - Council Meet and Greet	\$ 2,772.00
EFT140063	09/01/2020	NASER ZAMANI	Virtual Reality Station - Middleton Beach Festival	\$ 1,746.25
EFT140064	09/01/2020	NEWMAN'S QUALITY CONCRETE PRODUCTS	Concrete Supplies - C18011	\$ 240.90
EFT140065	09/01/2020	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$ 412.95
EFT140066	09/01/2020	NLC PTY LTD	Novated Leases and Associated Costs	\$ 615.31
EFT140067	09/01/2020	ALBANY COMMUNITY PHARMACY	First Aid Supplies - Q19027	\$ 210.99
EFT140068	09/01/2020	NORTH ROAD SUPA IGA	Groceries - Various	\$ 481.48
EFT140069	09/01/2020	KOMATSU AUSTRALIA PTY LTD	Plant and Fleet Materials	\$ 2,009.94
EFT140070	09/01/2020	OCS SERVICES PTY LTD	Cleaning Services - C15015	\$ 187.00
EFT140071	09/01/2020	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 51.10
EFT140072	09/01/2020	O'KEEFE'S PAINTS	Painting Supplies	\$ 224.72
EFT140073	09/01/2020	OYSTER HARBOUR STORE	Supplies - Depot BBQ	\$ 289.00
EFT140074	09/01/2020	PARISH LANE WINES	Beverages - Civic Rooms	\$ 600.00
EFT140075	09/01/2020	PERTH THEATRE TRUST	Venue Hire and Catering - Australia Day Awards	\$ 2,500.00
EFT140076	09/01/2020	PERTH SAFETY PRODUCTS PTY LTD	Signage - Various	\$ 4,968.70
EFT140077	09/01/2020	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 12,149.57
EFT140078	09/01/2020	@THE POOLSIDE	Coffee Purchases - ALAC Membership Promotions	\$ 560.50
EFT140079	09/01/2020	QUANTIFIED TREE RISK ASSESSMENT LTD	QTRA Registration - Reserves	\$ 272.25
EFT140080	09/01/2020	RAECO INTERNATIONAL PTY LTD	Material Supply - Inserts	\$ 47.52
EFT140081	09/01/2020	RAPID GLOBAL PTY LTD	Subscription Renewals	\$ 5,280.00
EFT140082	09/01/2020	RAPP AUSTRALIA PTY LTD	Material Supply - Grill and Winder Set	\$ 81.35
EFT140083	09/01/2020	REDMOND COMMUNITY ASSOCIATION	Supporting Rural Communities	\$ 1,994.00
EFT140084	09/01/2020	REECE PTY LTD	Plumbing Supplies	\$ 86.24
EFT140085	09/01/2020	RELATIONSHIPS AUSTRALIA WA INC	Community Education	\$ 2,000.00
EFT140086	09/01/2020	PAUL REMAJ ENGINE RECONDITIONING	Plant and Fleet Repairs	\$ 165.00
EFT140087	09/01/2020	RETECH RUBBER PTY LTD	Material Supply - Rubber Granules	\$ 495.00
EFT140088	09/01/2020	SAH ROLSTON	Refund	\$ 147.00
EFT140089	09/01/2020	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Charges	\$ 698.72
EFT140090	09/01/2020	SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 30,817.72
EFT140091	09/01/2020	SKIPPER TRANSPORT PARTS	Plant and Fleet Supplies	\$ 525.14

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 JANUARY 2020**

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT140092	09/01/2020	SOIL SOLUTIONS PTY LTD	Road Materials and Greenwaste - C19008/C12008	\$ 356.00
EFT140093	09/01/2020	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 439.45
EFT140094	09/01/2020	SOUTHERN SITE HIRE	Equipment Hire - New Years Eve	\$ 409.20
EFT140095	09/01/2020	SPOTLIGHT PTY LTD	Various Supplies - Long Live You, Vancouver Arts Centre	\$ 600.80
EFT140096	09/01/2020	STAR SALES AND SERVICE	Plant and Fleet Materials	\$ 279.60
EFT140097	09/01/2020	ALBANY VOLUNTEER STATE EMERGENCY SERVICE UNIT INC	LGGS Operational Grant	\$ 12,779.25
EFT140098	09/01/2020	STATEWIDE BUILDING CERTIFICATION WA	Building Certification - Emu Point Café	\$ 550.00
EFT140099	09/01/2020	BLUESCOPE DISTRIBUTION PTY LTD	Material Supply - Steel	\$ 169.21
EFT140100	09/01/2020	STEWART AND HEATON CLOTHING PTY LTD	Uniform Supplies - Fire Brigades	\$ 919.74
EFT140101	09/01/2020	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	Staff Training - First Aid	\$ 410.00
EFT140102	09/01/2020	ALBANY LOCK SERVICE	Lock Services - Various	\$ 699.25
EFT140103	09/01/2020	SUPERCHEAP AUTOS	Material Supply - Storage Box	\$ 10.69
EFT140104	09/01/2020	SYNERGY	Electricity Charges	\$ 45,208.00
EFT140105	09/01/2020	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 5,428.61
EFT140106	09/01/2020	ULTIMO CAMPUS TAFE NSW	Staff Training - Certificate IV in Spatial Information Services	\$ 6,366.00
EFT140107	09/01/2020	THALES NEW ENERGY PTY LTD	Renewal Energy Feasibility Study - Q19010	\$ 14,960.00
EFT140108	09/01/2020	THINKWATER ALBANY	Reticulation Supplies	\$ 2,730.45
EFT140109	09/01/2020	TIM FRANKLIN ENGINEERING	Consultation Services - VAC	\$ 2,420.00
EFT140110	09/01/2020	TOTAL GREEN RECYCLING	E-Waste Recycling	\$ 2,879.58
EFT140111	09/01/2020	TOURISM COUNCIL WESTERN AUSTRALIA	CUSTOMER SERVICE WAY - MEMBER	\$ 300.00
EFT140112	09/01/2020	CAROLYN FRANCES TRAPNELL	Merchandise Order - Forts Store	\$ 1,728.00
EFT140113	09/01/2020	THE TROPHY SHOP	Plaques - ALAC	\$ 121.50
EFT140114	09/01/2020	ALBANY TYREPOWER	Tyre Repairs and Maintenance - Q19001	\$ 2,582.30
EFT140115	09/01/2020	THE UNIVERSITY OF WESTERN AUSTRALIA	Contribution - Railway Station and Bond Store	\$ 25,000.00
EFT140116	09/01/2020	UNITED BOOK DISTRIBUTORS	Merchandise Order - Forts Store	\$ 1,387.90
EFT140117	09/01/2020	UNIFORM FASHIONS	Staff Uniforms	\$ 248.40
EFT140118	09/01/2020	WA NATURALLY PUBLICATIONS	Merchandise Order - Visitors Centre	\$ 680.37
EFT140119	09/01/2020	D WAUGH	Staff Reimbursement	\$ 35.10
EFT140120	09/01/2020	WAXIWRAPS	Merchandise Order - Forts Store	\$ 999.24
EFT140121	09/01/2020	WAYFOUND	Signage - Dual Use Paths	\$ 1,925.00
EFT140122	09/01/2020	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 800.25
EFT140123	09/01/2020	WESTERN AUSTRALIAN GENEALOGICAL SOCIETY INCORPORATED	Merchandise Order - Forts Store	\$ 38.65
EFT140124	09/01/2020	WEST AUSTRALIAN NEWSPAPERS LIMITED	Newspaper Subscriptions/Advertising	\$ 1,980.00
EFT140125	09/01/2020	WESTSHRED DOCUMENT DISPOSAL	Document Disposal	\$ 479.60
EFT140126	09/01/2020	BENJAMIN & JENNIFER WINGARD	Community Leadership Grant	\$ 500.00
EFT140127	09/01/2020	WOOLWORTHS GROUP LIMITED	Grocery Supplies - Day Care	\$ 4,849.34
EFT140128	09/01/2020	ALBANY YOUTH SUPPORT ASSOCIATION	Community Quick Response Grant	\$ 1,000.00
EFT140129	09/01/2020	ZENITH LAUNDRY	Laundry Services/Hire	\$ 37.32
EFT140130	09/01/2020	ZIPFORM	Printing Services - Rate Instalment Notices	\$ 2,514.77
EFT140272	14/01/2020	JAANA LONNROOS	VAC Exhibition Funding	\$ 1,990.00
				\$ 102,988.84



City of Albany
Register

Register of Delegations & Authorisations

(Designated & Authorised Positions, Local Laws, Council Policy Positions Register)

(Version: 11.5)

Introduction

A register of Delegations of Authority is essential in order to inform the public of the activities, functions, powers and duties of the Local Government as well meeting the requirements of Section 5.46 of the *Local Government Act 1995* (the Act).

This Act requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee or the Chief Executive Officer, and by the CEO to other employees.

The compilation of the content of this Register was prepared through references to the Act, the Complete Guide to the Local Government Act 1995 (which is a joint production of the Western Australian Municipal Association, the Institute of Municipal Management (WA Division) and the Western Australia Department of Local Government).

When perusing the register, please be aware that some delegations are ongoing and some are given for a "one of" specific reason.

Once exercised, "one of" delegations are removed from the current register and transferred to the City's Records System for permanent retention.

This register is maintained by the Governance & Risk Team on behalf of the Chief Executive Officer.

Statutory Requirements

Section 5.42 of the Act enables the delegation of some powers and duties to the Chief Executive Officer.

A local government may delegate to the Chief Executive Officer the exercise of any of its powers, or the discharge of any of its duties under this Act, other than those referred to in section 5.43.

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Limits of delegations to the Chief Executive Officer

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an **absolute majority** or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

Limits of delegations to Committees

Sections 5.16 and 5.17 of the Act enables the delegation of some powers and duties to a committee.

The following conditions apply:

- a delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation;
- which have effect for the period of time specified or if no period specified, indefinitely;
- but cannot include any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
- any powers or duties that can be delegated to the CEO under the Act, Part 5 (Administration), Division 4 (Local government employees);
- under the provisions of section 5.46 of the Act, delegations must be reviewed at least once every financial year.

Register of, Records Relevant to, Delegations

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep a written record of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Directorate or Senior Line Manager for the period of absence.

Compliance Function Line Managers (includes Coordinators) Authority

Delegated Authority:

To enable efficiency, Line Managers and Coordinators who are charged with the responsibility to review compliance action are authorised to cancel, withdraw and/or discontinue infringements:

- Found to contain critical errors at law; and
- Deemed not in the public interest to pursue as an infringement or prosecution.

This includes authority to waive associated fees and charges.

Associated Council Policy:

- Regulatory Compliance Policy & Guideline.

Authorised Person Identity Card and Appointment Certificate

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

Facility Emergency Management

Where an Officer is appointed an Emergency Control Organisation (ECO) Member (i.e. Chief Fire Warden, Fire Warden, Area Warden etc.) their responsibility and authority must be acknowledged and followed, regardless of current position (i.e. Warden has the authority to direct a Manager/Executive etc.).

This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

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

Document Approval	
Document Development Officer:	Document Owners:
Manager Governance & Risk (MGR)	Chief Executive Officer (CEO) Executive Director Corporate Services (EDCS)
Document Control	
File Number - Document Type:	PE.AUT.1 – Register of Delegations & Authorisations
Document Reference Number:	PU19546
Status of Document:	Council decision: Adopted.
Quality Assurance:	Chief Executive Officer, Executive Management Team, Council Committee.
Distribution:	Public Document

Document Revision History			
Version	Author	Version Description	Date Completed
11.0	MGR	Fully reviewed and adopted by Council on 28 May 2019, Resolution AR063.	6 June 2019
11.1	MGR	Administrative update, authorised by Executive Management Team in consultation with Health & Safety Advisor. Facility Emergency Management Where an Officer is appointed an Emergency Control Organisation (ECO) Member (i.e. Chief Fire Warden, Fire Warden, Area Warden etc.) their responsibility and authority must be acknowledged and followed, regardless of current position (i.e. Warden has the authority to direct a Manager/Executive etc.). This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity. Reference: AS 3745-2010 (Planning for Emergencies in Facilities)	15 July 2019
11.2	MGR	Administrative update, in consultation with Human Resources Team, being change to position titles.	4 October 2019
11.3	MGR	Administrative update to effect organisation structure and changes to reporting lines, including two new policy positions, being: <ul style="list-style-type: none"> Attendance at Events and Functions Policy Fraud & Corruption Control Plan 	23 December 2019

Document Revision History (continued)			
Version	Author	Version Description	Date Completed
11.4	MGR	<p>Administrative updated including updates to legislative references due to amendments resulting from the <i>Local Government Legislation Amendment Act 2019</i>, delegations amended:</p> <ul style="list-style-type: none"> • 2020:001 (included reference to s9.10 of the Act); • 2020: 002 (additional authority proposed to make minor amendments to Council adopted policies, with the term minor being defined. • 2020:005 (additional notes in regards to higher duties and reference to the Interpretations Act referenced). • 2020:006 (additional conditions of delegations, in particular noting that signing a document does not constitute the decision to undertake a particular course of action). • 2020:007 (additional notes, noting that unresolved objections must be facilitated through Council Committee for decision by Council). • 2020:008 (additional notes, noting changes to Act in relation to defamation). • 2020: 010 (amended to note head of power under the Registered Public Library Regulations). • 2020:014 (amended to reflect changes to Act, in particular classify confidential information). • 2020:016 (additional authority to acknowledge the receipt of Interest (Impartiality, Proximity & Financial), additional information regarding reporting requirements, and legislative references). • 2020:018 (additional reference to r21A (varying a contract) included). • 2020:020 (amended to provide clarification in regards to managing City reserves and approving signage, additional authorised person – Event Approval & Projects Officer). • 2020:021: (additional notes to recognised changes to the Act, in particular the ability for the CEO to deem documents to be confidential after a public meeting being removed). (Reference to legislation updated to reference r.29B (Copies of certain information not to be provided) • 2020:023 (minor administrative amendment). • 2020:026 (amended to reflect changes in Act). (Amended to include reference to Graffiti Vandalism Act 2016 and additional conditions imposed). • 2020:026 (appended with a table of authorisation) • 2020:027 (appended with reference to Graffiti Vandalism Act 2016) • 2020:030 (amended to reflect changes to Act and change to head of power and reference to Nature Based Camping. • 2020:031: (amended to reflect changes to Act and change to head of power to CEO to Authorise Officers). • 2020:032: (appended with recovery coordinator designations). • 2020:033 (minor amendment, change of title to reflect changes in reporting lines and reference to Wast Local Law) 	2 January 2020

Document Revision History (continued)			
Version	Author	Version Description	Date Completed
11.4	MGR	<ul style="list-style-type: none"> 2020:034 (appended with reference to external agency delegations at Attachment D, and minor amendment, change of title to reflect changes in reporting lines). 2020:038: (minor amendment, change of title to reflect changes in reporting lines) 2020:042 (minor amendment, appended with condition that delegation does not apply to permanent road closures). 2020:044 (amended to authority to clarify only applicable to minor amendments to Public Traffic Management Treatments, including defining what a minor amendment is). 2020:046 (change of title to better reflect delegation, being "Temporary", including the legislative references being noted in regards to giving of public notice). 2020:047 (appended with additional note in regards to land being managed by local government under section 3.54 of the Act). 2020:048 (change of title to better reflect delegations, noting any action only can be authorised by the CEO). <p>Appended with additional information, being:</p> <ul style="list-style-type: none"> Attachment D – Statutory Delegations to Local Government from External Agencies <p>Prepared for full review by Council Committee.</p>	2 January 2020
11.5	MGR	<p>Minor administrative amendments:</p> <ul style="list-style-type: none"> 2020:026: Graffiti Vandalism Act 2016: 3. Exercise all powers prescribed in Part 3 of the Graffiti Vandalism Act 2016; 2020:014: Title Change: Freedom of Information & Authority to Release Information. 2020:030: Position titles changed amended to reflect changes to organisation staff reporting lines. Forward: Appended with following to provide clarity to Authorised Persons: <p>Compliance Function Line Managers (includes Coordinators) Authority</p> <p>Delegated Authority:</p> <p>To enable efficiency, Line Managers and Coordinators who are charged with the responsibility to review compliance action are authorised to cancel, withdraw and/or discontinue infringements:</p> <ul style="list-style-type: none"> Found to contain critical errors at law; and Deemed not in the public interest to pursue as an infringement or prosecution. <p>This includes authority to waive associated fees and charges.</p> <p>Associated Council Policy:</p> <ul style="list-style-type: none"> Regulatory Compliance Policy & Guideline. 	7 February 2020

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2020:001 – Appointment of Authorised Persons

(Local Government Act 1995, subsidiary legislation including, and the City's local laws)

Delegation:

Authority to:

1. Authorise persons in accordance with the *Local Government Act 1995* (the Act) to administer and enforce the Act, other written law administered by the City of Albany, and local laws.
2. Issue licences, notices, approvals and permits relating to the Act and Local Laws.
3. Direct (Additional Powers when giving a notice under s3.25 of the Act):
 - a. Do anything that is considered necessary to achieve the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
 - b. Take action to recover any outstanding debts pursuant to the Act, s6.10.
4. Deal with objections and granting of extension of time:
 - a. Administer the suspension of the effect of a decision (including the advising of an outcome of an objection when a decision is made under the Act).
 - b. Receive an objection and grant an extension of time for an objection to be lodged.
 - c. Deal with an objection of a decision made by the City of Albany, under authority of the Local Government Act 1995, any local law or regulation.

Notes:

- (i) *If a person who is given a notice under s3.25 of the Act fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of as a debt due from the person who failed to comply with the notice.*
- (ii) *If a debt (other than a rate or service charge) remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.*

Condition of Delegation:

- (a) The power to authorise persons is limited to the Chief Executive Officer, Executive Directors and the Manager Governance & Risk and must be given in writing.
- (b) A person who is authorised to give an infringement notice under s9.16 of the Act is not eligible to be an authorised person for the purposes extending time or withdrawal.

- (c) The power to direct (additional powers) is limited to the CEO, Executive Directors and the following designated positions:
 - Manager Planning & Building Services
 - Manager Public Health & Safety
 - Manager City Engineering
- (d) The power to deal with objections and granting extension of time is limited to Executive Directors and above and the following designated positions:
 - Manager Governance & Risk
 - Manager Finance

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.24 (*Authorising persons under this Subdivision*),
 - s3.25 (*Notices requiring certain things to be done by owner or occupier of land*),
 - s3.26 (*Additional powers when notices given*),
 - s3.27 (*Particular things local governments can do on land that is not local government property*),
 - s9.5 (*Objection may be lodged*),
 - s9.6 (*Dealing with objection*),
 - s9.7 (*Review*),
 - s9.9 (*Suspension of effect of decision*),
 - **s9.10 (*Appointment of authorised persons*)**
- **Local Government (Financial Management) Regulations 1996:**
 - r.5 (*CEO's duties as to financial management*).

Note: s3.27 (Particular things local governments can do on land that is not local government property), specific delegation is detailed at:

2020:026 - Activities on Private and Public Land

Report Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer & Executive Directors** (Authority – All)
- The following positions are authorised to enact all listed authorities:
 - Manager City Engineering
 - Manager Finance
 - Manager Governance & Risk
 - Manager Planning & Building Services
 - Manager Public Health & Safety

Authorised positions are listed at:

- Attachment A: Delegations Designated & Authorised Positions Register; and
- Attachment B: Local Law Designated & Authorised Positions Register.

2020:002 – Corporate Documents & Branding

(Authority to update administrative policies, guidelines, procedures & processes and approve use of City logos)

Delegation:

Authority to:

1. Approve the use of the City of Albany Crest and Corporate Logos.
2. Update administrative policies, guidelines, procedures and processes.
3. **Make minor amendments to Council adopted policies.**
4. Authorise persons to administer any or all of the above functions.

Note: It is the role of Council to determine local government's policies.

Condition of Delegation:

- (a) Minor amendments can be made to Council adopted policies, if authorised by the Chief Executive Officer.
- (b) On effecting the amendment a copy of the updated policy is to be distributed to all elected members.
- (c) The power to authorise persons is limited to Executive Directors and above.

*Note: Definition of a **minor amendment**: A change to a Policy or Procedure which does not alter the general meaning, scope, purpose or intent of the document.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s2.7(2)(b) (Role of council),
 - s3.1 (General function); and
 - s5.41 (Functions of CEO).

Council Policy Position:

- Corporate Document Policy

Report Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- The following positions are authorised to enact all listed authorities:
- **Executive Director Community Services**
 - Manager Communications & Events
- **Executive Director Corporate & Commercial Services**
 - Manager Governance & Risk
- **Executive Director Infrastructure, Development & Environment**
 - Manager Planning & Building Services

2020:003 – Make Official Public Statements & Information
(Authority to provide statements to the media and authorise Media Releases)

Delegation:

Authority to:

1. Represent the City of Albany on external committees and working groups and make operational decisions on behalf of the City.
2. Prepare, produce and distribute City information, media releases and publications, and make comment, with the condition that comment is limited to matters relating to functions of the CEO, defined by the Act.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- The power to authorise persons is limited to the CEO, Executive Directors and the Manager Communications & Events.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s5.41(d)(f) (*Functions of CEO*).

Report Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- The following positions are authorised to enact all listed authorities:
- **Executive Director Community Services**
 - Manager Communications & Events
 - Manager Community Engagement
 - Manager Facilities (incl. NAC & Day Care)
 - Manager Recreation Services (incl. ALAC)
 - Manager Arts & Culture (incl. Library)
 - Team Leader Vancouver Arts Centre (VAC)
- **Executive Director Corporate & Commercial Services**
 - Manager Governance & Risk (Airport Operations)
 - Manager Public Health & Safety
- **Executive Director Infrastructure, Development & Environment**
 - Manager City Engineering
 - Manager Planning & Building Services

2020:004 – Power to Remove, Impound & Dispose Goods
(Including the Authority to Dispose of Surplus Artwork, Plant, Equipment & Material)

Delegation:

Authority to:

1. Dispose surplus plant, equipment and material.
2. Sell or otherwise dispose:
 - a. any goods that have been confiscated subject to s3.47(1) of the Act;
 - b. impounded goods that have not been collected within the period specified in s3.42(1)b, s3.47(2b) or s3.44 of the Act;
 - c. any vehicle that has not been collected within two months of a notice having been given under s3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck; and
 - d. artworks, not exceeding \$5,000.
3. Determine that court action be taken to recover impounding expenses in accordance with s3.48 of the Act.
4. Authority to remove or impound goods under section 3.39 of the Act.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Disposal of surplus plant, equipment and material is subject to the CEO providing Elected Members with two weeks written notice with any intention to do so:
 - The CEO may either proceed with such a sale or if appropriate instead donate the property available for sale to suitable not for profit community groups or schools;
 - In the absence of any sale being made, it shall be at the absolute discretion of the CEO to dispose of any surplus goods, plant and equipment in any manner thought fit by the CEO.
- (b) All goods, plant and equipment with an estimated market value above \$1000 must be:
 - Advertised for sale in a local newspaper; or
 - Sold by public auction; or Offered for sale by public tender.
- (c) All goods, plant and equipment with an estimated market value of \$1000 or less shall be:
 - Advertised for sale in an email or notice sent to all staff; or
 - Offered for sale by seeking bids from staff with a one week closing date for bids to be lodged with the CEO.
- (d) The team that administers the impounding cannot administer the disposal.
- (e) The CEO shall approve any legal action and sign any legal documents.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.39(Power to remove and impound),
 - s3.40(Vehicle may be removed if goods to be impounded are in or on vehicle),
 - s3.40A (Abandoned vehicle wreck may be taken),
 - s3.43(Impounded non-perishable goods, court may confiscate),
 - s3.47(Confiscated or uncollected goods, disposal of),
 - s3.48(Impounding expenses, recovery of),
 - s3.58(Disposing of property).

Report Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Public Health and Safety (Authority 2 a, b, c & 4 only)
- The following positions are limited to enact Authority 4 only:
 - Coordinator Ranger Services
 - Senior Rangers & Rangers
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
 - Manager City Operations (Authority 1 & 2 only)
 - Manager Planning and Building Services (Authority 2 a & b only)
- The following positions are limited to enact Authority 2 a, and b only:
 - Coordinator Planning Services
 - Development Engineer
 - Senior Planning & Development Compliance Officer
 - Development Compliance Officer(s)

2020:005 – Authority to Appoint an Acting Chief Executive Officer
(CEO Function: People & Culture Resource Management & Executive Functions)

Delegation:

Authority to:

1. Appoint an Acting Chief Executive Officer for a period of less than 6 weeks.
 - s5.41 (Functions of CEO),
 - s5.42 (Delegation of some powers and duties to CEO)
2. Determine an organisational structure.

CEO Function:

Authority to:

3. Appoint and dismiss employees.
4. Undertake executive functions relating to provision of services and/or facilities.
5. Authorise persons to administer any or all of the above CEO functions.

- **Interpretations Act 1985:**
 - s59 (Power to delegate, effect of)

Reporting Requirement:

- People & Culture Team (formally known as HR Team) to report to the Council Committee monthly.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
 - Manager People & Culture
(Authority to enact Authority (3) only)
- **Executive Director Community Services** (Authority to enact Authority (3) & (4) only)
- The following positions are limited to enact Authority (3) and casual employees only:
 - Manager Arts & Culture, Library
 - Vancouver Arts Centre Team Leader
 - Manager Recreation Services
 - Manager Facilities
 - Team Leader – NAC Operations
 - Team Leader Albany Day Care Services
- **Executive Director Infrastructure, Development & Environment** (Authority to enact Authority (3) & (4) only)
- The following positions are limited to enact Authority (3) and casual employees only:
 - Manager City Operations
 - Manager City Engineering
 - Manager City Reserves

Condition of Delegation:

- (a) Appointment subject to funding being allocated in the City's Annual Budget.
- (b) Structure changes must be approved by the relevant Executive Director.
- (c) Appointment and dismissal of:
 - permanent employees; and
 - casual employees;
 must be conducted in consultation with Manager Human Resource and/or delegate.

Notes:

- (i) *In accordance with s5.2 (Administration of local governments). The council of a local government is to ensure that there is an appropriate structure for administering the local government.*
- (ii) *For periods up to one week, entitlement of any 'higher duties' or other form of allowance will be at the CEO's discretion.*
- (iii) *In the event the CEO's position becomes vacant then sections 5.36(2)(a) and (b), 5.39 and 5.40 of the Local Government Act 1995 and Regulations 18A, 18B, 18C, 18F and 19A of the Local Government (Administration) Regulations 1996 will apply and a separate resolution of Council will be required by absolute majority.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.1 (General Function),
 - s3.18 (Performing Executive Functions),
 - s3.21 (Duties when performing functions),
 - s5.2 (Administration of local governments),
 - s5.36 (Local government employees),
 - s.5.37 (Senior employees),
 - s5.39(1a)(a) (Contracts for CEO and senior employees),

- **Executive Director Corporate & Commercial Services** (Authority to enact Authority (3) & (4) only)
- The following positions are limited to enact Authority (3) and casual employees only.
 - Manager Public Health & Safety

2020:006 – Sign Documents on Behalf of the City of Albany
(Authority to Execute Deeds & Agreements and apply the Common Seal)

Delegation:

Authority to:

1. Sign (execute) a document on behalf of the City where there is a requirement for the document to be executed as a deed, pursuant to s9.49A(5) of the Act;
2. Affix the Council's Common Seal to documents, pursuant to s9.49A(2) of the Act; and
3. Sign documents on behalf of the local government for all matters arising under delegated authority given by the Council under s5.42 and s9.49A(4) of the Act and generally as is necessary or appropriate in reasonably carrying out his or her function under the Act or under any written law.

Condition of Delegation:

- (a) Power to sub-delegate: In accordance with s5.43(ha) of the Act, the Chief Executive Officer or Acting Chief Executive Officer, appointed in writing, is NOT authorised to delegate this function; and
- (b) Compliance with Council Policy: Use of Common Seal Policy which requires the counter signing by the Mayor.
- (c) Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining thereto.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s2.5 (Local governments created as bodies corporate),
 - s5.42 (Delegation of some powers and duties to CEO),
 - s5.43 (Limits on delegations to CEO)(ha),
 - s9.49A (2)(4)(5) (Execution of documents).
- **Local Government (Functions and General Regulations) 1996:**
 - r.34 (Common seal, unauthorised use of)
- **Fire and Emergency Services Authority of Western Australia Act 1998:**
 - Part 6A — Emergency services levy, Division 9 — ESL agreements,
 - s36ZJ (ESL agreement, nature of etc.),
 - s36ZK (Part 6A modified for ESL agreement (Sch. 1A))
- **Rates and Charges (Rebates and Deferments) Act 1992:**
 - s.16 (Claims by administrative authorities)

Council Policy Position:

- Use of Common Seal Policy

Reporting Requirement: Report to Council monthly.

Designated Persons:

- Chief Executive Officer

2020:007 – Dealing with an Objection to a Decisions Made Under Section 3.25 of the Act
(Authority to Grant Extension of Time, Suspend a Decision)

Delegation:

Authority to:

1. Administer the suspension of effect of decision (including the advising of an outcome of an objection when a decision is made under the Act).
2. Receive an objection and grant an extension of time for an objection to be lodged.
3. Deal with an objection of a decision made by an Authorised Person, under authority of the Act, any local law or regulation.

- Part 9 – Miscellaneous provisions, Division 1 – Objections and review,
 - s9.1 (When this Division applies)
 - s9.5 (Objection may be lodged),
 - s9.6 (Dealing with objection),
 - s9.7 (Review),
 - s9.9 (Suspension of effect of decision)
- Schedule 3.1 - Powers under notices to owners or occupiers of land (s3.25)

Condition of Delegation:

- Nil.

Notes:

The Act states in part, that the objection of a decision made is to be dealt with by the council of the local government.

Unresolved objections are facilitated though the Corporate & Community Services Committee.

Part 9 – Miscellaneous provisions, Division 1 – Objections and review applies when a local government makes a decision under the Act as to whether it will:

- *grant a person an authorisation under Part 3 of the Act or under any local law or regulation that is to operate as if it were a local law; or*
- *renew, vary, or cancel an authorisation that a person has under any of those provisions; or*
- *whenever a local government gives a person a notice under 3.25 of the Act.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.25 (Notices requiring certain things to be done by owner or occupier of land),
 - s3.50A (Partial closure of thoroughfare for repairs or maintenance),

- **Local Government (Functions and General Regulations 1996:**
 - r.6 (3)(Transitional provisions about road closures)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
 - Manager Communications & Events
- **Executive Director Infrastructure, Development & Environment**
 - Manager Planning & Building & Services
 - Coordinator Planning Services
 - Coordinator Building Services
- **Executive Director Corporate & Commercial Services**
 - Manager Finance
 - Manager Governance & Risk (Airport Operations)
 - Manager Public Health & Safety

Delegation:

Authority to:

1. Authorise Legal Expenses for Council Members, Employees and Volunteers.
2. Enact legal proceedings, represent and authorise persons to represent the City in a Court.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Compliance with Council Policy: Legal Representation for Elected Members, Employees and Volunteers.
- (b) The City's Insurance Broker must be notified before proceeding with action.

Note: In accordance with section 9.57A(2) (Local government protected from liability for defamation: council proceedings on website).

A local government is not liable to an action for defamation in relation to matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings.

council proceedings means proceedings at a meeting of the council or a committee of the council.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 6 — Financial management, Division 6 — Rates and service charges,
 - Subdivision 5 — Recovery of unpaid rates and service charges,
 - s6.56(1)(2)(Rates or service charges recoverable in court)
 - Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, Subdivision 1 — Miscellaneous provisions about enforcement,
 - s9.10(1)(2)(Appointment of authorised persons),
 - s9.29(2) (Representing local government in court),
 - s9.57A. (Local government protected from liability for defamation:council proceedings on website)

Council Policy Position:

- Legal Representation for Elected Members, Employees and Volunteers Policy

Reporting Requirement:

- Governance & Risk Management Team to report quarterly to the Audit & Risk Committee.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
- **Executive Director Corporate & Commercial Services**
- **Executive Director Infrastructure, Development & Environment**

The following position are authorised to enact Authority (2) only:

- Manager Governance & Risk
- Manager Finance
- Manager Public Health & Safety
 - Coordinator Ranger Services
- Manager Planning & Building Services

2020:009 – Provide Donations, Sponsorship and Subsidies and Authority to Apply for Grant Funding,
(Including the provision of sponsorship through the waiver of fees & charges)

Delegation:

Authority to:

1. Authorise donations, grants, sponsorship, financial assistance (waive fees and charges), under the *Local Government Act 1995*, s6.7(2) and s6.12(1)(2)&(3).
2. Apply for grant and subsidy applications on behalf of the City of Albany.
3. Waive fees for goods, services and charges.
4. Determine eligibility of charitable or benevolent community based organisations within the City of Albany to qualify for a Waste Services Subsidy.

Building Specific:

5. Waive, increase, reduce or refund the payment of building service application fees in the following circumstances:
 - a. Application is cancelled prior to final determination.
 - b. Applicant has requested a renewal of an expired decision.
 - c. For a request for the City to provide a Certificate in respect to a proposed development that is not part of a statutory application.
 - d. Any major development made on behalf of local government or government department where most of the assessment has already been carried out.
6. Authorise persons to administer any or all of the above functions.

Note:

- *A local government cannot delegate to a CEO the power under section 9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government.*
- *Financial delegations to expend funds from the municipal fund is separate. Authorising expenditure from the municipal fund must align to an authorised budget line designated for a particular purpose.*

Condition of Delegation:

- (a) This authorisation:
 - does not extend to statutory charges, the municipal rate or service charges incorporated within the rate notice.
 - is subject to:
 - Conditions contained in Council Policies;
 - Funding being allocated in the City's Annual Budget; and
 - Reporting:
 - Funding/Donations limited to \$10,000.
 - Funding/Donations above \$10,000 must be reported to Council.
- (b) Any waiver, reduction or refund of a fee shall be based on the following criteria:
 - The proposal not being intended to be a money making venture for the benefit of the entity.
 - The cost of in-kind support and work undertaken by the City of Albany.
 - The application is on behalf of a non-profit or charitable organisation or be reflective of the benefit of the proposal to the community.
- (c) Waste Subsidy:
 - Eligibility: Bona-fide charitable or benevolent organisations providing economic, social, community or environmental services and benefits to the citizens of the City of Albany.
 - Applications: Applications must be submitted in writing and should include information verifying eligibility and details of expected waste types, volumes and regularity of disposal.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.1 (General function),
 - s5.42 (Delegation of some powers and duties to CEO),
 - s5.43 (ha) (Limits on delegations to CEO),
 - s5.44 (CEO may delegate powers and duties to other employees),
 - s6.7 (2) (Municipal fund),
 - s6.12 (1)(2)&(3) (Power to defer, grant discounts, waive or write off debts),
 - s9.49A (Execution of documents)

- **Local Government (Financial Management) Regulations 1996:**
 - r.5 (CEO's duties as to financial management),
 - r.12 (Payments from municipal fund or trust fund, restrictions on making),
 - r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)

- **Council Policy Positions:**
 - Community Funding Policy
 - Community Sports & Recreational Facilities
 - Small Grant Funding Policy
 - Annual Budget

Reporting Requirement: Report to file.

Designated Positions:

- **Chief Executive Officer**
(Authority – All)

- **Executive Director Community Services**
(Authority – All)
 - Manager Communications & Events
(Authority 1 & 2 only)

The following position are limited to enact Authority 1 only:

 - Manager Recreation Services
 - Manager Arts and Culture, Library
 - Team Leader VAC
 - Manager Facilities (Incl. Heritage Park, NAC & Day Care)
 - Team Leader NAC
 - Child Care Educator Team Leader

- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Finance
(Authority – All)
 - Revenue Development Officer
(Authority 1 & 2 only)
 - Manager Governance & Risk (Airport Operations)
(Authority 1, 2 & 3 only)
 - Manager Public Health & Safety
(Authority 1, 2 & 3 only)

- **Executive Director Infrastructure, Development and Environment**
(Authority – All)
 - Manager Planning & Building Services
(Authority 1, 2 & 3 only)
 - Manager City Engineering
(Authority 1, 2, 3 & 4 only)
 - Manager City Operations
(Authority 1, 2 & 3 only)

2020:010 – Library Specific

(Librarian Function & Authority, Authority to Recover Overdue Library Books and Other Loaned Items)

Delegation:

Not applicable, legislated function of the Chief Executive Officer (CEO).

Authority to:

1. Authorise the recovery of overdue library books and other loaned items.
2. Authorise persons to administer any or all of the above functions.

Librarian Function & Authority:

3. Deny use of library services to persons whose actions are detrimental to others.

Condition of Delegation: Nil.

Note:

(i) *In accordance with Regulation 29 (Authority of librarian):*

(1) *A librarian may cause to be excluded or removed from a library —*

- (a) *any disorderly person;*
- (b) *any person who is guilty of offensive behaviour;*
- (c) *any person who appears to be intoxicated;*
- (d) *any person who is not using the library for the purpose for which it is intended; or*
- (e) *any person who has committed a breach of these regulations if it appears that his continued presence in the library may lead to a further breach of these regulations.*

(2) *A librarian —*

- (a) *may suspend the use of a reader's ticket; and*
- (b) *may refuse books and deny the use of the library to any person who refuses or neglects to comply with these regulations,*

(ii) *Regulation 29(2) of the Library Board (Registered Public Library) Regulations 1985 (the Regulations) provides that 'a person who is aggrieved by the decision of a librarian' to deny them the use of the library may appeal the decision.*

(iii) *Appeals are to be submitted in writing to the CEO of the City of Albany.*

Legislative or Policy Reference:

- **Library Board (Registered Public Library) Regulations**
 - *r.29(Authority of librarian)*
- **Local Government Act 1995:**
 - *s6.10 (Financial management regulations)*
- **Local Government (Financial Management) Regulation 1996:**
 - *r.5 (CEO's duties as to financial management)*

Reporting Requirement: Report to file.

Designated Positions:

- **Chief Executive Officer**
(Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
 - Manager Arts and Culture
 - Library Team Leader

2020:011 – Power to Invest Municipals Funds

Delegation:

Authority to:

1. Invest money and establish investment internal control procedures, pursuant to the *Local Government Act 1995*, s6.14 (1) and *Local Government (Financial Management) Regulation 1996*, r.19.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- Compliance with Council Policies:
 - Investment of Surplus Funds Policy; and
 - Cash/Investment Backing for Reserve Accounts Policy.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s6.14 (*Power to invest*).
- **Local Government (Financial Management) Regulation 1996:**
 - r.19 (*Investments, control procedures for*);
 - r.38 (*Reserve accounts, information about in annual financial report*) (1)(f).
- **Trustees Act 1962:**
 - Part III (*Investments*).

Report Requirement:

- Finance Team is responsible for reporting to Council monthly.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- The following positions are authorised to enact all listed authorities:
- **Executive Director Corporate & Commercial Services**
 - Manager Finance

2020:012 – Take Possession of Land and Apply Caveats to Property

Delegation:**Authority to:**

1. Make an agreement with a person for payment of rates and service charges, pursuant to the Act, s6.49.
2. Determine whether to amend the rate record for the preceding five years, pursuant to the Act, s6.39.
3. Unpaid rates and service charges:
 - a. Take possession of land and hold land to secure unpaid rates or service charges:
 - (i) from time to time lease the land;
 - (ii) sell the land;
 - (iii) cause the land to be transferred to the Crown; or
 - (iv) cause the land to be transferred to itself.
 - b. Lodge a caveat on a property to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.
4. Revoke a payment by instalment option for rates and service charges and/or the additional charge.
5. Withdraw a caveat that has been lodged on a property, where the purpose for which the caveat was lodged has been satisfied, or the temporary withdrawal and re-lodging of the caveat will allow dealings on a title.
6. Apply a Gross Rental Valuation (GRV) rating to areas.
7. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Authority (2):** Must be for the purpose of correcting a financial administrative error.
- (b) **Authority (3):** Unpaid rates and service charges:
 - Rates or service charges to be unpaid for at least 3 years.
 - On taking possession of any land staff is to notify the owner of the land such notification as is prescribed.
 - Affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
 - The designated officer (delegate) must, at least once, attempt under s6.56 of the Act to recover money due in a court of competent jurisdiction.
 - Power of sale of land must be conducted in accordance with Schedule 6.3 of the Act.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - *Part 6 — Financial management,*
 - *s6.32 (Rates and service charges),*
 - *s6.39 2)(Rate record),*
 - *s6.45 (Options for payment of rates or service charges),*
 - *s6.49 (Agreement as to payment of rates and service charges),*
 - *s6.56 (Rates or service charges recoverable in court),*
 - *s6.64 (Actions to be taken).*
 - *Schedule 6.3 – Provisions relating to sale or transfer of land where rates or service charges unpaid*
- **Bush Fires Act 1954:**
 - *s33(8) (Local government may require occupier of land to plough or clear fire-break)*

Report Requirement:

- Report to Council Committee.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- The following positions are authorised to enact all listed authorities:
- **Executive Director Corporate & Commercial Services**
 - Manager Finance

2020:013 – Payment of Municipal Funds
(Authorised Purchase Orders, Petty Cash, Allowances)

Delegation:

Authority to:

1. Approve requisitions and purchase orders for the supply of goods and services.
2. Approve Payments from the Municipal Fund and Trust Fund and Signing of Requisition and Purchase Orders.
3. Issue Petty Cash Advances (up to \$1000.00).
4. Make a cash advance to a person in respect of an expense for which the person can be reimbursed, in accordance with the Act, Division 8 of Part 5.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) As per the requirements of the *Local Government (Financial Management) Regulations 1996*, r.13.
- (b) Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council.
- (c) The following spending limits apply:
 - Category A = Chief Executive Officer
 - Category B = Executive Director Infrastructure, Development & Environment
 - Category B = Manager City Engineering
 - Category B = Executive Director Corporate & Commercial Services
 - Category C = Executive Director Infrastructure, Development & Environment
 - Category C = Executive Director Community Services
 - Category D = Managers, Assistant Managers
 - Category E = Team Leaders, Coordinators, Personal Assistant to Mayor & Councillors
 - Category F = Officers

Limit for Category A – \$250,000 and over
 Limit for Category B – \$250,000 and under
 Limit for Category C – \$100,000 and under
 Limit for Category D – \$50,000 and under
 Limit for Category E – \$10,000 and under
 Limit for Category F – Payments under \$5,000

- (d) Requests for "Miscellaneous Expenses" by Elected Members to be jointly signed by the Mayor and Chief Executive Officer.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - *Part 3 – Functions of local governments,*
 - *s3.1 (General function),*
 - *Part 5 – Administration,*

- *s5.98 (Fees etc. for council members),*
- *Part 6 – General financial provisions,*
- *s6.10 (Financial management regulations)*

- **Local Government (Financial Management) Regulations 1996:**

- *r.5 (CEO's duties as to financial management),*
- *r.8 (Separate bank etc. accounts required for some moneys)*
- *r.11 (Payments, procedures for making etc.),*
- *r.12 (Payments from municipal fund or trust fund, restrictions on making) (1)(a),*
- *r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)*

Report Requirement:

- Report to the Council Committee and Council's Ordinary Monthly Meeting.

Designated Persons:

- **Chief Executive Officer** (Authority – All) (Cat A)
 - Personal Assistant to Mayor and Councillors (Authority 4 only) (Cat E)
- **Executive Director Community Services** (Authority – All) (Cat C)
- **Executive Director Corporate & Commercial Services** (Authority – All) (Cat A)
 - Manager Finance (Authority – All) (Cat C)
 - Manager Governance & Risk (Authority 1 & 2 only) (Cat D)
- **Executive Director Infrastructure, Development & Environment** (Authority – All) (Cat B)
 - Manager City Engineering (Authority 1, 2 & 3 only) (Cat B)
 - Manager City Operations (Authority 1, 2 & 3 only) (Cat C)

Designated Positions:

- Refer to Condition of Delegation (c).
- The exercise of Authority 3 is limited to Managers and above.

2020:014 – Freedom of Information & Authority to Release Information
(To External Parties)

Delegation:

Not applicable, legislated function of the Chief Executive Officer (CEO).

CEO FUNCTION: Authorisation to:

1. Make decisions regarding access to information under the *Freedom of Information Act 1992*.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Nil.

Note:

- (i) *The ability for the CEO to deem that documents should not be made available because in the CEO's opinion the meeting should have been closed to the public has been removed.*
- (ii) *The following documents are no longer required to be made available for inspection:*
 - *Rate records;*
 - *The register of owners and occupiers and electoral rolls;*
 - *The rules of conduct regulations; and*
 - *CEO and senior employees' contracts.*
- (iii) *The City is responsible for ensuring any register of gifts are made available for public inspection.*
- (iv) *Information that must be published on the City's website:*
 - *A map of the district (which includes ward boundaries);*
 - *Adverse findings of the State Administrative Tribunal and Standards Panel;*
 - *An up-to-date list of fees and charges;*
 - *Confirmed minutes of council or committee meetings;*
 - *Consolidated copies of any local law that is in force in the district;*
 - *Minutes of electors' meetings; and*
 - *Notice papers and agendas relating to council and committee meetings that have been tabled or produced by the local government and presented at a council or committee meeting (unless it concerns an item that was part of a meeting that was closed to members of the public);*
 - *The annual budget;*
 - *The local government's plans for the future;*
 - *The notice of sale of a property because of the non-payment of rates or service charges; and*
 - *Business Plans for major land trading undertakings or major land transactions.*

Legislative or Policy Reference:

- **Freedom of Information Act 1992:**
 - *s3 (Objects of Act),*
 - *s4 (Agencies, duties of when applying Act)*
- **Local Government Act 1995:**
 - *s5.94 (Public can inspect certain local government information),*
 - *3.59(Commercial enterprises by local governments),*
 - *s5.96A (Information published on official website),*
 - *s9.57A (Local government protected from liability for defamation: council proceedings on website),*
 - *s5118 (Carrying out orders),*
 - *Schedule 6.3 (Provisions relating to sale or transfer of land where rates or service charges unpaid).*

Administrative Policy Position:

- Code of Conduct for Staff with Access to Recorded Material (*Audio, CCTV, Camera Footage*) Policy

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
 - Manager Governance & Risk
(Authority 1 only)
 - Team Leader Records and Council Liaison
(Authority 1 only)
 - Manager Information Technology (IT)
(Authority 1 only in relation to access to recorded material)
- **Executive Director Infrastructure, Development and Environment**
(Authority 1 only in relation to access to recorded material)
 - Manager Public Health & Safety
(Authority 1 only in relation to access to recorded material)
 - Manager Planning & Building Services
(Authority 1 only in relation to access to recorded material)

Delegation:

Not applicable, legislated function of the Chief Executive Officer (CEO).

CEO FUNCTION: Authorisation to:

1. Electoral Rolls & Enrolment Eligibility. Prepare an owners and occupiers roll for an election and decide whether or not a claim made for enrolment eligibility is to be accepted or rejected.
2. Dispose Election Records. Undertake the duties of the Chief Executive Officer as provided in regulation 82(4) of the *Local Government (Elections) Regulations 1997*, that is to undertake or to supervise the destruction of any election material).
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- Authorisation 3 limited to the Chief Executive Officer.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s4.32 (*Eligibility to enrol under*)
 - s4.30(4)(5)(*how to claim,*
 - s4.41(1)(*Owners and occupiers roll*).
- **Local Government (Elections) Regulations 1997:**
 - r.82(4) (*Keeping election papers – s4.84(a)*).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
- The following positions are limited to enact Authority 1 & 2 only:
 - Manager Governance & Risk
 - Team Leader Records & Council Liaison
- The following positions are limited to enact Authority 1 only:
 - Manager Finance
 - Senior Finance Officer – Rates
 - Finance Officers – Rates

2020:016 – Primary & Annual Returns, Gift Declarations and Declarations of Interest
(Acknowledgement of Receipt)

Delegation:

Not applicable, legislated function of the Chief Executive Officer (CEO).

CEO FUNCTION:

1. Authority to acknowledge the receipt of Primary and Annual Returns in accordance with s5.77 of the Act.
2. Authority to acknowledge receipt of declarations of gifts in accordance with sections 5.87A and 5.87B of the Act.
3. Authority to acknowledge receipt of Declarations of Interest (Impartiality, Proximity & Financial).

Condition of Delegation:

- (a) Compliance with:
 - Council Policy: Attendance at Events
 - City Procedure: Suggested Procedure and Timeline for Lodgement of Financial Interest Returns.
- (b) All acknowledgements to be communicated by email copied to CEO and Manager Governance & Risk or Mayor if applicable.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 5 — Administration, Division 6 – Disclosure of financial interest and gifts
 - Subdivision 1 — Disclosure of financial interests in matters affecting local government decisions
 - s5.66 (Meeting to be informed of disclosures)
 - Subdivision 2 — Disclosure of financial interests in returns
 - s5.77 (Acknowledging receipt of returns),
 - Subdivision 2A — Disclosure of gifts
 - s.5.87A (Council members to disclose gifts),
 - s.5.87B (CEOs to disclose gifts),
 - s.5.87C (Provisions about disclosure),
 - Division 6A — Attendance at events
 - s.5.90A (Policy for attendance at events).
- **Local Government (Administration) Regulations 1996**

Reporting Requirement:

- Report to file and Register of Gifts as prescribed.
- All disclosures pertaining to matters affecting local government decisions to be minuted in accordance with section 5.73 of the Act.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Commercial & Community Services**
 - Manager Governance & Risk
 - Team Leader Records & Council Liaison

Local Government Act 1995

2020:017 – Administer Public Liability Claims

(Authority to administer public liability claims and pay compensation)

Delegation:**Authority to:**

1. Determine and pay compensation for damage to property up to \$1,000.
2. Authorise persons to administer any or all of the above functions.

Notes:

- (i) *A local government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in s3.22 (5) of the Act, or in Schedule 3.1 or Schedule 3.2 of the Act.*
- (ii) *s3.22 does not limit section s9.57 of the Act.*

Condition of Delegation: Nil.**Legislative or Policy Reference:**

- **Local Government Act 1995:**
 - *Part 3 — Functions of local governments,*
 - *Division 3 — Executive functions of local governments, Subdivision 1 — Performing executive functions,*
 - *s3.22 (Compensation),*
 - *s3.51(2)(b) (Affected owners to be notified of certain proposals),*
 - *s9.57 (Local government protected from certain liability).*

Reporting Requirement: Report to file.**Designated Persons:**

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - **Manager Governance & Risk**
(Authority to enact Authority 1 only)

2020:018 – Award Contacts and Tenders
(Goods & Services, Heavy Plant and Fleet Vehicles)

Delegation:

Authority to:

1. Award a tender or contract.
2. Vary, extend or renew a contract or tender.
3. Vary the requirements before entering into contract, in accordance with functions provided for in regulation 20 and specifically regulation 20(2) of the *Local Government (Functions and General) Regulations 1996*.
4. With the approval of the tenderer, make a variation in the contract for goods or services before the City enters the contract with the successful tenderer, in accordance with the *Local Government (Functions and General) Regulations 1996*, regulation 20(1).
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Quotations and tenders called are to comply with the following Council Policy Positions:
 - Purchasing (Tenders & Quotes) Policy ; and
 - Buy Local (Regional Price Preference) Policy.
- (b) Contract value determined by delegation:
 - **2020:013 – Payments from Municipal Fund**

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.18(2) (*Performing executive functions*),
 - s3.57(1) (*Tenders for providing goods or services*),
 - s5.41(d) (*Functions of CEO*),
 - s5.43(b) (*Limits on delegations to CEO*).
- **Local Government (Functions and General) Regulations 1996:**
 - r.11(1)(2)(f) (*When tenders have to be publicly invited*),
 - r.14(2a) (*Publicly inviting tenders, requirements for*),
 - r.15 (*Minimum time to be allowed for submitting tenders*),
 - r.16 (*Receiving and opening tenders, procedure for*),
 - r.17 (*Tenders register*),
 - r.18 (*Rejecting and accepting tenders*),
 - r.19 (*Tenderers to be notified of outcome*),

- **Local Government (Functions and General) Regulations 1996:**
 - r.20 (*Variation of requirements before entry into contract*),
 - r.21 (*Limiting who can tender, procedure for*),
 - **r.21A (*Varying a contract*)**
 - r.22 (*Minimum time to be allowed for submitting expressions of interest*),
 - r.23 (*Rejecting and accepting expressions of interest to be acceptable tenderer*),
 - r.24 (*People who submitted expression of interest to be notified of outcome*),
 - r.24AA–24AJ (*Division 3 – Panel of pre-qualified suppliers*).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Community Services**
(Authority – All, authority to enact Authority 1 limited to contracts)
- **Executive Director Corporate & Commercial Services**
(Authority – All, authority to enact Authority 1 limited to contracts)
 - Manager Finance
(Limited to enact Authority 1 (contacts), 2 & 3 only)
 - Procurement Officers
(Limited to enact Authority 2 & 3 only)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All, authority to enact Authority 1 limited to contracts)
 - Manager City Engineering
(Limited to enact Authority 2, 3 & 4 only)
(Limited to \$50,000 for variation approval)
 - Senior Civil Engineering Officer – Roads
(Limited to enact Authority 2, 3 & 4 only)
(Limited to \$10,000 for variation approval)
 - Senior Civil Engineering Officer – Drainage
(Limited to enact Authority 2, 3 & 4 only)
(Limited to \$10,000 for variation approval)

Delegation:

Authority to:

1. Process requests related to leases and licences.
2. Negotiate terms, conditions and rent for leases and licences.
3. Approve requests to renew existing leases and licences with community groups (being charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature groups), airport hangar sites, government agencies or telecommunication entities for properties that are under the care, control and management of the City of Albany.
4. Approve new leases for Lotteries House in accordance with Lotteries House Tenant Management Committee recommendations.
5. Approve requests to take up an option for a further term on a current lease/licence or sub-lease/licence, provided there being no variation to the principle terms of the lease/licence and all accounts being paid in full.
6. Approve requests to vary existing leases/licences.
7. Renegotiate current lessee or sub-lessee rental.
8. Approve requests to assign existing leases or sub-leases, provided there being no variation to the principle terms of the lease.
9. Approve requests for a sub-lease/sub-licence where there is a current lease/licence in place.
10. Surrender of a lease/licence of any property, where the balance of lease/licence payable does not exceed \$10,000 and all accounts being paid in full.
11. Appoint persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Process leases and licences** (1) Authority to process matters relating to Leases and Licences, as follows:
- (i) Settled terms and conditions to be approved by the delegate as soon as practicable;
 - (ii) Definition of lessee includes a licensee where the context permits;
 - (iii) Where the lessee disputes the market rent increase, the delegate may negotiate a lesser increase to lease/licence rent subject to:
 - the lessee providing to the City at the lessee's cost, a current written rental valuation undertaken by a licensed Valuer on or prior to the date upon which the increased rent is to apply; or
 - the City and the lessee reaching agreement on a new lease/licence rental that is not less than 80% of the market rate as determined by the City's Valuer to a maximum amount of \$5,000 per annum.

(b) **Variation of existing lease/licence terms: subject to Authority 2 & 6:**

- (i) To comply with legislative or other statutory or government authority requirements issued from time to time.
- (ii) Leased area:
 - Increase not exceeding 10% or 100m² of the existing area, whichever is the greater;
 - Any reduction to the existing lease area.
- (iii) Permitted Use provided there being:
 - no change to the primary use and in accordance with the Management Order over the land (if applicable).
 - proposed amendment is ancillary to the existing permitted use; and
 - has local authority planning approval (if required).
- (iv) Guarantee & Indemnity or Insurance provided Council interests remain protected.

(c) **Approve requests (Authority 3):** Compliance with Council Policy Property Management – Leases and Licences is required.

(d) **Approve new and renew requests (Authority 3 & 4):** All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.58 (*Disposing of property*)
- **Land Administration Act 1997:**
 - Part 6 (*Sales, lease, licences, etc. of Crown land*)

Council Policy Position:

- Property Management – Leases & Licences Policy

Reporting Requirement:

- All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.
- Report to Council monthly.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)

Delegation:

Authority to:

1. Approve or refuse applications for hire of recreation centres, facilities, halls and buildings to the public and determine appropriate conditions (including signage: sporting and event banners).
2. Waive or vary hire fees for charitable organisations or others persons; and
3. Determine the rights of lessees to sell goods to patrons attending sporting functions at venues owned or leased by the City to various clubs and organisations.
4. Manage City facilities and reserves:
 - a. Allocate sporting facilities, recreational reserves (parks and camping grounds) to seasonal and casual users and hirers, including determining conditions and period of use:
 - Sporting grounds (including practice cricket wickets);
 - Public event space;
 - Length of stay;
 - b. Determine costs for damage to buildings, parks and recreational reserves;
 - c. Determine applications for the sale or consumption of alcohol on parks and reserves and leased premises; and
 - d. Approve signage on reserves. (i.e. service and tourist signs, sporting club and event banners).
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) City managed facilities and reserves:
 - (i) Such use to be at an appropriate fee as set by the Council.
 - (ii) Having regard to existing and previous usage.
 - (iii) Approval is based on the following criteria:
 - the event being conducted at no cost to the Council;
 - the organiser being required to meet the cost of all outgoings;
 - adjoining residential areas being notified of the event in advance;
 - the event not causing any inconvenience to adjacent business/commercial operations;
 - the Council being indemnified against any claims for damages;
 - approval is a time limit; and
 - the City's Service and Tourist Signage Policy.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.54 (Reserves under control of a local government),
 - s6.12 (1)(b)(3) (Power to defer, grant discounts, waive or write off debts).

Local Law:

- Local Government Property Local Law 2011

Council Policy Position:

- Public Works, Service and Tourist Signs Policy

Reporting Requirement:

- Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Corporate & Commercial Services**
 - Manger Governance & Risk (Airport Operations)
- **Executive Director Community Services**
 - Manager Facilities
 - Team Leader NAC and Albany Heritage Park
 - Team Lead Leader Day Care

The following positions are authorised to enact all listed authorities, except the authority to enact Authority (2) & (3):

- Manager Communications & Events
 - Events Approval & Projects Officer
- Manager Recreation Services (incl. ALAC)
 - ALAC Duty Managers & Coordinators:
- Manager Arts & Culture,
 - Library Team Leader
 - Vancouver Arts Centre Team Leader
- **Executive Director Infrastructure, Development & Environment** (Authority – All)

- The following positions are authorised to enact all listed authorities, except the authority to enact Authority (2) & (3):

- Manager City Engineering
- Manager City Reserves

2020:021 – Objection to the Rate Record and Release of Rating Information

Delegation:

Authority to:

1. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to s6.76(5) of the Act.
2. Grant an extension to the time to make an objection, pursuant to s6.76(4) of the Act.
3. Consider applications to release information detailed in s5.94(m) of the Act, subject to:
 - a. Applications being submitted in the form prescribed from time to time; and
 - b. A Statutory Declaration being completed.
4. Authorise persons to administer any or all of the above functions.

Notes:

- (i) A local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.
- (ii) A local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.
- (iii) *The ability for the CEO to deem that documents should not be made available because in the CEO's opinion the meeting should have been closed to the public has been removed.*

Condition of Delegation:

- (a) An extension will only be granted for a maximum period of 30 days.
- (b) If the authorised persons are not satisfied that the information will not be used for commercial purposes the application for information shall be rejected.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s5.94 (Public can inspect certain local government information),
 - s5.95 (Limits on right to inspect local government information),
 - s5.96 (Copies of information to be available),
 - s6.76 (4)(5) (Grounds of objection).
- **Local Government (Administration) Regulations 1996:**
 - *r.29B (Copies of certain information not to be provided (Act s. 5.96))*

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Finance
(Limited to enact Authority 1, 2 & 3 only)
 - Rates Officer
(Limited to enact Authority 3 only)
 - Manager Governance & Risk
(Limited to enact Authority 3 only)
 - Team Leader Records & Council Liaison
(Limited to enact Authority 3 only)

2020:022 – Administer Rate Collection
(Recover and Write Off Rate Debt, Administer Rating Exemptions)

Delegation:

Authority to:

1. Waive, grant concessions or write off any amount of money owed to the City, pursuant to s6.12(1) of the Act.
2. Write off any amount of money, including rate debts 'penalty interest' where the cost of recovering the debt will be greater than the actual debt.
3. Instruct the City's Debt Recovery Agent to proceed against land and/or property for unpaid rates through the Magistrate's Court.
4. Approve Rate Exemptions. Consider and approve applications for exemption under s6.26 of the Act, subject to applications being submitted in writing and proof of ownership.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Write Off Debt** (monies owed):
 - Maximum \$10,000.
 - Finance Officers– Rates: limited \$1,500.
 - The full details of the waiver, concession or write off to be recorded on the appropriate financial record and a report being provided to the Community and Corporate Services Committee on an annual basis on the exercise of this delegation.
- (b) **Rate Debt Recovery – Authority (3):**
 - Rates or service charges to be unpaid.
 - A General Procedure Claim and Property Seizure & Sale Order through the Magistrate's Court has been served on the ratepayer.
 - Property Seizure & Sale Order to be lodged on the land title.
 - Proceed to sell the land through the Bailiff's Office.
- (c) **Approve Rate Exemption – Authority (4).** If the delegates are not satisfied that the use of the property is exempt under s6.26, of the Act, the application must be referred to the Chief Executive Officer.

Legislative or Policy Reference:

- **Local Government Act 1995:** s6.12 (Power to defer, grant discounts, waive or write off debts) (1)(c); s6.26 (Rateable land); s6.56 (Rates or service charges recoverable in court); s6.64 (Actions to be taken); s6.66 (Effect of lease); s6.68 (Exercise of power to sell land).
- **Council Policy – Rating Subsidy: Sporting and Community Organisations:** Subject to a qualifying criteria, a full subsidy of annual rates may be applied.

Reporting Requirement:

- Report to file and to Council annually, noting conditions.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Finance
(Authority – All)
 - Senior Finance Officer – Rates
(Limited to enact Authority 2 only)

Building Act 2011, Planning & Development Act 2005 & Strata Titles Act 1985
2020:023 – Administer the Building Act 2011 and Strata Titles Act 1985
 (Occupancy Permit, Building Approval, Certificate for Strata Scheme, Plan of Re-Subdivision)

Delegation:

Council designates the following positions to discharge duties, under s50 of the *Building Act 2011*, subject to conditions:

Chief Executive Officer; Executive Director Infrastructure, Development & Environment; Manager Planning Services; Development Engineer; Senior Planning Officers, Manager Planning & Building Services, Coordinator Building Services; Senior Building Surveyors; and Building Surveyors

Authority to:

1. Grant (under s50 of the *Building Act 2011*):
 - a. an Occupancy Permit for a building that is a subject of the strata plan to accompany the strata plan as required under the *Strata Titles Act 1985* s5B(2)(a) ; or
 - b. a building Approval Certificate for a building that is a subject of the strata plan to accompany the strata plan as required under the *Strata Titles Act 1985* s5B(2)(b), wherein the opinion of the Chief Executive Officer:
 - (i) The buildings shown on the strata plan are first inspected to ensure compliance with approved building plans and specifications; and
 - (ii) The buildings are of sufficient standard and suitable to be divided into lots pursuant to the *Strata Titles Act 1985*.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Occupancy Permit - Authority (1)**. Also satisfied that:
 - (i) separate occupation of the proposed lots will not contravene the provisions of any local planning scheme in force under the *Planning and Development Act 2005*;
 - (ii) any consent or approval required under any such local planning scheme or under the provisions of the last-mentioned Act relating to any interim development order, has been given in relation to the separate occupation of the proposed lots; and
 - (iii) the development of the parcel as a whole, the building and the proposed subdivision of the parcel into lots for separate occupation will not interfere with the existing or likely future amenity of the neighbourhood, having regard to the circumstances of the case and to the public interest.
- (b) **Approval Certificate – Authority (2)**. Power to determine applications for the issuing of a certificate of approval under the *Building Act 2011*,

s50 for a plan of subdivision, re-subdivision or consolidation, except those applications that:

- (i) propose the creation of a vacant lot;
- (ii) proposed vacant air strata's in multi-tiered strata scheme developments;
- (iii) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to:
 - a type of development; and/or
 - land within an area;

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

- (c) A local government that exercises the power referred to in **condition of delegation 1(b)(ii)** above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Note: The full Statutory Delegations to Local Government from External Agencies are listed at Attachment D.

Legislative or Policy Reference:

- **Building Act 2011:**
 - s50 (Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision)
- **Strata Titles Act 1985:**
 - Part II (Strata schemes and survey-strata schemes,
 - Division 1 — Creation of lots and common property),
 - s5B 2)(a), & (2)(b). (Further provisions as to registration of plans)
 - s25 (Certificate of Commission)

Reporting Requirement:

- Report to Council monthly.

Designated Positions:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
- The following positions are limited to enact Authority 1 a & 1 b only:
 - Manager Planning & Building Services
 - Coordinator Building Services
 - Senior Building Surveyor(s)
 - Building Surveyor(s)

Delegation:

Authority to:

1. **Appoint authorised persons:** to administer the *Building Act 2011* (the Building Act) and sign the certificate of appointment.
2. **Commence Prosecutions** pursuant to s139 of the Building Act.
3. **Conduct duties as an authorised person** pursuant to s96 of the Building Act:
 - a. Enter and inspect buildings (completed or not) and land;
 - b. Serve requirements on an owner or builder imposing requirements as to the manner of carrying out such operations or earthworks for the purpose of minimising such damage, under the Building Act.
4. **Serve Notices:**
 - a. To stop unlawful work in accordance with s191 of the Building Act;
 - b. Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act;
 - c. On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, s192 & s193;
 - d. On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act;
 - e. On the owner or occupier of a uncompleted building, in accordance with s195 of the Building Act.
5. **Permits:**
 - a. Approve or refuse to approve plans and specifications for a Building Permit submitted under s20 of the Building Act;
 - b. Approve or refuse to approve plans and specifications for a Demolition Permit submitted under s21 of the Building Act;
 - c. Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act;
 - d. Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act.

Condition of Delegation:

- **Authorised Persons - Authority (1) & (3):** Appointed authorised person must hold a current authority card.
 - An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.
- (a) **Commence Prosecutions – Authority (2):** is restricted to CEO and the Executive Directors.
 - (b) **Serve Notices – Authority (4):**
 - Executive Director to sign the Notice.
 - Notice must be in accordance with prescribed content.
 - (c) In undertaking the functions of these delegations, Building Surveyors must:
 - Be employed by the City of Albany in accordance with s5.36 of *the Local Government Act 1995*.
 - Hold the appropriate qualifications as set out under r.6 of the *Building Services (Registration) Regulations 2011*.

Legislative or Policy Reference:

- **Building Act 2011:**
 - s20 (*Grant of building permit*),
 - s21 (*Grant of demolition permit*),
 - s22 (*Further grounds for not granting an application*),
 - s58 (*Grant of occupancy permit, building approval certificate*),
 - s65 (*Extension of period of duration*),
 - s96 (*Authorised persons*),
 - s110 (*Building orders*),
 - s117 (*Revocation of building order*),
 - s127 (*Delegation: special permit authorities and local governments*),
 - s139 (*Presumptions about authority to do certain things*),
 - s191 (*Notices to stop unlawful work*),
 - s192 (*Dangerous buildings*),
 - s193 (*Neglected buildings*),
 - s194 (*Dilapidated buildings*),
 - s195 (*Uncompleted buildings*).
- **Building Services (Registration) Act 2011**
- **Building Services (Registration) Regulations 2011:**
 - r.6 (*Classes of building service practitioner and building service contractor*)

- **Building Regulations 2012:**
 - *Part 10 – Infringement Notices,*
 - *r69 (Prescribed offences and modified penalties),*
 - *r70 (Approved officers and authorised officers).*

- **Local Government Act 1995:**
 - *s5.36 (Local government employees)*

(2020:024 continued)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Limited to enact Authority 1, 2 & 4 only)

- **Executive Director Infrastructure, Development & Environment**
(Limited to enact Authority 1, 2 & 4 only)

- The following positions are limited to enact Authority 3 only:
 - Manager Planning & Building Services
 - Development Engineer

- The following positions are limited to enact Authority 3 & 4 only:
 - Senior Planning & Development Compliance Officer
 - Development Compliance Officer(s)

- The following positions are limited to enact Authority 3, 4 & 5 only:
 - Coordinator Building Services (Authority 3, 4 & 5 only)
 - Senior Building Surveyor(s) (Authority 3, 4 & 5 only)

- The following positions are limited to enact Authority 3 & 5 only:
 - Building Surveyor(s)

Delegation:

Council designates the following positions under the *Building Act 2011*, subject to conditions:

Chief Executive Officer, Executive Director Infrastructure, Development & Environment, Manager Planning & Building Services, Senior Planning & Development Compliance Officer, Coordinator Building Services, Development Compliance Officer, Senior Building Surveyors, and Building Surveyors.

Authority to:

1. Enter and inspect land and swimming pools, issue notices and take out such measures with or without assistants as considered necessary in order to prevent the swimming pool from being a danger to persons who may enter upon the land.
2. Inspect private swimming pools and enforce the provisions of the *Building Act 2011* and associated regulations and standards.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Enter and inspect land and swimming pools:
 - Must hold a current authority card, compliant with the transitional provisions prescribed in the regulations.
 - An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.
- (b) Inspect private swimming pools:
 - Executive Director to sign any Prosecution Notices.
 - The inspection that is to be conducted at the completion of building work for an enclosure of a private swimming pool is an inspection to assess whether the pool enclosure complies with the requirements in regulation 50.

Legislative or Policy Reference:

- **Building Act 2011**
- **Building Regulations 2012:**
 - *Division 2 — Kinds of applications for occupancy permits and building approval certificates,*
 - *r.50 (Application for occupancy permit),*
 - *Division 3 — Making and dealing with applications for occupancy permits and building approval certificates,*
 - *r.54 (Manner of application).*

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Authority – All)
 - Development Engineer
(Authority – All)
- The following positions are limited to enact Authority 1 & 2 only:
 - Coordinator Building Services
 - Senior Building Surveyor(s)
 - Building Surveyor(s)
 - Senior Planning & Development Compliance Officer
 - Development Compliance Officer

Delegation:

Authority to:

Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25((1))]:

1. Issue notices in writing requiring the person to do anything, but not limited to, the following:
 - a. [1] Prevent water from dripping or running from a building on the land onto any other land;
 - b. [2] Place in a prominent position on the land a number to indicate the address;
 - c. [3] Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule 9.1, clause 8 of the Act, or repair any damage caused to the public thoroughfare or other public place mentioned in that clause;
 - d. [4] (1) Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law —
 - (a) is suitably enclosed to separate it from the public place; and
 - (b) where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand or other matter coming from the land onto the public place.
 - e. [5] (1) Ensure that unsightly land is enclosed, to the satisfaction of the local government, with a fence or other means suitable to prevent the land, so far as is practicable, from being unsightly.
(2) In this item —
 - unsightly, in relation to land, means having an appearance that, because of the way in which the land is used, does not conform with the general appearance of other land in the locality.
 - f. [5A] (1) Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy.
(2) In this item —
 - disused material** includes disused motor vehicles, old motor vehicle bodies and old machinery.
 - g. [6] Take specified measures for preventing or minimising the movement of sand, silt, clay or rocks on or from the land if, in the opinion of the local government, that movement would be likely to adversely affect other land.
 - h. [7] Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law is not overgrown.
*For the purpose of this item, this includes: **Fire Fuel Load Reduction Activities** (slashing, mulching, etc.) to protect private and public property.*
 - i. [8] Remove all or part of a tree that is obstructing or otherwise prejudicially affecting a thoroughfare that is under the local government's control or management and adjoins the land where the tree is situated.
 - j. [9] Ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.
 - k. [10] Take specified measures for preventing or minimizing —
 - (a) danger to the public; or
 - (b) damage to property,
 which might result from cyclonic activity.
 - l. [11] Remove bees that are likely to endanger the safety of any person or create a serious public nuisance.
 - m. [12] Ensure that an unsightly, dilapidated or dangerous fence or gate that separates the land from land that is local government property is modified or repaired.
 - n. [13] Take specific measures to prevent —
 - (a) artificial light being emitted from the land; or
 - (b) natural or artificial light being reflected from something on the land,
 creating a nuisance.
 - o. [14] (1) Remove or make safe anything that is obstructing or otherwise prejudicially affecting a private thoroughfare so that danger to anyone using the thoroughfare is prevented or minimised.
(2) In this item —
 - private thoroughfare** has the same meaning as in Schedule 9.1 clause 7(1) of the Act.

Schedule 3.2 – Particular things local governments can do on land even though it is not local government property [s3.27(1)]:

2. Carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to act:
 - a. [1] Carry out works for the drainage of land, which includes (Drainage Easements);
 - b. [2] Do earthworks or other works on land for preventing or reducing flooding;
 - c. [3] Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate;
 - s3.36 applies.
 - s3.27(3) applies.
 - d. [4] Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel that is required for making or repairing a thoroughfare, bridge, culvert, fence, or gate;
 - s3.36 applies.
 - s3.27(3) applies.
 - e. [5] Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare;
 - s3.36 applies.
 - s3.27(3) applies.
 - f. [6] Place on land signs to indicate the names of public thoroughfares; and
 - g. [7] Make safe a tree that presents serious and immediate danger to life or property.

Graffiti Vandalism Act 2016:

3. Exercise all powers prescribed in Part 3 of the Graffiti Vandalism Act 2016:

Note: The number indicated between the brackets i.e. [] is the clause number used in the Act.

Condition of Delegation:

- The authorised persons must document how they formed the opinion that the things to be performed are necessary to protect and/or enhance the health, safety or amenity of the persons or property in the district or to remove a nuisance.
- **Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25((1)]:**
 - Authority 1 e: The notice cannot be given to an occupier who is not an owner.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.25 (Notices requiring certain things to be done by owner or occupier of land),
 - s3.27 (Particular things local governments can do on land that is not local government property),
 - s3.36 (Opening fences),
 - Schedule 3.1 – Powers under notices, Division 1 (Things a notice may require to be done),
 - Schedule 3.2 – Particular things local governments can do on land even though it is not local government property.
- **Local Government (Uniform Local Provisions) Regulations 1996:**
 - r.13 (Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3))
- **Graffiti Vandalism Act 2016:**
 - Part 3 (Local government powers)
 - s16 (Delegation by local government)
 - s18 (Notice requiring removal of graffiti)
 - s22 (Objection may be lodged), under the Local Government Act 1995, Part 9 and section 9.6.
 - s25. (Local government graffiti powers on land not local government property)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

(2020:026 continued)

Position/ Delegated Authority Limited to Enact	Schedule 3.1 – Powers under notices to owners or occupiers of land:															Schedule 3.2 – Particular things local governments can do on land even though it is not local government property:									
	3.1 a	3.1 b	3.1 c	3.1 d	3.1 e	3.1 f	3.1 g	3.1 h	3.1 i	3.1 j	3.1 k	3.1 l	3.1 m	3.1 n	3.1 o	3.2 a	3.2 b	3.2 c	3.2 d	3.2 e	3.2 f	3.2 g	3.2 h	3.2 i	3.2 j
Executive Director Infrastructure, Development & Environment	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Manager Planning & Building Services	X	X		X	X	X	X	X			X	X	X	X											X
Development Engineer	X			X							X		X	X											X
Planning Coordinator					X	X	X	X			X	X	X	X											
Senior Planning & Development Compliance Officer	X				X	X	X	X			X	X	X	X											X
Development Compliance Officer	X			X							X		X	X											
Coordinator Building Services									X				X	X											
Manager City Reserves						X					X														
Manager City Engineering	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Manager City Operations	X	X	X	X	X		X		X		X		X	X											X
Executive Director Corporate & Commercial Services					X	X	X	X	X			X	X	X											X
Manager Public Health & Safety					X	X	X		X			X	X	X											X
Coordinator Ranger Services					X	X	X		X			X	X	X											X
Senior Rangers & Rangers					X	X	X		X			X	X	X											X
Coordinator Environmental Health								X					X												

2020:027 – Designate Prosecution Officers & Authorise Power of Entry

Delegation:

Authority to:

1. Authorise a local government person to lawfully enter land or premises or thing without the consent of the owner or occupier.
2. Lawfully enter land, premises or thing unless the owner or occupier or a person authorised by the owner or occupier objects to the entry.
3. Appoint Prosecution Officers for Fines, Penalties and Infringement Notices under the *Enforcement Act 1994* (including Provide written notice to the Registrar designating those officers that are Prosecution Officers for the purposes of the *Fines, Penalties and Infringement Notices Enforcement Act 1994*, Section 13(2).

Condition of Delegation:

- (a) The power to enter property without the consent of the owner (1) is only to be enacted once verbal approval has been given by an Executive Director and/or Line Manager.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - *Part 3 — Functions of local governments,*
 - *Division 3 — Executive functions of local governments,*
 - *Subdivision 3 — Powers of entry,*
 - *s3.28 (When this Subdivision applies),*
 - *s3.31(2) (General procedure for entering property),*
 - *s3.32 (Notice of entry)*
- **Fines, Penalties and Infringement Notices Enforcement Act 1994:**
 - *s13(2)(Approved prosecuting authorities and officers)*
- **Graffiti Vandalism Act 2016:**
 - *Division 4 (Powers of entry)*
 - *s27. (General procedure for entering property).*
 - *s28. (Notice of entry)*
 - *s29. (Entry under warrant)*

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development and Environment**
(Authority – All)
 - Manager City Engineering
(Limited to enact Authority 2 only)
 - Manager City Reserves
(Limited to enact Authority 2 only)
 - Manager Planning & Building Services
(Limited to enact Authority 1 & 2 only)
 - Development Engineer
(Limited to enact Authority 1 & 2 only)
 - Coordinator Planning Services
(Limited to enact Authority 1 & 2 only)
 - Senior Planners
(Limited to enact Authority 2 only)
 - Planning Officer
(Limited to enact Authority 2 only)
 - Coordinator Building Services
(Limited to enact Authority 1 & 2 only)
 - Senior Building Surveyor(s)
(Limited to enact Authority 2 only)
 - Building Surveyor(s)
(Limited to enact Authority 2 only)
 - Senior Planning & Development Compliance Officer
(Limited to enact Authority 1 & 2 only)
 - Development Compliance Officer(s)
(Limited to enact Authority 1 & 2 only)
- **Executive Director Commercial & Community Services**
(Authority – All)
 - Manager Public Health & Safety
(Limited to enact Authority 1 & 2 only)
 - Coordinator Ranger Services
(Limited to enact Authority 2 only)
 - Environmental Health Officers & Technicians
(Limited to enact Authority 2 only)

Reporting Requirement: Report to file.

Delegation:

Authority to:

1. Approve subdivision and development that does not comply with Council engineering design guidelines, however satisfies sound engineering principles.
2. Exercise discretion and to make recommendations to the Department of Planning and/or the Western Australian Planning Commission on applications for subdivisions, amalgamation, survey strata and strata of land.
3. Authorise matters relating to the performance of Council's functions with regard to subdivision (including strata and survey strata) applications.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) The application complies with the provisions of the:
 - Local Planning Scheme (LPS1);
 - Residential Design Codes;
 - Building Code of Australia;
 - Building Regulations of Western Australia; and
 - City of Albany Policies and Local Laws.
- (b) The provision of truncations where necessary, must be to the satisfaction of the Executive Director Infrastructure, Development and Environment and documented on the appropriate file and record.
- (c) Any Applications where the recommendations would be inconsistent with the objectives of Local Planning Scheme (LPS1), a relevant structure plan, outline development plan, policy or strategy to be referred to Council.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.25 (*Notices requiring certain things to be done by owner or occupier of land*),
 - *Schedule 3.1 — Powers under notices to owners or occupiers of land.*

Policy Position:

- Subdivision & Development Guidelines Policy

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- The following positions are authorised to enact all listed authorities:
- **Executive Director Infrastructure, Development & Environment**
 - Manager Planning & Building Services
 - Development Engineer
 - Coordinator Planning Services
- The following positions are authorised to enact Authority 2 & 3 only:
 - Senior Planning Officers
 - Planning Officers

2020:029 – Administer the Bush Fire Act 1954
(Administration & Compliance)

Delegation:

Council Designates the following positions to issue notices and enforce the *Bush Fire Act 1954*, subject to conditions:

Chief Executive Officer, Executive Director Infrastructure, Development and Environment, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Coordinator Ranger Services, Senior Ranger, Rangers, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer.

Authority to:

1. Issue directions to Bush Fire Brigades (includes authority to issue direction regarding burning bush on, or at the margin of, streets, roads and ways under the care, control and management of the local government and give direction to Bush Fire Control Officers, appointed under the *Bush Fires Act 1954*).
2. Appoint Fire Control Officers & define areas of responsibility (includes the authority to appoint Fire Control Officers, the Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers in accordance with s48 of the *Bush Fires Act 1954*).
3. Approve Fire Hazard Reduction by Burning Applications (includes Authority to endorse applications submitted for hazard reduction by burning on any land in the district, at the request of the owner or occupier of the land).
4. Give Notice to Install Firebreaks around Properties (includes Authority to take measures for preventing a bush fire, including requiring firebreaks (fire access tracks) around properties).
5. Prosecute and Serve Infringement Notices (Consider allegations and issue infringement notices committed against the *Bush Fires Act 1954*).
6. Vary Prohibited and Restricted Burning Times. (including Authority to Vary Prohibited Burning Times, in accordance with s17(7) and (8), of the *Bush Fires Act 1954*: shortening, extending, suspending or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times).

Condition of Delegation:

- (a) Issue direction to a registered Bush Fire Brigade: Having reasonably sought information prior to issuing directions and so satisfying themselves that direction is needed.
- (b) Prior to persons, appointed as Rangers, instigating proceedings in a Court of Competent jurisdiction the line Manager is to be consulted.
- (c) Appointed persons must be qualified in accordance with Department of Fire & Emergency Services (DFES) prescribed qualifications.
- (d) The Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers who shall be first, second in seniority of those officer, and subject thereto may determine the respective seniority of the other Bush Fire Control Officers appointed.
- (e) Appointments must be published in a newspaper circulating in the district and Government Gazette.
- (f) Approve Fire Hazard Reduction by Burning Applications: DFES and the Department of Biodiversity, Conservation & Attractions (DBCA) – Parks and Wildlife Service must be consulted.
- (g) Give Notice to Install Firebreaks Around Properties: Prevention measure and fire breaks (fire access tracks) are to be in accordance with the City of Albany Fire Management Requirements Notice (s33 of the *Bush Fires Act 1954*).
- (h) Vary Prohibited and Restricted Burning Times: The Officer in charge of the regional offices of the Parks & Wildlife Services and DFES are to be consulted before the authority under this delegation is exercised.
- (i) A notice signed by the CEO is to be published in accordance with the Act for all variations.

Legislative or Policy Reference:

(2020:029 continued)

- **Bush Fires Act 1954:**
 - s17(7)(8)(10) (*Prohibited burning times may be declared by Minister,*
 - s18(5)(a) (*Restricted burning times may be declared by FES commissioner,*
 - s33(6) (*Local government may require occupier of land to plough or clear fire-break,*
 - s38 (*Local government may appoint bush fire control officer,*
 - s48(1) (*Delegation by local governments,*
 - s59(3) (*Prosecution of offences,*
 - s59A (2) (*Alternative procedure — infringement notices).*

- **Fire & Emergency Services Act 1998:**
 - *Part 7- Miscellaneous*
 - s37 (*Protection from personal and vicarious liability*
 - s12 (2)(e)(f) (*Powers*)

Policy Positions:

- Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Land Policy
- City of Albany - Annual Bush Fire Notice

Reporting Requirement: Report to file.**Designated Persons:**

- **Chief Executive Officer**

- **Executive Director Corporate & Commercial Services**
 - Manager Public Health & Safety (Exempt Authority 2)
 - Community Emergency Services Manager (CESM) (Exempt Authority 2 & 5)
 - Coordinator Ranger Services (Authority 4 & 5 only)
 - Senior Rangers & Rangers (Authority 4 & 5 only)
 - Chief Bush Fire Control Officer (Authority 1 only)
 - Deputy Chief Bush Fire Control Officer (Authority 1 only)

REPORT ITEM AR 071 REFERS

Caravan Parks & Camping Grounds Act 1995
Control of Vehicles (Off-Road Areas) Act 1978

2020:030 – Caravan Parks, Camping Grounds, Control of Vehicles (Including Camping on Public Land and Nature Based Camping)

Delegation: The Chief Executive Officer authorises the following positions to issue notices and enforce the Caravan Parks and Camping Grounds Act 1995 and Control of Vehicles (Off Road Areas) Act 1978, subject to conditions:

Chief Executive Officer, Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Coordinator Ranger Services, Senior Rangers, Rangers, Environmental Health Officers.

Authority to:

1. Enforce the *Control of Vehicles (Off Road Areas) Act 1978*:
 - a. s6(1) Driving or use of off-road vehicle in area other than private land by consent or permitted area;
 - b. s6(2) Driving or use of vehicle in prohibited area;
 - c. s6(4)a. Using or driving an off-road vehicle in a manner which creates or causes undue or excessive noise;
 - d. s6(4)b. Using or driving off-road vehicle not fitted with an efficient silencing device;
 - e. s7(2) Failure to register vehicle or driving or use of unregistered vehicle;
 - f. s10 Knowingly permitting under-age person to be in charge of vehicle;
 - g. s19(3) Destroying, etc., notice or mark identifying permitted or prohibited area;
 - h. s37(8) Illegal removal of infringement notice from vehicle;
 - i. s38(10) Use of vehicle contrary to prohibition of use notice;
 - j. s38(10) Removal, damage or obliteration of or to prohibition of use notice attached to vehicle.
2. Declare that a vehicle is an abandoned vehicle wreck under s3.40A(4) of the *Local Government Act 1995*.
3. Powers of Entry and Inspection of Caravan Parks & Camping Grounds. Designated persons are authorised to act under Part 3, Section 17 (1)(a) of the *Caravan Parks and Camping Grounds Act 1995*.

Note: Designated officers are empowered to sign documents, enter and inspect a facility, caravan or camp, issue and withdraw notices, extend the payment date for modified penalties, and initiate appropriate legal action on behalf of the City of Albany when a breach of the Caravan Parks and Camping Grounds Act 1995 and related legislation warrants such action.

Condition of Delegation:

- (a) The power to prosecute any person is only exercised by agreement of the Executive Director Corporate & Commercial Services or the Manager Public Health & Safety.
- (b) A withdrawal notice shall be signed by a person appointed in writing to withdraw infringement notices by the public authority.
- (c) The person who issues an infringement under s23(2) must not withdraw the infringement under s23(7).

Legislative or Policy Reference:

- **Control of Vehicles (Off-Road Areas) Act 1978:**
 - s5(1)(5)(Local government's functions),
 - s18 (Powers of entry),
 - s38 (Authorised officers, who are, functions of etc.),
 - s22 (Legal proceedings to be taken by authorised person),
 - s23 (Infringement notices)
 - Part 4 – Enforcement,
- **Local Government Act 1995:**
 - s3.40A(4)(Abandoned vehicle wreck may be taken).
- **Caravan Parks and Camping Grounds Act, 1995:**
 - Part 3 (Powers of entry & inspection),
 - s17 (1)(a) (Power to appoint)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Public Health & Safety
(Limited to enact Authority 1 & 2 Only)
 - Coordinator Ranger Services
(Limited to enact Authority 1 & 2 Only)
 - Senior Rangers & Rangers
(Limited to enact Authority 1 & 2 Only)
 - Environmental Health Officers
(Limited to enact Authority 3 Only)

2020:031 – Animal Control
(Cats, Dogs and Stock)

Delegation:

The Chief Executive Officer authorises the following positions to administer enforce the *Cat Act 2011, Dog Act 1978* and the *Local Government (Miscellaneous Provisions) Act 1960*, subject to conditions:

Chief Executive Officer, Executive Corporate & Commercial Services, Manager Public Health & Safety, Coordinator Ranger Services, Senior Rangers and Rangers, Customer Service Officers responsible for administering animal control functions.

Authority to:

1. Register, seize, detain and dispose a dog or cat.
2. Register a dog or cat.
3. Declare a Dog Dangerous in accordance with s33E and s33F of the *Dog Act 1976*.
4. Consent for a Dog to be destroyed in accordance with s33G of the *Dog Act 1976*.
5. Impound Stock, Dispose Sick or Injured Impounded Animals, Remove and Impound Goods (including Animals) under the *Local Government (Miscellaneous Provisions) Act 1960*.
6. Appoint persons, establish and operate cat management facilities under the *Cat Act 2011*.
7. Appoint persons, establish and operate dog management facilities under s11 the *Dog Act 1976*.
8. Establish public pounds under the *Local Government (Miscellaneous Provisions) Act 1960*.
9. Refuse registration of a dog in the City of Albany municipality in accordance with s16(3), s17A and s17 of the *Dog Act 1976*.

Note: For the purpose of Part XX of the *Local Government (Miscellaneous Provisions) Act 1960*, a local government is to be regarded as the owner and occupier of streets, ways, reserves, bridges, ferries, foreshores, jetties, wharves, other public places, and unenclosed land abutting them within its district.

Condition of Delegation:

- (a) Withdrawal of an Infringement Notice can only be approved by the Chief Executive Officer, Executive Director Corporate & Commercial Services, or the Manager Public Health & Safety.
- (b) Authorisation under the *Dog Act 1976* must be from Council.
- (c) Gazettal of appointment is required.

Legislative or Policy Reference:

- **Cat Act 2011:**
 - s42 (*Administration by local governments*),
 - s44 (*Delegation by local government*),
 - s45 (*Delegation by CEO of local government*),
 - s48 (*Authorised persons*)

- **Cat Regulations 2012:**
 - r.30 (*Modified penalties (s. 63(2))*)
- **Cat (Uniform Local Provisions) Regulations 2013:**
 - r.3 (*These regulations operate as local laws*)
- **Dog Act 1976:**
 - s10AA (*Delegation of local government powers and duties*),
 - s11 (*Staff and services*),
 - s29 (*Power to seize dogs*) (1),
 - s30A (*Operator of dog management facility may have dog micro chipped at owner's expense*),
 - s33E (*Individual dog may be declared to be dangerous dog (declared)*)*,
 - s33G (*Seizure and destruction*),
 - s48 (*Regulations to operate as local laws*)
- **Dog Regulations 2013:**
 - r.33 (*Modified penalties for offences under the principal Act*),
 - r.36 (*Dog Regulations 1976 repealed*)
- **Local Government Act 1995:**
 - s3.39 (*Power to remove and impound*),
 - s3.48 (*Impounding expenses, recovery of*),
- **Local Government (Miscellaneous Provisions) Act 1960:**
 - r.449 (*Pounds, establishing; pound keepers and rangers, appointing*)
- **Dog Local Law 2017:**
 - Part 2 *Impounding of Dogs*,
 - Part 3 – *Requirements and Limitations on the Keeping of Dogs*,
 - Part 4 – *Approved Kennel Establishments*,
 - Part 5 – *Misc (Offence to excrete)*,
 - Part 6 – *Enforcement*
- **Animal Local Law 2001 (As amended)**

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Public Health & Safety (Exempt Authority 3)
 - Coordinator Ranger Services (Exempt Authority 3 & 10)
 - Senior Rangers & Rangers (Authority 1, 2, 5 & 7 only)
 - Customer Service Officers (Authority 2 only)

Bush Fire Act 1954
 Emergency Management Act 2005
 Fire & Emergency Services Act 1998

2020:032 – Emergency Management
 (Administration and Compliance Powers)

Delegation:

Council designates the following positions to administer and enforce the *Emergency Management Act 2005*, *Bush Fire Act 1954*, and *Fire & Emergency Services Act 1998*, subject to conditions:

Chief Executive Officer, Executive Directors, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Emergency Management Team Leader

Authority to:

1. Authorise persons under the *Emergency Management Act 2005*.
2. Authorise persons to perform all powers and duties relating to Emergency Management under s48 of the *Bush Fires Act 1954* relating to emergency management of fire and the operational and strategic preparedness to manage such emergencies.
3. Assist Emergency Services & engage contractors.

Notes: Under section 36 of the Emergency Management Act 2005 it is a function of local government to:

- (i) *Subject to this act, to ensure that effective emergency management arrangements are prepared and maintained for its district;*
- (ii) *To manage recovery following an emergency affecting the community in its district; and*
- (iii) *To perform other functions given to the local government under this Act to have Local Emergency Arrangements.*

Condition of Delegation:

- (a) If potential engagement cost exceeds allocated budget, the designated officer as soon as reasonably possible is to contact with the Chief Executive Officer before engaging private contractors or incurring any expenses.
- (b) Excludes powers and duties that are prescribed in the Act that must be appointed by the local government.

Legislative or Policy Reference:

- **Emergency Management Act 2005:**
 - s36 (*Functions of Local Government*),
 - s37 (*Local emergency coordinators*),
 - s38 (*Local emergency management committees*), and
 - s39 (*Functions of local emergency management committees*).
- **Fire & Emergency Services Act 1998:**
 - s12 (2)(e)(f) (*Powers*)
 - Part 7 - *Miscellaneous*,
 - s37 (*Protection from personal and vicarious liability*).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
- **Executive Director Infrastructure, Development & Environment**
- **Executive Director Community Services**
- **Executive Director Corporate & Commercial Services**
(Designated Recovery Coordinator)
 - Finance Manager
(Designated Deputy Recovery Coordinator)
 - Manager Public Health & Safety
 - Community Emergency Services Manager (CESM)
 - Emergency Management Team Leader

2020:033 – Public Health
(Administration & Compliance Powers)

Delegation:

Council designates the following positions, pursuant to s21 of the *Public Health Act 2016* and s26 of the *Health (Miscellaneous Provisions) Act 1911* as appointed authorised persons and deputies for the purpose of discharging the City's local government powers and functions:

Chief Executive Officer, **Executive Director Corporate & Commercial Services**; Manager Public Health & Safety; Coordinator Health Services; and all Environmental Health Officers.

Authority to:

Food Act 2008:

1. Appoint Authorised Officers to exercise the powers and duties set out in the *Food Act 2008*.
2. Issue prohibition orders in accordance with section 65 of the *Food Act 2008*;
3. Clear and remove a prohibition order in accordance with section 66 of the *Food Act 2008*;
4. Provide written notification not to issue a certificate of clearance in accordance with section 67 of the *Food Act 2008*; and
5. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with sections 110 and 112 of the *Food Act 2008*.

Health (Miscellaneous Provisions) Act 1911:

6. City Environmental Health Officer may only:
 - a. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s354.
 - b. Sign and issue licences and registrations issued.
 - c. Enter premises under s349 and administer the provisions in the regulations.

Litter Act 1979:

7. Appoint Authorised Officers to exercise the powers and duties set out in the *Litter Act 1979*.
8. Enforce the *Litter Act 1979* and withdrawal infringements issued under s30(4) of the *Litter Act 1979*, being:
 - s23 Littering — cigarette butt;
 - s23 Littering — any other litter;
 - s24 Breaking glass, metal or earthenware; s24A(1) Bill posting;
 - s24A(2) Bill posting on a vehicle;
 - r.6 Deposit of domestic or commercial waste in a public litter receptacle; and
 - r.8 Transporting load inadequately secured.

Public Health Act 2016:

9. Appoint Authorised Officers to exercise the powers and duties set out in the *Public Health Act 2016*.
10. All powers and duties conferred or imposed on the City of Albany by the *Public Health Act 2016* in accordance with s21(1)(b)(i) of the *Public Health Act 2016*.

Condition of Delegation:

- Only the Chief Executive Officer and/or **Executive Director Corporate & Commercial Services** may institute legal proceedings and appoint persons to authorised officer or deputy positions.
- A person who is authorised to give infringement notices and/or enforcement orders is not eligible to be an authorised person for the purposes of withdrawal.
- Setting of annual fees under s6.16 and s6.19 of the *Local Government Act 1995* is excluded.
- Environmental Health Officer conditions under the *Health (Miscellaneous Provisions) Act 1911*:
 - Part IV (Sanitary provisions), Divisions 4 (Sanitary conveniences) & 7 (Pollution of water): Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly served notices, the undertaking or contracting of works, the provision of sanitary conveniences.
 - Part V (Dwellings) Division 1 (Houses unfit for occupation): Authority is limited to the forming of opinions and issuing notices and directions and does not include carrying out, or the arranging for the carrying out, of works in default of duly served notices.
 - Part VII (Nuisances and offensive trades) Division 1 (Nuisances): Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done.

- Delegations with respect to the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* includes the approval of applications for effluent disposal systems as described in regulation 4 and issue permits to use effluent disposal systems as described in regulation 10.

Notes:

- (i) For the purposes of the *Litter Act 1979* an authorised officer is:
- any member of the Police Force;
 - any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to a person by the appointment; within the district of a local government, any person who is:
 - a member of the council of the local government;
 - an employee of the local government; or
 - an honorary inspector appointed by the local government under s27AA;
- (ii) For the purpose of the **Food Act 2008** and **Food Regulations 2009**, Council is exercising its power of delegation under Section 122.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 9 — Miscellaneous provisions,
 - Division 2 — Enforcement and legal proceedings,
 - Subdivision 1 — Miscellaneous provisions about enforcement,
 - s9.10 (1)(Appointment of authorised persons)
- **Food Act 2008:**
 - s122(1)(a) – Designated Non Environmental Health Officers,
 - s122(3) – Maintain the Register of Authorised Officers,
 - s123(1) – Issue Certificates of Authority to Authorised Officers, and
 - s126(3) – Payment of Infringement Notices,
 - Sections 65, 66, 67, 110, 112 and 118 of the Food Act 2008
- **Food Regulations 2009:**
 - r.5 (Appropriate enforcement agency: local government – s.8)
- **Public Health Act 2016:**
 - s21(1)(b)(i) (Enforcement agency may delegate).
- **Health (Miscellaneous Provisions) Act 1911:**
 - s26 (Powers of local government),

- **Litter Act 1979:**
 - s26(1)(c) (Authorised officers, appointment and jurisdiction of etc.),
 - s27 (Authorised officers, powers of);
 - s27AA (Honorary inspectors, appointment of),
 - s30 (Infringement notices)
- **Litter Regulations 1981:**
 - r.6 Deposit of domestic or commercial waste in a public litter receptacle; and
 - r.8 Transporting load inadequately secured.
- **Public Health Act 2016:**
 - s21(Enforcement agency may delegate to the Chief Executive Officer or an authorised officer designated by the local government).

Local Laws:

- Health Local Laws 2001
- Health (Eating-Houses and Itinerant Food Vendors) Local Laws 2001
- **Waste Local Law**

Reporting Requirement:

- Report to file.

Noting in accordance with section 38 of the *Health (Miscellaneous Provisions) Act 1911*, local governments are to submit a report to the Chief Health Officer concerning the sanitary conditions of its district, and all works executed and proceedings taken by the local government in February annually.

Designated Persons:

- **Chief Executive Officer**
(Authority - All)
- **Executive Director Corporate & Commercial Services**
(Authority - All)
 - Manager Public Health & Safety
(Limited to enact Authority 7 & 8 only)
 - Coordinator Ranger Services
(Limited to enact Authority 8 only)
 - Senior Rangers & Rangers
(Limited to enact Authority 8 only)
 - Coordinator Health Services
(Authority - All)
 - Environmental Health Officers
(Authority - All)

Delegation:

Council designates the following positions to administer and enforce the *Environmental Protection Act 1986* in accordance with the conditions specified:

Chief Executive Officer, **Executive Corporate & Commercial Services**, Manager Public Health & Safety, Coordinator Health Services, Environmental Health Officers, Coordinator Ranger Services, Senior Rangers, Rangers, Executive Director Infrastructure, Development & Environment, and Manager City Reserves

Authority to:

1. Exercise the powers and discharge the duties of the local government under the *Environmental Protection Act 1986*:
 - a. s79 (Noise); and
 - b. s49A (Dumping Waste).
2. Authorise persons to administer any or all of the above functions.

Notes:

- A prosecution for an offence under section 79 (Noise) may be instituted by a police officer, or the Chief Executive Officer of a local government, acting with the consent of the CEO of the Department of Environment Regulation.
- The delegated power (authorisation) under section 49A (dumping waste) must be delegated from the CEO of the Department of Environment Regulation and the hold the prescribed authority card.
- Barking dogs are administered under the Dog Act 1976.
- **The full Statutory Delegations to Local Government from External Agencies are listed at Attachment D.**

External Statutory Delegations:

- **Delegation 52** (19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;
- **Delegation 112** (20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations:

- **Delegation 119** (16 May 2014) – local government CEO and Environmental Health Officers have powers in relation to noise management plans for construction work on construction sites under noise regulation 13.

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Environmental Protection Act 1986:**
 - s20. (Delegation by CEO),
 - s65. (Environmental protection notices, issue and effect of)
- **Environmental Protection (Noise) Regulations 1997**
- **Environmental Protection Regulations 1987**

Reporting Requirement:

- Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Public Health & Safety (Authority 1, Exempt Authority 2)
 - Coordinator Health Services (Authority 1, Exempt Authority 2)
 - Environmental Health Officers (Authority 1, Exempt Authority 2)
 - Coordinator Ranger Services (Limited to enact Authority 1b only)
 - Senior Rangers & Rangers (Limited to enact Authority 1b only)
- **Executive Director Infrastructure, Development & Environment** (Limited to enact Authority 1b only)
 - Manager City Reserves (Limited to enact Authority 1b only)

2020:035 – Creation and Change of Purpose of a Crown Reserve
(Incl. Naming of Streets)

Delegation:

Council designates the following positions to administer and enforce the *Land Administration Act 1997*, subject to conditions:

Chief Executive Officer, Executive Director Corporate & Commercial Services, Executive Director Infrastructure, Development & Environment, Manager Planning & Building Services, Lands Officer, Manager City Reserves.

Authority to:

1. Process requests related to Crown Reserves, pursuant to s3.54 of the *Local Government Act 1995* and Part 4 of the *Land Administration Act 1997*.
2. Comment on requests to lease Crown land, where the State manages the lease, pursuant to Part 6 of the *Land Administration Act 1997*.
3. Forward recommendations of street names to the Geographic Names Committee, Western Australia, under s26A of the *Land Administration Act 1997*.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Process requests related to Crown Reserves (1) Authority to process matters relating to Crown Reserves, as follows:
 - (i) Requests to the Minister for Lands to create a new reserve or transfer Crown land from one form to another (i.e. road reserve to Crown reserve; excision of road reserve from Crown reserve etc.);
 - (ii) Change of purpose of a Crown reserve;
 - (iii) Changes to reserve boundaries;
 - (iv) Acceptance of a management order, where the City is currently managing the land or can do so within existing operational budgets; and
 - (v) Requests to lease Crown land, where no structure will be built (i.e. leases managed by the State, pastoral leases etc).

- (b) Comment on requests to lease Crown Land (2) Compliance with the following documents is necessary:
 - (i) Local Planning Scheme & Strategies;
 - (ii) Adopted Asset Management Plans (Roads; Reserves: Natural and Developed; Drainage); and
 - (iii) City of Albany Bushfire Strategy.
- (c) The revocation of a management order of an existing City managed reserve or cancellation of an existing Crown reserve shall be considered by Council.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.54 (*Reserves under control of a local government*)
- **Land Administration Act 1997:**
 - Part 2 — *General administration, Division 3 – General,*
 - s26A (*New subdivisions, names of roads and areas in*),
 - Part 4 — *Reserves, Part 6 — Sales, leases, licences, etc. Of Crown land.*

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
 - Manager Planning & Building Services (Limited to enact Authority 1, 2 & 3 only)
 - Development Engineer (Limited to enact Authority 1 only)
 - Land Officer (Limited to enact Authority 1 only)
 - Manager City Reserves (Limited to enact Authority 1 only)

2020:036 – Land Resumption, Road Dedications & Closures, Drainage and Footpaths

Delegation:

Authority to:

1. Obtain land for the City's infrastructure (roads, drainage, footpaths etc).
2. Road dedications and closures: Action requests to the Minister for Lands to dedicate land as a road and indemnify the Minister against any claims for compensation;
3. Initiate the public advertising period for the closure of road reserves.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Obtain land for the City's infrastructure (1):
 - (i) All land taking to be based on sound engineering principles, taking into account existing and future road and drainage systems;
 - (ii) Compensation for the resumption of private land shall be based initially on an independent valuation obtained from a licensed valuer;
 - (iii) Compensation to a maximum of \$100,000 dollars and within the confines of relevant budget allowances may be negotiated without referral to Council;
 - (iv) Landowners are to enter into Consent to Taking by Agreement for the land to be resumed and agreeing to the compensation amount and any other special conditions;
 - (v) No payment of compensation is to be paid for the land resumption until a caveat has been placed on title registering the City's interest or the final deposited plan is lodged in order for dealings.
- (b) Road dedications and closures (2):
 - (i) Requests to dedicate land as a road reserve shall comply with the following conditions:
 - Land is being used as part of an existing road or right of way; and
 - Land is to be acquired for road widening as part of a land resumption process.
 - (ii) Initiation of the public advertising for road closure shall only be actioned where it is identified that the road or right of way is surplus to current requirements and is not required as part of the future planning and development of an area.
 - (iii) Council to make the final decision on a road closure request following the advertising period, irrespective of whether submissions have been received.

Legislative or Policy Reference:

- **Land Administration Act 1997:**
 - Part 5 — Roads,
 - Part 9 — Compulsory acquisition of interests in land,
 - Part 10 — Compensation.

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
 - Manager Planning & Building Services (Authority – All)
 - Development Engineer (Limited to enact Authority 2 & 3 only)
 - Land Officer (Limited to enact Authority 2 & 3 only)

2020:037 – Authority to Approve Blasting and Fire Works

Delegation:

Council designates the following positions to administer and discharge the City of Albany duties under the *Dangerous Goods Safety Act 2004*, subject to conditions:

Chief Executive Officer and Executive Director Infrastructure, Development & Environment

Authority to:

1. Grant permission of the local government to allow blasting within a town site in accordance with the *Dangerous Goods Safety (Explosives) Regulations 2007*, Part 12, Division 4.
2. Approve a Fire Works Application.
3. Authorise persons to administer any or all of the above functions.

Note: In accordance with section 131 of the Dangerous Goods Safety (Explosive) Regulations 2007, a person who wishes to use an explosive in a town site to blast rock or similar solid material, must obtain a written permit to do so from the local authority.

Condition of Delegation:

- (a) Consultation must be conducted with DFES (FRS district) and the Chief Bush Fire Control Officer (All other areas in municipality), prior to any approval being given.
- (b) The fireworks notice must be in an approved form and contain the following information:
 - (i) the details of the fireworks operator licence that the person holds;
 - (ii) the required details of the firework that will be used;
 - (iii) the date and time when the firework will be used;
 - (iv) where the firework will be used;
 - (v) the purpose of using the firework; and
 - (vi) must be a licensed operator.
- (c) In accordance with r.131 (6), on receipt of an application for blasting operations within a town site, the local authority may:
 - (i) Issue a notice that prohibits the explosion;
 - (ii) Issue a permit for the explosion; or
 - (iii) Issue a permit for the explosion that contains reasonable conditions to ensure the safety of people and or property, to ensure such people are notified of the proposed explosion and to reduce the potential disturbance.

- (d) Regulation 131(7) states that a local government shall not grant a permit unless it is satisfied that public risk insurance is in place of at least \$5,000,000 or such higher amount as the local government decides is reasonable.
- (e) Albany Airport must be notified of all approvals.

Legislative or Policy Reference:

- **Dangerous Goods Safety Act 2004**
- **Dangerous Goods Safety (Explosives) Regulations 2007:**
 - *Part 12 — Use of explosives other than fireworks,*
 - *Division 4 — Using explosives to blast, damage, destroy or demolish,*
 - *r131 (Blasting in town site, permit required for),*
 - *Part 13 — Use of fireworks,*
 - *Division 4 — Fireworks events,*
 - *r139 (Using certain fireworks outdoors other than at fireworks events).*

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Infrastructure, Development & Environment** (Limited to enact Authority 1 & 2 only)

Delegation:

Council designates the following positions to administer and discharge the City of Albany’s duties under the *Liquor Control Act 1988* in accordance with the conditions specified:

Chief Executive Officer; Executive Director Infrastructure, Development & Environment; Manager Planning & Building Services; Coordinator Planning Services; Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Coordinator Health Services.

Authority to:

1. Enforce all local authority responsibilities under the *Liquor Licensing Act 1988* and *Liquor Control Act 1988* pursuant to s39 and s40 of the *Liquor Control Act 1988*;
2. Issue a s39 (Certificate of local government as to whether premises comply with laws) certificate; and/or
3. Issue a s40 (Certificate of planning authority as to whether use of premises complies with planning laws) certificate.

Note: The Liquor Control Act 1988 does not contain a head of power to delegate the appointment of authorised persons to the CEO.

Condition of Delegation:

- Enforcement (1) subject to compliance with the Local Planning Scheme (LPS1).

Legislative or Policy Reference:

- **Liquor Licensing Act 1988**
- **Liquor Control Act 1988:** s39 (*Certificate of local government as to whether premises comply with laws*) and s40 (*Certificate of planning authority as to whether use of premises complies with planning laws*).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Limited to enact Authority 3 only)
 - Coordinator Planning Services
(Limited to enact Authority 3 only)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Limited to enact Authority 1 & 2 only)
 - Coordinator Health Services
(Limited to enact Authority 1 & 2 only)

Planning & Development Act 2005

2020:039 – Development Control

(Authority to enforce compliance, development control and take legal action)

Delegation:

Authority to:

1. Deal with unauthorised development. Give written direction regarding unauthorised development and remove or alter unauthorised development pursuant to s214 and s215 of the *Planning & Development Act 2005*.
2. Deal with development control, enforcement and legal action (including appeals and SAT matters).
3. Exercise discretion and to approve and apply conditions to planning applications and building licences under the City's Local Planning Scheme (LPS1), Residential Design Codes and Building Code of Australia;
4. Authorise persons to enter premises under the Local Planning Scheme (LPS1);
5. Implement enforcement and legal proceeding matters under the *Planning and Development Act 2005*, Part 13;
6. Implement matters delegated to the City of Albany under the *Planning and Development Act 2005*;
7. Exercise discretion when issuing, withdrawing, amending notices and requisitions pursuant to Part 13 of the *Planning and Development Act 2005* and the provisions the City's Local Planning Scheme;
8. Exercise discretion and to respond to appeals lodged with the State Administrative Tribunal (SAT) for:
 - a. The determination of planning application appeals under Part 14 of the *Planning and Development Act 2005*, and the City's Local Planning Scheme (LPS1);
 - b. The determination of building application appeals;
 - c. The determination of 'without prejudice' conditions;
 - d. Prosecute under the *Planning and Development Act 2005*, Part 13;
 - e. Make recommendations for appointment of consultants/legal representatives for SAT Matters; and
 - f. Mediate matters before the State Administrative Tribunal (SAT).
9. Take action for departure from the requirements and provisions of the City's Local Planning Scheme (LPS1), including the *Planning and Development Act 2005*, Part 13.
10. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Development Control, Enforcement and Legal Action (including Appeals and SAT Matters):
 - The Executive Director Infrastructure, Development and Environment shall sign any Prosecution Notices;
 - Quotations are to be obtained and a recommendation is to be provided to the CEO for approval of consultants for all matters which are appealed to the SAT;
- (b) "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination;
- (c) Representation is only exercised after consultation with the Executive Director Infrastructure, Development and Environment (or in their absence), the approval of the CEO.
- (d) Any third party action against the City must be reported to the City's insurer.

Legislative or Policy Reference:

- **Planning & Development Act 2005: Part 13** — *Enforcement and legal proceedings, s214 (Illegal development, responsible authority's powers as to), s215 (Illegal development, responsible authority's powers to remove etc.), Part 14 — Applications for review*

Policy Position: Local Planning Scheme (LPS1).

Reporting Requirement: Report to file.

Note: "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
Limited to enact the following authorities:
 - Manager Planning & Building Services (Authority 1, 2, 3, 4, 8 a, c, d, e & f only)
 - Development Engineer (Authority 1, 2, 8 a, c, d, e & f only)
 - Coordinator Planning Services (Authority 1, 2, 8 b & c only)
 - Senior Planning Officer(s) (Authority 3, 8 a, c, d, e & f only)
 - Planning Officer (s) (Authority 3 Only)
 - Senior Planning & Development Compliance Officer (Authority 1, 2, 3, 8 c & f only)
 - Development Compliance Officer (Authority 1, 2 & 8 b only)
 - Coordinator Building Services (Authority 1 & 2, & 8 b only)

2020:040 – Administer the Planning & Development Act 2005
(Including the Appointment of Authorised Persons)

Delegation:

Council designates the following positions to administer and enforce the *Planning and Development Act 2005*, subject to conditions:

Chief Executive Officer, Executive Director Infrastructure, Development & Environment, and Manager Planning & Building Services.

Authority to:

1. Approve or Refuse Local Development Plans (LDPs) after appropriate consultation and where it is unlikely to have an adverse impact on the local area;
2. Appoint persons to administer the *Planning and Development Act 2005*;
3. Pursuant to s234 of the *Planning and Development Act 2005*, appoint designated persons to enforce the following sections:
 - a. 228 (Giving of infringement notice)
 - b. 229 (Content of infringement notice)
 - c. 230 (Extension of time)
 - d. 231 (Withdrawal of infringement notice)
4. Approve and decline development applications under the City's Local Planning Scheme (LPS1).
5. Approve development applications with minor variation to Policies and Guidelines.
6. Determine whether to vary a Planning Scheme policy, guideline or provision and/or grant approval with or without conditions.

Condition of Delegation:

- (a) **Local Development Plans (LDPs) (1).** This delegation is limited to the Executive Director Infrastructure, Development and Environment or CEO. If utilised Council is to be advised.
- (b) **Appoint Persons (2).** Persons must be:
 - a. approved by the Executive Director Infrastructure, Development and Environment and/or Manager Planning Services;
 - b. selected based on experience and qualifications held; and
 - c. appointed in writing (*correspondence to be filed on an appropriate record and a copy of the appointment placed on the person's personal record*).
- (c) **Appointment of designated officers to enforce (2)** The Executive Director Infrastructure, Development and Environment is to approve any legal action and sign any Requirements Prosecution Notices.

- (d) **Approve and decline development applications (3)** Planning Infringement Notices Planning and Development Act 2005, sections: s228, s229, s230 or s231:

- **Level 1** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time), and s231 (Withdrawal of infringement notice).
- **Level 2 & 3** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time).

Designated level assigned to position:

- **Level 1** –
 - Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Coordinator Planning Services
- **Level 2 & 3** –
 - Senior Planning Officer(s)
 - Senior Planning Officer(s) – Strategic Planning
 - Senior Planning Officer(s) – Senior Planning & Development Compliance
 - Planning Officer(s)
- **Level 4** –
 - Planning Officer(s)
 - Planning Technical Officer(s)
- **Level 5 & 6** –
 - Planning Technical Officer(s)

- (e) **Approval of development applications with minor variations (4).** Approval of development applications with minor variation to Policies and Guidelines are to be determined by the Executive Director Infrastructure, Development and Environment after adjacent landowners, ward Councillors, and in some matters the community generally have been consulted and the concerns raised have been “adequately addressed” in the following ways:

- Where no submissions were received the application can be determined on its merits;

- Where Submissions objecting or seeking changes to the proposal were lodged, but were non-substantive, and subject to further liaison with the person(s) who lodged the submission prior to determining the application the Executive Director Infrastructure, Development and Environment shall determine if it warrants Council's consideration;
- Where Submissions were lodged with substantive arguments against the proposal then the Executive Director Infrastructure, Development and Environment may refuse the application or refer the application to Council for determination.

Legislative or Policy Reference:

- **Planning and Development Act 2005: s234**
(Designated persons, appointment of)
- **Local Government Act 1995: s5.42**
(Delegation of some powers and duties to CEO), s9.10(Appointment of authorised persons) (1)

Policy Position: *Local Planning Scheme (LPS1)*

Reporting Requirement: Report to file and Council monthly.

Designated Persons:

- **Chief Executive Officer**
- **Authority Level 1** – Development application up to prescribed amount that requires referral to the Development Assessment Panel (DAP), includes authority to refuse an application, approve non-conforming land use, permit a change in land use, and approve commercial and residential applications.
 - **Executive Director Infrastructure, Development & Environment**
 - **Manager Planning & Building Services**
 - **Coordinator Planning Services**
- **Authority Level 2** – Development applications limited to **\$1.5 million**, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Senior Planning Officers**

- **Authority Level 3** – Development applications limited to **\$1 million**, approve commercial and residential applications, permit a change in land use, and excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Planning Officers**
- **Authority Level 4** – Development applications limited to **\$750 thousand**, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Planning Officers**
 - **Designated Planning Technical Officers**
- **Authority Level 5** – Development application limited to **\$500 thousand**, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
 - **Designated Planning Technical Officers**
- **Authority Level 6** – Development application limited to **\$350 thousand**, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
 - **Designated Planning Technical Officers**

2020:041 – Prevent Wind Erosion and Sand Drift

Delegation:

Authority to:

1. Serve notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, in accordance with regulation 21 of the *Local Government (Uniform Local Provisions) Regulations 1996*, and s3.25(1)(b) of the Act. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Persons being local government employees.
- (b) Each person so authorised is to be issued with a certificate stating that the person is so authorised.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - *Part 3 — Functions of local governments, Division 3 — Executive functions of local governments,*
 - *s3.24 (Authorising persons under this Subdivision),*
 - *s3.25 (Notices requiring certain things to be done by owner or occupier of land)(1)(b);*
 - *Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings,*
 - *s9.10 (Appointment of authorised persons)*
- **Local Government (Uniform Local Provisions) Regulations 1996:**
 - *r.21 (Wind erosion and sand drifts — Sch. 9.1 cl. 12)*

Local Law:

- Sand Drift Prevention & Abatement Local Law 2009.

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)

Limited to enact Authority 1 only:

- Manager City Engineering
- Manager City Operations
- Manager Planning & Building Services
 - Development Engineer
 - Coordinator Building Services
 - Senior Planning & Development Compliance Officer
 - Development Compliance Officer

- **Executive Corporate & Commercial Services**
(Authority – All)

Limited to enact Authority 1 only:

- Manager Public Health & Safety
- Coordinator Health Services
 - Senior Environmental Health Officer(s)
 - Environmental Health Officer(s)

2020:042 – Conduct Activities on Public Land

(Close Thoroughfares, Road Reserves, Footpaths, Tracks, Right-of-Way, Including Alterations & Additions to City Premises)

Delegation:

Authority to:

1. Stop and mitigate dangerous excavation in or near public thoroughfares (i.e. Roads, Paths, and Tracks).
2. Exercise additional powers when giving a notice under s3.25 of the Act (specifically Schedule 3.1).
3. Obstructing or encroaching on public thoroughfare; Gates and other devices across public thoroughfares; Dangerous excavation in or near public thoroughfare; Constructing private works on, over, or under public places, etc)
4. Approve Private Works On, Over Or Under Public Places Close a thoroughfare, wholly or partially (period not exceeding four weeks)
5. Temporary closure of thoroughfares to vehicles (period exceeding 4 Weeks)
6. Partial Closure of Thoroughfare for Repairs and Maintenance (i.e. Roads, Paths, Tracks)
7. Authorise the encroachment of a public thoroughfare.
8. Obstruct a Public Thoroughfare (i.e. Roads, Paths, Tracks)
9. Provide a gate or other device across a public thoroughfare or serve a Notice to Request the owner or occupier to repair a gate or fence.
10. Serves Notices and take action for offences relating to the protection of thoroughfares from water damage (i.e. Roads, Paths, Tracks).
11. Serve notices and take action to prevent damage to footpaths.
12. Issue a licence to deposit material on street.
13. Determine materials to be used in the road reserve (grant approval for the type and standard of material to be used in structures, including footpaths and road pavements, within the road reserve).
14. Grant permission to a person to alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.
15. Approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 12(1).
16. Manage Rights-of-Way, including paving, drainage and placement and/or removal of obstructions.
17. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- *This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.25 (*Notices requiring certain things to be done by owner or occupier of land*),
 - s3.26 (*Additional powers when notices given*),
 - s3.50A (*Partial closure of thoroughfare for repairs or maintenance*),
 - s3.50 (*Closing certain thoroughfares to vehicles*) – (1a) (4) (6),
 - s3.54 (*Reserves under control of a local government*),
 - *Schedule 3.1 – Powers under notices*
- **Local Government (Financial Management) Regulations 1996:**
 - r.5 (*CEO’s duties as to financial management*)
- **Local Government (Uniform Local Provisions) Regulations 1996:**
 - r.6(*Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)*),
 - r.7(*Encroaching on public thoroughfare — Sch. 9.1 cl. 3(2)*);
 - r.8(*Separating land from public thoroughfare — Sch. 9.1 cl. 4*),
 - r.11(*Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6*),
 - r.12(*Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)*),
 - r.14(*Role of Commissioner of Main Roads in some cases — Sch. 9.1 cl. 7(2)*),
 - r.17(*Private works on, over, or under public places — Sch. 9.1 cl. 8*),
 - r.18(*Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9*),
 - r.19 (*Protection of thoroughfares from water damage — Sch. 9.1 cl. 10*)

Local Laws:

- Local Government Property Local Law 2011
- Activities on Thoroughfares and Public Place & Trading Local Law 2011

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (2020:042 continued)
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager City Engineering
(Authority All - Exempt 2, 15 & 16)
 - Manager City Operations
(Authority All - Exempt 2, 15 & 16)
 - Manager City Reserves
(Limited to enact Authority 4, 5, 6, 8, 9 & 13 only)

The following positions are limited to enact Authority 2, 3, 4 & 11 only:

- Manager Planning & Building, Services
 - Development Engineer
 - Senior Planning and Development Compliance Officer
 - Development Compliance Officer
 - Coordinator Building Services

The following positions are limited to enact Authority 4 & 8 only:

- **Executive Director Corporate & Commercial Services**
 - Manager Public Health & Safety

2020:043 – Approve Public Works, Street Lighting & Verge Development

Delegation:

Authority to:

1. Grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
2. Serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
3. Upgrade Existing Street Lights and Underground Power:
 - a. Assess street lighting requests and designs, in relation to the functional road hierarchy, throughout the municipality;
 - b. Approve the installation of additional or higher rated lamps for street light upgrading if considered appropriate;
 - c. Approve the issuing of works orders to Western Power for the undergrounding or other modifications to power supplies;
 - d. Approve the upgrading of street lighting; and
 - e. Approve the consequential increased tariff, associated with approved Council projects.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Authority 1: Grant approval and impose conditions:**
 - That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree.
 - The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined.
 - If there are objections to the proposal, it be referred to the Council for determination.
- (b) **Authority 2: Serve notices:** Chief Executive Officer to sign any Notices.
- (c) **Authority 3: Existing street lights and underground power:** That the works are associated with projects that has obtained the approval of the Council as necessary and is within the approved budget allocation.

Legislative or Policy Reference:

- **Local Government Act 1995: Part 3 – Functions of local government, Schedule 9.1 – Certain matter for which Governor may make regulations, Clause 8 (Private works on, over, or under public places)**

Local Laws:

- Local Government Property Local Law 2011
- Activities on Thoroughfares and Public Place and Trading Local Law 2011

Policy Positions:

- Council Policy: Memorial Plaque and Seat Policy
- City Guideline: Verge Development Guidelines

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager City Engineering
(Limited to enact Authority 1, 2 & 4 only)
 - Manager City Operations
(Limited to enact Authority 1 & 2 only)
- The following positions are limited to enact Authority 1 only:
 - Manager Planning & Building Services
 - Development Engineer
 - Senior Planning & Development Compliance Officer
 - Development Compliance Officer

2020:044 – Public Traffic Management Treatments

(Authority to implement treatments, amend parking schemes, provision of public transport bus shelters and seating)

Delegation:

Authority to:

1. Approve and **implement minor** amendments to Parking Schemes and ACROD bays and the designation of visitor and authorised vehicle parking.
2. Investigate and develop traffic management treatment proposals and Local Area Traffic Management Scheme proposals in order to identify and address traffic related issues.
3. Locate bus shelters and seats.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Authority 2: Traffic management treatment.** During the course of investigation contact to be made with the residents/residential groups, as appropriate, to:
 - identify problems and issues;
 - establish objects of traffic management and develop plans of alternative treatments;
 - evaluate alternative treatments and refine selected plan;
- (b) All alternative routes with regard to road construction or re-construction shall be investigated as part of the design process.
- (c) The selected plan with the proposed traffic treatment is to be presented to the Council for approval.
- (d) Where it is only necessary to consider remedial action, the Council's approval is not required.
- (e) **Authority 2: Bus shelters and seats.** Consultation must be conducted with local residents and Bus Operators, taking into consideration:
 - adjacent land use(s);
 - type and number of existing and likely future patrons;
 - the number of and areas served by the bus routes;
 - frequency of bus services; and
 - the above is inserted as a condition of approval.

Note: For the purpose of Authority 1, minor amendment means: change time limits in streets and parking stations.

Legislative or Policy Reference:

- **Local Government Act 1995: Part 3 – Functions of local government, Schedule 9.1 – Certain matter for which Governor may make regulations, Clause 1 (Parking for the disabled), Clause 2 (Disturbing local government land or anything on it)**

Local Law:

- Parking & Parking Facilities Amendment Local Law 2009 (As amended)
(Refer to listed determinations)

Policy Position:

- City of Albany Local Parking Schemes.

Reporting Requirement:

- Report to file.

Note: Traffic management treatment plans are to be presented to Council for approval.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager City Engineering
(Authority – All)
 - Senior Civil Engineering Officer – Roads
(Limited to enact Authority 2 only)

2020:045 – Public Utility Service Works Orders
(Approve Disturbance of Public Land)

Delegation:**Authority to:**

1. Interfere with soil or take anything from local government land in accordance with the *Local Government (Uniform Local Provisions) Regulations 1996* and s3.25(1)b. of the Act.
2. Approve and issue works orders to public utility service authorities for service modifications or upgrading associated approved projects.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- Compliance with the Environmental Code of Conduct Guidelines.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.25(1)(b) (*Notices requiring certain things to be done by owner or occupier of land*),
 - *Schedule 3.1 – Powers under notices to owners or occupiers of land.*
- **Local Government (Uniform Local Provisions) Regulations 1996:**
 - r.5 (1) (*Interfering with, or taking from, local government land*).

Policy Position:

- City Guideline: Environmental Code of Conduct Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions have authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager City Engineering
 - Manager City Reserves
 - Manager City Operations

Local Government Act 1995
Road Traffic Act 1974

2020:046 – Temporary Road Closures
(Authority to close roads due to weather conditions)

Delegation:

Authority to:

1. Close Roads;
2. Define and impose conditions for road use;
3. Authorise Road Usage Requests; and
4. Authorise persons to administer any or all of the above functions.

Note:

- Under s3.50 of the Local Government Act 1995 (the Act), the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements.
- Under section 3.50(A) of the Act, the City may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —
 - (a) is for the purpose of carrying out repairs or maintenance; and
 - (b) is unlikely to have a significant adverse effect on users of the thoroughfare.
- This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.

Condition of Delegation:

- (a) Install “Road Closed” signs where possible; and
- (b) Providing an information bulletin to affected agencies, distributed via email, local radio and by posting on the City of Albany website.
- (c) This delegations applies to:
 - (i) vehicles with a Gross Vehicle Mass of 4.5 tonne or greater;
 - (ii) vehicles which travel over road under the care and control of the City of Albany.
 - (iii) Local traffic (For example: where a resident is situated on a road which has been closed) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
- (d) Affected agencies shall include but are not limited to:
 - (i) Heavy Haulage carriers;
 - (ii) Main Road Western Australia;
 - (iii) Neighbouring Local Authorities;
 - (iv) Department of Transport; and
 - (v) Local residents.
- (e) Conditions do not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 3 — Functions of local governments, Subdivision 5 — Certain provisions about thoroughfares,
 - s3.50 (Closing certain thoroughfares to vehicles)
- **Road Traffic Act 1974:**
 - Part VI — Miscellaneous,
 - s84 (Damage to road etc. by vehicle, liability for)

Local Law:

- City of Albany Activities on Thoroughfares and Public Places and Trading Local Law 2011

Council Policy Position:

- Wet Weather Road Closure Policy

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions have the authority to enact all listed authorities:
- **Executive Director Infrastructure, Development & Environment**
 - Manager City Engineering
 - Manager City Operations
 - Manager City Reserves

Local Government Act 1995

2020:047 – Public Reserve Land Management

(Street Scene Maintenance, Tree Planting, Pruning & Removal, and the Picking Flora)

Delegation:

Authority to:

1. Provide for the management, planting, pruning and removal of street trees in order to enhance the streetscapes and not detract from the community landscape requirements.
2. Approve and refuse applications to pick flora from City of Albany vested reserves and road reserves for educational and scientific purposes in accordance with the conditions imposed by the:
 - a. *Local Government Act 1995,*
 - b. *Land Administration Act 1997,*
 - c. *Parks & Reserves Act 1895,* and
 - d. *Wildlife Conservations Act 1950.*
3. Authorise persons to administer any or all of the above functions.

Note: Section 3.54 of the Local Government Act 1995 states:

Section 3.54. Reserves under control of local government

(1) If land reserved under the Land Administration Act 1997 is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the Parks and Reserves Act 1895 if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

(2) Subsection (1) is subject to any express provision to the contrary made by an order under the Land Administration Act 1997 in respect of the land.

Condition of Delegation: Compliance with Council Policies and Guidelines.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - *Schedule 3.2 — Particular things local governments can do on land even though it is not local government property;*
 - *s3.54 (Reserves under control of a local government)*
- **Land Administration Act 1997**
- **Parks & Reserves Act 1895**
- **Wildlife Conservations Act 1950**

Local Law:

- *Local Government Property Local Law*

Council & Administrative Policy Positions:

- Street Trees Policy
- Street Trees Guideline

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions have the authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager City Reserves

2020:048 – Authority to Dispose Land Assets (Property)**Delegation:****Authority to:**

1. To dispose of Council property, in accordance with section 3.58 of the *Local Government Act 1995*.
2. To engage an auctioneer, real estate agent and/or settlement agent to represent the City and to negotiate the sale of the property.

Condition of Delegation:

- (a) The land is deemed surplus to the City's requirements;
- (b) The land is valued at less than \$50,000 based on an independent market valuation prepared within 6 months of entering into a Contract of Sale;
- (c) The land is not considered to be capable of being independently developed, in accordance with relevant planning and/or building legislation, and/or would not be of significant benefit to anyone other than the transferee;
- (d) The intent to sell the property has been appropriately advertised under section 3.58 of the *Local Government Act 1995* and all other requirements of this part have been addressed;
- (e) Should any objections to the land sale be received, an item to Council is required;
- (f) The appointment of an agent to act on behalf of the City must comply with the City's procurement processes.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - s3.58(2) and (3) – *Disposing of property.*

Reporting Requirement:

- Report to file and Council Committee.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

Attachment A: Delegations Designated & Authorised Positions Register

OFFICE OF CEO																																																						
Delegation/Position Title	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48						
Mayor*						X																																																
Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Office of the CEO	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48						
Executive Assistant to Chief Executive Officer													X																																									
PA to Mayor & Councillors													X																																									
Administration Officer – Office of CEO													X																																									
Manager People & Culture					X																																																	
People & Culture Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48						
Human Resources Advisor					X																																																	
Health & Safety Advisor																																																						

COMMUNITY SERVICES																																																								
Delegation/Position Title	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48								
ED Community Services	X	X	X	X	X				X	X			X					X		X													X																							
Manager Community Engagement		X	X																																																					
Community Development Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48								
Community Development Officer(s)																																																								
Communications & Events Manager	X	X	X																	X																																				
Communications & Event Management Support	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48								
Communications Coordinator	X		X																	X																																				
Events Coordinator	X																			X																																				
Event Officers	X																																																							
Events Approval Project Officer	X																			X																																				
Manager Arts & Culture	X				X				X	X										X																																				
Albany Public Library & Vancouver Arts Centre	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48								
Library Team Leader (incl. Special Projects and Grant Coordinator)	X				X				X	X										X																																				
Team Leader VAC	X				X															X																																				
Manager Facilities	X		X		X															X																																				
Albany Heritage Park (incl. NAC) & Day Care	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48								
Team Leader NAC Operations	X				X																																																			
Child Care Educator Team Leader	X				X																																																			
Manager Recreation Services	X		X		X				X											X																																				

Attachment A: Delegations Designated & Authorised Positions Register

COMMUNITY SERVICES																																																							
Delegation/Position Title	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48							
Recreational Services (Incl. ALAC)	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48							
Business Coordinator	X				X															X																																			
Administration Coordinator(s)	X				X															X																																			
Club Development Coordinator	X				X															X																																			
Commercial Services Coordinator	X				X															X																																			
Swim School Coordinator	X				X															X																																			

CORPORATE & COMMERCIAL SERVICES																																																										
Delegation/Position Title	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
ED Corporate & Commercial Services	X	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X	X												X	X										X													
Direct Report to ED																																																										
Visitor Centre & Tourism Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
Albany Visitors Centre Coordinator	X																																																									
Manager Economic Development	X		X	X	X				X												X																																					
Integrated Planning Support Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
Facilitator Strategy & Improvement			X																																																							
Revenue Development & Grant Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
Revenue Development Officer			X						X																																																	
Manager Governance & Risk	X	X											X	X	X	X	X				X																																					
Records & Information Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
Team Leader Records & Governance														X	X	X					X																																					
Risk Support & Insurance Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
Risk Management/Insurance Officer																																																										
Airport Operations Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
Senior Aerodrome Reporting Officer (Albany Airport)	X																																																									
Duty Aerodrome Reporting Officers	X																																																									
Manager IT																																																										
Information Technology Support Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48										
IT Administrator														X																																												
Manager Finance & Corporate Services	X							X				X	X	X		X			X			X																																				

Attachment A: Delegations Designated & Authorised Positions Register

CORPORATE & COMMERCIAL SERVICES																																																					
Delegation/Position Title	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Finance & Rates Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Senior Finance Officer (Rates) & Finance Officers (Rates)															X						X	X																															
Direct Report to ED																																																					
Property & Leasing Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Senior Team Leader Property, Leasing & Customer Service	X																																																				
Property Officer(s)	X																																																				
Direct Report to ED																																																					
Procurement Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Procurement Officers																		X																																			
Manager Public Health & Safety	X			X			X	X	X					X												X	X		X	X	X	X	X				X	X	X		X	X	X										
Ranger Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Ranger Coordinator	X			X			X																			X	X		X	X	X		X	X																			
Senior Rangers & Rangers	X			X																						X			X	X	X		X	X																			
Customer Service Officers (Administration Officers)																															X																						
Emergency Management Support Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Community Emergency Safety Manager (CESM)																																																					
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO																																																					
Emergency Management Team Leader																																																					
Environmental Health Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Coordinator Health Services	X																									X	X	X		X			X	X				X	X			X											
Senior Environmental Health Officer(s)	X																																																				
Environmental Health Officer(s)	X																																																				

Attachment A: Delegations Designated & Authorised Positions Register

INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT SERVICES																																																			
Delegation/Position Title	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
ED Infrastructure, Development & Environment Services	X	X	X	X	X		X	X	X				X	X				X		X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Manager Planning & Building Services	X			X			X	X	X																	X	X	X	X		X			X	X	X		X	X	X	X	X	X	X	X	X					
Planning & Development Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Coordinator Planning Services	X			X			X																		X	X	X	X							X			X	X	X		X									
Senior Planning Officers																																															X				
Planning Officers																																																X			
Development Engineering Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Development Engineer	X			X																					X	X		X	X													X		X	X	X					
Lands Officer																																																			
Technical Officer - Planning and Engineering Support	X																																																		
Building & Building Compliance Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Coordinator Building Services				X																					X	X	X	X	X											X			X	X							
Senior Building Surveyors																									X	X	X		X																						
Building Surveyors																									X	X	X		X																						
Building Surveyor Technician																									X	X	X		X																						
Planning & Development Compliance Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Senior Planning & Development Compliance Officer	X			X				X																	X	X	X	X											X	X	X	X	X								
Development Compliance Officers																									X	X	X	X											X		X	X	X								
Manager City Engineering	X				X				X				X					X									X	X																X	X	X	X	X	X		
Engineering Services & City Asset Teams	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Team Leader - Asset Management																																																			
Team Leader Civil Infrastructure																																																			
Senior Civil Engineering Officer (Assets)																																																			
Senior Civil Engineering Officer (Roads)																																																			X
Senior Civil Engineering Officer (Drainage)																																																			
Waste Management Services	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			
Coordinator Waste Management	X																																																		
Waste Project Officer	X																																																		
Reserves Management Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48			

Attachment A: Delegations Designated & Authorised Positions Register

INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT SERVICES																																																					
Delegation/Position Title	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Manager City Reserves	X																			X							X	X																	X			X	X	X			
Developed Reserves Supervisor	X																			X							X	X																		X			X	X	X		
Natural Reserves Supervisor	X																			X							X	X																			X			X	X	X	
Operations Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Manager City Operations	X			X	X				X				X														X																					X	X	X		X	X
Major Projects Team	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	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48					
Manager Major Projects	X		X																																																		

Delegation No: 2020:001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.		(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
OFFICE OF THE CEO														
Mayor & Councillors*														
Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Executive Assistant to Chief Executive Officer														
PA to Mayor & Councillors														
Administration Officer – Office of CEO														
Manager People & Culture														
People & Culture Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Human Resources Advisor														
Health & Safety Advisor														
COMMUNITY SERVICES														
ED Community Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Community Development Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Manager Community Engagement														
Community Development Officer(s)														
Communications & Event Management Support	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Communications & Events Manager	X						X							
Events Coordinator & Events Officers	X						X							
Albany Public Library & Vancouver Arts Centre	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Manager Culture & Arts	X						X							
Library Team Leader (incl. Special Projects and Grant Coordinator)	X						X							
Team Leader VAC	X						X							
Albany Heritage Park (incl. NAC) & Day Care	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Manager Facilities	X						X							
Team Leader NAC Operations	X						X							
Child Care Educator Team Leader	X						X							
Recreational Services (incl. ALAC)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Manager Recreation Services	X						X							
Business Coordinator, Administration Coordinator	X						X							
Club Development Coordinator, Commercial Services Coordinator, Swim School Coordinator	X						X							

Delegation No: 2020:001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions)		(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.														
CORPORATE & COMMERCIAL SERVICES														
ED Corporate & Commercial Services		X	X	X	X	X	X	X	X	X	X	X	X	X
Visitor Centre & Tourism Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Albany Visitors Centre Coordinator		X						X						
Manager Economic Development		X					X	X					X	
Integrated Planning Support Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Facilitator Strategy & Improvement														
Revenue Development & Grant Team		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Revenue Development Officer														
Governance, Risk & Insurance Team (incl. Airport)		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Governance & Risk		X	X	X	X	X	X	X	X	X	X	X	X	X
Records & Information Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Team Leader Records & Governance														
Risk Support & Insurance Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Risk Management/Insurance Officer														
Airport Operations Team		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Senior Aerodrome Reporting Officer		X						X						
Duty Aerodrome Reporting Officers		X						X						
Information Technology Support Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager IT														
IT Administrator														
Finance & Rates Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Finance & Corporate Services		X					X	X						
Senior Finance Officer - Rates														
Finance Officers (Rates)														

Delegation No: 2020:001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.		(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
CORPORATE & COMMERCIAL SERVICES														
Property & Leasing Team		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Senior Team Leader Property, Leasing & Customer Service		X					X	X						
Property Officer (s)		X					X	X						
Procurement Team		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Procurement Officers														
Public Health & Safety Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Manager Public Health & Safety														
Ranger Team		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Ranger Coordinator		X	X				X	X	X		X			
Senior Rangers and Rangers		X	X				X	X	X		X			
Customer Service Officers (Administration Officers)		X	X				X	X	X		X			
Emergency Management Support Services		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Community Emergency Safety Manager (CESM)														
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO														
Emergency Management Team Leader														
Environmental Health Team		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
Coordinator Health Services		X	X	X		X				X				
Senior Environmental Health Officer(s)		X	X	X		X				X				
Environmental Health Officer(s)		X	X	X		X				X				

Delegation No: 2020:001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.													
	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT SERVICES													
ED Infrastructure, Development & Environment Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Planning & Engineering Services Team													
Manager Planning Services	X		X	X			X			X			
Planning & Development Services													
Coordinator Planning Services			X	X			X			X			
Senior Planning Officers			X	X			X			X			
Planning Officers			X	X			X			X			
Development Engineering Services													
Development Engineer	X		X	X			X		X	X			
Lands Officer													
Technical Officer - Planning and Engineering Support	X		X	X			X		X	X			
Building & Building Compliance Services													
Coordinator Building Services	X		X	X			X		X	X			
Senior Building Surveyors	X		X	X			X		X	X			
Building Surveyors	X		X	X			X		X	X			
Building Surveyor Technician	X		X	X			X		X	X			
Planning & Development Compliance Services													
Senior Planning & Development Compliance Officer	X		X	X			X		X	X			
Development Compliance Officers	X		X	X			X		X	X			

Delegation No: 2020:001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.		(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law
INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT SERVICES														
Engineering Services & City Asset Teams														
Manager City Engineering	X			X		X	X	X	X	X	X			
Team Leader City Assets	X			X		X	X	X	X	X	X			
Team Leader Civil Infrastructure	X			X		X	X	X	X	X	X			
Senior Civil Engineering Officer (Assets)	X			X		X	X	X	X	X	X			
Senior Civil Engineering Officers (Roads)	X			X		X	X	X	X	X	X			
Senior Civil Engineering Officers (Drainage)	X			X		X	X	X	X	X	X			
Waste Management Services														
Coordinator Waste Management	X			X		X	X	X	X	X	X			
Waste Project Officer							X							X
Reserves Management Team														
Manager City Reserves							X				X			
Developed Reserves Supervisor							X				X			
Natural Reserves Supervisor							X				X			
Operations Team														
Manager City Operations	X			X		X	X	X	X	X	X			X
Major Projects Team														
Manager Major Projects														

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure, Development & Environment	Council	2020:001 2020:026	Advertising and Guidance Signage on Public Land and Road Reserves Policy Adoption Ref: OCM 18/12/2018 Resolution DIS140 Review Ref: Nil Delegated Authority: The CEO is delegated the authority to approve signs within Council's reserves. Amount must be allocated in Council's annual budget. Review Position and Date: Executive Director Infrastructure, Development & Environment annually.	18/12/2018
Community Services	Executive Director Community Services	2020:004	Art in the Public Domain Policy Adoption Ref: OCM 27/09/2016 Resolution CS030. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applies to employee's delegated authority to administer the City's artwork collection. Review Position and Date: This policy and procedure is to be reviewed by Council every three years.	23/05/2017
Community Services	Executive Director Community Services	2020:004	Artwork Collection Policy Adoption Ref: OCM 15/05/2007 Resolution 12.8.2 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applies to employee's delegated authority to administer the City's artwork collection. Review Position and Date: This policy is to be reviewed every two years by the document owner (Executive Director Community Services).	23/05/2017
Corporate & Commercial Services Finance Team	Executive Director Corporate & Commercial Services Manager Finance	Nil	Asset Impairment Policy Adoption Ref: OCM 18/06/2013 Report Item 1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer the assessment of asset impairment. Review Position and Date: Chief Executive Officer to review every two years.	23/05/2017
Infrastructure, Development & Environment	Council Executive Director Infrastructure, Development & Environment	Nil	Asset Management Policy Adoption Ref: OCM 16/06/2009 Resolution 13.2.1 Review Ref: OCM 19/03/2013 Resolution 5.1, OCM April 2017 Resolution DIS017 Function: Applicable to staff who administer the assessment of asset impairment. Review Position and Date: This policy is to be reviewed by Council every two years, or earlier if Council considers it necessary.	23/05/2017
Corporate & Commercial Services	Chief Executive Officer Manager Governance & Risk	Nil	Attendance at Events and Functions Policy Adoption Ref: OCM 17/12/2019 Resolution CCS203 Review Ref: Nil Function: Applicable to CEO and elected members. Review Position and Date: This policy is to be reviewed by the document owner annually.	17/12/2019
Infrastructure, Development & Environment Ranger & Emergency	Council	2020:001	Beach Closure Policy & Procedure Adoption Ref: OCM 31 October 2017 Resolution CCS051. Review Ref: Due October 2019. Review position and date: To be reviewed by the document owner every two years.	12/12/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Services Team				
Infrastructure, Development & Environment Ranger & Emergency Services Team	Council	2020:001	Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Land Policy Adoption Ref: OCM 24/07/2018 Resolution BFAC006. Review Ref: Due July 2020. Review position and date: This policy is to be reviewed by the document owners every two years.	21/08/2018
Corporate & Commercial Services Procurement Team	Executive Director Corporate & Commercial Services	2020:018	Buy Local Policy (Regional Price Preference) Adoption Ref: OCM 28/06/2016 Resolution CSF247 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff delegated purchasing authority. Review Position and Date: Executive Director Corporate & Commercial Services to review annually.	23/05/2017
Corporate & Commercial Services Finance Team	Executive Director Corporate & Commercial Services	2020:011	Cash Investment Backing for Reserve Accounts Policy Adoption Ref: OCM 19/02/2013 Resolution 1.1 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer the Reserve Accounts. Review Position and Date: Chief Executive Officer to review annually.	23/05/2017
Infrastructure, Development & Environment City Engineering Team	Executive Director Infrastructure, Development & Environment Manager City Engineering	2020:044	CBD Parking Scheme Policy Adoption Ref: OCM 27/08/2013 Resolution WS004 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer the Parking Scheme. Review Position and Date: Executive Director Infrastructure, Development & Environment to review annually.	23/05/2017
Corporate & Commercial Services People & Culture Team	Council	2020:005	CEO Performance Review Process Adoption Ref: OCM 22/04/2014 Resolution CSF077, Review Ref: OCM 23/08/2016 Resolution PR002 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to Council Committee and Council who review CEO's employment contract. Review Position and Date: To be reviewed annually by Council.	23/05/2017
Office of CEO	Chief Executive Officer	2020:003	Civic Affiliations Policy Adoption Ref: OCM 28/10/2014 Resolution ED017 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer Mayor and Council civic duties. Review Position and Date: Chief Executive Officer to review every two years.	23/05/2017
Corporate & Commercial Services People & Culture Team	Executive Director Corporate & Commercial Services	2020:005	Code of Conduct (Council Members, Committee Members, Staff and Volunteers) Policy Adoption Ref: OCM 27/09/2016 Resolution CSF270. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to all Councillors, Committee Members, Staff and Volunteers. Review Position and Date: This policy will be reviewed after each ordinary election of Council.	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Community Services	Chief Executive Officer Executive Director Community Services	2020:003 2020:005	Community Engagement Policy Adoption Ref: OCM 24/03/2015 Resolution CSF151. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who require to engage with the community. Review Position and Date: This policy is to be reviewed by the document owner annually.	23/05/2017
Community Services	Executive Director Community Services Executive Director Corporate & Commercial Services	2020:009	Community Funding Policy Adoption Ref: OCM 27/10/2015 Resolution CS025. Amendment Ref: Resolution CSF238. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy and procedure is to be reviewed by Council on or before 30 June 2019.	23/05/2017
Community Services Recreation Services Team	Executive Director Community Services	2020:009	Community Sports & Recreation Facilities Small Grant Funding Policy Adoption Ref: OCM 25/08/2015 Resolution CS022. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: Responsibility and Policy Custodian Review Position and Date Oversight and delivery of activity generated by this Policy is within the Community Services Directorate. This policy will form part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030).	23/05/2017
Corporate & Commercial Services	Executive Director Corporate & Commercial Services	2020:002	Corporate Documents Policy Adoption Ref: 16/05/2006 Report Item 14.1.2. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer Corporate Documents. Review Position and Date: Chief Executive Officer to review annually.	23/05/2017
Infrastructure, Development & Environment Reserves Team	Council	2020:001	Dog Exercise, Prohibited & Rural Leashing Areas Policy Adoption Ref: OCM 23/11/2018 Resolution DIS132. Review Ref: Nil. Review position and date: This policy and procedure is to be reviewed by the document owner every three years. Includes: Dog Exercise Area Map	23/11/2018
Corporate & Commercial Services Governance & Risk Team	Chief Executive Officer	2020:003	Elected Member Communications Policy & Procedure Adoption Ref: OCM 11/10/2011 Resolution 1.6 Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy and procedure must be reviewed every two years by the Chief Executive Officer.	23/05/2017
Corporate & Commercial Services Governance & Risk Team	Chief Executive Officer	Nil	Elected Member Professional Development Policy Adoption Ref: OCM 26/03/2019 Resolution CCS138 Review Ref: Nil Review Position and Date: Chief Executive Officer to review with Council prior to an ordinary council election.	26/03/2019

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate & Commercial Services Governance & Risk Team	Chief Executive Officer	Nil	Election Caretaker Period Policy Adoption Ref: OCM 26/03/2019 Resolution CCS137 Review Ref: Nil Review Position and Date: Chief Executive Officer to review with Council prior to an ordinary council election.	26/03/2019
Corporate & Community Services	Executive Director Corporate & Commercial Services Manager Governance & Risk Finance Manager IT Manager	Nil	Fraud & Corruption Control Plan Adoption Ref: OCM 26/11/2019 Resolution AR068 Review Ref: Nil Review Position and Date: Document Owner to review annually.	26/11/2019
Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Nil	Environmental Policy Adoption Ref: OCM 17/08/2010 Report Item 3.7. Review Ref: OCM 23 May 2017 Resolution CCCS028. Delegated Authority: Responsibility and Reporting: Council: is responsible for approving (including amendments to) the following documents: a. Environmental Policy; b. Environmental Strategy, and c. Climate Change Plans. Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents. Chief Executive Officer (CEO): is responsible for ensuring that systems are in place to ensure that Council's Environmental (CC) Policy, CC Environmental, CC Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Climate Change. Executive Management Team (EMT): is responsible for monitoring the implementation of the Environmental Strategy across the organisation. The EMT will ensure that strategies are put in place to remove barriers to the successful implementation of Climate Change mitigation and adaptation initiatives. Executive Director Infrastructure, Development & Environment: is responsible for providing the administration and technical support for implement policy and strategy. Review Position and Date: Executive Director Infrastructure, Development & Environment to review annually.	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment Manager City Reserves	Nil	Environmental Impact Assessments Policy Adoption Ref: OCM 29/10/2013 Report Item WS007. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer Environmental Impact Assessments. Review Position and Date: This policy is to be reviewed by the Chief Executive Officer every two years.	23/05/2017
Corporate & Commercial Services Office of CEO	Council Chief Executive Officer Manager Governance & Risk	2020:002	Governance & Meeting Framework Policy Adoption Ref: OCM 22/11/2016 Resolution CSF280. Review Ref: OCM 22 May 2018 Resolution CCS052. WALGA Representation now appointed. Amended: New External Working Group: Renewable Energy Working Group. OCM 24/07/2018 Resolution CCS066. Amended: Audit & Risk Committee TOR updated, OCM 23/10/2018 Resolution AR045. Function: Applicable to committee members and staff who administer council committees Review Position and Date: Chief Executive Officer to review with Council prior to an ordinary council election.	23/10/2018
Community Services	Executive Director Community Services Senior Community Development Officer	2020:001 2020:026	Graffiti Management Policy Adoption Ref: OCM 22/11/2016 Resolution CSF281 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer the control of graffiti and guides public on the process of reporting and treatment. Review Position and Date: This policy must be reviewed every two years by the document owner.	23/05/2017
Corporate & Commercial Services HR Team	Executive Director Corporate & Commercial Services Manager People & Culture	2020:005	Grievance Management Policy & Procedure Adoption Ref: OCM 19/06/2012 Report Item 1.1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy was adopted on 19 June 2012. This policy must be reviewed annually by the Chief Executive Officer.	23/05/2017
Corporate & Commercial Services Governance & Risk Team	Chief Executive Officer Manager Governance & Risk	2020:005	Handling of Complaints By or Against Elected Members Policy & Procedure Adoption Ref: OCM 28/04/2017 Resolution CCCS012 Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	23/05/2017
Corporate & Commercial Services Governance & Risk Team	Executive Director Corporate & Commercial Services Manager Governance & Risk	2020:005	Handling of Complaints By or Against the Chief Executive Officer Policy Adoption Ref: OCM 28/04/2017 Resolution CCCS012 Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy and procedure must be reviewed every two years by Council.	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate & Commercial Services Governance & Risk Team	Council Chief Executive Officer Executive Director Corporate & Commercial Services	Nil	Honorary Freeman of the City of Albany Policy Adoption Ref: OCM 26/06/2018 Resolution CCS059 Review Position and Date: This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	26/06/2018
Corporate & Commercial Services Finance Team	Council	2020:011	Investment of Surplus Funds Policy Adoption Ref: OCM 19/02/2013 Resolution 1.1 Reviewed and amended Ref: OCM 22/05//2018 Resolution AR043. Delegated Authority: That, under section 6.10 of the Local Government Act 1995, and as prescribed in regulation 19 of the Local Government (Financial Management) Regulations 1996, the CEO be delegated to administer the Investment of Surplus Funds Policy. Review Position and Date: This policy must be reviewed by the document owner and Council at least every two years.	07/08/2018
Corporate & Commercial Services Governance & Risk Team	Executive Director Corporate & Commercial Services Manager Governance & Risk	2020:008 2020:039	Legal Representation for Elected Members, Employees and Volunteers Policy Adoption Ref: OCM 24/09/2013 Resolution CSF013. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer legal representation and guides elected members, employees and volunteers on the process. Review Position and Date: This policy is to be reviewed by the document owner annually.	23/05/2017
Corporate & Community Services Public Health & Safety Team	Executive Director Corporate & Commercial Services Manager Public Health & Safety	2020:032	Local Recovery (City of Albany) Management Plan Policy Position Adoption Ref: OCM 16/04/2016 Resolution LEMC008, Review Ref: OCM 23/08/2016 Resolution PR002 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to LEMC Committee, Council and appointed LEMC Coordinator (Executive Director Corporate & Commercial Services) and Community Emergency Safety Manager (CESM). Review Position and Date: To be reviewed annually by LEMC Committee and Council.	23/05/2017
Corporate & Commercial Services Finance Team	Executive Director Corporate & Commercial Services Manager Finance	Nil	Long Term Borrowing Policy Adoption Ref: OCM 16/04/2013 Report Item 1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer Long Term Borrowing on behalf of Council. Review Position and Date: Chief Executive Officer to review annually.	23/05/2017
Corporate & Commercial Services Finance Team	Council Executive Director Corporate & Commercial Services Manager Governance & Risk	2020:013	Mayoral Vehicle Policy Adoption Ref: OCM 26/11/2013 Resolution CSF040 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer the City's vehicle fleet management. Review Position and Date: This policy will be reviewed after each ordinary election of Council.	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure, Development & Environment City Reserves Team	Executive Director Infrastructure, Development & Environment Manager City Reserves	2020:043	Memorial Plaque and Seat Policy Adoption Ref: OCM 15/09/2009 Report Item 14.12.2. Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applicable to staff who administer public submissions for memorial plaques and seats. Review Position and Date: Executive Director Infrastructure, Development & Environment to review every two years.	23/05/2017
Corporate & Commercial Services Finance Team	Council Executive Director Corporate & Commercial Services	2020:013	Payments to employees above contract or award policy Adoption Ref: OCM 23/06/2015. Resolution CSF174. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	23/05/2017
Corporate & Commercial Services Property & Leasing Team	Executive Director Corporate & Commercial Services Senior Team Leader Property and Leasing	2020:019	Property Management (Leases and Licences) Policy Adoption Ref: OCM 14/07/2015 Resolution CSF181. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy is to be reviewed by the document owner on or before May 2018.	23/05/2017
Corporate & Commercial Services Governance & Risk Team	Chief Executive Officer Manager Governance & Risk	Nil	Proposed Amendments by Elected Members to Recommendations for Council Meetings Policy Adoption Ref: OCM 25/03/2014 Resolution CSF065 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: The Chief Executive Officer (CEO) to determine any financial impacts and /or associated risks as a result of the alternate motion. Review Position and Date: Chief Executive Officer to review annually. This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	23/05/2017
Corporate & Commercial Services Procurement Team	Council Executive Director Corporate & Commercial Services	2020:018 2020:013	Purchasing Policy (Tenders & Quotes) Adoption Ref: OCM 28/06/2016 Resolution CSF246. Review Ref: OCM 23 May 2017 Resolution CCCS028. Delegated Authority: The Chief Executive Officer has delegated authority from Council to undertake purchases of goods and services up to the value of \$500,000, and \$1,000,000 where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements. Review Position and Date: Executive Director Corporate & Commercial Services to review annually.	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Corporate & Commercial Services Public Health & Safety Team	Executive Corporate & Community Services Manager Public Health & Safety	2020:032	Radio Communication Allocation to Brigade Members Policy Adoption Ref: OCM 23/06/2015. Resolution BFAC001. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy and procedure is to be reviewed by the document owner bi-annually.	23/05/2017
Corporate & Commercial Services Finance & Rates Teams	Executive Director Corporate & Commercial Services	2020:022	Rating Subsidy: Sporting and Community Organisations Policy Adoption Ref: OCM 22/11/2016 Resolution CSF282 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Subject to a qualifying criteria, a full subsidy of annual rates may be applied. Review Position and Date: This policy will apply for rates levied from 1 July 2016 onwards. This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.	23/05/2017
Corporate & Community Services Cross Organisational	Executive Director Corporate & Community Services Manager Public Health & Safety Manager Governance & Risk	All Compliance Related Functions	Regulatory Compliance Policy Adoption Ref: OCM 27/06/2017 Resolution DIS030 Function: The purpose of which is to establish principles and guidelines for compliance and enforcement activities. The effect of which provides a framework of enforcement options and considerations, in line with a recognised Public Interest test. Review Position and Date: This policy and procedure is to be reviewed by the document owner every two years.	27/06/2017
Corporate & Commercial Services Governance & Risk Team	Chief Executive Officer Manager Governance & Risk	2020:008	Response to Appeals to the State Administrative Tribunal (SAT) Policy Adoption Ref: OCM 24/06/2014 Resolution CSF092. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Ref: OCM 24/07/2018 Resolution DIS107. Review Position and Date: This policy and procedure is to be reviewed bi-annually by the document owner.	21/08/2018
Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Nil	Right of Way Policy Adoption Ref: OCM 28/11/2017 Resolution DIS058. Review Ref: Nil Review position and date: To be reviewed by the document owner annually.	28/11/2017
Corporate & Commercial Services Governance & Risk Team	Council	2020:005	Risk & Opportunity Management Policy Position Adoption Ref: OCM 28/06/2016 Resolution AR021 Review Ref: OCM 23 May 2017 Resolution CCCS028. Delegated Authority: Chief Executive Officer & Delegated Officers The Chief Executive Officer and delegated officers are accountable for the implementation and maintenance of risk management policies and processes across the organisation. They are ultimately responsible for ensuring that strategic risks are regularly reviewed.	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
			<p>All staff, including volunteers are responsible for applying risk management practices in their area of work and ensuring that all staff are aware of all types of risks associated with City of Albany operations and escalating where necessary.</p> <p>Under delegation from the Chief Executive Officer: Each member of the Executive Management Team (EMT) is accountable for implementing the risk management practices in their area of responsibility. This includes ensuring that risks are identified, managed, reviewed and updated regularly.</p> <p>Managers, Team Leaders, staff and volunteers are responsible for the implementation of risk management practices within their particular areas of responsibility. They are responsible for reviewing and updating their allocated risks.</p> <p>The Manager Governance & Risk Management is responsible for overseeing the development, facilitation and implementation of a risk management culture, framework and strategy, including training and awareness across the organisation.</p> <p>Review Position and Date: This policy and framework is to be reviewed by the Document Owner annually.</p>	
Infrastructure, Development & Environment	Council	2020:020 2020:026 2020:046	<p>Services Information & Tourist Signs Policy Adoption Ref: OCM 14/12/2010 Resolution 4.3.29 Review Ref: OCM 23 May 2017 Resolution CCCS028. Delegated Authority: The CEO is delegated the authority to approve signs within Council's reserves. Amount must be allocated in Council's annual budget. Review Position and Date: Executive Director Infrastructure, Development & Environment annually.</p>	23/05/2017
Corporate & Commercial Services	Executive Director Community Services	2020:001 2020:026	<p>Smoke-Free Outdoor Policy & Implementation Plan Adoption Ref: OCM 23/10/2018 Resolution CCS096 Function: Applicable to staff who administer the use of public spaces, in particular sporting grounds. Review Position and Date: This policy and procedure is to be reviewed by the document owner on or before 31 July 2020.</p>	23/10/2018
Corporate & Commercial Services Governance & Risk Team	Council	2020:009	<p>Sponsorship Policy & Guideline Adoption Ref: OCM November 2017 Resolution CCS011. Review Ref: Review due November 2019. Review position and date: To be reviewed by the document owner every two years.</p>	4/12/2017
Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment Manager Planning & Building Services	2020:040	<p>Station Precinct Policy Guidelines (ASP14) & Policy Position Adoption Ref: Town of Albany Guideline 1998 Review Ref: OCM 23 May 2017 Resolution CCCS028. Review position and date: To be reviewed by the document owner annually.</p>	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure, Development & Environment City Reserves Team	Executive Director Infrastructure, Development & Environment Manager City Reserves	2020:047	Street Tree Management Policy Position Adoption Ref: OCM 17/12/2013. Resolution WS023. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: Executive Director Infrastructure, Development & Environment every two years.	23/05/2017
Infrastructure, Development & Environment	Council Manager Planning & Building Services	Planning Delegations	Subdivision and Development Guidelines Policy Adoption Ref: OCM 23/10/2018 Resolution DIS126. Review Ref: Nil Review position and date: This policy should be reviewed every two (2) years to align with IPWEA's commitment to update the local government guidelines every two (2) years.	23/10/2018
Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Nil Any changes or variations must be approved by Council.	Temporary/Short Term Extended Trading Hours Policy Adoption Ref: OCM July 2016 Resolution ED036. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: Chief Executive Officer to review every two years.	23/05/2017
Infrastructure, Development & Environment Planning Team	Executive Director Infrastructure, Development & Environment Manager Planning & Building Services	2020:001 2020:042	Trading in Public Places Policy Adoption Ref: OCM 15/09/2009 Report Item 13.5.1. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy and procedure is to be reviewed by the document owner every two years.	23/05/2017
Corporate & Commercial Services Office of the CEO Team	Council Executive Director Corporate & Commercial Services	2020:013 2020:016	Travel and Representation Policy Adoption Ref: OCM 26/07/2016 Resolution CSF253 Delegated Authority: The Executive Director Corporate & Commercial Services is responsible for implementing this Policy. The Mayor shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence. Review Position and Date: This policy and procedure is to be reviewed by the document owner annually.	23/05/2017
Infrastructure, Development & Environment City Engineering Team	Council Executive Director Infrastructure, Development & Environment	2020:026	Upgrades and Maintenance of Watercourses and Drainage Channels Policy Position Adoption Ref: OCM 26/06/2018 Resolution DIS099 Function: Applicable to staff who administer section 3.27 of the Act under delegation. Review Position and Date: This policy and procedure is to be reviewed by the document owner every three years.	26/06/2018
Corporate & Commercial Services	Executive Director Corporate & Commercial Services Manager Governance & Risk	2020:006	Use of Common Seal Policy Adoption Ref: OCM 15/03/2011 Resolution 4.6 Review Ref: OCM 23 May 2017 Resolution CCCS028. Function: Applies to employee's who administer the application of the Common Seal and the Execution (Signing) of documents on the City of Albany. Review Position and Date: Chief Executive Officer to review annually.	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment Senior Project Administrator/ Scheduler	2020:046	Wet Weather Road Closure Policy Adoption Ref: OCM 24/06/2014 Resolution WS043. Review Ref: OCM 23 May 2017 Resolution CCCS028. Review Position and Date: This policy and procedure is to be reviewed every two years by the document owner.	23/05/2017

Local Planning Scheme No 1 Policy Manual:

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment Manager Planning & Building Services	2020:040	Local Planning Scheme No 1 Policy Manual Adoption Ref: OCM 27/05/2014, OCM 26/08/2014 Resolution PD032. Review Ref: OCM 23 May 2017 Resolution CCCS028. Planning: Agriculture Protection and Subdivision Policy Planning: Albany Town Centre Policy Planning: Albany Waterfront Policy Planning: Ancillary Accommodation Policy Planning: Barker Road Industrial Area Policy Planning: Barry Court Policy Planning: Bed and Breakfast Accommodation Policy Planning: Big Grove Outline Development Plan Policy Planning: Brooks Garden - Outline Development Plan Policy Planning: Building Facades in Industrial Zones Policy Planning: Catalina - Outline Development Plan Policy Planning: Centennial Park Redevelopment Area Policy Planning: Cheyne Beach Planning Policy Planning: Conceptual District Structure Plan Policy Planning: Consulting Rooms, Public Worship & Child Care Centres Policy Planning: Detailed Area Plans Policy Planning: Development Approval Exemption Policy Planning: Development in Flood Prone Areas Policy Planning: Domestic Wind Turbines Policy Planning: Down Road Timber Processing Precinct Policy Planning: Emu Point and Big Grove Village Centres Policy Planning: Extractive Industries and Mining Policy Planning: Frenchman Bay Road Residential Development Area Policy Planning: Frenchman Bay Tourist Development Site Policy Planning: Heritage Protection Policy Planning: Holiday Accommodation Policy	23/05/2017

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
			Planning: Interim Outline Development Plan - Bayonet Head Policy Planning: Kalgan Rural Village Structure Plan Policy Planning: Kalgan Rural Village Structure Plan Policy (Extract) Planning: Kalgan Rural Village Cost Apportionment Schedule Policy Planning: Lake Seppings Drive/Loftie & Wright Street Policy Planning: Little Grove Structure Plan Policy Planning: Local Development Plan 5 Policy Planning: Local Development Plan No. 3 Lots 204-206 Celestial Pde and Lots 207-209 Pegasus Blvd, McKail Policy Planning: Lot 100 Grey Street East Policy Planning: Masonic Hall Design Guidelines Policy Planning: McKail Structure Plan Planning: Melville Drive View Corridor Policy Planning: Middleton Beach Tourist Precinct Policy Planning: Modification to Subdivision Guide Plans Policy Planning: Neighbourhood Centres Policy Planning: Non-Habitable Structures Policy Planning: North McKail Structure Plan Policy Planning: Outline Development Plan - Morgan Place Policy Planning: Pendeen Industrial Area Structure Plan Policy Planning: Pines Estate Setbacks Policy Planning: Planning Applications Guideline Policy Planning: Public Art Policy Planning: Public Parkland Policy Planning: Reflective Roofs-Goode Beach Policy Planning: Relocated Dwellings Policy Planning: Residential Building Policy Planning: Residential Development on Steep Sites Policy Planning: Richard Street Light Industrial Area Policy Planning: Significant Tourist Accommodation Sites Policy Planning: Signs Policy Planning: Sloping Land Policy Planning: South Lockyer Structure Plan Policy Planning: Spencer Park Precinct Structure Plan Policy Planning: Station Precinct Guidelines (ASP14) Policy Planning: Structure Plan for McKail Structure Plan (Boundary St, Le Grande Ave, Flemington St) Policy Planning: Temporary Accommodation Policy Planning: The Outlook Estate Bayonet Head Policy Planning: Thomas Street Design Guidelines Policy Planning: Variations to the Residential Design Codes Policy	

Attachment C: Council Policy Positions Register

Directorates / Teams	Document Owner	Associated Delegation(s)	Policy Position(s) / Function or Delegation	Last Reviewed
			Planning: Woodrise Estate Design Guidelines Policy Planning: Woolstores Redevelopment Site Policy Planning: Workers Accommodation (Seasonal) Policy Planning: Yakamia/Lange Structure Plan 2015 Policy	

Attachment D: Statutory Delegations to Local Government from External Agencies

**STATUTORY DELEGATIONS TO LOCAL GOVERNMENT
FROM EXTERNAL AGENCIES**

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Attachment D: Statutory Delegations to Local Government from External Agencies

Environmental Protection Act 1986

NOISE CONTROL – SERVE ENVIRONMENTAL PROTECTION NOTICES (S65(1))

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows:

Powers and duties delegated:

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made:

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved:

FERDINAND TROMP, A/Chief Executive Officer
Dr JUDY EDWARDS MLA, Minister for the Environment

Extract from *Government Gazette* dated 19 March 2004; page 919.

Attachment D: Statutory Delegations to Local Government from External Agencies

Environmental Protection Act 1986

NOISE CONTROL – NOISE MANAGEMENT PLANTS (s29)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulation 1997*, other than this power of delegation, in relation to:

- (a) Waste collection and other works - noise management plans relating to specified works under regulation 14A or 14B;
- (b) Bellringing or amplified calls to worship - the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities - noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues - noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues - noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results - requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events - approval of events or venue for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation:
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated this 12th day of December 2013.

Approved:

JASON BANKS, A/Chief Executive Officer
JOHN DAY, A/Minister for Environment; Heritage

Extract from *Government Gazette* dated 20 December 2013; page 6282.

Attachment D: Statutory Delegations to Local Government from External Agencies

Environmental Protection Act 1986
NOISE CONTROL – NOISE MANAGEMENT PLANTS (Reg 13)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986
Delegation No. 119

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated this 1st day of May 2014.

Approved by:

JASON BANKS, A/Chief Executive Officer
Hon ALBERT JACOBS JP MLA, Minister for Environment; Heritage

Extract from *Government Gazette* dated 16 May 2014; page 1548.

Attachment D: Statutory Delegations to Local Government from External Agencies

Planning and Development Act 2005
**WESTERN AUSTRALIAN PLANNING COMMISSION –
 SECTION 25 OF THE STRATA TITLES ACT 1985**

Associated Delegation:

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

DEL 2009/03 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the *Strata Titles Act 1985*.

Preamble:

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation):

On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED:

A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25, of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission

SCHEDULE 1

1. Applications made under section 25 of the *Strata Titles Act 1985*:

Power to determine applications for the issuing of a certificate of approval under section 25 of the *Strata Titles Act 1985* for a plan of subdivision, re-subdivision or consolidation, except those applications that:

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing relate to –
 - (i) a type of development and/or
 - (ii) land within an area;

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

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Extract from *Government Gazette* dated 9 June 2009; page 1937.

Attachment D: Statutory Delegations to Local Government from External Agencies

Planning and Development Act 2005
**DEVELOPMENT APPLICATIONS MADE UNDER THE
 AUSPICES OF THE PLANNING AND DEVELOPMENT ACT 2005**

Associated Delegation:

PLANNING AND DEVELOPMENT ACT 2005
 Instrument of Delegation
 (DoL FILE 1738/2002v8; 858/2001v9)

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time or holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> • a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or • the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of: <ul style="list-style-type: none"> ○ a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 458), or is a ground anchor, and where the development is consistent with the use of the land as a road, . <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional Interim development order (as that term, is defined in that Act);</p>	<p>City of Albany</p>	<p>In accordance with and subject to approved Government. Land policies.</p> <p>Any signature subject to the following endorsement:</p> <p>Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown Land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provisions of the <i>Planning and Development Act 2005</i> (including any planning scheme).</p> <p>The signature does not represent approval or consent for planning purposes.</p> <p>Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Attachment D: Statutory Delegations to Local Government from External Agencies

Column 1	Column 2	Column 3
(ii) section 103(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a local interim development order(as that term, is defined in that Act);		
(iii) section 115 of the Planning and Development Act 2005 in respect of development within a planning control area (as that term, is defined in that Act);		
(iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act);		
(v) section 162 of the Planning and Development Act 2005 in respect of developments for which approval is required under a Planning scheme or Interim development order (as those terms are defined in that Act); .		
(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by Heritage Council under the <i>Heritage of Western Australia Act 1990</i> , or which such a place forms part;		
(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of the Act).		

**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**



Albany - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A	No major trading undertaken in 2019.	Stuart Jamieson
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A	No major land transactions undertaken in 2019.	Stuart Jamieson
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Stuart Jamieson
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Stuart Jamieson
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Stuart Jamieson

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	No committees have delegated power.	Stuart Jamieson
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A	No committees have delegated power.	Stuart Jamieson
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A	No committees have delegated power.	Stuart Jamieson
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No committees have delegated power.	Stuart Jamieson
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A	No committees have delegated power.	Stuart Jamieson
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Stuart Jamieson
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Stuart Jamieson
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Stuart Jamieson
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Stuart Jamieson



10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Stuart Jamieson
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes	PE.AUT.1 – Register of Delegations & Authorisations	Stuart Jamieson
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes	Fully reviewed and adopted by Council on 28 May 2019, Resolution AR063	Stuart Jamieson
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Stuart Jamieson

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Stuart Jamieson
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Stuart Jamieson
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Stuart Jamieson
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Stuart Jamieson
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Stuart Jamieson
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Stuart Jamieson
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		Stuart Jamieson
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Stuart Jamieson
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Stuart Jamieson



10	s5.77		On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		Stuart Jamieson
11	s5.88(1)(2) Reg 28	Admin	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Stuart Jamieson
12	s5.88(1)(2) Reg 28	Admin	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes	Noting transitions provision for register of gifts, regulation 28B.	Stuart Jamieson
13	s5.89A 28A	Admin Reg	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	N/A	RE: Section 5.71A (CEOs to disclose interests relating to gifts in connection with advice or reports) - No disclosures made in the reporting period.	Stuart Jamieson
14	s5.88 (3)		Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes	Hardcopy files removed from register, current electronic records system does not facilitate deleting of electronic records.	Stuart Jamieson
15	s5.88(4)		Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes	Hardcopy files removed from register, current electronic records system does not facilitate deleting of electronic records.	Stuart Jamieson
16	s5.103 34C & Rules of Conduct Reg 11	Admin Reg	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Stuart Jamieson
17	s5.70(2)		Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Stuart Jamieson
18	s5.70(3)		Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Stuart Jamieson
19	s5.103(3) Reg 34B	Admin Reg	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Stuart Jamieson

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A	No disposals required local public notice	Stuart Jamieson



2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Stuart Jamieson
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Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)(2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		Stuart Jamieson
2	Elect Reg 30G(3) &(4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	Yes	Hardcopy files removed from register, current electronic records system does not facilitate deleting of electronic records.	Stuart Jamieson

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	All members of the Audit Committee are Elected Members.	Stuart Jamieson
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Stuart Jamieson
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Stuart Jamieson
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Stuart Jamieson
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Stuart Jamieson
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	OCM 26/11/2019 Resolution AR070. Audit & Risk Committee Meeting held on 11/11/2019 Resolution AR066.	Stuart Jamieson
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government,	N/A	The City received an unqualified auditor's report, therefore there are no legal implications related to this report.	Stuart Jamieson



		ensure that appropriate action was undertaken in respect of those matters?			
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A		Stuart Jamieson
9	S7.12A (4)	Within 14 days after the local government gave a report to the Minister under s7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	Yes	The City's financial statements were submitted to the Department on 18/12/2019 via the Auditor General's portal.	Stuart Jamieson
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Stuart Jamieson
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Stuart Jamieson
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Stuart Jamieson
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Stuart Jamieson
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Stuart Jamieson

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Adoption Ref: OCM 26 November 2019 Resolution CCS191.	Stuart Jamieson
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	Adoption Ref: OCM 26 November 2019 Resolution CCS191.	Stuart Jamieson
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Adoption Ref: OCM 26 September 2017 Resolution CCCS057	Stuart Jamieson
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	Adoption Ref: OCM 26 September 2017 Resolution CCCS057.	Stuart Jamieson



5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	Adoption Ref: OCM 26 September 2017 Resolution CCCS057.	Stuart Jamieson
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Adoption Ref: OCM 16/04/2013 Report Item 1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028.	Stuart Jamieson
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	Adoption Ref: OCM 26 September 2017 Resolution CCCS057.	Stuart Jamieson

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	CEO not appointed in this reporting period.	Stuart Jamieson
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	Yes	A designated senior employee was appointed in this reporting period. Executive Director Infrastructure & Environment. Appointment Reference: Special Council Meeting 15/05/2019 Resolution SCM017.	Stuart Jamieson
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A	CEO not appointed in this reporting period.	Stuart Jamieson
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A	CEO not appointed in this reporting period.	Stuart Jamieson
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	Yes	Appointment Reference: Special Council Meeting 15/05/2019 Resolution SCM017.	Stuart Jamieson

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A	CEO is the complaints officer.	Stuart Jamieson
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Stuart Jamieson
3	s5.121(2)(a)	Does the complaints register	Yes		Stuart Jamieson



		maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?		
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes	Stuart Jamieson
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes	Stuart Jamieson
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes	Stuart Jamieson

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	Previous report prepared May 2017. Auditors engaged to perform a Financial Management Review, with work commencing February 2020.	Stuart Jamieson
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Audit & Risk Committee 22/11/2018 Resolution AR051. (Sent to all Elected Members)	Stuart Jamieson
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	No	Annual Electors Meetings held: 14 March 2019 16 December 2019	Stuart Jamieson
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes	Documents submitted to contracted external auditor Moore Stephens onto their portal by their requested due date of 9 September 2019.	Stuart Jamieson



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Stuart Jamieson
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	Yes		Stuart Jamieson
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Stuart Jamieson
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Stuart Jamieson
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		Stuart Jamieson
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Stuart Jamieson
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Stuart Jamieson
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Stuart Jamieson
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Stuart Jamieson
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Stuart Jamieson
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A	Nil Expression of Interest (EOIs) in 2019	Stuart Jamieson
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A	Nil EOIs in 2019	Stuart Jamieson
13	F&G Reg 23(4)	After the local government considered	N/A	Nil EOIs in 2019	Stuart Jamieson



		expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?			
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A	Nil EOIs in 2019	Stuart Jamieson
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	Part of Purchasing Policy (Tenders and Quotes)	Stuart Jamieson
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	Yes		Stuart Jamieson
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	Yes		Stuart Jamieson
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	Yes		Stuart Jamieson
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	Yes		Stuart Jamieson
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	Yes		Stuart Jamieson
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Stuart Jamieson
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	Yes		Stuart Jamieson
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	Yes		Stuart Jamieson
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Stuart Jamieson

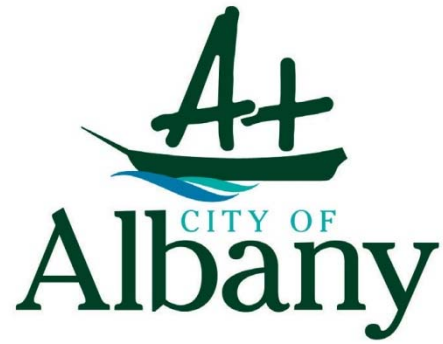


25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes	Stuart Jamieson
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes	Stuart Jamieson
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes	Stuart Jamieson

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Albany

Signed CEO, Albany



Planning & Development Services

City of Albany
Policy

HOLIDAY ACCOMMODATION

'HOLIDAY ACCOMMODATION' POLICY

Policy Statement

1. This Policy has been adopted in accordance with Part 2 of *Local Planning Scheme 1*.
2. Local Government is to have due regard to the provisions of this Policy and the objectives which the Policy is designed to achieve before making its determination.

Objective

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

Scope

4. This Policy applies to applications for Holiday Accommodation.

Definition

5. Holiday Accommodation: means any land and/or building providing accommodation and recreation facilities for guests/tourists on a short-term commercial basis and may include a shop or dining area incidental to the function providing limited services to patrons (Source: *Local Planning Scheme 1*).
6. Short Stay: means that no person is to stay more than three months in any 12 month period.

Note: Holiday Accommodation is not the same as 'Bed and Breakfast'.

Bed and breakfast/farmstay means a dwelling, used by a resident of the dwelling, to provide accommodation for no more than six guests away from their normal place of residence on a short-term commercial basis within the dwelling and may include the provision of meals.

Strategic Context

7. This Policy relates directly to the following element of the *Community Strategic Plan "Albany 2023"*: to advocate, plan and build friendly and connected communities.

Legislative Context

Zoning/Location

8. Holiday Accommodation' is not permitted in the 'Residential', 'Caravan and Camping', 'Regional Centre', 'Rural Small Holding' and 'Rural Village' zones unless the Local Government has exercised its discretion by granting planning approval.
9. 'Holiday Accommodation' is not permitted in the 'Yakamia Creek', 'General Agriculture' and 'Priority Agriculture' zones unless the Local Government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4 of the *Local Planning Scheme 1*.
10. 'Holiday Accommodation' is permitted in the 'Tourist Residential' and 'Hotel/Motel' zones providing the use complies with requirements of the Scheme.

Policy Provisions

Assessment of Proposal

11. Where a neighbour objects to a proposal for Holiday Accommodation, the application is to be considered in view of the following:
- a. The proximity of the holiday accommodation to key tourism attractions such as the beach or town centre/activity centre (typically a 5 minute walk – 400m); and/or
 - b. Location within a street(s) which facilitates safe, efficient and pleasant walking, cycling and driving; and/or
 - c. Location compatible with Figure A (refer to attachment - the areas illustrated are within close proximity to the town centre and popular swimming beaches); and
 - d. A management plan designed to facilitate community concerns.

Management Plan

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

Amount of Persons Residing

13. The amount of guests residing within holiday accommodation is to comply with the following standards:
- a. 4 square metres per person in each bedroom utilising beds;
 - b. 2.5 square metres per person in each bedroom utilising bunks; and
 - c. Maximum of 12 persons within a 'Single House' at any time.

Note: Where more than 12 guests are proposed, the premise is classified under the Health Act 1911 as a "lodging house" and will require further approval (from Environmental Health). A planning application for a lodging house shall be treated as a "use not listed" under the provisions of the Town Planning Scheme.

Period of Stay

14. The maximum stay for any one person within a building approved for holiday accommodation is 3 months within any 12 month period.

Register

15. Operators must provide and maintain a register of all people who utilise the holiday accommodation during the year to Council's satisfaction.

Car Parking

16. At a minimum, 2 on-site car parking bays are to be provided per 6 guests (4 car-parks/12 guests).

17. Tandem parking may be permitted for a maximum of one vehicle behind another vehicle.

18. All car parking is to be contained on-site and no verge area should be used for car parking.

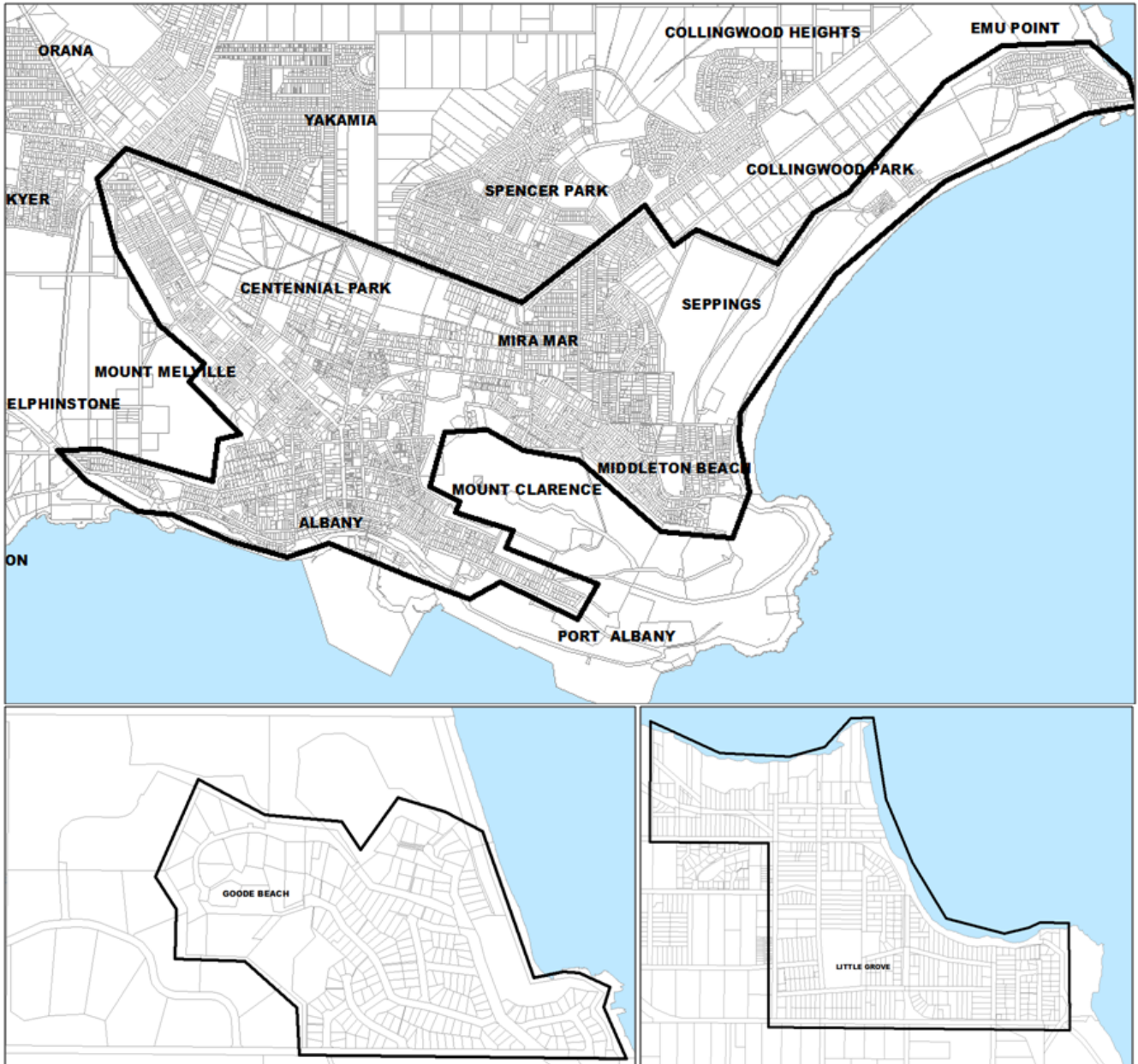
19. It is common for holiday makers to have a boat, trailer, caravan etc. and there should be additional space allocated for such. All vehicle access (including crossovers) and car parking areas are to be sealed and drained to the approval of the local government.

Note: A new proprietor wishing to continue the use of the site for holiday accommodation will need to provide an updated management plan.

Except as otherwise provided in the Scheme, a 'Single House' does not require planning approval of the Local Government.

Reverting holiday accommodation back to permanent accommodation ('Single House') does not require the approval of the Local Government.

Figure A – Preferred Areas for Holiday Accommodation



Review Position and Date

20. N/A

Associated Documents

- 21. *Local Planning Scheme 1 (LPS1).*
- 22. *Residential Design Codes (R Codes).*
- 23. *The Western Australian Planning Commission (WAPC) Planning Bulletin 99 (Holiday Home Guideline).*

Version Control

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Holiday Accommodation Policy			
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1.1	Coordinator Planning	Draft amendment	2020

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City of Albany
Policy

Trading in Public Places

Document Approval			
Document Development Officer:		Document Owner:	
Manager Planning Services (MPS)		Executive Director Development Services	
Document Control			
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Meta Data: Key Search Terms	Vendors, Trading, Public Places		
Status of Document:	Council decision: Reviewed, Pending adoption.		
Quality Assurance:	For example: Chief Executive Officer, Executive Management Team, Council Committee, and Council.		
Distribution:	Public Document		
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1.0	Manager Building & Health Services	Adoption Reference: OCM 15/09/2009 Report Item 13.5.1	15/09/2009
2.0	EDPDS	Executive Director Planning & Development Services (EDPDS). Revised: Minor formatting only.	29/12/2010
3.0	MPS	Revision Reference: OCM 23/05/2017 Resolution CCCS028. Synergy Ref: NP1767036	20/06/2017
4.0	MGR	Reviewed, Recommended amendments: <ul style="list-style-type: none"> • Associated documents references updated. • Fully reviewed, see document compare. 	07/05/2018

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Objective

The City of Albany is committed to promote small business initiatives in a sustainable fair manner and acknowledging the historic use of some of the areas.

The purpose of this policy is;

- To provide direction to City staff in the processing of applications for trading in public places, in accordance with the City of Albany's "*Activities on Thoroughfares and Public Places and Trading Local Law 2011*".
- To provide a clear set of controls for operators to trade under.

Policy Statements:

The City supports the traders operating on a regulated basis to ensure equity and fairness to all business proprietors.

The City's Local Law provide regulation for the management of public property and the activities that may be conducted on public property that is owned or managed by the City including City halls, car parks, parks and reserves.

This also applies to private property, if being used for public purposes such as fetes and markets.

Assessment of an application considers the proposed location and impact the activity may have on established businesses close by, other traders, traffic flow and the amenities at the desired location.

The City reserves the right to refuse any application for any reason.

A. Trading – General Requirement applicable to all traders;

- All Stallholders and Street Traders (Traders) must ensure that the trading location is kept clean and tidy at all times. The permit holder is responsible for the disposal of all litter associated with the provision of the goods or service and the cleaning of the permit location.
- Traders shall depart from a trading location upon the direction of any person or body authorised to carry out any works in the street, thoroughfare, local government property or public place in which the trader is situated.
- Traders shall not have any claim for compensation or damages as a result of any disruption to business or loss incurred due to an event, market, parade, thoroughfare works or any other contingency.
- The City is under no obligation to relocate the trader or stallholder however, an alternate location may be offered if an appropriate location is available.
- Trading shall only take place in a suitable area with landowner permission and where it does not cause a safety or nuisance concern or in a car parking area/space and complying with local parking restrictions.
- To ensure public safety, trading must be conducted in areas that are serviced by adequate lighting.

- Advertising signs are restricted to the vehicle/stall from which the business is conducted.
- To apply for permission to operate a mobile trading vehicle within the City, the following documentation will be required:
 - A copy of current public liability insurance;
 - A complete application for a trading licence including proposed payment details; and
- **If food is sold**, a current copy of your *Food Act 2008* Certificate of Registration (noting the vehicles internal fit out must comply with the requirements of the *Food Regulations 2009*, applicable ASNZ Food Standards Codes and the City of Albany Health Local Laws) **is required**.

B. Trading - Approved Events and Markets:

Subject to approval from event holders:

- If your food business is based within the City of Albany, no Food stall approval is required to trade at an event or market.
- If your business is located outside of the City of Albany an Application for a Temporary Food Stall Approval will be required.

C. Trading – Approved Fixed Locations:

- The City of Albany has identified fixed trading locations where trading is permitted only by the approved street trader in accordance with their permit.
- Existing fixed location street traders continue to operate on a five-year licence until **30 June 2020** unless the existing operator ceases trading for a period of six months or advises that they wish to cease trading.
- Expressions of Interest in obtaining a fixed location street trading licence for a specific area can be applied for every 5 years to operate for 5 years unless the operator is inactive /ceases trading for a period of six months or advises that they wish to cease trading.
- Trading licence for these sites are determined by an Expression of Interest process at the discretion of the City.
- Expression of Interest is to be advertised every three years.
- Applications will be considered on their individual merit by an internal selection panel. Preference will be given to operators who can demonstrate that they meet the following criteria:
 - How the business will benefit the community (i.e. authenticity, unique culinary experience and celebrating local produce) ;
 - Experience of the street trader (operational food van and is currently operating);
 - Present a well-designed and highly maintained vehicle that is aesthetically pleasing and complies with the City’s environmental health requirements.
 - Historic use by traders and community of the area;
 - Risk management plans provided by the street trader.
 - demonstrate previous business and mobile trading experience including a high level knowledge of
 - food safety principles; and

- Have a strong marketing plan and social media presence.
- Annual trading site hire fees will be set each year by Council through the budget process and fees may differ depending on the location/desirability of the site.

D. Trading – Itinerant Varied Locations:

- Traders may apply for a Permit to sell to the public by traveling from place to place throughout the City **in accordance with this Policy**.

D.1 Trading – Zones:

- **CBD:** Traders are precluded (unless a special permit is approved) from selling within the **Albany Regional Business Trading Centre**, also known as the Central Business District (CBD), as defined by the local planning scheme and as delineated within the Street Traders Map published by the City.

D.2 Special Permit

Traders may apply for a special permit to trade;

- On Stirling Terrace (east) Fridays between 10pm and 2am and Saturdays between 10pm and 12am.
- In the CBD on;
 - Saturdays between: 1 pm and dusk
 - Sundays: All Day during daylight hours:

Trading under this arrangement shall not occur closer than 150 m away from any shop open for business operating and generally offering the same goods for sale.

Please note the City is not obligated to issue any special permits and reserves the right to apply additional conditions of operation.

D.3 Outside the CBD:

Trading is permitted in areas outside of the Albany CBD on condition that:

- It occurs a minimum of 150 metres away from any shop or other permit holder, offering a similar product for sale except when the Trader has been invited onto a property by the property owner/occupier and is participating in a special / community event, such as a weekend market or sporting event;
- It occurs a minimum of 150 metres away from a school between the hours of 7.00am and 9.00am and 2:30pm and 4.00pm during school days.
- Move on when all customers at a particular location have been serviced or;
- If parked in a safe location within a public car parking area/space (complying with local parking restrictions and not on a designated fixed trading location) in City of Albany controlled Beach or Park move on within the following maximum daily time limits permitted ;
 - 2 hours - < 2 km away from the CBD
 - 4 hours - < 10 km away from the CBD

D. Stallholder

- Approval for stalls, other than stalls which extend the service area of an existing business onto the adjacent footpath, will be restricted to community associations.
 - A stallholder proposing to operate a food stall, which will offer for sale to the public potentially hazardous food (e.g. sausage sizzles) is required to submit an application for approval to the City's Environmental Health team.
 - All food products that are not for immediate consumption must be labelled in accordance with the relevant food regulations.
 - Community associations are exempt from permit fees.

E. Alfresco-Dining

- Operators of alfresco-dining areas are required to hold a permit under the provisions of the *Activities on Thoroughfares and Public Places and Trading Local Law*, where they are referred to as outdoor eating facilities.
- Applications may only be submitted by proprietors of existing food premises who wish to extend their serving area onto the adjacent footpath.
- A proprietor granted approval to operate an alfresco dining area is required to indemnify the City in writing against any action taken against the City by a person injured or suffering loss due to the presence of the alfresco-dining area.
- The boundaries of an approved alfresco-dining area are to be marked and maintained by the registered proprietor of the adjacent business. Markers can be purchased from the City.
- Tactile directional tiles, removable railings or planter boxes may be required by the City, at the business proprietor's expense, to provide delineation to a dining area for the visually impaired.
- Tables and chairs used in the alfresco-dining area should be designed for commercial outdoor use. Domestic furniture is not permitted, and the furniture must be located within the delineated boundaries of the alfresco-dining area at all times.
- Tables and chairs used in the alfresco-dining area must be located no closer than 600 millimetres from the adjacent kerb to allow passengers to alight from vehicles.
- In addition a minimum 1800mm clearway for pedestrians must be maintained.
- Table service only will be permitted within an alfresco-dining area.
- No advertising signs, other than the logo or name of the outlet, will be permitted in an alfresco-dining area.

F. Market Operators

- Operators of markets are required to hold a permit under the provisions of the *Activities on Thoroughfares and Public Places and Trading Local Law*.
- Individual stalls, other than stalls selling food, are covered by the market operator's licence - individual licencing fees will not be charged.
- Stallholders proposing to operate a food stall, which will offer for sale to the public potentially hazardous food (e.g. sausage sizzles) are required to be registered/hold registration under the provisions of the Food Act 2008.

- All food products that are not for immediate consumption must be labelled in accordance with the relevant health regulations.

Scope

This policy applies to all public land within the City of Albany as well as private land used for public purposes, and all businesses and individuals seeking to use public land to operate a business or for financial gain.

Legislative and Strategic Context

Both the *Food Act 2008* and the City's *Activities on Thoroughfares and Public Places and Trading Local Law 2011* require street traders to obtain a licence for trading and selling food.

This policy aims to provide direction and guidance for City officers assessing applications and to ensure equity for all commercial outlets.

Review Position and Date

This policy and procedure is to be reviewed by the document owner every 5 years.

Associated Documents

Strategies, procedures, references, guidelines or other documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- [Food Act 2008](#)
- [Food Regulations 2009](#)
- [Australia New Zealand Food Standards Code](#)
- *Activities on Thoroughfares and Public Places and Trading Local Law 2011*
- *Local Government Property Local Law 2011*
- *Environmental Protection (Noise) Regulations 1997*
- [National Competition Policy](#): Noting Australia's National Reform Agenda is the successor program to the National Competition Policy. Clause 7 of the [Competition Principles Agreement](#) extended elements of the National Competition Policy reform agenda to local government.

Definitions

Key terms and acronyms used in the policy, and their definitions:

<i>Approved Locations</i>	means locations from which vendors can trade with City approval.
<i>Approved Event</i>	means an event that has been approved under the City of Albany's event approval process.
<i>Community Association</i>	means an organisation which can demonstrate that its objectives are charitable, benevolent, religious, cultural, educational, recreational or sporting.
<i>Food Stalls</i>	means a stall from which any perishable or potentially hazardous food, other than fruit or vegetables, is sold or offered for sale, unless approved by the City of Albany.
<i>Food Van</i>	means any vehicle, caravan, trailer or other similar mobile structure selling or offering for sale any food and or drink (excluding alcoholic beverages).

<i>Itinerant Food Vendor</i>	means a form of Street Trader who sells food from a vehicle parked temporarily on the road to customers who stop them or come to them while they are so parked.
<i>Potentially Hazardous Food</i>	means all prepared or cooked food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, crustaceans, molluscs, gravy, cooked rice and pasta or ingredients capable of supporting the growth of infectious or toxigenic micro-organisms.
<i>Public place</i>	Includes: (a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare is on private property; and (b) local government property; but does not include premises on private property from which trading is lawfully conducted under a written law.
<i>Stall</i>	means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire.
<i>Stallholder</i>	means a person in charge of a stall.
<i>Street Trader</i>	means a person who sells food, goods and/or services from a vehicle parked temporarily on the road/public place while they are parked.
<i>Trader's permit</i>	means a permit issued to a street trader.
<i>Trading in public places</i>	refers to long-term or periodic occupation of City controlled land for the purposes of either selling or displaying goods or providing services to customers.

Annexures:

- [Annexure A: Fixed Trading Locations](#)
- [Annexure B: Street Traders Map](#)

Annexure A: Fixed Trading Locations

MIDDLETON BEACH



CENTENNIAL PARK



SANDPATCH



NANARUP BEACH



LAKE WEERLARA PARK



FOUNDATION PARK



GOODE BEACH



'SURFERS' BEACH MIDDLETON



Goods and/or Services (other than food)

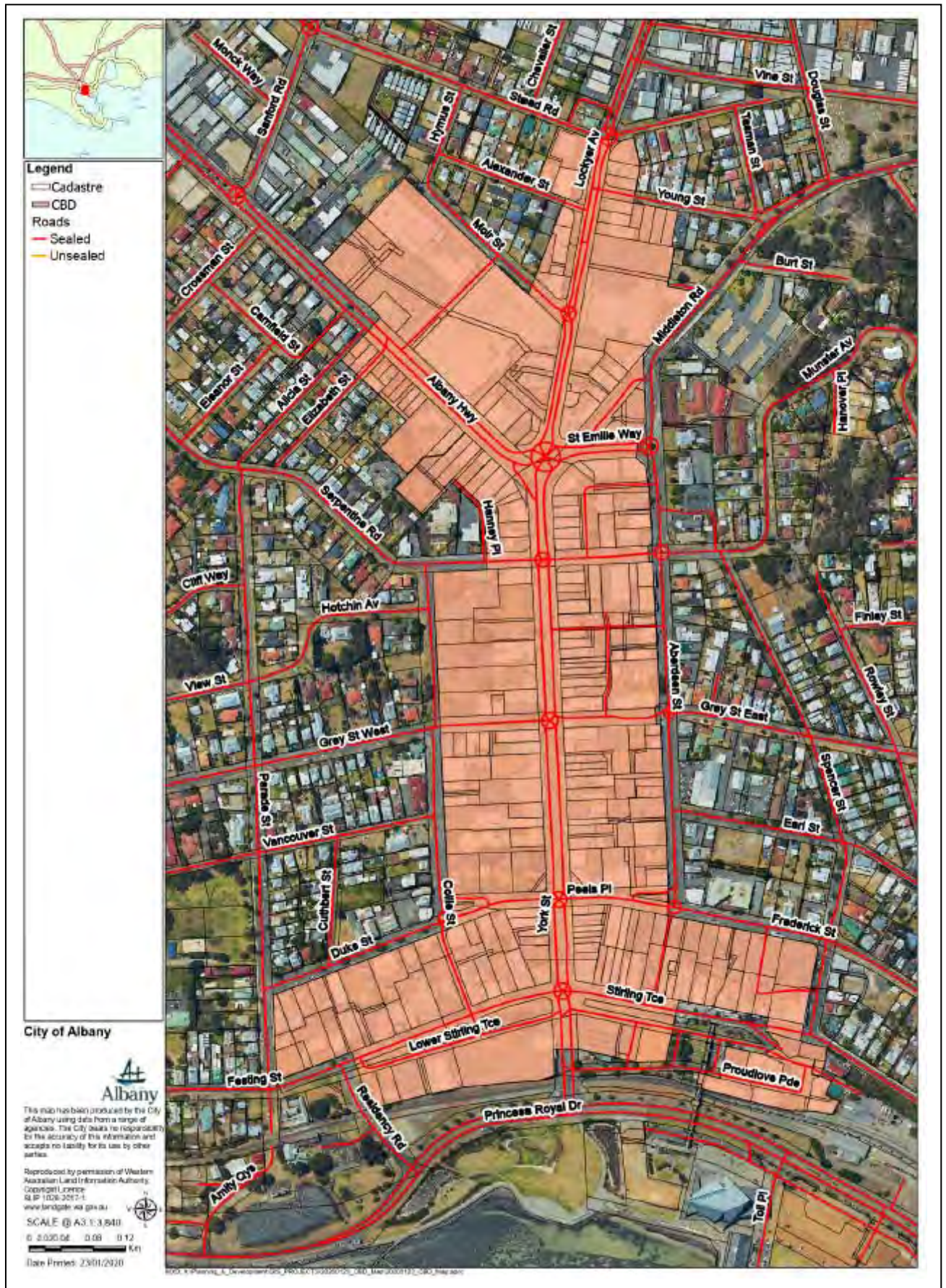
There is currently one non-food location, other than leased areas, and is located within the Middleton Beach carpark:

MIDDLETON BEACH

Approved location for non-food street trader (1.5 Bays maximum)



Annexure B: Street Traders Map





City of Albany
Policy

Container Deposit Scheme Policy

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Purpose

1. To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015 from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

Objectives

- To ensure the location, design and siting of CDS infrastructure is complementary to the character, functionality and amenity of urban localities.
- To prevent negative impacts on local amenity from the operation of CDS infrastructure.
- To enable the timely, cost effective delivery of essential CDS infrastructure.
- To provide conveniently located infrastructure to ensure the CDS’ effective reduction of litter, increased recycling and protection of the environment

Definitions

The Heritage Act	Means the Heritage of Western Australia Act 1990.
The Regulations	Means the Planning and Development (Local Planning Schemes) Regulations 2015 prepared under the Planning and development Act 2005.
The Noise Regulations	Means Environmental Protection (Noise) Regulations 1997 (as amended) prepared under the Environmental Protection Act 1986
The Scheme	Means the City’s <i>Local Planning Scheme No.1</i>
Container deposit scheme infrastructure	Means a reverse vending machine or a container collection cage.
Reverse vending machine	Means a permanently-located unattended device that accepts empty beverage containers, and is incidental the predominant land use.
Container collection cage	Means a cage, or other structure, that is designed to store containers deposited at return points, and is incidental to the predominant land use
Total lot area	Means the total land area of a freehold or survey strata lot

Statutory provisions

2. Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61(1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:

- Entered in the Register of Heritage Places under the Heritage Act; or
 - The subject of an order under Part 6 of the Heritage Act; or
 - Included on a heritage list prepared in accordance with the Scheme; or
 - Within an area designated under the Scheme as a heritage area; or
 - The subject of a heritage agreement entered into under section 29 of the Heritage Act.
3. Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.

Specified exemption

4. The development or operation of a large reverse vending machine is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of:
- a) residential, urban development, and special residential zones; and
 - b) rural, rural residential, and rural smallholding zones
5. The development of a container collection cage is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of:
- a) Civic use;
 - b) Community purpose; and/or
 - c) Educational establishment

Development standards

General

6. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.

Location

7. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.

8. Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.
9. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.
10. Where the development of a large reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within two (2) metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.
11. Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.

Visual Amenity

12. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.
13. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective, graffiti-resistant materials, which provide protection from the elements and, where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.
14. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.
15. Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10 square metres of development footprint.

Operational Amenity

16. Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.
17. Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use:
 - a) Between 7.00 am and 7.00 pm Monday to Saturday; and

- b) Between 9.00 am and 7.00 pm on Sunday and public holidays.
18. Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.
 19. Where the development or operation of a large reverse vending machine and/ or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting—Performance and design requirements (as amended).
 20. Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.

Development Footprint

21. Where the development of a container collection cage is proposed outdoors, the cage must not:
 - a) Have a development footprint of more than eight (8) square metres; or
 - b) Be more than two (2) metres in height.
22. Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not:
 - a) Have a development footprint of more than 45 square metres, and
 - b) Be more than three (3) metres in height, or have dimensions greater than eight (8) metres by six (6) metres.
23. Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas:
 - a) The area comprising four (4) car parking spaces; or
 - b) 45 square metres, where the car park contains 200 car parking spaces or less; or
 - c) 75 square metres, where the car park contains 200 or more car parking spaces.
24. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than:
 - a) Container collections cage – one (1) per lot;
 - b) Large reverse vending machine proposed on land not used for car parking – one (1) per 15,000 square metres of total lot area; or
 - c) Large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – one (1) per 1000 car parking spaces.

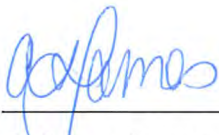
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Document Development Officer: Alex Bott		Document Owner: Paul Camins	
Coordinator Planning Services		Executive Director Development Services	
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Quality Assurance:	Council.		
Distribution:	Public Document		
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Version	Author	Version Description	Date Completed
0.1	Coordinator Planning Services	0.1	26/6/2019
1.0	Position Title	User version numbering 1.0 when adopted or approved. Example descriptions: <i>Adopted by Council on 26/11/2014 Report Item ED005.</i> <i>Approved by Executive on 11/11/2014.</i>	dd/mm/20yy
1.1	Position Title	User version numbering 1.1, 1.2 for minor administrative changes. For example: <i>Minor administrative amendments: formatting, table of contents update, document control page, position title changes.</i>	dd/mm/20yy

CITY OF ALBANY

REPORT

To : His Worship the Mayor and Councillors
From : Administration Officer - Planning
Subject : Development Application Approvals – December 2019
Date : 2 January 2020

1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of December 2019.
2. Within this period 51 Development applications were determined, of these;
 - 47 Development applications were approved under delegated authority;
 - 3 Development application was approved by Council; and
 - 1 Development application was refused.



Ashton James
Information Officer – Development Services

PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY**Applications determined for December 2019**

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2190386	1/08/2019	Toll Place	Albany	Tavern -	Delegate Approved	17/12/2019	Alex Bott
P2190443	12/09/2019	Hill Street	Albany	Approval of Existing Development (Outbuilding)	Delegate Approved	19/12/2019	Jessica Anderson
P2190481	2/10/2019	Parade Street	Albany	Holiday House	Approved	19/12/2019	Alex Bott
P2190505	11/10/2019	Burgoyne Road	Albany	Bed & Breakfast	Delegate Approved	12/12/2019	Taylor Gunn
P2190538	31/10/2019	Earl Street	Albany	Single House - Addition	Delegate Approved	2/12/2019	Jessica Anderson
P2190595	29/11/2019	Festing Street	Albany	Single House	Delegate Approved	19/12/2019	Jessica Anderson
P2190620	13/12/2019	Proudlove Parade	Albany	Market	Delegate Approved	24/12/2019	Alex Bott
P295223	11/08/2009	Bayonet Head Road	Bayonet Head	Approval of Existing Development - Earthworks in excess of 600mm	Approved	19/12/2019	Tom Wenbourne
P2190535	29/10/2019	Allwood Parade	Bayonet Head	Single House - Additions	Delegate Approved	6/12/2019	Alex Bott
P2190514	15/10/2019	Cockburn Road	Centennial Park	Non-Conforming Use - Single House - Additions	Delegate Approved	3/12/2019	Taylor Gunn
P2190328	28/06/2019	Collingwood Road	Collingwood Park	Telecommunication Infrastructure - Mobile	Approved	3/12/2019	Taylor Gunn
P2190525	31/10/2019	Down Road	Drome	Industry - Rural - Grain	Delegate Approved	16/12/2019	Taylor Gunn
P2190588	27/11/2019	Mermaid Avenue	Emu Point	Single House & Outbuilding	Delegate Approved	19/12/2019	Taylor Gunn
P2190590	27/11/2019	Greyhound Circle	Gledhow	Approval of Existing Development - Single	Delegate Approved	9/12/2019	Jessica Anderson
P2190622	16/12/2019	Henty Road	Kalgan	Use Not Listed - Storage (Outbuilding) & Water Tank	Delegate Approved	20/12/2019	Taylor Gunn
P2190600	4/12/2019	Mason Road	Lange	Single House - Additions	Delegate Approved	10/12/2019	Jessica Anderson
P2190552	7/11/2019	Parker Street	Lockyer	Single Bedroom Dwelling	Delegate Approved	6/12/2019	Taylor Gunn
P2190582	22/11/2019	Bryant Court	Lower King	Single House - Additions	Delegate Approved	4/12/2019	Jessica Anderson
P2190587	27/11/2019	Daniels Close	Lower King	Home Occupation	Delegate Approved	17/12/2019	Taylor Gunn
P2190616	12/12/2019	Milne Close	Lower King	Single House - Additions	Delegate Approved	18/12/2019	Taylor Gunn
P2190624	19/12/2019	Piggot Martin Road	Lowlands	Single House - Outbuilding (Carport & Sea Container) &	Delegate Approved	23/12/2019	Jessica Anderson
P2190455	17/09/2019	O'Keefe Parade	McKail	Holiday House	Delegate Approved	19/12/2019	Alex Bott
P2190575	19/11/2019	Orion Avenue	Mckail	Single House - Outbuilding	Delegate Approved	9/12/2019	Jessica Anderson
P2190597	2/12/2019	Parmelia Way	Mckail	Single House - Addition	Delegate Approved	10/12/2019	Jessica Anderson
P2190611	10/12/2019	Kitcher Parade	Mckail	Single House - Outbuilding	Delegate Approved	16/12/2019	Alex Bott
P2190615	12/12/2019	Donald Drive	Mckail	Single House - Additions	Delegate Approved	24/12/2019	Jessica Anderson

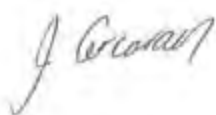
Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2190550	6/11/2019	Mckenzie Street	Middleton Beach	Single House - Addition	Delegate Approved	9/12/2019	Jessica Anderson
P2190563	13/11/2019	Marine Terrace	Middleton Beach	Single House	Delegate Approved	19/12/2019	Jessica Anderson
P2190570	15/11/2019	Hazzard Road	Millbrook	Single House - Outbuilding	Delegate Approved	5/12/2019	Taylor Gunn
P2190511	14/10/2019	Richard Street	Milpara	Non Conforming Use - Single House - Additions	Delegate Approved	3/12/2019	Taylor Gunn
P2190591	28/11/2019	Chester Pass Road	Milpara	Light Industry - Additions	Delegate Approved	16/12/2019	Alex Bott
P2190614	12/12/2019	Henry Street	Milpara	Single House - Water Tank	Delegate Approved	24/12/2019	Jessica Anderson
P2190549	6/11/2019	Bathurst Street	Mira Mar	Grouped Dwelling (x3)	Delegate Approved	10/12/2019	Taylor Gunn
P2190556	8/11/2019	Wakefield Crescent	Mira Mar	Single House & Retaining	Delegate Approved	9/12/2019	Jessica Anderson
P2190583	25/11/2019	Symers Street	Mira Mar	Single House - Additions	Delegate Approved	5/12/2019	Taylor Gunn
P2190598	3/12/2019	Beresford Street	Mira Mar	Single House - Additions	Delegate Approved	9/12/2019	Jessica Anderson
P2190314	25/06/2019	Festing Street	Mount Melville	Single House - Additions &	Delegate Approved	19/12/2019	Taylor Gunn
P2190521	16/10/2019	Frenchman Bay Road	Robinson	Single House	Delegate Approved	23/12/2019	Jessica Anderson
P2190568	15/11/2019	Gledhow South Road	Robinson	Single House Outbuilding &	Delegate Approved	2/12/2019	Jessica Anderson
P2190574	19/11/2019	Stirling Street	Robinson	Industry - General	Delegate Approved	6/12/2019	Taylor Gunn
P2190607	6/12/2019	Trotter Grove	Robinson	Single House & Water Tank	Delegate Approved	13/12/2019	Taylor Gunn
P2190593	29/11/2019	Wright Street	Seppings	Single House & Outbuilding	Delegate Approved	12/12/2019	Alex Bott
P2190604	4/12/2019	Thomas Road	Torbay	Agricultural Extensive -	Delegate Approved	6/12/2019	Alex Bott
P2190430	30/08/2019	Menegola Drive	Warrenup	Use not listed - Storage	Refused	6/12/2019	Taylor Gunn
P2190495	7/10/2019	Deloraine Drive	Warrenup	Single House - Outbuilding	Delegate Approved	5/12/2019	Taylor Gunn
P2190586	26/11/2019	Harvey Road	Warrenup	Agriculture - Extensive	Delegate Approved	5/12/2019	Jessica Anderson
P2190596	29/11/2019	Wiltshire Crescent	Warrenup	Single House	Delegate Approved	5/12/2019	Jessica Anderson
P2190613	11/12/2019	Vokes Court	Willyung	Single House	Delegate Approved	16/12/2019	Alex Bott
P2190584	26/11/2019	Ulster Road	Yakamia	Home Occupation	Delegate Approved	17/12/2019	Taylor Gunn
P2190585	26/11/2019	Sydney Street	Yakamia	Single House & Retaining	Delegate Approved	5/12/2019	Jessica Anderson
P2190558	11/11/2019	Wolfes Pump Road	Youngs Siding	Holiday House	Delegate Approved	9/12/2019	Alex Bott

City of Albany

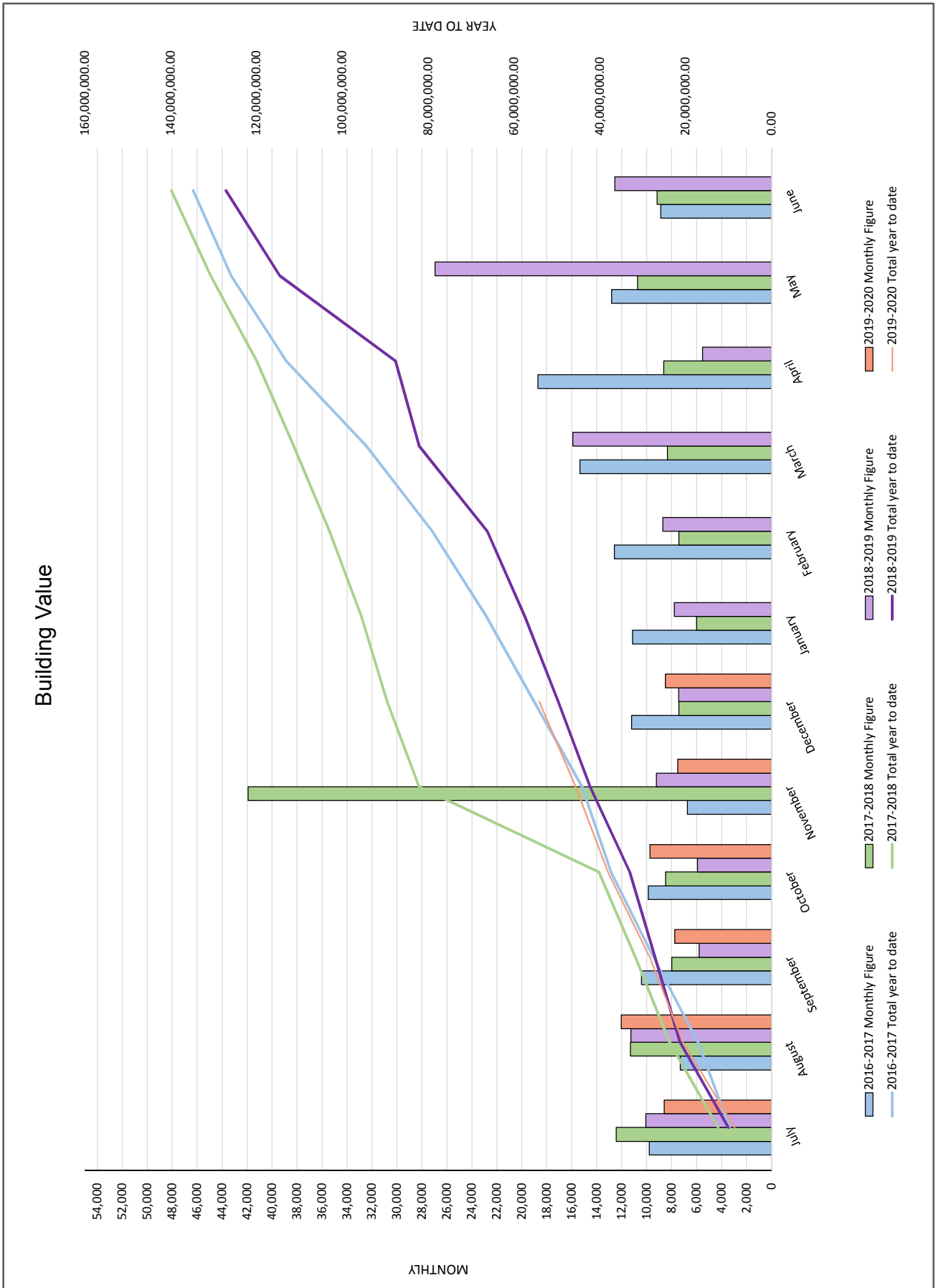
Building Report

To : His Worship the Mayor and Councillors
From : Jasmin Corcoran - Development Services
Subject : Building Activity – December 2019
Date : 7 January 2020

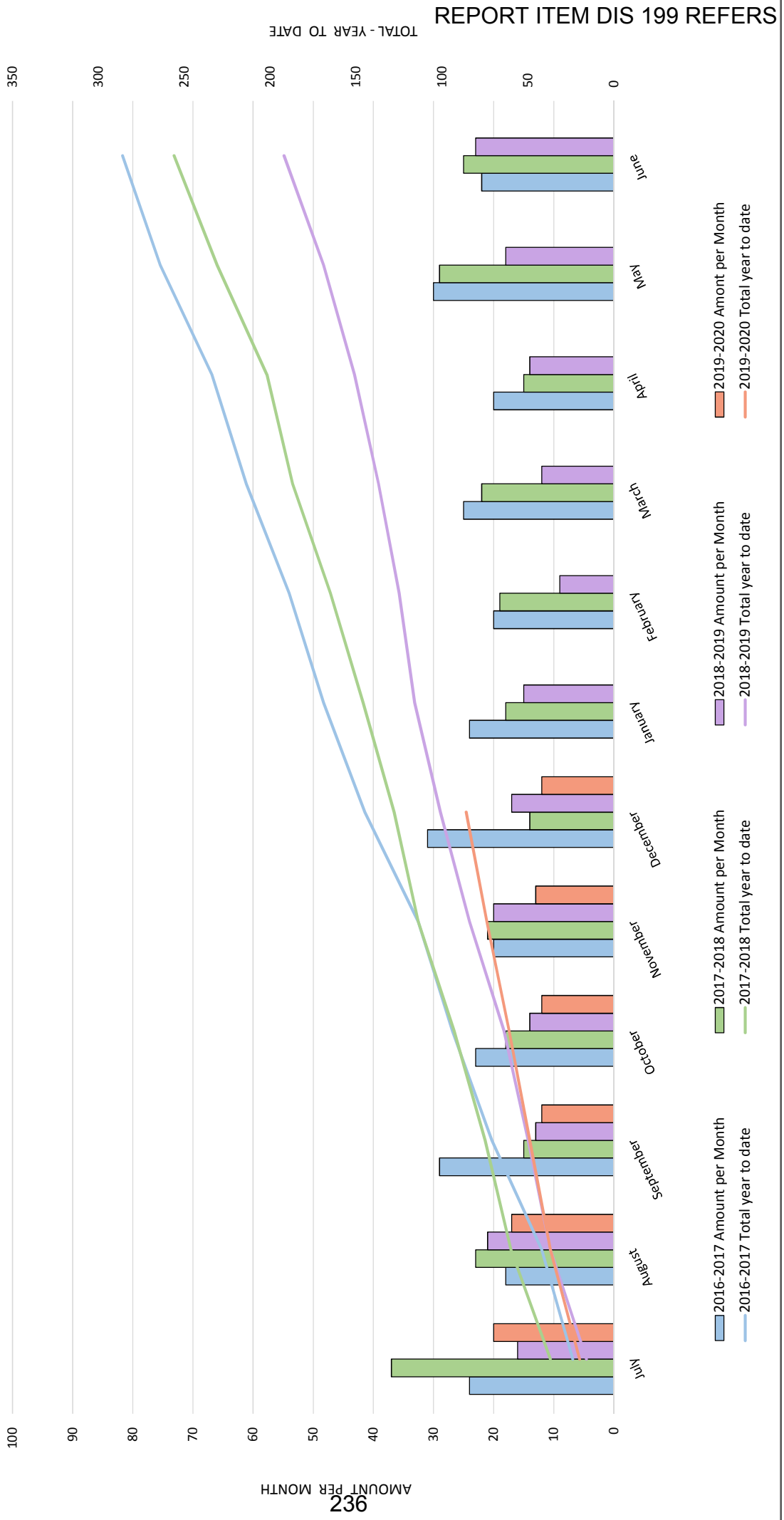
1. In December 2019, seventy seven (77) building permits were issued for building activity worth \$8,501,013.00. This included four (2) Demolition permits and one (1) sign permit.
2. It's brought to Council's attention that these figures included the following building permit # 163941 - (Alterations & Additions to Existing Baptist Church): Estimated Value \$1,683,393.00.
3. The three (3) attached graphs compare the current activity with the past three (3) fiscal years. The first one compares the amount of decisions made, the second one compares the value of activity, and the third one compares the number of dwellings and units.
4. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
5. Attached are the details of the permits issued for December, the sixth month of activity in the City of Albany for the financial year 2019/2020.



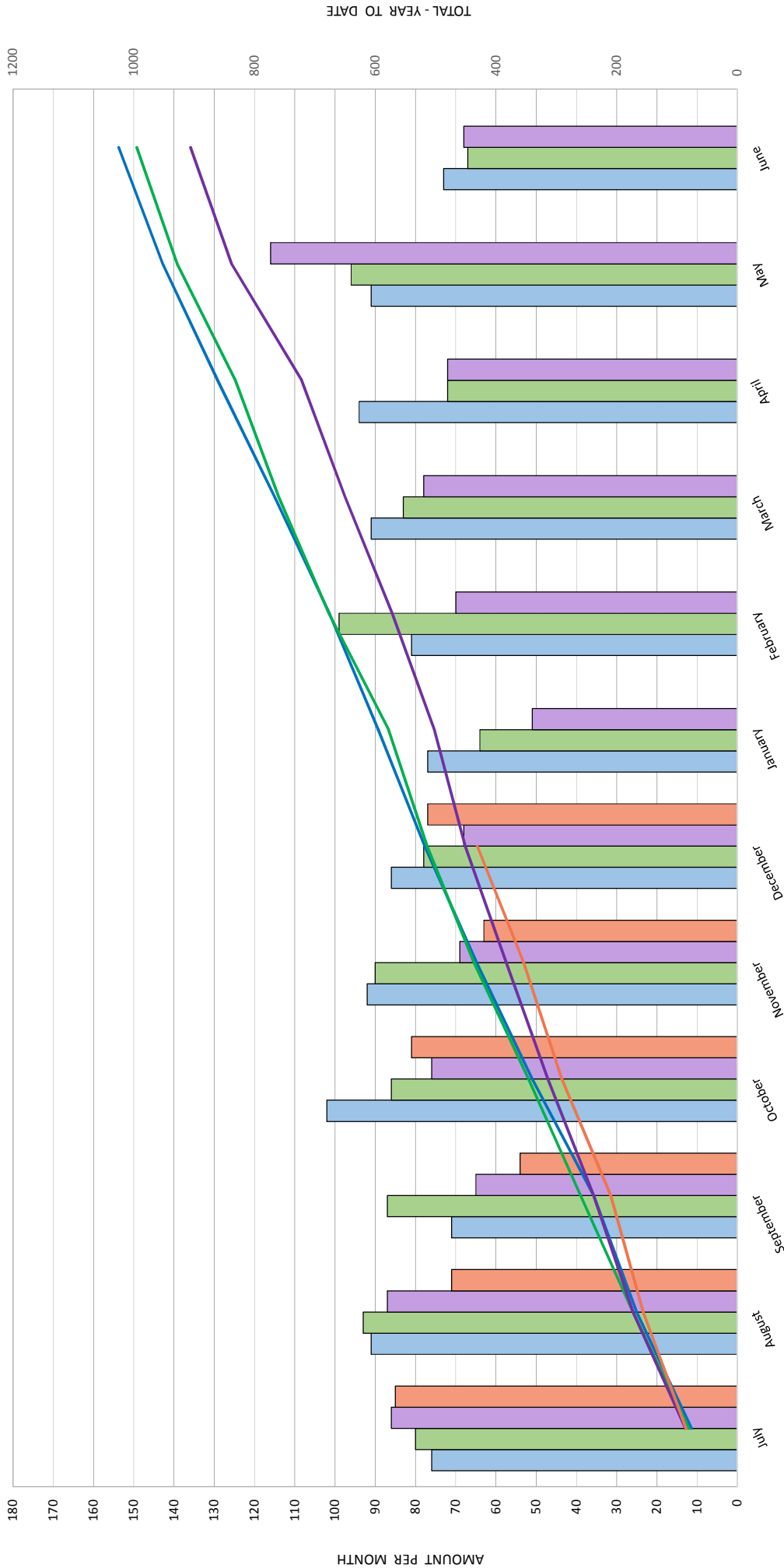
Jasmin Corcoran
Development Services



Dwellings and Units



Decisions Made



2019-2020	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	No	\$ Value	
JULY	18	5,532,053	2	387,314	20	485,201	20	527,686	0	0	0	1	1,050,000	5	147,792	18	456,194		8,586,240
AUGUST	16	5,086,805	1	130,000	17	367,806	17	1,868,185	0	0	2	1,201,943	8	3,332,785	5	47,000			12,034,524
SEPTEMBER	11	4,932,990	1	51,300	12	172,790	20	1,129,965	0	0	6	1,070,271	1	200,000	4	189,990			7,747,306
OCTOBER	12	3,557,818	1	93,215	1	366,447	22	343,770	0	0	2	982,100	9	4,273,327	10	146,315			9,742,992
NOVEMBER	13	5,351,894	0	0	13	362,494	18	300,664	0	0	0	0	5	488,665	12	1,003,018			7,506,735
DECEMBER	12	4,024,018	0	0	12	234,642	31	1,567,888	0	0	1	20,000	4	2,501,565	10	152,900			8,501,013
JANUARY																			
FEBRUARY																			
MARCH																			
APRIL																			
MAY																			
JUNE																			
TOTAL TO DATE	82	28,485,578	5	661,829	75	1,979,380	128	5,738,158	0	0	12	4,324,314	32	10,944,134	59	1,995,417			54,118,810

BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

Applications determined for December 2019

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
163847	GREAT SOUTHERN SHEDS & STEEL	ALTERATION & ADDITION - INFILL TO GAP BETWEEN TWO STRUCTURES - UNCERTIFIED	62	1521	PROUDLOVE PARADE	ALBANY
163908	ALBANY SCAFFOLD HIRE	SCAFFOLD & FENCE PERMIT - PREMIER HOTEL YORK STREET	194-208	15	YORK STREET	ALBANY
163932	GLENN HUFFER & ERICA HUFFER	ALTERATIONS & ADDITIONS TO EXISTING DWELLING - UNCERTIFIED	95	14	SPENCER STREET	ALBANY
163933	WARREN BENNETT HOMES PTY LTD	ALTERATIONS & ADDITIONS TO EXISTING DWELLING - CERTIFIED	6	15	CLIFF WAY	ALBANY
163943	CLAUDIO CARLO & ROMEO GIANNI GLIOSCA	FIT OUT FOR HAIR SALON TO UNIT 3 & NEW OPENING IN WALL BETWEEN UNITS 3 & 4 - CERTIFIED	Unit 3/81- 89	3	PROUDLOVE PARADE	ALBANY
163913	R SCADE	PATIO - UNCERTIFIED	22	469	PAUL TERRY DRIVE	BAYONET HEAD
163923	RYDE BUILDING COMPANY PTY LTD	PARK HOME - SITE 178 - UNCERTIFIED	20	501	ALISON PARADE	BAYONET HEAD
163924	RYDE BUILDING COMPANY PTY LTD	PARK HOME - SITE 186 - UNCERTIFIED	20	501	ALISON PARADE	BAYONET HEAD
163918	SERENITAS COMMUNITIES HOLDINGS PTY LTD	CARPORT & ALFRESCO - SITE 186 - UNCERTIFIED	20	501	ALISON PARADE	BAYONET HEAD
163940	SERENITAS COMMUNITIES HOLDINGS PTY LTD	CARPORT & ALFRESCO - SITE 178 - UNCERTIFIED	20	501	ALISON PARADE	BAYONET HEAD
163771	E AND L ROOFING AND CONSTRUCTION	PATIO - UNCERTIFIED	Unit 14/50	14	PIONEER ROAD	CENTENNIAL PARK
163899	OCCUPANCY PERMIT	OCCUPANCY PERMIT - NINJA ADVENTURE PLAY AREA	Unit 1/140	1	ALBANY HIGHWAY	CENTENNIAL PARK
163939	MERAKI BUILDING WA - J LEVITZKE	PATIO - UNCERTIFIED	71	26	COCKBURN ROAD	CENTENNIAL PARK
163927	WADE CONDREN & JEMMA KEEN	SITE D13 - SOLID ANNEXE - UNCERTIFIED	12	7774	BALD ISLAND ROAD	CHEYNES
163951	OCCUPANCY PERMIT	OCCUPANCY PERMIT - EARLY LEARNING CENTRE - CERTIFIED	10	1	BREWSTER ROAD	COLLINGWOOD HEIGHTS
163876	Schlager Building Services Pty. Ltd.	NEW DWELLING - UNCERTIFIED	49	11	BARRY COURT	COLLINGWOOD PARK
163895	OCCUPANCY PERMIT	OCCUPANCY PERMIT - AIRCRAFT HANGER - ALBANY AIRPORT - CERTIFIED		4	ALBANY HIGHWAY	DROME
163914	MCB CONSTRUCTION PTY LTD	NEW OFFICE INSIDE OF EXISTING AIRCRAFT HANGAR - CERTIFIED		4	ALBANY HIGHWAY	DROME
163900	PETER JOHN FRANZ	GARAGE - UNCERTIFIED	425	4	ELLEKER-GRASMERE ROAD	ELLEKER
163887	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	2	151	PORTLAND STREET	GLEDHOW
163925	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	2	151	PORTLAND STREET	GLEDHOW
163922	TURPS STEEL FABRICATION	SHED EXTENSION - UNCERTIFIED	244	14	NANARUP ROAD	KALGAN
163955	OCCUPANCY PERMIT	OCCUPANCY PERMIT - WINERY SHED - CERTIFIED	133	771	MOUNT BOYLE ROAD	KALGAN
163892	KAJ NIELSEN	ALTERATION & ADDITIONS TO EXISTING DWELLING - UNCERTIFIED	20	1	WILKINSON ROAD	KING RIVER
163903	PHILIP KINDER T/A CCS Asbestos Removal & Demolition Pty Ltd	DEMOLITION PERMIT - ROOF	313	32	HORTIN ROAD	KRONKUP
163890	INTEN CONSTRUCTIONS PTY LTD	INTERNAL FITOUT - CERTIFIED	162	1001	CHESTER PASS ROAD	LANGE
163872	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	37	202	STIRLING VIEW DRIVE	LANGE
163910	ALBANY SOLAR/HOWITT ELECTRICAL	INSTALLATION OF SOLAR ARRAY TO ROOF OF ADMINISTRATION BUILDING - CERTIFIED	21	1000	BROOKS GARDEN BOULEVARD	LANGE
163931	OWNER BUILDER	ABOVE GROUND POOL & FENCE - UNCERTIFIED	41	12	MASON ROAD	LANGE
163898	RANBUILD GREAT SOUTHERN	SHED EXTENSION - UNCERTIFIED	21	57	KING GEORGE STREET	LITTLE GROVE

REPORT ITEM DIS 199 REFERS

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
163929	MAJOR LB PTY LTD	VEHICLE IMPACT DAMAGE REPAIRS TO EXISTING BUILDING - CERTIFIED	694	58	FRENCHMAN BAY ROAD	LITTLE GROVE
163904	MATSON FABRICATIONS	PATIO - UNCERTIFIED	107	28	SOUTH COAST HIGHWAY	LOCKYER
163942	WILDWOOD BUILDING COMPANY PTY LTD	SECOND STOREY ADDITION TO EXISTING DWELLING - UNCERTIFIED	29	53	WINDERMERE ROAD	LOWER KING
163902	WIGNALL NATHAN PAUL & JODIE LOUISE	NEW DWELLING - UNCERTIFIED		151	FISH TRACK ROAD	MANYPEAKS
163950	B & R RAVENHIL	WATER TANK X 2 - UNCERTIFIED		151	FISH TRACK ROAD	MANYPEAKS
163889	THOMAS JOHN & WENDY ELIZABETH BRADE	SHED - UNCERTIFIED		502	AJANA DRIVE	MARBELUP
163896	WA COUNTRY BUILDERS	NEW DWELLING - UNCERTIFIED	31	371	MCNEAL LOOP	MCKAIL
163934	YOUR CHOICE ROOFING	PATIO - UNCERTIFIED	7	334	CONIFER LANE	MCKAIL
163936	J & TW DEKKER PTY LTD	ALTERATIONS & ADDITIONS TO EXISTING DWELLING - UNCERTIFIED	158	3	LANCASTER ROAD	MCKAIL
163949	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - SHED SHED ADDITIONS & LEAN TO - CERTIFIED	251	251	LANCASTER ROAD	MCKAIL
163837	PETER AND SHARON BEECH	ALTERATIONS TO EXISTING DWELLING - UNCERTIFIED	45	57	WYLIE CRESCENT	MIDDLETON BEACH
163883	LAWRENCE VERNON CUTHBERT	ALTERATIONS & ADDITIONS TO EXISTING DWELLING - CERTIFIED	114	102	MIDDLETON ROAD	MIDDLETON BEACH
163938	RYDE BUILDING COMPANY PTY LTD	PATIO - UNCERTIFIED	19	6	MCKENZIE STREET	MIDDLETON BEACH
163937	AUSSIE SHEDS ALBANY	SHED - UNCERTIFIED	742	294	HAZZARD ROAD	MILLBROOK
163926	DA KEEN	GARAGE - UNCERTIFIED	12	45	RICHARD STREET	MILPARA
163851	DONNA TRUEMAN	RAIN WATER TANK 27000L - UNCERTIFIED	75	14	HENRY STREET	MILPARA
163886	JEREMY SCOTT HOMES	ALTERATIONS AND ADDITIONS TO EXISTING DWELLING - CERTIFIED	16	53	GREENSHIELDS STREET	MIRA MAR
163905	GRANT CORCORAN	PATIO & DECK - UNCERTIFIED	10	20	SYMERS STREET	MIRA MAR
163836	TANYA JONES	PATIO - UNCERTIFIED	Unit 2/15	2	HANSON STREET	MIRA MAR
163841	ASHLEY WEST	SHED - UNCERTIFIED	18	115	WAKEFIELD CRESCENT	MIRA MAR
163807	MP REES	PATIO & DECK ATTACHED TO EXISTING DWELLING - UNCERTIFIED	9	3	BERESFORD STREET	MIRA MAR
163935	OWNER BUILDER	SHED - UNCERTIFIED	18	115	WAKEFIELD CRESCENT	MIRA MAR
163891	LIMESCAPE CREATIONS (RYAN DURELL)	LIMESTONE RETAINING WALL - UNCERTIFIED	279	1	ALBANY HIGHWAY	MOUNT MELVILLE
163811	COREY CAMP	PATIO - UNCERTIFIED	9	16	BOURKE STREET	MOUNT MELVILLE
163861	SAMUEL ELLIS AND GEORGINA MULLINS	NEW DWELLING SHED AND WATER TANK - UNCERTIFIED	191	4	MOUNT RICHARD ROAD	NANARUP
163948	DJ BARR	ABOVE GROUND SWIMMING POOL - FENCING & VIEWING DECKS - CERTIFIED	520	250	NULLAKI DRIVE	NULLAKI
163912	MT BARKER TANKS	WATER TANK X 1 - UNCERTIFIED	270	84	ROBERTS ROAD	ROBINSON
163874	KEEDAK HOLDINGS PTY LTD	NEW DWELLING - UNCERTIFIED	109	536	HOME ROAD	ROBINSON
163901	WA COUNTRY BUILDERS	NEW DWELLING SHED & WATER TANK - UNCERTIFIED		4	GLEDHOW SOUTH ROAD	ROBINSON
163894	WA COUNTRY BUILDERS	NEW DWELLING - UNCERTIFIED	270	84	ROBERTS ROAD	ROBINSON
163888	THOMAS JOHN & WENDY ELIZABETH BRADE	ALTERATIONS AND ADDITIONS TO EXISTING DWELLING - NEW SEWING ROOM AND PATIO - UNCERTIFIED	10	366	BATELIER CLOSE	SPENCER PARK
163893	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	1	26	WALKER RISE	SPENCER PARK
163911	OCCUPANCY PERMIT	OCCUPANCY PERMIT - COMMERCIAL KITCHEN - CERTIFIED	12	1	NIND STREET	SPENCER PARK
163882	DELIAN GABRIEL BOULESCU	NEW DWELLING & SHED - UNCERTIFIED	11	513	BOONAH COURT	WARRENUP

REPORT ITEM DIS 199 REFERS

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
163919	ELDRIDGE ENTERPRISES PTY LTD	RE-ROOF FROM TILE TO TIN - CERTIFIED	118	351	ROCKY CROSSING ROAD	WARRENUP
163916	CITY OF ALBANY	WATER TANK - CERTIFIED	60	45	WINDSOR ROAD	WELLSTEAD
163845		SIGNS X 7 - MONOLITH - ILLUMINATED LIGHT BOXES & WALL PANEL SIGNS	27	61	PENDEEN ROAD	WILLYUNG
163804	DC HAMILTON	PATIO - UNCERTIFIED	15	709	VOKES COURT	WILLYUNG
163868	NORMAN JOHN WALLIS	SHED - UNCERTIFIED	24	821	NEVILE RISE	WILLYUNG
163862	KOSTER'S OUTDOOR PTY LTD	SHED & ANCILLARY ACCOMMODATION - UNCERTIFIED	32	37	LESLIE STREET	YAKAMIA
163909	GE BAILEY	DECK AND STOREROOM - UNCERTIFIED	34	83	BOND ROAD	YAKAMIA
163917	WA COUNTRY BUILDERS	NEW DWELLING - UNCERTIFIED	102	695	HUDSON ROAD	YAKAMIA
163921	DOWNRITE DEMOLITION	DEMOLITION - PARTIAL	20	381	BETHEL WAY	YAKAMIA
163941	GREGORY LEON LEEDER	ALTERATIONS & ADDITIONS TO EXISTING BAPTIST CHURCH - CERTIFIED	20	381	BETHEL WAY	YAKAMIA
163834	NADIA WATKINS	DOG KENNELS AND PENS - UNCERTIFIED	3225	4	LOWER DENMARK ROAD	YOUNGS SIDING

CITY OF ALBANY

REPORT

To : His Worship the Mayor and Councillors
From : Administration Officer - Planning
Subject : Development Application Approvals – January
2020
Date : 4 February 2020

1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of January 2020.
2. Within this period 35 Development applications were determined, of these;
 - 35 Development applications were approved under delegated authority;



Ashton James
Information Officer – Development Services

PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY**Applications determined for January 2020**

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2190601	4/12/2019	Earl Street	Albany	Single House - Additions	Delegate Approved	16/01/2020	Taylor Gunn
P2190623	18/12/2019	Hill Street	Albany	Single House	Delegate Approved	31/01/2020	Alex Bott
P2200020	20/01/2020	Elizabeth Street	Bayonet Head	Development - Water Tank	Delegate Approved	24/01/2020	Taylor Gunn
P2200023	21/01/2020	Pioneer Road	Centennial Park	Grouped Dwelling - Additions	Delegate Approved	24/01/2020	Taylor Gunn
P2190617	12/12/2019	Lockyer Avenue	Centennial Park	Medical Centre	Delegate Approved	28/01/2020	Alex Bott
P2190627	23/12/2019	Ardross Crescent	Collingwood Park	Home Occupation - Storage of Delivery Truck	Delegate Approved	15/01/2020	Jessica Anderson
P2190605	5/12/2019	Carter Street	Gledhow	Single House	Delegate Approved	17/01/2020	Taylor Gunn
P2190592	28/11/2019	Warriup Road	Green Range	Chalet/Cottage Unit	Delegate Approved	10/01/2020	Taylor Gunn
P2200022	21/01/2020	East Bank Road	Kalgan	Single House - Additions (Swimming Pool)	Delegate Approved	24/01/2020	Taylor Gunn
P2190452	16/09/2019	Mount Boyle Road	Kalgan	Development - Boardwalk	Delegate Approved	6/01/2020	Taylor Gunn
P2190524	21/10/2019	Thomas Stanley Road	Kronkup	Approval of Existing Development - Holiday House	Delegate Approved	16/01/2020	Taylor Gunn
P2200004	6/01/2020	Symers Street	Little Grove	Single House - Outbuilding	Delegate Approved	13/01/2020	Jessica Anderson
P2200006	8/01/2020	Spring Street	Little Grove	Home Occupation (Parking of Commercial Vehicle)	Delegate Approved	15/01/2020	Jessica Anderson
P2200007	9/01/2020	Bon Accord Road	Lower King	Single House - Outbuilding & Water Tanks x 2	Delegate Approved	14/01/2020	Jessica Anderson
P2200027	23/01/2020	Lowanna Drive	Marbelup	Single House	Delegate Approved	24/01/2020	Taylor Gunn
P2190612	11/12/2019	Hogarth Road	Mckail	Single House	Delegate Approved	7/01/2020	Taylor Gunn
P2190490	4/10/2019	Mckenzie Street	Middleton Beach	Single House - Outbuilding	Delegate Approved	13/01/2020	Jessica Anderson
P2190618	13/12/2019	Garden Street	Middleton Beach	Single House - Additions (Studio)	Delegate Approved	20/01/2020	Taylor Gunn
P2190580	21/11/2019	Forts Road	Mount Clarence	Development - Gun Shield & Shelter	Delegate Approved	8/01/2020	Taylor Gunn
P2200021	21/01/2020	Ashwell Street	Mount Melville	Single House - Additions	Delegate Approved	28/01/2020	Taylor Gunn
P2190619	13/12/2019	Serpentine Road	Mount Melville	Single House - Retaining Wall	Delegate Approved	16/01/2020	Taylor Gunn
P2190602	4/12/2019	Mount Richard Road	Nanarup	Use Not Listed - Temporary Accommodation	Delegate Approved	9/01/2020	Taylor Gunn
P2200014	17/01/2020	Bennett Road	Napier	Single House - Additions	Delegate Approved	24/01/2020	Taylor Gunn

REPORT ITEM DIS 199 REFERS

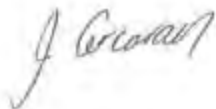
Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2190507	14/10/2019	Minor Road	Orana	Approval of Existing Development - Single House & Outbuilding	Delegate Approved	29/01/2020	Taylor Gunn
P2200002	3/01/2020	Gledhow West Road	Robinson	Single House - Addition	Delegate Approved	7/01/2020	Jessica Anderson
P2190589	27/11/2019	Robinson Road	Robinson	Single House - Additions & Garage	Delegate Approved	22/01/2020	Alex Bott
P2190621	16/12/2019	Roberts Road	Robinson	Animal Establishment - Gravel Storage Area	Delegate Approved	13/01/2020	Jessica Anderson
P2190533	28/10/2019	Lindfield Crescent	Spencer Park	Approval of Existing Development (Ancillary Accommodation)	Delegate Approved	7/01/2020	Jessica Anderson
P2190626	19/12/2019	Norton Road	Torbay	Single House - Outbuilding	Delegate Approved	7/01/2020	Jessica Anderson
P2200019	20/01/2020	Menegola Drive	Warrenup	Single House - Additions	Delegate Approved	23/01/2020	Taylor Gunn
P2190594	29/11/2019	Randell Crescent	Warrenup	Rural Pursuit	Delegate Approved	15/01/2020	Jessica Anderson
P2190625	19/12/2019	Warrenup Place	Warrenup	Single House - Additions (Pool)	Delegate Approved	7/01/2020	Jessica Anderson
P2200005	7/01/2020	Pinaster Road	Willyung	Single House - Additions	Delegate Approved	14/01/2020	Jessica Anderson
P2200031	24/01/2020	Chester Pass Road	Willyung	Non Conforming Use - Single House - Additions	Delegate Approved	28/01/2020	Alex Bott
P2190564	14/11/2019	Kamong Road	Yakamia	Single House - Outbuilding (x2)	Delegate Approved	8/01/2020	Alex Bott

City of Albany

Building Report

To : His Worship the Mayor and Councillors
From : Jasmin Corcoran - Development Services
Subject : Building Activity – January 2020
Date : 4 February 2020

1. In January 2020, fifty seven (57) building permits were issued for building activity worth \$15,023,136.00. This included four (2) Demolition permits.
2. It's brought to Council's attention that these figures included the following building permits –
163981 - (New Showroom – Office & Workshop – Stage 1): Estimated Value \$1,000,000.00.
#163944 – (Stage 2 Works for Bunnings – Remaining Inground Services): Estimated Value \$7,700,000.00.
3. The three (3) attached graphs compare the current activity with the past three (3) fiscal years. The first one compares the amount of decisions made, the second one compares the value of activity, and the third one compares the number of dwellings and units.
4. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
5. Attached are the details of the permits issued for January, the seventh month of activity in the City of Albany for the financial year 2019/2020.



Jasmin Corcoran
Development Services

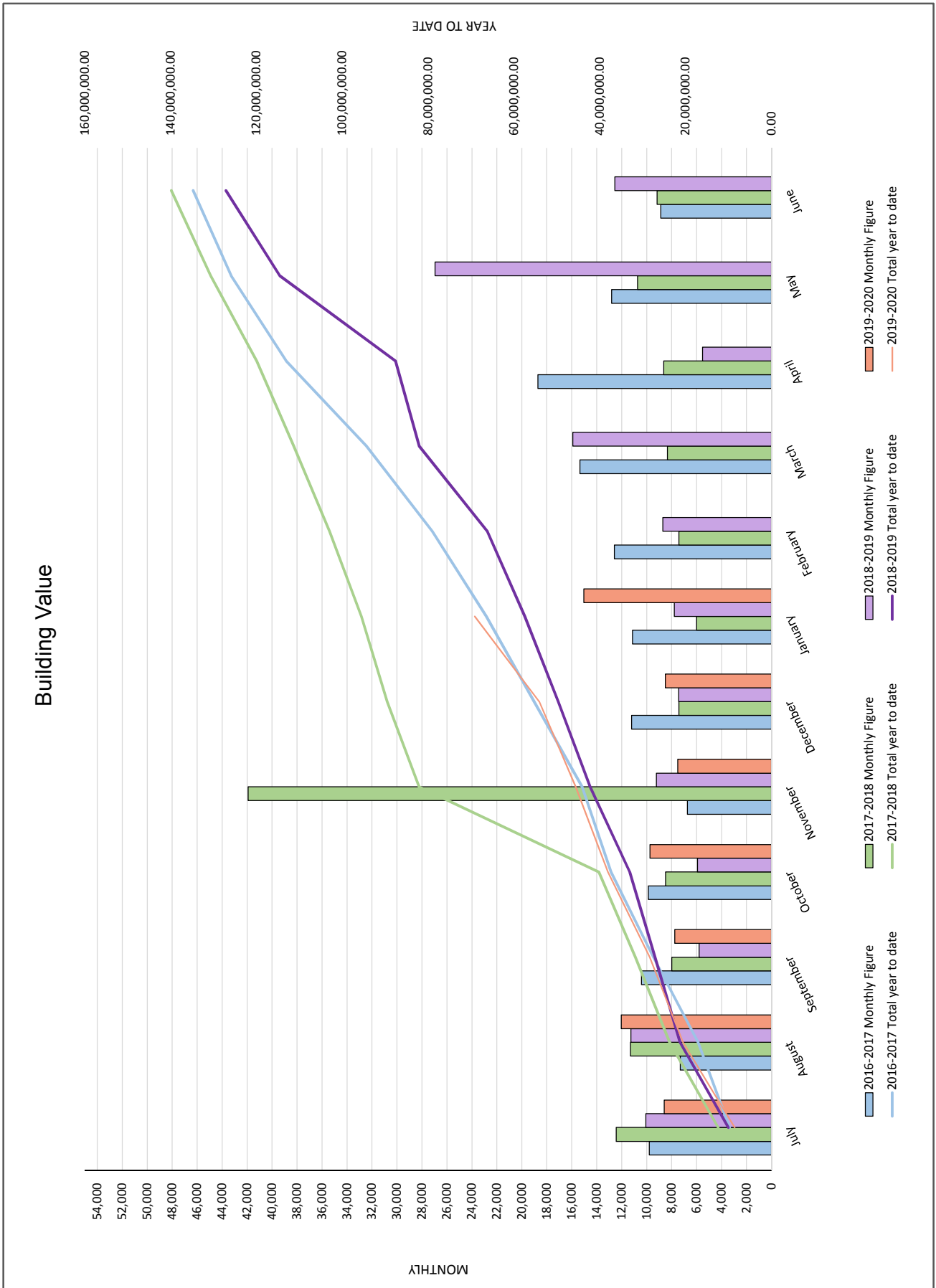
BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

Applications determined for January 2020

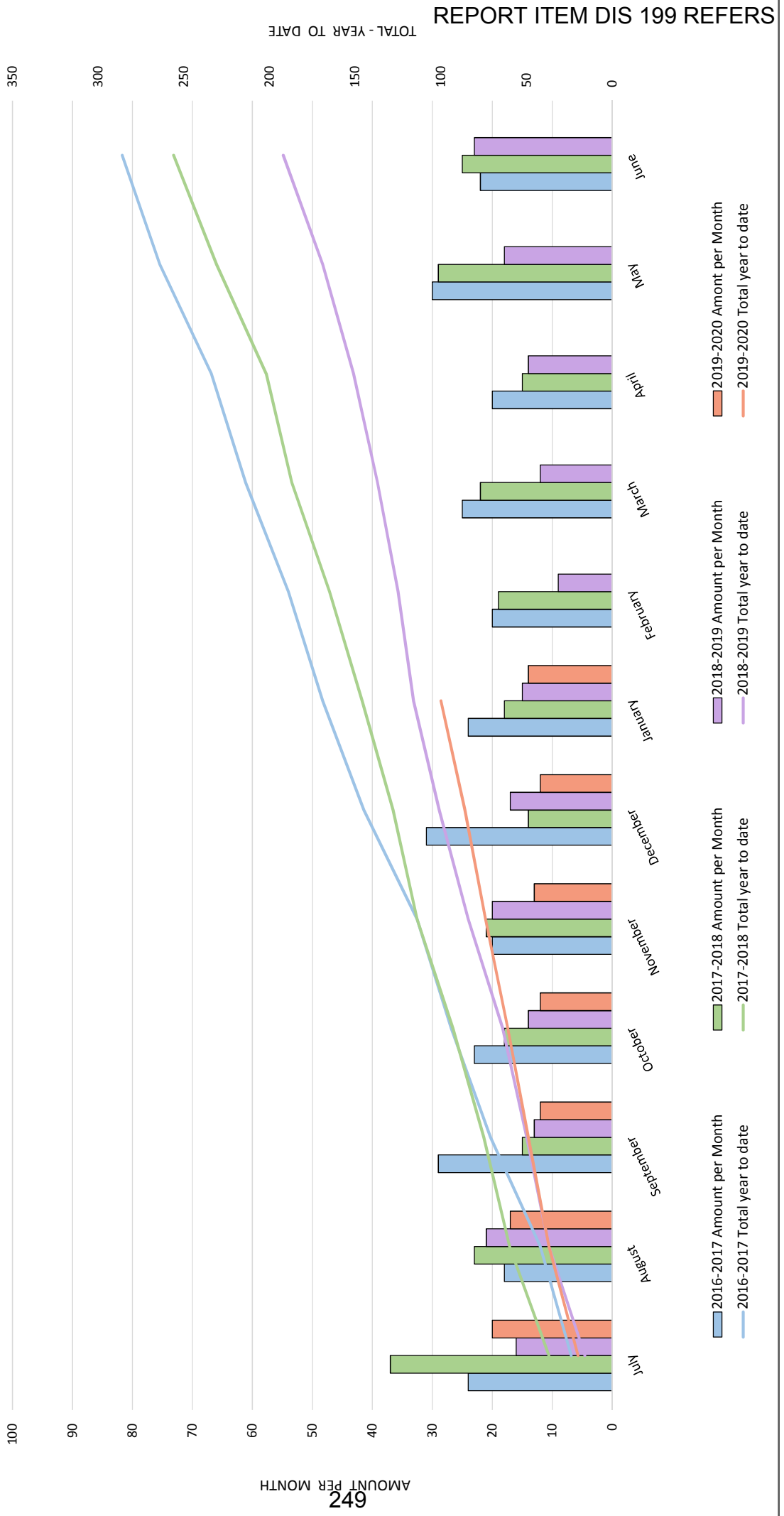
Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
163970	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - UNAUTHORISED VARIATIONS TO SHED & RETAINING WALL APPROVED UNDER BP162652 - CERTIFIED	60	7	HILL STREET	ALBANY
163974	JR GOMM	CONCRETE BASE FOR LIFT - UNCERTIFIED	60	25	SPENCER STREET	ALBANY
163992	DOWNRITE DEMOLITION	PARTIAL DEMOLITION - REMOVE EXISTING ASBESTOS ROOF CLADDING TO MAIN ROOF OF TOWN HALL	217	S112	YORK STREET	ALBANY
163945	SA CARMAN	ALTERATIONS & ADDITIONS - UNCERTIFIED	44081	7	ALISON PARADE	BAYONET HEAD
163947	POETT BUILDING CO PTY LTD	NEW DWELLING - UNCERTIFIED	32	39	BARAMBAH CIRCUIT	BAYONET HEAD
163960	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - RELOCATED STAIRCASE	36	75	ALLWOOD PARADE	BAYONET HEAD
163978	RYDE BUILDING COMPANY PTY LTD	SITE 192 - PARK HOME - UNCERTIFIED	20	501	ALISON PARADE	BAYONET HEAD
163957	OCCUPANCY PERMIT	OCCUPANCY PERMIT - AMENITIES BLOCKS 1 & 2 ALBANY PLAZA SHOPPING CENTRE - CERTIFIED	42-88	105 104	ALBANY HIGHWAY	CENTENNIAL PARK
163979	C R BRIDGER	INTERNAL CHANGES TO EXISTING CHURCH CREATE A CRY ROOM - CERTIFIED	322-328	42	ALBANY HIGHWAY	CENTENNIAL PARK
163986	BUILDING APPROVAL CERTIFICATE	BUILDING APPROVAL CERTIFICATE - ALTERATIONS TO EXISTING FACTORY BUILDING TO INCLUDE INTERNAL WORKS FOR OFFICE - CERTIFIED	92	206	STEAD ROAD	CENTENNIAL PARK
164007	E AND L ROOFING AND CONSTRUCTION	PATIO X 2 - UNCERTIFIED	Unit 9/50	9	PIONEER ROAD	CENTENNIAL PARK
163961	RN HARRIES	CARPORT - UNCERTIFIED	32	28	OXFORD STREET	GLEDHOW
163989	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING & RETAINING WALL - UNCERTIFIED	6	678	CARTER STREET	GLEDHOW
164005	VISIONSTREAM AUSTRALIA PTY LTD	TELECOMMUNICATION TOWER & FACILITY - CERTIFIED			SOUTH COAST HIGHWAY	GREEN RANGE
163944	M CONSTRUCTION WA PTY LTD	STAGE 2 WORKS FOR BUNNINGS - REMAINING INGROUND SERVICES - CONCRETE FOOTINGS AND SLABS - PRECAST CONCRETE WALL PANELS - ALL STRUCTURAL STEELWORK (EXCLUDING ROOF SHEETING) - CERTIFIED	162	1001	CHESTER PASS ROAD	LANGE
163966	E AND L ROOFING AND CONSTRUCTION	RE-ROOF OF EXISTING DWELLING - TILE TO COLORBOND - UNCERTIFIED	14	38	MCKEOWN AVENUE	LOCKYER
163999	I SUGG	PATIO - UNCERTIFIED	17	6283	SIMS STREET	LOCKYER
163953	ROHAN TROTT	PATIO & DECK - UNCERTIFIED	18	299	BRYANT COURT	LOWER KING
163928	TANKMAN MOUNT BARKER	WATER TANK - UNCERTIFIED		502	AJANA DRIVE	MARBELUP
163968	C PILGRIM	WATER TANKS X2 - UNCERTIFIED	279	187	LOWANNA DRIVE	MARBELUP
163819	E AND L ROOFING AND CONSTRUCTION	PATIO & DECK - UNCERTIFIED	18	309	BYLUND WAY	MCKAIL
163954	AC STONE	RELOCATE EXISTING SHED AND CONSTRUCT NEW CARAVAN STORAGE SHED - CERTIFIED	6	627	KITCHER PARADE	MCKAIL
163956	MATSON FABRICATIONS	PATIO - UNCERTIFIED	28	274	DONALD DRIVE	MCKAIL
163958	WA COUNTRY BUILDERS	NEW DWELLING - UNCERTIFIED	17	231	CELESTIAL DRIVE	MCKAIL
163967	S DEKKER	SHED EXTENSION - NEW SKILLION LEAN TO(X2) - UNCERTIFIED	251	251	LANCASTER ROAD	MCKAIL
163975	WA COUNTRY BUILDERS	DWELLING - UNCERTIFIED	7	12	HANKINS WAY	MCKAIL
163998	POCOCK BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	11	738	HOGARTH ROAD	MCKAIL

REPORT ITEM DIS 199 REFERS

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
164008	OCCUPANCY PERMIT	OCCUPANCY PERMIT - SERVICE STATION (INCLUDING BAKERY & BOTTLESHOP) - CERTIFIED	557	35 37 59 60	ALBANY HIGHWAY	MCKAIL
164009	OCCUPANCY PERMIT	OCCUPANCY PERMIT - ADDITIONS TO SPEEDWAY CLUBROOMS - CERTIFIED	27	302	REDDALE ROAD	MCKAIL
163879	JAMES MORGAN & PENELOPE MORGAN	NEW RESIDENCE - CERTIFIED	38	84	HARE STREET	MIDDLETON BEACH
163962	GREGORY LEON LEEDER	NEW DWELLING - UNCERTIFIED	18	9	MARINE TERRACE	MIDDLETON BEACH
163984	RYDE BUILDING COMPANY PTY LTD	DEPOSIT BUILDING MATERIALS PERMIT	19	6	MCKENZIE STREET	MIDDLETON BEACH
163763	KOSTER'S OUTDOOR PTY LTD	VERANDAH - UNCERTIFIED	2	500	MERRIFIELD STREET	MILPARA
163959	NORTH 2 SOUTH EXECUTIVE HOMES PTY LTD	NEW DWELLING - RETAINING WALLS & SPA - CERTIFIED	21	118	FRIESIAN RISE	MILPARA
163969	J & TW DEKKER PTY LTD	NEW DWELLING RETAINING WALLS AND STORAGE SHED - UNCERTIFIED	14	13	HAVOC ROAD	MILPARA
163991	JAMIE DUNCAN STEWART	NEW ABULTIONS - CERTIFIED	169	2	CHESTER PASS ROAD	MILPARA
164001	MCB CONSTRUCTION PTY LTD	SHED - UNCERTIFIED	21	118	FRIESIAN RISE	MILPARA
164002	OCCUPANCY PERMIT	OCCUPANCY PERMIT - PLACE OF WORSHIP - CERTIFIED	2	500	MERRIFIELD STREET	MILPARA
163973	WA COUNTRY BUILDERS	NEW DWELLING - UNCERTIFIED	8B	211	SYMERS STREET	MIRA MAR
163995	ANTHONY & DEBRA DOCKING	PARTIAL RECLAD OF EXTERNAL WALL CLADDING TO EXISTING DWELLING - UNCERTIFIED	32	23	BEAUCHAMP STREET	MIRA MAR
163996	AR & DA DOCKING BUILDERS	DEMOLITION PERMIT - REMOVAL OF ASBESTOS EXTERNAL WALL CLADDING TO EXISTING DWELLING	32	23	BEAUCHAMP STREET	MIRA MAR
163981	GIOVANNI DE GIAMBATTISTA	NEW SHOWROOM - OFFICE AND WORKSHOP - STAGE 1 - CERTIFIED	10	36	LOCKE STREET	ORANA
163977	OWNER BUILDER	BUILDING APPROVAL CERTIFICATE STRATA - 3 X TWO STOREY DWELLINGS - CERTIFIED	59	20	BURGOYNE ROAD	PORT ALBANY
163965	PLUNKETT HOMES (1903) PTY LTD	NEW DWELLING - UNCERTIFIED		208	TROTTER GROVE	ROBINSON
163988	BLUEWATER TANKS	WATER TANK 157000L - UNCERTIFIED		208	TROTTER GROVE	ROBINSON
163952	TRABS CONSTRUCTION PTY LTD	SHED - UNCERTIFIED	114	9	COLLINGWOOD ROAD	SEPPINGS
163987	JE HALL	CARPORT - UNCERTIFIED	130	2	NORTON ROAD	TORBAY
163963	CORAL COAST HOMES (WA) PTY LTD	SHED - UNCERTIFIED	333	8034	MERCER ROAD	WALMSLEY
163915	MJ KEENAN	SHED - UNCERTIFIED	148	309	DELORAINIE DRIVE	WARRENUP
163930	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	29	533	WILTSHIRE CRESCENT	WARRENUP
163971	LUKE HARRIS	SHED - UNCERTIFIED	94	8	HARVEY ROAD	WARRENUP
163982	CA ABBOTT	SWIMMING POOL & GAZEBO - UNCERTIFIED	105	60	WARRENUP PLACE	WARRENUP
163976	OCCUPANCY PERMIT	OCCUPANCY PERMIT - ST JOHN AMBULANCE AND FIRE BRIGADE FACILITY - CERTIFIED	60	45	WINDSOR ROAD	WELLSTEAD
164004	SR WESTERN	PATIO - UNCERTIFIED	529	10	CHESTER PASS ROAD	WILLYUNG
163920	WREN (WA) PTY LTD	NEW DWELLING & RETAINING WALLS - UNCERTIFIED	50A	3	SYDNEY STREET	YAKAMIA

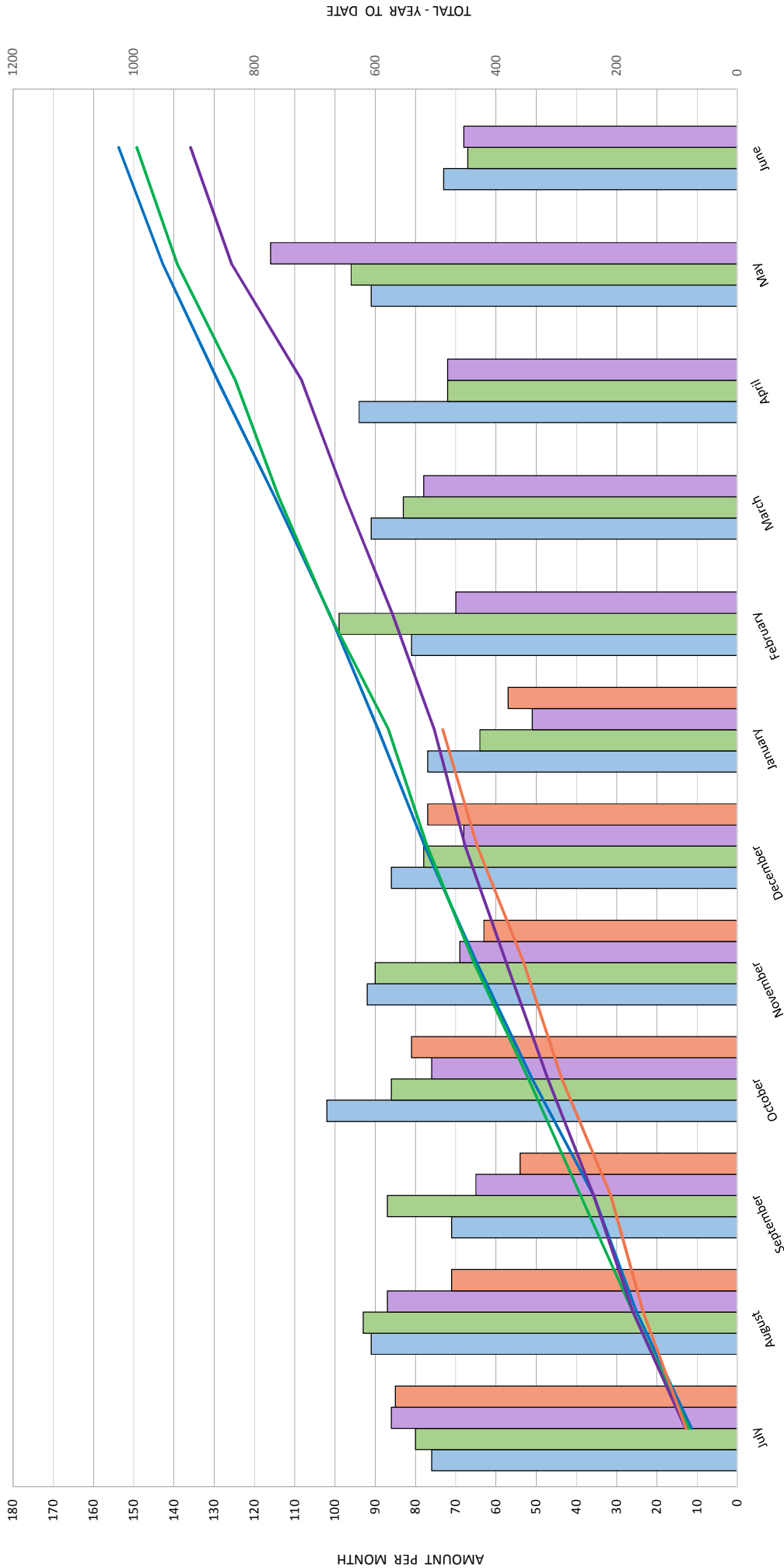


Dwellings and Units



REPORT ITEM DIS 199 REFERS

Decisions Made



2019-2020	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	18	5,532,053	2	387,314	20	485,201	20	527,686	0	0	0	1	1,050,000	5	147,792	18	456,194	8,586,240
AUGUST	16	5,086,805	1	130,000	17	367,806	17	1,868,185	0	0	2	1,201,943	8	3,332,785	5	47,000	12,034,524	
SEPTEMBER	11	4,932,990	1	51,300	12	172,790	20	1,129,965	0	0	6	1,070,271	1	200,000	4	189,990	7,747,306	
OCTOBER	12	3,557,818	1	93,215	1	366,447	22	343,770	0	0	2	982,100	9	4,273,327	10	146,315	9,742,992	
NOVEMBER	13	5,351,894	0	0	13	362,494	18	300,664	0	0	0	0	5	488,665	12	1,003,018	7,506,735	
DECEMBER	12	4,024,018	0	0	12	234,642	31	1,567,888	0	0	1	20,000	4	2,501,565	10	152,900	8,501,013	
JANUARY	14	5,285,311	0	0	14	249,859	13	240,860	0	0	4	9,138,968	2	34,600	6	73,538	15,023,136	
FEBRUARY																		
MARCH																		
APRIL																		
MAY																		
JUNE																		
TOTAL TO DATE	96	33,770,889	5	661,829	89	2,229,239	141	5,979,018	0	0	16	13,463,282	34	10,978,734	65	2,068,955	69,141,946	



LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES

Thursday 26 September 2019 at 8.30am

VENUE: Civic Rooms, 102 North Road

(File Ref: ES.MEE.5 /AM19103972)

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	City of Albany – Councillor
Darren Little	City of Albany
Brendan Gordon	City of Albany
Suzan Lees	City of Albany
Tony Ward	City of Albany
Garry Turner	City of Albany
Ted Rastrick	Bornholm BFB
Scott McCaulay	Southern Ports
Adam Smith	DFES
Neville Blackburn	Dept Communities
Noel Chambers	Dept Transport
Colin Hyde	City of Albany
Charlotte Powis	DFES
Kurt Weinert	Western Power
Duncan Olde	City of Albany
Vince Hilder	DBCA
Graeme Poole	DCBFCO City of Albany
Barbara Marquand	WACHS GS AHC
Anna Kiddle	City of Albany Events
Darren Little	City of Albany
Brendan Gordon	City of Albany
Suzan Lees	City of Albany
Tony Ward	City of Albany
Garry Turner	City of Albany
Ted Rastrick	Bornholm BFB
Scott McCaulay	Southern Ports
Adam Smith	DFES
Neville Blackburn	Dept Communities
Noel Chambers	Dept Transport
Colin Hyde	City of Albany
Charlotte Powis	DFES
Kurt Weinert	Western Power
Duncan Olde	City of Albany
Vince Hilder	DBCA
Graeme Poole	DCBFCO City of Albany
Barbara Marquand	WACHS GS AHC
Anna Kiddle	City of Albany Events
Rhys Skipper	Main Roads WA

Megan Bob	Silver Chain
Kristi Hollaway	Clarence Estate
Jenny Cooper	Clarence Estate
Thea Rogister	City of Albany I&E
Susan Kay	City of Albany
Ryan Chivers	DFES

2 APOLOGIES:

Name	Organisation
Dennis Wellington	Mayor, City of Albany
Anna Page	City of Albany - Airport
Andrew Buchannan	Atco Gas
Stuart Jamieson	City of Albany
Sam Stevens	City of Albany
Gary Duncan	CBFCO CoA
Peter Hartley	DBCA
Ross Braggins	Western Power
Lorna Woodward	Dept of Communities
Simone Klose	City of Albany
Kelly Hill	DPIRD

3 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

ITEM 3.1: COMMITTEE RECOMMENDATION

The minutes of the Local Emergency Management Committee meeting held on 20 June 2019 to be confirmed as a true and accurate record of proceedings.

Moved: N Blackburn **Seconded:** D Olde

4 DISCLOSURE OF INTEREST - Nil

5 BUSINESS ARISING FROM PREVIOUS MEETINGS:

Item	Status

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 City of Albany Events

6.2.1 Overview of upcoming events (Anna Kiddle – Events Approvals and Projects Officer)

Details provided of:

- Southern Peaks cycling events taking place 28 & 29 September, including road closures.
- Return of the Sun fire performance at Ellen Cove 5 October.

6.3 Post Incident Reports - Nil**6.4 Post Exercise Reports****6.4.1 State Bush Fire Exercise (DFES)**

- Conducted over the period 9 to 12 September at the Karrakatta army barracks in Perth.
- Simulated level 3 incident at Mundijong.
- The number of pre-formed emergency management teams, consisting of DFES, DBCA, local government and volunteers has decreased from 5 to 4.
- Four DFES Great Southern Region staff attended.
- State Operations Centre and several Regional Operation Centres activated.
- Staff familiarised themselves with deployment and infrastructure systems
- Opportunities for improvement identified, which will be shared when received.

6.5 Funding Nominations and Application Progress - Nil**6.6 Risk Management / Treatment Strategies****6.6.1 Bush Fire Risk Management Planning Project (Darren Little – CoA Bush Fire Risk Planning Coordinator/Fire Liaison Officer)**

- Darren has been appointed as Bush Fire Risk Planning Coordinator on a 0.5FTE for 12 months, whilst maintaining position of Reserves Fire Liaison Officer.
- Current prescribed burning program will not be affected.
- Once the Bush Fire Risk Management Plan (BRMP) has been completed, it will allow the City of Albany to access funding from the DFES Mitigation Activity Fund (MAF), up to \$300K per year for mitigation works on unallocated crown land.
- Currently working on transferring the City's data into the DFES Bush Fire Risk Management System.
- The BRMP will consist of a communication strategy, asset register and treatment schedule.
- The Mount Melville area has been completed.
- The LEMA critical infrastructure and special needs lists data has been entered into BRMS and is now displayed graphically.
- V Hilder added that the program is tenure blind, so bringing all the stakeholders together to share information and coordinate effort is an important part of the process.

6.6.2 Bush Fire Resilience in the Great Southern Project (Melanie Haymont – Bushfire Risk Planning Coordinator Shires of Denmark & Plantagenet & City of Albany)

- Provided additional background information on the BRMP project:
 - BRMP is a state government funded program that originated as a result of the Keelty Report into the Roleystone and Margaret River bushfires.
 - Local governments with a high bush fire risk are required to have a tenure-blind bush fire risk management plan in place.
 - Requires collaboration between all land holders to achieve a coordinated, strategic approach to bush fire risk planning and treatment actions, resulting in more efficient use of resources.
 - Melanie is contracted to the Shires of Plantagenet and Denmark and the City of Albany for the next three years to complete this process.
 - BRMP comprises a conceptual plan, a spatial mapping program to identify assets at risk from bushfire, the risk from bushfire to those assets and a treatment plan.
 - MAF currently funded by Royalties for Regions, but will be changed to ESL funding in 2020. The funding can be used on state-owned land, not private property or local government owned property.
 - Community engagement targets included in treatment plans.

- Bush Fire Resilience in Great Southern (BRIG) Project:
 - Collaborative project between the Shires of Plantagenet and Denmark and the City of Albany, partially funded by the National Disaster Resilience Program funding.
 - Pilot project looking at a methodology to systematically assess the high-risk areas of the local governments involved. In Albany those areas are Little Grove, Goode Beach and Bayonet Head.
 - Consultants engaged to conduct bush fire attack level (BAL) contour mapping of these areas.
 - Provides the 'science' to take to the communities.
 - This will be useful in determining suitable treatment plans.
 - Treatments may include recommendations for opening up one way streets, the identification of evacuation routes, water supply points and community 'safer places' for refuge.
 - Ensuring that places of refuge are suitable to withstand the impact of a bush fire.
 - Will allow for targeted mitigation works, including compliance inspections and community engagement.

7 GENERAL BUSINESS

7.1 Torbay Hill Bush Fire Ready (Ted Rastrick – Bornholm Volunteer Bush Fire Brigade)

- Ted is the coordinator of the Bush Fire Ready program in Torbay Hill, which has been running for approximately 2 years.
- The program has had a 'chequered history' on the Hill.
- The local bush fire brigade has been active in community planning for the area, looking at improving fire safety.
- The brigade compiled recommendations which were forwarded to the City. Many of these recommendations were not implemented as it would have involved unlawful retrospective application of the law.
- The Torbay Hill Fire Strategy report, produced by consultant Geoffrey Lush, resulted in further recommendations, most of which have been accepted and implemented.
- The current resurrection of the Bush Fire Ready groups was sparked by the City's Community Resilience program which involved a series of 'street meets' and community meetings in the area.
- Achievements of the group to date include:
 - mapping of fire risks (such as gas cylinders) and fire safety features on individual properties, including access and egress routes;
 - established a communication system using WhatsApp to send fire safety information;
 - provided advice on preparing properties for fire season; and
 - Bornholm brigade assisting with hazard reduction burns on private properties.
- Will make the detailed maps of the area available to emergency services.
- Recently attended a south west Bush Fire Ready Group forum in Yallingup.
- Working with groups of residents to work cooperatively to strategically reduce the fire hazard by creating a buffer zone and breaking up likely fire-runs.
- Would like to conduct a community fire scenario exercise, testing individuals' fire plans in response to WhatsApp messages.

B Gordon offered congratulations to Ted on being the recipient of the Murray Lange Bush Fire Service award for services to the Torbay Hill community.

7.2 Animal Welfare in Emergencies

See attachment 2 for presentation.

- V Hilder spoke to the issues presented by animals in the Sandpatch fire and the importance of having a plan.
- N Blackburn stated that the Department of Communities has a vested interest in this subject due to the issues caused by people bringing animals to evacuation centres, or refusing to evacuate due to wanting to care for animals. Offered to be part of any working group to develop the plan.
- C Powis commented that messaging regarding including animals and pets in personal emergency plans could be used as a powerful motivator for people to actually complete plans and be better prepared for all emergencies.

7.3 Agency Reports

Including seasonal review (i.e.: storm preparedness)

Clarence Estate:

- Providers of residential and palliative care across the great southern region, noted appreciation of information provided at the meeting.

City of Albany Rangers:

- Gearing up for the fire season and working out the logistics and IT issues involved in fire compliance inspections.
- Biggest challenge is availability of staffing resources to cover the additional workload presented by fire inspections.

City of Albany Reserves

- Have started the prescribed burning program early, many burns achieved.
- Burning program will cease soon, due to drying conditions.

Department of Communities

- Focus on training of staff across the Great Southern.
- Emergency exercise planned for 19 November at ALAC.

Department of Transport

- Participated in the state oil pollution exercise with Shell.
- Feedback from Shell described the DoT as 'one of the best prepared agencies in the world that they have exercised with'.

Southern Ports

- Tabled update Emergency Management Plan.
- Exercise planned for mid-November.
- Regional manager role expected to be filled soon.

City of Albany Infrastructure & Environment

- Has secured Council approval for \$50K to purchase variable message boards.
- VMBs to be used primarily for notification of road works, but will also be available for emergency use.
- Conducting rural drainage maintenance program that now works closely with City Reserves to coordinate mechanical clean-out works with weed control.
- Reiterated that Council equipment is available to assist with emergency responses.

City of Albany CESM

- Introduction to introduction to Fire Fighting and Bush Fire Fighting training courses have been conducted.
- Will be conducting training or approximately 25 timber company employees and contractors.
- Conducting a pre-season forum in Denmark for fire control officers.

DFES Community Engagement

- Has conducted small property burning workshops in Denmark
- Attended a Bush Fire Ready facilitators' workshop in Yallingup with a group of local Bush Fire Ready facilitators. City of Albany and Shire of Denmark were recognised as being supportive at this forum.
- Conducting workshops, in collaboration with the City, for the Torbay Catchment Group in October.
- A weekend of workshops is planned for Denmark in early November, which will focus on property planning, fire and bio-diversity.
- A workshop is also planned for King River on 19 October.

City of Albany Emergency Services Team

- Restricted burning season commences on 1 October in the North East Sector.
- The City's executive management team has requested an awareness session to be conducted by the R & ES team.
- Bush Fire Strategic Plan is under review.
- Garry Turner taking extended leave – position will be filled internally.
- The Bush Fire Local Law 2019 is ready to go to Council.
- Asset protection zones will be the focus of compliance inspections.
- Animal Welfare in Emergency Plan to be considered during the review of LEMAs to be conducted this financial year.

DFES

- Coordinated a large marine rescue drill with Bremer Bay, Hopetoun, Esperance and Albany Volunteer Marine Rescue groups and Albany Surf Rescue.
- Have planned for a bush fire exercise in Jerramungup.
- Commented that the dryness indicators are similar to those usually experienced in December.
- Bush fire mitigation trailer has been received.

Western Power

- Replacing poles and conductors.

Main Roads WA

- Network inspection teams have been looking for bush fire hazards.
- Also focussing on ensuring asset protection is in place for assets at risk from bush fire such as wooden bridges and culverts.
- Construction season will commence shortly, expected to be busy around Denmark and Albany.

DBCA

- Has prescribed burns planned for South Stirling, Gull Rock and Redmond.
- Preparing for the fire season with on-call duty roster.
- Staff have undertaken water bomber currency training.
- Six staff participated in state bush fire exercise.

City of Albany – Corporate Services

- The City is well prepared for the influx of 482 caravan owners for the WACCI event.
- Formally thanked Cr Shanhun for his services as Chair of LEMC.

Albany Health Campus

- Flu season peaked early, with no additional peaks.
- Preparing for busy tourist season.
- Appreciates receiving event information, as this has an impact on patient numbers and aids in preparation.

Silver Chain

- Learned lessons from the fires of May 2018.
- LEMA Contact Register to be updated with Silver Chain emergency response call centre number, who will be able to provide a vulnerable client list for emergency responders.

8 DATE OF NEXT MEETING:

Thursday 19 December 2019

9 CLOSURE OF MEETING:

9.58am



LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES

Thursday 19th December 2019 at 8.30am

VENUE: Civic Rooms, 102 North Road

(File Ref: ES.MEE.5 / AM19197812)

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 DECLARATION OF OPENING – 8.30AM

The Acting Executive Director Corporate Services (Recovery Coordinator) declared the meeting open and called for nominations for the position of Chairperson.

1.1. Chairperson

Councillor Shanhun nominated himself.

Councillor Shanhun was duly elected unopposed as Chairperson.

1.2. Deputy Chairperson

Duncan Olde nominated himself.

Duncan Olde was duly elected unopposed as Deputy Chairperson

2 ATTENDANCE:

Name	Organisation
Andrew Buchanan	ATCO
Scott Reitsema	City of Albany
Cr John Shanhun	City of Albany
Garry Turner	City of Albany
Duncan Olde	City of Albany
Jenny Cobbold	City of Albany
Steve van Nierop	City of Albany
Thea Rogister	City of Albany
Sam Stevens	City of Albany
Stuart Jamieson	City of Albany
Colin Hyde	City of Albany
Vince Hilder	Department of Biodiversity Conservation and Attractions
Neville Blackburn	Department of Communities
Kelly Hill	Department of Primary Industries and Regional Development
Noel Chambers	Department of Transport
Rhys Skipper	Main Road WA
Graeme Poole	Southern Ports & City of Albany
Stacey Abbott	St John Ambulance
John Gardner	State Emergency Services
Barbara Marquand	WA Country Health Services GS Albany Health Centre
Nathan Parkey	WA Police

Kurt Weinert	Western Power
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3 APOLOGIES:

Name	Organisation
Gary Duncan	CBFCO
Claire Teale	CBH Group
Anna Kiddle	City of Albany
Anna Page	City of Albany
Cr Hammond	City of Albany
Susan Kay	City of Albany
Brendan Gordon	City of Albany
Heather Bell	City of Albany
Lorna Woodward	Department of Communities
Scott Macaulay	Southern Ports
Grant Pollard	WA Police
Ross Braggins	Western Power

4 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

ITEM 3.1: COMMITTEE RECOMMENDATION	
The minutes of the Local Emergency Management Committee meeting held on 26 th September 2019 to be confirmed as a true and accurate record of proceedings.	
Moved:	Neville Blackburn
Seconded:	Thea Rogister
CARRIED:	

5 DISCLOSURE OF INTEREST - NIL

6 BUSINESS ARISING FROM PREVIOUS MEETINGS: NIL

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

7.1 The full list of members and their contact details were emailed on the 19th December 2019.

8 EXERCISES HELD

8.1 “Welfare Evacuation Centre Exercise” – Held at ALAC by the Dept of Communities on the 19th November 2019. – Neville Blackburn – **See Attachment 1**

8.2 “Port of Albany Exercise” – 15th November 2019 – Graeme Poole

Test the ability to respond to an oil spill combined with a security incident. The scenario was a disaffected crew member on a vessel who locked himself in the engine room and then pumped heavy fuel oil into the harbour.

Objectives:

- a) To validate the Incident Management Teams ability to implement coordinated actions to manage the impacts of a significant emergency event.
- b) To validate the ability of Field Responders to implement first strike actions.
- c) To validate the arrangements described in Crisis and Emergency Management, maritime Security and Oil Spill Contingency plans.
- d) To validate PoA the security arrangements and ability to implement arrangements defined in Maritime Security Plan (MSP).

Outcomes:

- a) Communication problems
- b) Staffing levels lacking – Engage with Port users and Local Government organisations to develop a pool of available personnel to assist with first strike response.
- c) Also to update their plan.
- d) WAPOL commented that they have trained negotiators and call them when dealing with a disaffected person.

8.3 Airport Live Exercise

- a) Issues were communications
- b) People need to act

9 GENERAL BUSINESS:

9.1 Back Up Power

The following have backup power:

Airport
City of Albany Depot
City of Albany Mercer Road
SES
Port Authority
Western Power
WAPOL
City of Albany – North Road
ALAC
DBCA
Hospital

The City is looking at locations of radio towers and ways to protect the towers.

9.2 City of Albany – Scott Reitsema

The City is organising 3 Preform teams and will be given basic training as support for emergencies staff. – City of Albany staff.

Department of Transport have trained Admin staff with AIIM training.

9.3 Events

The members requested a copy of the City of Albany's upcoming events schedule. This was emailed on the 19th December 2019 to all members. For all events it was requested that a risk assessment be provided.

9.4 Fuel Stocks – Stuart Jamieson

Fuel stocks are at optimal levels.

9.5 Race Wars – Stuart Jamieson

March Long Weekend
Sanctioned by the Australian Auto Sport Alliance (WASA)
Middleton Beach event is going ahead and has been transitioned over to Targa West
Regulations have tightened.
Parker Brook road will be closed throughout the event.
Improved traffic management.
Mandatory that there are Paramedics not first aiders on site.

9.6 Fire Bans - Garry Turner

The government have stipulated working conditions for total fire bans which effects Main Roads, DBCA.

If the City of Albany use graders or machinery on roads within 3 metres of vegetation they must have in attendance fire trucks, firefighting personnel and spotters.

For all information go to the DFES website.

The paperwork for approvals are easier.

LGIS or WALGA were not aware of these conditions.

This will also have a financial impact when doing construction work.

9.7 Local Law – Stuart Jamieson

The City of Albany resolved to have the Bushfire Local Law go out for advertising finishing on 17th February 2020. This was developed with the Volunteer Bush fire members.

The animal's local law – keeping of chickens in the backyard, bees and miniature pigs.

The Jetties and swimming enclosure local laws.

9.8 Camp Fires – Nathan Parkey

Camp & Cooking fires – unless it is a total fire ban camp and cooking fires are permitted during a prohibited burning period unless they are gazetted or advertised by the City of Albany. This hasn't happened for a couple of years, there was an incident last year with a camp fire and police couldn't pursue a prosecution as the gazettal wasn't in place.

Stuart Jamieson

Example – During the Christmas period, Cape Riche have been provided with fire rings and water tender on standby but will be rolling out fire extinguisher.

9.9 Wheelchair taxis – Noel Chambers

Albany has lost all wheelchair taxis. As of Boxing Day they will cease operating.

9.10 Colin Hyde

Fire Management notices.

Have dealt with almost all the complaints that have been received with 50% receiving warnings. An additional person has been employed, with an additional person to be employed in January.

9.11 Main Roads – Rhyss Skipper

Fire inspections and mitigations have finished for the year.

Have resources available over the Christmas period.

Projects for the New Year - Kalgan section - Reseal program

9.12 DBCA – Vince Hilder

Busy 3 weeks with staff going interstate and then fires north and east, all should be back soon.

9.13 DPIRD – Kelly Hill

It is very dry and issues in the north east.

There will be more traffic with water movements.

Skinny animals to be reported to the RSPCA.

As prepared as can be for African swine fever. High risk is swill feeding, and pet pigs on small landholdings.

Released the Shark Smart app for Apple and Android – Search SharkSmart WA.

The latest rabbit virus continues to be released.

9.14 City of Albany – Thea Register

The variable message board is coming due to some hold ups.
Skeleton Crew is in place over the Christmas period.
Chillinup Road 1.2 km prime seal is going down today.
Cockburn Road footpath

9.15 WAPOL – Nathan Parkey

Thanked everyone for their efforts in the various searches over the year.

9.16 City of Albany – Stuart Jamieson

The Airport will be general manning.
Kimmi and Brian McCarthy Helicopter service have set up at the airport.
They can assist DFES SES DPAW with a new bucket that can collect water. (Not approved yet)

9.17 City of Albany – Garry Turner

A Taskforce was sent to QLD, NSW and Forresteria and all crews are back.

9.18 SES – Josh Gardner

The number of Search and rescues operations this year were more than they are use to.
Working with WAPOL and DBCA on a SAR arrangement concentrating on the Stirlings and then places like Bald Head and the Bibbulmun track.

9.19 Western Power – Kurt Weinert

Staff are on call during the Christmas period.
Jan/Feb Projects – Replace poles, refurb pole tops and replace conductors.
Young Siding
Torndirrup
Robertson
Kalgan
Elleker

9.20 Department of Communities – Neville Blackburn

Number of Staff are available for emergency responses.

9.21 St John Ambulance – Stacey Abbott

Will be running 2 crews 24 hours a day. Also public duties.
Staff has increased to 9.

9.22 Middleton Beach

There will be access to the beach at all times.

10 DATE OF NEXT MEETING:

Thursday 19th March 2020 at 8.30am in the City of Albany Civic Rooms.

11 CLOSURE OF MEETING:

As there were no further business the Chair closed the meeting at 9.40 am.

WELFARE EVACUATION CENTRE EXERCISE REPORT “EXERCISE – BREMER BAY FIRE” 19 NOVEMBER 2019





Report prepared by Neville Blackburn, District Emergency Services Officer (DESO), Great Southern District, Department of Communities.

Executive Summary

Exercise “Bremer Bay Fire” was a welfare evacuation centre exercise to provide a learning opportunity for all participants in a simulated operational environment. It was a collaborative exercise requiring Department of Communities and other agency staff and volunteers to perform particular functions associated with the activation of a Department of Communities Local Emergency Welfare Plan.

The scenario was relevant to the local community and required the centre to be open notionally for an 18 hour period, offering a range of welfare supports and services. Participants were asked to operate within the bounds of local and state emergency management arrangements.

The exercise was written by Neville Blackburn and was conducted on the 19th of November 2019 from 9:30am to 1:15pm at the Albany Leisure and Aquatic Centre (ALAC), Barker St Albany. The Exercise Director was Neville Blackburn with the ESU’s Senior Project Officer, Steph Williams and Senior Project and Planning Officer Trish Malone assisting.

The aim of the exercise was “**To practise the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency**”. There was a total of 43 participants from 13 agencies (For details of Registered Participants see Attachment 1).

To evaluate the exercise, information was collected from –

- The Exercise Hot Debrief
- The Exercise Participants’ Feedback Forms, 40 completed feedback forms from 43 participants (For a copy of Feedback Form see Attachment 2).
- The Scenario Cards which were used as an exercise strategy to inject specific issues that could reasonably be expected to arise in a real event within a Welfare Evacuation Centre and to ask participants to problem solve the issue and record their responses on the scenario cards. ‘Suggested Responses’ were printed on the rear of each scenario to enable participants to compare and consider their own response/s against the suggested responses.

This information was then collated, analysed and recorded under the following headings :

- General Assessment of the Exercise;
- Exercise Hot Debrief;
- Scenario Card Responses;
- Exercise Participants’ Feedback Forms Analysis;
- Follow-Up Actions;
- Suggestions for Future Training Activities Summary.

These summaries follow on from the executive summary and are the basis for this exercise report, which will be circulated to exercise participants and the Local Emergency Management Committee (LEMC) for the City of Albany and the Great Southern District Emergency Management Committee (DEMC) members for their information.

Participating agencies were asked to use this exercise to realistically evaluate their own procedures, operations, resources, training and exercising in relation to understanding some of the issues that they may face when responding to an evacuation in an emergency situation.

Feedback from the participants immediately after the exercise indicated a high degree of interest and achievement. This was confirmed through the participants' feedback forms. The main benefits from the exercise are the increased awareness, understanding, experience and practice gained by the participants and the resulting amendments to procedures, processes, operations, plans and arrangements, both for the Department of Communities and other agencies.

The value of the exercise was the opportunity for all of the agencies that may have roles and responsibilities in the provision of welfare support to work together to practice their roles as part of the local welfare evacuation centre team.

In conclusion, Exercise "Bremer Bay Fire" was considered to be a successful and worthwhile learning experience for all participants and the time and effort involved in the planning and preparation will enhance and strengthen the Department's, agencies' and broader communities preparedness and resilience should an incident occur.

The Great Southern DESO would like to sincerely thank all the agencies and participants for engaging in this exercise. Special thanks must also go to the City of Albany and the Albany Leisure and Aquatic Centre for the use of their facility as a welfare evacuation centre and to the Albany Salvation Army for providing tea, coffee and refreshments throughout the exercise and a delicious lunch. The catering provided by the Albany Salvation Army would be similar to that provided to evacuees in an 'real' event.

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Great Southern District
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26 November 2019

General Assessment of the Exercise

This assessment is based on a number of consideration questions for each objective with responses/comments based on information from the -

- Exercise Hot Debrief
- Scenario Card Responses
- Exercise Participants' Feedback Forms

and general observations from the Exercise Director and Exercise Team

The aim of the exercise was **“To practice the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency”**.

The exercise objectives were written as specific statements describing what was to be achieved by the exercise participants to meet the exercise aim.

OBJECTIVE 1: To demonstrate the activation of a Local Emergency Welfare Plan, using Department of Communities (DC) Standard Operating Procedures (SOPs) and the Local Welfare Coordinator Activation Checklist.

Consideration Questions	Yes/ No	Responses/Comments
1. Was a LWC appointed?	Yes	Notional
2. Did the LWC organise for the return phone to DFES to be made with the centre details?	Yes	Notional
3. Were DC SOPs used to identify all the necessary phone calls e.g. to <ul style="list-style-type: none"> • the DC CPFS District Director • DC ESU • Local welfare agencies 	No	However during the notional activation the phone calls that needed to be made were mentioned and the Local Emergency Welfare Plan for the City of Albany was made available to participants.
4. Was Appendix 3 of the Local Emergency Welfare Plan (LEWP) referred to record the welfare agencies, contact names and phone numbers?	Yes	Using the Staff and Volunteer Register was good to cover this aspect of a real event. It contained all the relevant information and having all staff/agencies do this reinforces the need to ensure staff/agencies details are recorded. All 43 participants signed the Register.
5. Was a separate Local Welfare Centre Coordinator (LWCC) appointed?	Yes	Due to the number of DC Staff in attendance, two experienced DC CPFS Staff, Tracy O'Brien and Denise Vaughan were appointed as LWCC's and all scenarios were split between the two to manage within their team.
6. Were staff appointed to any other roles?	No	DC Staff preformed the DC roles. Red Cross and YouthCare carried out the Registration and Meet and Great roles.

7. In deciding the layout for the centre, were all the welfare function areas identified and allocated locations e.g. Meet and Greet, Registration, First Aid Post, Personal Supports etc?	Yes	The exercise was held on Basketball Court 7 at the rear of the Albany Leisure and Aquatic Centre (ALAC). This area would be used in a real event where there are a large number of evacuees (probably 100 plus). With the welfare centre located at the rear of the Centre, ALAC could continue to run almost as normal. Sleeping areas could be established away from Court 7 on other basketball courts for evacuee privacy. There are also adequate numbers of showers and toilets to cater for a number of evacuees and private rooms for other welfare functions.
8. Was a safety officer appointed?	Yes	Steph Williams, but participants were advised that ultimately, safety is every bodies responsibility.
9. Was the safety inspection of the centre conducted?	Yes	
10. Did the staff work together as per the ES Team Values?	Yes	Everyone worked very well in their areas, and a lot of cross area liaison and discussion occurred eventually.

OBJECTIVE 2: For DC and other agency staff and volunteers to set up and operate a local welfare evacuation centre to provide welfare services to evacuees from short term to an extended period (including overnight) and closing.

Consideration Questions	Yes/ No	Comments
11. Did all staff and volunteers sign the Staff & Volunteer Register?	Yes	
12. Were all staff and volunteers briefed?	Yes	
13. Were any questions asked answered adequately?	Yes	
14. Was the LWC Activation Checklist used to appoint roles and allocate tasks?	Yes	Remained within agencies normal roles in Evacuation Centres.
15. Did all staff and volunteers understand their allocated or delegated roles and tasks?	Yes	The Designated Agency Functions document proved very usual for agencies to clarify roles.
16. Was the local welfare evacuation centre team structure explained?	Yes	As part of the briefing the structure and roles were clearly outlined, in particular that the Department of Communities is the lead agency and other organisations that are represented in the Evacuation Centre play an important support role to the Department of Communities.

17. Did all staff and volunteers demonstrate the team structure by communicating with each other within their teams and to the Exercise Director/s or LWCC's?	Yes	Not only did the individual teams work well, they were also engaging with other teams. All teams worked together collaboratively. Not all teams formally appointed a Team Leader.
18. Were available equipment, resources and EM kits used to set up the centre?	Yes	Red Cross used their EM Kit
19. Were additional resources identified?	Yes	Microphone or loud speaker
20. Were all the required welfare areas set up?	Yes	With ADRA and Volunteering WA not being in attendance DC Staff dealt with some accommodation and donation scenarios.
21. Were all the welfare issues presented attended to?	Yes	
22. Did the teams identify that some of the welfare issues weren't for them?	Yes	
23. If the welfare issues weren't for their team, did they identify which team to pass issues to?	Yes	Generally, some scenarios moved between several teams before they were addressed.
24. Did each team work cooperatively to attend to the welfare issues presented?	Yes	
25. Did the staff and volunteers maintain their allocated or delegated roles and responsibilities?	Yes	
26. Was their adequate staffing to attend to the welfare issues presented?	Yes	This was despite DC Staff taking on a number of the welfare roles.
27. Was their adequate staffing to operate the centre?	Yes	
28. Were other preparations and actions identified and actioned?	Yes	Evacuation Centre Signs ('Exercise Only' sticker on signs) were in place.
29. Were the staff and volunteers provided with the update that the centre will be closing down?	Yes	The briefing was clear for the purpose of the exercise.
30. Was the centre returned to the way it was on arrival?	Yes	Exercise Team with the help of some participants returned the Centre to the way it was on arrival.
31. Did the Exercise Director explain the purpose of debriefings at the end of a shift/when a centre is closed down?	Yes	An exercise debrief was conducted and the feedback recorded and documented in the 'Exercise Hot Debrief' section of this report.

Exercise Hot Debrief

<u>Agency/Team</u> Communities Team 1 – Denise LWCC	Comments
<i>Feedback on the exercise format</i>	
<i>What worked well for your team?</i>	All members were able to contribute to the problem solving.
<i>What needs improvement and how?</i>	The exercise highlighted the lack of experience in the team so the LWC would need to provide more support. Has identified the need to increase the knowledge across the team.
<i>Has this exercise increased your readiness for future events?</i>	The exercise has increased readiness by increasing knowledge – the team have learnt a lot which will assist the LWC when activated.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	The most challenging welfare issue was gastro within the centre – it was frightening thinking of this happening and the complexities that would be added to managing a centre in this situation.

<u>Agency/Team</u> Communities – Team 2 – Tracy LWCC	Comments
<i>Feedback on the exercise format</i>	The exercise provided an opportunity to see the facility. It was good to test the local knowledge within the team. It provided new staff a good understanding of the Departments' responsibilities.
<i>What worked well for your team?</i>	They were able to ask questions and consider/discuss possible scenarios.
<i>What needs improvement and how?</i>	
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	The most challenging welfare issue related to financial assistance: <ul style="list-style-type: none"> • It was difficult to determine where this responsibility sat – is it Communities or Centrelink • How do you assess eligibility? • What assistance is available?

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> Shire of Cranbrook	Comments
<i>Feedback on the exercise format</i>	The exercise helped identify limitations/gaps in the shire preparation. It provided useful information, especially related to the responsibilities of government.
<i>What worked well for your team?</i>	The role statement document was especially useful as it clearly described the roles of each agency/organisation. The Shire does have a vulnerable person register. This register allows assistance to be organised for these individuals if required.
<i>What needs improvement and how?</i>	
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	

<u>Agency/Team</u> Shire of Denmark	Comments
<i>Feedback on the exercise format</i>	The training exercise provided an opportunity to reinforce knowledge and responsibilities in an emergency.
<i>What worked well for your team?</i>	New staff received insight into what the Shires' s responsibilities were in an emergency event. It provided a forum in which to meet people across different agencies and organisations in the local area.
<i>What needs improvement and how?</i>	
<i>Has this exercise increased your readiness for future events?</i>	Yes, the scenarios presented provided a realisation of how small the Shire was and the limited resources available as a result. It has highlighted the need to rely on other Shires in an event.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> Shire of Gnowangerup	Comments
<i>Feedback on the exercise format</i>	The exercise highlighted the knowledge gaps which existed amongst Shire staff.
<i>What worked well for your team?</i>	The exercise was very useful and has prompted the Shire to think about their own arrangements/welfare centres and what facilities are available.
<i>What needs improvement and how?</i>	The Shire now realise they need to focus on filling these gaps and schedule more training – there is lots more to be learnt.
<i>Has this exercise increased your readiness for future events?</i>	Yes, it has reinforced the need to have close relationships with other Shires. The agency/organisation role statement document was very useful.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	

<u>Agency/Team</u> Shire of Jerramungup	Comments
<i>Feedback on the exercise format</i>	The exercise and scenarios were very enlightening and really makes you think. Some of the scenarios presented are things that have never been thought of.
<i>What worked well for your team?</i>	
<i>What needs improvement and how?</i>	
<i>Has this exercise increased your readiness for future events?</i>	Yes
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> City of Albany - ALAC	Comments
<i>Feedback on the exercise format</i>	The exercise was very valuable, and the activities were enjoyed. Enhanced the knowledge of the assistance different Shires can offer each other. The exercise provided a forum for problem solving.
<i>What worked well for your team?</i>	The complexity of issues that may present and the value agencies are able to provide which is vital to meet responsibilities.
<i>What needs improvement and how?</i>	It has highlighted the trickiness in planning/preparing for the arrival of a variety of animals at a welfare centre.
<i>Has this exercise increased your readiness for future events?</i>	The shire feels they are ready to go and are well prepared for an event due to exercise attendance and activations.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	

<u>Agency/Team</u> DFES CLU	Comments
<i>Feedback on the exercise format</i>	It was really useful, provided an opportunity to practise in a safe environment and increased knowledge as to who does what.
<i>What worked well for your team?</i>	Great to work through the possible scenarios.
<i>What needs improvement and how?</i>	
<i>Has this exercise increased your readiness for future events?</i>	Yes, provided lots of valuable knowledge.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	<ul style="list-style-type: none"> • Social media and the posting of incorrect information. The difficulties in controlling and managing this situation and providing support and the emotional and upset people resulting from this. • The need to share correct information as soon as possible.

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> St John Ambulance (Jerramungup)	Comments
<i>Feedback on the exercise format</i>	Has reinforced the need to have St John's available within a centre if available.
<i>What worked well for your team?</i>	
<i>What needs improvement and how?</i>	
<i>Has this exercise increased your readiness for future events?</i>	The impact of an incident on medical resources has become evident along with the need to call on other Local Governments to get support.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	The Shire of Jerramungup has limited nursing/doctor availability so this gap in resources have been identified.

<u>Agency/Team</u> Youthcare	Comments
<i>Feedback on the exercise format</i>	The exercise provides the opportunity to ask questions and consider other ways of addressing issues. Encourages broader thinking.
<i>What worked well for your team?</i>	Attendees were experienced in an event, but always learn something new.
<i>What needs improvement and how?</i>	
<i>Has this exercise increased your readiness for future events?</i>	It will increase readiness as the agency is a bit unclear on its response in a couple of areas, so this provides the opportunity to go away and find out more.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	Biggest welfare challenge related to non-English speaking individuals.

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> Australian Red Cross	Comments
<i>Feedback on the exercise format</i>	Training has left Red Cross attendees feeling better prepared - better than learning in a real event.
<i>What worked well for your team?</i>	
<i>What needs improvement and how?</i>	Would hope more than a handful of people from Red Cross would be available.
<i>Has this exercise increased your readiness for future events?</i>	<ul style="list-style-type: none"> • Identifying the need for more staff members/volunteers. • It has increased the knowledge of those that attended. • It has identified that individuals are often referred to Communities for PSA.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	The most challenging welfare issue related to non-english speaking individuals and the need to access interpreters.

<u>Agency/Team</u> WA Police Force	Comments
<i>Feedback on the exercise format</i>	The exercise provided good opportunities to think about responses and raises concerns around the limited resource availability in the early stages of an event.
<i>What worked well for your team?</i>	The ability to hand issues over to Department of Communities worked well, especially when Police resources are limited.
<i>What needs improvement and how?</i>	<ul style="list-style-type: none"> • Concerns raised over how to provide ongoing community support post event. • Local Government needs to drive this but Communities to provide support. • It is important in the process to ensure awareness of the first post event community meeting before people leave the centre.
<i>Has this exercise increased your readiness for future events?</i>	<ul style="list-style-type: none"> • Police admitted that in the early stages of an event, getting info out is a priority. • Once the welfare centre is open it tends to slide off the radar. • The exercise has raised the need to ensure officers are sent to the welfare centre to ensure staff safety.

Exercise Hot Debrief (Continued)

<u>Agency/Team</u> Centrelink	Comments
<i>Feedback on the exercise format</i>	<ul style="list-style-type: none"> • Good to meet/know other players in the local area. • Provided information and starts thinking as to what scenarios may present.
<i>What worked well for your team?</i>	<ul style="list-style-type: none"> • Provided the opportunity to see what services/support other agencies/organisations can provide.
<i>What needs improvement and how?</i>	<ul style="list-style-type: none"> • Wheelchair access/provision of in an emergency – where could these be accessed? • Who would coordinate horses etc arriving at an evacuation centre/need to evacuate during an event.
<i>Has this exercise increased your readiness for future events?</i>	<ul style="list-style-type: none"> • Keeping you thinking/refresh knowledge. • Emphasised the delicacies and sensitivities required especially for those needing extra assistance due to increased needs.
<i>What was the most challenging welfare issue you were presented with and how did you address it?</i>	<p>Financial assistance.</p> <ul style="list-style-type: none"> ○ Payments made, then crisis declared and individuals wanting additional payments under the declaration. ○ Not entitled to another payment – it gets very messy. <p>Non-English-speaking individuals</p> <ul style="list-style-type: none"> ○ the need to access interpreter services <p>Has identified a need to research what services are available and to gather information in preparedness.</p>

Scenario Card Responses

The exercise was designed for a local welfare evacuation centre to notionally operate for a period of time.

Scenario cards specific for this period of time were introduced as an exercise strategy either individually or in multiples to simulate a real welfare evacuation centre environment. The scenario cards itemised scenarios and tasks for the team/agency to respond to and the responses and actions were recorded on each scenario card.

A number of the scenario cards were deliberately misallocated for the team/agency to identify this and re-allocate to the correct team. This was to raise awareness of their own and other teams'/agencies' roles and responsibilities. Participants were however asked to operate within the bounds of local and state emergency management arrangements.

There were 215 different scenario cards used and they were allocated as follows –

SETS	CONTENTS LIST	NUMBER OF CARDS
Set 1	Scenario Cards for Local Welfare Centre Coordinator DC	17
Sets 2&7	Scenario Cards for Department of Communities/Personal Supports	26
Set 3	Scenario Cards for Meet and Greet/Triage Team	23
Set 4	Scenario Cards for Registration Team	21
Set 5	Scenario Cards for First Aid Team	14
Set 8	Scenario Cards for Financial Assistance Team	6
Set 9	Scenario Cards for Local Government	40
Set 12	Scenario Cards for Police	18
Set 13	Scenario Cards for Dept of Human Services – Centrelink	24
Set 14	Scenario Cards for DFES Community Liaison Unit	16
	Total number of Scenario Cards	205

Using the scenario cards as an exercise strategy encouraged the participants to be actively engaged in the exercise, promoted team work within each team and as part of the bigger Local Welfare Centre team.

There is no right or wrong response to each scenario. 'Suggested Responses' were printed on the rear of each scenario to enable participants to compare and consider their own response/s against the suggested responses.

Exercise Participants' Feedback Forms Analysis

There were 43 exercise participants and 40 Participant's Feedback Forms, a response rate of 93%. Some teams/agencies may have completed a joint feedback form, rather than individually.

A summary of the responses received are detailed below.

Question	Yes Responses	No Responses
1. Was the format of the exercise useful in clarifying your/your agency role in providing welfare responses?	100%	0%
<p>Summary of Comments</p> <ul style="list-style-type: none"> • Made me aware of ARC limitations in an Evac centre • Clear with multiple scenarios • Yes, DC is responsible for a lot of processes and procedures • Interactive and thought provoking • But still lots to learn • Good practical way to work through the exercise • Particularly in regard to the management of pets • Too many cards, too short a time, individuals completing cards on their own 		
2. Did the exercise give you the opportunity to practise:		
○ Participating/observing the activation of a LWP	97.5%	2.5%
○ working in specific roles	90%	10%
○ being part of team structure in a Welfare Centre	97.5%	2.5%
<p>Summary of Comments</p> <ul style="list-style-type: none"> • It is a great how every organisation has its own roles and responsibilities 		
3. Do you believe you are now more skilled, comfortable and confident to work in a Local Welfare Centre after participating in this exercise?	100%	0%
<p>Summary of Comments</p> <ul style="list-style-type: none"> • Need more experiences still but was a good scenario exercise • Always need practice • We need more education in relation to evac centres • The more I can do the more I can use resources that become available • I have learned a lot to take back 		
4. Was the time allocated to the exercise sufficient?	95%	5%
<p>Summary of Comments</p> <ul style="list-style-type: none"> • Too many cards, too short a time, individuals completing cards on their own • Could easily use a few more hours 		

Question	Yes Responses	No Responses
5. Can you suggest any changes to the format or time allocated for future exercises?	27.5%	72.5%
<p>Summary of Comments</p> <ul style="list-style-type: none"> • Lunch/feedback session needs reviewing • Perhaps a link to the ISG and IMT • A guided tour of facility and then exercise in a smaller area • Consider mixing the groups • Clearer description on if exercise was for our LG or not • Review best done by email, couldn't hear people and went on too long • Start with run through of registration process • Have actual evacuees come into centre (actors) • Have half participants Evac Centre Staff and half evacuees and then switch roles at half time (lunch at the break). • Introduce all agencies/organisations at start • Group exercise instead of individual tables • Works well in present format • Format and different scenarios are good 		
6. Based upon your observations and experiences during the exercise, are there any issues or actions that you will follow up in relation to you, your organisation or another organisation? If YES, please describe?	45%	55%
<p>Summary of Comments</p> <ul style="list-style-type: none"> • Management of animals in emergencies (4 comments) • Services for people of non-English speaking backgrounds (2 comments) • Overview of triage system, set up of evac centre for affected persons • Need more education and understanding of running an evac centre • Review LEMA document • Need an emergency services Red Cross team in Albany (2 comments) • Communities need to communicate their role in emergencies to save confusion and build preparedness • Financial assistance assessment • Identify local limitations in respect to welfare evacuation centres and processes 		
7. Did the exercise achieve its overall aim and objectives?	100%	0%
<p>Summary of Comments (no comments)</p>		
<p>Any other General comments</p>		
<p>Summary of any other General Comments</p>		

- **Could not hear all the debrief comments – need microphone in future (3 comments)**
- **Consider giving overview of each service or role by Staff member from that organisation**
- **Would have been good to have lunch as a networking session rather than eating during feedback**
- **Well run and very useful**
- **Regular revisits of training so that it is continuously in the forefront of our minds**
- **It was clear that handling of pets in emergencies is always an issue – needs to be carefully considered and planned for**
- **Can we sit Centrelink (DHS) with Department of Communities in future exercises for info sharing on financial assistance**
- **Very good and made me realise our limitations as a LG and what we need to work on**
- **Thanks for reinforcing the roles**
- **Need a map of all evac centres in towns in the GS**

Follow-Up Actions

The table below records the exercise follow-up actions for consideration for the improvement of the Department of Communities Local Emergency Welfare Plan for the Shire of Denmark and the Shire's Emergency Management Arrangements and Recovery Plans.

The follow-up actions have been compiled using the information collected, collated and analysed from -

- the exercise hot debrief;
- the exercise participants' feedback forms;
- the scenario cards which were used as an exercise strategy to deliver specific tasks and for the participants to record their responses on.

Action 1

All participants to be sent (via email) a copy of this report. Copy of report to be tabled at the GS DEMC and the City of Albany LEMC

Who to action: Great Southern DESO

Action 2

All participants to make the Exercise Report and the Scenario Cards Suggested Responses Table available to all relevant staff and volunteers within their agency.

Who to action: All participants

Action 3

All Communities Staff to be given opportunities to participate in future Welfare Evacuation Centre Field Exercises and other desktop/discussion exercises.

Who to action: Great Southern DESO

Action 4

All agencies to regularly review and evaluate their own procedures, operations, resources, training and exercising in regards to emergency and disaster management.

Who to action: All Agencies

Suggestions for Future Training Activities Summary

From all of the assessment and evaluation information it is recognised that there is an opportunity to further enhance and develop Department of Communities and support agencies knowledge, skills and experience.

The table below lists some suggestions for future training activities.

Suggested training activities	Organised by*	Date to occur
1) Continue this style of exercise across the Great Southern, continually looking to enhance the content and format of the exercise.	Great Sothern DESO	Mid 2020
2) Arrange additional training for Red Cross volunteers across the District as opportunities arise at local Branch Meetings and in other training sessions.	Great Sothern DESO	2020
3) In future exercises in large centres ensure the use of microphone so all participants can hear the presenters and feedback from participants.	Great Sothern DESO	Before next exercise
4) In future exercises where lunch is to be provided consider using this time for networking among participants and presenters rather eating lunch during the running of the exercise.	Great Sothern DESO	Before next exercise

ATTACHMENT 1 – Registered Participants

Organisation	Participant	Email Address	
Exercise Team	Nev Blackburn	neville.blackburn@communities.wa.gov.au	
	Trish Malone	Patricia.Malone@communities.wa.gov.au	
	Steph Williams	stephanie.williams@communities.wa.gov.au	
DC CPFS	Tracy O'Brien	Tracy.O'Brien@communities.wa.gov.au	
	Denise Vaughan	Denise.Vaughan@communities.wa.gov.au	
	Brigette Andreotta	Brigette.Andreotta@communities.wa.gov.au	
	Tomas Lourenco	Tomas.Lourenco@communities.wa.gov.au	
	John Luke	John.Luke@communities.wa.gov.au	
	Meiner Davies	Meinir.Davies@communities.wa.gov.au	
	Heather Charlton	Heather.Charlton@communities.wa.gov.au	
DC Housing	Michelle Deamer	Michelle.Deamer@housing.wa.gov.au	
DC Disabilities	Nicolai Emery	Nikolai.Emery@communities.wa.gov.au	
	Gabrielle Rose	Gabrielle.Rose@communities.wa.gov.au	
DC Reg. Director	Neila Williams	Neila.WILLIAMS@housing.wa.gov.au	
City of Albany	Scott Reitsema	scottr@albany.wa.gov.au	
	Colin Hyde	colin.hyde@albany.wa.gov.au	
	Graham Macaulay	Graham.macaulay@albany.wa.gov.au	
	Mitch Green	mitchell.green@albany.wa.gov.au	
	Sam Stevens	samantha.stevens@albany.wa.gov.au	
	Jude Want	judithw@albany.wa.gov.au	
	John Pouwelsen	john.pouwelsen@albany.wa.gov.au	
	Michelle Doherty	michelled@albany.wa.gov.au	
	Shire Denmark	Lee Shelley	health3@denmark.wa.gov.au
		Charmaine Shelley	Ranger1@denmark.wa.gov.au
Michelle Farrow			
Shire Jerramungup	Cheralynne Clarke		
	Ashley Peczka	ceso@jerramungup.wa.gov.au	
Shire of Gnowangerup	Holly Bingham		
	Vin Fordham Lamont	vin.fordhamlamont@gnowangerup.wa.gov.au	
	Anrie Van Zyl	anrie.vanzyl@gnowangerup.wa.gov.au	
	Kirsty Buchanan	kirsty.boyd@gnowangerup.wa.gov.au	
Shire of Cranbrook	Peter Northover	ceo@cranbrook.wa.gov.au	
	Kevin Bransby	eso@cranbrook.wa.gov.au	
	Trish Standish	mfa@cranbrook.wa.gov.au	
Salvation Army	Collette Albino	Colette.Albino@salvationarmy.org.au	
WA Police	Grant Pollard	Grant.pollard@police.wa.gov.au	
Red Cross	Wayne Hood	wayne.hood@bigpond.com	
	Rosemary Richardson	ramblingrose@tangerinetelecom.com.au	
	Amanda Vanmaris	amanda063@gmail.com	
Centrelink	Andrea Parker	andrea.parker@humanservices.gov.au	
	Samara Maddison		
DFES	Charlotte Powis	Charlotte.Powis@dfes.wa.gov.au	
	Adam Smith	adam.smith@dfes.wa.gov.au	
	Mike Barnes	cesm@sop.wa.gov.au	
St John Amb.	Danielle Wisewould	records@jerramungup.wa.gov.au	
YouthCare	Brent Findlay	brentf@youthcare.org.au	
	Phil Goodall	philg@youthcare.org.au	
ARVS	Fran Seymour	28seymour@gmail.com	

ATTACHMENT 2 - Exercise Participants' Feedback Form

Exercise 'Bremer Bay Fire' – 19th November 2019 at Albany Leisure & Aquatic Centre

1. Was the format of the exercise useful in clarifying your/your agency role in providing welfare responses? YES NO

Comments: _____

2. Did the exercise give you the opportunity to practise:
 o Participating/observing the activation of a Local Welfare Plan YES NO
 o working in specific roles YES NO
 o being part of the team structure in a local welfare evac centre YES NO

Comments: _____

3. Do you believe you are now more skilled, comfortable and confident to work in a local welfare evac centre after participating in this exercise? YES NO

Comments: _____

4. Was the time allocated to the exercise sufficient? YES NO

Comments: _____

5. Can you suggest any changes to the format or time allocated for future exercises? YES NO

Comments: _____

6. Based upon your observations and experiences during the exercise, are there any issues or actions that you will follow up in relation to you, your organisation or another organisation? If YES, please describe? YES NO

Comments: _____

7. Did the exercise achieve its overall aim and objectives? YES NO

Comments: _____

Any other general comments:

It would be greatly appreciated if you would answer the questions above, and provide a response either **now** or before **Friday the 29th November 2019**. Responses can be submitted via **Email to** : Neville.blackburn@communities.wa.gov.au or by **Post to**: Department of Communities CPFS, 25 Duke St, Albany 6330 – attent. Neville Blackburn

Thank you for your participation in this exercise.



Animal Welfare in Emergencies

National Planning Principles

2013 - the National Advisory Committee for Animals in Emergencies established to integrate animals into disaster management - *National Planning Principles for Animals in Disasters*. The Principles:

- recognise that integrating animals into emergency management plans will improve animal welfare outcomes and help secure improved human welfare and safety during disasters
- Clearly identify roles and responsibilities for effective implementation of animal welfare measures
- recognise the wide range of parties involved in animal welfare and ensure these organisations are consulted during writing or reviewing disaster plans
- respect the role of local government as 'first responders' in disasters and acknowledge local government expertise in understanding local needs and resource availability, with reference to animal welfare and animal management arrangements within the local area
- consider how best to ensure effective integration and implementation of the plan by extensive consultation during the planning process or inclusion of an animal welfare element in requirements for disaster training exercises
- include effective communication about plan with parties who may be involved as well as those who may be impacted by disasters
- be communicated in accessible language.

State Planning

2015 – state government endorsed integrating National Principles into the WA emergency management arrangements. SEMC charged with implementation.

2018 – SEMC assigned responsibility for coordinating animal welfare in emergencies to DPIRD (*SEMC Policy 5.9.7.*)

March 2019 SEMC endorsed State Support Plan Animal Welfare in Emergencies (Interim), prepared by DPIRD.

Committee for Animal Welfare in Emergencies (CAWE) established and chaired by DPIRD to “*provide a forum to address the maintenance of this Plan and the underlying arrangements, and to assist in maintaining capacity at a State level*”.

The objectives of the State Plan are to:

- *define roles and responsibilities for the provision of animal welfare services in relation to the prevention of, preparation for, response to, and recovery from emergencies for all hazards; and*
- *provide a framework for the coordination between government agencies, non-government agencies, industry, the community and owners of animals.*

Roles & Responsibilities

- The owner or carer of an animal has primary responsibility for the welfare of their animal(s).
- Local Government - where the nature of the emergency prevents the owner or carer's ability to address animal welfare issues, local arrangements (i.e. LEMA) may assist.
- If local arrangements don't exist, are inadequate or have been exhausted, the controlling agency or HMA may determine the need to access the arrangements under the State Plan.
- DPIRD is responsible for coordinating animal welfare services to support the owner or carer or local arrangements for livestock, horses and companion animals. Member of ISG during response.
- DBCA is responsible for coordinating animal welfare services to animals in Perth Zoo and advising the owner or carer of wildlife and wildlife parks. Prior to being taken into care or under control, there is no owner or carer for wildlife.

Local Planning

- August 2019 DPIRD conducted Animal Welfare in Emergencies workshops with local governments and other organisations.
- Regional workshop held in Albany.
- Highlighted importance of including animal welfare in emergencies at all levels of planning.
- Local Government are encouraged to consider developing, maintaining and reviewing a local government emergency animal welfare plan.

Topics for consideration in local plan:

- Public warnings & information
- Transportation advice and support
- Locations for evacuation animals
- Managing stray animals
- Access to non-evacuated animals
- Assessment of non-evacuation animals
- Treatment of injured animals
- Humane euthanasia

LEMC & Other Stakeholders

- City of Albany will work closely with stakeholders to develop plan
- Homework for LEMC members - consider:
 - Does your agency have a role to play in AWiE?
 - Are animals included in any of your plans?
 - Do you have capacity to assist in an emergency?
 - Knowledge, experience & skills to assist in developing the plan?

For more information visit www.semc.wa.gov.au

Coordinator - Kevin Shanhun
 29 Mermaid Avenue
 Emu Point WA 6330
 Mobile: 0411 220 891

29 January, 2020

Mr Dennis Wellington
 Mayor of City of Albany
 102 North Road
 ALBANY WA 6330

Dear Dennis

Petition Proposal to Exclude a Dog Exercise Area, Identified as Emu Point Western Swimming Beach on a City of Albany Dog Exercise Areas Leaflet, Located Opposite the Corner of Boongarrie and Cunningham Street, Emu Point.

It is respectfully requested that the full City of Albany Council urgently consider revoking the decision to allow The Emu Point Western Swimming Beach to be used as a dog exercise area; ensuring that area, and the adjacent Emu Point Beach combined, remain Dog Prohibited Areas in the immediate and long term future.

The ratepayers of the City of Albany, whose names, details and signatures are set out on the attached petition sheets, wholeheartedly support this petition proposal.

Background:-

This particular area of concern was apparently identified as part of documentation included in the draft City of Albany Dog Exercise, Prohibited & Rural Leashing Policy, which I understand was open to public comment during the period from 27 August to 28 September, 2018.

From information gained, apparently the City of Albany advertised the public comment period through the following channels:-

- Local papers
- Several social media Facebook pages managed by the City of Albany
- Direct emails to known community interest groups (dog clubs, sporting clubs, progress associations, vets, etc)
- Direct posting on the "My Community Directory" and
- Distribution of relevant posters at strategic locations with known high use by dog walkers

As an active member of the Friends of Emu Point Group, I, like many other Emu Point residents supporting this petition, were away from Albany during that winter period. Given the short consultation time frame, unfortunately there was no opportunity to comment.

It also has to be noted that many older ratepayers would not be involved in the electronic age of social media use, much of which is described above; therefore missing out on that information.

In addition, not one ratepayer I have spoken to that actually lives and owns property at Emu Point has ever indicated they have received anything in the form of a handout or personal correspondence direct from the City of Albany. Surely this should have been a fundamental courtesy, given the potential impacts on many local and frequent users.



1

City of Albany Records
 Doc No: ICR20367428
 File: CM.COM.4
 Date: 29 JAN 2020
 Officer: MAYOR2;PAULCAM;MRC1
 MGRMIT
 Attach:

Back in June 2015, following a meeting of the Friends of Emu Point Group, it was approved that Gary and Robin Philpott follow up with the City of Albany on an email they previously sent to Mr Mark Ford (City of Albany) on 26 March, 2015.

The context of that email (attached) related to an extension of the dog exercise area on Middleton Beach, to the east, and I quote part - **“I would like to see it the dog only exercise area extended to the trial sand bags, leaving a dog free area from the trial sandbags to the rock retaining walls”**. Clearly, no mention of wanting dogs exercising anywhere near the Emu Point Western Swimming Beach.

More recently, the Secretary of the Friends of Emu Point Group had received email information from the then City of Albany Reserves Officer, Mr Carl Beck on the 23 August, 2018, related to the opportunity for public comment on the proposed Council Policy on Dog Exercise, Prohibited and Rural Leashing Areas. This information was then forwarded to all FoEP members that day.

As Friends of Emu Point Group meetings are usually held bi-monthly, the next meeting of the FoEP was held on Monday, 10 September, 2018. The usual format at the start of such meetings (referred to as Talk Time) is to give City of Albany staff and/or Councillors that may be present a chance to update attendees on what is relevant to the Emu Point Area.

From Minutes obtained from the meeting held on 10 September, 2018, it is apparent that the current Manager, City Reserves, Jacqui Freeman, was present and spoke during Talk Time. Recorded on those Minutes was notation of one of Jacqui's comments, as a dot point - **“Dog park update, as per emails. Feedback open until 28th September”**.

It is also apparent from those Minutes that there was considerable General Business dealt with, and, unfortunately therefore, it appears that there was no further discussion regarding proposed dog exercise areas. As the next FoEP meeting was held on 5 November, 2018, it was clearly outside the public comment period, and any opportunity for comment by the FoEP was lost.

Issues of Concern:-

Information circulated for public comment by Carl Beck (proposed Dog Exercise, Prohibited & Rural Leashing Areas), **under the heading B - Dog Exercise Areas**, it states – **“Pursuant to section 31(3A) of the Dog Act 1976, the following areas are established as dog exercise areas”**. Included is the Emu Point Western Swimming Beach, identified by Map Ref.13, as a dog exercise area. See attached.

- How can this or any area be classified as **established** prior to when it was being opened up for public comment?
- The actual map accompanying that circulated information was of very poor quality and scale; being circulated at a document page size of A4. That made it extremely difficult to clearly see the inclusion of the Emu Point Western Swimming Beach as a dog exercise area on that map.
- Naming this area as a swimming beach on documentation seems to conflict with the intent of including it as a dog exercise area.

Given the City of Albany channels of advertising for public comment, and having seen some of the replies to letters sent to the City of Albany from concerned ratepayers, there appears an apparent sense of bias towards accommodating dog owners.

- Besides social media channels, interest groups such as dog clubs, vets and posters placed at strategic locations with known high use by dog walkers tend to support this. Again, nothing in the form of correspondence or handouts direct to Emu Point residents.
- In addition, in correspondence sighted from the current City of Albany Reserves Manager, Jacqui Freeman, (Your Ref: CU.PRA.146 / LT19198123, Cross Ref: ICR19363217) 18 December, 2019, it is apparent in that correspondence the change at Emu Point is in response to many requests over the last few years for a dog exercise beach that is family friendly, where children can swim in a sheltered area.
- In that correspondence, there is also inference that – and I quote “**There are beaches around Emu Point that remain prohibited for dogs for those users that would prefer to be away from dogs**”. Again, seemingly biased comments, or trying to justify a decision made.
- When there is a very short period open for public comment on Council Policy, how can supposed requests that are from years gone by be included to support the decision made to include Emu Point Western Swimming Beach as a dog exercise area?

The concept of increased Ranger presence at the beach in question, and the development of an education program is nothing short of dreaming about fixing the impossible. Besides the challenges of trying to educate local dog owners, the following should be noted:-

- Currently both caravan parks at Emu Point are designated “dog friendly”, which means visitors with dogs come from far and wide throughout the year. Most only stay for a short period, and with a continual turnover, Rangers will never achieve anything positive or sensible.
- Wherever there are Regulations or Policy to be adhered to, there is also a need at some stage to ensure compliance. It is extremely hard to go from talking to acting when there is a need, but it has to be done.
- Ratepayers of the City of Albany should not have to see funds wasted on something that will never achieve a successful outcome.

Reality Check-the Real World:-

Besides the issue of including the Emu Point Western Swimming Beach as a dog exercise area, the following areas are also listed:-

- **Firth Street to Surfers Beach**, around Middleton Bay. Many dog owners appreciate this large area available for use as a dog exercise area.
- **Bovell Park at Emu Point** is also a large area for use as a dog exercise area.

- **Emu Point Marina Beach** – suitable for families with dogs and safe for families with small children. Adjacent to a picnic area and public toilets. Dogs could be an issue in the future on this site.
- The previous three areas highlighted above provide more than adequate space to exercise dogs. There is absolutely no good reason to encroach onto the additional beach area of EPWSB, as exists at this point in time.
- **Emu Point Western Swimming Beach** – since the more recent signage changes at this beach, allowing it to be included as a dog exercise area, there has been no end to concerns, complaints and conflict of interest. Comments and examples include the following:-
 - The divide between the dog exclusion area (Map Ref, 3, no dogs allowed) identified as Emu Point Beach, and the dog exercise area (Map Ref.13 dogs allowed) identified as Emu Point Western Swimming Beach, is marked by signage on a wooden post.
 - Reality is that it is a bit like marking a line in a lounge room and saying no smoking one side, but smoking allowed on the other side. It will never work in terms of compliance and overflow!!
 - While dogs are meant to be under control at all times in the exercise area, there is no way that this is being adhered to. There is plenty of evidence of that.
 - This short section of beach (around 80 metres in length) is the most popular for regular swimmers, families with small children, tourists and seniors, and is the most protected from the east and southeasterly winds.
 - Dogs seen to be swimming amongst people in the water, and beachgoers reluctant to go for a swim while that is happening. If this continues, one could reasonably expect that regulars to that beach will be deterred, and may eventually succumb to a dog takeover!
 - Dogs on the beach take off when released, often to urinate and defecate before joining other dogs to race around wherever they like between the two adjacent beaches. Bounding large dogs, elderly regulars and small children are just a high risk combination for potential accidents and injury. One wonders where that fits in terms of public liability.
 - Dog owners, when courteously asked to make sure they clean up dog faeces, often say I will do it later. Interpreted, that means they don't do anything except walk away from it. Some get quite aggressive and abusive, telling you what rights they have and where to really go!!

Summary:-

Any thought or hope of successfully continuing an education program by City of Albany Rangers to educate dog owners is fairyland, given the high turnover of visitors with dogs in the dog friendly caravan parks. Even attempting to educate locals with dogs would be an absolute waste of ratepayer funds. As to compliance; that is another issue and cost. A last resort that should be used, but hard to see that happening.

Nothing short of totally excluding dogs from Emu Point Beach and the adjacent Emu Point Western Swimming Beach will resolve the issues raised. The fact that dogs were even allowed to take over the best sheltered swimming beach at Emu Point defies logic, and demonstrates a real lack of common sense and understanding of the impacts of such a decision.

As stated previously, concerned people could be excused for seeing the decision as having bias towards dog owners, and disrespectful of many others without dogs that have continually used this beach over many years. It is time to stand up and say enough is enough and move the dogs on!!

The signatories to the attached petition sheets, along with many others in the wider community that have been spoken to, have expressed their utmost disgust at the decision to allow this short beach to be used as a dog exercise area, and wholeheartedly extend their support for change.

Please note that there are some variations on the types of petition sheets presented to concerned ratepayers for endorsement. I trust you will accept those variations, and understand the real intent and overall purpose of such a petition.

This petition proposal contains a total of 301 signatures, and is served on behalf of the listed signatories by Kevin Shanhun.

It is requested that the issues and challenges of continuing to designate Emu Point Western Swimming Beach are addressed. Ideally, to be included on the proposed Agenda to be prepared for a full City of Albany Council Meeting on 25 February, 2020.

Hopefully common sense will prevail, and we can look forward to change and a positive outcome.

Yours sincerely



Kevin Shanhun

- Att. Petition Sheets with signatories
- Att. Friends of Emu Point email to City of Albany (2015)
- Att. Public Comment on Council Policy, Dog Exercise, Prohibited & Rural leashing Areas; plus photo of EPWSB
- Cc. CEO City of Albany; All City of Albany Councillors, Jacqui Freeman – covering letter/part other

Kevin Shanhun

From: Gary & Robin Philpott <gr-philpott@bigpond.com>
Sent: Friday, 27 December 2019 1:59 PM
To: kevinandlyn@westnet.com.au
Subject: Fwd: Dog beach query

Begin forwarded message:

From: Gary & Robin Philpott <gr-philpott@bigpond.com>
Subject: Fwd: Dog beach query
Date: 25 June 2015 at 10:57:04 am AWST
To: debw@albany.wa.gov.au

Good morning Deb,

Below is the email Gary and I sent to Mark on the 26th March 2015..

We are active members of the Friends of Emu Point, and at the last meeting it was approved that Gary and I follow this up with the City of Albany on behalf of the group. (Helen Bryant is our secretary, which is why she was copied in on the email on 25th May 2015, for correspondence).

I understand you are willing to help us with the expansion of the dog exercise area on the eastern side of Griffith Street - if there is any more information you need I can be contacted on 0428530384.

I will be back in Albany later this week. We have our next Friends of Emu Point meeting on Monday 13th July so any feedback you have for us prior to that would be grateful appreciated and we can then pass any details on to the members at the meeting.

Thank you and look forward to hearing from you soon.

Robin (and Gary) Philpott

Date: 26 March 2015 10:43:50 AM AWST
To: Mark Ford <markf@albany.wa.gov.au>
Subject: Dog beach query

Good morning Mark,

Thanks for coming to the gathering of the FoEP members who started the weeding of the sand dunes at Emu Point.

Just to follow up on the brief conversation we started with regards to the Dog Beach. I mentioned to you I thought dogs had to be on leash whilst the horses are training on the beach and I had read it on a sign. Below is a photo of the sign I read. It is on the sand dune to the western end of the horse exercise area. I have also read the information sign at either end of the exercise area; "Exercise areas for dogs, horses and people". These signs state, as you said "under your control", but it continues to say "and on a lead at all times".

I completely understand and support this regulation. We can not have dogs interfering with the horse training, it could end in a disaster for the rider, the dog and horse.

I would however like to pursue the idea of extending the 'dog only exercise area' to the east, (Emu Point end) of the horse area.

During horse training times (9 - 11am and 1 -3 pm or Dawn - 9am, depending which sign you read) residents and visitors in Emu Point have to get to the western end of the horse training area at Middleton Beach before they are allow to let their dogs off leash.

The 'dog only exercise area' at Middleton beach end is great. We at Emu Point would like to have the same opportunity to walk our dogs away from the horse exercise area..

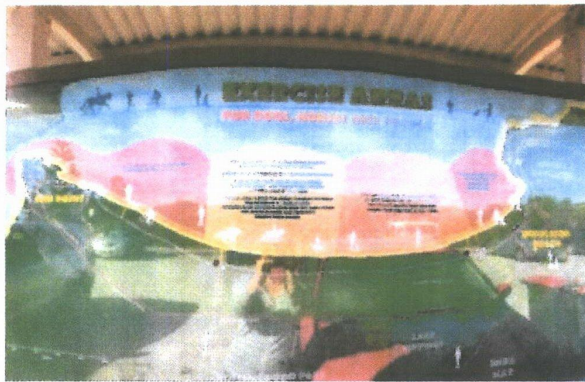
I would like to see it the dog only exercise area extended to the trial sand bags, leaving a dog free area from the trial sand bags to the rock retaining walls.

This extension would be appreciated by the dog owners in Emu Point and the visitors in our two 'dog friendly' caravan parks; Rose Garden and Emu Beach.

Can you please let me know what processes need to take place to have this considered.

Kind Regards,

Gary and Robin Philpott



City Of Albany
(Proposed as at August 2018)
Dog Exercise, Prohibited & Rural Leashing Areas

A. Dog Prohibited Areas (All dogs, exempt: Registered Companion Dogs)

Pursuant to section 31(2B) of the *Dog Act 1976* and section 8 of the *Dog Act 1976* and section 66J of the *Equal Opportunity Act 1984*:

Map Ref	Area/Reserve	Location
	All Public Buildings	All
	All Playgrounds, Basketball Courts & Skate Parks	All
1	Becker Park (Reserve 32523)	Areas of bushland in the reserve.
	Cape Riche Camp Ground	Areas actively managed for purpose of camping at Cape Riche.
2	Centennial Oval – AFL Stadium	The main AFL Oval associated with the Stadium at the corner of North Rd and Lockyer Avenue.
3	Emu Point Beach/Emu Beach (R22698)	Being the area from the southerly facing beach opposite the corner of Burgess St/Cunningham St to Hunter St/Roe Parade.
4	Middleton Beach (R14789)	Being the beach between the Ellen Cove Jetty and the southern walk track access from Surfers Beach Car Park to the beach. Including all grassed areas and the beach fore dunes between the beach and Flinders Parade under the control of the City of Albany.
5	Nanarup Beach (Portion R 45631)	Beach west from the mouth of the Taylor Inlet to the Lagoon.
	Stidwell Bridle Trail (Portions of Reserve 13773/R2903)	Parts of the Stidwell Bridle trail designated as horse only trails.

B. Dog Exercise Areas

Pursuant to section 31(3A) of the *Dog Act 1976*, the following areas are established as dog exercise areas:

In these areas dogs may be “off leash” but must be under control at all times.

Map Ref	Area/Reserve	Location
6	Barnesby Drive Reserve (R35088)	Area west of Barnesby Drive and 10m east of creek between Anuaka Rd and target Rd.
1	Becker Park (R352523)	Grassed parkland area accessed from Baker St North in Lower King, excluding the bushland.

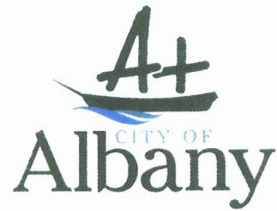
Map Ref	Area/Reserve	Location
7	Bovell Park/Square	Parkland surrounded by Jackson St, Mermaid Ave, Bedwell St and Miller St at Emu Point.
8	Centennial Park	All green fields and park lands within the Centennial park sporting precinct when not in use for sporting events with the exception of Centennial Oval (AFL Stadium).
9	Clifton St Park (R25356)	Parkland bounded by Admiral St, Clifton St and Humphreys St in Lockyer exclusive of the playground areas.
10	Collingwood Park	Grasses oval area outside of times in use for sporting events.
11	Eco Park	Grassed areas of Eco Park at corner of Reidy Drive and Warden Ave in Spencer Park.
12	Emu Point Marina Beach	Beach area between Hunter St and Swarbrick St near the Emu Point Marina.
13	Emu Point Western Swimming Beach	Beach area facing west between rock wall and groyne opposite corner of Boongarie St and Cunningham St.
14	Foundation Park	Parkland bounded by Mills St, Vancouver St and Parade St exclusive of the playground areas.
15	Lancaster Rd Drainage Basin	Grassed area bounded by Lancaster Rd, Pegasus Blvd. and Orion Ave exclusive of the playground and lake areas.
16	Le Grande Drainage Reserve (R36517)	South of Le Grande Ave between Valencia Cl & Salvado Rd.
17	McGonnell Park (R33006)	Parkland bounded by Bayonet Head Rd, Evans Rd, Purdie Rd and Sinclair St Bayonet Head exclusive of the playground areas.
18	Middleton Beach – Surfers Beach to Firth St (Emu Point)	Areas of beach north from the Surfers Beach Car Park to rock wall just south of Firth St as signposted.
19	The Esplanade	Grassed area east of The Esplanade north of Elizabeth St to the boat launching ramp.

C. Rural Leashing Areas

In all areas not described above (A & B), within the City of Albany boundaries (as gazetted) including all tracks/path in natural reserves dogs must be exercised on leads at all times.

Outside of the City of Albany boundaries pursuant to section 31(1) of the *Dog Act 1976*, the following areas are established where a dog must be on a leash at all times;

Map Ref	Area/Reserve	Location
20	Frenchmans Bay Picnic Area and Beach	Beach area and day use sites at Frenchman Bay from Frenchman Bay Rd to rocky headland opposite St Georges Cres.



PUBLIC COMMENT ON COUNCIL POLICY

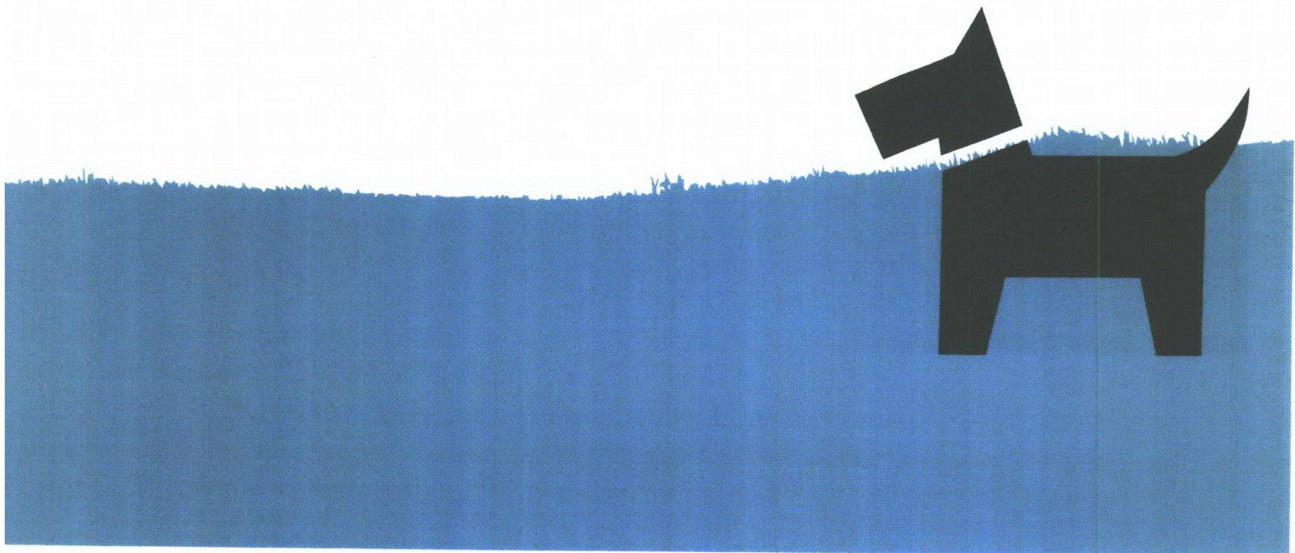
DOG EXERCISE, PROHIBITED & RURAL LEASHING AREAS

Council is currently considering the adoption of the draft Dog Exercise, Prohibited & Rural Leashing Areas Policy, which seeks to provide guidance to the community relating to dog ownership responsibilities associated with exercising dogs

Before finalising this Policy, Council is seeking feedback from the community.

The document can be viewed on the City's website at <http://www.albany.wa.gov.au/council/council/public-notices/> or hard copies are available from the North Road offices.

Please direct feedback to the City's Reserves Officer Carl Beck, via email at carlb@albany.wa.gov.au by Friday, September 28 2018.



City of Albany

YES to dogs. ✓
DOG EXERCISE AREA

YES to dogs on leash. 🐕
RURAL LEASHING AREA

NO to dogs. ✗
DOG PROHIBITIVE AREA

DOG EXERCISE AREAS

At all other locations within the City boundaries including on paths and trails through City reserves dogs must be restrained on a leash at all times.




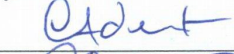


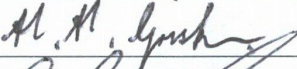
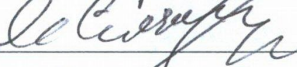


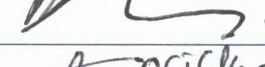

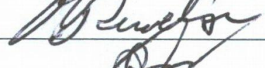


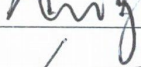


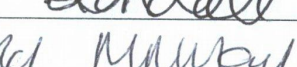
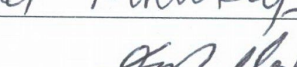
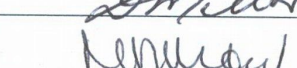
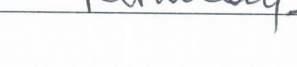
5/1/2020 - Emu Point Western Swimming Beach

PETITION TO THE MAYOR - CITY OF ALBANY

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NAME	ADDRESS	SIGNATURE	DATE
Lexy Crovet	5 Greenshields St		6.1.2020
DEB ANDERTON	BEAUCHAMP ST.		20/1/2020
CAROLYN HERRON	NETTONE PASS		20/1/2020
LUKA SUMICIT	55 ELIZABETH ST		20/1/2020
HANS GRISKONIS	9 ANDORRA ROAD		20/01/2020
John Endicott	15 Pioneer Rd		20/1/2020
NEV WATSON	2/11 WOLSTON RD		20/1/20
Dean Thomas	18 Clint Terrace		20.1.20
R. MILLER	13 Turner.		20.1.20
L. Dericks	York Street		20.1.20
Roger Sanders	Milpara		20/1/20
R Longwood	Albany		20/1/20
Miss Rose	ALBANY		20/01/20
Rob McGee	GOLF LINKS RD		20/1/20
DAVE NAYLOR	PC/624		20-1-20
Jane Bullock	Premier Circle Spore		20/1.20
Samantha Kendall	23 Pioneer Rd		20/1/2020
Meredith Meyer	93 Middleton Rd		20/1/2020
DAVID MELLOR	93 Middleton		20/1/2020
Hannah Neep	160 Grey St		20.1.20

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DIANNE BEE	8 BERESFORD ST MIRA MAR COA	D Bee	7-1-2020
JAMES BEE	12 LESTIE ST, YARRAMIA	J Bee	7/1/20
SHELLEY BEE	12 LESTIE ST, YARRAMIA	Bee.	7/1/20
WITA BARNETT	75 SKYMOUR ST	W Barnett	9-1-20
NORM BARNETT	75 SKYMOUR ST	N Barnett	9-1-20
GEOFF BEE	8 BERESFORD ST MIRA MAR	G Bee	10/1/20
TREVOR BRADLET	585 ALBANY HWY	T B	11-1-20
MERRILYN BRADLEY	585 ALBANY HWY MCKAIL	M Bradley	11-1-20
Carolyn Daniel	15 GOLF LINKS RD Middleton Beach	C Daniel	12-1-20
TREVOR DANIEL	15 GOLF LINK RD	T Daniel	12-1-20
TRISH FLOWERS	41 Adelaide Cres	T Flowers	17/1/20
ERIN HALL	22 Golf Links Rd.	E Hall	17-1-20.
NAL MYCOOT	81 Allwood Rd	N Mycoot	20-1-20
Ron Adams	3/33 Barker Rd	R. T. Adams	20-1-20
HELEN ABBEY	UNIT D 13 NELSON ST. MIRA MAR	H. Abbey	20-1-20
TRISH FUNSTON	39 PARADE ST	T Funston	20/1/20
CATHI ABBEY	2 RANDALL CRES	C Abbey	21/1/20
STEVE ABBEY	2 RANDALL CRES ALBANY.	S Abbey	21/1/20
GARRY TAYLOR	10 O'CONNELL ST	G Taylor	21/1/20
MURRAY HALL	22 GOLF LINKS RD	M Hall	22/1/20






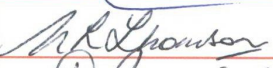




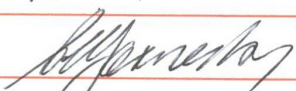


- Robert

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NAME	ADDRESS	SIGNATURE	DATE
RHONDA GREENHAM	3 ANDEAUCUR WAY	R. M. Greenham	9/1/20
Violet Beecher	29B MINOR RD	Violet	9/1/20
Jarja Whitehurst	255 south coast Hwy	J. Whitehurst	9/1/20
Tanya Inman	1 Burvill Road		9/1/20
Hester Ann Goslett	2 Adelaide Pl, Mt Clarence		10/01/20
Cel Jordan	73 Discovery Dr		11/01
Michael Jordan	73 Discovery Drive		11/01
Bill Evans	26 LORENZO WAY		11/01
Trish Cluett	119 Bayonet Hd Rd	P.B.	12/01
John Cluett	119 Bayonet Hd Rd	J.C.	12/01
Veronica Hare	12 Swaine Rise	V. Hare	13/01
Norma Thomson	10 Gambel Green		13/1/2020
Debrida Baovich	Albany		13/12/20
Deanne Rose	Albany		13/1/2020
Steven Carpenter	60 Erindale crt		15/01/20
Bill Miller	48 Drew Street		15/01/20
Ladine Andy	42 Chauncy way	Nadine	16.1.2020
Isla Bernerky	19 SERPENTINE CRE		
Quint KAM	235 Albany Hwy		18/01/2020
John Alexander	1 SHEPHERD ST.		18/01/2020

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NAME	ADDRESS	SIGNATURE	DATE
LYN PLAISTED	ALBANY 58 OXFORD ST	L. Plaisted	7.1.20
TOM PLAISTED	ALBANY 58 OXFORD ST	T. Plaisted	7.1.20
DEREK RYAN	30 GREEN ISLAND CRESC. ALBANY	D. Ryan	9.1.20
Sylvia Ryan	30 Green Island Cresc. Albany	Sylvia Ryan	9.1.20
AMY TODD	8 Sims St, Albany.	A. Todd	10-01-20
COLIN ASHALL	6 ALDZY ST YAKAMINA	C. Ashall	10-01-20
SUE LEFROY	22 BANDICOOT DV LAFONGE	Sue Lefroy	10.01.20
ELAINE TOMKINS	59 SYDNEY ST	E. Tomkins	12.01.20
MARK PLAISTED	93 MIDDLETON ROAD	M. Plaisted	13.01.20
ANNE PILGRIM	3172 Lower-Denmark Rd	A. Pilgrim	16.01.20
HELEN KIDDIE	13 WOODPARK VIEW	H. Kiddie	16.01.20
SANDRA WALKER	24/40 WELLINGTON ST	Sandra Walker	16-01-20
CAROL FEARNLEY	14 PINASTER RD, WILLYONG	C. Fearnley	16.1.20
NARELLE CUMMINS	14 HARTVIEW, KING RIVER	N. Cummins	16.1.20.
GARY CUMMINS	14 Hart View, King River.	G. Cummins	16.1.20.
MENLY SMITH	2/5 Gamble Green	M. Smith	17-1.20
LEISCHA BREWTON	35 BALSTON RD.	L. Brewton	18-1.20
LAURIE BREWTON	ALBANY 35 BALSTON RD ALBANY.	L. Brewton	18-1.20.
DIANNE BECROFT	50 OXFORD ST ALBANY	D. Becroft	18-1-20
JUDY BAUM	57 OXFORD ST. ALBANY	J. Baum	18-1-2020

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NAME	ADDRESS	SIGNATURE	DATE
BARRY SPENCE	10 Hunter St	<i>[Signature]</i>	6-1-2020
Alvia Spence	12 Hunter St.	Alvia Spence	6-1-2020
Anthony List	10 Hunter St Emu Point	<i>[Signature]</i>	6-1-2020
Catrina List	10 Hunter St Emu Point	C List	6-1-2020
NORMA SMITH	10 BOONGARRIE STREET	<i>[Signature]</i>	6-1-2020
HARRY SMITH	10 "	<i>[Signature]</i>	6-1-2020
ROBERT O'HALLORAN	8 BOONGARRIE ST	<i>[Signature]</i>	6/01/2020
Jane O'Halloran	8 Boongarie St.	Jane O'Halloran	6-01-2020
Helen Kowald	17 Roe Parade Emu Pt	<i>[Signature]</i>	7-01-2020
TREVOR KOWALD	17 Roe Parade Emu Pt	<i>[Signature]</i>	7-01-2020
Dallas Lewis	16 Hunter St, Emu Beach	<i>[Signature]</i>	7-01-2020
Koss Lewis	16 Hunter St	<i>[Signature]</i>	7-01-2020
Marg. Cornell	14 Hunter St	<i>[Signature]</i>	7-01-2020
C. Cornell	14 Hunter St	<i>[Signature]</i>	7-01-2020
C. Jeffers	37 Bedwell St	<i>[Signature]</i>	09-01-2020
N. Bell	Sandberg Rd and Logan P	<i>[Signature]</i>	09-01-2020
Andy McFarlane	3 BEDWELL ST	<i>[Signature]</i>	9/1/20
Jenny O'Halloran	25 Bedwell St.	<i>[Signature]</i>	9/1/20
NEAL O'HALLORAN	25 BEDWELL ST	<i>[Signature]</i>	9/1/20
Jay Squires	199 C'WOOD Rd Collingwood	<i>[Signature]</i>	9/1/20

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NAME	ADDRESS	SIGNATURE	DATE
Angus Woithe	72 Mermaid Ave	Angus Woithe	8/1/20
M PATERSON	1 WATRE CRT	[Signature]	8/1/2020
Wyn Patterson	"	[Signature]	8/1/2020
Kerry Stone	20 Cunningham St	K Stone	9.1.2020
John Stone	20 Cunningham St	J Stone	9.1.2020
Aimee Woithe	72 Mermaid Ave	A. Woithe	9.1.2020
Joan Bush	18 Cunningham St	Joan Bush	9.1.2020
JENNIFER TRANTER	4 ALOT AVE	[Signature]	9.1.2020
TREVOR BARRETT	1 DANIEL'S CLOSE	T.M. Barrett	9-1-20
B RICHARDSON	12 VASCIAN VISTA	[Signature]	9-1-20
KATE BUCHAN	15 BAKEMAN RD LIL	[Signature]	10.1.20.
MALCOLM BROWN	27 Koonunga	[Signature]	10-1-20
GIB. TROTTERMAN	162 Lower Kings Cr.	[Signature]	10-1-20
PRINCE KMYAR	36 Badwood Drive	[Signature]	10-1-20
P. HEWSON	27 SWANBRICK ST	[Signature]	10/1/20.
Geoff Sedgwick	26 Wansborough St	[Signature]	10/1/20
[Signature]			
[Signature]			
TONY BUSH	18 Cunningham St	[Signature]	10/1/20

(17)

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NAME	ADDRESS	SIGNATURE	DATE
Robyn Murray	78 Mermaid Ave Emu Point	R Murray	9-1-2020
Izzy Smith	2/37 Garden St	I Smith	9-1-2020
CATHERINE HENDRY	45 DAVID ST. SPENCER PARK	C Hendry	9.1.2020
JUDITH DRAKEBROCK	15 STOKES TERRACE	J. Drake-Brockman	9.1.2020
SEBINA WYATT	77 GREENFELL DVE	S Wyatt	9.1.2020
Michelle Depledge	4 JACKSON ST	M Depledge	9-1-2020
LYNLEY GOULDTHORP	50 COLLINGWOOD RD.	L Gouldthorp	9.1-2020
Pam Auty	28 ROBERT ST. Unit 100	P Auty	9.01.2020
Ida Byass	1 Water Rd	I. L. Byass	11-01-2020
Lorna Freeman	ST ALBANY UNIT 6/40 WELLINGTON	L Freeman	11-01-2020
GRAHAM MURRAY	EMU POINT 78 MERMAID AVE	G Murray	11.01.2020
Marg McRae	37 Nelson St. Albany	M McRae	29.01.2020
Pam Ruggera	37 Eclipse Dve, Collingwood Heights	P Ruggera	29.01.2020

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NAME	ADDRESS	SIGNATURE	DATE
Maeglen NAT Voegelger	63 McGonnell Rd. Albany	Maeglen	07/01/2020
Chris Squibb	54A Garden St Middleton Beach	Chris Squibb	7/1/2020
Jamie Obst	27A Collingwood Road Spencer Park	Jamie Obst	7/1/2020
Sanchia Botha	13 Lamont Grange Bayonet Head	Sanchia Botha	10/01/20
Brad Southen	6 Durman Pl Albany	Brad Southen	13.1.20
F. Risk	54 Meananger Bayonet Head	F Risk	13/1/20
JANE STEVENS	4 BANKSIA ST ALBANY	Jane Stevens	14/1/2020
Andrea Smitwan	6 Durman Pl, Albany	Andrea Smitwan	15/1/2020
P DOUST	63 SUSAN CRT TAKAMIA.	P Doust	19/1/2020
R. Doust	"	R. Doust	19/1/2020

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NAME	ADDRESS	SIGNATURE	DATE
SUR KOLAR	ALBANY	<i>[Signature]</i>	
Terence SARGENT	ALBANY	<i>[Signature]</i>	7-1-2020
Shirley SARGENT	ALBANY	<i>[Signature]</i>	7-1-2020
Peter Kolar	ALBANY	<i>[Signature]</i>	//
GRAEME Davison	ALBANY	<i>[Signature]</i>	//
Yvonne Davison	Albany	<i>[Signature]</i>	"
			/



Meeting

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ROBIN PHILPOTT	28 CUNNINGHAM ST.	Robin Philpott	7/1/2020.
Alison Venrooy	819 Hurwick Rd	Aly	7/1/2020
FRANK ATKINS	9 ROE RD		13-1-2020
GARY PHILPOTT	28 CUNNINGHAM ST		13-1-2020
Kelly Fragameli	5 woodcott St	Kragos	14/1/2020
Phillip Mortimer	1 Grey street East	Phillip Mortimer	14/1/2020

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NAME	ADDRESS	PH:/ EMAIL	SIGNATURE
TERRY NICHOLS	22 Cunningham ^{EP} ST	0427838164	<i>Terry Nichols</i>
MURRAY SEVERIN	31 mermaid Ave	98441715	<i>Murray Severin</i>
Kathy Severin	31 mermaid Ave	98441715	<i>K Severin</i>
Les O'HALLORAN	11 Hunter St	0400696744	<i>L O'Halloran</i>
Joan O'Halloran	11 Hunter St	0428311095	<i>Joan O'Halloran</i>

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NAME	ADDRESS	SIGNATURE	DATE
VAL SHEARER	40 WYLIE CRES.	Val Shearer	10.1.2020
NEVILLE SHEARER	40 WYLIE CRES	Neville Shearer	10-1-2020
SUSAN GRIFFITHS	5 STUBBI RD LITTLE GARDENS	Susan Griffiths	13/01/2020
Tenessa Hughes	5 Dnew lane	Tenessa Hughes	13/01/2020

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NAME	ADDRESS	SIGNATURE	DATE
MURRAY McLEAN	27 Wooderson View Albany	[Signature]	7/1/2020
FAY McLEAN	27 Wooderson View Albany	[Signature]	7/1/2020
Katie Stan-Bishop	68 Drew St Seppings	[Signature]	8/1/2020

PETITION TO THE MAYOR - CITY OF ALBANY

THE SECTION OF EMU POINT BEACH ADJACENT TO CUNNINGHAM STREET HAS RECENTLY BEEN DESIGNATED AS A DOG EXERCISE AREA. WE REQUEST THAT ALBANY CITY COUNCIL REVOKE THIS DECISION.

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NAME	ADDRESS	SIGNATURE	DATE
<i>Memo Capone</i>	<i>Rose Gardens</i>	<i>[Signature]</i>	<i>7/1/20</i>
MARTIN ASTILL	35 MERMAID AVE	<i>M. Astill</i>	<i>7/01/20.</i>

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NAME	ADDRESS	PH:/ EMAIL	SIGNATURE
KIKEEN BRISTOW	30 MERMAID AVE EMU POINT	0488441846	
Leslie Severin	25 Mermaid Ave Emu Point	0488441846	
ALAN SEVERIN	25 MERMAID AVE EMU POINT	"	
Bew ENGLEDDOW	26 Mermaid Ave	bevozed@westnet.com.au	
Pauline Corby	4 Widdowson Rd	98441669	
Joe SLY	(")	98941015	
Richard Piggott	66 Mermaid Av	richpigg2@bigpond.com	
Judy Martin	54 Bramwell Rd	judymartin8@yahoo.com	
LINDA JAMES	124 Collingwood Rd	0488138835	
YVONNE HINKLEY	21 FLINDERS POLE	98411151	
GRANT BAKER	7 WITTENOOM ST	0427752021	
TONY BIRCH	25 Lake Spings Dr	0498111164	
DAPHNE PARKER	34 Dragon Rd	0629441479	
MIKE MASUSIAK	176 North Rd.	0457064154	
DENNIS HEWITT	2 CHECKERS COAK	0427421470	
Zofia Kahl	42 Vrew St	0498178729	
Rebecca Andrews	67 Bedwell St	042846581	
ROBERT LEWIS	642/10 BARNERBY DR	0417167794	
LOIS DRYGAN	36 Mermaid E.P	0438458376	
CLEO DRYGAN	8 Bedwell EP	0427868918	

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NAME	ADDRESS	PH:/ EMAIL (optional)	SIGNATURE
Jean Bell	5 GREEBLE ST. EMU POINT	—	Jean Bell
Karen Lycett	2/9 Norton St South Perth	klycett@inet.net.au	KLycett
Bob Lycett	2/9 Norton Street South Perth		Bob Lycett
Alex Bell	5 GREEBLE ST Emu Point		Alex Bell
Katie Bell	50 Wylie Crescent Middleton Beach	katiebell@ hotmail.com	Katie Bell
CRAIG BELL	21 PANDORA DRV CITY BEACH	—	Craig Bell
Fiona Kelly	21 Pandora Drive City Beach		Fiona Kelly
Andrew Poon	1 GREENVILLE ST SOUTH PERTH		Andrew Poon
Stuart Bell	50 Wylie Cres Middleton Beach	—	Stuart Bell
PAM AUTY	28 ROBERT ST MT CLARENCE	—	P. Auty
Ben Smith	37 Garden St		Ben Smith
Noreen Kennish	7 Woolsloft Ct.		Noreen Kennish
Robyn Murray	78 Emu Pt Mermaid Ave Middleton Rd	—	Robyn Murray
Ida Byass	Unit 100		Ida Byass
Rodney Wright	4 Cunningham St	#1404545 at@gmail.com	Rodney Wright
Marjorie Wright	" " "		Marjorie Wright
Anthony Wre	20 Windermere Rd	Jawonia @ disposal.com.au	Anthony Wre
M. Aherne	"	michael@ aherne.com.au	M. Aherne
NW Lloyd	12, Grey St East.		NW Lloyd
Martin Lloyd	" " "		Martin Lloyd

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NAME	ADDRESS	DATE		SIGNATURE
		PH/EMAIL (optional)		
CHARLES T. BACK	Lionsville, Albany			Charles T. Back
Paula Thompson	Mullaloo Perth	28/12/19.		Paula Thompson
BEN THOMPSON	MULLALOO, PERTH.	28/12/19.		Ben Thompson
Hans Wenziker	7 Woodlea Pl. Sawyers Valley	30 Dec		Hans Wenziker
BRIAN CREBBIN	245 GRET ST WEST	30/Dec.		Brian Crebbin
JACQUIE CREBBIN	245 Grey St West Albany	30.12.19.		Jacqui Crebbin
Sue Butler	Narembeen WA	4.1.20.		Sue Butler
SONYA WRIGHT	SOUTHERN RIVER	4.1.20		Sonya Wright
Clint Butler	Narembeen	4.1.20		Clint Butler
King Butler	Narembeen.	4.1.20.		King Butler
Steve Sandbach	Wattle Grove.	5.1.20.		Steve Sandbach
LUKE THOMPSON	CRAIGIE, PERTH.	5.1.20.		Luke Thompson
Shell Clarke	Sorrento, Perth	5.1.20.		Shell Clarke
Lynn Smith	Lower King	7.1.20.		Lynn Smith
DAVID GARDINER	ROSE Gdns CUN PK	7.1.20.		David Gardiner
Monica Nazzari	TAMBELLUP	13.1.20.		Monica Nazzari
WINTON NAZZARI	TAMBELLUP	13.1.20		Winton Nazzari
Leon Squibb	Tambellup	13.1.20.		Leon Squibb
Alice Squibb	Tambellup.	13.1.20		Alice Squibb
RAY SQUIBB	TAMBELLUP	13.1.20.		Ray Squibb

STAN

0429 909 269

2019
PETITION TO THE MAYOR. PETITION TO CITY OF ALBANY

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2019 DATES	NAME	ADDRESS	PH:/ EMAIL (optional)	SIGNATURE
11/12	JOE ROMEO	81 KOODONG AV. WARRENUP		
21/12	Heike Anfang	245 Robinson rd ROBINSON		
21/12	Lue Buckingham	1/105 DAVID ST ALBANY		
21/12	LES JONES	1/105 David St ALBANY.		
21/12	SHERLAGH CHAPMAN	1/103 DAVID ST		
21/12	ERIC CHADMAN	1/103 DAVID ST		
21/12	EMERY CHAPMAN	1/103 DAVID ST		
23/12	Kay Pellician	3/103 David St		
3/12	Joy Bradley	55 Parade Street		
3/12	Aino Funck	39 Baronia Ave		
23/12	Glenda Rufus	39 Baronia Ave		
23/12	Cy Hebiton	Parade ST		
23/12	K. HASBARGEN	45 COOGEE ST		
23/12	Jessie Judge	Pitt St. Woodbridge		
23/12	Esther Westmacott	1 TRIMMER Rd		
23/12	FRANK FRY	7 AGONIS Gdns		
23/12	FRANK BERGERSEN	7 AGONIS Gdns		
23/12	SYLVIA RAYMOND	90 Station St Martin		
23/12	Fritz Odermatt	Dürnmattweg 2		
3/12	TONY SMEN	20 MIRAMAR		
24/12	Aganni La Mela	20 Mira Mts Albany		

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NAME	ADDRESS	PH:/ EMAIL	SIGNATURE
Kevin Shankun	29 Mermaid Ave. EMU POINT WA	98441091	K.P. Shankun 29.12.19
Joy Swardson	" "	" "	J.S. Swardson 29.12.19
Joh Wells	54 MERMAID AVE	0418211985	J.Wells
Joy Wells	54 MERMAID AVE	0418211985	J.Wells
Shirley DePledge	5 Jackson St	0427441606	S DePledge
Brian Brooks	53 Bedwell St	0447211198	B.L. Brooks
Mary Swarbrick	7 Hunter St	0427360000	M Swarbrick
Shirley Crook	5 Sussex St.	0447415297	S Crook
ALAN CROOK	5 SUSSEX ST	0427415291	A.K. Crook
ANTON JAVET	21 YOKANUI RD JACONET HEAD	0427493973	A. Javet
JOSIE	19 SAUNDERS ST	015622950	Josie
CHRISTINA WATSON	18 GREY ST	0438 094909	C. Watson
Karl Cattanach	4 Oyer Ct	0436109074	K. Cattanach
Coolyn Cattanach	" " "	0429199801	C. Cattanach
Emily Liron	" " "	0401925597	E. Liron
Kayo Smullon	44 SUSAN COURT YAKAMA	0408917136	K. Smullon
CECILIA SMITSON	" " " "	0448930600	C. Smitson
KATHLEEN MARTIN	19 TAYLOR ST MIRA MAR.	0429414485	K. Martin
GEORGE MARTIN	19 TAYLOR ST MIRA MAR	0429414485	G. E. Martin
KINGSLEY BRISTOW	30 MERMAID AVE EMU POINT	0427997246	M.K. Bristow

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NAME	ADDRESS	PH:/ EMAIL (optional)	SIGNATURE
ANNE VIGAR.	103A Hillman St.	0402767150	
Jiame Akhey	8 Bunsford ST	0427-155077	
Lyell Bee	8 Bunsford St	0428 358032	
Lexy Grover	5 Greenshield St	0439904027	
Jean BLIGHT	412 ROYSTON PK		
Christine Pearson	4 Meehan Ave, Mckail	0416973883	
Chris Mc Phee	12 TURNER ST ORANA	0417221508	
SENNY HOBLEY	36 RIDEVALE CHASE	0428214797	
MICHAEL HOBLEY	" " "	" "	
ROBIN PHILPOT	29 Cunningham St.	0428530394.	

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NAME	ADDRESS	PH:/ EMAIL (optional)	SIGNATURE
George Vick	50/16 Pioneers Road		<i>[Signature]</i>
Patricia Anda	3A Rycraft Drive		<i>[Signature]</i>
PAT HULM	15 WARTH Wyke CAT		<i>[Signature]</i>
Noel Hulm	15 WARTH Wyke CAT		<i>[Signature]</i>
JENNY BRADSHAW	TOURIST		<i>[Signature]</i>
JO ROBINSON	HILLARY'S PARTIAL		<i>[Signature]</i>
DAPH GARDINER	EMU POINT 9 ROSE GONS CUNIK		<i>[Signature]</i>
Dyan Thompson	CLARKSON 165 ANATAR BLVD		<i>[Signature]</i>
Jean Bush	18 Cunningham St		<i>[Signature]</i>
Melba Bembidge	16 Hofrad Crt		<i>[Signature]</i>
John Bembidge	16 Hofrad		<i>[Signature]</i>
Meryl Garstone	41A Nelson St		<i>[Signature]</i>
Arthur Gordon	Hall of Rd High		<i>[Signature]</i>
Richard Souwess	13 Mermaid Ho Ep.		<i>[Signature]</i>

PETITION TO THE ^{MAYOR} PETITION TO CITY OF ALBANY

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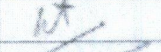
DATE	NAME	ADDRESS	PH:/ EMAIL	SIGNATURE
9/12	Donna Gillespie	Bellingham Place	Padbury Perth.	D Gillespie
9/12	CLANCY BUCKINGHAM	32B HILLMAN ALBANY		C Buckingham
30/12	PAMI PARKIN	ONGERUP W.A		P. Parkin
31/12	KAREN MORGAN	SPENCER PARK. W.A.		Karen Morgan
31/12	SANDRA ROUSTON	4 WANSBOROUGH ST	tisa19@bigpond.com	Sandra Rouston
31/12	John Strachan	76 Vancouver St	0498143659	John Strachan
18/1/20	CATHERINE MASON	W HILDY ST		C. M. Mason
18/1/20	Glen Scott	44 B PARADE ST.		Glen Scott
	SANDY SQUIRES	224 Langton rd	-	S. Squires

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NAME	ADDRESS	PH / EMAIL (optional)	SIGNATURE
Michael Watson	16 Cunningham Street Emu Point	mcwatson@inet.net.au	
Phyllis Watson	16 Cunningham Street Emu Point	Pbwatson1982@yahoo.com.au	