

MINUTES

Ordinary Meeting of Council

Tuesday 25 September 2018

6.00pm

City of Albany Council Chambers

**CITY OF ALBANY
COMMUNITY STRATEGIC PLAN (ALBANY 2023)**



ORDINARY COUNCIL MEETING
MINUTES 25/09/2018

TABLE OF CONTENTS

Item	Details	Pg#
1.	DECLARATION OF OPENING	3
2.	PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS	3
3.	RECORD OF APOLOGIES AND LEAVE OF ABSENCE	3
4.	DISCLOSURES OF INTEREST	4
5.	REPORTS OF MEMBERS	4
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
7.	PUBLIC QUESTION TIME	4
8.	APPLICATIONS FOR LEAVE OF ABSENCE	5
9.	PETITIONS AND DEPUTATIONS Nil	5
10.	CONFIRMATION OF MINUTES	5
11.	PRESENTATIONS Nil	5
12.	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS	5
	MINUTES AND RECOMMENDATIONS OF COMMITTEES	
	CCS Corporate and Community Services Committee	
CCS084	FINANCIAL ACTIVITY STATEMENT-JULY 2018	6
CCS085	LIST OF ACCOUNTS FOR PAYMENT-AUGUST 2018	7
CCS086	DELEGATED AUTHORITY REPORTS-JULY TO AUGUST 2018	9
CCS087	LOCAL LAW REVIEW DISCUSSION PAPER	10
CCS088	ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD ENDING 31 JULY 2018	14
	DIS Development and Infrastructure Services Committee	
DIS120	INFORMATION REPORT-RANGER SERVICE DELIVERY 2017-18	18
DIS121	PLANNING AND BUILDING REPORTS AUGUST 2018	29
14.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL Nil	30
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil	30
16.	REPORTS OF CITY OFFICERS Nil	30
17.	MEETING CLOSED TO PUBLIC Nil	30
18.	CLOSURE	30

1. DECLARATION OF OPENING

The Mayor declared the meeting open at 6.00pm.

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

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

“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land.

We would also like to pay respect to Elders both past and present”.

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor	D Wellington
Councillors:	
Breaksea Ward	R Hammond
Frederickstown Ward	G Stocks (Deputy Mayor)
Frederickstown Ward	R Stephens
Kalgan Ward	B Hollingworth
Kalgan Ward	E Doughty
Vancouver Ward	J Shanhun
West Ward	S Smith
West Ward	A Goode JP
Yakamia Ward	A Moir
Yakamia Ward	R Sutton
Staff:	
Chief Executive Officer	A Sharpe
Executive Director Corporate Services	M Cole
Executive Director Development Services	P Camins
Executive Director Community Services	S Kay
Meeting Secretary	J Williamson
Apologies:	
Breaksea Ward	P Terry (Apology)
Vancouver Ward	T Sleeman (Apology)
Executive Director Infrastructure & Environment	M Thomson (Apology)

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest
Nil		

5. REPORTS OF MEMBERS

6.01PM Councillor Sutton

Summary of key points:

- Presented the Fairest and Best Award at the North Albany Football Club, and commented on the very positive culture developing within the Club.

6.02PM Councillor Shanhun

Summary of key points:

- Very keen for the City to bid for the Bushfire Centre of Excellence to be based in Albany.
- Stated that Albany was the ideal location, Albany is a regional centre, well supported by government agencies.

6.03pm Councillor Stocks

Summary of key points:

- Attended the Wellstead Community Resource Centre Pre Harvest get together. The event was attended by over 120 people.
- Concerns were raised by attendees over plans to increase the length of trucks transporting grain to CBH recieval centres to 40 metres, and the unsuitability of roads in the region for trucks of this length.
- Attended the Urban Downhill Event, which attracted around 300 competitors. Organisers of the event should be congratulated for bringing this event to Albany each year.
- Disappointing news that Carnegie did not meet the first milestone for the proposed wave energy project off the Albany coast.

6.08PM Mayor Wellington

Summary of key points:

- Thanked Deputy Mayor Stocks for fulfilling the Mayoral duties during his recent absence.
- Vice President of Basketball Association reports growth to 209 teams in local competition.
- The City must continue to encourage retention of youth in the region, through increased education and employment opportunities.
- The alternative energy discussion must continue so that the region will have access to sustainable and reliable energy.
- Congratulation organisers on another successful Urban Downhill event.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil.

7. PUBLIC QUESTION TIME Nil.

8. APPLICATIONS FOR LEAVE OF ABSENCE

RESOLUTION

VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR DOUGHTY

SECONDED: COUNCILLOR MOIR

THAT:

1. Councillor Hammond be **GRANTED** Leave of Absence for the period 10 October 2018 to 21 October 2018.
2. Councillor Shanhun be **GRANTED** Leave of Absence for the period 8 October 2018 to 27 October 2018.

CARRIED 11-0

9. PETITIONS AND DEPUTATIONS Nil

10. CONFIRMATION OF MINUTES

RESOLUTION

VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR MOIR

SECONDED: COUNCILLOR STEPHENS

THAT the minutes of the Ordinary Council Meeting held on 28 August 2018, as previously distributed, be **CONFIRMED** as a true and accurate record of proceedings.

CARRIED 11-0

11. PRESENTATIONS Nil

UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

DIS093: Recommend Adoption of Local Structure Plan No. 10- Lot 10 Chester Pass Road and Lot 521 Mercer Road, Walmsley. This report has been deferred for three months at the request of the applicant.

CCS084: FINANCIAL ACTIVITY STATEMENT – JULY 2018

Proponent : City of Albany
Report Prepared by : Manager Finance (D Olde)
Responsible Officer : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS084: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR HOLLINGWORTH

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 July 2018.

CARRIED 11-0

CCS084: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR DOUGHTY

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS084: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 31 July 2018.

BACKGROUND

1. The Statement of Financial Activity for the period ending 31 July 2018 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$100,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”

STATUTORY IMPLICATIONS

7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
- I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
 - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - b. budget estimates to the end of the month to which the statement relates;
 - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
 - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e. the net current assets at the end of the month to which the statement relates.
 - II. Each statement of financial activity is to be accompanied by documents containing –
 - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - c. such other supporting information as is considered relevant by the local government.
 - III. The information in a statement of financial activity may be shown –
 - a. according to nature and type classification;
 - b. by program; or
 - c. by business unit.
 - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b. recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

8. The City's 2017/18 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 31 July 2018 has been incurred in accordance with the 2017/18 proposed budget parameters.
11. Details of any budget variation in excess of \$100,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

File Number (Name of Ward)	FM.FIR.7 - All Wards
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CCS085: LIST OF ACCOUNTS FOR PAYMENT – AUGUST 2018

Business Entity Name : City of Albany
Attachments : List of Accounts for Payment
Report Prepared By : Financial Accountant (S Van Nierop)
Responsible Officers: : Executive Director Corporate Services (M Cole)

RECOMMENDATION

CCS085: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR MOIR
SECONDED: COUNCILLOR STEPHENS

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 August 2018 totalling \$5,841,772.62.

CARRIED 11-0

CCS085: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MOIR
 SECONDED: COUNCILLOR STEPHENS

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS085: RESPONSIBLE OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 15 August 2018 totalling \$5,841,772.62.

BACKGROUND

1. Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

DISCUSSION

2. The table below summarises the payments drawn from the municipal fund for the period ending 15 August 2018. Please refer to the Attachment to this report.

Municipal Fund	
Trust	\$12,870.60
Credit Cards	\$24,870.60
Payroll	\$1,543,328.35
Cheques	\$50,037.27
Electronic Funds Transfer	\$4,235,536.40
TOTAL	\$5,841,772.62

As at 15 August 2018, the total outstanding creditors, stands at \$669,458.44 and made up as follows:-

Current	\$667,538.13
30 Days	\$1,987.49
60 Days	\$0.00
90 Days	-\$67.18
TOTAL	\$669,458.44
Cancelled Cheques	1

STATUTORY IMPLICATIONS

3. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
4. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
5. Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

POLICY IMPLICATIONS

6. Expenditure for the period to 15 August 2018 has been incurred in accordance with the 2018/2019 budget parameters.

FINANCIAL IMPLICATIONS

7. Expenditure for the period to 15 August 2018 has been incurred in accordance with the 2018/2019 budget parameters.

CONCLUSION

8. That list of accounts have been authorised for payment under delegated authority.
9. It is requested that any questions on specific payments are submitted to the Executive Director Corporate Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

File Number (Name of Ward)	:	FM.FIR.2 - All Wards
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CCS086: DELEGATED AUTHORITY REPORTS – JULY TO AUGUST 2018

Proponent : City of Albany
Attachments : Executed Document and Common Seal Report
Report Prepared by : Personal Assistant to the ED Corporate Services (H Bell)
Responsible Officer : Chief Executive Officer (A Sharpe)

RECOMMENDATION

CCS086: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR SMITH
SECONDED: COUNCILLOR HOLLINGWORTH

THAT Council RECEIVE the Delegated Authority Reports 16 July 2018 to 15 August 2018.

CARRIED 11-0

CCS086: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HOLLINGWORTH
SECONDED: COUNCILLOR MOIR

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS086: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports 16 July 2018 to 15 August 2018.

CCS087 LOCAL LAW REVIEW DISCUSSION PAPER

Land Description : (All Wards)
Report Prepared By : Manager Governance & Risk (S Jamieson)
Responsible Officers: : Chief Executive Officer (A Sharpe)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme: 1.** Leadership.
 - **Objective: 1.1.** To establish and maintain sound business and governance structures
 - **Community Priority: 1.1.2** Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to community.

In Brief:

- To seek Council’s approval to either repeal, amend or remake a Local Law:

RECOMMENDATION

CCS087: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR SHANHUN

THAT:

- (1) The Local Law Review 2018 Discussion Paper be **RECEIVED**; and
- (2) The Chief Executive Officer prepare the following local laws in accordance with the action listed.

Local Law Title	Action
• Activities on Thoroughfares & Public Places and Trading Local Law 2011	• Amend
• Animals Local Law 2001	• Remake
• Dog Local Law 2017	• Nil
• Extractive Industries Local Law 2009	• Nil
• Fencing Local Law 2010	• Amend
• Health Local Laws 2001	• Remake
• Jetties, Bridges & Boat Pens Local Law 2005 (As amended)	• Remake
• Keeping and Welfare of Cats Repeal Local Law 2014	• Nil
• Local Government Property Local Law 2011	• Nil
• Local Law Relating to the Former Perth 2001	• Nil
• Parking & Parking Facilities Local Law 2012 (As amended)	• Remake
• Sand Drift Prevention and Abatement Local Law 2009	• Nil
• Signs Amendment Local Law 2008 Local Law	• Nil
• Standing Orders Local Law 2014 (As amended)	• Nil
• Waste Local Law 2017	• Amend

CARRIED 11-0

CCS087: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR HAMMOND
SECONDED: MAYOR WELLINGTON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS087: RESPONSIBLE OFFICER RECOMMENDATION

THAT:

- (1) The Local Law Review 2018 Discussion Paper be RECEIVED; and
- (2) The Chief Executive Officer prepare the following local laws in accordance with the action listed:

Local Law Title	Action
• Activities on Thoroughfares & Public Places and Trading Local Law 2011	• Amend
• Animals Local Law 2001	• Remake
• Dog Local Law 2017	• Nil
• Extractive Industries Local Law 2009	• Nil
• Fencing Local Law 2010	• Amend
• Health Local Laws 2001	• Remake
• Jetties, Bridges & Boat Pens Local Law 2005 (As amended)	• Remake
• Keeping and Welfare of Cats Repeal Local Law 2014	• Nil
• Local Government Property Local Law 2011	• Nil
• Local Law Relating to the Former Perth 2001	• Nil
• Parking & Parking Facilities Local Law 2012 (As amended)	• Remake
• Sand Drift Prevention and Abatement Local Law 2009	• Nil
• Signs Amendment Local Law 2008 Local Law	• Nil
• Standing Orders Local Law 2014 (As amended)	• Nil
• Waste Local Law 2017	• Amend

BACKGROUND

2. On 27 Feb 2018, Council resolved to undertake a review of all of its Local Laws in accordance with the *Local Government Act s3.16* and to give state-wide and local public notice of its intent to undertake the review, in order to ascertain if current local laws required amendment or repeal.

DISCUSSION

3. The Local Law Discussion Paper that summarises submissions received and provides an Officer recommendation.
4. Post review, Council may resolve to either:
 - a. Not change a Local Law - no further action is required and the review process is finalised; or
 - b. Repeal, amend or remake a Local Law - then the process to do so must be undertaken in the same manner as adoption of a new Local Law, as required under s3.12 of the *Local Government Act 1995* (the Act).
5. Post the review of the local law review discussion paper, it is recommended that Council list the local laws that require action by resolution.
6. Officers' will then present amended and/or new local laws for Council Committee review.

7. Council will then formally initiate the local law MAKING process; which will then seek additional public and government consultation.

GOVERNMENT & PUBLIC CONSULTATION

8. **Stakeholder engagement:** The review process enabled members of the public to have their say on the current local laws and their relevance within the community.
9. This opportunity also provided the opportunity to identify new matters that could be dealt with through the development of, or amendment to a local law.
10. Public Notices of the review was posted on the City's:
 - a. Website and social media feeds; and
 - b. Public Library Notice Boards.
11. In accordance with the Act, local government notices were advertised in The West, April 7 to 8, 2018, Page 100; and the Great Southern Weekender.
12. Consultation: All local laws were advertised for comment, with two submissions received during the consultation period.
13. To complement the review historic inquiries and comments specific to the City of Albany's existing local laws have been included.
14. An additional review of similar local laws across the sector was also conducted.

STATUTORY IMPLICATIONS

15. Section 3.16 of the Local Government Act requires periodic reviews of Local Laws.
16. A local government is to carry out a review of a Local Law to determine whether it considers that, it should remain unchanged, be repealed or amended. The review is to be conducted within 8 years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted under s3.16

POLICY IMPLICATIONS

17. There are no policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

18. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Compliance & Reputation. A local government is to carry out a review of the local law to determine whether it considers that it should be repealed or amended every 8 years. If Council does not initiate this process, the Department of Local Government may direct that a review is conducted.	Likely	Moderate	High	By meeting the requirement to review its Local Laws within 8 years of the commencement of a local law or when a report to review a local law was accepted, Council are mitigating potential compliance, service interruption and reputational risks.
Opportunity: Seek comment from both the public and appropriate stakeholders to ensure the local laws meet their purpose.				

FINANCIAL IMPLICATIONS

19. An appropriate budget line exists for the cost of giving public notice, advertising and gazettal of local laws.

LEGAL IMPLICATIONS

Legislative Environment

20. In Western Australia Local Governments are created by, and are subject, to State law. Statutes are laws passed by the Parliament of Western Australia, a number of which are implemented by Local Governments.
21. In addition, many Acts of State Parliament also contain provision for subsidiary legislation (Regulations or Local Laws) to be made.
22. Regulations are intended to deal with the administrative detail or implementing a particular provision of an Act, or in an area that is not contentious such as setting of fees and charges.
23. Local Laws (which were once known as 'By Laws') are also subsidiary legislation, made by Local Governments. Local Laws must not contravene any State or Federal Act or Regulation, and in the event of any inconsistency, the Act or Regulation will override the Local Law to the extent of the inconsistency.

ENVIRONMENTAL CONSIDERATIONS

24. Environmental considerations are an essential criteria, in particular those laws relating to the protection of our natural environment.

ALTERNATE OPTIONS

25. Nil

CONCLUSION

26. It is recommended that the local law discussion paper is received and the listed actions be endorsed.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • Local Government Operational Guidelines Number 16 – November 2011 - Local Laws
File Number (Name of Ward)	:	(All Wards)
Previous Reference	:	<ul style="list-style-type: none"> • OCM 27/02/2018 Resolution AR034 • Audit & Risk Committee – December 2017

Proposed Future Actions

Process	Detail	Date
Ordinary Council Meeting	Report to Council with recommendations to repeal, amend or re-make Local Laws, with consideration of any submissions	September 2018
Making Local Laws		
Administration	Staff to prepare proposed amended or re-made Local Laws	Completed – September 2018
Administration	Prepare individual reports to Council for each Local Law listed requiring action.	Commencing October 2018 – June 2019
Ordinary Council Meeting	Consider to MAKE each Local Law.	Commencing October 2018 – June 2019
Administration	Consultation with relevant Ministers and Department of Local Government	
Ordinary Council	Consider to ADOPT each Local Law.	
Administration	Send copy to State Law Publisher and copy of Gazette to be sent to relevant Ministers.	
Administration	Explanatory Memorandum to be send to the Joint Standing Committee on Delegated Legislation – signed and sealed by CEO and Mavor.	
Administration	Project Completion	30 June 2019

**CCS088: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD
ENDING 31 JULY 2018**

Proponent	: City of Albany
Attachments	: Budget Review for the period ending 31 July 2018
Report Prepared by	: Business Analyst/Management Accountant (D Harrison)
Responsible Officer	: Executive Director Corporate Services (M Cole)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme 1:** Leadership.
 - **Objective 1.1:** To establish and maintain sound business and governance structures.
 - **Community Priority 1.1.1:** Implement systems and controls that ensure the prudent use of rates and ensure value for money in all aspects of Council operations.

In Brief:

- Local governments are required to conduct a budget review between 1 January and 31 March each financial year which is a requirement covered by regulation 33A of the Local Government (Financial Management) Regulations 1996. The Department recommends a review of the budget early in the financial year to amend carry forward projects from forecast to actual.
- This review is for the period ending 31 July 2018 and reports a surplus of \$41,027 Budget inclusive of the proposed Budget Review allocations.

RECOMMENDATION

**CCS088: RESOLUTION
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR SUTTON**

THAT Council ADOPT the Budget Review for the period ending 31 July 2018.

**CARRIED 11-0
ABSOLUTE MAJORITY**

CCS088: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR HAMMOND**

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 12-0

CCS088: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council ADOPT the Budget Review for the period ending 31 July 2018.

BACKGROUND

2. The Department recommends a review of the budget early in the financial year to amend carry forward projects from forecast to actual.

DISCUSSION

3. Council adopted the 2018/2019 Budget on 24 July 2018. The total adopted budget of \$106.8 M comprised:
 - a. \$36.3 M capital works;
 - b. \$ 2.2 M debt reduction; and
 - c. \$68.3 M in operating expenditure.
4. This Budget Review identifies expenditure of \$1,001,529 for general works, variations and new projects.
5. The funding of \$1,017,971 inclusive of reduction in expenditures, adjustment of grant funding, additional revenue, reserve funding and the movement opening funds has been identified in this review to maintain a budget in a surplus position.
6. An adjustment for carry forward works has been made (pages 10 to 16 in the attached copy of the Budget Review for the period ending 31 July 2018 reducing the amount required from \$11,632,870 to \$10,430,375 to complete 2017/18 projects, listed on pages 51 to 54 of the 2018/2019 Annual Budget.
7. This budget review shows the 2018/2019 budget is in a surplus position of \$41,027 at 30th June 2018.
8. A copy of the Budget Review for the period ending 31 July 2018 is attached.
9. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

GOVERNMENT & PUBLIC CONSULTATION

10. Department of Local Government guidelines were followed in the preparation of this report.
11. City of Albany Executives, managers and officers with budget responsibility were consulted in the preparation of the Budget Review.

STATUTORY IMPLICATIONS

12. Under the *Local Government Act 1995*, section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - a. is incurred in a financial year before the adoption of the annual budget by the local government
 - b. is authorised in advance by a resolution (absolute majority required) or;
 - c. is authorised in advance by the mayor in an emergency.
13. The voting requirement of Council is **Absolute Majority**.

POLICY IMPLICATIONS

14. There are no policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

15. The risk identification and categorisation relies on the City’s Enterprise Risk & Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation & Organisation’s Operations. Non approval of the budget review may result in significant delays to achieving deliverables.	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>In the short term the existing Annual Budget would apply and proposed amendments would not apply.</i> <i>Adopt the Budget Review with amendments (as specified by Council).</i>
Opportunity: Provides Council with an additional opportunity to review the City’s current budget position				

FINANCIAL IMPLICATIONS

BUDGET REVIEW FOR THE PERIOD ENDING 31 JULY 2018

This Review Maintains Council's Budget in a Surplus Position

GENERAL WORKS/VARIATIONS. (Additional Funds Required)		\$ (1,001,529)
FUNDED BY		
- Reduction in Expenditure	55,000	
- Adjustment in Grant/Contributions Funding	565,259	
- Adjustment in Revenue	332,221	
- Restricted Cash Adjustments	65,491	1,017,971
Balance		16,442
Budgeted Opening Position	2,921,457	
- NB - Adjustments From 2017/18 Financial Year (Pg's 10 - 16)	(530,808)	
	2,390,649	
Actual Opening Position	2,415,234	24,585
2018/19 Budgeted Closing Position		41,027

LEGAL IMPLICATIONS

16. Nil.

ENVIRONMENTAL CONSIDERATIONS

17. Nil.

ALTERNATE OPTIONS

18. For the period ending 31 July 2018, Council may consider to:

- a. Adopt the Budget Review as recommended; or
- b. Adopt the Budget Review with amendments (as specified by Council).

SUMMARY CONCLUSION

19. That the Responsible Officer's Recommendation to adopt the Budget Review for the period ending 31 July 2018 be supported.

Consulted References	:	Adopted Budget 2018/2019 <u>Local Government Act 1995</u>
File Number (Name of Ward)	:	FM.BUG.12
Previous Reference	:	Annual Budget – OCM 24/07/2018 Resolution CCS073

**DIS120: INFORMATION REPORT – RANGER SERVICE DELIVERY
2017/18**

Report Prepared By : Manager Ranger and Emergency Services (T Ward)
Responsible Officer : Executive Director Development Services (P Camins)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Community Strategic Plan:
- **Theme:** 1 – Leadership.
 - **Objective:** 1.1 - To establish and maintain sound business and governance structures.
 - **Community Priority:** 1.1.2 – Provide informed and transparent decision-making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to the community.
 - **Theme:** 5 – A Connected and Safe Built Environment.
 - **Objective:** - 5.3 To develop and support a healthy inclusive and accessible community
 - **Community Priority:** - Plan for and monitor community safety via effective Ranger and Emergency Services.

In Brief:

- This report provides an overview of functions and associated services delivered by the City Ranger Services.
- These functions are delivered through pragmatic application of compliance and enforcement options and are underpinned by obligatory statute and common law principles.
- The report details significant Ranger activities, for the 2017/18 financial period but is informed by statistical trends commencing in 2013/14.
- Demand for Ranger services from external and internal sources has increased sharply over the previous five years, despite resources toward the same remaining static.
- Emergency Service functions have been well publicised. Conversely, Ranger Service delivery has not previously been the subject of a Council Information Report.
- A Ranger Services Activity Information Report will continue to be presented to Council on a quarterly basis.

RECOMMENDATION

DIS120: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR HOLLINGWORTH

THAT the Information Report – Ranger Service Delivery 2017/18 be RECEIVED.

CARRIED 11-0

DIS120: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR SLEEMAN

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 10-0

DIS120: RESPONSIBLE OFFICER RECOMMENDATION

THAT the Information Report – Ranger Service Delivery 2017/18 be RECEIVED.

BACKGROUND

2. The overarching functions of Local Government Authorities (LGAs) are established under the provisions of the *Local Government Act 1995* (the Act) and associated delegated legislation. This enactment empowers Council with legislative (law-making) and executive (governance) functionality.
3. The Act also provides for the appointment of authorised officers for the purpose of undertaking compliance and enforcement activities under the Act, regulations or local laws.
4. In addition, LGAs are also delegated varying administrative responsibility and authorisation for a number of statute laws. Whilst the attention given by LGAs to many such delegations is limited by geographic considerations or individual resource limitations, other enactments create obligatory responsibility and are further complicated by providing further local law-making capability.
5. The City of Albany has exercised its legislative function under the Act by creating a series of local laws for the purpose of regulating community activities in particular circumstances.
6. In 2013, an internal City of Albany report was commissioned to review Ranger Services at the time. Significant recommendations were made to improve processes and operations that have subsequently been actioned.
7. The Ranger team is led by the Manager Ranger & Emergency Services and a Ranger Team Leader.
8. The City currently employs five officers as general duty Rangers. Each is authorised under a suite of Acts and local laws (Annexure 1) to meet the City's legislative responsibilities under those laws.
9. Assisted by the administrative support provided by one full-time and two part-time officers (combined 1.2 FTE), these officers collectively form one functional component of the Ranger & Emergency Services Team. This report will not consider the latter function.
10. Rangers are guided in the application of the functions and duties of their office by Council's Regulatory Compliance Policy and supporting guidelines, first introduced in June 2017. The policy position establishes an approach to compliance and enforcement which is based on an industry-accepted rule known as the Public Interest Test. In this test, many factors, including previous history or willingness to comply, nature or seriousness of breach are considered in determining the appropriate level of regulatory action.
11. Ranger compliance and enforcement activities have not previously been presented to Council in a formal manner. This report aims to inform Elected Members of standard activities, major trends or targeted action, as well as to baseline the quantum and nature of requests or general inquiries received for Ranger services.

DISCUSSION

12. City of Albany Ranger Services perform an extensive range of education, compliance and enforcement activities across an array of state law and Delegated Legislation, including the *Dog Act 1976* and *Bush Fires Act 1954* as well as all the legislation covered in Annexure 1.
13. Compliance and enforcement activities are set by the Ranger & Emergency Services Team Plan (Annexure 2) and may consist of general or targeted patrols or a combination of both. In either case the scope of action is guided by community needs or trends, within the limitations of available resources.
14. Rangers perform a highly visible and vital role as ambassadors for the City and are often the first point of contact for community members across the municipality who require assistance or advice for virtually all aspects of City business.

15. Rangers are one of two current teams of City employees that are expected to be available at any time – outside of normal office hours – and are rostered to respond immediately to incidents of public safety.
16. Provision of effective Ranger service delivery is not just a matter of responding to a complaint or allegation and issuing a fine or notice. There is a process generally required to apply the circumstances against a corresponding rule using an extensive skillset. Rangers are required to apply problem-solving and conflict resolution skills, as well as a suite of strong interpersonal attributes.
17. Equally important to providing effective Ranger service delivery is strong administrative support. The team’s administration officers process in excess of 2,000 customer service requests annually and attend to an average of 200 telephone calls per week.
18. Notable administrative tasks, in addition to front-line customer service, include creation and issue of the annual Fire Management Notice, processing of applications for Variation to Fire Management Requirements, processing and collating warnings, infringement notices and Fines Enforcement Registry prosecutions, development and distribution of policy and procedures, and providing administrative support to two committees of Council.
19. A continuing challenge in providing effective Ranger service delivery includes an increased expectation to provide additional services when other areas of City or State infrastructure or legislation are developed. The Ranger team always endeavours to balance priorities within these expectations.
20. The professionalism and skills practised by the City’s Ranger Services are industry-leading and the reputation gained sees team members approached regularly for procedural or technical advice by other LGAs. Senior Ranger Team members also provide advice and guidance in relation to the application of laws and policies to other City officers on a regular basis.
21. Full statistical data is attached to this report. (Annexure 3.) The total number of requests captured for 2017/18 is approximately double the value of that handled in 2013/14 (1034 requests) and equates to an average of 400 requests per individual Ranger during the 17/18 year.
22. The likely reasons for the significant increase in Customer Service Requests (CSs) from 2013/14 are considered to be:
 - A greater service expectation from the organisation and the community;
 - A greater appreciation and awareness of the Ranger role;
 - Improved systems and record-keeping.
23. The following table shows a statistical summary of customer service requests responded to during the previous financial year. It is worth noting that the number of CSs recorded only represents the initial contact and not subsequent actions related to the incident.

Customer Service Requests for 2017/2018 fiscal period	
Animal Management	Number
DOGS WANDERING	754
ANIMAL ATTACKS	122
ANIMAL REGISTRATION / PERMITS	63
DOGS BARKING	121
DOG NUISANCE (NOT BARKING)	41
CAT NUISANCE	82
NUISANCE - OTHER ANIMALS	43
STRAYING STOCK	169
Miscellaneous Camping and Traffic Control	
ABANDONED VEHICLES	108
SHARK SIGHTINGS/BEACH CLOSURES	5

SIGN APPLICATIONS/COMPLAINTS	22
RUBBISH DUMPING	83
ILLEGAL CAMPING	55
OFF-ROAD VEHICLES	53
MISCELLANEOUS	50
ILLEGAL CLEARING	9
Fire	
FIRE RELATED	129
Parking Services	
PARKING & OBSTRUCTIONS	182
Reviews	16
Total	2,107

The most encountered task types are examined below:

Uncontrolled Dogs

Reports of uncontrolled dogs continue to draw the highest demand for Ranger services. Incidents of this nature have increased by over 100% from the beginning of the statistical period in 2013/14, where 343 occurrences were reported. The increased prevalence of this task is generally attributable to irresponsible pet ownership. Investigations have revealed that the vast majority of uncontrolled dogs are also either unregistered, non-microchipped or both. Our highly successful pet amnesty program of last year was specifically designed to improve pet microchipping and registration rates to encourage more responsible pet ownership.

Uncontrolled dogs often lead to more serious issues of community safety such as attacks on people or other animals. Despite excellent reuniting or rehoming rates, response and follow-up investigations of this nature consume the bulk of Ranger resources and draw away from opportunities for enhanced service delivery.

This is an area of current team focus.

Animal Attacks

Dog attacks pose a genuine threat to community safety and are treated seriously in all instances. Many reported attacks occur outside of ordinary hours of operation and call-outs are incurred in attending at the earliest opportunity to seize the responsible dog and/or commence an investigation. The number of reported attacks has risen from 48 in 2013/14, to 122 for the last financial period. Improved investigative techniques have enabled Rangers to successfully identify and prosecute responsible parties where sufficient admissible evidence is uncovered but the issue remains an ever-present concern for many community members who are dissatisfied with the limitations of the *Dog Act 1976*.

This is also an area of team focus.

Straying livestock

Jobs of this kind are another serious risk to public safety and are given priority over all other service types with the exception of emergencies and animal attacks. 169 such instances were reported and attended to in the last financial year. This is almost double the rate experienced in 2013. Follow-up inquiries and actions are required in most circumstances to mitigate the risk of further breaches, which may include fines and fencing requirement notices or, in repeated cases, prosecution.

Abandoned vehicles

Reports of abandoned vehicles requiring removal from City property have increased sharply since 2013. Prior to this, many such reports were not actioned by the City. 108 abandoned vehicles were towed and either impounded or disposed of as wrecks for 2017/18. Cost recovery is generally unlikely, as ownership details are seldom available, meaning that this area of service is likely to become more expensive.

Council Regulatory Policy

A fundamental principle by which any compliance function is undertaken is to detect, investigate and resolve breaches of rules, policy or law. The City Ranger Services has been instrumental in the introduction of a sound Regulatory Compliance Policy and it is this, coupled with appropriate application of all available enforcement options that demonstrates the team's commitment to meaningful and effective breach resolution.

For the 2017/18 period, the following compliance outcomes were achieved:

- 999 notices were issued for breaches, consisting of 709 infringements and 391 warnings.
- 101 notices were subsequently withdrawn, cancelled, discontinued or replaced by prosecution, following further review or application of the public interest test.
- 9 prosecutions were lodged with the Albany Magistrates Court.

GOVERNMENT & PUBLIC CONSULTATION

24. Ranger activities have not previously been considered as part of the Community Perception Survey process, however the number of public requests for assistance or reported breaches of local law indicate a strong and increasing public appetite for enhanced community safety.
25. The Ranger team has developed strong working relationships with other LGAs and State Government regulatory bodies, including Water Corporation, Department of Biodiversity, Conservation and Attraction, Department of Primary Industry and Resource Development and Western Australia Police.

STATUTORY IMPLICATIONS

26. Statutory empowerment for Ranger Compliance Officers is sourced from several areas.
27. As an Authorised Officer appointed by the City of Albany to perform duties or functions of public office, Rangers are also deemed to be 'Public Officers' under section 3, *Criminal Code Compilation Act 1913*.
28. This authorisation also enables statutory investigative provisions unique to Public Officers who have a role to investigate and take action in relation to breaches of law. This empowerment is found under section 9, *Criminal Investigation Act 2006*.
29. The City of Albany and its officers have an obligatory duty to administer and enforce the *Dog Act 1976*, as decreed by section 9 of that Act.

POLICY IMPLICATIONS

30. Instances of conflict between the requirements of Local Law and certain City activities carried out in accordance with existing strategies and policies have been encountered. Effective service delivery requires a consistent application of rules at both State and local level. Where inconsistencies are encountered, compliance and enforcement activities are considered in part, by the public interest test adopted under Council's Regulatory Compliance Policy.

RISK IDENTIFICATION & MITIGATION

- 31. It is mandatory that the City provides a Ranger service to its community.
- 32. During the last quarter of this reporting year the delivery of Ranger services has been impacted by fatigue. This has been the consequence of the accumulative effect of some critical incidents and a generous workload.
- 33. The risk identification and categorisation relies on the City’s Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: <i>Inconsistent application of compliance and enforcement may result in loss of community confidence.</i>	<i>Almost Certain</i>	<i>Moderate</i>	<i>High</i>	<i>Standardise the approach to the review of existing and development of new strategy and policy to reflect legislative requirements and industry best-practice methodology</i>
Opportunity: <i>Adoption of a uniform approach to delivering compliance and enforcement activities.</i>				

FINANCIAL IMPLICATIONS

- 34. There are some financial implications associated with effective Ranger service delivery but these cannot be determined other than on a case by case basis. It is likely that application of the public interest test will see periodical challenges to actions taken by the City.
- 35. Fines and Court-imposed monetary penalties form part of an educational process and seldom meet the cost of implementing enforcement options.

LEGAL IMPLICATIONS

- 36. Consistent application of compliance and enforcement actions that meet legal requirements and are informed by Council’s Regulatory Compliance Policy and Guidelines will assist in reducing risk of non-compliance at both officer and organisational level.

CONCLUSION

- 37. It is recommended that Council note and receive this report.

Consulted References	: Statute Law: <i>Local Government Act 1995 and Delegated Legislation</i> <i>Local Government (Miscellaneous Provisions) Act 1960</i> <i>Bush Fires Act 1954 and Regulations</i> <i>Litter Act 1979</i> <i>Dog Act 1976 and Delegated Legislation</i> <i>Cat Act 2011 and Regulations</i> <i>Caravan Park and Camping Grounds Act 1995</i> <i>Control of Vehicles (Off Road Areas) Act 1978</i> <i>Criminal Code Compilation Act 1913</i> <i>Criminal Investigation Act 2006</i> <i>Evidence Act 1906</i> <i>Interpretation Act 1984</i> <i>Electronic Transactions Act 2011</i> Internal Documents <i>City of Albany Community Strategic Plan 2030</i> <i>City of Albany Corporate Business Plan 2017 - 2021</i> <i>Community Perception Report 2015</i> <i>Council Policy – ‘Regulatory Compliance’</i> <i>Council Policy – ‘Dealing with Difficult Customers’</i> <i>Ranger Team Plan 2017 – 2018</i> <i>Council Report – ‘Functional Review of Community Safety – Emergency Management and Ranger Services’ 30 April 2013 P Dolly & Associates</i>
File Number (Name of Ward)	: N/A
Previous Reference	: N/A

ANNEXURE - 1 LEGISLATION

Statute Law:

- Local Government Act 1995 and Delegated Legislation
- Local Government (Miscellaneous Provisions) Act 1960
- Bush Fires Act 1954 and Regulations
- Litter Act 1979
- Dog Act 1976 and Delegated Legislation
- Cat Act 2011 and Regulations
- Caravan Park and Camping Grounds Act 1995
- Control of Vehicles (Off Road Areas) Act 1978
- Criminal Code Compilation Act 1913
- Criminal Investigation Act 2006
- Evidence Act 1906
- Interpretation Act 1984
- Electronic Transactions Act 2011

City of Albany Local Laws:

- Activities on Thoroughfares and Public Places and Trading Local Law 2011
- Animals Local Law 2001
- Dog Local Law 2017
- Jetties, Bridges & Boat Pens Local Law 2004
- Local Government Property Local Law 2011
- Parking & Parking Facilities Local Law 2009
- Signs Local Law 2006

ANNEXURE 2 - RANGER & EMERGENCY SERVICES TEAM PLAN

Ranger and Emergency Services – Business Plan



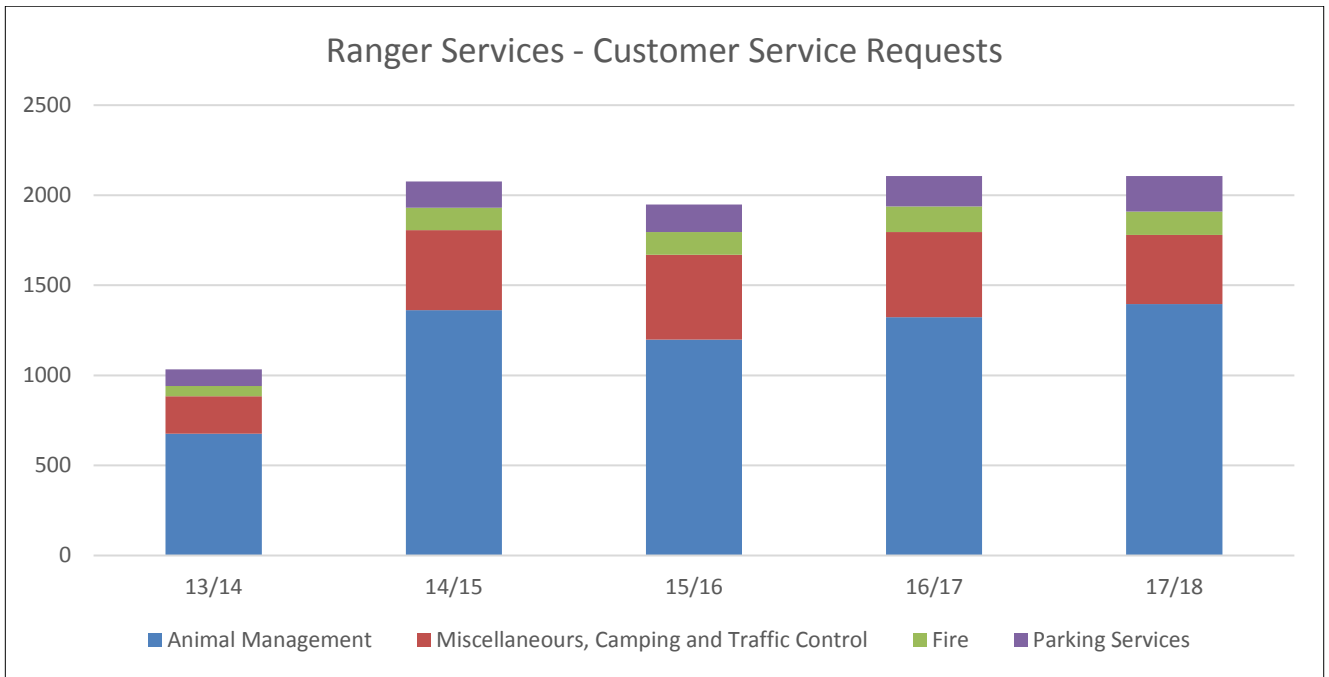
CITY VISION	CITY VALUES	GUIDING PRINCIPLES
<p><i>"To be Western Australia's most sought after and unique regional City to live, work and visit"</i></p>		<ul style="list-style-type: none"> _ Value for Money _ Continuous Improvement _ Sustainability _ Commitment to Quality
INFORMING STRATEGIES	ALIGNMENT WITH COMMUNITY STRATEGIC PLAN	
<ul style="list-style-type: none"> _ Strategic Bush Fire Plan 2014-2019 	<p>Connected Built Environment</p> <ul style="list-style-type: none"> • Plan for and monitor Community safety and security. <p>Clean Green and Sustainable</p> <ul style="list-style-type: none"> • Deliver effective fire practices that reduce risk. 	
PURPOSE STATEMENT		
<p><i>"Our mission is to contribute to the growth of a safe and secure environment in the municipality of Albany through delivery of excellence and professionalism in emergency management and community law enforcement" "</i></p>		

DELIVERABLES	MEASURABLE OUTCOMES (to be achieved in 2017/18)	STATUS
<p>Service Delivery: <i>Deliver high quality emergency management to build resilience and awareness in all sectors of our community. Provide a professional municipal law compliance service aligned with the ethos of 'education before enforcement'.</i></p>		
<ul style="list-style-type: none"> • Focus on the core functions of compliance, enforcement and prosecution in the areas of municipal law enforcement and community safety. 	<ul style="list-style-type: none"> • Enforcement & Prosecution Trends. 	
<ul style="list-style-type: none"> • Develop and implement team procedures for case management, using solvability factors to prioritise Customer Service requests. 	<ul style="list-style-type: none"> • Investigation timeframes against a standard. 	
<ul style="list-style-type: none"> • Work with Reserves team and Volunteer Bush Fire Brigades to introduce an enhanced burning program for City-managed land. 	<ul style="list-style-type: none"> • Prior to high fire season 17/18. 	
<p>People and Process: <i>Develop a flexible team of Ranger and Emergency Services personnel capable of delivering the highest levels of community assistance with breaches of municipal law and education in the prevention of and preparedness for emergencies.</i></p>		
<ul style="list-style-type: none"> • Deliver awareness sessions on the Australasian Inter-Agency Incident Management System of emergency response to the City Executive and Management teams. 	<ul style="list-style-type: none"> • Training delivered by October 17. 	
<ul style="list-style-type: none"> • Deliver and implement a training program for Volunteer Bush Fire Fighters in the areas of truck driving and pre-season bushfire preparedness and response. 	<ul style="list-style-type: none"> • Training commenced by August 17. 	
<ul style="list-style-type: none"> • Deliver Fire Control Officer pre-season induction and Brigade Operating Procedures awareness sessions. 	<ul style="list-style-type: none"> • All FCO inducted by September 17. 	
<ul style="list-style-type: none"> • Provide regular training sessions on the presentation of evidence and compliance matters to authorised City officers. 	<ul style="list-style-type: none"> • Training program delivered quarterly. 	

DELIVERABLES	MEASURABLE OUTCOMES (to be achieved in 2017/18)	STATUS
<i>Finance: Increase the efficiency and effectiveness of operations to deliver a return on investment for our community</i>		
<ul style="list-style-type: none"> Implement an audit of Emergency Management and Volunteer Bushfire Brigade assets to ensure appropriateness and adequacy. 	<ul style="list-style-type: none"> Prior to high fire season 17/18. 	
<ul style="list-style-type: none"> Develop and implement procedures and use enhanced rostering to guide after-hours and weekend response to incidents in line with community expectations. 	<ul style="list-style-type: none"> Implemented by October 17. 	
<ul style="list-style-type: none"> Arrange and deliver basic training in keyboard typing for Rangers. 	<ul style="list-style-type: none"> Achievement of minimum 25 wpm. 	
<i>Communications: Promote the Ranger and Emergency Services team's status as a regional leader in the delivery of municipal law and community safety programs through innovation and targeted marketing.</i>		
<ul style="list-style-type: none"> Distribute and enforce the Annual Fire Management Notice through targeted compliance in high risk areas of the municipality. 	<ul style="list-style-type: none"> Inspection trends. 	
<ul style="list-style-type: none"> Work with identified high risk communities to encourage and develop Bush Fire Ready Action Groups. 	<ul style="list-style-type: none"> Implemented prior to 17/18 Restricted Burning Period. 	
<i>Facilities: Provide and maintain the highest standard in buildings and containment yards for animal impoundment and management. Seek continuous improvement in the quality and suitability of Bushfire Brigade infrastructure.</i>		
<ul style="list-style-type: none"> Commission an extension to the existing Ranger and Emergency Services storage building to provide adequate security for team assets and impounded goods or evidence. 	<ul style="list-style-type: none"> Commissioned by February 18. 	

ANNEXURE 3 - STATISTICAL DATA

Customer Service Requests 2013/14 to 2017/18					
Animal Management	13/14	14/15	15/16	16/17	17/18
DOGS WANDERING	343	727	651	740	754
DOG ATTACKS	48	117	91	130	122
ANIMAL REGISTRATION / PERMITS	3	22	11	29	63
DOGS BARKING	114	208	139	123	121
DOG NUISANCE (NOT BARKING)	28	35	36	35	41
CAT NUISANCE	31	68	84	85	82
NUISANCE - OTHER ANIMALS	21	40	49	32	43
STRAYING STOCK	89	145	138	149	169
Miscellaneous, Camping and Traffic Control					
ABANDONED VEHICLES	23	79	94	101	108
SHARK SIGHTINGS/BEACH CLOSURES	7	3	12	12	5
SIGN APPLICATIONS/COMPLAINTS	7	12	15	33	22
RUBBISH DUMPING	55	114	119	113	83
ILLEGAL CAMPING	58	55	82	73	55
OFF-ROAD VEHICLES	12	71	45	73	53
MISCELLANEOUS	43	111	103	58	50
ILLEGAL CLEARING	2	0	0	10	9
Fire					
FIRE RELATED	57	124	127	141	129
Parking Services					
PARKING & OBSTRUCTIONS	93	145	153	170	182
Reviews					16
TOTAL	1,034	2,076	1,949	2,107	2,107



DIS121: PLANNING AND BUILDING REPORTS AUGUST 2018

Proponent / Owner : City of Albany.
Attachments : Planning and Building Reports August 2018
Report Prepared By : Administration Officer – Planning (M Gray)
Administration Officer – Development Services (Z Sewell)
Responsible Officers: : Executive Director Development Services (P Camins)

RECOMMENDATION

DIS121: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR STEPHENS

THAT Council NOTE the Planning and Building Reports for August 2018.

CARRIED 11-0

14. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL Nil**
15. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil**
16. **REPORTS OF CITY OFFICERS Nil**
17. **MEETING CLOSED TO PUBLIC Nil**
18. **CLOSURE**

There being no further business the Mayor declared the meeting closed at **6.19pm**



Dennis W Wellington
MAYOR