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# ATTACHMENTS

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Ordinary Meeting of Council

Tuesday 25 June 2024

ORDINARY COUNCIL MEETING  
ATTACHMENTS – 25/06/2024

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CITY OF ALBANY  
MONTHLY FINANCIAL REPORT  
Containing the Statement of Financial Activity  
and the Statement of Financial Position  
FOR THE PERIOD ENDED 30 APRIL 2024

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

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CITY OF ALBANY  
COMPILATION REPORT  
FOR THE PERIOD ENDED 30 APRIL 2024

**Report Purpose**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulations 34 and 35.

**Overview**

No significant matters are noted.

**Statement Of Financial Activity by Nature Classifications**

Shows a closing surplus for the period ended 30 April 2024 of \$20,555,714.

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

**Preparation**

Prepared by: P. Martin  
*Financial Services Coordinator*

Reviewed by: S. Van Nierop  
*Manager Finance*

Date prepared: 29-May-2024



**CITY OF ALBANY**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**BY NATURE CLASSIFICATIONS**  
**FOR THE PERIOD ENDED 30 APRIL 2024**

	Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a) /(a)	Var.
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		44,305,190	44,310,190	44,250,904	44,285,373	34,469	0%	
Grants, subsidies and contributions		11,261,837	11,378,348	9,728,012	5,039,036	(4,688,976)	(48%)	▼
Fees and charges		21,086,786	21,510,582	18,360,285	20,282,241	1,921,956	10%	▲
Profit on asset disposal		240,714	240,714	240,714	383,413	142,699	59%	▲
Interest Earnings		2,444,106	3,743,031	3,306,880	3,478,335	171,455	5%	▲
Other Revenue		180,000	180,000	129,214	143,211	13,997	11%	
		79,518,633	81,362,865	76,016,009	73,611,610			
<b>Expenditure from operating activities</b>								
Employee costs		(32,672,645)	(32,749,022)	(26,601,358)	(25,651,516)	949,842	(4%)	▼
Materials and contracts		(29,728,256)	(30,337,885)	(23,143,973)	(20,086,827)	3,057,146	(13%)	▼
Utility charges		(1,844,438)	(1,919,438)	(1,529,349)	(1,402,055)	127,294	(8%)	▼
Depreciation on non-current assets		(18,328,835)	(19,420,338)	(15,866,768)	(15,787,106)	79,662	(1%)	
Finance costs		(428,177)	(428,177)	(145,573)	(147,052)	(1,479)	1%	
Insurance expenses		(922,590)	(922,590)	(776,016)	(744,622)	31,394	(4%)	
Loss on asset disposal		(790,336)	(790,336)	(90,000)	(189,663)	(99,663)	111%	
Other expenditure		(3,212,291)	(3,458,160)	(2,483,912)	(2,455,159)	28,753	(1%)	
		(87,927,568)	(90,025,946)	(70,636,949)	(66,464,001)			
<b>Non-cash amounts excluded from operating activities</b>								
Add: Depreciation on assets		18,328,835	19,420,338	15,866,768	15,787,106	(79,662)	(1%)	
Add: Loss on disposal of assets		790,336	790,336	90,000	189,663	99,663	111%	
Less: Profit of disposal of assets		(240,714)	(240,714)	(240,714)	(383,413)	(142,699)	59%	▼
Add: Implicit Interest		185,198	185,198	13,812	12,840	(972)	(7%)	
Movement in Value of Investments		-	-	-	(5,469)	(5,469)	-	
		19,063,655	20,155,158	15,729,866	15,600,727			
<b>Amount attributable to operating activities</b>		10,654,720	11,492,077	21,108,926	22,748,336			
<b>INVESTING ACTIVITIES</b>								
Capital grants, subsidies and contributions		24,579,122	24,460,751	10,698,703	5,313,422	(5,385,281)	(50%)	▼
Proceeds from disposal of assets		1,526,600	1,526,600	1,144,950	937,118	(207,832)	(18%)	▼
Purchase of property, plant and equipment	5	(13,433,359)	(14,659,720)	(10,413,296)	(5,300,012)	5,113,284	(49%)	▲
Purchase and construction of infrastructure	5	(39,005,951)	(39,517,125)	(26,991,369)	(11,676,206)	15,315,163	(57%)	▲
Non-current to current movement		-	-	-	5,010	5,010	100%	
<b>Amount attributable to investing activities</b>		(26,333,588)	(28,189,494)	(25,561,012)	(10,720,668)			
<b>FINANCING ACTIVITIES</b>								
Repayment of borrowings		(1,649,137)	(1,649,137)	(982,152)	(982,179)	(27)	0%	
Proceeds from borrowings		1,495,000	1,495,000	-	-	-	-	
Proceeds from self-supporting loans		14,611	14,611	14,611	14,611	-	-	
Payments for principal portion of lease liabilities		(193,101)	(193,101)	(160,850)	(153,172)	7,678	(5%)	
Transfers to reserves (restricted assets)		(19,585,548)	(21,491,252)	-	-	-	-	
Transfers from reserves (restricted assets)		31,102,861	34,634,222	5,761,712	5,761,712	-	-	
<b>Amount attributable to financing activities</b>		11,184,686	12,810,343	4,633,321	4,640,972			
<b>Surplus/(Deficit) for current financial year</b>		(4,494,182)	(3,887,074)	181,236	16,668,640			
Surplus/(Deficit) at start of financial year		4,494,182	3,887,074	3,887,074	3,887,074	-	-	
<b>Surplus/(Deficit): closing funding position</b>		-	-	4,068,310	20,555,714			

**CITY OF ALBANY**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 APRIL 2024**

	Ref Note	30 April 2024	30 June 2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	73,402,735	64,709,943
Trade and other receivables		4,094,290	3,635,032
Other financial assets	2	0	14,611
Inventories	2	1,339,083	1,344,944
Other assets		3,579,838	2,365,598
<b>TOTAL CURRENT ASSETS</b>		<b>82,415,946</b>	72,070,128
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		1,663,889	1,663,889
Other financial assets		316,972	311,503
Property, plant and equipment		170,139,920	169,802,599
Infrastructure		426,541,062	425,931,419
Right-of-use assets		575,113	726,247
Intangible assets		3,318,265	3,660,151
<b>TOTAL NON-CURRENT ASSETS</b>		<b>602,555,221</b>	602,095,808
<b>TOTAL ASSETS</b>		<b>684,971,167</b>	674,165,935
<b>CURRENT LIABILITIES</b>			
Trade and other payables		8,639,880	9,275,402
Contract liabilities		3,239,439	2,967,929
Lease liabilities		39,934	193,207
Borrowings		540,477	1,522,656
Employee related provisions		6,344,228	6,513,774
Other provisions		208,501	208,501
<b>TOTAL CURRENT LIABILITIES</b>		<b>19,012,459</b>	20,681,469
<b>NON-CURRENT LIABILITIES</b>			
Other liabilities		850,531	850,531
Lease liabilities		656,161	656,161
Borrowings		3,867,934	3,867,934
Employee related provisions		629,810	629,810
Other provisions		9,359,114	9,359,114
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>15,363,550</b>	15,363,550
<b>TOTAL LIABILITIES</b>		<b>34,376,009</b>	36,045,019
<b>NET ASSETS</b>		<b>650,595,157</b>	638,120,917
<b>EQUITY</b>			
Retained surplus		344,279,687	331,805,447
Reserve accounts		49,161,207	49,161,207
Revaluation surplus		257,154,263	257,154,263
<b>TOTAL EQUITY</b>		<b>650,595,157</b>	638,120,917

CITY OF ALBANY  
NOTES TO THE MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 APRIL 2024

BASIS OF PREPARATION

**BASIS OF PREPARATION**

The City has reclassified a small number of accounts for comparative purposes. The impact of these reclassifications are considered minor and immaterial and have been made to improve the reporting alignment of the monthly financial report and the annual financial statements.

**REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34 and 35*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 April 2024

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 30 APRIL 2024

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Rates	34,469	0%			No material variance noted.
Grants, subsidies and contributions	(4,688,976)	-48%	▼	Timing / Permanent	Total grants, subsidies, and contributions recognized for the period ending 30 April 2024, are tracking ↓\$583k (-10.37%) relative to the equivalent reporting period in FY22/23. The current overall negative variance to budget results from the budget phasing associated with the income receivable for the Motorplex project: Actual \$2.51m vs. Budget \$7.24m (↓\$4.73m). It is anticipated that the reportable variance against grants, subsidies, and contributions will change considerably over the coming months.
Fees and charges	1,921,956	10%	▲	Permanent	Fees and charges income recognized for the period ending 30 April 2024 is tracking ↑\$1.84m (9.08%) relative to the same period in FY22/23 and ↑\$3.11m (15.32%) relative to FY21/22. Business units that have derived notable fees and charges in excess of the YTD budget include: Waste Income: Actual \$9.56m vs. Budget \$9.03m (↑\$527k or 5.84%), ALAC: Actual \$2.46m vs. Budget \$1.97m (↑\$471k or 23.70%), and Airport: Actual \$2.03m vs. Budget \$1.82m (↑\$211k or 11.61%).
Profit on Asset disposal	142,699	59%	▲	Permanent	The variance is primarily due to transactions involving the budgeted disposal of land, where the City received a higher margin than forecast, resulting in this favourable variance.
Interest earnings	171,455	5%	▲	Permanent	Interest income recognised to 30 April 2024 is \$3.48m, ahead of the year-to-date budget of \$3.31m. The primary reason for this favourable performance is the City's higher-than-forecast municipal funds available for investment, resulting from cash not being utilized/spent in line with capital and operating expenditure YTD budgets. It is anticipated that interest earnings for FY23/24 will remain ahead of budget phasing for the May and June reporting periods.
Other revenue	13,997	11%			No material variance noted.

NOTE 1 (Continued)

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Expenditure from operating activities</b>					
Employee costs	949,842	-4%	▼	Timing	Further to the WAIRC decision handed down in May 2024, it is expected that the reportable variance in employee costs will diminish significantly from early June, when the back pay for EA employees is processed.  Currently, across the categories of employee costs, the variance is observed in: Salaries and wages: Actual \$18.99m vs. Budget \$19.63m (↓\$638k or -3.25%), Employee provisions: Actual \$2.30m vs. Budget \$2.65m (↓\$350k or -12.89%), and Superannuation: Actual \$2.70m vs. Budget \$2.74m (↓\$36k or -1.32%).
Materials and contracts	3,057,146	-13%	▼	Timing	Materials and contracts expenditure recognized for the period ending 30 April 2024 is tracking ↑\$1.41m (7.01%) relative to FY22/23. This year-over-year increase in expenditure is due to the Motorplex project being budgeted under this line item.  The current underspend against the YTD budget is also primarily attributable to the Motorplex project: Actual \$3.34m vs. Budget \$6.05m (↓\$2.71m or -44.85%).  Excluding the Motorplex, various accounts are tracking either above or below the YTD budget. However, on a net basis, all accounts result in expenditure of \$16.75m, slightly below the YTD budget of \$17.09m (↓\$343k or -2.01%).
Utility charges	127,294	-8%	▼		Utility charges are tracking lower than budget due to credit adjustments related to the City's streetlighting. The City received backdated credits from Synergy, due to being charged incorrect rates (halogen globe rates instead of LED rates for some streetlights).
Depreciation on non-current assets	79,662	-1%			No material variance noted.
Finance costs	(1,479)	1%			No material variance noted.
Insurance expenses	31,394	-4%			No material variance noted.
Loss on asset disposal	(99,663)	111%			No material variance noted.
Other expenditure	28,753	-1%			No material variance noted.
<b>Non-cash amounts excluded from operating activities</b>					
Add: Depreciation on assets	(79,662)	-1%			No material variance noted.
Add: Loss on disposal of assets	99,663	111%			No material variance noted.
Less: Profit of disposal of assets	(142,699)	59%	▼		The variance is primarily due to transactions involving the budgeted disposal of land, where the City received a higher margin than forecast, resulting in this favourable variance.
Movement in Value of Investments	(5,469)	0%			No material variance noted.

NOTE 1 (Continued)

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>INVESTING ACTIVITIES</b>					
Capital grants, subsidies and contributions	(5,385,281)	-50%	▼	Permanent	<p>Income recognition for capital grants is directly tied to the achievement of milestones for projects reported in the City's capital works budget under note 5. Reporting variances to budget will exist at various stages throughout the reporting period.</p> <p>Total capital grants, subsidies, and contributions recorded for the period ending 30 April 2024 are tracking ↓\$1.68m (-24.03%) relative to the equivalent reporting period in FY22/23.</p> <p>Based on the full-year budget of \$24.45m, current reported income equates to 21.72% of the full-year budget. Significant grant income recognition outstanding as of 30 April 2024 includes those for the Surf Reef Project, LRCI grant, Surf Club building project, Trails, and Regional Road Group funding.</p>
Proceeds from disposal of assets	(207,832)	-18%	▼	Timing	<p>YTD PPE disposals made in accordance with the City's fleet replacement program are lower than prescribed in the budget. The timing of disposals is largely influenced by the availability of new vehicles and heavy plant. It is expected that actual PPE disposals will align more closely with the budget as the year progresses.</p> <p>Total proceeds from the disposal of assets for the period ending 30 April FY23/24 are tracking ↑\$678k (262.84%) relative to FY22/23.</p>
Purchase of property, plant and equipment	5,113,284	-49%	▲	Timing	<p>Current expenditure of \$5.30m is equivalent to 36.15% of the full-year budget.</p> <p>Numerous projects are exhibiting variances between project budget phasing and actual expenditure recorded. Notable variances include:</p> <p>Heavy Plant Replacement Program: Actual \$1.96m vs. Budget \$3.68m (↓\$1.71m or -46.54%)                      Surf Lifesaving Club - Middleton Beach: Actual \$166k vs. Budget \$775k (↓\$609k or -78.54%)                      Land Acquisition: Actual \$0 vs. Budget \$550k (↓\$550k or -100.00%)                      Kolgan Bush Fire Facility: Actual \$43k vs. Budget \$482k (↓\$439k or -91.17%)                      Public Toilets - Public Toilet Renewal: Actual \$200k vs. Budget \$530k (↓\$330k or -62.25%)                      National Anzac Centre - Capital Refresh: Actual \$0 vs. Budget \$147k (↓\$147k or -100.00%)                      ALAC - Filter Sand &amp; Leisure Pools Shelters: Actual \$0 vs. Budget \$120k (↓\$120k or -100.00%)</p> <p>Variations between actual and budget are likely to be observed throughout the remainder of the financial year.</p>

NOTE 1 (Continued)

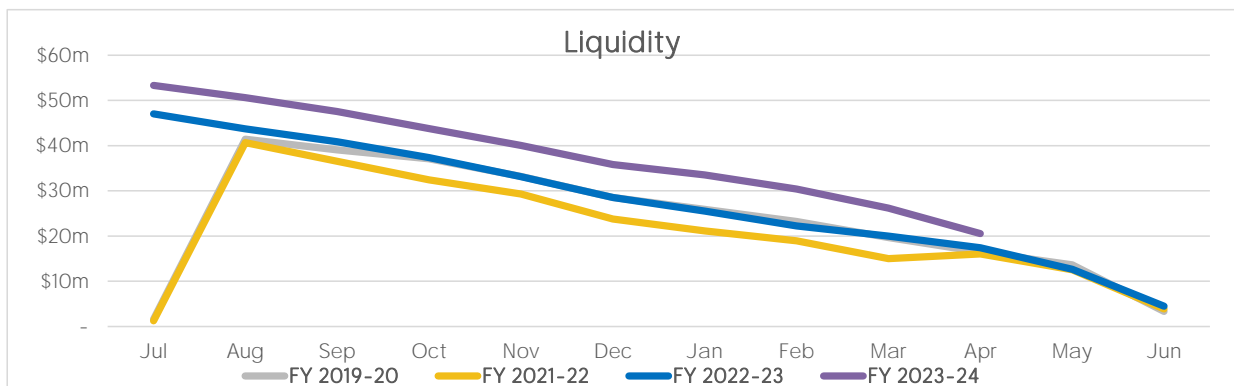
EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>INVESTING ACTIVITIES (Continued)</b>					
Purchase and construction of infrastructure	15,315,163	-57%	▲	Permanent	<p>The current expenditure of \$11.67m represents 29.55% of the full-year budget.</p> <p>The phasing of infrastructure project budgets to align with construction periods has led to an increased number of projects with a reportable variance for the April reporting period. Projects with significant year-to-date variances are noted below:</p> <p>Albany Artificial Surf Reef Capital Expenditure: Actual \$30k vs. Budget \$3.73m (↓\$3.70m or -99.20%)                      Transfer Station Construction: Actual \$37k vs. Budget \$2.02m (↓\$1,983k or -98.17%)                      Middleton Road Link Shared Path (E100%): Actual \$25k vs. Budget \$1.00m (↓\$978k or -97.46%)                      Range Road Stage 1A Roundabout (E100%): Actual \$1.24m vs. Budget \$2.11m (↓\$860k or -40.81%)                      Bridge - Hortins Drain: Actual \$0 vs. Budget \$845k (↓\$845k or -100.00%)                      AHW Asphalt Overlay (R100%): Actual \$221k vs. Budget \$1.00m (↓\$786k or -78.06%)                      York/Proudlove - Realignment of Kerbing: Actual \$19k vs. Budget \$610k (↓\$591k or -96.88%)                      Maley Pl / Bardley Rd / Ulster Rd / Hardie Rd Path: Actual \$10k vs. Budget \$568k (↓\$557k or -98.16%)                      Lockyer Avenue / York Street Stage 1: Actual \$889k vs. Budget \$1,440k (↓\$551k or -38.26%)                      Stirling Tce - Replace Paving: Actual \$3k vs. Budget \$319k (↓\$316k or -99.06%)                      Marine Drive - Lookout Refurbishment: Actual \$8k vs. Budget \$267k (↓\$259k or -97.09%)                      Shed - Bakers Junction Waste Facility: Actual \$1k vs. Budget \$217k (↓\$216k or -99.71%)</p> <p>Variations between actual and budget are expected to be observed throughout the remainder of the financial year.</p>
Non-current to current movement	5,010	100%			No material variance noted.
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	(27)	0%			No material variance noted.
Proceeds from borrowings	-	0%			No material variance noted.
Proceeds from self-supporting loans	-	0%			No material variance noted.
Payments for principal portion of lease liabilities	7,678	-5%			No material variance noted.
Restricted Cash Utilised	-				No material variance noted.
Transfers to reserves (restricted assets)	-	0%			No material variance noted.
Transfers from reserves (restricted assets)	-	0%			No material variance noted.
Surplus/(Deficit) at start of financial year	-	0%			No material variance noted.

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 30 APRIL 2024

NOTE 2  
 NET CURRENT ASSETS & FUNDING POSITION

	Ref Note	FOR THE PERIOD ENDED 30 APRIL 2024	FOR THE PERIOD ENDED 31 MARCH 2024	FOR THE PERIOD ENDED 30 APRIL 2023
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	3	28,722,777	32,577,994	28,033,564
Cash - Restricted	3	44,679,958	44,567,831	42,015,777
Trade Receivables - Rates and Rubbish	4	2,343,494	3,593,419	2,377,666
Trade Receivables - Other		1,750,796	1,972,668	1,337,818
Inventories		1,339,081	1,284,201	893,692
Grants Receivable		1,345,985	1,381,131	645,275
Other Current Assets		2,233,853	2,612,552	1,532,670
Other Financial Assets - Self Supporting Loan		-	7,363	-
		<b>82,415,944</b>	<b>87,997,159</b>	<b>76,836,461</b>
<b>Less: Current Liabilities</b>				
Trade & Other Payables		(8,639,882)	(8,411,508)	(7,801,808)
Contract Liabilities		(3,239,439)	(3,393,441)	(3,746,678)
Lease Liabilities		(39,934)	(55,344)	(31,811)
Borrowings		(540,477)	(707,083)	(904,564)
Provisions		(6,552,729)	(6,572,670)	(6,670,941)
		<b>(19,012,460)</b>	<b>(19,140,046)</b>	<b>(19,155,803)</b>
<b>Net Current Assets</b>		<b>63,403,484</b>	<b>68,857,113</b>	<b>57,680,659</b>
<b>Adjustments</b>				
Add Back: Borrowings		540,477	707,083	904,564
Add Back: ROU liabilities		39,934	55,344	31,811
Add Back: Head-lease liability amortisation		101	101	96
Add Back: Implicit Interest		12,840	11,650	13,226
(Less): Cash Backed Reserves		(43,441,121)	(43,441,121)	(41,203,283)
(Less): Other Financial Assets - Self Supporting Loan		-	(7,363)	-
		<b>(42,847,770)</b>	<b>(42,674,305)</b>	<b>(40,253,586)</b>
<b>Net Current Funding Position</b>		<b>20,555,714</b>	<b>26,182,808</b>	<b>17,427,072</b>



**COMMENTS:**

The Net Current Funding Position for the reporting period ending 30-Apr-2024 is ↑\$3.13m (15.22%) relative to the same period in FY22/23. This YoY increase in liquidity is attributable to increased rates billing, the derivation of higher fees & charges & the timing of transfers from the Unspent Grants Reserve.

No significant matters noted.



CITY OF ALBANY  
NOTES TO THE MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 APRIL 2024

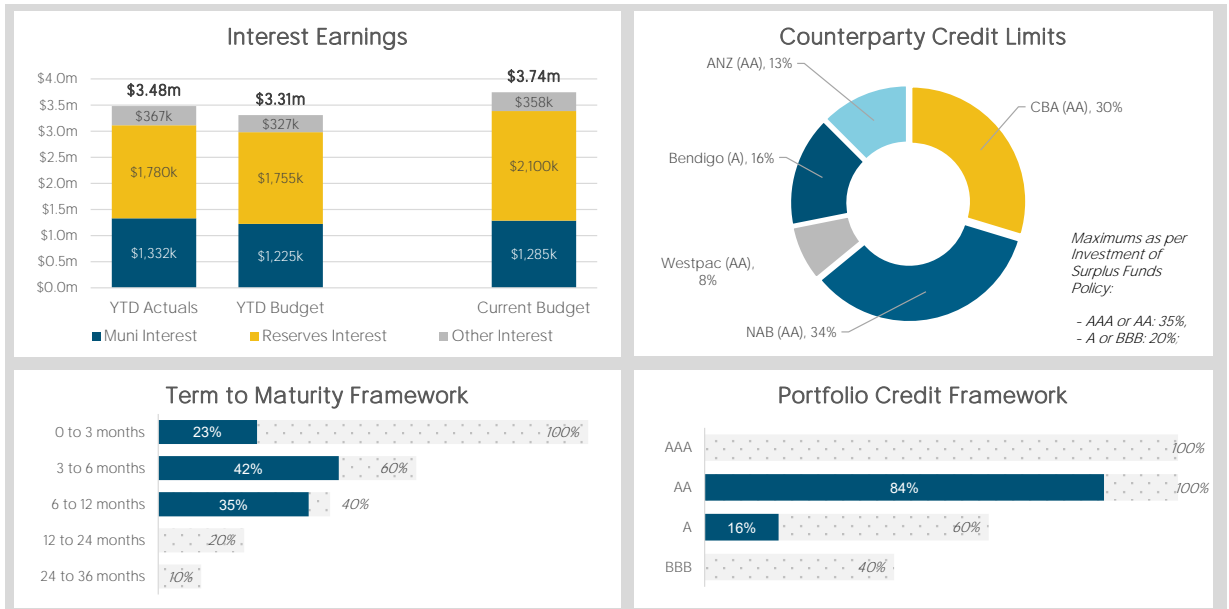
NOTE 3  
CASH INVESTMENTS

TERM DEPOSITS

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	NAB	AA	5.05%	05-Feb-24	06-May-24	0 to 3 months	2,500,000	31,476
General Municipal	CBA	AA	4.79%	28-Feb-24	29-May-24	0 to 3 months	2,000,000	23,884
General Municipal	NAB	AA	5.05%	19-Mar-24	17-Jun-24	0 to 3 months	4,000,000	49,808
General Municipal	NAB	AA	5.00%	03-Apr-24	02-Jul-24	0 to 3 months	3,000,000	36,986
General Municipal	Bendigo	A	5.01%	12-Jan-24	10-Jul-24	3 to 6 months	2,000,000	49,414
General Municipal	ANZ	AA	4.94%	29-Apr-24	29-Jul-24	0 to 3 months	3,000,000	36,948
General Municipal	Bendigo	A	4.90%	30-Apr-24	30-Aug-24	3 to 6 months	3,000,000	49,134
							<b>19,500,000</b>	<b>277,651</b>
Reserves (Restricted)	ANZ	AA	4.90%	04-Jan-24	04-Jun-24	3 to 6 months	5,000,000	102,027
Reserves (Restricted)	CBA	AA	5.02%	08-Jan-24	06-Jun-24	3 to 6 months	7,000,000	144,411
Reserves (Restricted)	NAB	AA	5.20%	20-Nov-23	17-Jun-24	6 to 12 months	5,000,000	149,589
Reserves (Restricted)	CBA	AA	5.06%	12-Feb-24	12-Aug-24	3 to 6 months	5,000,000	126,153
Reserves (Restricted)	CBA	AA	5.31%	29-Nov-23	26-Aug-24	6 to 12 months	5,000,000	197,125
Reserves (Restricted)	Bendigo	A	5.13%	29-Apr-24	29-Oct-24	3 to 6 months	5,000,000	128,601
Reserves (Restricted)	Westpac	AA	5.15%	29-Nov-23	29-Nov-24	6 to 12 months	5,000,000	258,205
Reserves (Restricted)	NAB	AA	5.25%	04-Dec-23	03-Dec-24	6 to 12 months	7,500,000	393,750
							<b>44,500,000</b>	<b>1,499,862</b>
<b>Weighted Average Interest Rate:</b>			<b>5.08%</b>	<b>SubTotal: Term Deposits:</b>			<b>64,000,000</b>	<b>1,777,514</b>

FUNDS AT-CALL

Type	Institution	S&P Rating	Interest Rate	Name / Purpose	Balance (\$)	
General Municipal	CBA	AA	4.25%	Municipal Operating Account	4,378,497	
General Municipal	CBA	AA	4.35%	Municipal Savings Account	4,844,280	
Reserves (Restricted)	CBA	AA	4.25%	Reserve Transactional Account	171,722	
Reserves (Restricted)	CBA	AA	4.25%	NAC Reserve Account	8,236	
<b>Weighted Average Interest Rate:</b>			<b>4.30%</b>	<b>SubTotal: Funds At-Call:</b>		<b>9,402,735</b>
<b>TOTAL Weighted Average Interest Rate:</b>			<b>4.98%</b>	<b>Total Cash:</b>		<b>73,402,735</b>



COMMENTS:

Year-on-year movement in cash investment portfolio:

	30/04/2024	30/04/2023	\$ MVT	% MVT
Municipal	\$19.5m	\$21.0m	-\$1.5m	-7.14%
Reserve	\$44.5m	\$41.5m	\$3.0m	7.23%
<b>Total</b>	<b>\$64.0m</b>	<b>\$62.5m</b>	<b>\$1.5m</b>	<b>2.40%</b>
Average Return**	<b>5.08%</b>	<b>4.02%</b>		<b>1.06%</b>

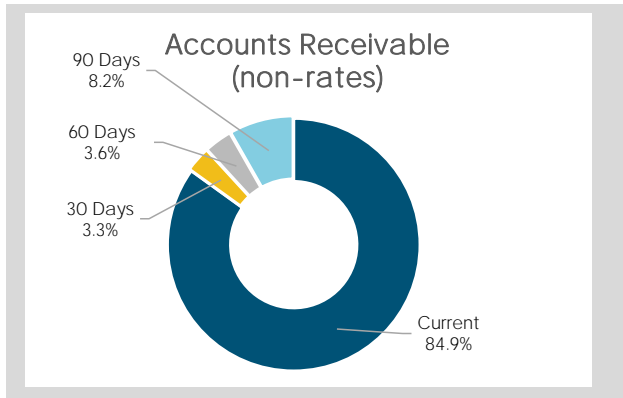
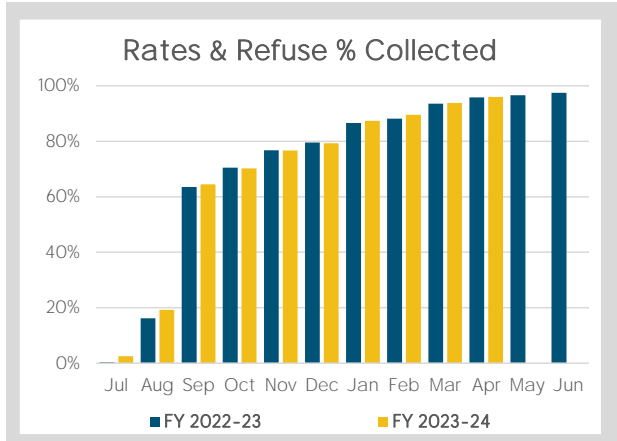
\*\*Weighted Average Interest Rate for Term Deposits only

As at 30 April 2024, the City did not have any funds invested in an ESG or similar type term deposit investments.

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 30 APRIL 2024

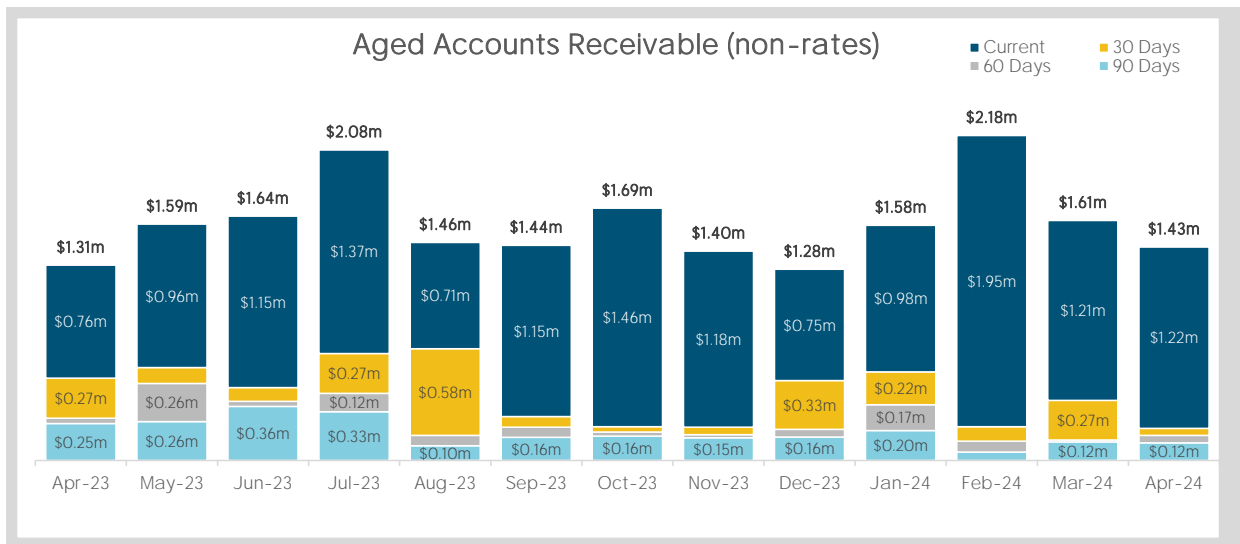
NOTE 4  
 RECEIVABLES

Rates & Refuse % Collected	\$
Opening Arrears Previous Years	1,417,864
Rates Levied	44,285,373
Refuse Levied	8,716,483
ESL Levied	3,758,805
Other Charges Levied	383,907
<b>Amount Levied</b>	<b>58,562,432</b>
(Less): Collections	(56,218,938)
<b>Total Rates &amp; Charges Collectable</b>	<b>2,343,494</b>
% Collected	96.0%



Accounts Receivable (non-rates)	\$	%
Current	1,216,116	84.9%
30 Days	46,581	3.3%
60 Days	51,166	3.6%
90 Days	117,969	8.2%
<b>Total</b>	<b>1,431,832</b>	<b>100%</b>

Amounts shown above include GST  
 (where applicable)

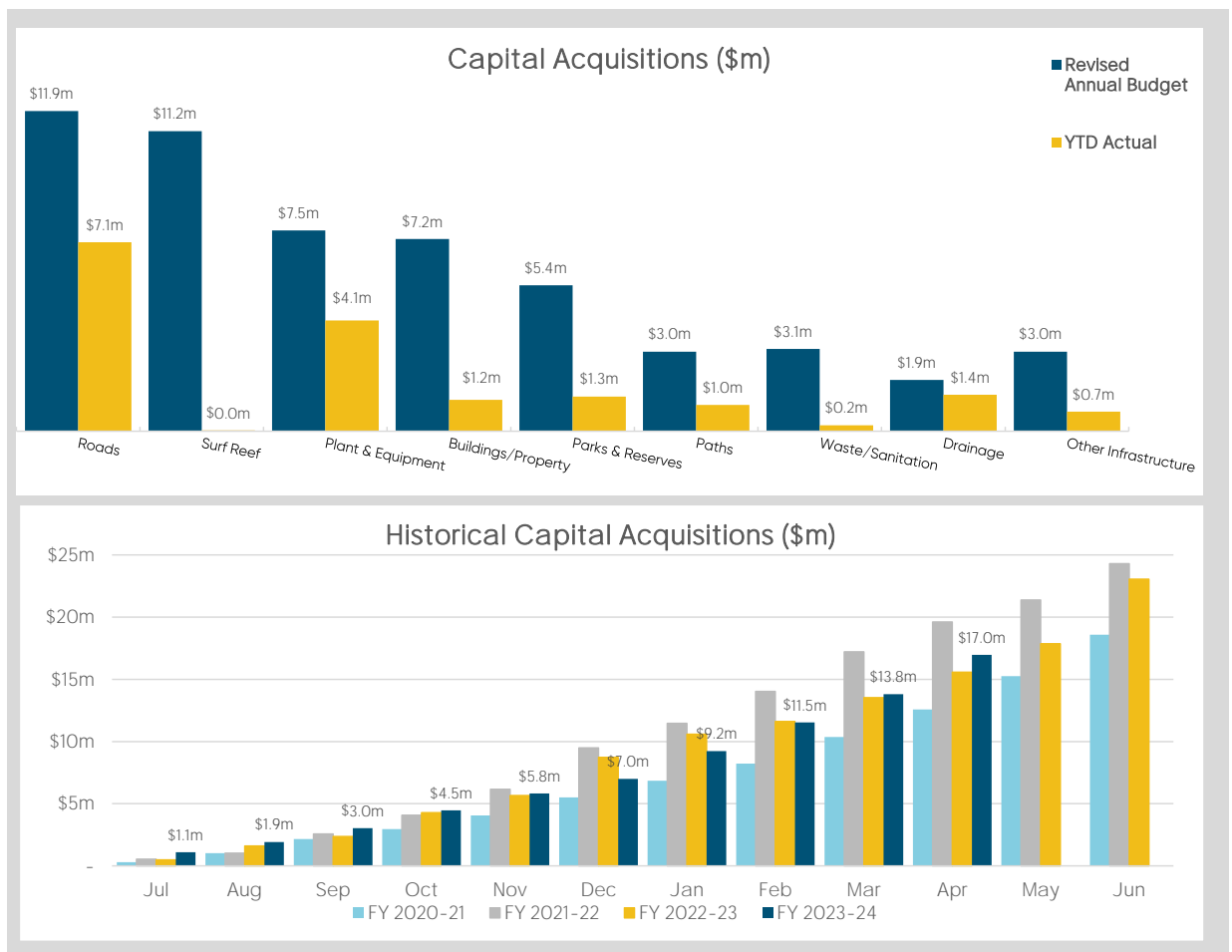


COMMENTS:  
 No significant matters noted.

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 30 APRIL 2024

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.
	\$	\$	\$	\$	\$	%	
Roads	11,965,286	11,947,263	11,052,756	<b>7,053,591</b>	(3,999,165)	(36%)	▼
Surf Reef	11,200,000	11,200,000	3,732,960	<b>30,008</b>	(3,702,952)	(99%)	▼
Plant & Equipment	7,308,069	7,489,983	6,202,445	<b>4,132,218</b>	(2,070,226)	(33%)	▼
Buildings/Property	6,125,290	7,169,737	4,210,851	<b>1,167,794</b>	(3,043,057)	(72%)	▼
Parks & Reserves	5,553,604	5,446,730	2,378,784	<b>1,295,649</b>	(1,083,135)	(46%)	▼
Paths	3,272,464	2,970,330	2,920,303	<b>979,797</b>	(1,940,506)	(66%)	▼
Waste/Sanitation	2,826,229	3,067,574	3,014,963	<b>224,412</b>	(2,790,551)	(93%)	▼
Drainage	2,364,930	1,914,930	1,493,670	<b>1,358,473</b>	(135,197)	(9%)	▼
Other Infrastructure	1,823,438	2,970,298	2,397,933	<b>734,277</b>	(1,663,656)	(69%)	▼
<b>Total Capital Acquisitions</b>	<b>52,439,310</b>	<b>54,176,845</b>	<b>37,404,665</b>	<b>16,976,218</b>	<b>(20,428,447)</b>	<b>(55%)</b>	<b>▼</b>



**COMMENTS:**  
 Total Capital Acquisitions of \$16.98m for the period ending 30 April 2024 equates to 31.33% of the current full year budget. YTD spend of \$13.56m is tracking up \$1.41m (8.29%) relative to the equivalent reporting period in FY22/23, where total Capital Acquisitions recorded were \$15.57m and down \$2.63m (-15.49%) relative to the equivalent reporting period in FY21/22 where total Capital Acquisitions recorded were \$19.61m.

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 29 APRIL 2024**

<b>CREDIT CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
16/04/2024	REX	Flights - A Sharpe - NACAG Meeting	\$407.41
23/04/2024	CITADINES ST GEORGES T	Parking - A Sharpe - WAIRC Hearing	\$91.35
23/04/2024	SQ *UNCLE BILLY'S CHIN	Meals - A Sharpe, M Gilfellon, D Waugh - WAIRC Hearing	\$89.73
23/04/2024	LA VEEN COFFEE	Meals - A Sharpe, M Gilfellon and D Waugh - WAIRC Hearing	\$39.10
24/04/2024	SQ *SWISH COFFEE BREWE	Meals - A Sharpe and D Waugh - WAIRC Hearing	\$27.50
26/04/2024	SUSHI HUB PERTH	Meals - A Sharpe and D Waugh - WAIRC Hearing	\$32.60
29/04/2024	PUBLIC TRANSPORT AUTHORITY	Public Transport - A Sharpe, N Watson and I Clarke - NACAG Meeting	\$15.30
29/04/2024	PUBLIC TRANSPORT AUTHORITY	Public Transport - A Sharpe, N Watson, I Clarke and C Crane - NACAG Meeting	\$25.50
29/04/2024	BASILICA PERTH WA	Meals - A Sharpe and D Waugh - WAIRC Hearing	\$12.00
29/04/2024	BASILICA PERTH WA	Meals - A Sharpe and D Waugh - WAIRC Hearing	\$25.00
08/04/2024	REX	Flights - Mayor G Stocks - NACAG Meeting	\$710.49
18/04/2024	REX	Refund - REX System Error	-\$747.65
22/04/2024	ROYALE PATISSERIE	Meals - Mayor G Stocks - Meetings	\$8.60
02/04/2024	DYN*DYN.COM/CHARGE	Internet DNS Software	\$151.63
02/04/2024	INTNL TRANSACTION FEE	International Transaction Fee	\$3.79
02/04/2024	REX	Flight - One-way - M Gilfellon and D Waugh - WAIRC Hearing	\$614.79
02/04/2024	STARLINK AUSTRALIA PTY	Internet for FCV Emergency Services	\$374.00
04/04/2024	TRAVEL 72699828838826	Refund - Accommodation - Tourism Conference	-\$302.00
05/04/2024	REZDY	Monthly Subscription to Rezdy Booking Platform for NAC	\$290.07
08/04/2024	YARNMARKETPLACE	NAIDOC Week Uniforms for Customer Service Team	\$44.12
15/04/2024	YARNMARKETPLACE	NAIDOC Week Uniforms for Reserves Team	\$283.25
17/04/2024	REX	Flight - One-way - M Gilfellon - WAIRC Hearing	\$373.83
19/04/2024	METRO HOTEL PERTH CITY	Accommodation - C Miller - Rates Training	\$407.24
19/04/2024	WINDSOR LODGE	Accommodation & Meals - H Bell - LG Professionals Meetings	\$287.00
22/04/2024	REZDY	Booking Charges for AVC over monthly allowance	\$0.83
22/04/2024	YODECK.COM FLIPNODE	Online Advertising portal for TV's at Airport	\$103.77
22/04/2024	INTNL TRANSACTION FEE	International Transaction Fee	\$2.59
22/04/2024	PUBLIC TRANSPORT AUTHO	Public Transport - M Gilfellon - WAIRC Hearing	\$5.10
22/04/2024	PUBLIC TRANSPORT AUTHO	Public Transport - M Gilfellon - WAIRC Hearing	\$5.10
22/04/2024	GRILLD PTY LTD - BROOK	Meals - M Gilfellon - WAIRC Hearing	\$29.80

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 29 APRIL 2024**

<b>CREDIT CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
23/04/2024	PUBLIC TRANSPORT AUTHO	Public Transport - M Gilfellon - WAIRC Hearing	\$5.10
26/04/2024	ZOOM.US 888-799-9666	Video Conferencing Facility for COA	\$190.34
28/03/2024	SHOPIFY 223289203	Forts Store Online Postal Shipping Rates (Ongoing)	\$15.32
28/03/2024	INTNL TRANSACTION FEE	International Transaction Fee	\$0.38
03/04/2024	CANVA* 04104-27467003	Yearly Subscription - Albany Public Library	\$167.88
03/04/2024	REX	Flights - N Watson - NACAG Meeting	\$747.65
03/04/2024	REX	Flights - I Clarke - NACAG Meeting	\$747.65
04/04/2024	REX	Flights - C Crane - NACAG Meeting	\$747.65
04/04/2024	SCREEN-CAREERS.FLYWHEEL	Training - Set Educated & Crew Skills - A Kiddle	\$154.00
04/04/2024	REX	Flights - E Polette - Better Beginnings Early Literacy Training	\$747.65
08/04/2024	QUAY PERTH	Accommodation - C Crane - NACAG Meeting	\$203.67
08/04/2024	NARROGIN MOTEL	Accommodation - A Sims & R McCreedy - Wagin, Williams, Dumbleyung Libraries Migration - Spydus Consortium	\$378.00
08/04/2024	INTUIT MAILCHIMP	Monthly Marketing Plan - Communications	\$521.29
08/04/2024	GRANDE OLDE DUMBLEYUN	Accommodation - A Sims & R McCreedy - Wagin, Williams, Dumbleyung Libraries Migration - Spydus Consortium	\$233.80
09/04/2024	FACEBK *L48FRYBX52	Facebook and Instagram Advertising	\$38.94
09/04/2024	FACEBK *L48FRYBX52	Facebook and Instagram Advertising	\$20.00
09/04/2024	FACEBK *L48FRYBX52	Facebook and Instagram Advertising	\$25.00
09/04/2024	FACEBK *L48FRYBX52	Facebook and Instagram Advertising	\$30.00
09/04/2024	FACEBK *NM5GAZTX52	Facebook and Instagram Advertising	\$2.43
09/04/2024	SOUNDTRACK YOUR BRAND	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service	\$40.20
09/04/2024	INTNL TRANSACTION FEE	International Transaction Fee	\$1.01
10/04/2024	REX	Flights - Set Educated & Crew Skills - A Kiddle	\$781.44
11/04/2024	DEPT OF RACING GAMIN	Occasional Liquor Licence - Zap Circus Event - 2 May 2024 - Albany Town Hall	\$58.50
12/04/2024	REX	Flights - E Boyne - WA Museum Visit	\$373.83
17/04/2024	HOMELESS TRAINING	Resources - Online Homeless Training for 25 Staff - Albany Public Library	\$1,238.38
17/04/2024	INTNL TRANSACTION FEE	International Transaction Fee	\$30.96
17/04/2024	DEPT OF RACING GAMIN	Occasional Liquor Licence - Albany City Band Concert 17/18 May - Albany Town Hall	\$123.00

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 29 APRIL 2024**

<b>CREDIT CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
17/04/2024	DEPT OF RACING GAMIN	Occasional Liquor Licence - "Genocide in the Wildflower" State Documentary Screening - 10 May - Albany Town Hall	\$58.50
18/04/2024	NUNAN FAMILY PROPERT	Accommodation - I Geidans & T Crosby - Gordon Darling Travel Grant	\$280.00
18/04/2024	TOURISMOUN	Registration Fee - R Evans - Accessible Tourism Workshop	\$75.00
19/04/2024	ACHIEVABILITY PTY LTD	Registration Fee - R Evans - Understanding Access & Universal Design in Parks & Playgrounds	\$336.60
22/04/2024	DEPT OF RACING GAMIN	Occasional Liquor Licence - Albany Shanty Festival 5-7 July 2024 - Albany Town Hall	\$253.00
23/04/2024	DOMA ALBANY	Meeting Expense - Community Services Managers Meeting - 6 pax	\$34.45
23/04/2024	GRAMMARLY COJR12S58	Resource Software Subscription - Writing Assistance Checker	\$226.42
23/04/2024	INTNL TRANSACTION FEE	International Transaction Fee	\$5.66
24/04/2024	TEMPLE & WEBSTER	Materials - 5 Outdoor Beanbag Cover - Maritime Festival	\$489.70
24/04/2024	REX	Flights - K Houderrani - SLWA Training	\$747.65
26/04/2024	1112219569 LUXEMBOURG LUX	Monthly Subscription - City of Albany Events App Charge	\$7.41
26/04/2024	TRYBOOKING*GREAT SOUTH	Registration - D Adeline, S Lefroy, K Houderrani - Kwodjet Goorliny Symposium	\$751.50
29/04/2024	SHOIFY	Forts Store Online Postal Shipping Rates (Ongoing)	\$15.39
29/04/2024	INTNL TRANSACTION FEE	International Transaction Fee	\$0.38
29/04/2024	SUPER WOOLSTORE PTY LT HOBART	Accommodation - I Geidans & T Crosby - Gordon Darling Travel Grant	\$1,194.05
03/04/2024	REX	Flights - T Wenbourne - Court Hearing	\$407.41
08/04/2024	TRYBOOKING*GREAT SOUTH	Registration - A McEwan, K White and N Walker - Kwodjet Goorliny Symposium	\$751.50
08/04/2024	DROPBOX BX993VBQC9XS	Dropbox Business Standard Plan	\$302.50
16/04/2024	WWW.SKYMESH.NET.AU	Monthly fee for Cape Riche internet services	\$121.10
18/04/2024	WA GOVERNMENT-DEMIRS	Adding a Class to existing High Risk Work Licence - A Brady	\$43.00
23/04/2024	9055 ROYAL PALMS R	Accommodation - C Hyde - Improved Landfill Management Course	\$435.00
23/04/2024	9055 ROYAL PALMS R	Accommodation - B Griffiths - Improved Landfill Management Course	\$435.00
26/04/2024	CANPRINT COMMUNICATION	NHVR Load Restraint Guide 2018 A5 Booklet	\$29.36
29/04/2024	METRO HOTEL PERTH	Accommodation - B O'Meara - TAFE Course	\$689.75
29/04/2024	PLANNING INSTITUTE	Launch of PIA's PlanTech Best Practice Guidelines	\$20.00
29/04/2024	PLANNING INSTITUTE	Registration - J Dallimore - PIA WA Regional Conference	\$645.00
			<b>\$19,391.24</b>

CITY OF ALBANY

LIST OF ACCOUNTS FOR PAYMENT

FOR THE PERIOD ENDING 15 MAY 2024

PAYROLL TRANSACTIONS				
DATE			DESCRIPTION	AMOUNT
18/04/2024			Salaries	\$784,253.72
22/04/2024			Superannuation	\$308,763.23
02/05/2024			Salaries	\$769,468.35
09/05/2024			Superannuation	\$152,148.25
				<b>\$ 2,014,633.55</b>

CHEQUE TRANSACTIONS				
DATE	CHEQUE	NAME	DESCRIPTION	AMOUNT
				<b>\$0.00</b>

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT174892	18/04/2024	35 DEGREES SOUTH	Surveying Services Q22010(A)	\$2,420.00
EFT175081	24/04/2024	35 DEGREES SOUTH	Surveying Services Q22010(A)	\$5,589.10
EFT175167	24/04/2024	4 STEEL SUPPLIES	Plant / Building Maintenance Supplies	\$16.00
EFT175511	09/05/2024	4 STEEL SUPPLIES	Plant / Building Maintenance Supplies	\$341.00
EFT175043	24/04/2024	56 SOUTH PTY LTD	Utility Diversion Services	\$2,145.00
EFT175026	24/04/2024	ABA SECURITY AND ELECTRICAL	Electrical Services	\$171.88
EFT175204	02/05/2024	A WARD	Staff Reimbursement	\$79.00
EFT175287	02/05/2024	ACUMENTIS ALBANY	Valuation Report	\$1,980.00
EFT174844	18/04/2024	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C23009(B)	\$150,395.55
EFT175027	24/04/2024	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C23009(B)	\$15,432.12
EFT175205	02/05/2024	AD CONTRACTORS PTY LTD	Plant And Equipment Hire C23009(B)	\$6,871.70
EFT175399	09/05/2024	ADAH CASSIDY	Artwork Sales	\$32.80
EFT174881	18/04/2024	A CHESTER	Staff Reimbursement	\$11.60
EFT174845	18/04/2024	ADVERTISER PRINT	Printing Services	\$72.00
EFT175028	24/04/2024	ADVERTISER PRINT	Printing Services	\$46.00
EFT175206	02/05/2024	ADVERTISER PRINT	Printing Services	\$132.00
EFT175360	09/05/2024	ADVERTISER PRINT	Printing Services	\$176.00
EFT175029	24/04/2024	AERODROME MANAGEMENT SERVICES PTY LTD	Line Marking Services	\$21,945.91
EFT175108	24/04/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Parts And Repairs	\$173.70
EFT175270	02/05/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Parts And Repairs	\$6,161.31
EFT175443	09/05/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Parts And Repairs	\$1,033.88
EFT174846	18/04/2024	AFLEX TECHNOLOGY (NZ) LTD	Aflex Pool Inflatable And Blower	\$869.00
EFT175472	09/05/2024	AILA MICHAEL	Artwork Sales	\$218.00
EFT175031	24/04/2024	AIRBORNE MAPPING & PHOTOGRAPHY SERVICES	GIS Consultancy Services	\$1,900.00
EFT175207	02/05/2024	AIRBORNE MAPPING & PHOTOGRAPHY SERVICES	GIS Consultancy Services	\$1,900.00
EFT175032	24/04/2024	AKOYA JEWELLERY	Stock Items - Visitor Centre	\$172.50
EFT175362	09/05/2024	AKOYA JEWELLERY	Stock Items - Visitor Centre	\$165.00
EFT174889	18/04/2024	AL CURNOW HYDRAULICS	Plant Parts And Repairs	\$3,024.54
EFT175079	24/04/2024	AL CURNOW HYDRAULICS	Plant Parts And Repairs	\$1,255.69
EFT175244	02/05/2024	AL CURNOW HYDRAULICS	Plant Parts And Repairs	\$2,241.21



**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

**ELECTRONIC FUND TRANSFER PAYMENTS**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175413	09/05/2024	AL CURNOW HYDRAULICS	Plant Parts And Repairs	\$726.27
EFT175201	02/05/2024	ALBANY 4 X 4 ACCESSORIES	Vehicle Parts / Maintenance	\$438.20
EFT174909	18/04/2024	ALBANY ASPHALT SERVICES - GORDON WALMSLEY PTY LTD	Road Maintenance Services C22011(A)	\$19,850.00
EFT175214	02/05/2024	ALBANY AUTO ONE	Plant Parts And Repairs	\$4,217.70
EFT175229	02/05/2024	ALBANY BITUMEN SPRAYING	Road Maintenance Services Q22066	\$19,092.15
EFT175369	09/05/2024	ALBANY CHAMBER OF COMMERCE AND INDUSTRY INC	Sponsorship Payment	\$3,300.00
EFT174937	18/04/2024	ALBANY CITY MOTORS	Plant Parts And Repairs	\$2,126.71
EFT175127	24/04/2024	ALBANY CITY MOTORS	Plant Parts And Repairs	\$67,578.84
EFT175292	02/05/2024	ALBANY CITY MOTORS	Plant Parts And Repairs	\$709.58
EFT175463	09/05/2024	ALBANY CITY MOTORS	Plant Parts And Repairs	\$189.90
EFT175042	24/04/2024	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$5.00
EFT175374	09/05/2024	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$5.00
EFT175036	24/04/2024	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$10.00
EFT175367	09/05/2024	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$10.00
EFT175301	02/05/2024	ALBANY COMMUNITY PHARMACY	Stock Items - ALAC	\$875.00
EFT175414	09/05/2024	ALBANY CYCLING CLUB	Quick Response Grant Payment	\$1,000.00
EFT175213	02/05/2024	ALBANY ENTERPRISE GROUP	Workshop Presentation	\$2,200.00
EFT175291	02/05/2024	ALBANY EVENT HIRE	Event Hire	\$246.80
EFT175462	09/05/2024	ALBANY EVENT HIRE	Event Hire	\$6,742.20
EFT175361	09/05/2024	ALBANY FENCING CONTRACTORS	Fencing Supply And Install C23006	\$9,929.00
EFT175210	02/05/2024	ALBANY INDOOR PLANT HIRE AND SALES	Plant Hire And Maintenance	\$513.70
EFT175368	09/05/2024	ALBANY INDOOR PLANT HIRE AND SALES	Plant Hire And Maintenance	\$275.28
EFT175041	24/04/2024	ALBANY IRRIGATION & DRILLING	Retic Materials	\$3,708.59
EFT174854	18/04/2024	ALBANY LASERSCAPE	Holiday Program Services	\$1,100.00
EFT174993	18/04/2024	ALBANY LOCK & SECURITY	Locksmith Services	\$630.81
EFT175172	24/04/2024	ALBANY LOCK & SECURITY	Locksmith Services	\$368.38
EFT175332	02/05/2024	ALBANY LOCK & SECURITY	Locksmith Services	\$569.41
EFT175370	09/05/2024	ALBANY MARITIME FOUNDATION	Venue Hire	\$850.00
EFT175373	09/05/2024	ALBANY MILK DISTRIBUTORS	Milk Delivery	\$445.84
EFT175376	09/05/2024	ALBANY MOUNTAIN BIKE CLUB INC	Quick Response Grant	\$1,000.00

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT174952	18/04/2024	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$280.97
EFT175134	24/04/2024	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$98.62
EFT175476	09/05/2024	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$109.09
EFT174853	18/04/2024	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$7,772.00
EFT175039	24/04/2024	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$611.95
EFT175215	02/05/2024	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$416.90
EFT175371	09/05/2024	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$1,422.75
EFT175040	24/04/2024	ALBANY PLASTERBOARD COMPANY	Freight Services	\$880.00
EFT175216	02/05/2024	ALBANY PLASTERBOARD COMPANY	Freight Services	\$880.00
EFT174969	18/04/2024	ALBANY PLUMBING AND GAS	Plumbing & Gas Services C21006	\$6,639.90
EFT175145	24/04/2024	ALBANY PLUMBING AND GAS	Plumbing & Gas Services C21006	\$289.70
EFT175309	02/05/2024	ALBANY PLUMBING AND GAS	Plumbing & Gas Services C21006	\$1,653.15
EFT175491	09/05/2024	ALBANY PLUMBING AND GAS	Plumbing & Gas Services C21006	\$180.00
EFT174848	18/04/2024	ALBANY PRINTERS	Printing Services	\$595.00
EFT175186	24/04/2024	ALBANY PROUD PTY LTD T/A WILSON BREWING	Town Hall Bar Stock	\$1,270.94
EFT175372	09/05/2024	ALBANY PSYCHOLOGICAL SERVICES	EAP Services	\$270.00
EFT175217	02/05/2024	ALBANY QUALITY LAWNMOWING	Lawnmowing	\$130.00
EFT174948	18/04/2024	ALBANY RADIO COMMUNICATIONS	Plant Parts And Repairs	\$161.70
EFT175299	02/05/2024	ALBANY RADIO COMMUNICATIONS	Plant Parts And Repairs	\$206.25
EFT174855	18/04/2024	ALBANY RECORDS MANAGEMENT	Offsite Archive Storage	\$1,949.04
EFT175218	02/05/2024	ALBANY RECORDS MANAGEMENT	Offsite Archive Storage	\$1,485.57
EFT175375	09/05/2024	ALBANY RECORDS MANAGEMENT	Offsite Archive Storage	\$522.50
EFT175211	02/05/2024	ALBANY RETRAVISION	Kitchen Appliances / Whitegoods	\$733.10
EFT175352	03/05/2024	ALBANY RETRAVISION	Kitchen Appliances / Whitegoods	\$2,839.00
EFT174851	18/04/2024	ALBANY RSL SUB BRANCH	Traffic Management	\$2,285.80
EFT174852	18/04/2024	ALBANY SCREENPRINTERS	Stock Items - Forts Store / Branded Merchandise	\$1,275.00
EFT175038	24/04/2024	ALBANY SCREENPRINTERS	Stock Items - Forts Store / Branded Merchandise	\$1,818.00
EFT175380	09/05/2024	ALBANY SHANTY FEST INCORPORATED	Regional Event Grants	\$6,000.00
EFT174885	18/04/2024	ALBANY SIGNS	Sign Printing / Supply	\$3,910.50
EFT175073	24/04/2024	ALBANY SIGNS	Sign Printing / Supply	\$1,023.00

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175408	09/05/2024	ALBANY SIGNS	Sign Printing / Supply	\$231.00
EFT175401	09/05/2024	ALBANY SKIPS AND WASTE SERVICES	Waste Disposal Services	\$287.50
EFT175037	24/04/2024	ALBANY SPEEDWAY CLUB INC	Grant Milestone Payment	\$5,000.00
EFT175035	24/04/2024	ALBANY STATIONERS OFFICE CHOICE	Stationery / Office Supplies	\$6.50
EFT174850	18/04/2024	ALBANY SWEEP CLEAN	Sweeping Services C23005	\$10,406.00
EFT175366	09/05/2024	ALBANY SWEEP CLEAN	Sweeping Services C23005	\$6,083.00
EFT174847	18/04/2024	ALBANY TOYOTA	Vehicle Servicing Q23005 / Purchases	\$1,206.72
EFT175033	24/04/2024	ALBANY TOYOTA	Vehicle Servicing Q23005 / Purchases	\$265.00
EFT175208	02/05/2024	ALBANY TOYOTA	Vehicle Servicing Q23005 / Purchases	\$176.00
EFT175363	09/05/2024	ALBANY TOYOTA	Vehicle Servicing Q23005 / Purchases	\$38,505.25
EFT175365	09/05/2024	ALBANY TV SERVICES	AV Equipment	\$3,267.00
EFT175005	18/04/2024	ALBANY TYREPOWER	Vehicle Parts / Maintenance	\$7,192.80
EFT175181	24/04/2024	ALBANY TYREPOWER	Tyre Maintenance / Supply	\$1,882.60
EFT175518	09/05/2024	ALBANY TYREPOWER	Tyre Maintenance / Supply	\$6,122.80
EFT174849	18/04/2024	ALBANY V-BELT AND RUBBER	Plant Parts And Repairs	\$1,426.75
EFT175034	24/04/2024	ALBANY V-BELT AND RUBBER	Plant Parts And Repairs	\$62.30
EFT175209	02/05/2024	ALBANY V-BELT AND RUBBER	Plant Parts And Repairs	\$34.98
EFT174933	18/04/2024	ALBANY WORLD OF CARS	Vehicle Purchases / Parts	\$84,450.20
EFT175459	09/05/2024	ALBANY WORLD OF CARS	Vehicle Purchases / Parts	\$264.56
EFT175044	24/04/2024	ALINTA	Gas Charges	\$53.05
EFT175219	02/05/2024	ALINTA	Gas Charges	\$38.55
EFT175045	24/04/2024	ALL TRUCK SPARES	Plant Parts And Repairs	\$69.24
EFT175077	24/04/2024	AMANDA CRUSE	Councillor Allowance	\$3,042.50
EFT174856	18/04/2024	AMITY HEALTH LIMITED	EAP Services	\$187.00
EFT174878	18/04/2024	AMPOL AUSTRALIA PETROLEUM PTY LTD	Diesel Delivery	\$79,109.62
EFT175064	24/04/2024	AMPOL AUSTRALIA PETROLEUM PTY LTD	Diesel Delivery	\$24,239.66
EFT175234	02/05/2024	AMPOL AUSTRALIA PETROLEUM PTY LTD	Diesel Delivery	\$34,289.28
EFT175397	09/05/2024	AMPOL AUSTRALIA PETROLEUM PTY LTD	Diesel Delivery	\$19,486.76
EFT175396	09/05/2024	AMPOL LIMITED	Ampolcard Fuel Charges	\$7,338.89
EFT174857	18/04/2024	ANACONDA GROUP PTY LTD	Vehicle Parts / Event Supplies	\$99.99

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175221	02/05/2024	ANACONDA GROUP PTY LTD	Vehicle Parts / Event Supplies	\$35.98
EFT175486	09/05/2024	A & T PATTINSON	Rates Refund	\$1,800.00
EFT174940	18/04/2024	A MCEWAN	Staff Reimbursement	\$262.15
EFT175262	02/05/2024	APPLIED INDUSTRIAL TECHNOLOGIES GREAT SOUTHERN BEARINGS	Plant Parts And Repairs	\$57.93
EFT175378	09/05/2024	ARDESS NURSERY	Vegetation Management Materials	\$67.80
EFT175048	24/04/2024	ARMSTRONG SHINE GROUP PTY LTD	Window Cleaning Services Q23039	\$2,640.00
EFT175223	02/05/2024	ARMSTRONG SHINE GROUP PTY LTD	Window Cleaning Services Q23039	\$1,100.00
EFT175379	09/05/2024	ART ON THE MOVE	Membership Fee	\$150.00
EFT174928	18/04/2024	ARTISTRALIA	Copyright Fee	\$165.00
EFT174860	18/04/2024	ATC WORK SMART	Casual Labour / Apprentices	\$406.40
EFT175049	24/04/2024	ATC WORK SMART	Casual Labour / Apprentices	\$7,253.04
EFT175225	02/05/2024	ATC WORK SMART	Casual Labour / Apprentices	\$6,244.22
EFT175381	09/05/2024	ATC WORK SMART	Casual Labour / Apprentices	\$642.98
EFT175097	24/04/2024	ATC WORK SMART - TRAINING	First Aid Training	\$477.00
EFT175023	19/04/2024	ATCO GAS AUSTRALIA	Relocate Gas Mains	\$75,845.00
EFT175050	24/04/2024	ATTEKUS	Bookable Consulting Fee Q23013	\$1,364.34
EFT175382	09/05/2024	ATTEKUS	Bookable Consulting Fee Q23013	\$123.75
EFT175053	24/04/2024	AUSCOINSWEST	Stock Items - Forts Store	\$1,696.20
EFT175193	24/04/2024	AUSSIE BROADBAND LIMITED	Internet Charges	\$338.00
EFT174861	18/04/2024	AUSTRALIA POST	Postage	\$5,247.85
EFT175093	24/04/2024	AUSTRALIAN GEOGRAPHIC PTY LTD	Advertising	\$1,650.00
EFT174862	18/04/2024	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	Staff Training	\$1,140.00
EFT175222	02/05/2024	AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD T/A APARC	Supply/Install Credit Card Reader / Service Fee	\$2,569.60
EFT175377	09/05/2024	AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD T/A APARC	Supply/Install Credit Card Reader / Service Fee	\$291.24
EFT175052	24/04/2024	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$1,331.50
EFT175384	09/05/2024	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$1,331.50

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175051	24/04/2024	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$239,424.45
EFT175383	09/05/2024	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$232,476.19
EFT175088	24/04/2024	AUSTRALIAN TRAINING MANAGEMENT PTY LTD	Staff Training	\$2,100.00
EFT175252	02/05/2024	AUSTRALIAN TRAINING MANAGEMENT PTY LTD	Staff Training	\$1,750.00
EFT175423	09/05/2024	AUSTRALIAN TRAINING MANAGEMENT PTY LTD	Staff Training	\$5,250.00
EFT174863	18/04/2024	AUSTRALIA'S SOUTH WEST INCORPORATED	Advertising	\$2,000.00
EFT175385	09/05/2024	AVIATION ID AUSTRALIA	ASIC Card Application Fee	\$280.00
EFT174864	18/04/2024	BADGEMATE	Badge Printing	\$206.70
EFT174921	18/04/2024	B & G HIGGINS	Rates Refund	\$782.96
EFT175528	09/05/2024	BARKING WOLF PTY LTD	Workshop Tutoring	\$560.00
EFT174949	18/04/2024	BEST ELECTRICAL ALBANY PTY LTD	Plant Maintenance Services	\$404.95
EFT174868	18/04/2024	BETTER WORLD ARTS PTY LTD	Stock Items - Forts Store	\$621.22
EFT174869	18/04/2024	BEYOND CLARITY	Software Subscription	\$90.75
EFT175228	02/05/2024	BIBBULMUN TRACK FOUNDATION	Stock Items - Visitor Centre	\$350.00
EFT175094	24/04/2024	BILL GIBBS EXCAVATIONS	Plant And Equipment Hire C23009(D)	\$33,984.50
EFT175125	24/04/2024	BJ & AD LUCAS FAMILY TRUST	Stock Items - Forts Store	\$561.00
EFT174925	18/04/2024	BLUE RIBBON STAINLESS	Display Materials	\$681.00
EFT175447	09/05/2024	BLUE RIBBON STAINLESS	Display Materials	\$194.00
EFT174875	18/04/2024	BLUE SKY RENEWABLES PTY LTD	Thermal Energy Charges Q23054	\$27,003.22
EFT174871	18/04/2024	BLUECOAST CONSULTING ENGINEERS PTY LTD	Design Services Q23059	\$27,904.90
EFT174872	18/04/2024	BOC GASES AUSTRALIA LIMITED	Gas Container Charges	\$100.29
EFT175055	24/04/2024	BOC GASES AUSTRALIA LIMITED	Gas Container Charges	\$37.64
EFT175388	09/05/2024	BOC GASES AUSTRALIA LIMITED	Gas Container Charges	\$51.98
EFT174873	18/04/2024	BOOEASY AUSTRALIA PTY LTD	Bookeasy Booking Fee	\$1,335.10
EFT175389	09/05/2024	BRAND CANDY PTY LTD	Branded Candy	\$1,175.00
EFT174962	18/04/2024	BRAYDEN JOHN PARKER	Mowing Services	\$216.25
EFT175394	09/05/2024	BRETT HALL	Community Leadership Grant	\$500.00
EFT175390	09/05/2024	BRIEF INTERVENTION COUNSELLING	EAP Services	\$319.00
EFT175057	24/04/2024	BROCKS	Hardware Supplies / Tools	\$44.55
EFT175060	24/04/2024	BROOKS HEAVY TRANSPORT SERVICE PTY LTD	Plant And Equipment Hire	\$181.50

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT174874	18/04/2024	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$3,924.92
EFT175058	24/04/2024	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$14,375.60
EFT175231	02/05/2024	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$457.39
EFT175391	09/05/2024	BROOKS HIRE SERVICE PTY LTD	Plant And Equipment Hire	\$526.78
EFT175461	09/05/2024	BUCHER MUNICIPAL PTY LTD	Hardware Supplies / Tools	\$4,620.34
EFT175061	24/04/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCITF Levy	\$5,924.28
EFT174877	18/04/2024	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$2,809.00
EFT175062	24/04/2024	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$25,185.84
EFT175233	02/05/2024	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$1,118.68
EFT175392	09/05/2024	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$966.60
EFT175063	24/04/2024	BUNNS VINEYARD	Refreshments	\$720.00
EFT175393	09/05/2024	BUSY BLUE BUS	Rezdy Tour Sales	\$540.60
EFT175395	09/05/2024	CABCHARGE PAYMENTS PTY LTD	Taxi Fairs	\$412.65
EFT175065	24/04/2024	CAMLYN SPRINGS	Water Refills	\$180.00
EFT174900	18/04/2024	C FASOLO	Staff Reimbursement	\$78.10
EFT174997	18/04/2024	C TIPPER	Rates Refund	\$148.30
EFT175404	09/05/2024	C CHEETHAM	Rates Refund	\$370.52
EFT175068	24/04/2024	CENTENNIAL STADIUM INC	Water Charges	\$164.05
EFT175237	02/05/2024	CENTENNIAL STADIUM INC	Electricity Charges	\$224.13
EFT174880	18/04/2024	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance Services C22012	\$2,332.03
EFT175067	24/04/2024	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance Services C22012	\$2,373.07
EFT175236	02/05/2024	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance Services C22012	\$131.38
EFT175402	09/05/2024	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance Services C22012	\$2,666.47
EFT175082	24/04/2024	CGS QUALITY CLEANING	Cleaning Services C23016, C14036	\$123,362.85
EFT175418	09/05/2024	CGS QUALITY CLEANING	Cleaning Services C23016, C14036	\$196.39
EFT175403	09/05/2024	CHADSON ENGINEERING PTY LTD	Water Testing Equipment	\$1,127.50
EFT175409	09/05/2024	C CRANE	Staff Reimbursement	\$30.30
EFT174886	18/04/2024	CHESTERPASS PANEL & PAINT	Insurance Excess	\$600.00
EFT175069	24/04/2024	CHILD SUPPORT AGENCY	Payroll Deductions	\$1,099.32
EFT175405	09/05/2024	CHILD SUPPORT AGENCY	Payroll Deductions	\$1,740.22



**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175070	24/04/2024	CHRISEA DESIGNS	Cleaning / Hygiene Supplies	\$132.00
EFT174882	18/04/2024	CINEFEST OZ	Grant Funding	\$11,000.00
EFT175239	02/05/2024	CIVICA PTY LTD	SMS Charges	\$892.94
EFT175071	24/04/2024	CLEANAWAY PTY LIMITED	Waste Disposal Services P14021	\$309,399.78
EFT175141	24/04/2024	CLEANFLOW ENVIRONMENTAL SOLUTIONS - PERTH PRESSURE JET SERVICES PTY LTD	Drainage Works P23018	\$83,743.84
EFT175212	02/05/2024	COASTAL CRANES ALBANY	Plant And Equipment Hire Q23053	\$522.50
EFT174884	18/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$218.74
EFT175072	24/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$335.85
EFT175240	02/05/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$191.47
EFT175406	09/05/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$530.63
EFT175078	24/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD (ONLINE ONLY)	Groceries	\$157.90
EFT175297	02/05/2024	COLIN JOHN MONTEFIORE	Workshop Tutor Fee	\$280.00
EFT175241	02/05/2024	COMMERCIAL NETMAKERS PTY LTD	Safety Equipment	\$995.50
EFT175412	09/05/2024	COMMUNITY RESOURCES LTD (SOFT LANDING)	Recycling Services Q23028	\$11,139.70
EFT175128	24/04/2024	CRAIG MCKINLEY	Councillor Allowance	\$3,042.50
EFT174887	18/04/2024	CREATIONS HOMES PTY LTD	Building Maintenance Services C23024	\$24,000.00
EFT175076	24/04/2024	CREATIONS HOMES PTY LTD	Building Maintenance Services C23024, Q23022	\$98,904.20
EFT175411	09/05/2024	CREATIONS HOMES PTY LTD	Building Maintenance Services C23024, C23023	\$69,789.88
EFT175410	09/05/2024	CREATIVE ALBANY INCORPORATED	Quick Response Grant	\$433.00
EFT175242	02/05/2024	CS LEGAL	Rates Refund	\$799.00
EFT174961	18/04/2024	CYNTHIA TRACEY ORR	Artwork Sales	\$120.00
EFT175483	09/05/2024	CYNTHIA TRACEY ORR	Artwork Sales	\$105.45
EFT174890	18/04/2024	D & K ENGINEERING	Plant Parts And Repairs	\$1,976.50
EFT175415	09/05/2024	D & K ENGINEERING	Plant Parts And Repairs	\$4,014.73
EFT175220	02/05/2024	DA CHRISTIE PTY LTD	Electrical Materials	\$1,142.90
EFT174859	18/04/2024	DAMON ANNISON	Stock Items - Visitor Centre	\$328.70
EFT175416	09/05/2024	DATA #3 LIMITED	Subscription Fee	\$2,952.87
EFT175245	02/05/2024	DATACOM SYSTEMS (AU) PTY LTD	Software Licenses	\$890.30
EFT174996	18/04/2024	D THEODORE	Staff Reimbursement	\$47.25

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175080	24/04/2024	DAVRIC AUSTRALIA	Stock Items - Visitor Centre	\$617.15
EFT175075	24/04/2024	DELMA BAESJOU	Councillor Allowance	\$3,042.50
EFT175030	24/04/2024	DELTA AGRIBUSINESS PTY LTD T/AS WELLSTEAD RURAL SERVICES	Gas Purchases	\$199.00
EFT174964	18/04/2024	DELTA AGRIBUSINESS T/A PETER GRAHAM CO	Vegetation Management Materials Q24003	\$2,823.00
EFT175142	24/04/2024	DELTA AGRIBUSINESS T/A PETER GRAHAM CO	Vegetation Management Materials Q24003	\$506.00
EFT175085	24/04/2024	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS (FORMERLY DEPT OF PARKS & WILDLIFE)	National Park Pass Resales	\$4,788.00
EFT175248	02/05/2024	DEPARTMENT OF CLIMATE CHANGE, ENERGY, THE ENVIRONMENT AND WATER (DCCEEW)	Federal Referral - Removal of 3 Native Trees	\$13,154.00
EFT175024	23/04/2024	DEPARTMENT OF JUSTICE - FINES ENFORCEMENT	Court Fees	\$702.00
EFT175353	06/05/2024	DEPARTMENT OF JUSTICE - FINES ENFORCEMENT	Court Fees	\$751.50
EFT174876	18/04/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL Levy	\$15,909.80
EFT175419	09/05/2024	DEPARTMENT OF TRANSPORT	Disclosure Of Information Fees	\$145.20
EFT175086	24/04/2024	DISCOVERY BAY TOURISM PRECINCT LTD	Rezdy Tour Sales	\$51.00
EFT175420	09/05/2024	DISCOVERY BAY TOURISM PRECINCT LTD	Rezdy Tour Sales	\$51.00
EFT175250	02/05/2024	DJL ELECTRICAL CONTRACTING	Testing And Tagging Services Q21057	\$1,070.38
EFT175421	09/05/2024	DOG ROCK MOTEL	Accommodation - WA Museum Visit	\$1,591.20
EFT174895	18/04/2024	DUE SOUTH SURFING ACADEMY	Surf Lessons - School Holiday Program	\$1,600.00
EFT175087	24/04/2024	DYLAN'S ON THE TERRACE	Catering	\$49.00
EFT175251	02/05/2024	DYNAMIC GIFT INTERNATIONAL PTY LTD	Stock Items - Visitor Centre	\$1,210.00
EFT175089	24/04/2024	EASI PACKAGING PTY LTD	Payroll Deductions	\$11,113.64
EFT175424	09/05/2024	EASI PACKAGING PTY LTD	Payroll Deductions	\$10,463.86
EFT175285	02/05/2024	E LIDSTONE	Refund	\$181.64
EFT174896	18/04/2024	ELIZA STEWART	Artwork Sales	\$1,634.60
EFT175253	02/05/2024	ELLESIE VENTURES	Event Services	\$189.00
EFT174908	18/04/2024	E GODDARD	Rates Refund	\$413.77
EFT175254	02/05/2024	ERGOLINK	Ergonomic Furniture	\$2,238.57
EFT174897	18/04/2024	E-STRALIAN PTY LTD T/A SPARQUE	E-Bike Lease	\$494.02
EFT175255	02/05/2024	E-STRALIAN PTY LTD T/A SPARQUE	E-Bike Lease	\$494.02



**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175350	02/05/2024	EVE YOUNG	Stock Items - Box Office	\$36.36
EFT174898	18/04/2024	EVERTRANS	Plant Purchases Q23066	\$33,900.30
EFT175427	09/05/2024	EXISLE PUBLISHING	Stock Items - Forts Store	\$2,637.64
EFT175090	24/04/2024	EYERITE SIGNS	Sign Printing / Supply	\$17,135.80
EFT174902	18/04/2024	F E TECHNOLOGIES PTY LTD	Annual Maintenance	\$14,755.95
EFT174899	18/04/2024	FARMERS CENTRE (1978) PTY LTD	Plant Parts And Repairs	\$1,323.00
EFT175091	24/04/2024	FIRST NATIONAL BAIRSTOW KERR	Rental Charges	\$200.00
EFT174903	18/04/2024	FLEET NETWORK	Novated Lease And Associated Costs	\$1,020.31
EFT175428	09/05/2024	FLEET NETWORK	Novated Lease And Associated Costs	\$1,020.31
EFT175256	02/05/2024	FLIPS ELECTRICS	Quarterly Maintenance	\$363.00
EFT175257	02/05/2024	FLOURISH ECLECTIC	Floral Arrangement	\$80.00
EFT175092	24/04/2024	FOUNDATION ELECTRICAL PTY LTD	Plant Maintenance Services	\$1,298.25
EFT175258	02/05/2024	FOUNDATION ELECTRICAL PTY LTD	Plant Maintenance Materials	\$1,777.60
EFT175429	09/05/2024	FOXTEL MANAGEMENT PTY LTD	Foxtel Business	\$420.00
EFT174905	18/04/2024	FRANGIPANI FLORAL STUDIO	Floral Arrangements	\$170.00
EFT175259	02/05/2024	FRANGIPANI FLORAL STUDIO	Floral Arrangements	\$200.00
EFT175430	09/05/2024	FREMANTLE ARTS CENTRE PRESS	Stock Items - Forts Store	\$1,434.56
EFT174906	18/04/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Safety Supplies	\$1,150.51
EFT174966	18/04/2024	FULTON HOGAN INDUSTRIES	Construction Services C23028	\$319,379.28
EFT175144	24/04/2024	FULTON HOGAN INDUSTRIES	Construction Services P23017 & C23028	\$364,189.58
EFT175489	09/05/2024	FULTON HOGAN INDUSTRIES	Construction Services P23018 & C23028	\$329,408.03
EFT174901	18/04/2024	FUTURE ENGINEERING & COMMUNICATION	Telecommunications Mast Strengthening Works Q24004	\$41,646.00
EFT174907	18/04/2024	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning / Hygiene Supplies / Services Q22034	\$7,626.42
EFT175096	24/04/2024	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning / Hygiene Supplies / Services Q22034	\$2,094.42
EFT175431	09/05/2024	G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning / Hygiene Supplies / Services Q22034	\$591.60
EFT175104	24/04/2024	GHD PTY LTD	Design / Water Monitoring Services Q22014, Q23018	\$5,432.02
EFT175439	09/05/2024	GHD PTY LTD	Design Services Q22014	\$16,016.77
EFT175016	18/04/2024	GLENDA WILLIAMS	Welcome To Country	\$300.00
EFT174904	18/04/2024	G FLETCHER	Rates Refund	\$124.50

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175095	24/04/2024	GLOBAL EDGE TRUST (GRAHAM EARNSHAW PHOTOGRAPHY)	Image Licensing	\$750.00
EFT175260	02/05/2024	GLOBAL MARINE ENCLOSURES PTY LTD	Marine Enclosure Repairs Q23073	\$55,000.00
EFT175432	09/05/2024	GOBOTECH PTY LTD	Printing Services	\$617.10
EFT175438	09/05/2024	GREAT SOUTHERN ACCESS PTY LTD	Graffiti Removal	\$5,392.20
EFT175103	24/04/2024	GREAT SOUTHERN BOUNDARIES	Fencing Supply Q23051	\$86,003.00
EFT174917	18/04/2024	GREAT SOUTHERN GEOTECHNICS PTY LTD	Geotechnical Services	\$1,100.00
EFT174915	18/04/2024	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Disposal / Maintenance Services Q22009	\$6,913.35
EFT175100	24/04/2024	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Disposal / Maintenance Services Q22009	\$1,682.50
EFT175263	02/05/2024	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Disposal / Maintenance Services Q22009	\$640.50
EFT175437	09/05/2024	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Disposal / Maintenance Services Q22009	\$930.00
EFT175099	24/04/2024	GREAT SOUTHERN PEST & WEED CONTROL / ALBANY PEST & WEED CONTROL	Pest Management Services Q23031	\$1,976.05
EFT174913	18/04/2024	GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES	Construction Services C20020	\$25,241.28
EFT174914	18/04/2024	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene / PPE Supplies Q23004	\$11,293.00
EFT175261	02/05/2024	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene / PPE Supplies Q23004	\$2,273.59
EFT175436	09/05/2024	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene / PPE Supplies Q23004	\$3,940.63
EFT175246	02/05/2024	GREAT SOUTHERN TOURISM EVENTS	Regional Event Sponsorship	\$2,200.00
EFT175226	02/05/2024	GREAT SOUTHERN TREE CARE PTY LTD T/A BARRETT'S TREE SERVICES	Vegetation Management Services C21005(B)	\$1,650.00
EFT175386	09/05/2024	GREAT SOUTHERN TREE CARE PTY LTD T/A BARRETT'S TREE SERVICES	Vegetation Management Services C21005(B)	\$11,352.00
EFT175264	02/05/2024	GREEN MAN MEDIA PRODUCTIONS	Advertising	\$1,765.00
EFT174912	18/04/2024	GREEN RANGE COUNTRY CLUB INC	Grant Payment	\$11,000.00
EFT175435	09/05/2024	GREEN SKILLS INCORPORATED	Natural Reserve Maintenance C22010(A)	\$2,053.66
EFT175170	24/04/2024	GREGORY BRIAN STOCKS	Mayoral Allowance	\$12,197.08
EFT174916	18/04/2024	GREYBIRD MEDIA	Advertising	\$326.70

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175354	06/05/2024	GTR PUBLISHING T/AS THE LAST POST	Advertising	\$841.50
EFT175271	02/05/2024	H+H ARCHITECTS	Architectural Services Q22018	\$9,805.46
EFT174967	18/04/2024	HANSON CONSTRUCTION MATERIALS PTY LTD	Concreting Supply C22007	\$656.32
EFT175490	09/05/2024	HANSON CONSTRUCTION MATERIALS PTY LTD	Concreting Supply C22007	\$1,609.84
EFT175265	02/05/2024	HARDIE GRANT MEDIA	Advertising	\$880.00
EFT175106	24/04/2024	HARPER ENTERTAINMENT DISTRIBUTION SERVICE	Stock Items - Forts Store	\$877.32
EFT175521	09/05/2024	HARRY WATTERS	Community Leadership Grants	\$500.00
EFT175107	24/04/2024	HARVEY NORMAN AV/IT ALBANY	IT Supplies	\$28.00
EFT175266	02/05/2024	HAVOC BUILDERS PTY LTD	Construction Services C21014	\$1,540.00
EFT174944	18/04/2024	H & J MITCHELL	Rates Refund	\$849.32
EFT174929	18/04/2024	H JONES	Rates Refund	\$799.00
EFT174919	18/04/2024	HEATLEYS SAFETY & INDUSTRIAL / SKIPPER TRANSPORT PARTS	Plant Parts And Repairs	\$508.06
EFT174922	18/04/2024	HHG LEGAL GROUP	Legal Fees	\$4,841.10
EFT175109	24/04/2024	HHG LEGAL GROUP	Legal Fees	\$2,259.40
EFT175272	02/05/2024	HHG LEGAL GROUP	Legal Fees	\$2,231.46
EFT174920	18/04/2024	HIGHWAY WRECKERS	Towing Services	\$275.00
EFT175440	09/05/2024	HIGHWAY WRECKERS	Towing Services	\$165.00
EFT175267	02/05/2024	HOBBS PAINTING AND DECORATING	Painting Works Q22023	\$17,611.00
EFT175441	09/05/2024	HOFRAD PTY LTD	Rates Refund	\$818.63
EFT174888	18/04/2024	HOLCIM (AUSTRALIA) PTY LTD	Concreting Supply	\$419.98
EFT175243	02/05/2024	HOLCIM (AUSTRALIA) PTY LTD	Concreting Supply	\$419.98
EFT175442	09/05/2024	HOOGEN & CO	Line Marking Services	\$4,842.00
EFT175269	02/05/2024	HOST CORPORATION PTY LTD	Meeting Room Supplies	\$69.52
EFT175110	24/04/2024	HUDSON SEWAGE SERVICES	Plant Maintenance Services	\$783.00
EFT175444	09/05/2024	HUNTED THE INTERACTIVE HORROR EXPERIENCE	Regional Events Funding	\$6,600.00
EFT175273	02/05/2024	ILLUMINATION MANDALAS	Stock Items - Visitor Centre	\$371.35
EFT175445	09/05/2024	IMCO AUSTRALASIA PTY LIMITED	Hardware Supplies	\$2,557.50
EFT175224	02/05/2024	I ASLETT	Reusable Nappy Incentive	\$58.00
EFT175111	24/04/2024	INSTANT RACKING	Plant Parts And Repairs	\$749.00

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT174926	18/04/2024	IPAR REHABILITATION PTY LTD	Medical Services	\$1,315.60
EFT175112	24/04/2024	IPAR REHABILITATION PTY LTD	Medical Services	\$328.90
EFT175274	02/05/2024	IPAR REHABILITATION PTY LTD	Medical Services	\$986.70
EFT174927	18/04/2024	ITR PACIFIC PTY LTD	Plant Parts And Repairs	\$943.18
EFT175117	24/04/2024	I LENEGAN	Rates Refund	\$835.71
EFT175138	24/04/2024	IXOM	Chlorine Service Fee	\$348.50
EFT174879	18/04/2024	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C22021, C21004	\$24,468.57
EFT175066	24/04/2024	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C22021, C21004	\$20,367.54
EFT175235	02/05/2024	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C22021, C21004	\$7,279.66
EFT175398	09/05/2024	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C22021, C21004	\$4,239.90
EFT175454	09/05/2024	J BAKURSKI & W BAURSKI T/A KINSHIP CLEANING CO	Cleaning Services	\$264.00
EFT174870	18/04/2024	J. BLACKWOOD & SON PTY LTD	Hardware / Safety / Road Maintenance Supplies	\$22,193.75
EFT175054	24/04/2024	J. BLACKWOOD & SON PTY LTD	Hardware / Safety / Road Maintenance Supplies	\$117.70
EFT175230	02/05/2024	J. BLACKWOOD & SON PTY LTD	Hardware / Safety / Road Maintenance Supplies	\$1,443.62
EFT175387	09/05/2024	J. BLACKWOOD & SON PTY LTD	Hardware / Safety / Road Maintenance Supplies	\$752.24
EFT175275	02/05/2024	JACKSON ENVIRONMENT AND PLANNING PTY LTD	Consultancy Services Q23071	\$34,375.00
EFT175359	09/05/2024	JACQUELINE ANNE A'COURT	Artwork Sales	\$21.80
EFT175317	02/05/2024	JAMIE SHANE SCALLY	Performance Fee	\$150.00
EFT175516	09/05/2024	JANINE SOPHIA TERRY	Artwork Sales	\$21.80
EFT175113	24/04/2024	JAPANESE TRUCK AND BUS SPARES PTY LTD	Plant Parts And Repairs	\$615.05
EFT175276	02/05/2024	JAPANESE TRUCK AND BUS SPARES PTY LTD	Plant Parts And Repairs	\$763.90
EFT175417	09/05/2024	J DAVIDSON	Rates Refund	\$261.01
EFT174979	18/04/2024	JESSICA RUGGERA	Dance Lessons	\$2,700.00
EFT174867	18/04/2024	JHODI BENNETT	Artwork Sales	\$188.36
EFT175449	09/05/2024	JOBLINK MIDWEST (INC)	Advertising	\$33.00
EFT175019	18/04/2024	JON WOOLF	Animal Waste Collection Services Q23033	\$425.00
EFT175197	24/04/2024	JON WOOLF	Animal Waste Collection Services Q23033	\$425.00
EFT175347	02/05/2024	JON WOOLF	Animal Waste Collection Services Q23033	\$425.00
EFT175530	09/05/2024	JON WOOLF	Animal Waste Collection Services Q23033	\$425.00
EFT174883	18/04/2024	JOSHUA CLARK	Photography Services	\$1,960.00

**CITY OF ALBANY  
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<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175473	09/05/2024	JUNIPER MOIGNARD	Performance Fees	\$100.00
EFT175450	09/05/2024	JUST A CALL DELIVERIES	Courier Services	\$1,255.38
EFT175114	24/04/2024	JUST SEW EMBROIDERY	Embroidery Services	\$79.20
EFT175278	02/05/2024	JUST SEW EMBROIDERY	Embroidery Services	\$35.20
EFT174918	18/04/2024	K GREER	Rates Refund	\$706.43
EFT175451	09/05/2024	KALGAN QUEEN SCENIC CRUISES	Rezdy Bookings	\$2,873.00
EFT174930	18/04/2024	K WHITE	Staff Reimbursement	\$150.80
EFT175452	09/05/2024	KANDOO WINDSCREENS	Plant Parts And Repairs	\$800.00
EFT175115	24/04/2024	KEILOR CONTRACTING PTY LTD	Road Maintenance Materials C23008(C)	\$89,618.75
EFT174931	18/04/2024	KENNARDS HIRE PTY LTD	Plant And Equipment Hire	\$802.00
EFT175453	09/05/2024	KENNARDS HIRE PTY LTD	Plant And Equipment Hire	\$1,292.00
EFT175294	02/05/2024	K BUSHELL & J MERRITT	Rates Refund	\$850.68
EFT175456	09/05/2024	KINGSPAN WATER & ENERGY PTY LTD	Tank Supply And Install	\$7,853.40
EFT175279	02/05/2024	KLB SYSTEMS T/A TURN 7 MEDIA	IT Equipment	\$1,436.60
EFT174932	18/04/2024	KMART ALBANY	Micro Library Stock / Stationery / Fish Tank Supplies / Gym Supplies	\$541.00
EFT175116	24/04/2024	KMART ALBANY	Micro Library Stock / Stationery / Fish Tank Supplies / Gym Supplies	\$20.00
EFT175280	02/05/2024	KMART ALBANY	Micro Library Stock / Stationery / Fish Tank Supplies / Gym Supplies	\$147.00
EFT175455	09/05/2024	KMART ALBANY	Micro Library Stock / Stationery / Fish Tank Supplies / Gym Supplies	\$220.00
EFT175281	02/05/2024	LA BOTANIC	Flower Arrangement	\$110.00
EFT175458	09/05/2024	LADELLE PTY LTD	Stock Items - Forts Store	\$1,036.90
EFT174893	18/04/2024	LANDGATE	Interim Valuations / Title Searches	\$91.60
EFT175084	24/04/2024	LANDGATE	Interim Valuations / Title Searches	\$244.00
EFT175247	02/05/2024	LANDGATE	Interim Valuations / Title Searches	\$1,106.61
EFT175083	24/04/2024	LAURA DELBENE	Community Leadership Grant	\$500.00
EFT175502	09/05/2024	L SAUNDERS	Staff Reimbursement	\$43.25
EFT175232	02/05/2024	L BROWNE	Refund	\$132.00

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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175283	02/05/2024	LEADING EDGE HI-FI ALBANY	IT Equipment	\$104.85
EFT174934	18/04/2024	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(B)	\$2,175.16
EFT175119	24/04/2024	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(B)	\$51,946.82
EFT175284	02/05/2024	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(B)	\$1,517.70
EFT175532	10/05/2024	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(B)	\$20,976.17
EFT175286	02/05/2024	LIGHT APPLICATION PTY LTD	IT Services	\$1,760.00
EFT175426	09/05/2024	LINLEY RAE EWEN	Stock Items - Box Office	\$21.81
EFT175288	02/05/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Advertising	\$330.00
EFT175123	24/04/2024	LOCHNESS LANDSCAPE SERVICES	Landscape Maintenance C22009, Q23040	\$11,190.00
EFT175289	02/05/2024	LOCHNESS LANDSCAPE SERVICES	Landscape Maintenance C22009, Q23040	\$262.50
EFT175124	24/04/2024	LORLAINE DISTRIBUTORS	Cleaning Supplies	\$98.47
EFT175485	09/05/2024	LUTZ AND SALLY PAMBERGER	EAP Services	\$352.00
EFT175120	24/04/2024	LW SUPPLY PTY LTD TRADING AS - LIFE APPAREL CO	Stock Items - Fords Store	\$1,143.23
EFT175122	24/04/2024	L BLACK	Refund	\$150.00
EFT175126	24/04/2024	LYNN MACLAREN	Councillor Allowance	\$3,042.50
EFT174935	18/04/2024	M AND B SALES PTY LTD	Building Maintenance Materials	\$611.22
EFT175290	02/05/2024	M AND B SALES PTY LTD	Building Maintenance Materials	\$3,487.55
EFT175460	09/05/2024	M AND B SALES PTY LTD	Building Maintenance Materials	\$427.56
EFT175074	24/04/2024	MALCOLM TRAILL	Councillor Allowance	\$3,042.50
EFT174955	18/04/2024	MANLEY AUTOMOTIVES PTY LTD (NOVUS AUTO GLASS REPAIRS)	Plant Parts And Repairs	\$1,385.00
EFT175477	09/05/2024	MANLEY AUTOMOTIVES PTY LTD (NOVUS AUTO GLASS REPAIRS)	Plant Parts And Repairs	\$1,350.00
EFT175457	09/05/2024	M LACHMANN	Rates Refund	\$3,359.79
EFT175465	09/05/2024	MARINDUST SALES & ACE FLAGPOLES	Packaging Materials	\$286.00
EFT175121	24/04/2024	MARIO LIONETTI	Councillor Allowance	\$3,042.50
EFT175407	09/05/2024	MARK COLBUNG	Cultural Consultation	\$617.95
EFT174938	18/04/2024	MARSHALL BATTERIES ALBANY	Plant Parts And Repairs	\$430.00
EFT175293	02/05/2024	MARSHALL MOWERS	Plant Parts And Repairs	\$1,469.90
EFT175464	09/05/2024	MARSHALL MOWERS	Plant Parts And Repairs	\$2,555.00



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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175118	24/04/2024	M LEONARD	Staff Reimbursement	\$199.00
EFT174939	18/04/2024	MATTHEW WALMSLEY	Performance Fees	\$900.00
EFT175466	09/05/2024	MAXCO AUSTRALIA PTY LTD	AV Materials	\$197.45
EFT175467	09/05/2024	MCB CONSTRUCTION PTY LTD	Geotechnical Assessment	\$23,474.00
EFT175129	24/04/2024	MCLEODS	Legal Fees	\$1,967.35
EFT175469	09/05/2024	MEGA VISION SOUND & LIGHTING	Event Hire	\$1,155.00
EFT175468	09/05/2024	MEGAN ANDERSON	Artwork Sales	\$160.00
EFT174891	18/04/2024	MELISSA ANN DAW	Artwork Sales	\$220.00
EFT174942	18/04/2024	MENTAL MEDIA PTY LTD	Podcatcher Fees	\$3,347.30
EFT174943	18/04/2024	METROLL ALBANY	Building Maintenance Supplies	\$21.06
EFT175470	09/05/2024	METROLL ALBANY	Building Maintenance Supplies	\$488.53
EFT175471	09/05/2024	MHW INTEGRATION PTY LTD	IT Support And Maintenance	\$12,306.80
EFT175130	24/04/2024	MICROCHIPS AUSTRALIA	Microchip Purchases	\$1,020.00
EFT174941	18/04/2024	MIGHTY DINGO SERVICES	Plant And Equipment Hire	\$99.00
EFT175056	24/04/2024	MILITARY SHOP	Stock Items - Forts Store	\$1,849.01
EFT175296	02/05/2024	MILLS OAKLEY LAWYERS	Legal Fees	\$1,149.50
EFT174945	18/04/2024	MM DESIGNS	Stock Items - Visitor Centre	\$506.25
EFT175295	02/05/2024	MODERN TEACHING AIDS PTY LTD	PPE - Gloves	\$439.45
EFT174946	18/04/2024	MONSTERBALL AMUSEMENTS AND HIRE	Event Hire	\$1,795.00
EFT175131	24/04/2024	MORAY & AGNEW LAWYERS	Legal Fees	\$5,337.35
EFT175298	02/05/2024	MORAY & AGNEW LAWYERS	Legal Fees	\$1,298.00
EFT175500	09/05/2024	NADIA LORRAINE ROELOFS	Stock Items - Box Office	\$148.91
EFT174975	18/04/2024	N RADIVOJEVIC	Staff Reimbursement	\$24.95
EFT175475	09/05/2024	NATURALISTE CHARTERS	Rezdy Tour Sales	\$1,303.05
EFT174951	18/04/2024	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware Supplies / Tools	\$53.95
EFT174953	18/04/2024	NEW HOLLAND PUBLISHERS	Stock Items - Forts Store	\$749.18
EFT175008	18/04/2024	N WALKER	Staff Reimbursement	\$34.50
EFT175302	02/05/2024	NORDIC FITNESS EQUIPMENT	Hygiene Supplies	\$1,368.25
EFT175227	02/05/2024	N BATTISTESSA	Rates Refund	\$832.99
EFT174954	18/04/2024	NORTH ALBANY FOOTBALL & SPORTING CLUB INC	Event Hire	\$350.00

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175303	02/05/2024	NORTH ROAD SUPA IGA	Catering / Event Supplies	\$240.22
EFT175478	09/05/2024	NORTH ROAD SUPA IGA	Catering / Event Supplies	\$189.16
EFT175135	24/04/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies / Stationery	\$200.43
EFT175304	02/05/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies / Stationery	\$547.84
EFT175480	09/05/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office Supplies / Stationery	\$1,025.35
EFT174957	18/04/2024	O'KEEFE'S PAINTS	Paint & Painting Supplies	\$1,175.49
EFT175136	24/04/2024	O'KEEFE'S PAINTS	Paint & Painting Supplies	\$47.09
EFT175482	09/05/2024	O'KEEFE'S PAINTS	Paint & Painting Supplies	\$429.35
EFT175137	24/04/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	Advertising	\$688.78
EFT174958	18/04/2024	ONEMUSIC AUSTRALIA	Music License Fee	\$1,773.63
EFT175364	09/05/2024	OPTEON (ALBANY AND GREAT SOUTHERN WA)	Market Valuation	\$2,200.00
EFT174959	18/04/2024	ORIGIN ENERGY	LPG Equipment Fee Q21003	\$1,197.90
EFT174960	18/04/2024	ORIKAN NEW ZEALAND LIMITED	Car Parking Subscription / Credit Card Fees	\$182.15
EFT175139	24/04/2024	ORIKAN NEW ZEALAND LIMITED	Car Parking Subscription / Credit Card Fees	\$29.59
EFT175481	09/05/2024	OUTDOORS GREAT SOUTHERN	Trail Network Audit	\$4,180.00
EFT175140	24/04/2024	OXLADES ART SUPPLIES	Art Supplies	\$615.16
EFT175047	24/04/2024	PAC AUSTRALIA	Staff Training	\$1,320.00
EFT175484	09/05/2024	PALMER EARTHMOVING - PALMER CIVIL CONSTRUCTION	Plant And Equipment Hire C23009(H)	\$130,829.09
EFT175003	18/04/2024	PAMELA FOWLER THE TROPHY SHOP ALBANY	Engraving Services	\$54.30
EFT174858	18/04/2024	PAPERBARK MERCHANTS	Library Stock / Citizenship Gifts	\$1,534.22
EFT175046	24/04/2024	PAPERBARK MERCHANTS	Library Stock / Citizenship Gifts	\$667.49
EFT175305	02/05/2024	PAPERSCOUT PTY LTD	Design / Printing Services Q23055	\$5,610.00
EFT175277	02/05/2024	PATRICK JENNINGS T/A TORNDIRRUPWW	Stock Items - Box Office	\$98.17
EFT175176	24/04/2024	PAUL TERRY	Deputy Mayoral Allowance	\$4,987.92
EFT175306	02/05/2024	PAULA POLLETT	Tutor Fees	\$455.00
EFT175488	09/05/2024	PENROSE PROFESSIONAL LAWNCARE	Mowing Services	\$616.00
EFT175433	09/05/2024	P GODFREY	Staff Reimbursement	\$64.95
EFT174965	18/04/2024	PFD FOOD SERVICES PTY LTD	Office Amenities	\$577.20
EFT175143	24/04/2024	PFD FOOD SERVICES PTY LTD	Office Amenities	\$930.35
EFT175308	02/05/2024	PFD FOOD SERVICES PTY LTD	Office Amenities	\$34.10



**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 15 MAY 2024**

<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT174963	18/04/2024	PHOENIX CIVIL & EARTHMOVING PTY LTD	Plant and Equipment Hire C23009(l)	\$2,871.00
EFT175355	09/05/2024	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Usage	\$432.00
EFT174968	18/04/2024	PIXELCASE GROUP PTY LTD	Subscription Renewal	\$6,534.00
EFT174971	18/04/2024	PLANTAGENET PRODUCTION SERVICES	Lighting Services	\$1,233.00
EFT175310	02/05/2024	PRECISION LASER SYSTEMS	Plant Parts And Repairs	\$2,674.10
EFT175487	09/05/2024	PRIME BUILDING AND PROPERTY SOLUTIONS PTY LTD	Refund	\$147.40
EFT175105	24/04/2024	PRIME MEDIA GROUP LTD	Advertising	\$1,199.00
EFT174973	18/04/2024	PRIMO PROMO PTY LTD	Stock Items - Visitor Centre / Branded Merchandise	\$972.43
EFT175493	09/05/2024	PRIMO PROMO PTY LTD	Stock Items - Visitor Centre / Branded Merchandise	\$2,258.85
EFT175146	24/04/2024	PROTECTOR FIRE SERVICES	Fire Safety Supplies C20001	\$363.00
EFT175311	02/05/2024	PROTECTOR FIRE SERVICES	Fire Safety Supplies C20001	\$224.95
EFT175147	24/04/2024	PSYCHOLOGY AUSTRALIA (MOUNT LAWLEY) PTY LTD	EAP Services	\$300.00
EFT175494	09/05/2024	PSYCHOLOGY AUSTRALIA (MOUNT LAWLEY) PTY LTD	EAP Services	\$300.00
EFT175148	24/04/2024	QUALITY PUBLISHING AUSTRALIA	Stock Items - Visitor Centre	\$750.53
EFT174923	18/04/2024	QUBE LOGISTICS (WA2) PTY LTD	Freight Costs	\$65.39
EFT175149	24/04/2024	QUICK SHOT COFFEE	Catering	\$99.00
EFT174947	18/04/2024	QUINTIS SANDALWOOD PTY LTD	Stock Items - Visitor Centre	\$813.82
EFT175495	09/05/2024	QUOIN CONSULTING PTY LTD	Structural Testing Services	\$4,350.50
EFT174978	18/04/2024	R & J BATTERIES PTY LTD	Plant Parts And Repairs	\$376.45
EFT175316	02/05/2024	R & J BATTERIES PTY LTD	Plant Parts And Repairs	\$1,314.23
EFT175499	09/05/2024	R & J BATTERIES PTY LTD	Plant Parts And Repairs	\$338.08
EFT175425	09/05/2024	RACHEL ELPHICK-BROWN	Artwork Sales	\$109.10
EFT174974	18/04/2024	RADICAL FITNESS	Software Subscriptions	\$216.00
EFT175496	09/05/2024	RADICAL FITNESS	Software Subscriptions	\$216.00
EFT175312	02/05/2024	RAECO INTERNATIONAL PTY LTD	Book Maintenance Supplies	\$1,023.83
EFT174976	18/04/2024	RAINBOW COAST NEIGHBOURHOOD CENTRE	Presentation Fees	\$150.00
EFT175150	24/04/2024	REBECCA BUSH T/A THE BUSH BEE	Stock Items - Visitor Centre	\$180.00
EFT175151	24/04/2024	RECONNECT HEALTH AND WELLBEING	EAP Services	\$192.50
EFT175497	09/05/2024	RECONNECT HEALTH AND WELLBEING	EAP Services	\$192.50
EFT174977	18/04/2024	REECE PTY LTD	Plumbing / Retic Materials	\$49.54

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175313	02/05/2024	REECE PTY LTD	Plumbing / Retic Materials	\$166.33
EFT175314	02/05/2024	RESQ SKIN PTY LTD	Stock Items - Forts Store	\$468.00
EFT175315	02/05/2024	REXEL AUSTRALIA	Lighting Supplies	\$225.78
EFT175498	09/05/2024	R-GROUP INTERNATIONAL	IT Equipment	\$1,990.36
EFT174985	18/04/2024	R SMYRNA-JONES	Rates Refund	\$146.94
EFT174956	18/04/2024	R & S O'DONNELL	Rates Refund	\$1,484.96
EFT175152	24/04/2024	RICOH	Photocopier Charges	\$10,360.90
EFT175173	24/04/2024	ROBERT SUTTON	Councillor Allowance	\$3,042.50
EFT175492	09/05/2024	R POCOCK	Rates Refund	\$409.28
EFT175010	18/04/2024	ROSALIND WATSON	EAP Services	\$396.00
EFT175501	09/05/2024	RTK NETWEST	Subscription Payment	\$4,400.00
EFT174980	18/04/2024	RUSTYS MARINE	Plant Parts And Repairs	\$10.70
EFT175165	24/04/2024	SAI GLOBAL AUSTRALIA PTY LTD	Subscription Renewal	\$8,028.58
EFT175153	24/04/2024	SALLY C AUSTRALIA	Stock Items - Forts Store	\$900.00
EFT174991	18/04/2024	S STEVENS	Refund	\$97.44
EFT174894	18/04/2024	SANDRA DIXON	EAP Services	\$185.00
EFT175249	02/05/2024	SANDRA DIXON	EAP Services	\$185.00
EFT175422	09/05/2024	S DUNN	Refund	\$150.00
EFT175155	24/04/2024	S SCOTT	Staff Reimbursement	\$87.00
EFT174981	18/04/2024	SCARVES AUSTRALIA	Stock Items - Forts Store	\$3,440.25
EFT175329	02/05/2024	SCORPTEC COMPUTERS	It Equipment	\$1,129.00
EFT175318	02/05/2024	SEASHORE ENGINEERING PTY LTD	Coastal Management Services Q23029	\$16,495.60
EFT175503	09/05/2024	SECUREPAY PTY LTD	Bookeasy Booking Fees	\$12.71
EFT174982	18/04/2024	SEEK LIMITED	Advertising	\$313.50
EFT175156	24/04/2024	SEEK LIMITED	Advertising	\$2,667.50
EFT175319	02/05/2024	SEEK LIMITED	Advertising	\$1,072.50
EFT175504	09/05/2024	SEEK LIMITED	Advertising	\$682.00
EFT174983	18/04/2024	SG FLEET AUSTRALIA PTY LTD	Fleet Services And Costs	\$1,449.12
EFT174984	18/04/2024	SHELTER AND GATHER STUDIO	Stock Items - Box Office	\$85.85
EFT175268	02/05/2024	S HOLLAND	Rates Refund	\$852.04

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175157	24/04/2024	SJ TRAFFIC MANAGEMENT	Traffic Control	\$3,654.20
EFT175158	24/04/2024	SMITHS ALUMINIUM AND 4WD CENTRE	Plant Parts And Repairs	\$573.98
EFT174986	18/04/2024	SOIL SOLUTIONS PTY LTD	Supply Of Lawn Dressing Mix For Turf	\$927.18
EFT175159	24/04/2024	SOIL SOLUTIONS PTY LTD	Vegetation / Road Maintenance Materials, Waste Disposal Services C20019	\$3,540.40
EFT175320	02/05/2024	SOIL SOLUTIONS PTY LTD	Vegetation / Road Maintenance Materials, Waste Disposal Services C20019	\$81,527.30
EFT175505	09/05/2024	SOIL SOLUTIONS PTY LTD	Vegetation / Road Maintenance Materials, Waste Disposal Services C20019	\$1,451.88
EFT174866	18/04/2024	S BELL-IVANO & E IVANO	Rates Refund	\$429.22
EFT175321	02/05/2024	SOUTH METROPOLITAN TAFE	Staff Training	\$86.50
EFT174910	18/04/2024	SOUTH REGIONAL TAFE	Staff Training	\$185.00
EFT175098	24/04/2024	SOUTH REGIONAL TAFE	Staff Training	\$153.60
EFT175434	09/05/2024	SOUTH REGIONAL TAFE	Staff Training	\$298.00
EFT174988	18/04/2024	SOUTHCOAST SECURITY SERVICE	Security Services C23019	\$33,994.23
EFT175160	24/04/2024	SOUTHCOAST SECURITY SERVICE	Security Services C23019	\$520.98
EFT175507	09/05/2024	SOUTHCOAST SECURITY SERVICE	Security Services C23019	\$1,518.90
EFT175162	24/04/2024	SOUTHERN ABORIGINAL CORPORATION	Rates Refund	\$8,694.79
EFT175322	02/05/2024	SOUTHERN APIARIES	Stock Items - Visitor Centre	\$290.00
EFT175154	24/04/2024	SOUTHERN BUS CHARTERS	Bus Charter	\$1,769.00
EFT174911	18/04/2024	SOUTHERN SHARPENING SERVICES	Stock Items - Forts Store	\$1,166.00
EFT175161	24/04/2024	SOUTHERN SITE HIRE	Temporary Fencing / Equipment Hire	\$7,260.00
EFT175508	09/05/2024	SOUTHERN SITE HIRE	Temporary Fencing / Equipment Hire	\$445.50
EFT174987	18/04/2024	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$1,064.57
EFT175506	09/05/2024	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$1,476.53
EFT175323	02/05/2024	SPM ASSETS PTY LTD	Subscription Fee	\$7,659.43
EFT175509	09/05/2024	SPORT WEST	Membership Fees	\$210.00
EFT175163	24/04/2024	SPORTSWORLD OF WA	Stock Items - ALAC	\$792.00
EFT175164	24/04/2024	SPOTLIGHT PTY LTD	Craft / Event Supplies	\$105.60
EFT175324	02/05/2024	SPOTLIGHT PTY LTD	Craft / Event Supplies	\$62.00

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175325	02/05/2024	SPYX'S VERMIN CONTROL	Pest Management Services	\$7,150.00
EFT174992	18/04/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Kit Supplies / First Aid Training C21022	\$900.83
EFT175169	24/04/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Kit Supplies / First Aid Training C21022	\$410.00
EFT175330	02/05/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Kit Supplies / First Aid Training C21022	\$21.41
EFT175513	09/05/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Kit Supplies / First Aid Training C21022	\$170.00
EFT175166	24/04/2024	STANTEC AUSTRALIA PTY LTD	Consultancy Services Q23070	\$36,096.50
EFT175328	02/05/2024	STANTEC AUSTRALIA PTY LTD	Consultancy Services Q23070	\$14,265.63
EFT175510	09/05/2024	STANTEC AUSTRALIA PTY LTD	Consultancy Services Q23070	\$29,586.98
EFT175326	02/05/2024	STAR SALES AND SERVICE	Purchase Of Equipment	\$158.00
EFT174989	18/04/2024	STATEWIDE BEARINGS	Plant Parts And Repairs	\$150.92
EFT175327	02/05/2024	STATEWIDE BEARINGS	Plant Parts And Repairs	\$100.76
EFT175102	24/04/2024	STEPHEN GRIMMER	Councillor Allowance	\$3,042.50
EFT174990	18/04/2024	STEWART AND HEATON CLOTHING PTY LTD	Uniforms / PPE	\$551.03
EFT175168	24/04/2024	STIRLING PRINT	Printing Services	\$105.00
EFT175512	09/05/2024	STIRLING PRINT	Printing Services	\$75.00
EFT174972	18/04/2024	STRIKE POINT GRAPHIC DESIGN AND PRINTING	Brochure Printing	\$1,628.00
EFT175171	24/04/2024	STRUCTERRE CONSULTING ENGINEERS	Geotechnical Advice	\$1,815.00
EFT175331	02/05/2024	SUBWAY	Catering	\$336.00
EFT175174	24/04/2024	SYNERGY	Electricity Charges	\$29,356.43
EFT175333	02/05/2024	SYNERGY	Electricity Charges	\$30,205.49
EFT175514	09/05/2024	SYNERGY	Electricity Charges	\$8,887.19
EFT174994	18/04/2024	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$1,377.37
EFT175175	24/04/2024	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$3,535.11
EFT175334	02/05/2024	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$1,330.92
EFT175515	09/05/2024	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$3,146.47
EFT175400	09/05/2024	T CATHERALL	Staff Reimbursement	\$64.95
EFT175335	02/05/2024	TEAM GLOBAL EXPRESS PTY LTD	Freight Charges	\$1,981.11
EFT175025	24/04/2024	TELSTRA	Telephone Charges	\$12,853.55
EFT175356	09/05/2024	TELSTRA	Telephone Charges	\$174.78
EFT175101	24/04/2024	T GREEVE	Rates Refund	\$799.00

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175178	24/04/2024	T THOMPSON	Rates Refund	\$49.48
EFT174995	18/04/2024	TEX@SITE PTY LTD	Plant Testing Services	\$1,566.66
EFT175202	02/05/2024	THE 12 VOLT WORLD	Plant Parts And Repairs	\$1,026.50
EFT175357	09/05/2024	THE 12 VOLT WORLD	Plant Parts And Repairs	\$363.00
EFT175238	02/05/2024	THE CHILDREN'S BOOK COUNCIL OF AUSTRALIA	Merchandise And Display	\$450.79
EFT175282	02/05/2024	THE LAKE HOUSE DENMARK	Bar Supplies	\$316.38
EFT175000	18/04/2024	THE LITTLE LARDER CO	Catering	\$360.00
EFT174950	18/04/2024	THE MUFFIN QUEEN	Catering	\$520.00
EFT175132	24/04/2024	THE MUFFIN QUEEN	Catering	\$520.00
EFT175300	02/05/2024	THE MUFFIN QUEEN	Catering	\$520.00
EFT175474	09/05/2024	THE MUFFIN QUEEN	Catering	\$1,668.00
EFT175307	02/05/2024	THE PERTH MINT SHOP	Citizenship Coins	\$264.00
EFT175336	02/05/2024	THE UNIVERSITY OF NEW ENGLAND	Enrolment Fees - Staff Training	\$2,232.00
EFT175007	18/04/2024	THE UNIVERSITY OF WESTERN AUSTRALIA	Stock Items - Visitor Centre / Prize Payment	\$1,500.00
EFT175519	09/05/2024	THE UNIVERSITY OF WESTERN AUSTRALIA	Stock Items - Visitor Centre / Prize Payment	\$245.90
EFT175190	24/04/2024	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising	\$4,918.04
EFT175522	09/05/2024	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising	\$3,716.43
EFT175177	24/04/2024	THINKWATER ALBANY	Retic Materials	\$2,637.55
EFT175059	24/04/2024	THOMAS BROUGH	Councillor Allowance	\$3,042.50
EFT175188	24/04/2024	T WENBOURNE	Staff Reimbursement	\$171.11
EFT174998	18/04/2024	T ARMSTRONG	Refund	\$340.00
EFT174999	18/04/2024	TOOL KIT DEPOT	Hardware Supplies / Tools	\$331.55
EFT174970	18/04/2024	TORBAY ENTERPRISE PTY LTD T/A POLYFUSE FABRICATIONS	Pontoon Repairs	\$250.00
EFT175179	24/04/2024	TOTAL GREEN RECYCLING	Recycling Services Q23038	\$3,333.37
EFT175001	18/04/2024	TOURISM COUNCIL WESTERN AUSTRALIA	Conference Registration	\$495.00
EFT174936	18/04/2024	T MAIDEN	Staff Reimbursement	\$24.95
EFT175002	18/04/2024	TRADELINK PLUMBING SUPPLIES	Plumbing Materials	\$9,469.02
EFT175203	02/05/2024	TRIPLE AAA CATERING ALLY MAHONEY	Catering	\$990.00
EFT175358	09/05/2024	TRIPLE AAA CATERING ALLY MAHONEY	Catering	\$990.00
EFT175004	18/04/2024	TRUCK CENTRE WA PTY LTD	Plant Parts And Repairs	\$163.54

**CITY OF ALBANY  
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<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175180	24/04/2024	TRUCKLINE	Plant Parts And Repairs	\$146.30
EFT175517	09/05/2024	TRUCKLINE	Plant Parts And Repairs	\$181.90
EFT175479	09/05/2024	T NUGENT	Rates Refund	\$811.74
EFT174865	18/04/2024	TUTT BRYANT EQUIPMENT	Plant Parts And Repairs	\$1,531.11
EFT175133	24/04/2024	UMART ONLINE	IT Equipment	\$341.00
EFT174924	18/04/2024	VASHTI INNES-BROWN	Stock Items - Box Office	\$32.75
EFT175446	09/05/2024	VASHTI INNES-BROWN	Stock Items - Box Office	\$58.00
EFT175182	24/04/2024	VG GROUP PTY LTD T/AS VORTEC GLOBAL	Plant Purchases Q24014	\$13,640.00
EFT175337	02/05/2024	VIRGINIA MILES	Cleaning Services Q23030	\$2,614.00
EFT175338	02/05/2024	VOEGELER CREATIONS	Stock Items - Forts Store	\$713.00
EFT175520	09/05/2024	VOEGELER CREATIONS	Stock Items - Forts Store	\$173.14
EFT175448	09/05/2024	WA COUNTRY BUILDERS	Refund	\$1,353.18
EFT175006	18/04/2024	WA TYRE RECOVERY	Recycling Services	\$549.90
EFT175009	18/04/2024	WATER CORPORATION	Water Charges	\$10,089.74
EFT175183	24/04/2024	WATER CORPORATION	Water Charges	\$5,343.67
EFT175339	02/05/2024	WATER CORPORATION	Water Charges	\$1,286.71
EFT175184	24/04/2024	WATER TECHNOLOGY PTY LTD	Professional Services Q21034	\$3,147.98
EFT175185	24/04/2024	WAUTERS ENTERPRISES PTY LTD	Construction Services C23003	\$137,438.07
EFT175340	02/05/2024	WCP CIVIL PTY LTD	Road Maintenance Services P23034 / C23015(E)	\$705,207.14
EFT175533	10/05/2024	WCP CIVIL PTY LTD	Road Maintenance Services P23034 / C23015(E)	\$531,209.25
EFT175011	18/04/2024	WELLSTEAD COMMUNITY RESOURCE CENTRE INCORPORATED	Casual Labour / Apprentices	\$326.34
EFT175187	24/04/2024	WELLSTEAD PROGRESS ASSOCIATION	Community Rural Halls Grant Payment	\$6,138.27
EFT175341	02/05/2024	WELSH AIRCONDITIONING SERVICES	De-Gas Fridges	\$1,452.00
EFT175523	09/05/2024	WEST AUSTRALIAN NEWSPAPERS LIMITED - (VAC)	Subscription Fee	\$50.40
EFT175192	24/04/2024	WEST AUSTRALIAN NEWSPAPERS LIMITED - (VISITORS)	Advertising	\$1,098.90
EFT175012	18/04/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION T/A WALGA	Staff Training	\$4,587.00
EFT175013	18/04/2024	WESTERN AUSTRALIAN MUSEUM	Service Level Agreement - NAC	\$26,621.63
EFT175200	01/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Repayment	\$48,683.34
EFT175343	02/05/2024	WESTERN POWER CORPORATION	Design Fee	\$1,320.00



**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>ELECTRONIC FUND TRANSFER PAYMENTS</b>				
<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT175189	24/04/2024	WESTRAC EQUIPMENT PTY LTD	Plant Parts And Repairs	\$5,609.58
EFT175342	02/05/2024	WESTRAC EQUIPMENT PTY LTD	Plant Parts And Repairs	\$119.12
EFT175191	24/04/2024	WESTSHRED DOCUMENT DISPOSAL	Document And Sharps Disposal	\$570.90
EFT175524	09/05/2024	WE'VE DONE THE COOKING	Catering Supplies	\$215.00
EFT175014	18/04/2024	WHALE WATCH WESTERN AUSTRALIA	Rezdy Tour Sales	\$10,068.25
EFT175015	18/04/2024	WHEATBELT SERVICES PTY LTD	Road Safety Signage	\$2,568.50
EFT175526	09/05/2024	WHEATBELT SERVICES PTY LTD	Road Safety Signage	\$330.00
EFT175017	18/04/2024	WILD EYED PRESS PTY LTD	Stock Items - Forts Store / Visitor Centre	\$903.05
EFT175194	24/04/2024	WILD EYED PRESS PTY LTD	Stock Items - Forts Store / Visitor Centre	\$434.39
EFT175527	09/05/2024	WILD EYED PRESS PTY LTD	Stock Items - Forts Store / Visitor Centre	\$840.64
EFT175344	02/05/2024	WILD FOREST STUDIO	Stock Items - Box Office	\$69.00
EFT175525	09/05/2024	WILD FOREST STUDIO	Stock Items - Box Office	\$76.54
EFT175195	24/04/2024	WIN TELEVISION WA PTY LTD	Advertising	\$330.00
EFT175021	18/04/2024	WOODLAND TRAILS AND LANDSCAPE	Remedial Trail Works Q23062	\$21,032.00
EFT175346	02/05/2024	WOODSLANE PTY LTD	Books For Resale	\$623.40
EFT175018	18/04/2024	WOOLWORTHS GROUP LIMITED	Groceries For Daycare	\$767.92
EFT175196	24/04/2024	WOOLWORTHS GROUP LIMITED	Groceries For Daycare	\$1,783.36
EFT175345	02/05/2024	WOOLWORTHS GROUP LIMITED	Groceries For Daycare	\$821.22
EFT175529	09/05/2024	WOOLWORTHS GROUP LIMITED	Groceries For Daycare	\$1,015.33
EFT175020	18/04/2024	WORK HEALTH PROFESSIONALS PTY LTD	Audiometric Testing	\$10,230.00
EFT175348	02/05/2024	WURTH AUSTRALIA PTY LTD	Plant Parts And Repairs	\$179.31
EFT175349	02/05/2024	YORK GUM PUBLISHING	Speaker Fee	\$150.00
EFT175198	24/04/2024	YOUNGS SIDING GENERAL STORE	Fuel Purchases	\$1,091.21
EFT175022	18/04/2024	ZENITH LAUNDRY	Laundry Expenses	\$68.12
EFT175199	24/04/2024	ZENITH LAUNDRY	Laundry Expenses	\$43.31
EFT175351	02/05/2024	ZENITH LAUNDRY	Laundry Expenses	\$163.37
EFT175531	09/05/2024	ZENITH LAUNDRY	Laundry Expenses	\$24.84
				<b>\$6,463,936.87</b>



**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>PURCHASING CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>Fuel Cards:</b>			
31/03/2024	AMPOL FOODARY ALBANY	Fuel	\$79.50
31/03/2024	AMPOL FOODARY BELMONT	Fuel	\$109.59
02/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$22.20
02/04/2024	AMPOL FOODARY ALBANY	Fuel	\$110.60
02/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$102.40
03/04/2024	AMPOL FOODARY ALBANY	Fuel	\$39.88
03/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$71.85
04/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$9.34
04/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$77.19
04/04/2024	AMPOL FOODARY APPLECROSS	Fuel	\$114.45
04/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$57.69
04/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$29.42
04/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$83.14
05/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$22.72
05/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$45.72
05/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$34.05
05/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$45.98
05/04/2024	AMPOL FOODARY ALBANY	Fuel	\$87.10
05/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$77.63
05/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$52.19
06/04/2024	MT BARKER CO-OPERATIVE	Fuel	\$99.67
06/04/2024	AMPOL FOODARY NEDLANDS	Fuel	\$77.03
07/04/2024	AMPOL FOODARY ALBANY	Fuel	\$74.11
07/04/2024	AMPOL FOODARY CARINE	Fuel	\$77.62
08/04/2024	AMPOL FOODARY ALBANY	Fuel	\$62.12
09/04/2024	AMPOL FOODARY ALBANY	Fuel	\$62.65
09/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$98.06
09/04/2024	AMPOL FOODARY ALBANY	Fuel	\$108.25
10/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$16.43

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>PURCHASING CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
10/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$245.39
10/04/2024	AMPOL FOODARY ALBANY	Fuel	\$70.66
10/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$69.39
11/04/2024	AMPOL FOODARY ALBANY	Fuel	\$11.82
11/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$49.05
11/04/2024	AMPOL FOODARY ALBANY	Fuel	\$105.50
11/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$64.62
11/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$50.40
11/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$71.04
12/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$149.98
12/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$74.54
12/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$86.17
12/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$73.97
12/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$174.74
13/04/2024	AMPOL FOODARY NEDLANDS	Fuel	\$69.84
16/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$87.52
16/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$234.98
16/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$61.74
17/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$49.87
17/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$37.43
17/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$88.78
17/04/2024	AMPOL FOODARY ALBANY	Fuel	\$112.73
18/04/2024	AMPOL FOODARY ALBANY	Fuel	\$39.73
18/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$100.51
18/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$32.41
18/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$75.26
19/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$379.80
19/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$59.62
19/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$74.37
19/04/2024	AMPOL FOODARY WILLIAMS	Fuel	\$90.79

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

<b>PURCHASING CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
20/04/2024	AMPOL FOODARY ALBANY	Fuel	\$104.84
20/04/2024	AMPOL FOODARY ALBANY	Fuel	\$29.20
21/04/2024	AMPOL FOODARY NEDLANDS	Fuel	\$65.51
21/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$111.70
21/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$39.97
22/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$249.37
22/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$82.87
22/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$105.85
23/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$74.22
23/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$56.48
23/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$72.43
24/04/2024	AMPOL BUSSELTON S/STN	Fuel	\$62.59
24/04/2024	AMPOL FOODARY WILLIAMS	Fuel	\$94.45
24/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$84.19
24/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$64.48
24/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$54.29
24/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$34.76
24/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$82.40
24/04/2024	WELLSTEAD S/STN	Fuel	\$126.57
26/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$66.26
26/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$58.97
27/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$147.11
27/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$65.14
27/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$64.72
27/04/2024	AMPOL ALBANY DIESEL STOP	Fuel	\$184.26
29/04/2024	EG AMPOL 94232 BROOKS GARDEN	Fuel	\$38.00
29/04/2024	AMPOL FOODARY LIVINGSTON	Fuel	\$93.49
29/04/2024	AMPOL FOODARY ALBANY NORTH	Fuel	\$74.08
29/04/2024	AMPOL FOODARY ALBANY	Fuel	\$109.46

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 15 MAY 2024**

**PURCHASING CARD TRANSACTIONS**

DATE	PAYEE	DESCRIPTION	AMOUNT
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**Subtotal** **\$7,338.89**

<b>Coles Cards:</b>			
03/05/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Library - Kitchen / Cleaning Supplies	\$67.60
03/05/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - EMC - Course	\$91.55
11/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Town Hall - Kitchen / Cleaning Supplies	\$171.35
11/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Town Hall - Event Catering	\$123.67
03/05/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - VAC - Event Catering	\$76.46
08/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - VAC - Tea / Coffee etc	\$61.44
04/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Depot - Coffee / Painkillers	\$44.60
12/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Library - Catering / Tea, Coffee	\$62.30
11/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Library - Archive Supplies / Drinking Chocolate / Milk	\$41.60
10/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Library - Crackers - Youth Services Supplies	\$8.80
16/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Depot - Catering	\$166.75
17/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Library - Milk	\$9.00
18/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - ALAC - Kitchen / Cleaning Supplies	\$77.30
18/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - VAC - Art / Kitchen Supplies	\$82.80
29/04/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Library - Milk	\$9.00
22/03/2024	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - EMC - Catering for Training	\$182.47

**Subtotal** **\$1,276.69**

<b>Cabcharge Vouchers:</b>			
14/04/2024	SWAN TAXIS CO OP LTD	Taxi Travel - Perth - Workers Compensation	\$34.86
09/04/2024	BLACK & WHITE CABS (WA) P/L	Taxi Travel - Perth - Elected Members - Meeting	\$77.91
04/04/2024	13CABS WA PTY LTD	Taxi Travel - Perth - Workers Compensation	\$63.00
04/04/2024	BLACK & WHITE CABS (WA) P/L	Taxi Travel - Perth - Workers Compensation	\$58.80
21/03/2024	SWAN TAXIS CO OP LTD	Taxi Travel - Perth - Finance Conference	\$51.66
20/03/2024	SWAN TAXIS CO OP LTD	Taxi Travel - Perth - Major Projects - Meetings	\$63.42
19/03/2024	AUZI CAB SERVICE	Taxi Travel - Perth - Finance Conference	\$63.00

CITY OF ALBANY  
 LIST OF ACCOUNTS FOR PAYMENT  
 FOR THE PERIOD ENDING 15 MAY 2024

<b>PURCHASING CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
			<b>Subtotal</b> <u>\$412.65</u>
			<b>TOTAL</b> <u>\$9,028.23</u>

**Notes:**  
 All Purchasing Card transactions noted above are dated in accordance with the supplier issued statement. All physical payments to the suppliers are made by Electronic Fund Transfer within the date range of 16 April 2024 to 15 May 2024

Document Number	Description	Date Sent / Received
EDR24179974	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Payment in relation to Albany Highway Resurfacing Works PARTIES: Cor Cordis SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	15/05/2024
EDR24179871	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: C23030 - Progress Payment No 4 Invoice amount requires CEO signature PARTIES: Phoenix Civil SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	13/05/2024
EDR24179744	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Award of Tender for C24008 - Purchase and removal of scrap metal PARTIES: Sims Group Australia Holdings Limited SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	10/05/2024
EDR24179719	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: WCP Civil Invoice regarding progress claim No.1 - Mill and Fill Profile and Asphalt Works. PARTIES: WCP Civil SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	09/05/2024
EDR24179627	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: WABN Funding Variation letter for Maley / Bardley footpath PARTIES: N/A SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	08/05/2024
EDR24179632	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Letter of Variation - LRCI3 - Range Road Roundabout PARTIES: N/A SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	08/05/2024

Document Number	Description	Date Sent / Received
EDR24533028	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Development Application in relation to 2x water tanks for leachate system at Hanrahan Waste Facility PARTIES: N/A SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	08/05/2024
EDR24179413	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Variation (extension of time) for LRCI 3 Grant - Range Road Stage 1 (Roundabout) PARTIES: Dept of Infrastructure, Transport, Regional Development, Communications and the Arts SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	03/05/2024
EDR24179077	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Invoice regarding WCP Civil progress claim No 2 Lockyer Avenue Resurfacing works PARTIES: WCP Civil SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	26/04/2024
EDR24178710	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Acquittal only Southern Ports 2023 Binalup Festival Grant \$5,000 PARTIES: Southern Ports SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	22/04/2024
EDR24178712	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Acquittal only Southern Ports 2023 Christmas Pageant Grant \$5,000 PARTIES: Southern Ports SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	22/04/2024
EDR24178714	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Acquittal only Southern Ports 2023 New Year's Eve Picnic and Fireworks Grant \$5,000 PARTIES: Southern Ports SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	22/04/2024



Document Number	Description	Date Sent / Received
EDR24179005	<p>COPY OF EXECUTED DOCUMENT                      ITEM: N/A                      RE: Application only - DFES Mitigation Activity Fund Grants Program Application - 2024/25 Round 1                      PARTIES: DFES                      SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)</p>	17/04/2024
EDR24178930	<p>COPY OF EXECUTED DOCUMENT                      ITEM: N/A                      RE: Commercial Credit application form regarding the engagement of DT Infrastructure to provide a Rail Safety Management Plan and Rail Protection Officer during the York St/Proudlove Pde Blackspot project                      PARTIES: DT Infrastructure                      SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)</p>	16/04/2024
EDR24178931	<p>COPY OF EXECUTED DOCUMENT                      ITEM: N/A                      RE: Federal referral - Online Mounts Clearing Permit - Marine Drive                      PARTIES: N/A                      SIGNED BY: Andrew Sharpe, Chief Executive Officer (online)</p>	16/04/2024
EDR24178932	<p>COPY OF EXECUTED DOCUMENT                      ITEM: N/A                      RE: Federal referral - Online Mounts Clearing Permit - Ellen Cove                      PARTIES: N/A                      SIGNED BY: Andrew Sharpe, Chief Executive Officer (online)</p>	16/04/2024
EDR24178933	<p>COPY OF EXECUTED DOCUMENT                      ITEM: N/A                      RE: Client proposal form (Contract) regarding the engagement of DT Infrastructure to provide a Rail Safety Management Plan and Rail Protection Officer during the York St/Proudlove Parade Blackspot project                      PARTIES: DT Infrastructure                      SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)</p>	16/04/2024

Document Number	Description	Date Sent / Received
EDR24178934	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Building Application install water tank at Foundation Park A161523 PARTIES: N/A SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)	16/04/2024



**DELEGATED AUTHORITY**

**COUNCIL POLICY – RATING SUBSIDY: SPORTING AND COMMUNITY ORGANISATIONS**

**Delegation:**

2020:022 Administer Rates & General Debt Recovery Activities – Administer the recovery, write off, and exemptions relating to Rates & General Debt. Adopted: OCM 28/03/2023 Resolution AR131.

**Delegated Power:**

Waive, grant concessions or write off any money owed to the City, pursuant to s6.12(1) of the Local Government Act 1995.

**Council Policy:**

Rating Subsidy: Sporting and Community Organisations. Adopted: OCM 14/12/2021 Resolution AR102.

**Reporting Requirements:**

Report to file and to Council annually.

Rating subsidies for 2023/24 of \$171,304.97 as per the attached list.

**Matthew Gilfellow**  
**Executive Director Corporate & Commercial Services**

REPORT ITEM CCS 632 REFERS

<b>ASSESSMENT</b>	<b>SPORTING/COMMUNITY GROUP</b>	<b>SUBSIDY</b>
A116479	NORTH ALBANY FOOTBALL & SPORTING CLUB INC	\$2,698.50
A124369	GIRL GUIDES WA (ALBANY)	\$1,175.00
A130471	ALBANY MARITIME FOUNDATION	\$4,642.38
A133873	ALBANY ATHLETICS GROUP INC	\$2,053.21
A136225	LOWER GT SOUTHERN HOCKEY ASSOCIATION INC	\$2,511.84
A136770	ALBANY GOLF CLUB INC	\$20,825.37
A140446	ALBANY MODEL RAILWAY ASSOCIATION INC	\$1,738.56
A14758	ALBANY HARNESS RACING CLUB INC	\$9,066.10
A14780	ALBANY ITALIAN CLUB INC	\$1,452.71
A149179	ALBANY CLUB INC	\$8,276.82
A150506	ALBANY SEA RESCUE SQUAD INC	\$2,634.50
A155029	EMU POINT SPORTING CLUB INC	\$10,875.59
A156611	ALBANY LIGHT OPERA AND THEATRE COMPANY	\$2,201.14
A157843	SPECTRUM THEATRE INC	\$1,754.02
A161280	ALBANY BOWLING CLUB	\$5,264.31
A161537	ALBANY BRIDGE CLUB	\$4,042.41
A171156	WILSON INLET CATCHMENT COMMITTEE	\$574.80
A171336	ALBANY CITY KART CLUB INC	\$1,270.00
A174427	ALBANY EQUESTRIAN ASSOCIATION INC	\$9,012.77
A176287	STIRLING CLUB INC	\$5,535.65
A179378	ALBANY BOATING AND FISHING CLUB INC	\$2,271.86
A187399	ALBANY SPEEDWAY CLUB INC	\$1,365.19
A204721	ALBANY MODEL AERO CLUB	\$1,695.89
A227280	LOWER KING COMMUNITY KINDERGARTEN ASSOC INC	\$1,175.00
A30213	CITY OF ALBANY BAND INC	\$1,175.00
A50479	MERRIFIELD PARK TENNIS CLUB	\$2,168.50
A55023	WILSON INLET CATCHMENT COMMITTEE	\$506.50
A6037	KING RIVER RECREATIONAL CLUB INC	\$1,599.90
A64785	SOUTH COAST COUNTRY MUSIC CLUB INC	\$1,270.00
A64799	RIVERVIEW COUNTRY CLUB INC	\$3,919.76
A64820	PRINCESS ROYAL SAILING CLUB	\$7,314.57
A64866	VETERAN CAR CLUB OF WA (INC) ALBANY BRANCH	\$2,090.54
A64947	ALBANY ROWING CLUB	\$2,064.40
A65539	GREEN RANGE COUNTRY CLUB	\$2,887.07
A65999	KING RIVER HORSE AND PONY CLUB	\$1,902.81
A6791	ALBANY RACING CLUB INC	\$15,079.06
A69406	LOWER KALGAN COMMUNITY ASSOCIATION	\$1,653.23
A74354	SCOUT ASSOCIATION AUSTRALIA WA BRANCH	\$1,717.23
A74368	LAWLEY PARK TENNIS CLUB	\$4,882.36
A79732	RAINBOW COAST TOY LIBRARY	\$1,175.00
A82145	ALBANY KINDERGARTEN ASSOCIATION (INC)	\$1,175.00
A84446	MIDDLETON BEACH BOWLING CLUB	\$9,467.67
A92223	RAILWAYS FOOTBALL & SPORTING CLUB (ALBANY) INC	\$3,967.75
A97368	ALBANY WOMEN'S REST HOUSE ASSOCIATION INC	\$1,175.00
	<b>2023/24 SUBSIDY TOTAL</b>	<b>\$171,304.97</b>



# Communications & Engagement Strategy

2024-2027







**The City of Albany respectfully acknowledges the Menang Noongar people as the traditional custodians of the land on which the City conducts its business and pays respect to Elders past and present.**

**Alternative Formats**

The information in this document is available in alternative formats, including large print, audio, and braille, on individual request.

Please contact the Community Development Team on **(08) 6820 3023** for more information.

**Language Assistance**

We can provide access to City of Albany services and information for non-English speaking residents.

Interpreting and translating services are available via the Translating and Interpreting Service (TIS). The service provides language interpreting in 160 languages. To use this service, please phone TIS on 13 14 50 or contact the City of Albany Community Development Team on (08) 6820 3023 for assistance.

**The National Relay Service (NRS)**

The NRS can contact the City of Albany on your behalf:

- TTY/Voice Calls: 133 677
- Speak and Listen: 1300 555 727
- SMS Relay: 0423 677 767



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 Authorisation  
 Albany City Council  
 Chief Executive Officer



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Message from the Mayor

**At the City of Albany, we're passionate about our community.**

Our councillors and staff live in the community, are part of the community and want to do the best job they can for you, the community.

Albany is your home, it's your workplace and it's your recreation space, so you should know what's going on.

It's our job to let you know and get you involved. That's why we've been striving to get better at keeping you informed and included in conversations and decisions.

We've made some great improvements, but we can always do better too. The way we communicate and engage with you is vital to ensuring that the information we send out is relevant and is reaching the right residents at the right time.

We also acknowledge that engagement is more than just feedback to inform our decisions. Quality engagement can also strengthen relationships between the City,

community members and stakeholders. It can also provide an opportunity for education and capacity building. The City also has a role to play in facilitating and supporting community-led projects and initiatives that will help develop and grow our community.

This Strategy is guided by established principles that shape our communications and engagement initiatives. Based on previous community feedback, the Strategy outlines who wants to be communicated with, when communication will be best received from the City and in what format our communications are best received by the community.

The Strategy also will guide our engagement activities to ensure that our engagement is as accessible and inclusive as possible, providing an opportunity for all stakeholders to be involved.

Following consultation with our community and valuable ongoing feedback; this is your Communication & Engagement Strategy.

*Greg Stocks*



**GREG STOCKS**  
MAYOR



## Executive Summary

**At the City of Albany, we aim to provide key services to the community through a range of functions that mean our community can continue to have the support they need to thrive.**

Much of what the City does relies on engaging with our community to ensure they are informed and included in decisions the City make that can impact them and their local community.

In 2019, the Communications and Engagement Strategy was developed following extensive market research undertaken by independent consultants. It has given us a better understanding of what Albany residents want from their local government and how we can improve our communications and engagement processes to ensure more of our residents are engaged and informed than ever before.

Five years following the development of the Communications and Engagement Strategy is a timely opportunity to review what we have achieved and look at what we can improve, accomplish, and implement in the three years to come.

This Strategy has had a large part to play in how the City engages with our community which goes hand-in-hand with how the City communicates with our community.

Council meet and greets, City newsletters, social media channels, an online public comment portal and bespoke educational campaigns are some of the ways the City has adapted to community feedback.

We have also utilised the feedback that the community provided us through the Strategic Community Plan 2032, which was adopted by the Council in August 2021, and the recent 2023 Community Scorecard.

The Strategic Community Plan 2032 provides the City with an understanding about what our community's priorities are and has developed outcomes and objectives to ensure we are on track to delivering on these priorities.

Key Pillars of People, Planet, Place, Prosperity and Leadership provide the framework for the Plan. It requires a high level of community engagement and communication not only with our community but also with stakeholders, organisations, and various levels of government to succeed.

With a fantastic and diverse community, getting to every resident is a challenge with no single approach that will satisfy every one of our more than 40,000 residents. This Strategy aims to consistently engage numerous residents with the City, maintaining the goals and priorities outlined within it.

We hope this Strategy assists us to deliver high-level communications and best-practice engagement into the future.




**ANDREW SHARPE**  
CHIEF EXECUTIVE OFFICER

# Who We Are

**The City of Albany is a large local government area, covering 4,310 square kilometres situated along the south coast of Western Australia.**

It boasts an enviable mix of urban and rural lifestyles, with agriculture and retail among its main industries. Tourism is growing as the region's profile and reputation increases, driving visitation.

It's a large and diverse community for the City of Albany to run, managing a budget expenditure of \$123 million in 2023-2024 that balances value for money with maintaining the high-level of service delivery the community expects.

Eighty-three different ancestries are represented within our community, which has a strong community spirit with 21% of residents volunteering in some capacity.

While Albany's median age is 45, it has a lower proportion of children under 18 years old and a higher proportion of persons aged over 60 years old.

The City of Albany is one of the region's biggest employers with approximately 450 staff and is responsible for local roads and pathways, gardens and playgrounds, rubbish collection and recycling, local fire brigades, public buildings, community health and safety, and much more.

It also provides community facilities like Albany Public Library, Albany Leisure and Aquatic Centre, Albany Regional Airport, Albany Town Hall, Vancouver Arts Centre, Albany Regional Day Care, Albany Visitor Centre, and the National Anzac Centre.

## City of Albany

- **11 Elected Members**
- **Employs 452 people**
- **Manages \$907,687,269 in assets**

## Community

- **40,416 people living in the City of Albany**
- **17,955 private dwellings in the City**
- **3,617 local businesses**
- **19,956 people are employed**

## This Strategy aligns with the following:

- **Strategic Community Plan**

**Theme: Leadership**

**Outcome:** A well informed and engaged community.

**Objective: 15.1** – Grow awareness, understanding and engagement in City projects, activities and decisions.

- **Corporate Business Plan**

**Theme: Leadership**

**Outcome:** A well informed and engaged community.

**Objective: 15.1** – Grow awareness, understanding and engagement in City projects, activities and decisions.

# Community Engagement

## What is Community Engagement?

**Community Engagement is an intentional process to work inclusively and respectfully with the local community to shape decisions, actions, impacts or change.**

Within a local government, most of our engagement with the community and stakeholders is to make better-informed decisions. In this instance, community engagement does not replace the final decision-making power of the Council but is considered invaluable as it enhances the City's capacity to make well-informed, acceptable, and sustainable decisions.

Projects with a high level of community engagement in the decision-making process create community ownership of the decision. Examples of projects co-designed with the community include Youth Challenge Park.

However, there are times when the City is a facilitator rather than the decision-maker, especially during community-led engagement. Examples of this include the Motorplex and projects funded under our Rural Townsite Enhancement Funding in Wellstead, Bornholm, Youngs Siding and Redmond,

Many of our teams also engage regularly with the community and stakeholders to strengthen relationships, build capacity, and empower local community groups.

The City aims to align with the International Association for Public Participation (IAP2) Quality Assurance Standard for Community and Stakeholder Engagement in our engagement activities.

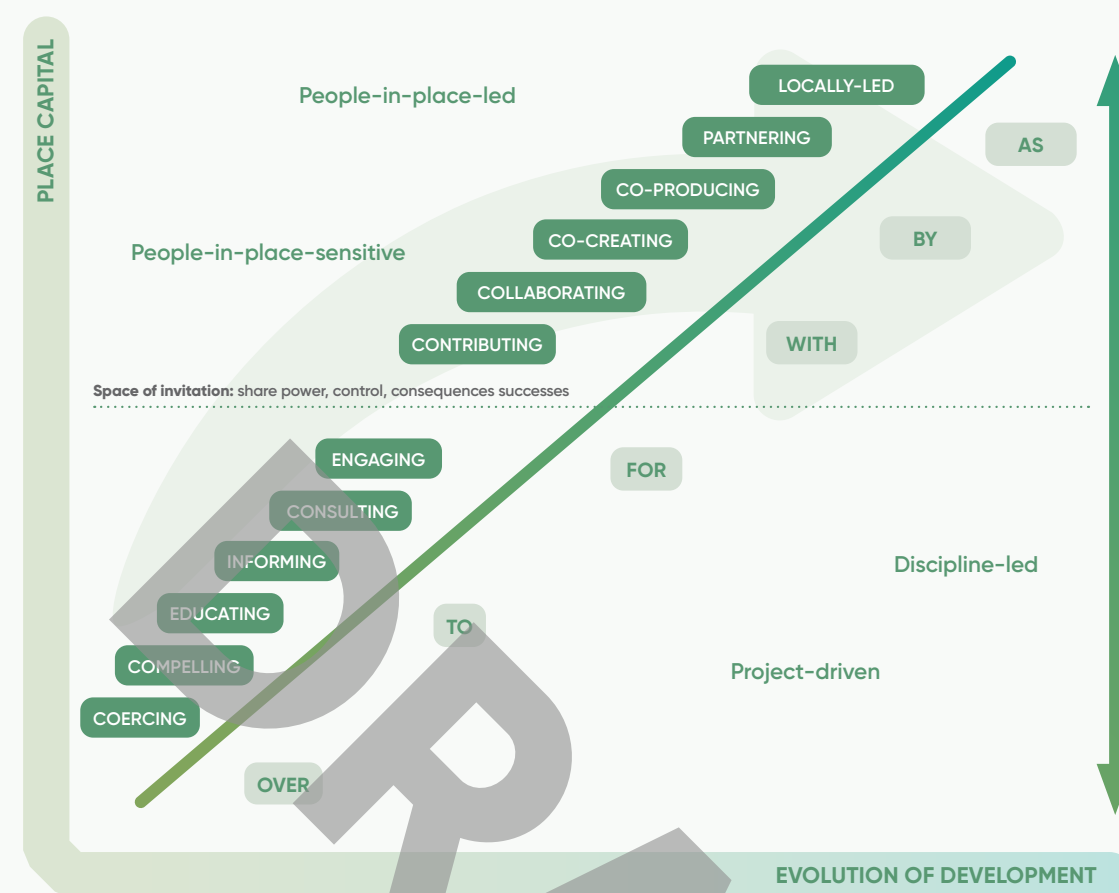
The IAP2 tools and methodology serve as the foundational structure for our approach to Community Engagement. This approach ensures that our engagement processes are inclusive, transparent, and responsive to community needs and preferences.

The City of Albany has gone one step further, by integrating the well-established IAP2 Spectrum of Public Participation with the Deciding/Doing Continuum, introduced by Bijoux in 2018. This combined approach draws on key insights from Arnstein's ladder of citizen participation (1969), Wehipeihana (2013) and the New Economics Foundation (2014).

The Continuum has more levels of engagement than the IAP2 Spectrum of Public Participation, which more accurately reflects public participation approaches utilised by the City when engaging with our community. It emphasises the dynamic nature of public participation by highlighting the connection between decision-making and action. The Continuum helps us understand not only how communities are involved in decisions but also the tangible impact of their participation on the outcomes.

This integrated approach aligns with contemporary best practices in public participation. It goes beyond the traditional role of local government using engagement to guide decisions and acknowledges the role the City can play as a facilitator, with the community playing a more active role in delivering locally led initiatives.

## DECIDING/DOING CONTINUUM



## Why do we engage?

The City may engage with the community for a number of reasons.

While predominantly it may be to inform decision-making, it may also be to engage with community members and/or stakeholders to:

- Comply with legislation
- Understand community sentiment
- Change behaviours
- Manage risk
- Generate support
- Build and/or strengthen relationships
- Respond to an issue or concern raised by community members
- Facilitate community led engagement to support a community project or initiative
- Work collectively, in partnership with community for shared goal or outcome
- Provide greater access to information
- Build the capacity of community groups or stakeholders

The City of Albany aims to make decisions backed up by community feedback, input and views alongside technical, financial and legislative advice. This helps the City to make better decisions for Albany.

Community participation within a decision making process;

- Fosters a relationship between the community and the City.
- Allows for a more confident and informed decision to be made.
- Builds a sense of pride and ownership among community about the city they live in.
- Encourages more community participation into the future.

There will be times when we do not engage. For example:

- **Activities where there is no scope for community influence**
- **Public health and safety are at risk**
- **Responding to an emergency**
- **Matters of strictly confidential or commercially sensitive nature**
- **Legal constraints**

### Community Engagement Framework



### Roles and Responsibilities

To ensure the integrity of the Community Engagement Framework, everyone involved has a role to play, including our Councillors, staff and community.

Our staff and Councillors have a responsibility to ensure our community engagement practice is planned and delivered in line with this Strategy. External stakeholders and community members also have a role to play in supporting its implementation.

Stakeholder	Responsibility
<b>Council</b>	<ul style="list-style-type: none"> <li>• Responsible for decision making in accordance with relevant legislation.</li> <li>• Endorsing the City's strategic approach to community engagement.</li> <li>• Supporting the City's commitment to planning and delivering community engagement by approving adequate resources.</li> <li>• Promoting community engagement opportunities and encouraging participation of the community.</li> <li>• Ensuring that community and stakeholders views are given due consideration when making decisions,</li> <li>• Articulating how the community's views have been considered in the decision made.</li> <li>• Undertaking their own consultation, receiving feedback and lobbying messages from the community and stakeholders.</li> </ul>
<b>City Staff</b>	<ul style="list-style-type: none"> <li>• Ensuring the Community Engagement Framework is consistently implemented and applied across the organisation.</li> <li>• Ensuring the community engagement needs across all projects, issues and initiatives are effectively considered and resourced.</li> <li>• Analysing feedback received during community engagement activities and using this information to make recommendations and/or inform a course of action.</li> <li>• Communicating the outcome, the decision made, and how the community's views have been considered in the decision.</li> <li>• Evaluating community engagement activities.</li> <li>• Ensuring adequate feedback is provided to all participants and where necessary, the whole community.</li> </ul>
<b>Communications and Community Engagement Teams</b>	<ul style="list-style-type: none"> <li>• Providing ongoing guidance and support to staff and contractors in planning and delivering community engagement activities.</li> <li>• Coordinating the management of community engagement resources, including documents, templates, website, marketing collateral, written copy, social media content.</li> <li>• Communicating upcoming community engagement activities to the community.</li> <li>• Identifying and responding to the training and development needs of staff in relation to community engagement practices.</li> <li>• Measuring and reporting on the effectiveness of the City's Community Engagement activities</li> </ul>
<b>Community and Stakeholders</b>	<ul style="list-style-type: none"> <li>• Openly receiving and considering information provided during the community engagement phase of projects.</li> <li>• Actively participating in community engagement activities by providing considered constructive input.</li> <li>• Promoting engagement opportunities and encourage participation among relevant networks.</li> <li>• Identifying opportunities for collaboration or partnership with the City of Albany to resolve local issues.</li> <li>• Sharing experience and knowledge through participation on City of Albany Project Working Groups and Advisory Groups</li> <li>• Engagement with Councillors and City Staff to discuss issues, needs or opportunities to enhance community engagement activities including participating in relevant evaluation processes.</li> </ul>



**Decision Making Criteria**



# Communications

Communications plays a crucial role in keeping our community informed. It is the vital link between the City, residents and ratepayers; ensuring transparency, accessibility and effective communication.

The fundamental importance of City of Albany communications is to foster a connected and informed community.

Efficient communication is important for the successful delivery of local government services and maintaining a foundation of good governance. Clarity in communication proves to be indispensable when collaborating with residents, councillors, employees, external organisations, government entities, and stakeholders invested in our region.

**Communications Principles**

The City produces a vast range of varied communications collateral which are all guided by different priorities, outcomes and audiences. However, the underlying principles of each piece of communication remain the same for each project and allow the City to ensure its public image, reputation and brand are long lasting.

Principle	Description
<b>Timely</b>	Communications are delivered within a reasonable timeframe for community to be able to prepare, react or respond.
<b>Authentic &amp; Relatable</b>	Community messages are delivered with empathy, honesty and without pretence or deception. Our messages feel relevant and familiar to audiences that allows them to trust the information and personally connect. City communications are open and accessible, fostering a sense of trust and accountability.
<b>Accurate &amp; Transparent</b>	Communications from the City have a high degree of correctness and a reputation for precise information.
<b>Creative</b>	City communications collateral incorporates new and original ideas that offer a different approach and perspective.
<b>Clear &amp; Consistent</b>	Messages are straightforward, simple, short and easy to understand making them more efficient and effective. Messages, information, branding and style of specific City communications is the same across all sources of information.
<b>Responsive</b>	Quick to react and respond to situations, actions, queries and circumstances that arise.
<b>Courteous</b>	All the City's communications efforts are in vain if it does not use good manners.

**Communications Tools**

Depending on the specific messages, audience and timing, the City may consider the following methods of communication:

- Email
- Website Updates
- Social Media
- Suggestion Box
- Media Release
- Poster/Banner/Sign
- Letter
- Phone calls
- Public exhibition
- Display stalls
- Newsletter
- Flyer/pamphlet
- Paid advertising

**Communicating to our audiences.**

The City's audience is as large as it is vast. Those with whom we are communicating with are not limited to the municipality, and can be found across the globe. From road closure notifications and rates information to tourism campaigns and major event promotion; no one day is the same in the scope of communications at the City of Albany.

**Key audiences include.**

- Residents
- Ratepayers
- Creditors
- Customers
- Local Businesses
- Community Groups
- Media
- Sporting Clubs
- Project partners
- Federal Government
- State Government
- Other Local Governments
- Visitors
- Tourists
- Funding bodies
- Suppliers
- Mayor and Councillors
- Staff
- Rural residents

# Our Communication & Engagement Challenges

Much of what we learnt in 2019 hasn't changed significantly. A lot of what we do has shifted to a more substantial online model following the Covid-19 pandemic. How we communicated and engaged with community during this period had a heightened factor of public health safety.

Our key challenges continue to be:

- Reaching the segments of our community who traditionally do not engage with the City.
- Internal resourcing and capacity to engage and communicate effectively.
- Ensuring people know what their local government is doing.
- Reaching the broader community on topics that are important to them.
- Ensuring our communications and engagement is open and transparent.

## 1. How can we reach segments of our community who traditionally do not engage with the City?

- Expand the membership of our Communications & Engagement Advisory Group to include representatives from identified low participation groups.
- Seek the advice of these members on what we need to do to improve and increase our engagement with these groups.

## 2. How can we improve our internal resourcing and capacity to engage and communicate?

- Revise our engagement toolkit and guidelines to align with contemporary engagement practices.
- Increase training and professional development opportunities to build the knowledge and skills of staff.
- Revise our processes to provide additional internal support to teams when undertaking engagement and communication activities.

## 3. How can we ensure our community knows what the City is doing?

- Improving how we communicate before and after making decisions, so that residents know what the decisions are and why.
- Share the good things the City and Council are doing in our community, to improve public awareness of who we are and the positive work we do.
- Brief staff before community to assist our commitment to providing best practice customer service.

## 4. How do we reach our residents with the topics and issues important to them?

- Take notice of what community has told us is important to them.
- Utilise our market research to better understand the residents we are engaging with.
- Identify champions within traditionally 'low engagement' segments of the community to assist in sharing information on issues important to them.
- Ensure our communications and engagement activities are inclusive.
- Be inclusive of our rural communities.
- Consider time delays in regional mail services when communicating via post.

## 5. How do we improve what we are doing to ensure openness and transparency?

- Provide more opportunities for our community to participate in conversations with the City and elected members.
- Develop a consistent and coordinated internal approach for engagement using a best-practice framework.
- Provide feedback to community after engagement activities and explain our decision-making processes.
- Strengthen internal communication.
- Increase community understanding of local governance processes, procedures and responsibilities.

**An action plan will identify specific ways we can address these challenges against our strategic objectives.**

**'Improving how we communicate before and after making decisions, so that residents know what the decisions are and why.'**



## Our Engagement Guiding Principles

We want to build on our strengths while finding ways we can get better at meeting the needs of our diverse population.

Principle	Description
<b>Commitment</b>	Effective policymaking requires strong leadership and a dedicated commitment to providing resources for public engagement and participation, including financial, personnel, and technical support.
<b>Inclusivity</b>	Consultation will be conducted to engage all affected parties, ensuring sensitivity to diverse needs and maximizing opportunities for participation.
<b>Clarity</b>	Clear objectives and defined boundaries for information, consultation, and participation, along with transparent stakeholder roles and responsibilities, are essential from the outset.
<b>Timing</b>	Early community engagement and active participation enhance solution diversity and improve best practice outcomes, requiring sufficient time for effective consultation throughout all project stages.
<b>Transparency</b>	Stakeholders need clarity on the purpose and scope of consultations, including limitations and potential influence, while also receiving regular updates on progress and outcomes.
<b>Resources</b>	For effective public involvement in major planning projects, sufficient financial, personnel, and technical resources are essential, alongside a supportive organisational culture and access to relevant skills.
<b>Accountability</b>	The City must be accountable for utilising community and stakeholder input received through feedback, consultation, and participation by ensuring an open, transparent process amenable to external scrutiny and review.

This means we will be involving our community more in our decision-making process, inviting them to have a say on issues that are important to them in the way they want to be involved, so their feedback is influencing the decisions we make.

Achieving this relies on open, honest and transparent dialogue between staff, Councillors and our community.

To guide this we have set a range of strategic aims and objectives, which are underpinned by these principles:

1. **Our process is inclusive**
2. **Our communications are proactive**
3. **Our approach is creative and engaging**
4. **Our delivery is direct and transparent**
5. **Our information is accessible, relatable and easily understood**
6. **Our interactions are positive and two-way**
7. **Our process involves the whole organisation**

## Our Purpose

**We will provide our community with clear, timely and transparent communication, and create two-way conversations with our community, to ensure our community understands what we are doing and why.**

Our engagement will create opportunities for meaningful interaction and collaboration between stakeholders, ultimately leading to more inclusive, transparent, and responsive decision-making processes and outcomes.

## Priorities and Objectives

### Community Engagement

**Community Engagement is essential to not only making sure our residents and businesses are informed about what we are doing, but to provide opportunities for us to get feedback from the community before we make our decisions.**

The City has been striving to improve its engagement with the community since 2019 where 49% of residents said they were happy with the level of engagement they have with the City.

Around half of our residents, 51%, told us that they wanted to be more engaged by the City, but the challenge is not everyone wants to know about the same things.

Roughly 4 in 10 people have wanted to be involved in the issues concerning the City at large, with 38% of our residents wanting to be part of conversations and initiatives. Another 45% said they only wanted to be engaged on decisions that affect their neighbourhood or household.

Our Aspiration and Objectives set the high-level goals for our engagement with community.

### Our Aspiration for Engagement

The City aspires to meet the IAP2 Quality Assurance Standard for Community & Stakeholder Engagement in all of our engagement activities.

Our engagement will be more inclusive and accessible, ensuring that all community members feel that their views and opinions are valued and have been considered within the decision-making matrix.

Where possible the City will also facilitate and/or support community led projects and initiatives, which will build the capacity within our community.

## Our Objectives and Priorities for Community Engagement

**Objective 1:** Deliver planned and consistent community engagement in an open, transparent and inclusive way through a whole of City approach.

Our Priorities	We know we are succeeding when
A diverse range of stakeholders are invited to participate in engagement activities that may be of interest or impact on them.	Engagement activities have a diverse range of community participation.
The results of our engagement activities is shared with participants and the broader community.	The community feels we are listening to them, acknowledging their concerns, and their input is contributing to our decision making.

**Objective 2:** Build the capacity of the City staff and elected members to engage effectively with the community on projects.

Our Priorities	We know we are succeeding when
Regular training and development opportunities available to staff and elected members to implement and follow best-practice engagement procedures.	When staff are using IAP2 tools to report and evaluate on our engagement activities.
Identify opportunities to make our engagement more welcoming, accessible, and inclusive.	We have a diverse range of community members participating in our engagement activities.
Accountability	The City must be accountable for utilising community and stakeholder input received through feedback, consultation, and participation by ensuring an open, transparent process amenable to external scrutiny and review.

**Objective 3:** Provide regular opportunities for Councillors and executives to connect informally with community.

Our Priorities	We know we are succeeding when
Community has the opportunity to meet with Councillors regularly in informal settings	The community feel Councillors are more responsive to their needs and concerns.
Staff and community have the opportunity to engage with executive in informal settings that provide a platform for open dialogue.	Staff and community feel executives are more responsive to their needs and concerns.

## We will measure community satisfaction with:

1. Engagement evaluation process
2. Participation in engagement activities
3. Level of community input in decision making
4. Community Perception Survey results
5. Staff satisfaction survey results
6. Reputation of the City
7. Positive community perceptions of the City

## Communications

Our mass communications is one of our strengths, so it's important we continue to achieve the high benchmark we have set, but there are also areas where we can strive to get better.

In 2019 more than 50% of our residents said we use social media, online, print, television and radio well to communicate. More than 70% of residents have used our website, and almost half of residents said we provide information that is easy to understand.

With social media providing a cost effective, immediate, and two-way communications avenue to reach our residents; we worked to increase our following.

The City of Albany Facebook page receives the highest level of engagement from community and has become a natural leader in the platforms we use to communicate. From 2019 to 2022 our followers grew 34% from 12,134 to over 16,500 followers.

With our focus on social media not showing any signs of slowing down, we expect this to continue increasing.

## Our Aspirations for Communications

To deliver timely, informative, engaging, and transparent communications that shares information in a diverse way, is easy to understand, promotes what we do and celebrates our success.



**'...50% of our residents said we use social media, online, print, television and radio well to communicate.'**



## Our Objectives and Priorities for Communications

**Objective 4:** To strengthen the City's brand so that it is recognisable, trusted, consistent and proud.

**Our Priorities**

**We know we are succeeding when**

Continue to use appropriate City branding to reinforce familiarity and trust with the City.

There is increased awareness of the City brand and often subliminal familiarity.

Ensure our suite of documentation and collateral have a consistent look and feel.

Our communications will be visually consistent and easily identifiable with the City of Albany.

**Objective 5:** To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community

**Our Priorities**

**We know we are succeeding when**

Share information that is easy to understand, is timely and reaches relevant target audiences.

Our community feels informed and has a better knowledge of the decisions we are making and why.

**Objective 6:** Create marketing campaigns that meet objectives and budgets for city-wide projects and make use of appropriate communication channels.

**Our Priorities**

**We know we are succeeding when**

Marketing strategies and advertising plans will utilise communications channels relevant to the scale and size of the project.

Our community is informed about City projects that are relevant to them.

**Objective 7:** To promote the good work of the City of Albany.

**Our Priorities**

**We know we are succeeding when**

7.1: Identify positive promotional opportunities through strong internal communication.

Media are reporting on the good things we do, not just any issues.

7.2: Our engagement with all media is positive, informative, and polite.

Our community continue to engage on this platform with pleasant interactions.

**We will measure community satisfaction with:**

1. Participation in City events and activities
2. Community use of City services
3. Awareness of City of Albany branding
4. How the community perceives the accessibility of our information
5. Customer service satisfaction

## Monitor, Measure and Reporting

An Action Plan will support this Strategy and allow us to monitor and report against our Objectives and Priorities.

This Action Plan will also support our annual business planning process, which will track progress in implementing this Strategy.

This Strategy will guide the Communications and Engagement activities of Council and staff through to 2027. It will be implemented with the Community Strategic Plan and Corporate Business Plan, as well as in consideration other influencing City policies and external social, technological, economic, environmental, political, legal and ethical factors. The Action Plan will be updated throughout the life of this Strategy.

### References

- Deciding Doing Continuum
- IAP2 Quality Assurance Standard for Community & Stakeholder Engagement
- The Engagement Triangle, Understanding the Purpose of your engagement

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Tammy Flett		Tammy Flett	
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DRAFT



City of Albany

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## Communications Action Plan 2024–2027

**Objective 4: To strengthen the City's brand so that it is recognisable, trusted, consistent and proud.**

### Priority 4.1

Continue to use appropriate City branding to reinforce familiarity and trust with the City.

Action 4.1.1 | Continue to utilise the City of Albany brandmark on all internal and external collateral that aligns with the City of Albany.

Action 4.1.2 | Investigate redefining the City of Albany logo use to include when and where the corporate, crest and Your City logos are used. Create an easy access logo package to send to external organisations and for use internally.

Action 4.1.3 | Align the City of Albany brand to the vision within the Strategic Community Plan.

### Priority 4.2

Ensure our suite of documentation and collateral have a consistent look and feel.

Action 4.2.1 | Update regular collateral and documentation templates across the City to ensure that all documents of the same nature are consistent. (ie; policies, procedures, guidelines etc)

**Objective 5: To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community.**

### Priority 5.1

Share information that is easy to understand, is timely and reaches relevant target audiences.

Action 5.1.1 | Develop a strategy for social media across the City of Albany that provides a guideline for posting content, monitoring engagement and protecting the integrity of the City of Albany.

Action 5.1.2 | Breakdown Local Government information into bite size, easy to understand copy and collateral.

**Objective 6: Create marketing campaigns that meet objectives and budgets for city-wide projects and make use of appropriate communication channels.**

### Priority 6.1

Marketing strategies and subsequent advertising plans will utilise communications channels relevant to the scale and size of the project.

Action 6.1.1 | Execute marketing plans that are suitable for the budgets supplied and incorporate outlets with high reach and low wastage.

Action 6.1.2 | Secure low cost, ongoing advertising opportunities across the year that can be utilised across the City.

**Objective 7: To promote the good work of the City of Albany.**

### Priority 7.1

Identify positive promotional opportunities through strong internal and external communication.

Action 7.1.1 | Work with internal teams to uncover positive day-to-day stories for good news stories across all media (social, print, radio etc)

Action 7.1.2 | Create strong relationships with local businesses, organisations and industry that promote the positive image of the City of Albany.

Priority 7.2

Our engagement with all media is positive, informative, and polite.

Action 7.2.1 | Use the social listening function of MyMedia to monitor communication with the community on social media.

Action 7.2.2 | Actively feedback social media comments in relation to specific topics to the relevant team.

Action 7.3.3 | Create regular reports informing staff and Elected Members of relevant local government and City of Albany news items.

DRAFT

## Community Engagement Action Plan 2024-2027

**Objective 1: Deliver planned and consistent community engagement in our community in an open, transparent, and inclusive way through a whole of City approach.**

Priority 1.1 A diverse range of stakeholders are invited to participate in engagement activities that may be of interest or impact on them.

Action 1.1.1 | Recruit and maintain a diverse range of representatives for the C&E Advisory Committee with representation from defined groups.

Action 1.1.2 | Develop a consistent approach to collecting demographical data for engagement projects and initiatives and include it in engagement reports.

Action 1.1.3 | Identify community champions and key channels to expand our engagement reach.

Action 1.1.4 | Diverse range of community representatives are included in City project working groups where appropriate.

Action 1.1.5 | Staff are trained in stakeholder mapping tools, to ensure that all relevant stakeholders have been invited to participate in engagement activities.

Priority 1.2 The results of our engagement activities are shared with participants and the broader community.

Action 1.2.1 | Develop and maintain an easy-to-access webpage where engagement reports and updates can be easily accessed.

Action 1.2.2 | Participants in engagement activities are sent regular updates on the results of their engagement.

**Objective 2: Build the capacity of the City staff and elected members to engage effectively with the community on projects and initiatives.**

Priority 2.1 Regular training and development opportunities available to staff and elected members to implement and follow best-practice engagement procedures.

Action 2.1.1 | IAP2 and other training opportunities are shared with all staff and elected members.

Action 2.1.2 | Bi-annual engagement training provided to key staff to increase the capacity of teams to engage effectively.

Action 2.1.3 | Review existing and update Community Engagement Toolkit, Guidelines and internal systems and processes for effective and collaborative engagement across the organisation.

Action 2.1.4 | Elected members, Executive Management Team and senior staff to undertake training in dealing with outrage.

Priority 2.2 Identify opportunities to make our engagement more welcoming, accessible, and inclusive.

Action 2.2.1 | Provide a range of engagement methods on projects to ensure engagement is accessible and inclusive.

Action 2.2.2 | Identify opportunities to use online platforms more effectively to make engagement more accessible and inclusive.

Action 2.2.3 | Feedback from community champions and the City's advisory groups is incorporated in to engagement design.

**Objective 3: Provide regular opportunities for Council and executives to connect informally with community.**

Priority 3.1 Community has the opportunity to meet with Councillors regularly in informal settings.

Action 3.1.1 | Deliver a minimum of three meet-and-greet activities per year as per the Meet and Greet Guidelines.

Action 3.1.2 | Identify pro-active opportunities for Elected Members to be involved in two-way conversations with community.

Priority 3.2

Staff and community have the opportunity to engage with executive in informal settings that provide a platform for open dialogue.

Action 3.2.1 | Strengthen internal communication processes across the organisation to enable a consistent and effective flow of information.

Action 3.2.2 | City executive to regularly attend community forums, events and activities.

DRAFT



### 1.13 Community Engagement Policy

<b>Policy Owner</b>	Executive Director Community Services (EDCS)
<b>Responsible Officer</b>	Manager Community Relations (MCR)
<b>Date of Approval</b>	01/04/2015
<b>Amended</b>	19/07/2023

#### Objective

The Community Engagement Policy aims to help the City of Albany (the City) engage more effectively with stakeholders and the community. Engagement can make better decisions that reflect the interests and concerns of potentially affected people and entities while also providing an opportunity to develop stronger relationships with the community and/or stakeholders and build the capacity of groups.

This policy affirms the City of Albany’s commitment to community engagement and the use of associated guidelines and processes, being:

- **Guidelines:** Community Engagement Guidelines; and
- **Toolkit:** City of Albany Community Engagement Staff Toolkit.
- **Template:** City of Albany Community Engagement Project Template.

*Note: For Statutory planning matters, Council has adopted a specific policy position that directs how these principles will be applied to community engagement and consultation.*

#### Scope

The development and review of all Council strategies, business plans, policies, and procedures.

#### Policy Statement

The City is a proactive organisation which actively engages with the community to enhance decision making, build relationships and empower community.

The City is willing to listen to and value what community members have to say. The City seeks to use the ideas, knowledge and skills of the community to enhance decision-making and in working collaboratively to improve our community.

Community engagement assists the City to provide good governance and strong leadership, delivering better decisions that guide the City’s priorities into the future.

The City is committed to strengthening Albany through effective community engagement, sharing information, gathering views and opinions, and developing options to support decision-making. The City also supports and facilitates community-led projects where possible to strengthen and empower our community.

This policy does not negate the need for the City to comply with all statutory obligations.

The following community engagement principles apply to all community engagement undertaken by the City of Albany:

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<b>Commitment</b>	Effective policymaking requires strong leadership and a dedicated commitment to providing resources for public engagement and participation, including financial, personnel, and technical support.
<b>Inclusiveness</b>	Consultation will be conducted to engage all affected parties, ensuring sensitivity to diverse needs and maximizing opportunities for participation.
<b>Clarity</b>	Clear objectives and defined boundaries for information, consultation, and participation, along with transparent stakeholder roles and responsibilities, are essential from the outset.
<b>Timing</b>	Early community engagement and active participation enhance solution diversity and improve best practice outcomes, requiring sufficient time for effective consultation throughout all project stages.
<b>Transparency</b>	Stakeholders need clarity on the purpose and scope of consultations, including limitations and potential influence, while also receiving regular updates on progress and outcomes.
<b>Resources</b>	For effective public involvement in major planning projects, sufficient financial, personnel, and technical resources are essential, alongside a supportive organizational culture and access to relevant skills.
<b>Accountability</b>	The City must be accountable for utilising community and stakeholder input received through feedback, consultation, and participation by ensuring an open, transparent process amenable to external scrutiny and review.

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**Legislative and Strategic Context**

This item relates to the following elements of the City of Albany Strategic Community Plan 2032 and Corporate Business Plan 2021 - 2025:

- **Pillar:** Leadership
- **Objectives:**
  - Provide strong, accountable leadership
  - Grow awareness, understanding and engagement in City projects, activities and decisions
- **Strategies:**
  - Facilitate engagement with socially and culturally diverse groups to inform Council decisions, including younger people, people with disability, the Menang Noongar People and other cultural groups.

**Review Position and Date**

This policy is to be reviewed by the document owner every three years.

**Associated Documents**

Documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- City of Albany Community Engagement Guidelines and Toolkit
- Communications & Engagement Strategy 2024-2027
- IAP2 Quality Assurance Standard for Community & Stakeholder Engagement

**Definitions**

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

- **Corporate Documents:** Strategies, policies, procedures, business plans, and associated documents, including guidelines and forms.
- **Statutory Documents:** Corporate documents whose format and layout is guided by legislative requirement i.e. budgets, town planning schemes, annual reports.
- **Strategy:** A plan made in advance of actions that identifies, serves and complements the City's major strategic goals and objectives.
- **Policy:** A governing principle, set of principles or rules that guides the City's practices and constrains procedures or delegated functions.
- **Procedure:** A prescription of specific action-oriented processes, necessary to achieve strategic or policy objectives.
- **Business Plan:** A plan that forecasts the critical aspects, basic assumptions and financial projections for an existing or proposed City trading enterprise or community service facility.
- **Guidelines:** An operational guide that provides tools to guide staff through a process to undertake a specific function.
- **The Community:** Those who live, work or recreate in Albany.
- **Community Engagement:** Community Engagement is an intentional process to work inclusively and respectfully with the local community to shape decisions, actions, impacts or change' (source IAP2).

It may refer to a range of interactions of differing levels of engagement between the City and the community including:

- Information-sharing, to keep community informed and promote understanding.
- Consultation to obtain feedback involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered
- Collaborating with community members in each aspect of the decision-making
- Co-design or partnering with community and/or stakeholders
- Empowering the community to make the final decision.

## Civic Affiliations Policy

### Objective

1. This policy has been developed to facilitate the development and maintenance of effective international relations that promote and enhance Albany's reputation as the best place to live, visit and do business.
2. This policy provides rationale and criteria for initiating and/or accepting requests to engage in new affiliations, review of existing affiliations, and how to conclude relationships which no longer meet the criteria or rationale of this policy.

### Legislative and Strategic Context

3. This Policy aligns with the following elements of the City of Albany Strategic Community Plan:
  - Pillar: 3. Place.
  - Outcome: 3.3. Local history, heritage and character is valued and preserved.
  - Objective: 3.3.1. Identify, preserve and showcase significant local history and heritage.
  - Pillar: 4. Prosperity.
  - Outcome: A strong, diverse and resilient economy with work opportunities for everyone.
  - Objective: 4.1.1. Attract, retain and support a diverse range of businesses and industries to grow the economy and create more local jobs.
  - Outcome: 4.1.2. Facilitate access to quality education, training and work opportunities.
  - Outcome: 4.2. A highly sought after tourist destination.
  - Objective: 4.2.1. Create a competitive and sustainable tourism offer.
  - Pillar: 5. Leadership.
  - Outcome: 5.1. Proactive, visionary leaders who are aligned with community needs and values.
  - Objective: 5.1.1. Provide strong, accountable leadership.
  - Outcome: 5.3. A well informed and engaged community.
  - Outcome: 5.3.1. Grow awareness, understanding and engagement in City projects, activities and decisions.
4. Any activities, relationships or agreement between the City of Albany and any foreign entity shall be in compliance with *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*, and any related or subsequent legislation.

### Policy Statement

5. The City of Albany is committed to establishing and maintaining effective relationships with other cities to facilitate sustainable and continuous improvement in the development of its economic, educational, cultural, social and environmental objectives.
6. Civic Affiliations should align with the objectives of the City of Albany Community Strategic Plan, and comply with the requirements of the *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*.
7. The City of Albany will support and encourage Civic Affiliations that recognise the historical significance of the Anzacs and relationships with cities that share this history. Those relationships should focus on preserving and commemorating the Anzacs legacy, including memorial services, joint historical research and education programs.

**Foreign Arrangements Scheme**

8. The Foreign Arrangements Scheme, established by *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*, commenced on 10 December 2020. The purpose of the Scheme is to ensure that arrangements between state or territory governments (and their entities) and foreign entities do not adversely affect Australia's foreign relations and are not inconsistent with Australia's foreign policy.
9. The City of Albany had existing Civic Affiliations with several foreign entities when the Scheme was introduced.
10. The City notified the Minister of Foreign Affairs of those existing arrangements, which are now registered with the Foreign Arrangements Scheme.
11. The Minister for Foreign Affairs has the power to vary or cancel a foreign arrangement if the arrangement would adversely affect, or be likely to adversely affect, Australia's foreign relations or would be inconsistent, or would likely to be inconsistent, with Australia's foreign policy.

**Civic Affiliation Types**

12. For consistency, Friendship Agreements and Synergetic Relationships will be referred to as Civic Affiliations throughout this policy.

Model	Purpose	Duration
Civic Affiliation	A Civic Affiliation may be a formal, long-term relationship based on linkages between two cities, including cultural, educational, tourism, sporting and business links. Civic Affiliations usually have similar demographic and other characteristics, however, this is not a mandatory requirement. A Civic Affiliation requires a high degree of commitment by both entities.	Long term commitment.
Friendship Agreement or Synergetic Relationship	Friendship or Synergetic Relationships may be less formal than a Civic Affiliation relationship. For example, the purpose of a Friendship Agreement may be for: <ul style="list-style-type: none"> <li>• A particular sporting event held on an annual basis;</li> <li>• Cultural diversity;</li> <li>• A specific project;</li> <li>• Specific objectives and opportunities between two cities;</li> <li>• Mentoring.</li> </ul>	Generally enduring but may be set for a specific term.

**Requests for Arrangements**

13. Requests for the City to enter into a civic affiliation are received from time to time. This policy provides criteria to be considered when dealing with those requests.
14. Before entering into a Civic Affiliation, it is necessary to establish how the relationship will work:
  - What activities will be conducted between the City of Albany and a Civic Affiliate?;
  - How will the communities of both entities be involved?;
  - Are there external stakeholders who need to be engaged and consulted?;
  - What are the expectations around reciprocal visits?; and
  - How will the relationship be funded?.

## Criteria for Entering into a Civic Affiliation

15. Entering into a Civic Affiliation with a foreign country is a complex decision which requires careful consideration to ensure that any relationship is well-founded and mutually beneficial, is sustainable in the long-term and can contribute positively to both partners. The following factors should form part of the evaluation of any proposed Civic Affiliation.

### Shared Values and Principles

16. Civic affiliates should share similar core values and principles regarding democracy, human rights and the rule of law. This includes the cultural compatibility between affiliates as shared cultural values and understanding will enable a highly effective and beneficial relationship.
17. Verification should be sought by the City of Albany to ensure that any civic affiliate adheres to international laws and demonstrates a commitment to a lawful and cooperative global community, including an evaluation of the transparency and accountability of the affiliate's government. This includes human rights which align with the principles of social justice and equality.

### Political Stability

18. Verify that any potential Civic Affiliation takes into account the political stability of that country to determine the reliability of the affiliate and any potential impact on a future relationship.

### Capacity for Collaboration

19. The civic affiliate's capacity for collaboration, including the long-term sustainability and impact of the affiliation should be considered.

### Economic

20. An affiliation related to economic benefits should result in one or more of the following outcomes:
- Business partnerships and opportunities;
  - Trade, investment and/or export opportunities for local and regional industry;
  - Industry attraction and/or expansion;
  - Introduction of new technologies or processes; or
  - Tourism promotion opportunities.
21. Civic Affiliations which are based on economic benefits should provide accelerated access to key markets and connect local industries and producers with buyers.
22. Cross promotion of a Civic Affiliate and the City of Albany as visitor destinations, including an exchange of destination marketing experience, should provide opportunities to increase visitation to Albany and the region.

### Social/Cultural

23. An affiliation based on social and cultural benefits should result in one or more of the following outcomes:
- Cultural enhancement which includes visual and performing arts;
  - Preserving and commemorating the Anzac legacy, including memorial services, joint historical research, tourism and education related to military history;
  - Attraction of sporting competitions and events.

### Environmental

24. An affiliation based on environmental benefits should result in one or more the following outcomes:
- Ecosystem and biodiversity research and conservation partnerships;
  - Environmental and climate change adaptation information exchange;
  - Environmental technology and innovation exchange;
  - Waste management innovation.

### Education

25. An affiliation based on educational benefits should result in one or more of the following outcomes:
- Enhanced education and training opportunities;
  - Student exchange programs;
  - Attraction of new adult training or tertiary institutions and students, including expansion of existing tertiary education;

### Visitation and Delegations

26. Any delegations, both inbound and outbound, will be subject to funding being specifically allocated by resolution of Council.
27. Council may consider allowing annual delegations to be reciprocated to/by a civic affiliate in the following financial year or at a later date. The program should be reviewed by assessing the outcomes of any visits and determining the value of those visits, prior to consideration of funding to be allocated by Council.
28. Council will encourage any delegations (inbound or outbound) to be made up of representatives who may be able to assist in furthering the benefits of each relationship, in accordance with the criteria for Civic Affiliations in this policy.
29. The size of City of Albany delegations (either outbound or receiving delegations from visiting affiliates) will be determined by a resolution of Council at an Ordinary or Special Council Meeting, **with preference being given to the Mayor then Deputy Mayor, then remaining councillors as per paragraph 31.**
30. The selection of participants in outbound delegations will be on the basis of expressions of interest and a resolution of Council at an Ordinary or Special Council Meeting.
31. Should the delegation be oversubscribed, a ballot will be conducted. If a Councillor has previously joined an outbound delegation, they will be ineligible to nominate for the delegation. When, or if, all Councillors have participated in a delegation, the process will recommence with all elected members eligible to nominate for the selection process.
32. Elected Members may accept an invitation to visit any existing civic affiliate in the interest of maintaining an ongoing and mutually beneficial arrangement. Visitation of this nature is not considered a delegation and is not funded by the Civic Affiliation budget allocation.



Travel and Accommodation

33. Council may resolve to authorise the CEO to make arrangements for official travel, including the expenditure of appropriate funds to meet the costs involved with an official delegation, without further approval of Council.
34. The cost of airfares for Council delegations will be borne by the City of Albany, with the expectation that the host city provides accommodation and hospitality.
35. Visiting delegations may be provided with accommodation and hospitality during their visit. It is expected that visiting delegations meet the cost of airfares where applicable.
36. An Elected Member may be provided with a letter of introduction to visit a civic affiliate outside the formal delegation process. Such a visit is not considered to be official and is not to be funded from the Civic Affiliation budget line item or by Council.
37. Any travel or accommodation expenses which occur outside the formal delegation process are required to be formally considered by Council.

Reviewing and Concluding Civic Affiliations

38. A comprehensive review of civic affiliations will be undertaken every five years (or earlier if appropriate). Council may also choose to review existing civic affiliations following each Ordinary Local Government election to ensure that there is support from Council to continue relationships. The review will evaluate each relationship against the following criteria:
  - Assessment of the level and regularity of engagement;
  - Whether there have been positive outcomes in the period since the last review;
  - Shifting priorities by either the City of Albany or a civic affiliate;
39. A review of a civic affiliation may be undertaken at any time if:
  - Council consider there are no longer any demonstrable positive outcomes of the relationship;
  - The essential criteria outlined in the criteria of this policy are not met or are breached;
  - The relationship does not align with the City’s Community Strategic Plan or Corporate Business Plan;
  - or
  - There is a lack of engagement or conclusion of trade or economic agreements.
40. The outcome of any review will determine whether the relationship continues or is concluded by discontinuing any formal arrangements. It is essential that any conclusion of a civic affiliation is made with careful consideration and sensitivity to ensure that the process is respectful, dignified and focussed on maintaining a positive relationship in the long term.
41. The City will inform the representatives of the civic affiliate of its intention to conclude the affiliation and provide them with the reasons for that decision.

Review Position and Date

42. This policy was adopted on [Insert Date]. This policy must be reviewed every four years, or earlier if Council considers it necessary.

Associated Documents

43. The following documents are associated with this Policy:

- Strategic Community Plan 2032

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Senior Team Leader		Chief Executive Officer	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:			
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Distribution:	Public Document		
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2.0	CEO	Review and Adoption Ref: OCM 21/10/2008 Report Item 12.8.2	21/10/2008
3.0	CEO	Review and Adoption Ref: SCM 02/11/2010 Report Item 6.1	02/11/2010
4.0	MGR	Manager Governance and Risk (MGR). Reviewed and amended under delegated authority. Minor administrative amendments made: <ul style="list-style-type: none"> <li>• Reference to Community Strategic Plan</li> <li>• Review Date amended to bi-annual</li> <li>• Document Revision History and Version Control added.</li> </ul>	14/05/2014
5.0	MGR	Amended by Council. Reference: OCM 28/10/2014 Resolution ED017. Agreement between the City of Linyi, P.R. of China and the City of Albany. NP064694_5.	28/10/2017
6.0	MGR	Reviewed annually with review of delegations register; 2017, 208, 2019, 2020, 2021, 2022. Synergy Reference: NP1766704.	13/06/2017
6.1	MGR	Review Reference: OCM 22/03/2022 Resolution AR110. Amended under delegated authority. <ul style="list-style-type: none"> <li>• Legislative and Strategic Context updated to reflect current Community Strategic Plan.</li> </ul>	19/10/2022

REPORT ITEM CCS 635 REFERS

		<ul style="list-style-type: none"> <li>Document review period updated to every three years.</li> </ul>	
6.2	STL	Discussion Paper prepared in response to resolution of Council (OCM 25/07/2023). Discussion Paper presented to Council at Elected Member Strategic Workshop in February 2024.	14/11/2023
6.3	STL	Full review of existing policy to include additional information regarding evaluation, establishment, maintenance and conclusion of civic affiliations.	08/03/2024
6.4	STL	Reviewed Policy provided to CEO for review and amendments prior to presenting to Council at Elected Member Strategic Workshop.	09/05/2024
6.5	STL	Reviewed Policy presented to Elected Member Strategic Workshop for discussion.	21/05/2024
6.6	STL	Reviewed Policy presented to Council for adoption.	25/06/2024



## Temporary & Short Term Extended Trading Hours Policy

### Objective

To establish guidelines as to when and where Temporary/Short Term Adjustments to Extended Trading Hours under the Retail Trading Act are to operate within the City of Albany and under what circumstances permission is to be sought from the Department of Commerce for Extended Trading Hours for General Retail Shops.

### Policy Statement

Extended Trading Hours do not apply in the City of Albany except as detailed in this Policy.

During Peak Visitor times General retail will adhere to the following specific dates and times:

- 8.00 am – 9.00 pm Monday, Tuesday, Wednesday, Thursday and Friday
- 8.00 am – 5.00 pm Saturday
- 10.00 am – 5.00 pm Sunday
- 10.00 am – 5.00 pm Public holidays
- 12.00 pm – 5.00pm Anzac Day
- CLOSED – Christmas Day and Good Friday

### Scope

This policy only applies to retailers defined as a General Retail Shop under the *Retail Trading Hours Act 1987 (WA)*.

### Legislative and Strategic Context

This Council Policy directly relates to the following elements from the Community Strategic Plan and the Corporate Business Plan:

- **Theme: Smart Prosperous and Growing:** We will partner business and education providers to diversify our economy and establish a culture of learning to support and grow local employment.
- **Objectives:**
  - To strengthen our region's economic base.
  - To develop and promote Albany as a unique and sought after visitor destination.
- **Strategy:**
  - City Centre revitalisation resulting in increased activity.
  - Tourism destination and increase in visitor numbers.

### Review Position and Date

To be reviewed if directed by Council resolution as no delegation has been provided by Council.

### Definitions (Explanation of Key Terms):

- **Peak Visitor.** Summer school holiday period (1 December to 31 January inclusive), Easter Holidays (Easter Saturday to Easter Monday inclusive), public holiday long weekends, and public holidays excluding Christmas day and Good Friday.
- **Special Circumstances.** At other such times that there is expected to be an influx of people to the City at a time external to usual trading hours.

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
Chief Executive Officer		Chief Executive Officer	
<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.7 – Policy		
<b>Document Reference Number:</b>	NP19103133		
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<b>Status of Document:</b>	Council decision: Adopted & Reviewed.		
<b>Quality Assurance:</b>	Executive Management Team, Council Committee and Council.		
<b>Distribution:</b>	Public Document		
<b>Document Revision History</b>			
Version	Author	Version Description	Date Completed
1.0	Manager Economic Development	Adoption Reference: OCM 17/03/2009 Report Item 12.8.2.	17/03/2009
2.0	Manager Tourism Development & Services	Adoption Reference: OCM 22/04/2015 Resolution ED014.	22/04/2014
3.0	Manager Tourism Development & Services	Adoption Reference: OCM July 2016, Resolution ED036. NP097724_5 (Version 3.0).	30/08/2016
4.0	MGR	Review Reference: OCM 23/05/2017 Resolution CCCS028. Synergy Ref: NP1767035.	20/06/2017
4.1	MGR	Amended: OCM July 2016, Resolution ED036. NP097724_5. Removed the following delegation: Delegated Authority: In Special Circumstances authority is given to the Chief Executive Officer to apply to the Minister for Commerce for additional extended trading hours.	03/05/2018
4.2	Chief Executive Officer	Amended to include revision of Policy by Council request	10/09/2019

**R1782 Rev 1**  
**December 2023**

**City of Albany**

**Whalers Beach Public Infrastructure  
Coastal Hazard Risk Management & Adaptation  
Plan**

- marinas
- boat harbours
- canals
- breakwaters
- jetty's
- seawalls
- dredging
- reclamation
- climate change
- waves
- currents
- tides
- flood levels
- water quality
- siltation
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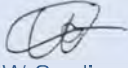
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## K2063, Report R1782 Rev 1 Record of Document Revisions

Rev	Purpose of Document	Prepared	Reviewed	Approved	Date
A	Initial draft for Client review	W Gardiner	C Doak	C Doak	23/6/2023
0	Updated and issued for Client use	W Gardiner	C Doak	C Doak	12/12/2023
1	Updated and reissued for Client use	 W Gardiner	C Doak	 C Doak	30/05/2024

Form 035 18/06/2013

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## 1. Introduction

The City of Albany (City) manages the popular Whalers Beach area (Site), located south-east of Albany, Western Australia. The site is a popular destination for both tourists and locals alike and with a high-end holiday accommodation development planned for the area an increase in use of the public assets is likely. The locality of the site is shown in Figure 1.1.

The Site has numerous public assets and the City is responsible for their management. As part of the management process, there is a requirement to assess the risks to the public assets from coastal hazards. The City has therefore engaged specialist coastal engineers M P Rogers & Associates Pty Ltd (MRA) to produce a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for the public assets within the Site.

A Coastal Hazard Assessment (CHA) has recently been completed for Whalers Beach. This work was commissioned by the City, though was partly funded by the developer of the holiday accommodation. The results of the coastal hazard assessment are outlined in MRA (2022) and will be used as the basis for this CHRMAP. The CHA identified some localised erosion that was affecting the foreshore area and detailed some stabilisation works completed by the city.

The requirements and framework for a CHRMAP are outlined in State Planning Policy No. 2.6 - State Coastal Planning Policy (SPP2.6) and more specifically in the CHRMAP Guidelines (WAPC 2019). The CHRMAP for the public assets within the Whalers Beach area has been completed in accordance with those documents.



**Figure 1.1 Location of Site**  
m p rogers & associates pl

### 1.1 State Planning Policy 2.6

Within Western Australia, SPP2.6 provides guidance for land use and development decision-making within the coastal zone, including the establishment of coastal foreshore reserves to protect, conserve and enhance coastal values. SPP2.6 also provides guidance on the assessment of coastal hazard risks for assets located in close proximity to the coast.

The objectives of SPP2.6 are wide ranging, however a key component of the policy is the identification of appropriate areas for the sustainable use of the coast. This includes maintaining public access to the foreshore and provision of appropriate foreshore amenities. Table 1.1 provides details of how the City is addressing the stated objectives of SPP2.6.

**Table 1.1 Alignment of asset management with SPP2.6 Objectives**

SPP2.6 Policy Objective		Description of Proposed Public Asset
1	Ensure that development and the location of coastal facilities takes into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria.	<p>The identification of Coastal Hazards is addressed within Section 3 of this CHRMAP. This section assesses the coastal processes at Whalers Beach, within the context of the coastal geomorphology and geology as recommended by SPP2.6.</p> <p>This CHRMAP aims to inform and provide appropriate guidance to key stakeholders with respect to future management of the aforementioned factors.</p>
2	Ensure the identification of appropriate areas for the sustainable use of the coast for housing, tourism, recreation, ocean access, maritime industry, commercial and other activities.	<p>The foreshore area and associated public assets facilitate access to the coast for locals and tourists alike. In addition, the Site has historic whaling station ruins accessible as tourist attractions encouraging engagement with the region’s rich maritime history.</p> <p>This CHRMAP aims to inform the current and future uses to ensure sustainability with regard to the identified coastal hazards.</p>
3	Provide for public coastal foreshore reserves and access to them on the coast.	<p>The existing public foreshore reserve 21337 includes a grassed picnic area with BBQs and tables behind the sandy beach. The adaptation and management plan aims to provide public access to the beach and foreshore area for the longest timeframe.</p>
4	Protect, conserve and enhance coastal zone values, particularly in areas of landscape, biodiversity and ecosystem integrity, indigenous and cultural significance.	<p>The City recognises the strong support for retaining public access to the beaches and foreshore reserve as well as preserving the surrounding natural environment for future generations.</p> <p>The foreshore reserve also conserves and enhances engagement with the significant cultural heritage of the area, particularly the historic Norwegian whaling station.</p>

The key requirement of a CHRMAP is to develop a risk based adaptation framework for assets that could be at risk of impact by coastal hazards over the relevant planning timeframe. Importantly, the balance of these risks needs to be considered with reference to the expected lifetime of the relevant assets.

This CHRMAP report has been prepared to provide guidance regarding the risks posed by coastal hazards. Specifically, it covers the following items:



- Establishment of the context.
- Coastal hazard assessment and identification.
- Risk/vulnerability analysis and evaluation.
- Risk management and adaptation planning.
- Implementation planning.
- Monitoring and review.

Details regarding each of these items will be provided in this report.

## 2. Context

### 2.1 Purpose

The potential vulnerability of the coastline and the subsequent risk to the community, economy and environment needs to be considered for any coastal infrastructure.

SPP2.6 requires that the responsible management authority prepares a CHRMAP where existing or proposed assets or infrastructure may be at risk from coastal hazards over the planning timeframe. The main purpose of the CHRMAP is to define areas of the coastline which could be vulnerable to coastal hazards and to outline the preferred approach to the monitoring and management of these hazards where required.

A CHRMAP can be a powerful planning tool to help provide clarity to existing and future developers, users, managers or custodians of the coastline. This is done by defining levels of risk exposure, management practices and adaptation techniques that the management authority considers acceptable in response to the present and future risks posed by coastal hazards.

Specifically, the purpose of this CHRMAP is as follows.

- Determine the specific extent of coastal hazards in relation to the City's public assets.
- Determine the coastal hazard risks associated with the City's public assets and how these risks may change over time.
- Establish the basis for present and future risk management and adaptation.
- Provide guidance on appropriate management and adaptation planning for the future, including monitoring.

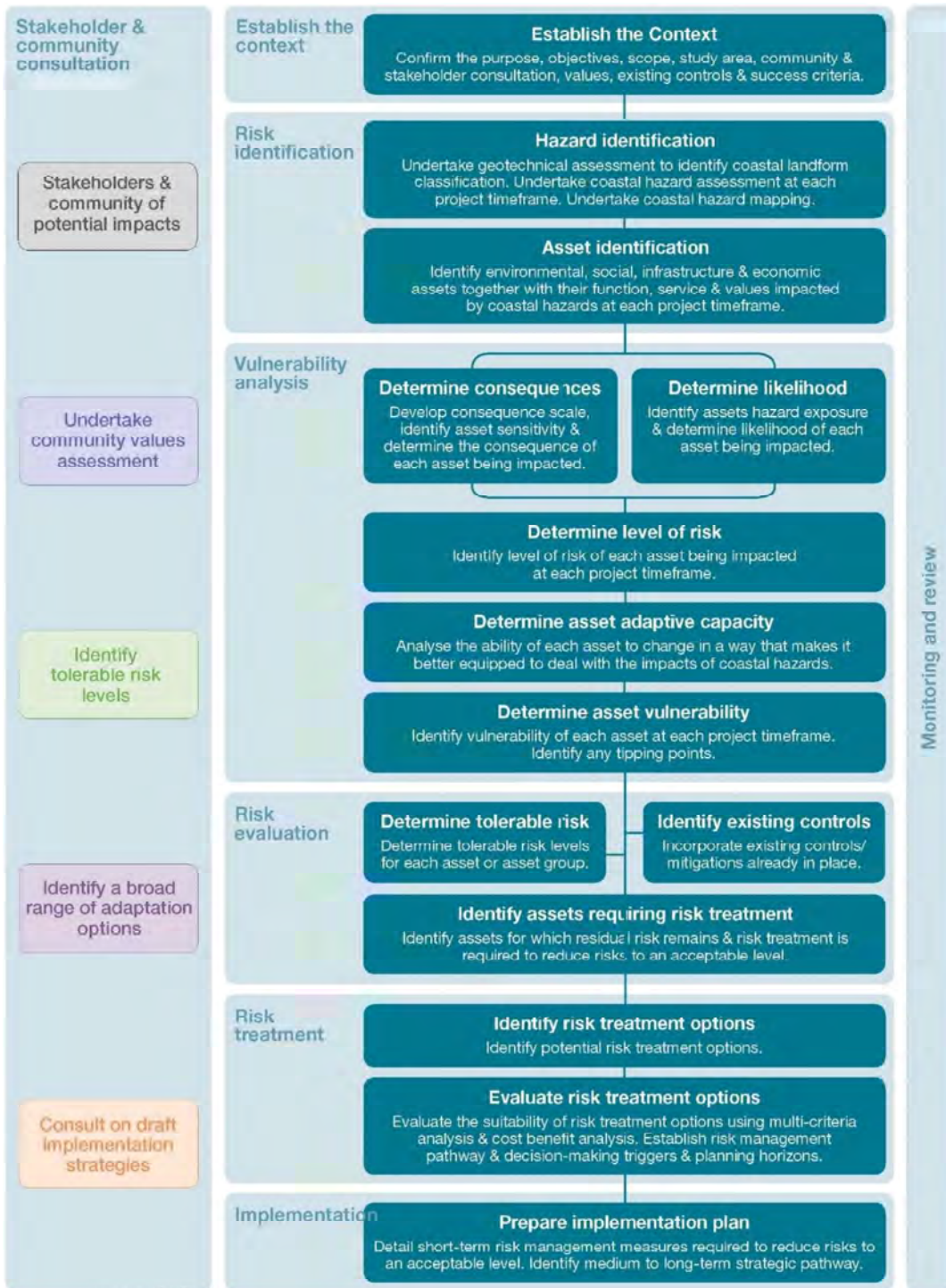
### 2.2 Objectives

The key objectives of this CHRMAP are as follows:

- Ensure that the City and key stakeholders understand the potential likelihood of assets and infrastructure being impacted by coastal hazards over a range of planning horizons.
- Identify vulnerability trigger points and respective timeframes for risk management and adaptation actions.
- Present management and adaptation measures that are informed by, and are acceptable to, the City and key stakeholders.
- Outline the coastal adaptation approach in an Implementation Plan that is acceptable to the City and key stakeholders.
- Incorporate management and adaptation measures into short and long term decision making documentation.

### 2.3 Scope

The *CHRMAP Guidelines* (WAPC 2019) provide a specific framework for the preparation of a CHRMAP. This is outlined in the flowchart presented in Figure 2.1 which shows the risk management process adapted to coastal planning.



**Figure 2.1 Risk Management & Adaptation Process Flow Chart (WAPC 2019)**

As presented in the flowchart, the process for the development of a meaningful CHRMAP process requires a number of fundamental inputs. These inputs enable the assessment and analysis of risk, which should ultimately be informed by input received from key stakeholders, to help shape the subsequent adaptation strategies.

The management of coastal hazard risk associated with the City’s public assets will be required to present a proposed adaptation plan that is acceptable to the stakeholders. As a result, the

approach that has been taken for this plan is to develop a management methodology that allows for flexibility into the future.

The development of the adaptation plan will be informed by the coastal hazard assessment completed for the site. The identification of the coastal erosion and inundation hazards for the Site is discussed within Section 3 of this report.

This CHRMAP will consider the potential risks and vulnerability to coastal assets and infrastructure over a range of horizons covering the 100 year planning timeframe. This planning timeframe is required by SPP2.6.

Intermediate planning horizons will also be considered to assess how risk profiles may change in the future and to inform the requirement for adaptation strategies. The intermediate planning horizons that will be considered in this CHRMAP are listed below, with present day taken as 2021 (the time when this CHRMAP process was initiated).

- Present day (2021).
- 20 years to 2041.
- 40 years to 2061.
- 60 years to 2081.
- 80 years to 2101.
- 100 years to 2121.

Based on the results of the risk and vulnerability assessments, risk mitigation strategies will be developed, where required, in order to provide a framework for future management. However, it is important to realise that the risk and vulnerability assessments will be based on the outcomes of the coastal hazard assessment, which, by their nature, are justifiably conservative. This is due to the uncertainty around coastal dynamics when predicting impacts over long timeframes. As a result, the framework for future risk management strategies should be considered to be a guide of future requirements.

The actual requirement for implementation of these management actions should ultimately be informed by a coastal monitoring regime. The purpose of this coastal monitoring regime is to identify changes in the shoreline or sea level that could alter, either positively or negatively, the risk exposure and vulnerability of the proposed assets and infrastructure. A recommended coastal monitoring regime is included within the implementation plan, presented within Section 7 of this report.

## 2.4 The Site

This site setting which forms the basis of the CHRMAP has been discussed in detail in the CHA. This report includes details of the erosion to the foreshore area and the adaptation works conducted by the City. Since the CHA further remediation works have been conducted to the foreshore, including the regrading and revegetation to areas affected by erosion. The extent of the area being considered within this CHRMAP extends from Vancouver Point to Waterbay Point, as shown in Figure 1.1.

## 2.5 Stakeholder Engagement

The City has consulted with the relevant stakeholders including the general public and the Frenchman Bay Association to understand their concerns. The City received four responses throughout the consultation period. The comments from the public have been considered and addressed throughout this adaptation plan.

## 2.6 Key Assets

Key assets within the study area and surrounds have been summarised in Table 2.1 and their location shown in Figures 2.2 and 2.3. The risk assessment will focus on these assets to identify their vulnerability and consequently the requirement for risk management. These assets have been broken down into their key components and further refinement would not be beneficial to the CHRMAP. For this type of assessment, it is the vulnerability of the overall assets that is the important factor.



**Figure 2.2 Public Assets within the Whalers Beach Area**





Figure 2.3 Public Assets within the Whalers Beach Recreational Area



**Table 2.1 Key Assets Identified for Analysis**

Type	Key Assets	Elevation (mAHD)
Public	Gravel Access Road	1.9 – 3.2
	Lower Gravel Parking	1.8 – 2.7
	Boat Access Point	0.8 – 1.9
	Beach Access Stairs	0.8 – 2.1
	Lower Bitumen Parking	2.6 – 3.2
	Bitumen Access Road	2.7 – 14.8
	Concrete Stairs	3.6 – 13.1
	Top Parking Area	14.9 – 16.3
	Eastern Picnic Area	1.8 – 3.5
	Eastern BBQ, tables and Associated Structures	1.8 – 3.5
	Central Picnic Area	2.8 – 3.1
	Central BBQ, tables and Associated Structures	2.8 – 3.1
	Western Picnic Area	2.5 – 3.5
	Western BBQs, tables and Associated Structures	2.5 – 3.5
	Toilet Block	15.1
Lookout	>20	

It is noted that the list of assets considered in this report relates solely to the public assets that are of social or economic value that are located within the Whalers Beach area. Some assets have been grouped together such as the BBQ, tables and associated structures, these include any picnic tables, gazebos or shelters within each respective picnic area. The picnic areas represent the area itself as an asset and include the smaller items such as bins, fences, bollards and signs.

Many small assets such as signage, bollards, fencing and bins are considered part of other larger assets such as roads or picnic areas and have been left off the vulnerability assessment aspect of this CHRMAP. The rationale for this is because these small assets would typically only be impacted by coastal hazards when the larger asset are also effected. An example is the bollards on the gravel access road, which are considered to be part of the road and would be impacted at the same time that the road would be impacted.

## 2.7 Heritage Assets

It is important to note that the area in question has significant heritage assets such as the remains of a historical Norwegian whaling station and a spring that used to supply Albany with water. The Norwegian whaling station was in use for three years between 1913 and 1915. There is very few remnants of this station left, with most already being affected by coastal erosion. The Vancouver Spring was used for fresh water supply over many years with the first dam being built in the 1850s. The use of this spring continued up until the late 1980s when a bore was sunk (Frenchman Bay Association, 2021).

These sites, while of cultural significance, have been excluded from the CHRMAP. The management of these assets into the future is governed by the City through their Archaeological Management Plan (AMP). This document provides management and adaption planning into the future, considering the ongoing effects of social connection as well as any environmental change, this includes the effects of coastal hazards. The recommendations outlined in the AMP are that the heritage assets are maintained in-situ to allow for arrested decay (Archae-Aus, 2022).

## 2.8 Success Criteria

The success criteria for the CHRMAP will ultimately be as follows:

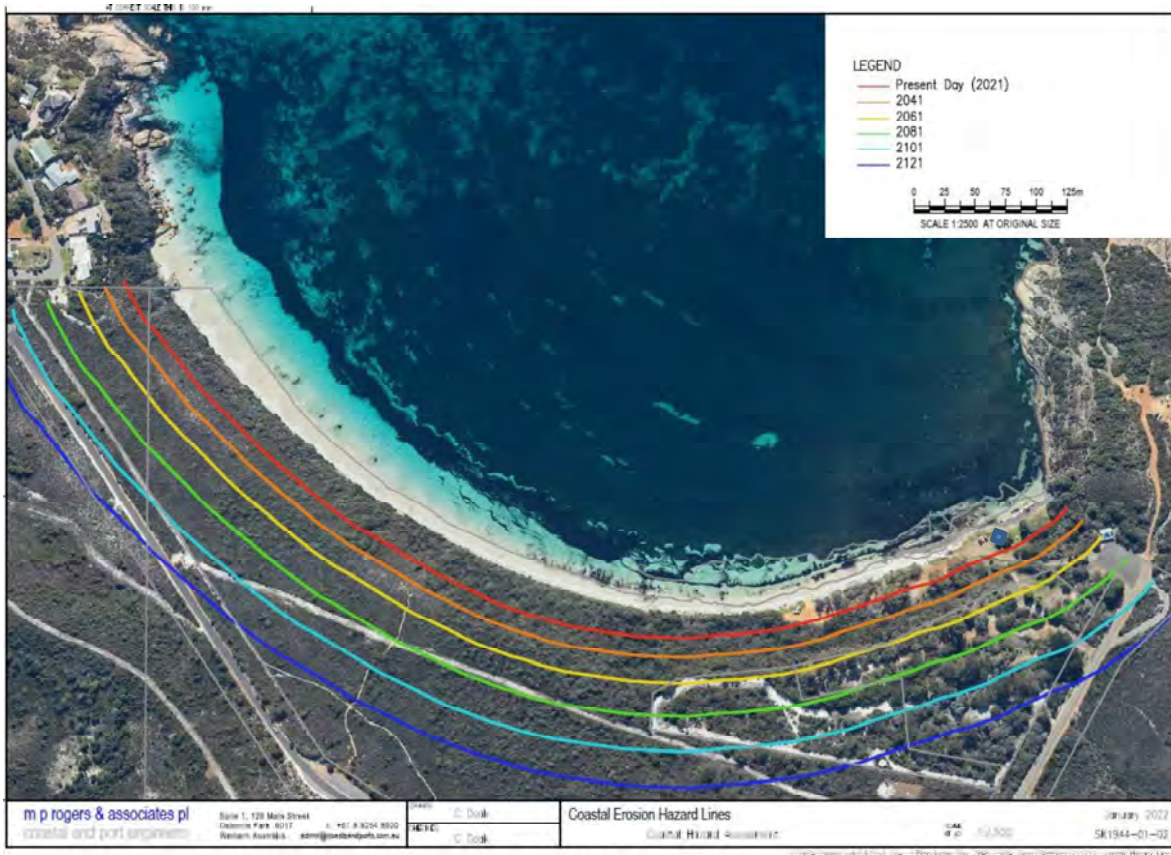
- Demonstrated understanding by the key stakeholders regarding the likelihood, consequence and subsequent risk of coastal hazards impacting identified assets over each planning horizon.
- Evidence of stakeholder engagement outcomes being incorporated throughout the development of risk management and adaptation measures.
- Acceptance of a risk management and adaptation plan for the 100 year planning timeframe by key stakeholders.
- Adoption of the Implementation Plan by key stakeholders going forward.

The outcomes of the success criteria listed above are presented in later sections of this report.

### 3. Coastal Hazard Assessment

The CHA aspect of the CHRMAP process was completed by MRA in January 2022. The CHA was completed following SPP2.6 guidelines and provides the inundation and coastal hazard risks for the future planning timeframes. The reader is referred to Appendix A to view this section of the CHRMAP.

Figure 3.1 demonstrates an important outcome of the Coastal Hazard Assessment the coastal hazard lines. This figure shows the locations of the Coastal Erosion Hazard lines, which represent the worst possible erosion scenario for the planning timeframes. A copy of this coastal erosion hazard map is also included in Appendix B.



**Figure 3.1 Coastal Hazard Map (MRA, 2022)**

Table 3.1 shows the relevant inundation levels for the area over various planning timeframes as determined within the Coastal Hazard Assessment. It is noted that these inundation levels are likely to be conservative given that the shoreline has a northerly aspect yet the majority of the conditions that cause elevated water levels along the south coast will have a southerly component to the incident event directions.

**Table 3.1 S4 Inundation Levels**

Component	Planning Timeframe					
	Present Day (2021)	2041	2061	2081	2101	2121
500 year ARI peak steady water level at tide gauge (mAHD)	1.13					
Allowance for nearshore setup - wind and wave (m)	0.80					
Allowance for sea level rise (m)	0.00	0.11	0.27	0.49	0.73	0.97
<b>Total Inundation Level (mAHD)</b>	<b>1.93</b>	<b>2.04</b>	<b>2.20</b>	<b>2.42</b>	<b>2.66</b>	<b>2.90</b>

## 4. Risk Analysis

In accordance with WAPC (2019), a risk based approach will be used to assess the hazards and required mitigation and adaptation options for the City's public assets. As coastal hazards are the focus of this assessment, it is the likelihood and consequences of these coastal hazards that need to be considered.

When completing the risk assessment, it is imperative that the likelihood and the consequence speak to each other in order to provide an appropriate level of risk for each asset. This is completed to provide a conservative approach to the risk assessment. This can result in likelihood or consequence levels that at first may appear to not align with present conditions but provide an accurate representation of the likely risk. It is also noted that as the planning horizon is extended the inundation level and erosion lines become less certain with a reduced statistical likelihood of impacts being experienced, also influencing likelihood levels.

### 4.1 Likelihood

Likelihood is defined as the chance of something happening (AS/NZS ISO 31000:2009). WAPC (2019) defines the likelihood as the chance of erosion or storm surge inundation occurring or how often they impact on existing and future assets and values. This requires consideration of the frequency and probability of the event occurring over a given planning timeframe.

The probability of an event occurring is often related to the Average Exceedance Probability (AEP) or the ARI. The use of the AEP to define impacts of coastal hazards over the planning timeframe assumes that events have the same probability of occurring each year. In the case of climate change and sea level rise, which has a large influence on the assessed coastal hazard risk, this is not true. In addition, there is insufficient data available to properly quantify the probability of occurrence. A scale of likelihood from the City's Risk & Opportunity Management Framework, which follows the Australian Standard Risk Management Principles and Guidelines (AS/NZS ISO 31000:2009), has been used and is presented in Table 4.1.

**Table 4.1 Scale of Likelihood**

Level	Description	Context	Operational Frequency	Project Frequency
5	Almost Certain	Expected to occur in most circumstances	More than once in 12 months	Greater than 90% chance of occurrence
4	Likely	Will probably occur in most circumstances	At least once in 12 months	60% - 90% chance of occurrence
3	Possible	Should occur at some time	At least once in three years	40% - 60% chance of occurrence
2	Unlikely	Could occur at some time	At least once in ten years	10% - 40% chance of occurrence
1	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years	Less than 10% chance of occurrence

The likelihood and consequences of coastal hazards are different for erosion and inundation. As a result, the likelihood and consequence of erosion and inundation should be considered separately. The likelihood of coastal erosion and inundation hazard impact is discussed separately in the following sections.

**4.1.1 Coastal Erosion**

The likelihood ratings given to the relevant assets are based on the coastal erosion hazard lines presented in Appendix B and the consideration of the probabilities of each of the allowances occurring within the respective planning horizons.

It is important to note that the hazard lines reaching a particular asset at the end of the planning horizon do not necessarily mean that this will occur. This is due to the fact that it requires all of the following to occur.

- The upper estimate of erosion caused by sea level rise.
- Long term chronic erosion of the shoreline at a rate equal to or greater than what has previously been observed.
- The 100 year ARI or 1% AEP severe storm event to be experienced at the end of the planning timeframe (ie when the other allowances have been realised).

Only if all of these occur will the erosion hazard lines be realised. This has been considered in the assessment of likelihood for the relevant assets.



An assessment of the relative likelihood of each of the identified key assets being impacted by coastal erosion hazards has been completed and is presented in Table 4.2. The assessment was completed using the coastal hazard lines presented in Appendix B.

**Table 4.2 Assessment of Likelihood of Coastal Erosion Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Lower Gravel Parking	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Boat Access Point	Likely (4)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Beach Access Stairs	Likely (4)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Lower Bitumen parking	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Bitumen access Road	Rare (1)	Unlikely (2)	Unlikely (2)	Possible (3)	Possible (3)	Likely (4)
Concrete stairs	Rare (1)	Rare (1)	Unlikely (2)	Unlikely (2)	Possible (3)	Likely (4)
Top parking area	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)	Unlikely (2)	Likely (4)
Eastern Picnic Area	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Eastern BBQ, tables and Associated Structures	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Central Picnic Area	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)
Central BBQ, tables and Associated Structures	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)

Asset	Present Day	2041	2061	2081	2101	2121
Western Picnic Area	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)
Western BBQs, tables and Associated Structures	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)
Toilet Block	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)	Unlikely (2)	Likely (4)
Lookout	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)	Unlikely (2)	Possible (3)

Notes: 1. Based on most exposed location of each asset.

The assessment of the likelihood of coastal erosion impact shows that it is more than possible that coastal erosion will impact the assets closest to the shoreline over a 20 year planning horizon to 2041. Furthermore, over the 100 year timeframe to 2121, it is almost certain that these assets will be impacted by coastal erosion.

**4.1.2 Coastal Inundation**

Assessment of the likelihood of coastal inundation is slightly different to that for coastal erosion. This is due to the fact that the potential for coastal inundation will change in the future as the sea level rises. This means that an area that would only be inundated during a very severe event in the present day could potentially be inundated by a much less severe event in the future.

Assessment of the probability of an area being inundated within a given planning horizon therefore needs to consider the changing probability of event occurrence throughout that planning timeframe.

The results of the assessment of likelihood of coastal inundation for each of the key assets is presented in Table 4.3.

**Table 4.3 Assessment of Likelihood of Coastal Inundation Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)
Lower Gravel Parking	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)	Almost Certain (5)
Boat Access Point	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Beach Access Stairs	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)	Almost Certain (5)
Lower Bitumen parking	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)	Unlikely (2)
Bitumen access Road	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)	Unlikely (2)
Concrete stairs	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)
Top parking area	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)
Eastern Picnic Area	Rare (1)	Unlikely (2)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Eastern BBQ, tables and Associated Structures	Rare (1)	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Central Picnic Area	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)
Central BBQ, tables and Associated Structures	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)
Western Picnic Area	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)

Asset	Present Day	2041	2061	2081	2101	2121
Western BBQs, tables and Associated Structures	Rare (1)	Rare (1)	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Toilet Block	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)
Lookout	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)	Rare (1)

Notes: 1. Based on most exposed location of each asset.

The assessment of the likelihood of coastal inundation impact predicts that within the 40 year planning timeframe to 2061 the low lying assets may begin to be affected. Additionally, by the 100 year planning horizon the group of low lying assets at the bottom of the hill will have possibly been affected by inundation. While the more elevated assets are predicted to not be affected. It is noted that the beach access stairs and the boat access point have a higher exposure to inundation.

## 4.2 Consequence

Consequence is the impact of erosion and storm surge inundation on existing and future assets and the value assigned to that asset (WAPC 2019). Within the context of the risk assessment, consequence is used to consider the sensitivity of an asset to coastal erosion and inundation hazards over the respective timeframes.

A scale of consequence has been developed which provides a range of impacts and is generally consistent with the Australian Standard Risk Management Principles and Guidelines (ISO 31000:2009) and the Coastal Hazard Risk Management and Adaptation Planning Guidelines (WAPC 2019). The consequence scale is presented in Table 4.4.

A scale of consequence has been developed by the City which provides a range of impacts and is generally consistent with the Australian Standard Risk Management Principles and Guidelines (ISO 31000:2018). The consequence scale is presented in Table 4.4

Table 4.4 Scale of Consequences

Risk Category	Severe	Major	Moderate	Minor	Insignificant
Level	5	4	3	2	1
Service Delivery Interruption (Business Continuity Plan)	More than 24 hours, indeterminate prolonged interruption of services, non – performance.	11 to 24 hours, prolonged interruption of services, additional resources, and performance affected.	5 to 10 hours, medium term, temporary interruption, backlog cleared by additional resources.	2 to 4 hours, Short term, temporary interruption, backlog cleared < 1 day.	Less than 2 hours, No material service interruption.
Community	Major/multiple disruptions to the widespread community.	Substantiated disruptions to the wider spread community.	Significant disruption to the nearby community.	Minor disruptions to the nearby community.	Little or no disruption to the community.
Environment	Major breach of legislation or extensive environmental damage requiring third party investigation.	Significant breach of legislation/significant contamination or damage requiring third party assistance.	Environmental damage requiring restitution or internal clean-up.	Minor impact to the environment.	Little impact on environment.
Financial	More than \$150,000	\$50,000 to \$150,000	\$20,000 to \$50,000	\$5,000 to \$20,000	Less than \$5,000
Legal & Compliance	Custodial sentencing for responsible officers, multiple class actions and high-end penalties.	Major litigation & class action against Council and responsible officers. Prosecution and fines imposed.	Serious breach of regulations, with investigation and report by 3rd party, Prosecution and fines imposed.	Minor legal implications, non-compliance and breach of regulations.	Minor regulation breach.
Operational	Non-achievement of all organisation's deliverables.	Non-achievement of major organisation deliverables.	Significant delays to achieving deliverables.	Inconvenient delays in achieving deliverables.	Small impact on City deliverables.
People Health & Safety	Death(s) or severe permanent injuries, mass hospitalisation, Post-traumatic Stress Disorder.	Extensive injuries requiring hospital admission, severe trauma, extended incapacity.	Onsite medical treatment by ambulance personnel longer term illness, recovery 1 to 6 months.	First aid treatment required by first aid officer, sick leave, short term impact, recovery 1 to 3 weeks.	No injuries or injuries but not requiring first aid treatment, no leave taken.
Property	Extensive property damage resulting in prolonged period of recovery.	Significant property damage requiring external resources.	Localised damage rectified by internal and external arrangements.	Localised damage rectified by internal arrangements.	Inconsequential or no damage to property.
Reputation	Substantiated public embarrassment, very high multiple impacts, high widespread multiple news profile.	Substantiated public embarrassment, high impact news profile, third party actions.	Substantiated public embarrassment, moderate impact, and moderate news profile.	Substantiated low impact, low news profile.	Unsubstantiated, low impact, low profile, no news item.

**4.2.1 Coastal Erosion**

The assessed consequences of coastal erosion for each of the planning horizons are outlined in Table 4.5. As shown in the table, the consequences of erosion vary for some key assets over different timeframes due to the potential effects of increased erosion.

**Table 4.5 Assessment of Consequence of Coastal Erosion Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Lower Gravel Parking	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Boat Access Point	Minor (2)	Minor (2)	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)
Beach Access Stairs	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Lower Bitumen parking	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Bitumen access Road	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Concrete stairs	Minor (2)	Minor (2)	Minor (2)	Minor (2)	Minor (2)	Minor (2)
Top parking area	Insignificant (1)	Insignificant (1)	Insignificant (1)	Moderate (3)	Moderate (3)	Moderate (3)
Eastern Picnic Area	Minor (2)	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Eastern BBQ, tables and Associated Structures	Minor (2)	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Central Picnic Area	Minor (2)	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Central BBQ, tables and Associated Structures	Minor (2)	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Western Picnic Area	Minor (2)	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)



Asset	Present Day	2041	2061	2081	2101	2121
Western BBQs, tables and Associated Structures	Minor (2)	Minor (2)	Moderate (3)	Moderate (3)	Moderate (3)	Moderate (3)
Toilet Block	Insignificant (1)	Insignificant (1)	Moderate (3)	Major (4)	Major (4)	Major (4)
Lookout	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Minor (2)	Minor (2)

Notes: 1. Based on most exposed location of each asset.

For the assets well landward of the coastal hazard line for the assessed planning horizon, the consequence of coastal erosion is deemed insignificant. A large amount of assets are seaward of early planning horizon coastal hazard lines and thus the potential consequences are greater. It is important to note that if a large quantity of the assets were impacted at the same time the consequence of the erosion to the asset is deemed to have increased compared to if only a small portion of the asset would be impacted.

**4.2.2 Coastal Inundation**

The assessed consequence of coastal inundation for each of the key assets and each of the planning horizons is presented in Table 4.6. Similar to erosion, the consequence of inundation changes over the planning horizons due to the likely increased consequence of a higher water level and potentially greater inundation extents as sea level rise are realised over time.

**Table 4.6 Assessment of Consequence of Coastal Inundation Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Lower Gravel Parking	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Boat Access Point	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Beach Access Stairs	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Lower Bitumen parking	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Bitumen access Road	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Concrete stairs	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Top parking area	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Eastern Picnic Area	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Eastern BBQ, tables and Associated Structures	Insignificant (1)	Insignificant (1)	Insignificant (1)	Minor (2)	Minor (2)	Minor (2)
Central Picnic Area	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Central BBQ, tables and Associated Structures	Insignificant (1)	Insignificant (1)	Insignificant (1)	Minor (2)	Minor (2)	Minor (2)
Western Picnic Area	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Western BBQs, tables and Associated Structures	Insignificant (1)	Insignificant (1)	Insignificant (1)	Minor (2)	Minor (2)	Minor (2)

Asset	Present Day	2041	2061	2081	2101	2121
Toilet Block	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)
Lookout	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)	Insignificant (1)

Notes: 1. Based on most exposed location of each asset.

Whilst inundation of the of the public assets would cause short term disruption to access and use, the long term use and value of the asset is expected to not be affected once the water recedes and the interruption to access is only likely to be during the storm. This results in the majority of the consequences for inundation being classified as insignificant. The BBQs, tables and associated structures have a consequence rating of minor, this is because any possible electric parts could become damaged by the water.

## 5. Risk Evaluation

### 5.1 Risk Evaluation Matrix

The risk rating is assessed through a matrix of “likelihood” vs “consequence”. A risk matrix developed by the City that defines the levels of risk has been used. This risk matrix is generally consistent with WAPC (2019) and the principles of AS 5334 (Standards Australia 2013) and is presented in Table 5.1.

**Table 5.1 Risk Matrix**

RISK LEVELS			CONSEQUENCE				
			Insignificant	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
LIKELIHOOD	Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (6)

A risk tolerance scale assists in determining which risks are acceptable, tolerable and unacceptable. The risk tolerance scale used for the assessment is presented in Table 5.2. The risk tolerance scale shows that the extreme and high risks need to be managed.

**Table 5.2 Risk Tolerance Scale**

Level of Risk	Description	When is the Risk Acceptable	Who is Responsible	Timeline for Action
Low (1 – 4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures.	Responsible Officer	Review controls every 6 months
<b>Medium</b> (5 – 9)	Monitor	Risk acceptable by observing, assessing and improving current controls and council procedures.	Responsible Officer	Review controls every 3 months or as per risk register
<b>High</b> (10 – 16)	Urgent Attention Required	Risk acceptable by establishing and implementing new controls.	Executive & CEO	Controls implemented within 2 weeks of reporting. Review controls every month
<b>Extreme</b> (17 – 25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority.	Audit & Risk Committee & Council	Controls implemented within 1 week of reporting. Review controls 2 weeks

**5.2 Risk Assessment**

The risk assessment for the study area will be completed in accordance with the recommendations of AS5334 (2013). The results of the risk assessment are presented below for both coastal erosion and coastal inundation.

**5.2.1 Coastal Erosion**

Table 5.3 presents the assessed coastal erosion risk levels for each of the identified key assets potentially at risk over the 100 year planning timeframe.

**Table 5.3 Assessment of Risk of Coastal Erosion Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Medium (9)	High (12)	High (15)	High (15)	High (15)	High (15)
Lower Gravel Parking	Medium (9)	High (12)	High (15)	High (15)	High (15)	High (15)
Boat Access Point	Medium (8)	High (10)	High (10)	High (15)	High (15)	High (15)
Beach Access Stairs	Medium (8)	High (15)	High (15)	High (15)	High (15)	High (15)
Lower Bitumen parking	Medium (9)	High (12)	High (15)	High (15)	High (15)	High (15)
Bitumen access Road	Low (3)	Medium (6)	Medium (6)	Medium (9)	Medium (9)	High (12)
Concrete stairs	Low (2)	Low (2)	Low (4)	Low (4)	Medium (6)	Medium (8)
Top parking area	Low (1)	Low (1)	Low (1)	Medium (6)	Medium (6)	High (12)
Eastern Picnic Area	Medium (6)	Medium (8)	High (15)	High (15)	High (15)	High (15)
Eastern BBQ, tables and Associated Structures	Medium (6)	Medium (8)	High (15)	High (15)	High (15)	High (15)
Central Picnic Area	Low (4)	Medium (6)	High (12)	High (15)	High (15)	High (15)
Central BBQ, tables and Associated Structures	Low (4)	Medium (6)	High (12)	High (15)	High (15)	High (15)
Western Picnic Area	Low (4)	Medium (6)	High (12)	High (15)	High (15)	High (15)
Western BBQs, tables and Associated Structures	Low (4)	Medium (6)	High (12)	High (15)	High (15)	High (15)



Asset	Present Day	2041	2061	2081	2101	2121
Toilet Block	Low (1)	Low (1)	Low (3)	Medium (8)	Medium (8)	High (16)
Lookout	Low (1)	Low (1)	Low (1)	Low (2)	Low (4)	Medium (6)

Notes: 1. Based on most exposed location of each asset.

The results of the risk assessment show that many assets are have High or Medium risk from coastal erosion hazards during the coming 20 year planning timeframe to 2041. The risk increases over the 100 year planning timeframe, with the majority of the assets deemed to be at high risk by the end of this timeframe.

**5.2.2 Coastal Inundation**

Table 5.4 below is a summary of the outcomes from the risk analysis, noting the coastal inundation risk levels for each of the identified key assets.

**Table 5.4 Assessment of Risk of Coastal Inundation Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)	Medium (5)
Lower Gravel Parking	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)	Medium (5)
Boat Access Point	Medium (5)	Medium (5)	Medium (5)	Medium (5)	Medium (5)	Medium (5)
Beach Access Stairs	Medium (5)	Medium (5)	Medium (5)	Medium (5)	Medium (5)	Medium (5)
Lower Bitumen parking	Low (1)	Low (1)	Low (1)	Low (1)	Low (2)	Low (2)
Bitumen access Road	Low (1)	Low (1)	Low (1)	Low (1)	Low (2)	Low (2)
Concrete stairs	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)

Asset	Present Day	2041	2061	2081	2101	2121
Top parking area	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)
Eastern Picnic Area	Low (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
Eastern BBQ, tables and Associated Structures	Low (1)	Low (2)	Low (2)	Medium (5)	Medium (8)	High (10)
Central Picnic Area	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)	Low (2)
Central BBQ, tables and Associated Structures	Low (1)	Low (1)	Low (1)	Low (2)	Low (2)	Low (4)
Western Picnic Area	Low (1)	Low (1)	Low (1)	Low (2)	Low (3)	Low (4)
Western BBQs, tables and Associated Structures	Low (1)	Low (1)	Low (1)	Low (4)	Medium (6)	Medium (8)
Toilet Block	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)
Lookout	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)

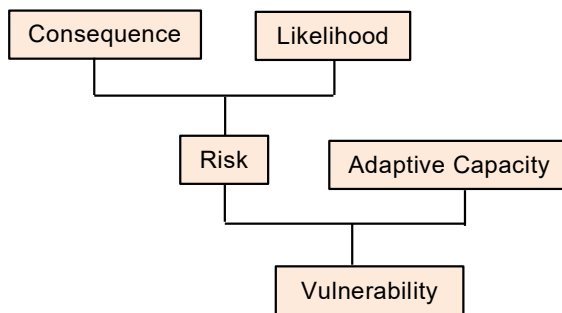
Notes: 1. Based on most exposed location of each asset.

The results of the risk assessment show that other than the Boat Access Point and beach access stairway, the assets are at low risk from coastal inundation hazards for the coming 40 year planning timeframe to 2061. With only the eastern BBQ, tables and associated structures increasing in risk for the further 20 years to 2081. Beyond this timeframe through to 2121, the risk to the assets from coastal inundation increases. It is important to note that the assessed risks from coastal inundation are less than those determined for potential coastal erosion impacts, therefore the coastal erosion risks are considered the most critical for future coastal adaptation planning.

## 6. Vulnerability

As per the recommendations of AS 5334 *Climate change adaptation for settlements and infrastructure*, a detailed risk analysis should include a vulnerability analysis to thoroughly examine how coastal hazards and climate change may affect the assets. This includes consideration of the adaptive capacity and vulnerability of the assets previously assessed for coastal hazard risk.

The vulnerability of the identified public assets are related to the risk from coastal hazards, as well as their sensitivity to the impacts caused by these hazards and their ability to respond to them (termed adaptive capacity). This is demonstrated in the *CHRMAP Guidelines* (WAPC 2019) by the following Figure 6.1.



**Figure 6.1 Vulnerability Assessment Flowchart (WAPC 2019)**

### 6.1 Adaptive Capacity

Adaptive capacity is defined in AS5334 as the ability to respond to climate change to moderate potential damage, to take advantage of opportunities, or to cope with the consequences. For assets where the impact of the coastal hazard was insignificant or where the asset would be re-established naturally before further damage would likely occur, the adaptive capacity of the asset will be rated as insignificant impact or N/A

The adaptive capacity should be considered in conjunction with any changes to the current risk factors over time which may influence an assets future vulnerability. A scale of adaptive capacity has been developed for this assessment and is presented in Table 6.1.

**Table 6.1 Adaptive Capacity Ratings**

Rating	Description / Frequency
Insignificant Impact; N/A	The impact of the coastal hazard on the asset would have an insignificant impact. This includes where the control or asset would be re-established naturally before further damage would likely occur.
Very High	Very high ability to absorb coastal hazard impacts or where capacity can be restored at relatively low cost. Capacity would be restored naturally over time.
High	Reasonable ability to absorb coastal hazard impacts, with functionality able to be restored. Natural restoration of capacity may occur slowly over time.
Moderate	Small amount of ability to absorb coastal hazard impacts. Restoration of functionality would be difficult, though possible.
Low	Little to no ability to absorb coastal hazard impacts. Functionality would be unable to be restored.

The adaptive capacity of an asset is likely to be different in response to coastal erosion or inundation hazards. The assessed adaptive capacities are outlined in the following sections. As with the risk from coastal hazards, the adaptive capacity of an asset is likely to change over the various planning horizon. For instance, structures with very deep foundations (piles, etc) may be less prone to impacts from coastal hazards than assets with shallow foundations, which could easily be undermined. The potential extent of coastal hazard impact (i.e. the depth of erosion) would also have an impact, for similar reasons to those just described.

**6.1.1 Coastal Erosion**

The adaptive capacity of each of the identified assets have been determined in regards to coastal erosion and are presented in Table 6.2.

**Table 6.2 Coastal Erosion Adaptive Capacity Ratings**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Moderate	Moderate	Low	Low	Low	Low
Lower Gravel Parking	Moderate	Moderate	Low	Low	Low	Low
Boat Access Point	Moderate	Moderate	Low	Low	Low	Low
Beach Access Stairs	Moderate	Moderate	Low	Low	Low	Low
Lower Bitumen parking	Moderate	Low	Low	Low	Low	Low

Asset	Present Day	2041	2061	2081	2101	2121
Lower Bitumen parking	Moderate	Low	Low	Low	Low	Low
Bitumen access Road	Insignificant Impact; N/A	Low	Low	Low	Low	Low
Concrete stairs	Insignificant Impact; N/A	Insignificant Impact; N/A	Low	Low	Low	Low
Top parking area	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Low	Low	Low
Eastern Picnic Area	Moderate	Moderate	Low	Low	Low	Low
Eastern BBQ, tables and Associated Structures	Moderate	Moderate	Low	Low	Low	Low
Central Picnic Area	Moderate	Moderate	Low	Low	Low	Low
Central BBQ, tables and Associated Structures	Moderate	Moderate	Low	Low	Low	Low
Western Picnic Area	Moderate	Moderate	Low	Low	Low	Low
Western BBQs, tables and Associated Structures	Moderate	Moderate	Low	Low	Low	Low
Toilet Block	Insignificant Impact; N/A	Insignificant Impact; N/A	Low	Low	Low	Low
Lookout	Insignificant Impact; N/A	Insignificant Impact; N/A	Low	Low	Low	Low

Notes: 1. Based on most exposed location of each asset.

The adaptation capacity of the City’s assets in regards to erosion relate directly to the availability of space to reinstate the assets or the ability to repair the asset in situ to allow continued use. It’s noted that individual items within these assets have noticeably higher adaptive capacity such as bin or signs that can be easily moved or reinstated. As the erosion is likely to continue to increase, the available appropriate space is likely going to be significantly reduced subsequently reducing the adaptive capacity of the assets.

**6.1.2 Coastal inundation**

The adaptive capacities of each of the identified assets in regard to inundation have been determined and are presented in Table 6.3.

**Table 6.3 Coastal Inundation Adaptive Capacity Ratings**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Very High	Very High	Very High	Very High	Very High	Very High
Lower Gravel Parking	Very High	Very High	Very High	Very High	Very High	Very High
Boat Access Point	Very High	Very High	Very High	Very High	Very High	Very High
Beach Access Stairs	Very High	Very High	Very High	Very High	Very High	Very High
Lower Bitumen parking	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Very High	Very High	Very High
Bitumen access Road	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Very High	Very High
Concrete stairs	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A
Top parking area	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A
Eastern Picnic Area	Very High	Very High	Very High	Very High	Very High	Very High
Eastern BBQ, tables and Associated Structures	Very High	Very High	Very High	High	High	High
Central Picnic Area	Very High	Very High	Very High	Very High	Very High	Very High
Central BBQ, tables and Associated Structures	Very High	Very High	Very High	Very High	High	High
Western Picnic Area	Very High	Very High	Very High	Very High	Very High	Very High



Asset	Present Day	2041	2061	2081	2101	2121
Western BBQs, tables and Associated Structures	Very High	Very High	Very High	Very High	High	High
Toilet Block	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A
Lookout	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A	Insignificant Impact; N/A

Notes: 1. Based on most exposed location of each asset.

As shown in the assessment, the majority of the assets are unlikely to be affected by inundation. Those that are impacted by inundation are expected to retain all of their functionality after the water recedes and the inundation event is over.

### 6.2 Vulnerability Assessment

The following matrix was developed for the assessment of the vulnerability of the key public assets. The vulnerability of each identified asset is defined by the adaptive capacity and risk level, where a high adaptive capacity decreases the initial risk rating of an asset. The vulnerability matrix is shown in Table 6.4 below.

**Table 6.4 Vulnerability Matrix**

VULNERABILITY LEVELS		ADAPTIVE CAPACITY				
		Insignificant Impact; N/A	Very High	High	Moderate	Low
RISK LEVEL	Extreme	Low	Medium	High	Extreme	Extreme
	High	Low	Low	Medium	High	High
	Medium	Low	Low	Low	Medium	Medium
	Low	Low	Low	Low	Low	Low

A vulnerability tolerance scale is important to define the level at which adaptive capacity is deemed acceptable, tolerable or intolerable/unacceptable. The following tolerance scale has been adopted for this assessment.

**Table 6.5 Vulnerability Tolerance Scale**

Vulnerability Level	Further Action Required	Vulnerability Tolerance
<b>Extreme</b>	Asset has minimal capacity to cope with the impacts of coastal hazards without additional action. Adaptation needs to be considered as a priority.	Unacceptable / Intolerable
<b>High</b>	Asset has limited ability to cope with the impacts of coastal hazards. Adaptation should be considered to reduce vulnerability to acceptable levels.	Tolerable, if as low as possible
<b>Medium</b>	Asset has some ability to cope with the impacts of coastal hazards. Actions should be considered to reduce vulnerability as low as reasonably practical (ALARP).	Tolerable / Acceptable
<b>Low</b>	Assets has high resilience and is able to cope with the impacts of coastal hazards without additional action.	Acceptable

The vulnerability tolerance scale shows that assets with **High** and **Extreme** vulnerability need to be managed to reduce vulnerability levels to **Medium** or **Low**. Despite being considered acceptable, assets with **Medium** or **Low** vulnerabilities should also be considered for adaptation measures to reduce vulnerability levels as low as reasonably practical. This is discussed in Section 7 of this CHRMAP.

**6.2.1 Coastal Erosion**

The vulnerabilities of each of the identified assets have been calculated and are shown in Table 6.6. The assets identified as having **High** vulnerability from coastal erosion impact are expected to require management over the respective planning horizons.

**Table 6.6 Assessment of Vulnerability of Coastal Erosion Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel Access Road	Medium	High	High	High	High	High
Lower Gravel Parking	Medium	High	High	High	High	High
Boat Access Point	Medium	High	High	High	High	High
Beach Access Stairs	Medium	High	High	High	High	High
Lower Bitumen parking	Medium	High	High	High	High	High
Bitumen access Road	Low	Medium	Medium	Medium	Medium	High
Concrete stairs	Low	Low	Low	Low	Medium	Medium
Top parking area	Low	Low	Low	Medium	Medium	High
Eastern Picnic Area	Medium	Medium	High	High	High	High
Eastern BBQ, tables and Associated Structures	Medium	Medium	High	High	High	High
Central Picnic Area	Low	Medium	High	High	High	High
Central BBQ, tables and Associated Structures	Low	Medium	High	High	High	High
Western Picnic Area	Low	Medium	High	High	High	High
Western BBQs, tables and Associated Structures	Low	Medium	High	High	High	High
Toilet Block	Low	Low	Low	Medium	Medium	High
Lookout	Low	Low	Low	Low	Low	Medium

The results of the vulnerability assessment show that the key assets will likely require management within the short term. Most assets are identified as having either a High or Medium vulnerability to coastal erosion hazards within 20 years and are assessed as having a Medium to Low level of vulnerability in the present day. The majority of assets reach a High level of vulnerability to coastal erosion hazards in the 2061 planning horizon. These high vulnerability

assets require additional adaptation measures to be implemented. These measures will be discussed in the following section of the report.

**6.2.2 Coastal inundation**

The vulnerabilities of each of the identified assets in regard to costal inundation have been calculated and are shown in Table 6.7.

**Table 6.7 Assessment of Vulnerability of Coastal Inundation Impact**

Asset	Present Day	2041	2061	2081	2101	2121
Gravel access road and parking	Low	Low	Low	Low	Low	Low
Gravel Access Road	Low	Low	Low	Low	Low	Low
Lower Gravel Parking	Low	Low	Low	Low	Low	Low
Boat Access Point	Low	Low	Low	Low	Low	Low
Beach Access Stairs	Low	Low	Low	Low	Low	Low
Lower Bitumen parking	Low	Low	Low	Low	Low	Low
Bitumen access Road	Low	Low	Low	Low	Low	Low
Concrete stairs	Low	Low	Low	Low	Low	Low
Top parking area	Low	Low	Low	Low	Low	Low
Eastern Picnic Area	Low	Low	Low	Low	Low	Low
Eastern BBQ, tables and Associated Structures	Low	Low	Low	Low	Low	Medium
Central Picnic Area	Low	Low	Low	Low	Low	Low
Central BBQ, tables and Associated Structures	Low	Low	Low	Low	Low	Low
Western Picnic Area	Low	Low	Low	Low	Low	Low
Western BBQs, tables and Associated Structures	Low	Low	Low	Low	Low	Low
Toilet Block	Low	Low	Low	Low	Low	Low
Lookout	Low	Low	Low	Low	Low	Low

The result of the coastal inundation vulnerability assessment show that for the majority of the planning timeframe the assets will not be affected by the inundation. There is a possibility that any electric systems associated with the BBQ or gazebos my be damaged by the inundation and thus the slightly increased rating. It is likely that the adaptation requirements to overcome the coastal erosion risks will negate any need for specific requirement to manage inundation. These adaptation measures are discussed in the following section of the report.

## 7. Risk Adaptation & Mitigation Strategies

### 7.1 Available Risk Mitigation Strategies

Risk adaptation and mitigation strategies are required for the city to address the coastal hazard risks and asset vulnerabilities identified in Sections 5 and 6. SPP2.6 outlines a hierarchy of risk adaptation and mitigation options, where options that allow for a wide range of future strategies are considered more favourably. This hierarchy of options is reproduced in Figure 7.1.



**Figure 7.1 Risk Management & Adaptation Hierarchy**

These four broad option categories are generally outlined below.

- Avoid – avoid new development within the area impacted by coastal hazards.
- Retreat – the relocation or removal of assets within an area identified as likely to be subject to intolerable risk of damage from coastal hazards.
- Accommodation – measures which suitably address the identified risks.
- Protect – used to preserve the foreshore reserve, public access and public safety, property and infrastructure.

The assessment of these options is generally done in a progressive manner, moving through the various options until an appropriate mitigation strategy is found. Adaptation options can vary depending on the type of asset, and often a range of complementary strategies may be required to mitigate coastal hazard risks.

### 7.2 Proposed Management Strategy

The potential future movement of the shoreline and risks posed from coastal hazards necessitates the requirement for coastal adaptation and risk mitigation planning. The public assets are currently at risk from coastal erosion and, to a much lesser extent, inundation. These assets are already constructed therefore the most applicable risk management and adaption strategy is to retreat the assets as the erosion increases.

The behaviour of the coastline is complex and subject to change, with coastal hazard lines possibly not being reached until many years after the suggested timeframes due to the justifiable



level of conservatism that is included within the assessment methodology. As the assets at risk are public assets and are actively used by the community and tourists alike, the most practical management option is to retreat the assets as they are actively impacted by coastal erosion. This method would allow for high levels of public access to the area for the largest timeframe. This will increase the risk to public safety unless monitoring and active management is completed.

As part of the management of the area it is expected the City will remediate small issues and defects cause by general use and coastal processes to maintain the safe use of assets. This is expected to include regrading of the boat access point and gravel areas and maintenance of the beach access stairs. As part of these works the City could consider adaptation measures to increase the time that the assets are available to the public. These could include works similar to the recent stabilisation works all the way up to the sand nourishment and interim protection through geosynthetic sand containers.

The remediation and adaptation works could be used to provide an erosion buffer to accommodate coastal hazards over an assets remaining life. The asset would likely still need to be removed when these adaptation measures and the erosion buffer have been diminished, this would likely be closer to the end of an asset's useful life.

The retreat of all assets will be triggered by an individual assessment relating to the risk each asset poses to public safety and City management, these triggers are outlined below.

- Vehicle accessible assets, such as the boat access point and parking areas, should be retreated once the area can no longer be maintained through regular works and voids or erosion scarps could begin to impact user safety.
- Public use assets such as the beach assess stairs, BBQs, tables, gazebos and associated structures, should be retreated before they are no longer able to be safely used by the public. These structures are expected to be retreated once the erosion scarp is in close proximity to the base or footing.
- For the picnic areas it is expected that they should gradually be retreated to allow as much access to the foreshore area into the future. This is likely to include the gradual shrinking of the picnic areas to account for the coastal erosion.
- Regarding the Toilet block, this asset is expected to be one of the last to be retreated. This asset is expected to be retreated once the top of the erosion scarp is within 10 m of the building or at the end of its service life.
- The ways to currently access the foreshore are a vehicle access way and a set of stairs. These assets should be maintained for as long as possible to allow public access to the beach and foreshore area. These assets are expected to be closed, adapted and retreated based on the remaining assets available within the foreshore area. This could include the adaption of the vehicle access way to a pedestrian access way once the lower vehicle accessible assets have been retreated.
- It is noted that for heritage assets the management plan outlined by the City is to allow for in-situ arrested decay. Appropriate signage should be monitored and retreated appropriately to provide historical knowledge to any visitors.

As public assets are retreated there is an option to reinstate these assets to allow for continued public access. The reinstatement of retreated assets should consider the location of the coastal

erosion lines and ensure that any reinstatement is behind the hazard line corresponding to the relevant planning timeframe of the asset's life span. A new assessment may be required to ascertain updated coastal hazard lines depending on when the asset is to be reinstated.

It is noted that some assets will be difficult to reinstate in similar locations due to the topography of the area.

To ensure the safe implementation of the management strategy, appropriate monitoring and inspection of the foreshore and beach area is required. The proposed monitoring is outlined in detail in Table 7.1.

**Table 7.1 Proposed Coastal Monitoring**

Type of Monitoring	Description	Requirement / Frequency
Visual Inspections	Visual inspection and monitoring of the beach to identify any significant changes in the shoreline. Changes would be evident through the erosion of the beach and presence of an erosion scarp with or without the loss of vegetation.	Ongoing as part of the city's management of the area. Visual inspections are especially important post storm events as these can produce significant erosion.
Shoreline Mapping	Ortho-rectified aerial photographs will be purchased and the coastal vegetation line mapped to track the movement of the shoreline. This method will help to ascertain if there is any creep in shoreline position that is not being picked up through the visual inspections.	Every 5 years or when the visual inspections suggest a significant change in the beach/shoreline.
Survey Cross Sections	Survey of the beach and foreshore along profiles fronting the high cost assets such as the toilet block. The profiles would seek to capture the foreshore out to a water depth of approximately 5 m. These surveys would help to determine the extent of the change in the shoreline profile that is occurring.	This level of survey would only be required if the eroded shoreline came within a horizontal distance of the S1 allowance plus 15m (approximately 30 m for the toilet block). If this were to occur then the survey cross sections should be completed every 1 to 2 years depending on the recommendations of a coastal engineer at that time.

This monitoring should be used to identify if the shoreline erodes to the extent that a trigger position is reached where the risk of coastal hazards becomes too great. If this were to occur, then the at-risk asset should be removed and relocated to an area that is considered safe based on the results of a coastal hazard assessment at that time.

The management of the public assets has been outlined above, with the long term adaption strategy being retreat.

## 8. Conclusion

This CHRMAP has been completed to provide guidance on required adaptation and management actions associated with the public assets within the foreshore. The coastal hazard assessment completed previously, and referred to in Section 3, as well as this CHRMAP report have been completed in line with the recommendations of SPP2.6 and WAPC (2019).

An assessment of the potential future areas of impact caused by the action of coastal hazards was completed in accordance with the requirements of SPP2.6. The results of this assessment show that the shoreline fronting the site could be vulnerable to change caused by a combination of severe storm erosion and sea level rise. In this regard, it is prudent to consider the potential future shoreline changes and the possible impacts on the public assets from future coastal adaptation and management requirements. It is noted however that an assessment of the historical movement of the shoreline fronting the site shows that the beach has experienced very little gross movement over the last half a century with the exception of the erosion adjacent to, and likely caused by, the redundant historical seawall. This demonstrates the apparent stability of the shoreline and highlights that the results of the coastal hazard assessment are likely to be conservative for this location.

The completion of the coastal hazard risk assessment for the public assets has shown that there is a risk of coastal hazard impact over the 100 year planning timeframe, while some assets are at risk in the present timeframe. As such, the short term (20 year plan) is to adapt, mitigate and retreat the assets while providing continued use and access to the foreshore area. The long term (100 year plan) is a managed retreat, which shall be initiated by erosion beyond the trigger points as mentioned in section 7 of this report.

A coastal management and adaptation strategy was presented within this report that outlines the proposed future management strategy. This strategy is based on retreating assets to avoiding future risk while preserving access and assets for the public. The managed retreat proposed is triggered by erosion of the shoreline, or at such time as the structures need to be replaced.

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## 10. Appendices

**Appendix A**      **Whalers Beach Coastal Hazard Assessment**

**Appendix B**      **Coastal Erosion Hazard Lines – SK1944-01-02**

**Appendix A Whalers Beach Coastal Hazard Assessment**

**R1630 Rev 1**

**January 2021**

**City of Albany**

**Whalers Beach  
Coastal Hazard Assessment**

marinas

boat harbours

canals

breakwaters

jetties

seawalls

dredging

reclamation

climate change

waves

currents

tides

flood levels

water quality

siltation

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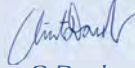
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Form 035 18/06/2013

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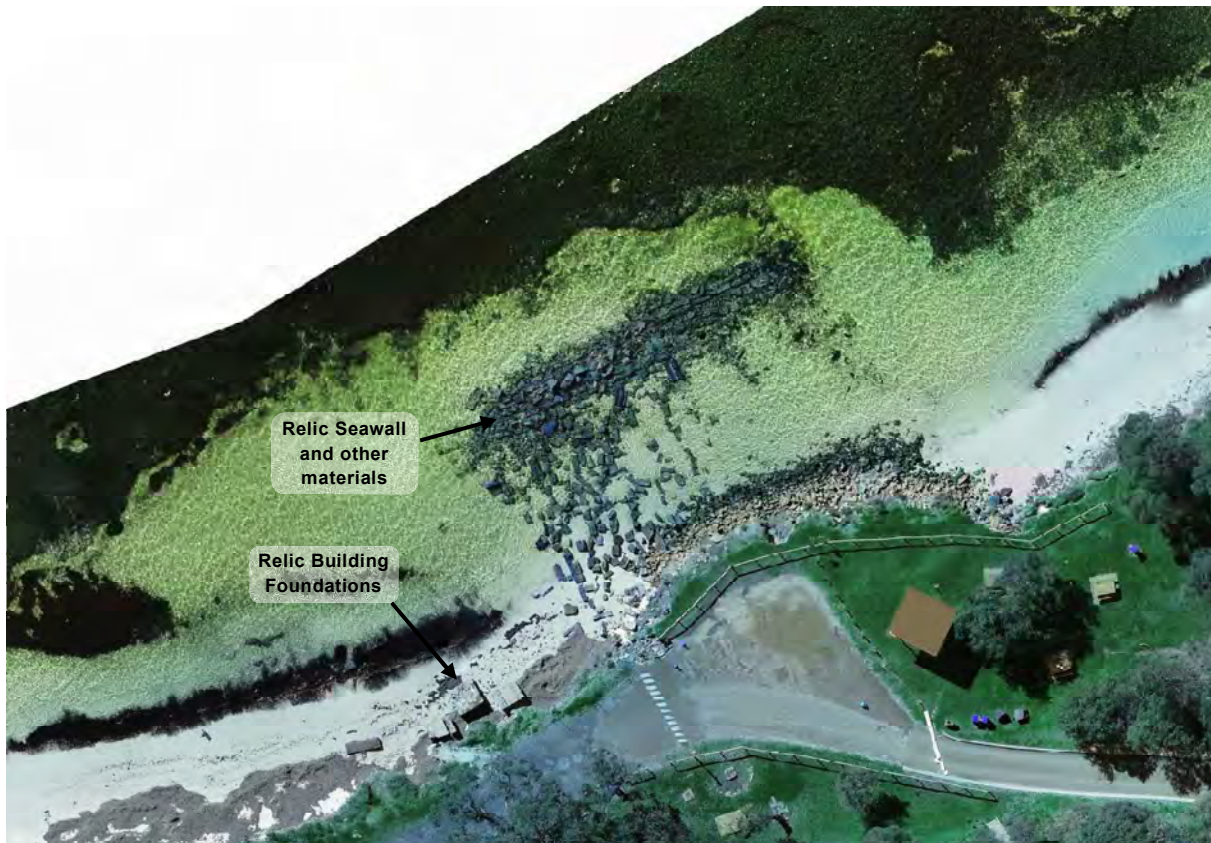
## 1. Introduction

Whalers Beach is located on the southern shoreline of King George Sound and, unique for a shoreline along the south coastal region, has a northerly aspect (refer Figure 1.1). Whalers Beach has an interesting history, being the site of a Norwegian whaling station which was constructed in 1913. The tenure at the whaling station was short lived, with the station ultimately closing in 1915. Much of the infrastructure was removed following the closure of the whaling station; however, some relics remain on the beach (refer Figure 1.2). These relics have influenced the shoreline behaviour over the ensuing century.



Figure 1.1 Location of Whalers Beach





**Figure 1.2 Relics from the Norwegian Whaling Station**

In the present day, Whalers Beach is a popular beach and foreshore area with both locals and tourists alike. Lots 1 and 2 Frenchman Bay Road are also slated for the development of Tourist Accommodation within the City of Albany Local Planning Scheme No. 1. Whilst an approval for the development of Lots 1 and 2 is in place, the approved development is understood to not be commercially viable, so modifications to the Local Development Plan (LDP) are proposed.

To enable review of the proposed development in the context of coastal hazard risk, as well as to enable planning for the siting of public infrastructure within the foreshore, the City of Albany engaged specialist coastal engineers M P Rogers & Associates Pty Ltd (MRA) to complete a coastal hazard assessment for Whalers Beach. The requirement for the assessment of coastal hazard risk is even more profound given that the shoreline fronting the main coastal node has experienced noticeable erosion over the past few years.

Provision of guidance with regard to future coastal hazard risk requires an understanding of the potential zones of impact from local coastal processes. Within Western Australia, State Planning Policy 2.6 – the State Coastal Planning Policy (SPP2.6; WAPC, 2013) provides a methodology to determine the extent of areas adjacent to the coastline that could be influenced by coastal processes.

This report presents the results of investigations into the potential extent of impacts from coastal processes over a variety of planning horizons. These coastal hazard risk areas can then be used to guide a coastal hazard risk management and adaptation planning process in future stages of work.

## 2. Site Setting

### 2.1 Location

Whalers Beach is a curved 700 m long north-facing beach located between Vancouver Point to the west and Waterbay Point to the east (Short, 2006). The presence of the Flinders Peninsula to the south and east provides protection to Whalers Beach from offshore wave conditions, with refracted and diffracted wave heights generally less than around 1 m at the shoreline. The protrusion of Waterbay Point also provides further sheltering to the shoreline, and wave energy generally decreases from west to east along the beach (Short, 2006).

These local features are shown in Figure 2.1, which is an extract of the local nautical chart for the area.



Figure 2.1 Extract from Local Nautical Chart (WA1083: DoT 2014)

### 2.2 Geology & Geomorphology

The Whalers Beach shoreline consists of a reflective sandy beach. Behind the beach the land slopes steeply up to an elevation of approximately 25 mAHD before the land continues to rise at a



gentler grade. The area is underlain by a basement that is PreCambrian “Granitoid Gneiss” which is overlain by a Tertiary Planagenet Group (Landform Research, 2008). The Granitoid basement outcrops to form both Vancouver and Waterbay Points.

Given the northerly aspect of the beach, which faces away from the prevailing conditions, a conventional dune system is conspicuously absent along this shoreline.

In 2008, Landform Research completed geotechnical drilling within Lots 1 and 2 to further review the local geology. The drilling determined that there was a deep layer of sand which was underlain by a siltier material. Significantly, none of the boreholes intersected the granitoid rock basement despite drill depths down to -1.7 mAHD in some areas. Whilst this drilling assessment was limited to the areas within Lots 1 and 2, it is anticipated that similar geological conditions would be encountered over the full extent of Whalers Beach. As a result, assessment of the shoreline will be based on a sandy coastline classification.



**Figure 2.2 View of Granitoid Outcrop that Forms Waterbay Point**



**Figure 2.3 View West Along Whalers Beach Towards Vancouver Point**

### 2.3 Historical Norwegian Whaling Station

The Norwegian Whaling Station was originally constructed in 1913, but was ultimately closed in 1915. At its peak, the whaling station boasted a range of different buildings, as shown in Figure 2.4.



**Figure 2.4 Image of the Norwegian Whaling Station from 1913 (Frenchman Bay Association, 2021)**

The Frenchman Bay Association (2021) provides a succinct summary of the history of the site. In particular, it is noted that following closure of the station the owners disassembled much of the machinery and relocated it to the site of their new facility at Point Cloates. However, it is noted that a large storm in 1921 wrecked the remaining slipway and loading jetty and eroded the seawall that protected the foundations of some buildings, causing them to topple. Whilst an amount of material was salvaged or removed, some of the material remained on site. An image of the remaining material is shown in Figure 2.5. This figure shows the remnants footings of some of the buildings as well as what is understood to be the remains of the initial seawall.



**Figure 2.5 Remnant Material from the Norwegian Whaling Station (Frenchman Bay Association, 2021)**



Given their location on the beach, the remains of the Whaling Station have impacted the local coastal processes along the eastern portion of Whalers Beach. It is currently understood that the City of Albany are reviewing heritage preservation opportunities and requirements for these relics. It must be acknowledged that any changes to the location or configuration of these relics could further influence the local shoreline dynamics. This will be discussed further in latter sections of this report.

## 2.4 Metocean Conditions

Consideration of beach stability and coastal processes is enhanced by an understanding of the fundamental driving forces. Consequently, data on the magnitude and variation in the winds, waves, tides and currents is important in assessing the coastal processes.

### 2.4.1 Wind Regime

The seasonal weather patterns at Albany are largely controlled by the position of the so called Subtropical High Pressure Belt. This is a series of discrete anticyclones that encircle the earth at the mid-latitudes (latitudes of 20 degrees to 40 degrees). Throughout the year, these high pressure cells are continuously moving from west to east across the southern portion of the Australian continent. A notional line joining the centres of these cells is known as the High Pressure Ridge.

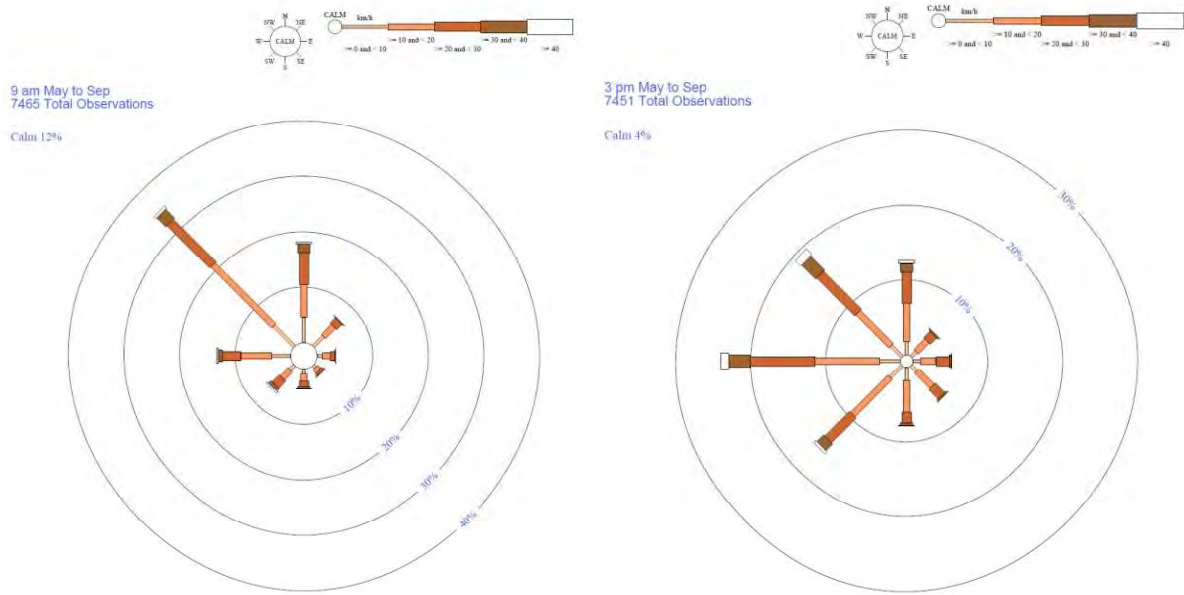
In winter, this ridge lies across Australia typically between 25 to 30 degrees south and is to the north of Albany which is located at around 35 degrees south. Consequently, the migrating low pressure systems which exist to the south of the High Pressure Ridge, are located sufficiently northward to bring a westerly wind regime to the southwest of Western Australia and the adjacent waters. Cold fronts associated with these low pressure systems pass over the Albany region. These can bring storm force winds with directions from northwest, through west, to southwest.

During summer, the High Pressure Ridge moves south of Albany and lies between 35 and 40 degrees south. Under these circumstances, the Albany region comes under the influence of the high pressure cells of the High Pressure Ridge. These cells cause anti-cyclonic winds that rotate anti-clockwise in the Southern Hemisphere. At Albany, these winds arrive from the southeast to east as the high pressure cell approaches from the west.

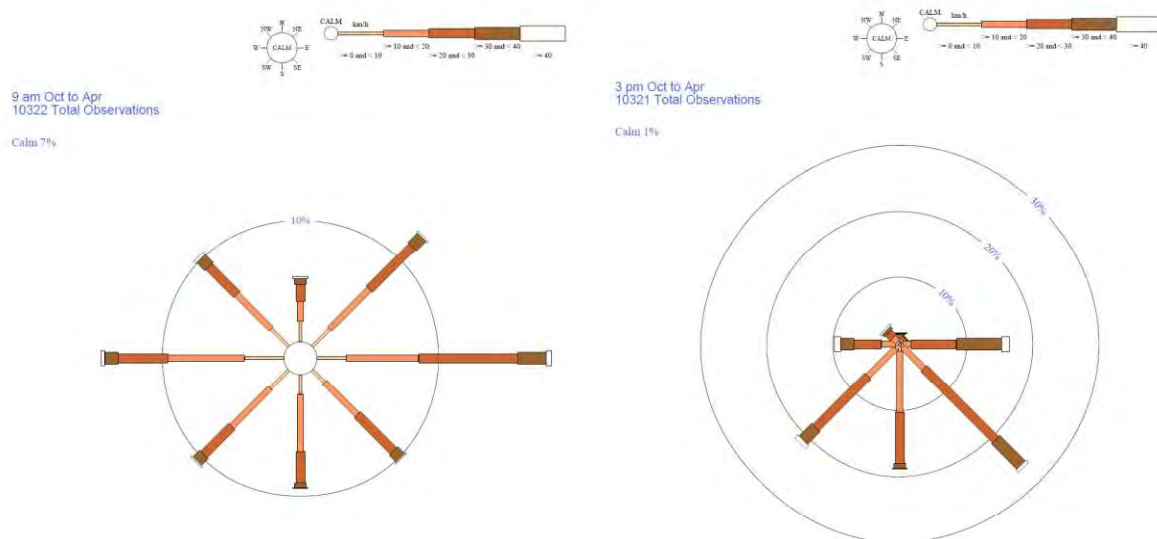
In addition to these synoptic scale effects which cause seasonal variations, the meso-scale phenomenon of a land / sea-breeze system is commonly experienced during summer at Albany and adjacent coastal regions.

The Bureau of Meteorology has recorded the wind speed and direction at Albany Airport since 1965 and have used this data to prepare seasonal wind roses. These are presented as Figures 2.6 and 2.7 for the expanded winter (May to September) and summer (October to April) periods. Figure 2.6 shows the predominance of winter winds from the northwest and southwest sectors. Often the wind speeds exceed 50 kph in the winter storms.

The wind roses for summer, Figure 2.7, shows the common wind directions in summer as southeast and southwest. The detailed wind records show the land sea-breeze effect with the summer morning winds typically from the east and southeast at 20 to 40 kph, while the afternoon winds in summer tend to be of slightly stronger and generally from the southeast to southwest.



**Figure 2.6 Albany Wind Roses for the Expanded Winter Period (BoM, 2014)**



**Figure 2.7 Albany Wind Roses for the Expanded Summer Period (BoM, 2014)**

These records were taken at the Albany Airport which is about 20 km from Whalers Beach. Differences in the local topography are likely to cause changes in the wind speeds and local directions. Nevertheless, the records presented are believed to be fairly representative of the main wind patterns and the seasonal changes that are experienced at Whalers Beach.

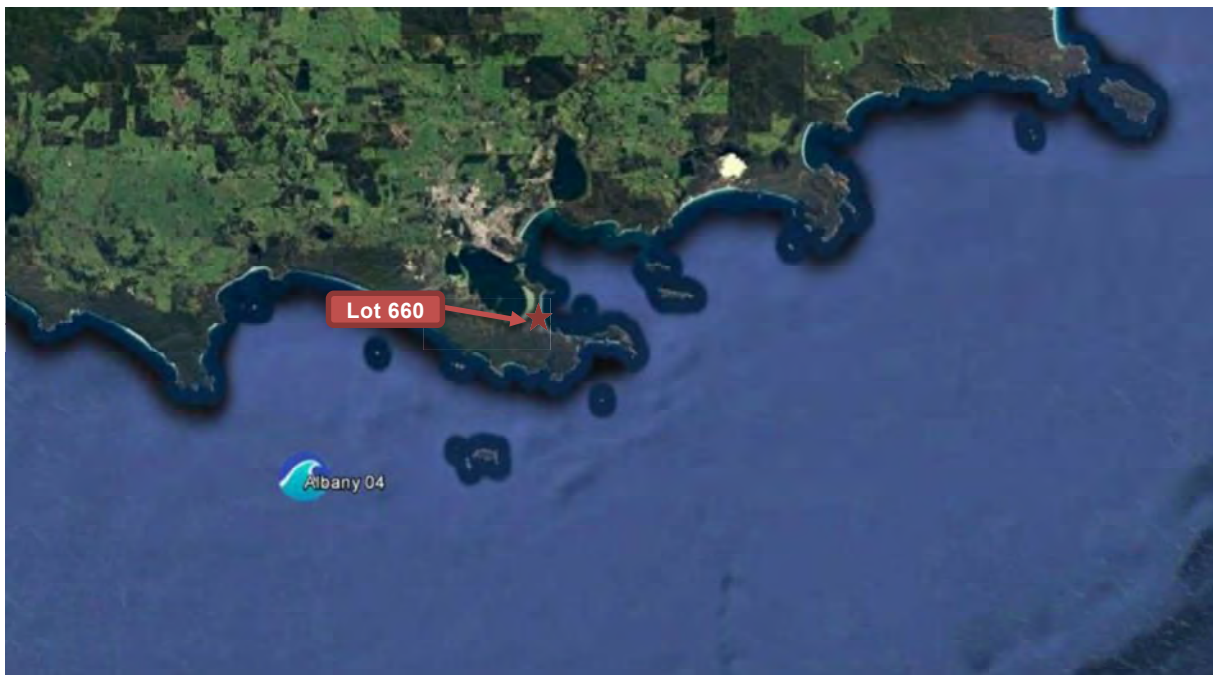
The wind regime influences coastal processes through the generation of waves and currents.

### 2.4.2 Wave Climate

The nearshore wave climate at Whalers Beach comprises two distinct sources. The first is that from the open ocean to the south of Albany, and the second are those waves that are generated by local winds across the short fetches of King George Sound.

This local generation of waves across King George Sound that causes waves to be directly incident upon Whalers Beach is caused by winds from the north-easterly quadrant. However, as seen in the previous wind roses, strong winds from this quadrant are not overly persistent.

The deepwater wave climate to the south of Albany is quite severe. The Department of Transport record wave conditions in 60m of water south of Albany using a Waverider buoy. The location of the Waverider is shown in Figure 2.8. Wave measurements from this location are available since 2005.



**Figure 2.8 Location of the DoT Waverider Buoy**

The data recorded from the Albany Waverider is plotted in Figure 2.9. This figure shows both the time history of recorded wave heights as well as cross plots of the sea and swell wave heights verses their associated directions.

Figure 2.9 shows that the most common direction for these offshore waves is from the southwest, but they also approach King George Sound from the south and occasionally the southeast. The severity of the wave heights also mirrors the persistence, with the most severe waves from the south through west. Interestingly, the plot of recorded wave heights shows that the winter of 2020 was relatively severe, with a cluster of higher wave heights than previously observed within the data record. This may explain some of the erosion pressures that have been experienced at Whalers Beach over the past couple of years.



**Figure 2.9 Wave Data Recorded from the Albany Waverider Buoy**

The shape of King George Sound provides Whalers Beach with excellent natural protection from these open ocean waves (refer to Figure 2.1). In particular, the extent and position of Flinders Peninsula limits the energy of ocean waves that reach Whalers Beach. The large ocean waves are greatly attenuated by the processes of refraction, diffraction, bottom friction and breaking as they travel from the open ocean to the sheltered shore.

Small to very small swell waves reach the shores of Whalers Beach throughout the year. Because of the extensive refraction, the swell waves are bent around and arrive at the shore with crests generally parallel to the beach. This is an important feature as it means that if there are changes to swell conditions then the alignment of the beach will likely change as a result.

Given the location of Whalers Beach, the most important fetches for locally generated waves are from the north-east quadrant. During the summer months there will be periods of winds that generate local seas from this direction across King George Sound. These seas will often reach 1 metre in height with wave periods of about 4 seconds. During very extreme events of strong winds from the east, the local seas may reach 2 metres in Whalers Beach.



The waves that break on the beach are very important in the transport of sand in the littoral zone.

### **2.4.3 Tides & Water Levels**

The astronomical tides at Albany are predominantly diurnal (one tidal cycle each day) and relatively limited in range. The daily range is typically about 0.6 metres during spring tides and about 0.3 metres during neap tides.

Seasonal shifts in the sea level occur due to meteorological effects. Typically, the mean sea level at Albany rises 0.1 metre during winter and falls 0.1 metre during summer.

During storms events, barometric and wind effects can cause significant storm surges. In typical winter storms, the surge is often about 0.4 metres above the astronomical tide level. The storm surge can be in the order of 1 metre during a very rare winter storm.

Given the small astronomical tides, the level of the sea would generally have a secondary effect on the sand transport along the beaches, except during storm events when high water levels would enable the waves to attack the rear of the sandy beaches.

### **2.4.4 Nearshore Currents**

As the tidal range is quite small, it is likely that the nearshore tidal currents in Whalers Beach are also small. From work in Princess Royal Harbour (Environmental Protection Authority, 1990) it is expected that the largest currents in the nearshore area at Whalers Beach would result from the action of the wind blowing over the water surface. These wind driven currents are generally less than 0.5 m/s.

The magnitude of these nearshore currents is such that they will have a minor effect on the movement of sand on the adjacent beaches.

## **2.5 Coastal Processes**

Whalers Beach is located within the Possession Point to Bald Head coastal compartment (refer Figure 2.10). This compartment is characterised by embayed beaches generally separated by granite outcrops that exhibit morphological control.

Over the planning horizons considered in this assessment (up to 100 years) Whalers Beach can be treated as a closed sediment cell. This is due to the fact that Vancouver and Waterbay Points essentially restrict sediment transport into or out of the Bay.



**Figure 2.10 Extent of Coastal Sediment Cells**

Based on the above information regarding the various physical processes, the movement of sand within Whalers Beach is believed to be dominated by wave induced processes.

The transport of sand along a coast is a fundamental mechanism in beach dynamics. A simplistic description of this mechanism is that in the surf zone of sandy beaches, the breaking waves agitate the sand and place it into suspension. If the waves are approaching the beach at an angle, then a longshore current can form and this can transport the suspended sand along the beach. The suspended load transport is accompanied by a bed load transport where sand is rolled over the bottom by the shear of the water motion.

At Whalers Beach the swell waves generally approach normal to the shoreline, though there is the potential for changes to the swell wave periods to change the alignment of the swell waves slightly as they approach the beach. Given the protection provided by Waterbay Point, the incident wave heights will also be higher at the western end of the Bay than they are at the eastern end. The western end of the Bay is also more exposed to summer easterly seas, increasing the potential for sediment transport along the western shoreline. Despite these different processes, the fact that Whalers Beach is essentially a closed sediment cell means that the alignment of the shoreline would not be expected to change markedly over time. There may be reorientations or rotations of the overall beach driven by the incident wave energy, but ultimately such changes are expected to be relatively small.

The other significant coastal process, is by the onshore / offshore movement of beach sand. During storm events the steep waves and high water levels would cause sand to be eroded from

the beach and carried offshore. The long, low swell that persistently arrives at this coast between storm events would tend to move sand back onto the beach. This cyclical onshore / offshore movement of sand is not expected to be large by volume within Whalers Beach, however the absence of a defined dune, which would typically provide a buffer against storm erosion, means that any erosion effects are generally more noticeable.

### 3. Coastal Hazard Identification

An understanding of potential future coastal hazards and risks is critical for the assessment and determination of appropriate locations for siting of new development as well as for the development of management and adaptation actions.

SPP2.6 provides guidance on the assessment criteria and methodology required to determine the potential extent of coastal hazard impacts, whilst incorporating an appropriate level of conservatism for coastal planning. This assessment methodology seeks to incorporate allowances for landform stability, natural variability and climate change over the proposed planning horizon. Specifically, the following items are considered in order to assess the appropriate allowances for coastal processes and climate change over the proposed planning timeframes.

- Severe storm erosion (S1 Allowance).
- Historical shoreline movement (S2 Allowance).
- Climate change induced sea level rise (S3 Allowance).
- Storm surge inundation (S4 Allowance).

These criteria are discussed in further detail in the following sections of this report. This coastal hazards assessment has been completed for a 100 year planning horizon in accordance with SPP2.6 requirements. Interim planning horizons of 25, 50 and 75 years have also been considered in order to assess the changes to coastal vulnerability over time.

#### 3.1 Severe Storm Erosion (S1 Allowance)

SPP2.6 outlines that the S1 allowance should provide an adequate buffer to accommodate the potential erosion caused by a storm with an Annual Encounter Probability (AEP) of 1%. This is equivalent to a 100 year average recurrence interval (ARI) storm.

Estimation of the S1 allowance for Whalers Beach first requires selection of an appropriate storm event. This is particularly relevant given the level of sheltering that the shoreline receives. The selected storm will then be modelled to determine the potential extent of shoreline erosion that could result.

##### 3.1.1 Storm Event

As outlined previously, Whalers Beach has a northerly aspect and so is protected from the most severe wave energy from the south by the Flinders Peninsula. As a result, wave energy that arrives at the shoreline during the largest wave events (typically from the south to south west) is significantly attenuated due to the extent of diffraction required for the waves to reach the shoreline. For example, based on diffraction diagrams provided in Goda (2010) (refer Figure 3.2), even a wave coming directly from the south would be attenuated to less than 10% of its total offshore wave height by the time that it diffracted around Bald Head and made it to the nearshore area fronting Whalers Beach.

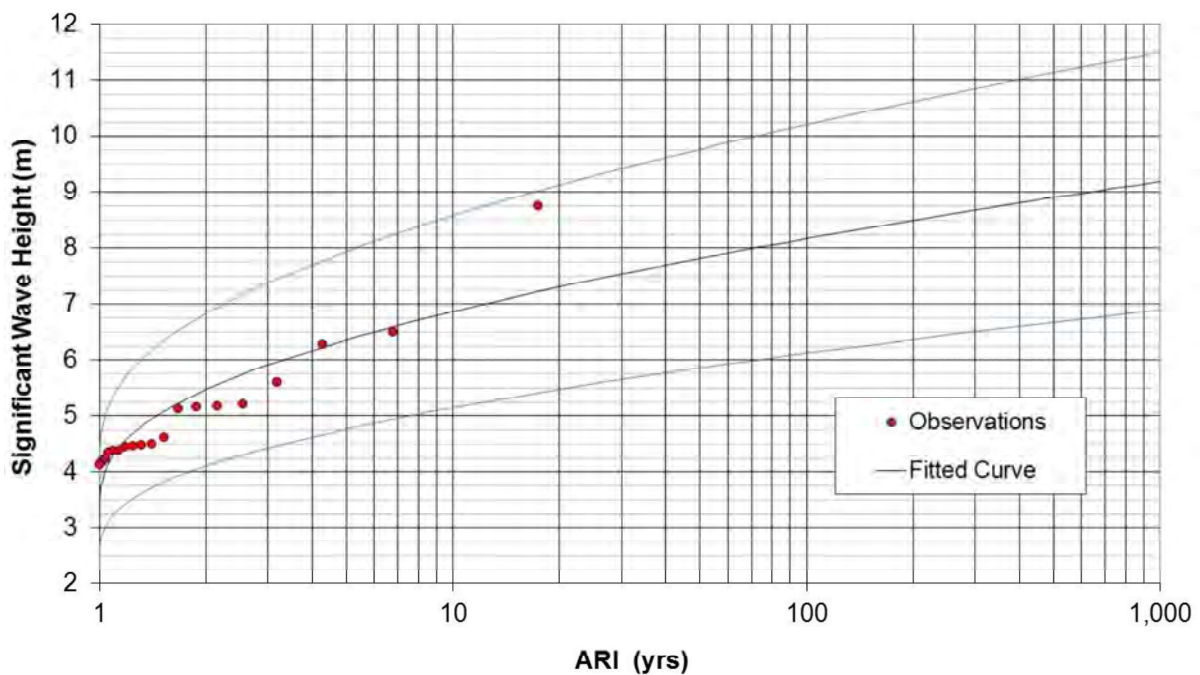
Given the above, storm events that are predominately from the west through south would be expected to have little impact on the shoreline fronting the resort. Events with the majority of the wave energy originating from the south through east would have a much greater impact on this

section of shoreline since less wave diffraction would be required for the wave to reach the shoreline.

MRA (2018) completed a review of storm conditions appropriate for the simulation of potential coastal erosion events and discussed the effects of event directionality with particular focus on the Albany region. Results of that analysis showed that even though a storm event experienced in August 1984 was not classified as one of the top storm events, the directionality of the event being from the south east, resulted in significant erosion of shorelines within King George Sound. The extent of erosion observed during the August 1984 event was actually greater than for any other storm event within the period of record, which dated back to 1943.

Given the critical nature of a south easterly wave for the realisation of storm erosion impacts along Whalers Beach, wave records were therefore interrogated to assess only those events with severe waves arriving from the south through east. The assessed wave data included the information from the DoT Waverider Buoy as well as results from the WW3 global hindcast wave model (NOAA 2016), and other available hindcast modelling results completed by WNI (1996).

An extreme analysis was completed on the filtered wave events to show the average recurrence of wave heights from the south through east. Results of this extreme analysis are presented in Figure 3.1.



**Figure 3.1 Extreme Wave Height Analysis for Waves from the South through East**

The most notable feature of the extreme analysis is that there is one event that is significantly more severe than the over events. This event is the August 1984 event.

Even though this event was predominately from a south easterly direction, waves still need to diffract around Bald Head in order to reach the nearshore area adjacent to Whalers Beach. The hindcast wave conditions were therefore adjusted to account for the attenuation caused by this diffraction using the diffraction diagrams presented in Goda (2010) (refer Figure 3.2). Using this diffraction diagram, it was possible to estimate the wave conditions offshore from Whalers Beach.



This method is akin to that used by MRA (2017). For clarity, two examples showing how the wave transformation was completed are shown in Figure 3.3.

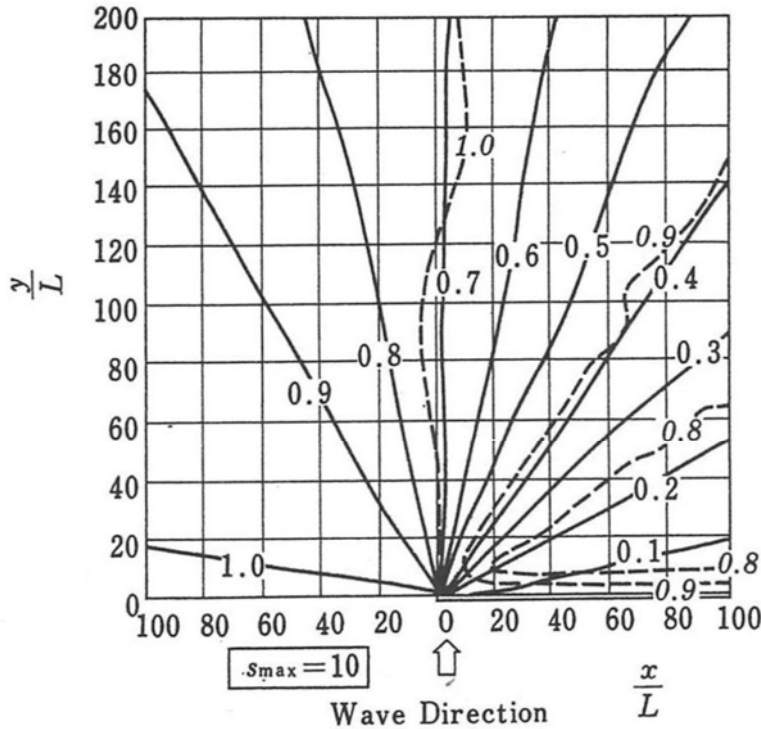


Figure 3.2 Diffraction Diagram from Goda (2010)

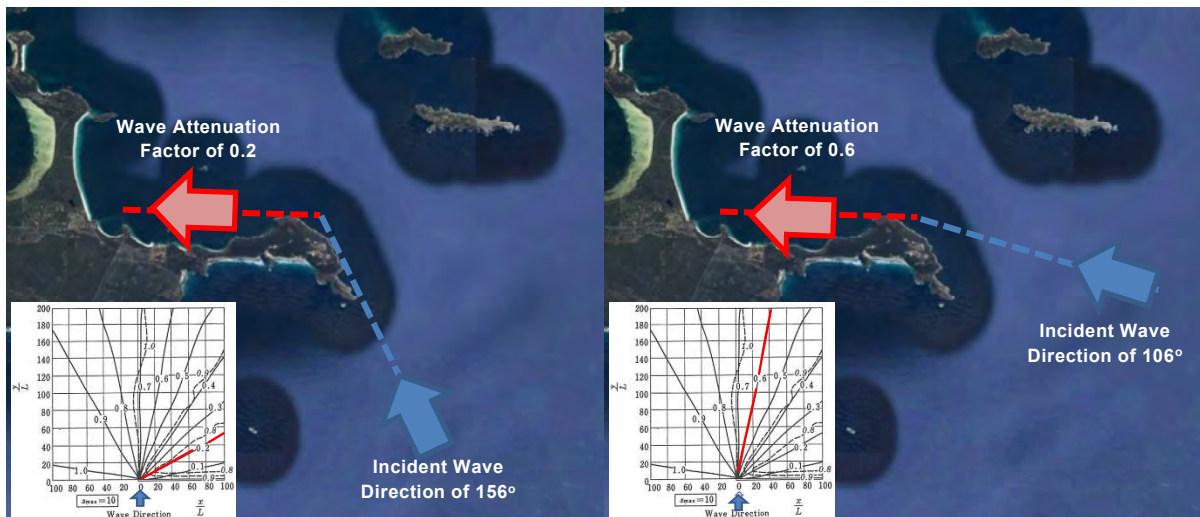


Figure 3.3 Examples of Wave Diffraction Attenuation Calculations

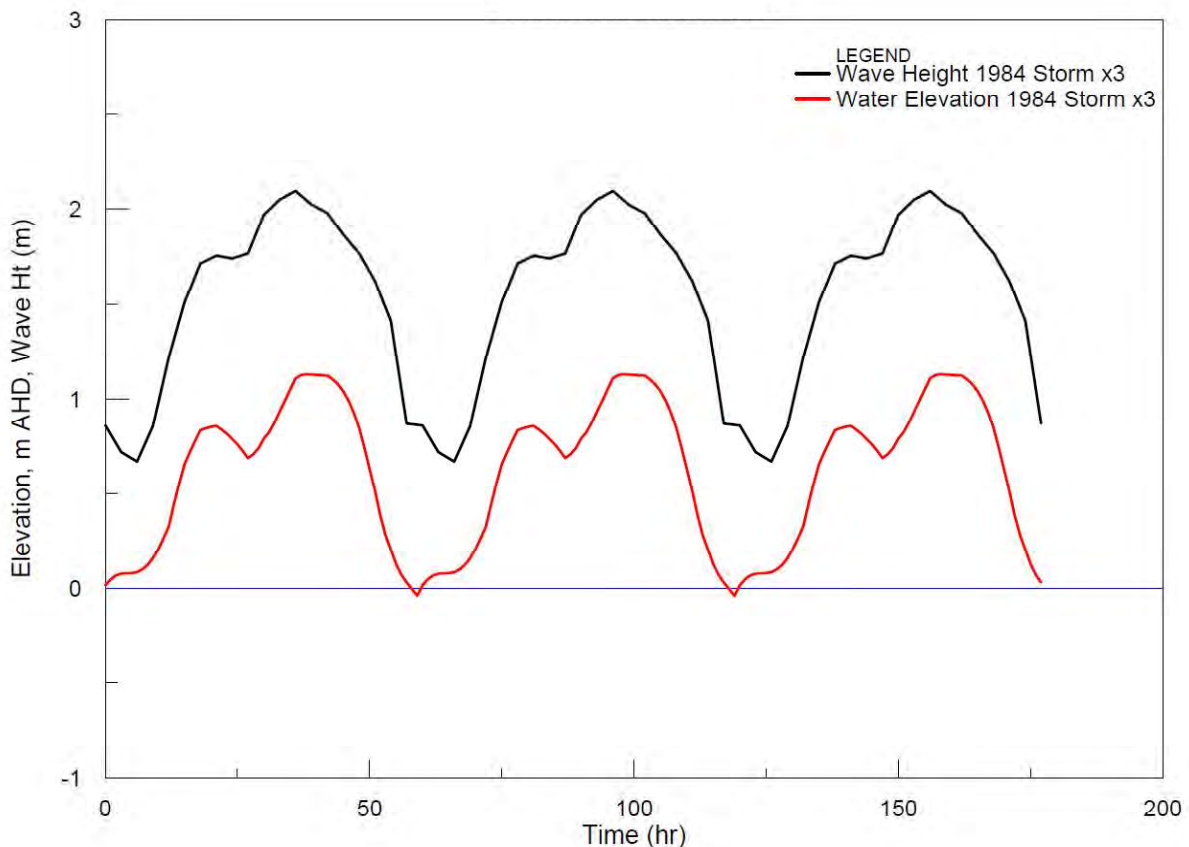
The diffracted wave conditions were determined for a location offshore from Waterbay Point. From this location incident waves would be further diffracted around the point or would be refracted over the local bathymetry. However, as the ensuing processes are relatively complex and will not necessarily result in energy losses that are consistent with an additional application of the diffraction diagrams due to changes in the incident wave directions, the conditions as determined at this location have been used to assess the potential for beach erosion. This is a somewhat conservative approach.



Unfortunately no water level records are available for the duration of the August 1984 event. As a result, the predicted tidal level during this event was scaled to peak at the 10 year ARI water level as determined within MRA (2018).

It is noted that scaling of the water level to peak at the 10 year ARI level is likely to be conservative for this event since the event was actually associated with the passage of a strong high pressure system. The high atmospheric pressure of this system is likely to have resulted in a set-down of water level over the general area, rather than a storm surge. However in the absence of more detailed information the 10 year ARI water level has been used to maintain conservatism within the assessment.

The August 1984 event had sustained waves from the south through east for a period of around 60 hours. The full duration of this event was therefore used for the modelling of the severe storm erosion impact. In accordance with the recommendation of SPP2.6, three repeats of this event have been used to determine the potential extent of storm erosion within Whalers Beach. The wave heights and water level used in the modelling are presented in Figure 3.4.



**Figure 3.4 Storm Conditions for use in Storm Erosion Modelling (as determined for the area immediately offshore from the Resort site)**

**3.1.2 SBEACH Storm Modelling**

The SBEACH computer model was developed by the Coastal Engineering Research Centre (CERC) to simulate beach profile evolution in response to storm events. It is described in detail by Larson & Kraus (1989). Since this time the model has been further developed, updated and verified based on field measurements (Wise et al 1996, Larson & Kraus 1998, Larson et al 2004).

MRA has validated SBEACH for use on sandy coasts in Western Australia (Rogers et al 2005). This validation has shown that SBEACH can provide useful and relevant predictions of the storm induced erosion, provided the inputs are correctly applied and care is taken to ensure that the model is accurately reproducing the recorded wave heights and water levels. Primary inputs include time histories of wave height, period and water elevation, as well as pre-storm beach profile and median sediment grain size.

Given the change in aspect of Whalers Beach, two different beach profiles have been used to simulate the potential extent of severe storm erosion. The input beach profiles used in the modelling were taken from a combination of topographic survey data, hydrographic survey information and local nautical charts. The approximate location and alignment of the profiles are presented in Figure 3.5.



**Figure 3.5 SBEACH Profile Location & Alignment**

The results of the storm simulation are presented in Figures 3.6 and 3.7. These figure present the pre- and post-storm beach profiles, the maximum water elevation and maximum wave height during the event. The output from the model, the SBEACH Reports, have also been included in Appendix A.

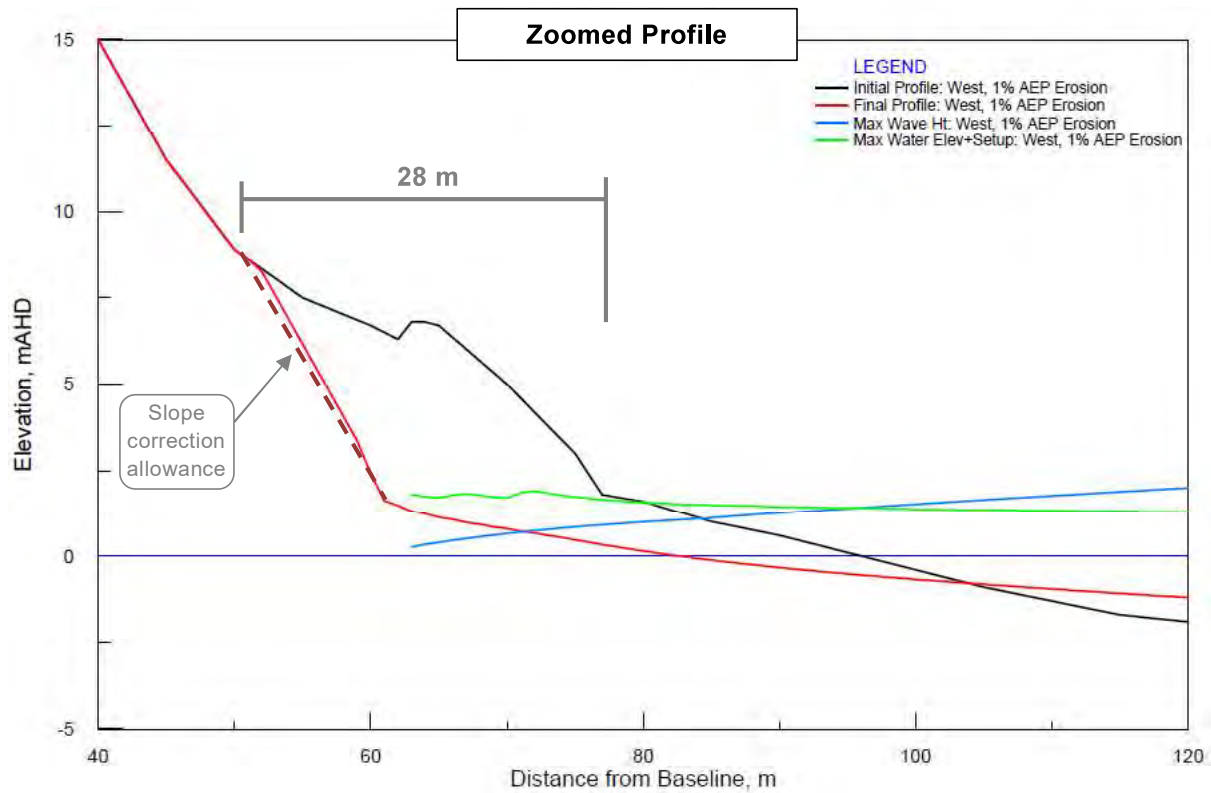
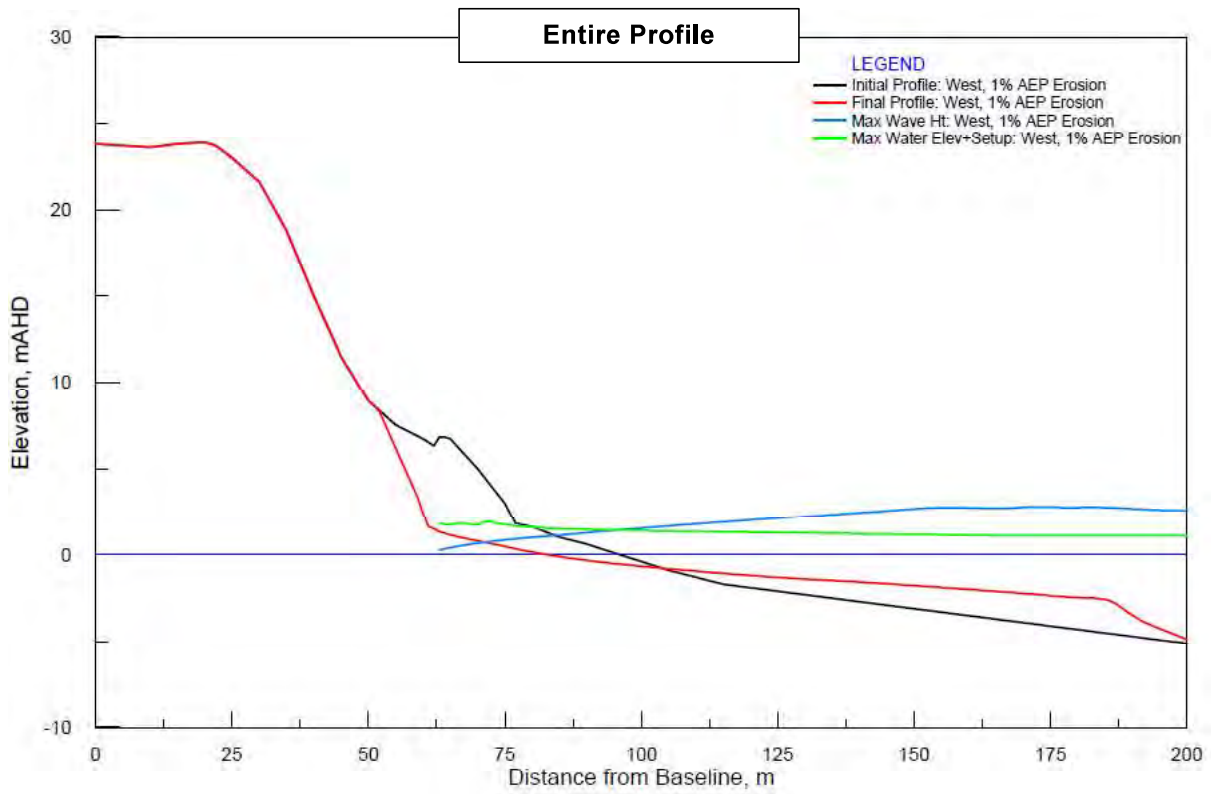


Figure 3.6 Severe Storm Erosion Modelling Results for the Western Profile

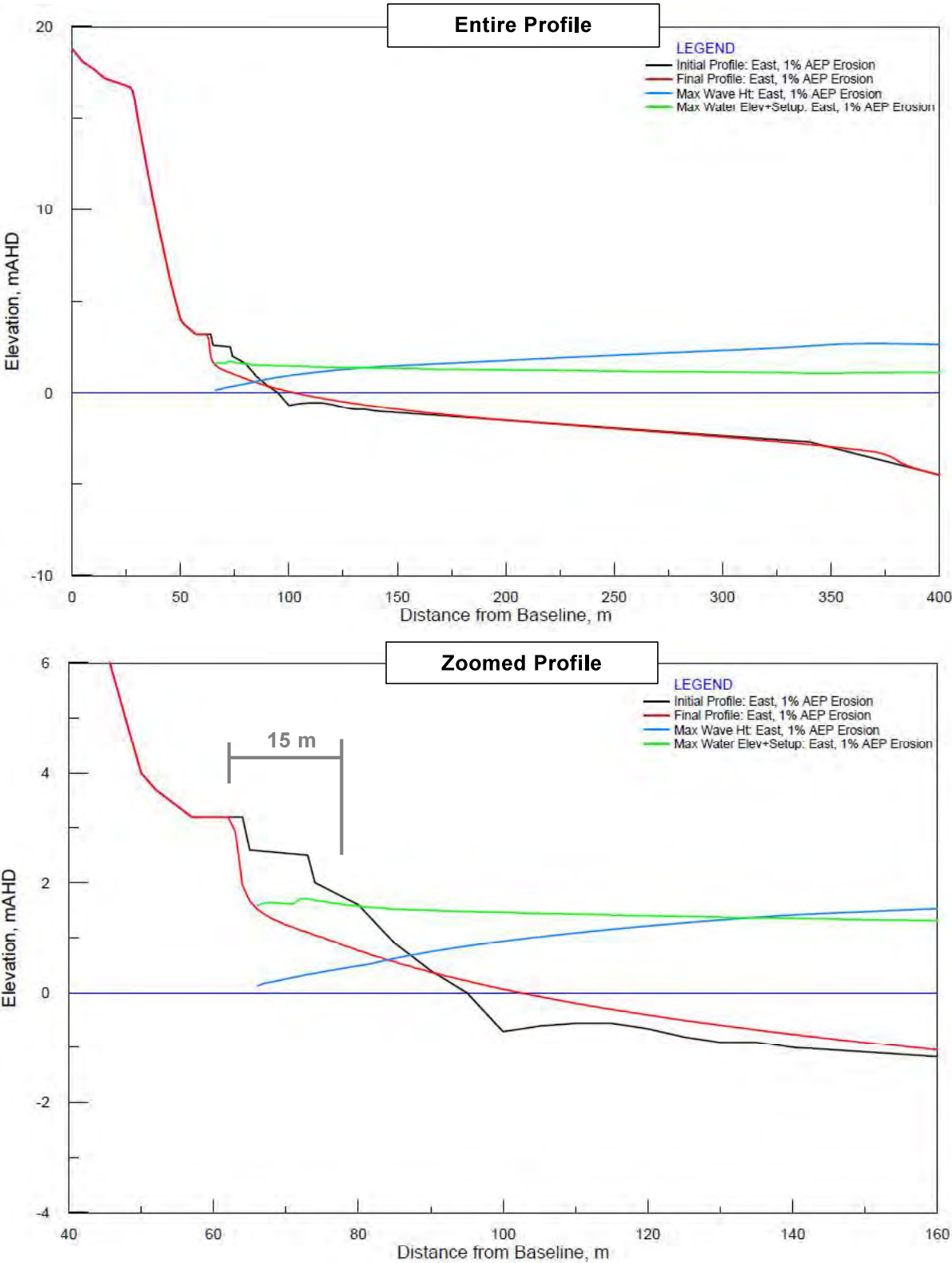


Figure 3.7 Severe Storm Erosion Modelling Results for the Eastern Profile

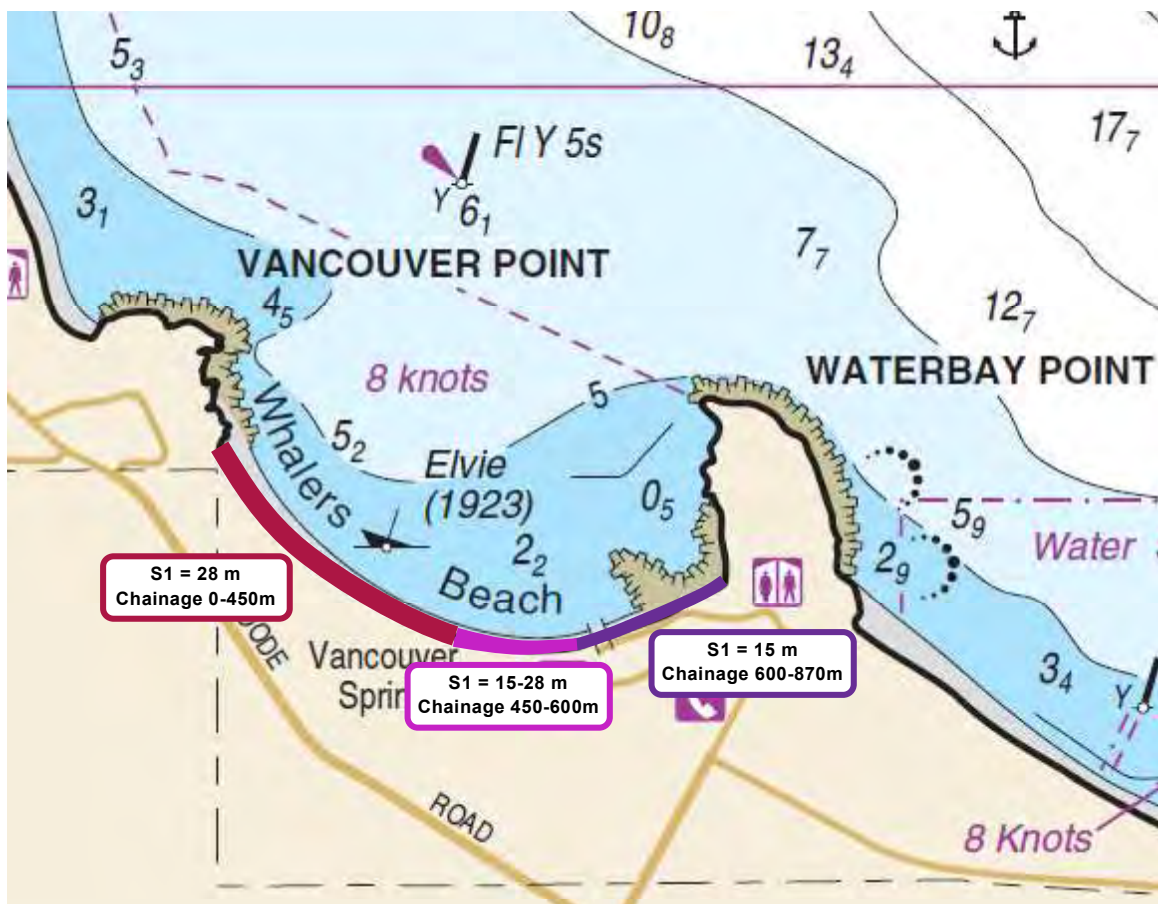


The S1 allowance is determined as the maximum extent of erosion behind the Horizontal Shoreline Datum (HSD). The HSD corresponds to the seaward shoreline contour representing the peak steady water level of the modelled event. The HSD was calculated as the 1.8 mAHD contour based on the results of the SBEACH modelling.

The results of the modelling show that there is potentially a greater degree of erosion potential along the western end of the bay compared to the east. There are a number of contributing factors to this, however the modelling shows that differences arise due to the shallower offshore bathymetry at the eastern end of the bay, which helps to reduce wave heights at the shoreline.

The total extents of predicted shoreline erosion caused by the storm sequence were 28 m and 15 m respectively for the western and eastern profiles. This estimate includes an allowance for dune slope correction based on a maximum avalanching slope of 30° to the horizontal to ensure stability of the eroded dune face. This applies to the result from the modelling of the western profile as shown on Figure 3.6.

Given that different erosion extents have been predicted between the western and eastern ends of the bays, and the fact that there is an intuitive understanding of why this result is reasonable, it follows that a different S1 allowance should be applied along the western and eastern ends of the shoreline. The areas covered by each allowance have been reviewed based on the nearshore bathymetry and the required allowances are shown in Figure 3.8. It should be noted that the same S1 allowance is required for each planning timeframe, as SPP2.6 requires a design storm with 1% AEP, regardless of the timeframe being considered.



**Figure 3.8 Summary of S1 Allowances**

### 3.2 Historical Shoreline Movement (S2 Allowance)

Historically, changes in shoreline positions occur on varying timescales from storm to post storm, seasonal and longer term (Short 1999). The severe storm erosion allowance accounts for the short term storm induced component of beach change. The long term trends allowed for in the Historical Shoreline Movement (S2) Allowance account for the chronic movement of the shoreline that may occur within the planning timeframes. To estimate the S2 Allowance, long term historical shoreline movement trends are examined and likely future shoreline movements predicted.

#### 3.2.1 Shoreline Movement

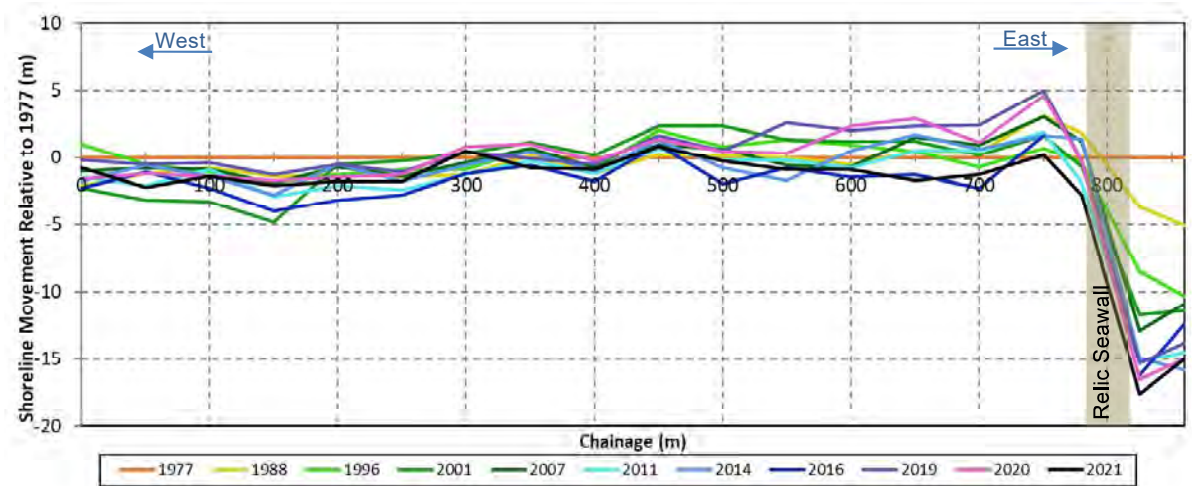
MRA mapped the position of the coastal vegetation line from aerial photography captured in 1977, 1988, 1996, 2001, 2007, 2011, 2014, 2016, 2019, 2020 and 2021. Mapping of the coastal vegetation lines was completed in accordance with DoT's methodology and specification for mapping (DoT, 2009). The accuracy of the position of these vegetation lines is believed to be in the order of  $\pm 5$  m, depending on the resolution of the aerial photographs and the rectification process. A shoreline movement plan presenting the mapped vegetation lines is presented in Appendix B.

Using the mapped vegetation lines, the position of the shoreline was determined at intervals of 50 m or less along Whalers Beach. The chainage intervals for the measurement of shoreline change are shown in Figure 3.9. The position of the shoreline relative to the 1977 location was determined at each interval from the shoreline movement plan, with results presented in Figure 3.10.



**Figure 3.9 Intervals for Measurement of Shoreline Movement**



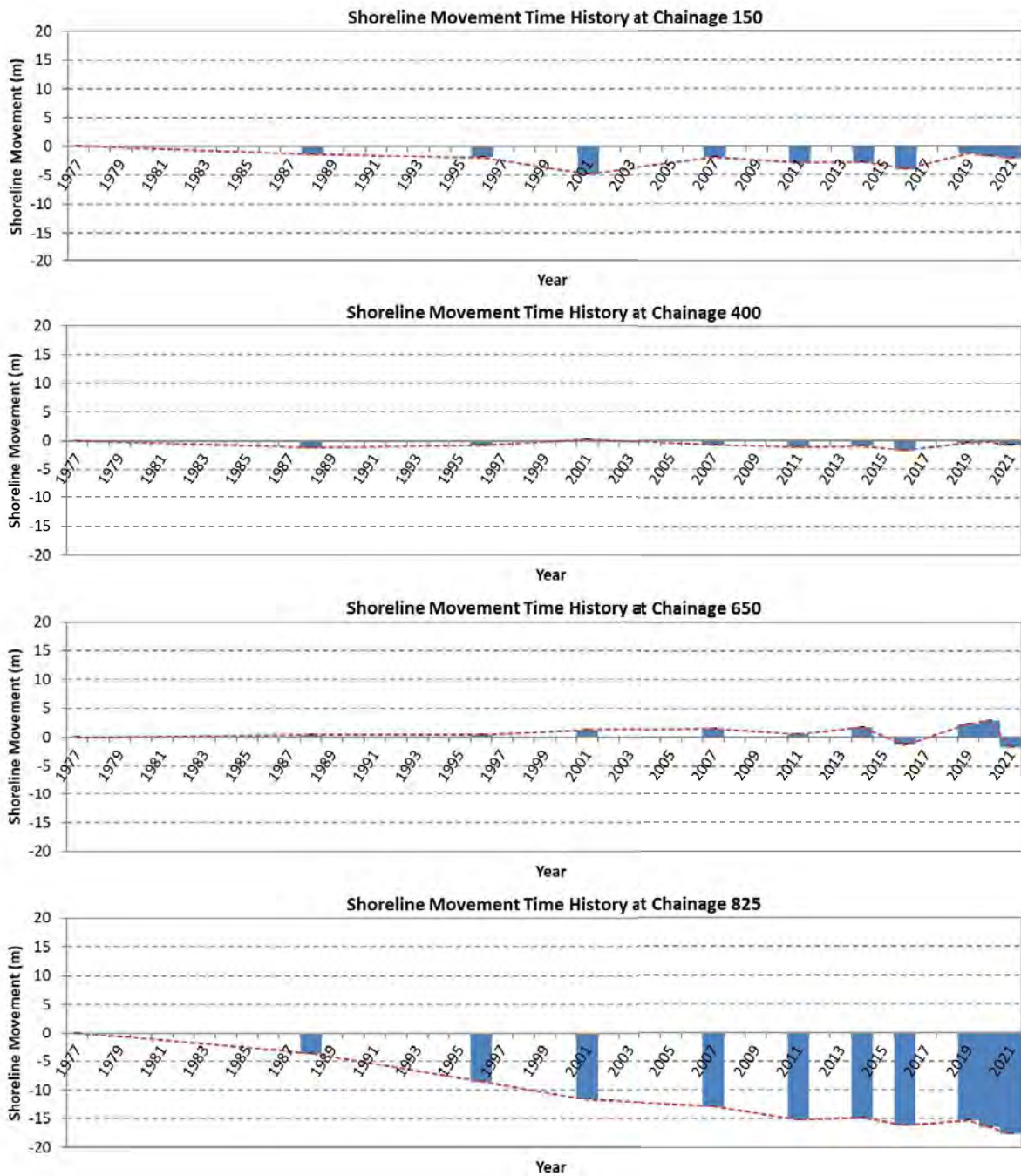


**Figure 3.10 Historical Shoreline Movement Relative to 1977**

The historical shoreline movement plot shows a stark difference between the behaviour of the majority of the Whalers Beach shoreline and the small section of shoreline to the east of the relic seawall. The area to the east of the relic seawall has experienced erosion in the order of 15 to 20 metres since 1977, whilst the remainder of the bay has experienced a slight rotation, with a general accretion at the eastern end and erosion at the western end. Nevertheless, total movement of the shoreline across the majority of the Bay has been less than plus or minus 5 metres from the 1977 position.

Overall, the observed movements of the shoreline confirm the assertion that the shoreline is essentially an enclosed sediment cell, as the volume of sediment within the Bay appears to be conserved. Importantly for the management of the current infrastructure and assets at the site, the shoreline movements do show an erosion of the eastern end of the beach in the period between 2020 and 2021. Noting that these lines are from the 1<sup>st</sup> of May 2020 and September 2021 respectively, this period covers two winter seasons. It was identified through the review of metocean conditions that the 2020 winter appeared to be quite severe, and the expectation is that 2021 would also have been similar. This likely provides the reasoning behind the observed erosion in this area.

To better illustrate the trends in shoreline movement over time, time history plots have been prepared for selected chainages. These time history plots are shown in Figure 3.11.



**Figure 3.11 Time History Plots of Shoreline Movements at Selected Chainages**

The time history plots show generally consistent trends across the duration of the record at each location. In particular the time history plots show the following.

- At the western end of the site, the plot from chainage 150 shows a reasonably consistent erosion trend, with some degree of fluctuation.
- The plot from the eastern end of the beach at chainage 650 shows a slight accretion trend, with the observed recent erosion between 2020 and 2021, though a similar erosion event was also observed in 2016.

- Chainage 400 is approximately the midpoint of the Bay and shows very little movement. This observation is not uncommon for enclosed bays such as this, as sediment dynamics generally result in rotations of the beach about the midpoint of the Bay.
- The shoreline movement at chainage 825 shows a consistent rate of erosion across the duration of record. The rate of erosion observed in this area is far greater than across the remainder of the bay. In this regard, it must be considered that this rate of erosion is attributable to other factors, in particular the presence of the relic seawall and its resultant impact on the position of the shoreline.

Figure 3.12 shows a zoomed in view of a selection of mapped shoreline positions adjacent to the relic seawall. The figure shows an obvious disparity between the historical positions of the shoreline to the west and east of the structure. Note that this figure also includes a coastal vegetation line from 1961 which was mapped for this project but ultimately not used due to issues at the western end of Whalers Beach.



**Figure 3.12 Shoreline Positions Adjacent to the Relic Seawall**

The figure shows that the shoreline position to the east of the seawall was very similar between 1961 and 1977, though this position was significantly further seaward than the shoreline to the west of the seawall. Thereafter the shoreline east of the structure began to experience the observed erosion, although in some areas this erosion hasn't really continued beyond 2011.

Based on review of aerial imagery and the associated shoreline movement lines, it seems that the relic seawall was providing a strong degree of shoreline control and was holding material on its eastern side. As a result, the shoreline to the east of the seawall was essentially an artificial shoreline. At some point, most likely between 1977 and 1988, it appears that the degree of shoreline control provided by the structure decreased and sediment held to the east of the seawall



was able to be transported westwards out of this area. The change in the structure that resulted in this reduction in shoreline control could have been associated with a settlement of the structure under storm conditions, such as those associated with the 1984 storm event.

Regardless of the cause of the change to the seawall, and its associated level of shoreline control, it appears that the shoreline east and west of the structure are now better aligned and as a result, it is anticipated that chronic movement of the shoreline in this area would reduce in the future. Nevertheless, the fact that between 15 and 20 m of foreshore has been lost in this area means that the existing foreshore does not interface well with the adjoining beach. The absence of a dune system, or the mechanism for the natural formation of a dune system, in this area therefore further exacerbates the issue as it means that the foreshore is prone to impacts from severe storm erosion events and high water levels. This has been observed over the winter of 2021, with the City of Albany installing coir logs (refer Figure 3.13) to try and combat erosion of the foreshore area.



**Figure 3.13 Coir Logs Installed by the City of Albany in 2021 to Combat Erosion**

On the whole, the examination of shoreline movement suggests that the shoreline is likely to be quite stable in the future from a chronic shoreline movement perspective. This is on the basis that the erosion to the east of the relic seawall has now reached a point where the embayed alignment of the shoreline is generally consistent along its entire extent. Impacts associated with storm events and high water levels would still be expected in this area, however these considerations are dealt with by the S1 Allowance.

To determine the appropriate S2 allowance a review of longer term shoreline movement rates has been completed. These long term shoreline movement rates are shown in Figure 3.14. Rates across different long term periods have been considered to reduce the potential for a single abnormal shoreline position to influence the results. Based on this review, it is apparent that a 0.05 m/year allowance should be provided across the full extent of Whalers Beach. This will provide security against fluctuations in shoreline position over and above those caused by storm events.

The resulting S2 allowances for the different planning horizons are provided in Table 3.1.

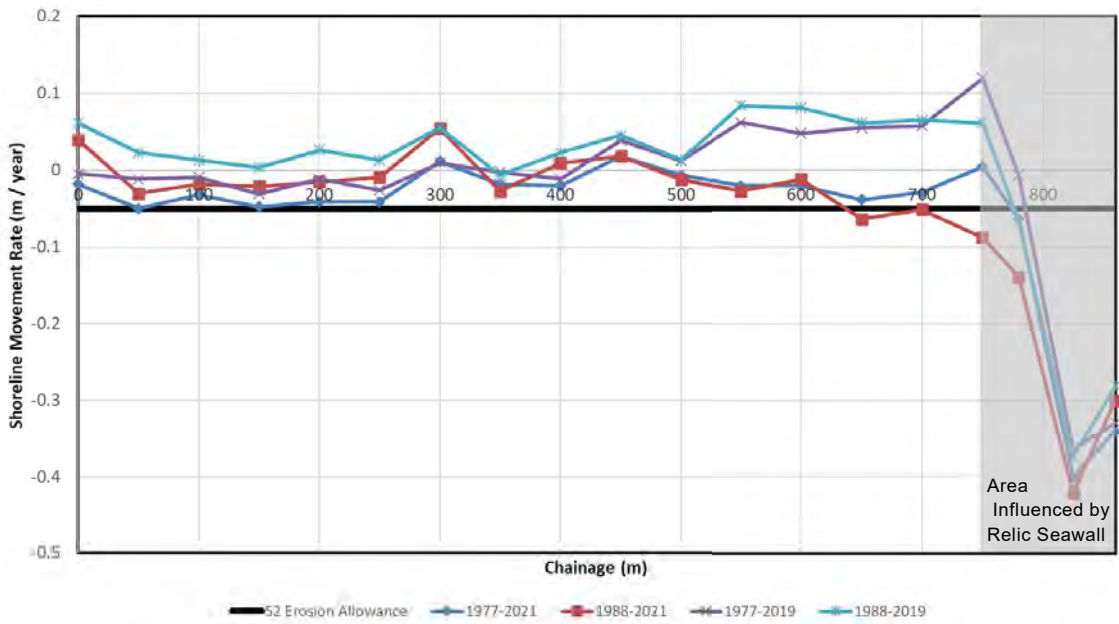


Figure 3.14 Shoreline Movement Rates

Table 3.1 S2 Shoreline Movement Allowances

Planning Timeframe	S2 Allowance (m)
Present Day (2021)	0
2041	1
2061	2
2081	3
2101	4
2121	5

### 3.3 Sea Level Rise (S3 Allowance)

Climate change is believed to cause an increase in mean sea level as a result of two main processes:

- the melting of land based ice, increasing the volume and height of the ocean waters; and
- a decrease in ocean density through thermal expansion, which increases the volume and thus the ocean height (CSIRO 2007).

Observations of sea levels have been carried out for centuries, at some locations, allowing historical trends to be identified. The global mean sea level rose by between 0.12 to 0.22 m over the 20th century, which equates to an average of around 1.8 mm/yr (IPCC 2007).

Within Western Australia reliable water level data is available from Fremantle for the period from 1950. The Fremantle records indicate that between 1950 and 1991, there was a relatively slow rise in sea levels, however over the ensuing period there has been a more rapid sea level rise. Figure 3.15, shows a plot of sea level rise at Fremantle since 1950.

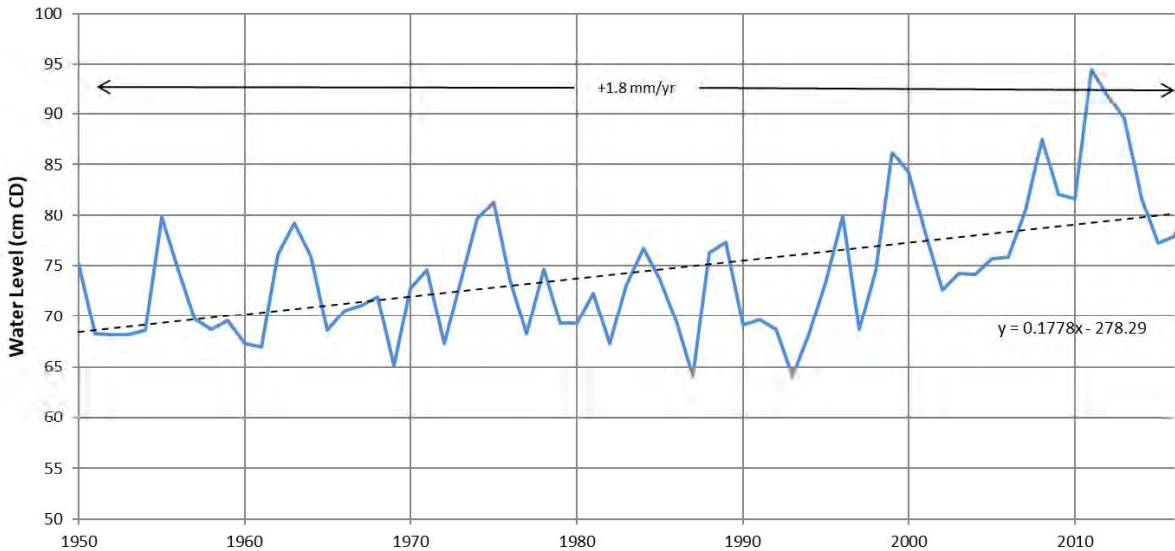


Figure 3.15 Fremantle Water Level 1950 to 2020

Through review of this and other data and research, DoT released recommendations on the appropriate allowances for future climate change and sea level rise to be used for coastal planning and development in Western Australia (DoT 2010). These recommendations were adopted by SPP2.6 and are presented in Figure 3.16.

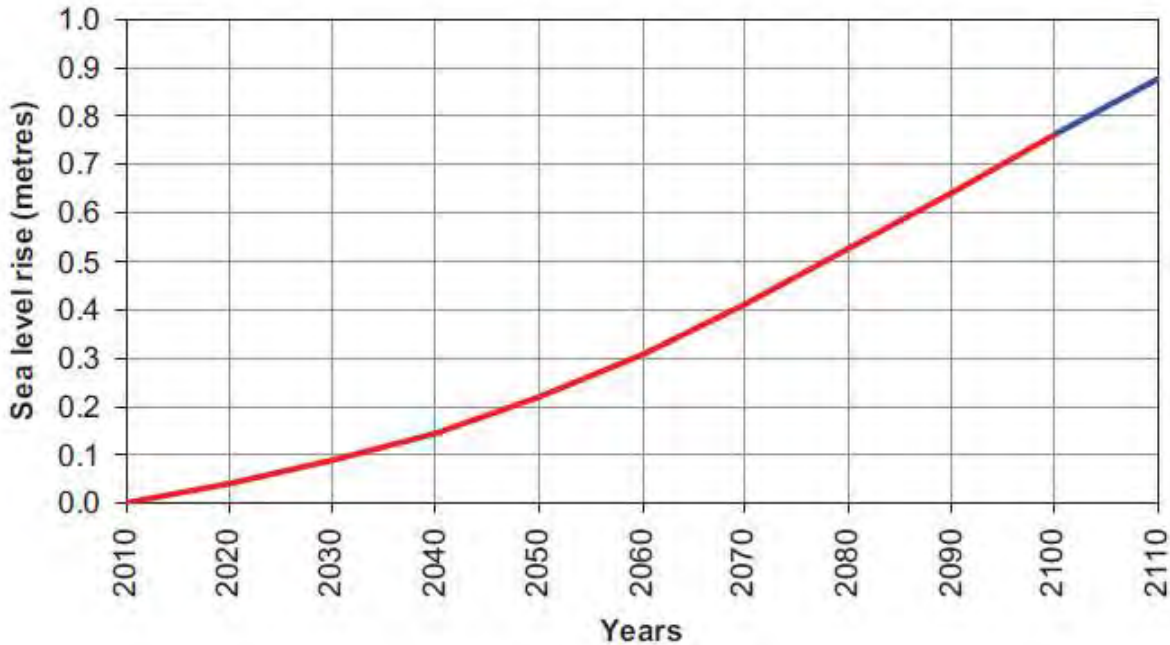


Figure 3.16 Recommended Allowance for Sea Level Rise (DoT 2010)



The recommended allowances for future sea level rise for each of the planning timeframes have been determined and are presented in Table 3.2. All of these increases in sea level are referenced to 2021.

**Table 3.2 Sea Level Rise Allowances**

Planning Timeframe	SLR Allowance (m)
Present Day (2021)	0.00
2041	0.11
2061	0.27
2081	0.49
2101	0.73
2121	0.97

The effect of sea level rise on the coastline is difficult to predict. Komar (1998) provides a reasonable treatment for sandy shorelines, including examination of the Bruun Rule (Bruun 1962).

The Bruun Rule relates the recession of the shoreline to the sea level rise and slope of the nearshore sediment bed:

$$R = \frac{1}{\tan(\theta)} S$$

where: R = recession of the shore.

θ = average slope of the nearshore sediment bed.

S = sea level rise.

Komar (1998) suggests that the general range for a sandy shore is R = 50S – 100S. SPP2.6 requires that for sandy shorelines the recession be taken as 100 times the estimated rise in sea level. Therefore, the required allowances for shoreline recession due to sea level rise are presented in Table 3.3.

**Table 3.3 S3 Shoreline Recession Due to Sea Level Rise Allowances**

Planning Timeframe	SLR Allowance (m)
Present Day (2021)	0
2041	11
2061	27
2081	49
2101	73
2121	97

### 3.4 Summary of Coastal Erosion Allowances

The allowances for coastal processes determined hereto are presented in Table 3.4. As required by SPP2.6, a 0.2 m/year allowance for uncertainty has also been included. The total allowances should be measured from the HSD.

**Table 3.4 Summary of Allowances for Coastal Erosion Hazards**

Timeframe	Chainage (m)	S1 (m)	S2 (m)	S3 (m)	Uncertainty (0.2 m/yr)	Total Allowance (m)
Present Day (2021)	0 - 450	28	0	0	0	28
	450 - 600	28 - 15				28 - 15
	600 - 870	15				15
2041	0 - 450	28	1	11	4	44
	450 - 600	28 - 15				44 - 31
	600 - 870	15				31
2061	0 - 450	28	2	27	8	65
	450 - 600	28 - 15				65 - 52
	600 - 870	15				52
2081	0 - 450	28	3	49	12	92
	450 - 600	28 - 15				92 - 79
	600 - 870	15				79
2101	0 - 450	28	4	73	16	121
	450 - 600	28 - 15				121 - 108
	600 - 870	15				108
2121	0 - 450	28	5	97	20	150
	450 - 600	28 - 15				150 - 137
	600 - 870	15				137

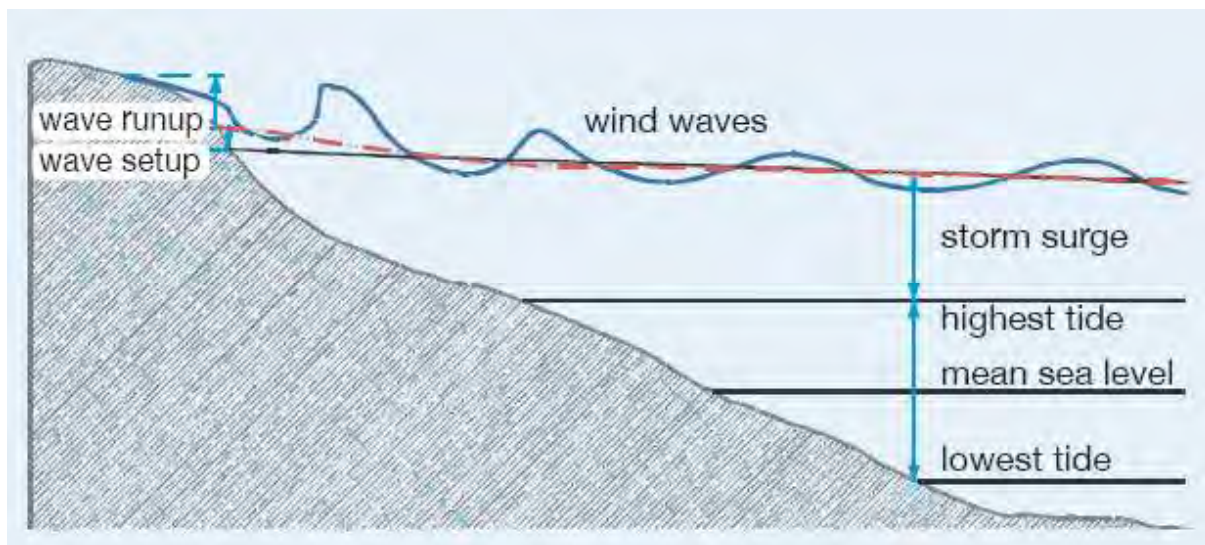
The sum of each of the allowances outlined in the above table provides an indication of the areas that may be at risk from coastal erosion in the respective planning timeframes. These are presented on Coastal Hazard Maps included in Appendix C. In preparing the coastal hazard maps it should be noted that the presence of the existing seawall has been neglected. This is on the basis that the seawall structure is in extreme disrepair and it is expected that the influence it will have on the coastline will diminish over time. This has already been seen with respect to the loss of shoreline control, and therefore its stabilising effect, on the beach immediately east of the structure.

### 3.5 Storm Surge Inundation (S4 Allowance)

With respect to inundation, SPP2.6 requires that development consider the potential effects of an event with an AEP of 0.2% per year. This is equivalent to an inundation event with an ARI of 500 years.

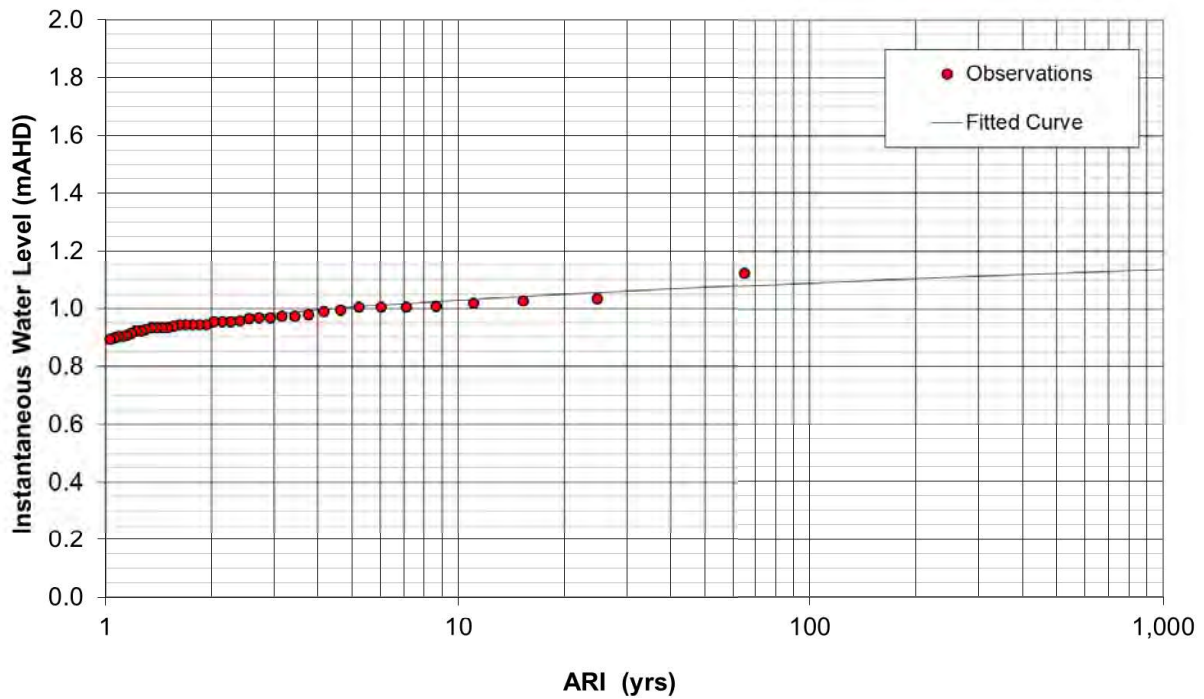
Assessment of the inundation level requires consideration of peak storm surge, including wave setup. A storm surge occurs when a storm with high winds and low pressures approaches the coastline (refer Figure 3.17). The strong onshore winds and large waves push water against the coastline (wind and wave setup) and the barometric pressure difference creates a region of high water level. These factors acting in concert create the storm surge. The size of the storm surge is influenced by the following factors.

- Wind strength and direction.
- Pressure gradient.
- Seafloor bathymetry.
- Coastal topography.



**Figure 3.17 Storm Surge Components**

The extreme analysis of the Albany water level record was completed by MRA (2018). This analysis showed that the estimated 500 year ARI water level at the tide gauge is approximately 1.13 mAHD (refer Figure 3.18).



**Figure 3.18 Extreme Water Level Analysis for Albany (MRA, 2018)**

As indicated in Figure 3.17, closer to the shore, wave setup can increase the water levels. Dean and Walton (2008) provide a comprehensive review of wave setup on beaches, which confirms that the majority of setup occurs on the beach face. This is not entirely accounted for in the measurements at the Albany tide gauge and therefore needs to be determined.

The SBEACH model was setup and run for the 500 year ARI water level, to translate the water level from the nearshore area to the shoreline to estimate the additional wind and wave setup. It was estimated that an additional setup in the order of 0.8 metres could be expected at the site. This has been included in estimates of the appropriate inundation levels for the various planning timeframes, presented in Table 3.5. It is noted that these inundation levels are likely to be conservative given that the shoreline has a northerly aspect yet the majority of the conditions that cause elevated water levels along the south coast will have a southerly component to the incident event directions.

**Table 3.5 S4 Inundation Levels**

Component	Planning Timeframe					
	Present Day (2021)	2041	2061	2081	2101	2121
500 year ARI peak steady water level at tide gauge (mAHD)	1.13					
Allowance for nearshore setup - wind and wave (m)	0.80					
Allowance for sea level rise (m)	0.00	0.11	0.27	0.49	0.73	0.97
<b>Total Inundation Level (mAHD)</b>	<b>1.93</b>	<b>2.04</b>	<b>2.20</b>	<b>2.42</b>	<b>2.66</b>	<b>2.90</b>

These potential inundation levels should be considered in the planning for any future development along the foreshore. Nevertheless, it is noted that due to the topography of the site, any development associated with Lots 1 and 2 would be well above these elevations.



## 4. Conclusions

This report presents the results of the coastal hazard assessment for the Whalers Beach shoreline. The coastal hazard assessment has been completed in accordance with the recommendations and requirements of SPP2.6. As such, the potential extent of coastal hazard impacts that have been mapped provide a justifiably conservative representation of areas that could potentially be vulnerable to coastal hazard risk in the future. It must be noted that the coastal hazard lines are not a prediction of future shoreline location, but rather a representation of areas that could be at low risk of coastal hazards over each of the respective timeframes. Coastal hazard risk management and adaptation planning is therefore required as the next step in this process to ascertain the interplay between the likelihood and consequence of each of these lines being realised and what it would mean for any existing or proposed assets or infrastructure.

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## 6. Appendices

- Appendix A**     **SBEACH Reports**
- Appendix B**     **Shoreline Movement Plan**
- Appendix C**     **Coastal Hazard Map**

**Appendix A SBEACH Reports**

## K1944 Frenchman Bay

### Reach: West Storm: 1% AEP Erosion

Report
Project: K1944 Frenchman Bay
Reach: West
Storm: 1% AEP Erosion
<b>MODEL CONFIGURATION</b>
INPUT UNITS (SI=1, AMERICAN CUST.=2): 1
NUMBER OF CALCULATION CELLS: 215
GRID TYPE (CONSTANT=0, VARIABLE=1): 0
CONSTANT CELL WIDTH: 1.0
NUMBER OF TIME STEPS AND VALUE OF TIME STEP IN MINUTES: 2124, 5.0
TIME STEP(S) OF INTERMEDIATE OUTPUT 1: 708
TIME STEP(S) OF INTERMEDIATE OUTPUT 2: 1416
NO COMPARSION WITH MEASURED PROFILE.
PROFILE ELEVATION CONTOUR 1: 5.00
PROFILE ELEVATION CONTOUR 2: 0.00
PROFILE ELEVATION CONTOUR 3: -1.00
PROFILE EROSION DEPTH 1: 0.50
PROFILE EROSION DEPTH 2: 1.00
PROFILE EROSION DEPTH 3: 1.50
REFERENCE ELEVATION: 0.00
TRANSPORT RATE COEFFICIENT (m <sup>4</sup> /N): 1.75E-6
COEFFICIENT FOR SLOPE DEPENDENT TERM (m <sup>2</sup> /s): 0.0020
TRANSPORT RATE DECAY COEFFICIENT MULTIPLIER: 0.50
WATER TEMPERATURE IN DEGREES C : 16.0
WAVE TYPE (MONOCHROMATIC=1, IRREGULAR=2): 2
WAVE HEIGHT AND PERIOD INPUT (CONSTANT=0, VARIABLE=1): 1
TIME STEP OF VARIABLE WAVE HEIGHT AND PERIOD INPUT IN MINUTES: 180.0
WAVE ANGLE INPUT (CONSTANT=0, VARIABLE=1): 0
CONSTANT WAVE ANGLE: 0.0
WATER DEPTH OF INPUT WAVES (DEEP WATER = 0.0): 5.0
SEED VALUE FOR WAVE HEIGHT RANDOMIZER AND % VARIABILITY: 4567, 20.0
TOTAL WATER ELEVATION INPUT (CONSTANT=0, VARIABLE=1): 1
TIME STEP OF VARIABLE TOTAL WATER ELEVATION INPUT IN MINUTES: 60.0
WIND SPEED AND ANGLE INPUT (CONSTANT=0, VARIABLE=1): 1
TIME STEP OF VARIABLE WIND SPEED AND ANGLE INPUT IN MINUTES: 180.0
TYPE OF INPUT PROFILE (ARBITRARY=1, SCHEMATIZED=2): 1
DEPTH CORRESPONDING TO LANDWARD END OF SURF ZONE: 0.30
EFFECTIVE GRAIN SIZE DIAMETER IN MILLIMETERS: 0.26
MAXIMUM PROFILE SLOPE PRIOR TO AVALANCHING IN DEGREES: 45.0
NO BEACH FILL IS PRESENT.
NO SEAWALL IS PRESENT.
NO HARD BOTTOM IS PRESENT.
<hr/>
COMPUTED RESULTS
DIFFERENCE IN TOTAL VOLUME BETWEEN FINAL AND INITIAL PROFILES:
0.0 m <sup>3</sup> /m
MAXIMUM VALUE OF WATER ELEVATION + SETUP FOR SIMULATION
1.91 m



**K1944 Frenchman Bay**  
Reach: West Storm: 1% AEP Erosion

TIME STEP AND POSITION ON PROFILE AT WHICH MAXIMUM VALUE  
OF WATER ELEVATION + SETUP OCCURRED

447, 72.0 m

MAXIMUM ESTIMATED RUNUP ELEVATION: 5.20 m  
(REFERENCED TO VERTICAL DATUM)

POSITION OF LANDWARD MOST OCCURRENCE OF A 0.50 m EROSION DEPTH:

54.0 m

DISTANCE FROM POSITION OF REFERENCE ELEVATION ON INITIAL PROFILE  
TO POSITION OF LANDWARD MOST OCCURRENCE OF A 0.50 m EROSION DEPTH:

42.0 m

POSITION OF LANDWARD MOST OCCURRENCE OF A 1.00 m EROSION DEPTH:

55.0 m

DISTANCE FROM POSITION OF REFERENCE ELEVATION ON INITIAL PROFILE  
TO POSITION OF LANDWARD MOST OCCURRENCE OF A 1.00 m EROSION DEPTH:

41.0 m

POSITION OF LANDWARD MOST OCCURRENCE OF A 1.50 m EROSION DEPTH:

56.0 m

DISTANCE FROM POSITION OF REFERENCE ELEVATION ON INITIAL PROFILE  
TO POSITION OF LANDWARD MOST OCCURRENCE OF A 1.50 m EROSION DEPTH:

40.0 m

MAXIMUM RECESSION OF THE 5.00 m ELEVATION CONTOUR:

13.33 m

MAXIMUM RECESSION OF THE 0.00 m ELEVATION CONTOUR:

13.78 m

MAXIMUM RECESSION OF THE -1.00 m ELEVATION CONTOUR:

6.09 m

## K1944 Frenchman Bay

### Reach: East Storm: 1% AEP Erosion

Report
Project: K1944 Frenchman Bay
Reach: East
Storm: 1% AEP Erosion
<b>MODEL CONFIGURATION</b>
INPUT UNITS (SI=1, AMERICAN CUST.=2): 1
NUMBER OF CALCULATION CELLS: 440
GRID TYPE (CONSTANT=0, VARIABLE=1): 0
CONSTANT CELL WIDTH: 1.0
NUMBER OF TIME STEPS AND VALUE OF TIME STEP IN MINUTES: 2124, 5.0
TIME STEP(S) OF INTERMEDIATE OUTPUT 1: 708
TIME STEP(S) OF INTERMEDIATE OUTPUT 2: 1416
NO COMPARSION WITH MEASURED PROFILE.
PROFILE ELEVATION CONTOUR 1: 5.00
PROFILE ELEVATION CONTOUR 2: 0.00
PROFILE ELEVATION CONTOUR 3: -5.00
PROFILE EROSION DEPTH 1: 0.50
PROFILE EROSION DEPTH 2: 1.00
PROFILE EROSION DEPTH 3: 1.50
REFERENCE ELEVATION: 0.00
TRANSPORT RATE COEFFICIENT (m <sup>4</sup> /N): 1.75E-6
COEFFICIENT FOR SLOPE DEPENDENT TERM (m <sup>2</sup> /s): 0.0020
TRANSPORT RATE DECAY COEFFICIENT MULTIPLIER: 0.50
WATER TEMPERATURE IN DEGREES C : 16.0
WAVE TYPE (MONOCHROMATIC=1, IRREGULAR=2): 2
WAVE HEIGHT AND PERIOD INPUT (CONSTANT=0, VARIABLE=1): 1
TIME STEP OF VARIABLE WAVE HEIGHT AND PERIOD INPUT IN MINUTES: 180.0
WAVE ANGLE INPUT (CONSTANT=0, VARIABLE=1): 0
CONSTANT WAVE ANGLE: 0.0
WATER DEPTH OF INPUT WAVES (DEEP WATER = 0.0): 5.0
SEED VALUE FOR WAVE HEIGHT RANDOMIZER AND % VARIABILITY: 4567, 20.0
TOTAL WATER ELEVATION INPUT (CONSTANT=0, VARIABLE=1): 1
TIME STEP OF VARIABLE TOTAL WATER ELEVATION INPUT IN MINUTES: 60.0
WIND SPEED AND ANGLE INPUT (CONSTANT=0, VARIABLE=1): 1
TIME STEP OF VARIABLE WIND SPEED AND ANGLE INPUT IN MINUTES: 180.0
TYPE OF INPUT PROFILE (ARBITRARY=1, SCHEMATIZED=2): 1
DEPTH CORRESPONDING TO LANDWARD END OF SURF ZONE: 0.30
EFFECTIVE GRAIN SIZE DIAMETER IN MILLIMETERS: 0.26
MAXIMUM PROFILE SLOPE PRIOR TO AVALANCHING IN DEGREES: 45.0
NO BEACH FILL IS PRESENT.
NO SEAWALL IS PRESENT.
NO HARD BOTTOM IS PRESENT.
<hr/>
<b>COMPUTED RESULTS</b>
DIFFERENCE IN TOTAL VOLUME BETWEEN FINAL AND INITIAL PROFILES:
0.0 m <sup>3</sup> /m
MAXIMUM VALUE OF WATER ELEVATION + SETUP FOR SIMULATION
1.71 m

**K1944 Frenchman Bay**  
Reach: East Storm: 1% AEP Erosion

TIME STEP AND POSITION ON PROFILE AT WHICH MAXIMUM VALUE  
OF WATER ELEVATION + SETUP OCCURRED

438, 73.0 m

MAXIMUM ESTIMATED RUNUP ELEVATION: 3.10 m  
(REFERENCED TO VERTICAL DATUM)

POSITION OF LANDWARD MOST OCCURRENCE OF A 0.50 m EROSION DEPTH:

64.0 m

DISTANCE FROM POSITION OF REFERENCE ELEVATION ON INITIAL PROFILE  
TO POSITION OF LANDWARD MOST OCCURRENCE OF A 0.50 m EROSION DEPTH:

31.0 m

POSITION OF LANDWARD MOST OCCURRENCE OF A 1.00 m EROSION DEPTH:

64.0 m

DISTANCE FROM POSITION OF REFERENCE ELEVATION ON INITIAL PROFILE  
TO POSITION OF LANDWARD MOST OCCURRENCE OF A 1.00 m EROSION DEPTH:

31.0 m

A 1.50 m EROSION DEPTH DID NOT OCCUR ANYWHERE ON THE PROFILE.

THE 5.00 m CONTOUR DID NOT RECEDE

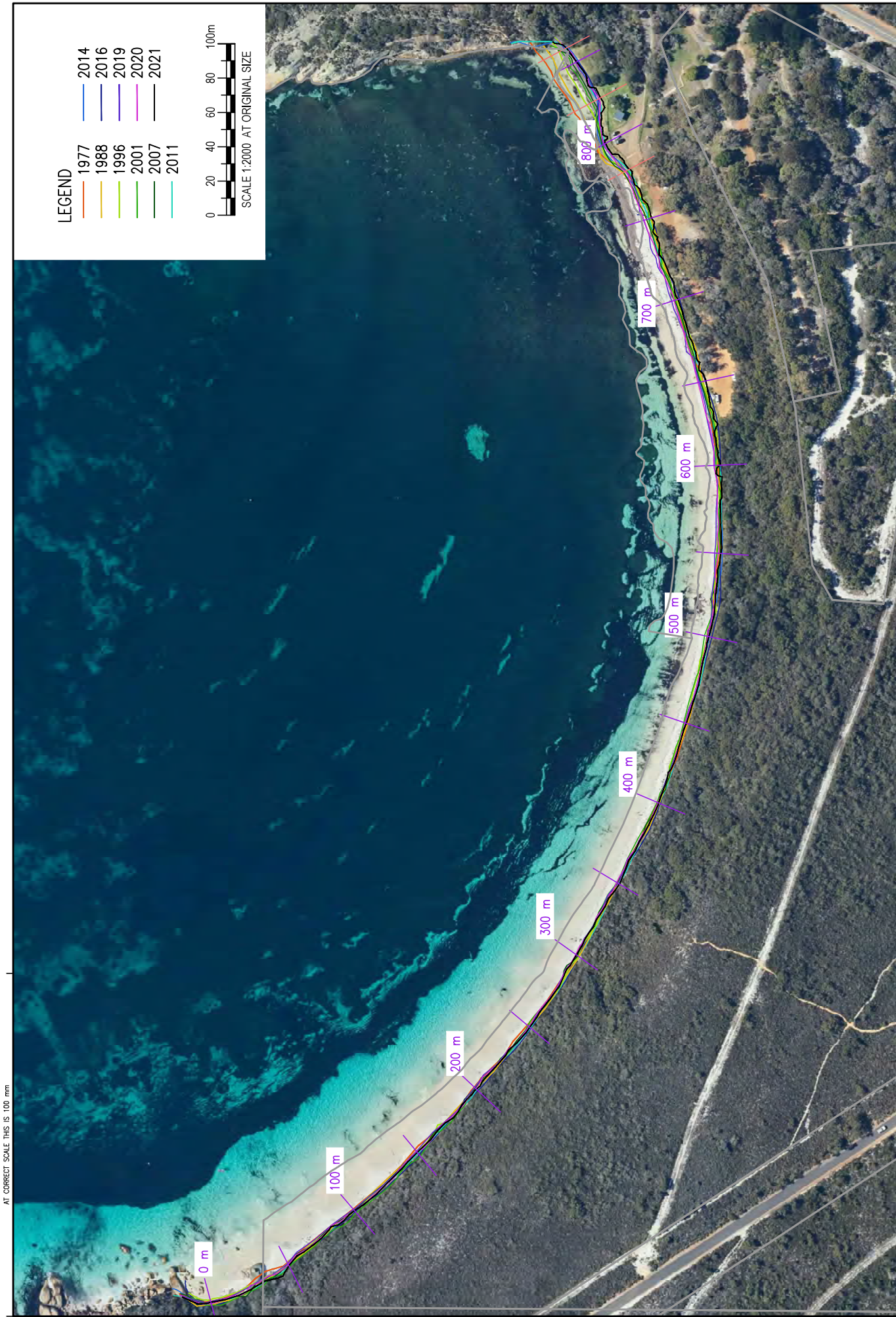
MAXIMUM RECESSION OF THE 0.00 m ELEVATION CONTOUR:

0.08 m

MAXIMUM RECESSION OF THE -5.00 m ELEVATION CONTOUR:

0.00 m

**Appendix B Shoreline Movement Plan**



**LEGEND**

- 1977
- 1988
- 1996
- 2001
- 2007
- 2011
- 2014
- 2016
- 2019
- 2020
- 2021



SCALE 1:2000 AT ORIGINAL SIZE

AT CORRECT SCALE THIS IS 100 mm

AT CORRECT SCALE THIS IS 100 mm

<b>Shoreline Movement Plan</b>		January 2021
Whalers Beach Coastal Hazard Assessment		SK1944-01-01
DRAWN C. Dook	SCALE At A3 1:2,000	
Suite 1, 128 Main Street Osborne Park 6017 Western Australia t: +61 8 9254 6600 admin@coastalports.com.au		
<b>m p rogers &amp; associates pl</b> coastal and port engineers		

P:\MRA Prying Jobs\K1944\_CoA - Frenchman Bay CHA\5 MRA Dwg\Sketches\211210 Coastal Hazard Lines

**Appendix C Coastal Hazard Map**





- LEGEND**
- Present Day (2021)
  - 2041
  - 2061
  - 2081
  - 2101
  - 2121



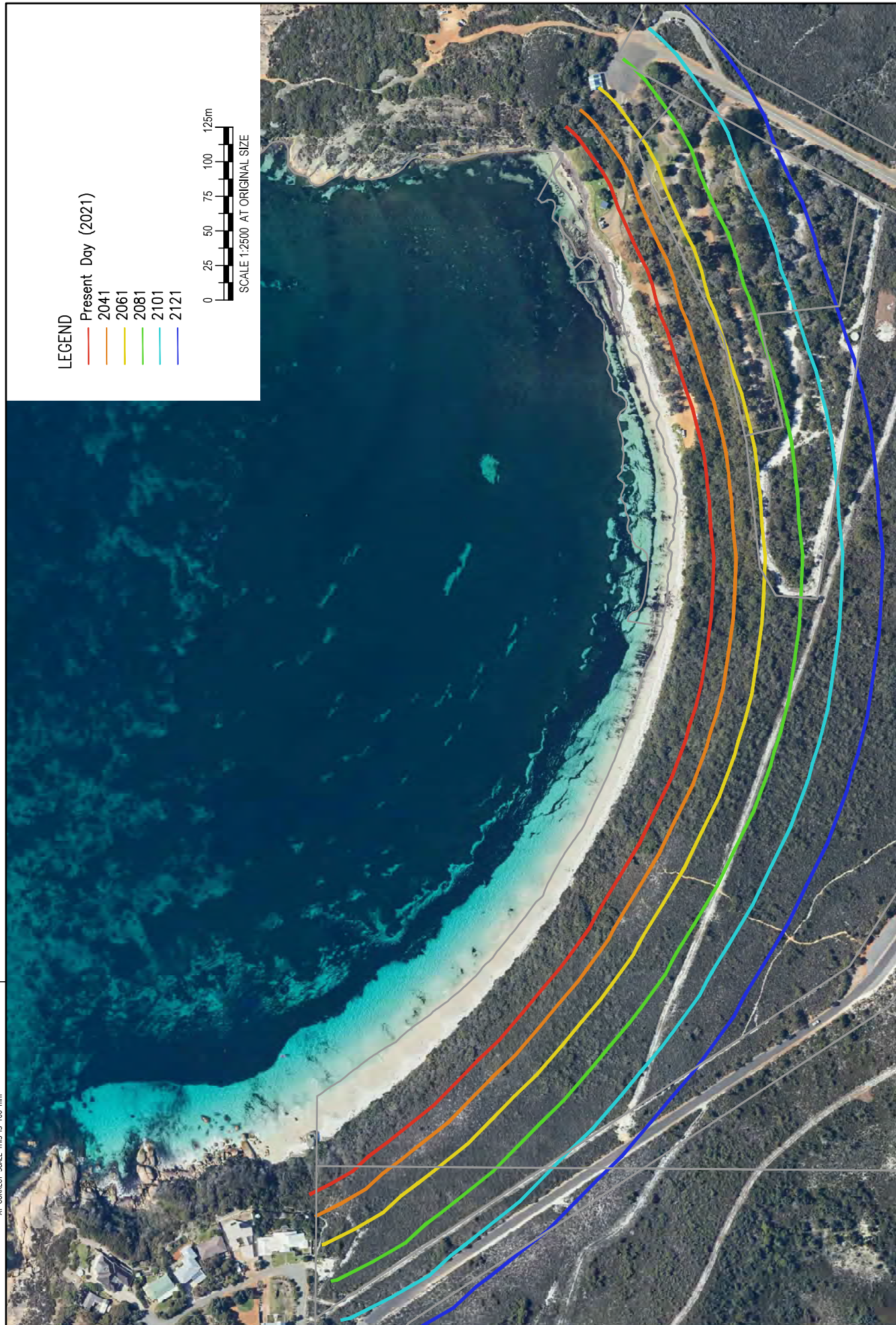
<p><b>m p rogers &amp; associates pl</b> coastal and port engineers</p> <p>Suite 1, 128 Main Street Osborne Park 6017 Western Australia    t: +61 8 9254 6600 admin@coastalports.com.au</p>		<p>DRAWN    C. Dook</p> <p>CHECKED    C. Dook</p>	<p>Coastal Erosion Hazard Lines</p> <p>Whalers Beach Coastal Hazard Assessment</p>	<p>SCALE    1:2,500</p> <p>At A3</p>	<p>January 2021</p> <p>SK1944-01-02</p>
		<p>P:\MIRA Prying Jobs\K1944_CoA - Frenchman Bay CHA\5 MRA Dwg\Sketches\211210 Coastal Hazard Lines</p>			



m p rogers & associates pl  
[www.coastsandports.com.au](http://www.coastsandports.com.au)

**Appendix B Coastal Erosion Hazard Lines – SK1944-01-02**





- LEGEND**
- Present Day (2021)
  - 2041
  - 2061
  - 2081
  - 2101
  - 2121



AT CORRECT SCALE THIS IS 100 mm

AT CORRECT SCALE THIS IS 100 mm

<p><b>m p rogers &amp; associates pl</b> coastal and port engineers</p> <p>Suite 1, 128 Main Street Osborne Park 6017 Western Australia t: +61 8 9254 6600 admin@coastalports.com.au</p>	<p>DRAWN C. Dook</p>	<p>Coastal Erosion Hazard Lines</p>	<p>January 2021</p>
	<p>CHECKED C. Dook</p>	<p>Whalers Beach Coastal Hazard Assessment</p>	<p>SCALE At A3 1:2,500</p>

P:\MIRA Prying Jobs\K1944\_CoA - Frenchman Bay CHA\5 MRA Dwg\Sketches\211210 Coastal Hazard Lines



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Planning Report to support a Planning Application  
*for A Proposed Mobile Telecommunications Facility*

*February 2024*

*Address: 322 Lancaster Road, MCKAIL WA 6330*





Document Controls

Document description	Planning Report: Proposed Telecommunications Facility – 322 Lancaster Road, MCKAIL WA 6330			
Site No.	WA100501 – ALBANY MCKAIL			
Site name	ALBANY MCKAIL			
Document ID	Planning Report – ALBANY MCKAIL			
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1	Draft	27/02/2024	MM	BM
Current Revision	FINAL			

Prepared for:	Prepared by:
Amplitel Pty Ltd (part of the Telstra Group)	BMM Group Contact: Mitchell Mackenzie Level 2/696 Bourke St, Melbourne VIC 3000 Mitchell.mackenzie@bmmgroup.com.au

*This report has been prepared as a supporting document to the Development Application. The report relies upon data, surveys, measurements and results taken at or under particular times and conditions specified herein. Any findings and conclusions or recommendations only apply to the aforementioned circumstances. BMM Group does not accept any responsibility for the use of this report by any parties other than the intended recipient, without its prior written permission.*

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## Executive Summary

<p>Proposal</p>	<p>Key elements of the proposed telecommunications facility are as follows:</p> <ul style="list-style-type: none"> <li>• Establishment of a 120m<sup>2</sup> (12m x 10m) fenced lease area;</li> <li>• Excavation of the footing for the monopole;</li> <li>• The installation of a new 40m monopole with a triangular headframe;</li> <li>• The installation of six (6) new Telstra panel and six (6) AIR antennas for the provision of 4G and 5G technologies to be mounted on the headframe at a maximum height of 41.3m elevation;</li> <li>• The installation of an equipment shelter to accommodate internal Telstra equipment; and</li> <li>• The installation of ancillary equipment including transceivers, remote radio units, amplifiers, antenna mounts, cable trays, feeders, cabling, combiners, diplexers, splitters, couplers, jumpers, filters, electrical equipment, signage, and other associated equipment.</li> </ul> <p>The facility will accommodate the immediate and future coverage and capacity requirements of Telstra's network and improve coverage in the locality.</p>
<p>Site Description / Location</p>	<p>Address: 322 Lancaster Road, MCKAIL WA 6330</p> <p>Legal Address: Lot 200 on P424596</p> <p>Total Area of Site: ~4.17Ha</p>
<p>Planning Scheme</p>	<p>Council Area: Albany Council</p> <p>Planning Scheme: Albany Planning Scheme</p> <p>Zoning: General Agriculture Zone</p> <p>Existing Use: Cleared Agriculture Land</p> <p>Proposed Use: Telecommunications Infrastructure (Telecommunications Facility)</p>
<p>Application Details</p>	<p>Development permit sought for the development of Telecommunications Infrastructure (Telecommunications Facility)</p>

## 1.0 Introduction

### 1.1 Overview of the Report

BMM Group Pty Ltd acts as Project Manager to Amplitel Pty Ltd, a subsidiary of Telstra that deploys telecommunications infrastructure. This Planning Report has been prepared by BMM Group, on behalf of Amplitel to support Telstra's wireless network with the development of a new telecommunications facility at 322 Lancaster Road, MCKAIL 6330. The proposed facility is a new standalone monopole structure (telecommunications facility) to improve Telstra coverage to the local McKail area.

The report and appendices address the merits of the proposed development with regards to the provisions of the WA Planning and Development Act 2005 and the provisions of the Albany Scheme No. 2. It is considered that the development is appropriate and justified; therefore, Council's approval of the application is sought, subject to reasonable and relevant conditions. The telecommunications facility will operate within all current and relevant standards regulated by the Australian Communications and Media Authority (ACMA).

The report supports a development permit application for the development of a new telecommunications facility.

### 1.2 Objectives of the Proposal

Telstra (The Carrier) regularly undertakes detailed assessment and review of the performance and coverage of their digital mobile telecommunications networks to ensure they are achieving the required objectives and servicing demand within defined areas. The review also provides an indication of areas of poor performance or where coverage does not exist. For the subject location, the immediate objective of the facility is to deliver improved Telstra coverage to the local area. Customer demand for access to high quality telecommunications networks is continually growing with the increased uptake of mobile devices. The proposed facility will fulfill each of these priorities.

The proposed telecommunications facility will provide essential telecommunications infrastructure to the locality and maintain an important and necessary link to Telstra's existing telecommunications networks. The facility will deliver overall mobile and mobile broadband performance in the area and provide a high-quality service which enhances the depth of coverage and call capacity within the area. The facility will also provide capacity for other telecommunications carriers to co-locate on the facility.

### 1.3 Objectives of the Report

This report provides an assessment relevant to a Development Application for the development of a 'Telecommunications Facility'. The purpose of this planning report is to assess and describe:

- The need for the proposal (Section 2)
- The site selection process and potential candidates (Section 2)
- Site description and locality (Section 3)
- The proposed mobile telecommunications facility and consultation (Sections 4,5)
- How the proposed development meets the planning objectives of the various applicable Commonwealth, State and Local laws (Sections 6,7)
- Other environmental planning implications associated with the proposed facility (Section 8)

## 2.0 Telecommunications Objective and Site Selection

### 2.1 Telstra's Network

The proposed telecommunications facility will deliver improved Telstra coverage to the local area.

### 2.2 Mobile Base Station Information

A Mobile Base Station is essentially a radio transmitter / transceiver and an antenna, which transmits and receives radio frequency (RF) or electromagnetic energy (EME) signals from mobile phones. The base stations are linked to the rest of the mobile and fixed phone network and pass the signal/call on into those networks.

A base station typically consists of an Equipment Cabin (which houses all the electronics required to send and receive mobile phone calls), a series of Panel Antennas (which transmit and receive signals to and from the handset) and a Radio Transmission (RT) Dish or optical fibre cable which links the base station to the rest of the network. It is essential that when a call is made, coverage is available within the area. A base station establishes the call connection, holding the call as long as the phone user remains on the call and in the range of that base station.

The location of the base station is determined by a number of factors, including topography and other physical constraints such as trees and buildings, the immediate network 'capacity' or number of calls expected to be made in the area, and the radio frequency at which the base station will operate. Antennas need to be located clear of obstructions like trees and geographical features such as hills, in order to provide a clear line of uninterrupted sight and ensure good signal quality.

### 2.3 Need for the proposed telecommunications facility

Mobile telecommunications connectivity has grown significantly since the introduction of smart phones and tablets. These devices, with increased mobile broadband speeds, capacity and capability, are changing the way we live and operate our day to day lives and businesses. The availability of high-speed, reliable, mobile telecommunications services is becoming an expectation of Australia's population.

The nearest Telstra telecommunications facility is located approximately 4.44km to the south east of the proposed facility at 9 Locke St, Orana WA 6330 (RFNSA site number 6330014). The closest telecommunications facility with no Telstra antennas is located approximately 3.09km to the south east at **43 Bottlebrush Road GLEDHOW WA 6330** (RFNSA site number 6330022).

This distance to existing mobile telecommunications facilities means that a new facility is required to enhance coverage to the local area. The proposed site will service the current and increasing demand for mobile services by existing customers, and by the growing residential population in McKail and the higher volume of commuters using the local road network.

To accommodate improved coverage and an increase in customers, the subscriber service area must be divided into multiple sub-areas creating an interlinked network of sub-areas or radio cells. All the available radio spectrum is able to be re-used within each individual radio cell.

The proposal will maintain and improve "depth of coverage". This term refers to the level of coverage received by a mobile phone user in the urban and rural environment, such as inside residential and commercial buildings. The performance objective for the proposed site is therefore to improve the call quality, network capacity and overall performance in the target area.



Failure to provide a suitably located and correctly configured replacement radio facility in this location will have a detrimental effect on network operation and performance. This includes radio cell sizes being geographically larger than the desired optimal size for the amount of demand being serviced by that existing radio facility, leading to increased demand on that radio cell and ultimately in its underperformance and redundancy.

## 2.4 Site Selection

In areas where the deployment of a new site is required, a "search ring" is identified by Telstra's radiofrequency engineers describing where a facility is required in order to deliver improved network coverage and improvement to the local network.

There are many competing factors to be considered in determining possible suitable locations to site a telecommunications facility. These include the availability of land, requirements of the landowner, visual effect, cost, access for maintenance purposes, construction issues, planning objectives and radio frequency requirements such as coverage objectives, capacity, network design constraints, line of sight and height of surrounding buildings, trees, hills and other structures. An in-depth site selection process was undertaken in the area prior to confirming the preferred candidate location.

Carriers are required to apply a precautionary approach when designing their radio communications networks. A number of candidates were therefore identified through this selection process and evaluated against the criteria within Table 1. N.B. the criteria may not represent an exhaustive list of issues that need to be addressed when designing mobile network infrastructure.

Table 1: Site Selection Criteria

Key Factors	Key Criteria
Planning	Compliance with the Albany Planning Scheme
	Acceptability to the local Council and community
	Suitable location with regard to sensitive land uses and environmental factors
	Minimal potential visual impacts
	Compliance with the EME standards mandated by the Australian Communications and Media Authority (ACMA), and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA)
	Minimal environmental impact on the subject site and surrounding area
	Potential co-siting with another existing telecommunications facility
Property	Willingness by the owner to enter into a lease agreement and provide access during construction and operation
Engineering	Feasibility of construction, availability of infrastructure such as power, and access to the facility for construction and maintenance
Radio Frequency and Coverage	Ability to be linked to the existing telecommunications networks and meet the radio frequency coverage objectives for the area

These considerations are applied to the site selection process with differing weight. Firstly, the applicant

cannot locate a facility on a site without the landowners willing consent. There is also no point in locating a facility where radio frequency requirements are not met. Generally, greater coverage is achieved with an elevated base station combined with a taller base station structure. Additional base stations may be required if height is restricted. The best location to build base stations to maximise network performance efficiency is closest to where those services are required.

Mobile telecommunication facilities provide coverage to an area with three sectors of antennas that cover approximately 120 degrees each. By locating within the search area, the telecommunications facility is able to provide coverage and capacity to customers on all three sectors.

The nature of any base stations is such that reliable communication is limited mainly to "line of sight" of the mobile. Whilst some buildings and foliage can be penetrated to a limited extent, radio signals cannot penetrate more substantial objects, such as hills. Accordingly, in order to achieve Telstra's network performance and quality requirements for the area, the base station must be located in an elevated location and have antennas above the treeline. The subject site, which is located near to the highest point in the search area, is suitable to achieve Telstra's coverage objectives.

To establish criteria for site selection, an assessment of the immediate area was undertaken to determine the best long-term plan for the design and configuration of the network. The proposed standalone facility provides for the most effective and sustainable long-term plan for Telstra's network and is deemed to satisfy the requirements of the Albany Planning Scheme, contributes to the local area and broader success as a sustainable and connected community, and has been appropriately sited and designed to ensure that the amenity of the locality will not be compromised.

### 2.4 Opportunities to Collocate

State, Federal and Local government legislation encourages the use of existing telecommunication facilities for the collocation of antennas. When it was determined that a new facility was required in the area to improve network coverage to the area, Amplitel explored potential collocation options.

Figure 1 below shows the proposed site and the closest existing telecommunications facilities in the area.

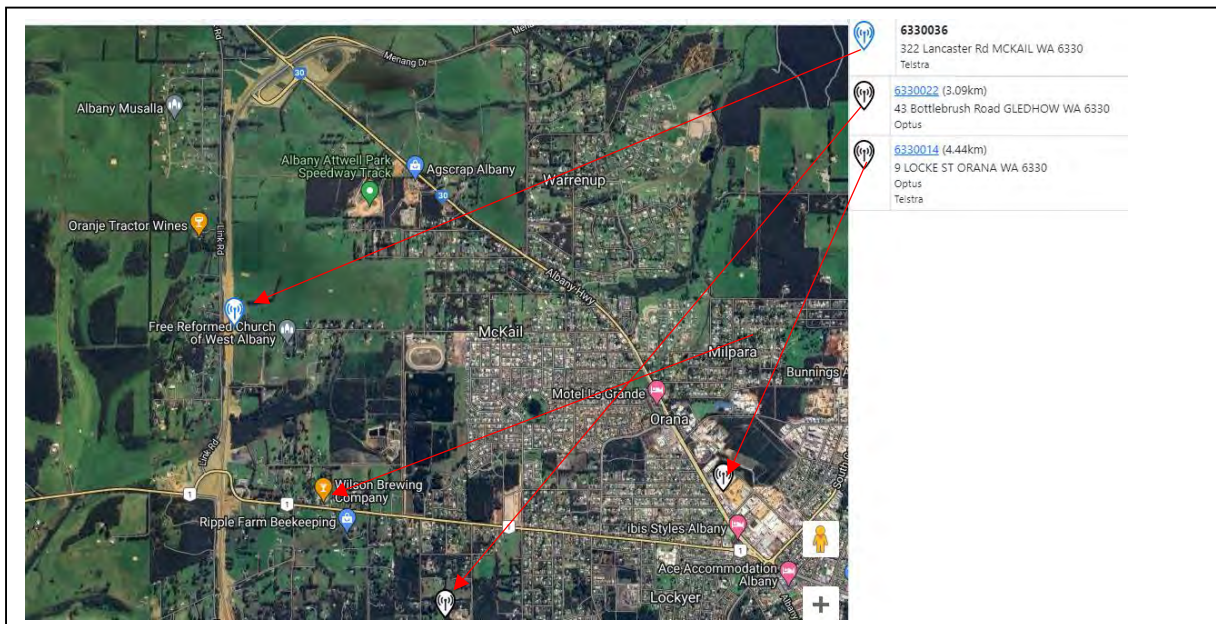


Figure 1: RFNSA Map demonstrating that there are no other existing sites within the immediate McKail area (Source: RFNSA)

As can be seen, there is a paucity of telecommunications facilities in the area with no existing mobile telecommunications facilities within a 3.09km radius. The nearest telecommunications facility is located at 43 Buttlebrush Road, Gledhow. The facility is located too far from the targeted coverage area at McKail to effectively provide coverage.

### 2.5 Candidate Sites

Following the identification of the search area, a total of 4 candidate sites were examined. Each candidate was assessed based on the ability to meet the coverage objectives and site considerations detailed above. The search area is comprised of a number of different land uses that are to be serviced by the proposed facility.

Figure 2 below indicates the location of the candidates considered within the site selection process. A summary of the candidate assessment is set out in Table 2 below.



Figure 2: Location of potential candidate sites (Source: Google Earth)

Table 2: Candidate Site Details

Candidate	Address	Facility Type	Description
A (Proposed Candidate)	322 Lancaster Road, MCKAIL 6330	Monopole	<p>The site is suitable from an engineering and radio frequency perspective. The location will deliver a suitable coverage solution.</p> <p>The proposed location can be established without compromising the existing and future use of the land within the General Agriculture Zone. The facility location is well located to service the highway and is not in close proximity to any residences or sensitive uses.</p> <p>The landowner is willing to proceed with a proposal along the south western boundary corner of the lot.</p> <p>Proposed site location does not require clearance of any vegetation and access and power can be provided to the site with little or no disturbance.</p>
B	291 LANCASTER ROAD MCKAIL WA 6330	Monopole	<p>Amplitel investigated the installation of a new monopole at this location.</p> <p>This site is General Agriculture Zone.</p> <p>The landowner was not interested in accommodating the facility. This candidate was therefore eliminated.</p>
C	303 LANCASTER ROAD MCKAIL, WA, 6330	Monopole	<p>Amplitel investigated the installation of a new monopole at this location.</p> <p>This site is General Agriculture Zone.</p> <p>The landowner was not interested in accommodating the facility. This candidate was therefore eliminated.</p>
D	277 LANCASTER RD, MCKAIL, WA, 6330	Monopole	<p>Amplitel investigated the installation of a new monopole at this location.</p> <p>This site is General Agriculture Zone.</p> <p>The landowner was not interested in accommodating the facility. This candidate was therefore eliminated.</p>

The site selection process also incorporates mandatory Deployment Code (C564:2020) activities which are undertaken in order to justify the proposed location of the subject site. **This is inclusive of a "traffic light model" system which determines community-based sensitivities, within both social and legislative based frameworks.**

## 2.7 Preferred Site

The candidate at 322 Lancaster Road was selected as the preferred site for the following reasons:

- The proposed site location is within an already cleared area,
- The availability of viable connections to the power and transmission networks in the area,
- No clearing is required to establish a power supply, or access. The proposed development footprint does not contain significant biodiversity value and will not impact upon the general biodiversity value,
- Visual impact – As the proposal involves the provision of a new monopole set in a rural area that is surrounded by mature vegetation, it is considered that the proposed site location will not result in unacceptable loss of amenity or the obstruction of any significant viewing corridors. In particular, the adjacency to the new Albany Ring Road upgrade and associated road light poles ensures that the facility will integrate well in the locality,
- The proposal is considered to be consistent with and provides acceptable solutions in relation to local and state environmental planning requirements. The proposal is not expected to have an adverse impact on the environment during construction and operation of the facility. Town planning considerations (such as zoning, design codes, surrounding land uses, environmental significance, compliance with the planning scheme and visual impact),
- The proposed facility will be unstaffed on a continuous basis (other than occasional access for maintenance) and will have no measurable impact on traffic, and
- The proposed location will enable superior RF coverage and capacity to the surrounding residential and farming precincts.

As a result of the extensive selection process for this site, Amplitel has decided to proceed with the proposed facility at 322 Lancaster Road. There are no existing telecommunications facilities capable of providing the desired coverage. The proposed new 40m facility **will meet Telstra's radio frequency objectives** whilst satisfying construction feasibility, town planning considerations, environmental impacts, visual amenities, and engineering factors. In addition, the new site will meet strict government regulations on electromagnetic energy (EME) ensuring the safety of the general public.

Section 8 provides a detailed assessment of these potential environmental impacts and describes proposed mitigations. The assessment concludes that the development is unlikely to have a detrimental impact on the environment or the locality.



### 3.0 Facility Location Description and Surrounding Locality

#### 3.1 Facility Location and Surrounds

The subject site is located on a large allotment adjacent to Lancaster Road at MCKAIL. The exact location of the proposal is at GDA94 coordinates -34.98489, 117.81522 on Lot 200 on P424596. The land is zoned as General Agriculture Zone under the Albany Planning Scheme.

The proposed facility is located in the south western corner of the subject property on an existing cleared area of land adjacent to the intersection of Lancaster Road and the new Albany Ring Road. The facility location is surrounded by mature vegetation along the property driveway and southern boundary. The site is located approximately 105m north west from the nearest residential dwelling and there are no sensitive uses within the immediate area. None of the existing vegetation is proposed for removal as part of the proposal.



Figure 3: Site location. (Source: Google Earth)

The general area is cleared and primarily used as a paddock for agricultural use. Located to the north, east and south of the proposal are large paddocks for agricultural use. To the west of the proposed site is a freeway, which is part of the Albany Ring Road upgrade. The proposed location is approximately 2.3km west of the McKail town and contains a variety of land uses including rural, educational and horticultural. The area is undulating and has been substantially cleared with corridors of vegetation generally along roadways and property boundaries.

The Local Government Authority for the proposal is the Albany City Council and the principal planning instrument at the location is the *Albany Planning Scheme No. 2* (Scheme). Table 3 provides a summary of the site details. Figure 3 illustrates the location of the site and the proposed facility.

Table 3: Proposed Site Details



Details	Comment
Street Address	322 Lancaster Road, MCKAIL WA 6330
Legal Description	Lot 200 on P424596
Total Site Area	~4.17ha
Zone	General Agriculture Zone
Planning Instrument	Albany Planning Scheme
Current Use	Rural
Access	Existing access track via Lancaster Road

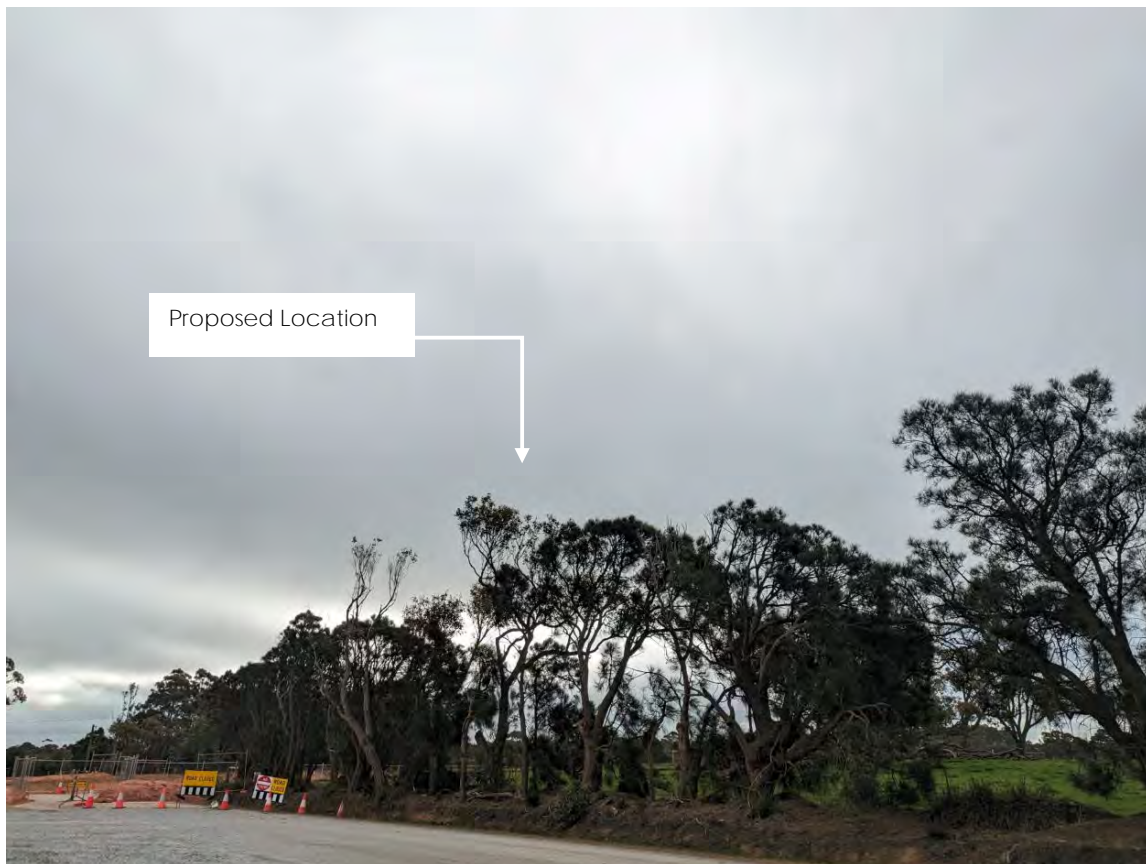


Figure 4: View of proposed monopole location looking north west from Lancaster Road (Source BMM)



Figure 5: View looking west towards the proposed facility location from within the property (Source BMM)



Figure 6: View looking south west towards the proposed facility location from within the property (Source BMM)



Figure 7: View looking north towards the proposed facility from Lancaster Road (Source BMM)



## 4.0 Proposed Development

### 4.1 Proposal Summary and Construction

A summary of the proposed development is as follows:

- Establishment of a 120m<sup>2</sup> (12m x 10m) fenced lease area;
- Excavation of the footing for the monopole;
- The installation of a new 40m monopole with a triangular headframe;
- The installation of six (6) new Telstra panel and six (6) AIR antennas for the provision of 4G and 5G technologies to be mounted on the headframe at a maximum height of 41.3m;
- The installation of an equipment shelter to accommodate internal Telstra equipment; and
- The installation of ancillary equipment including transceivers, remote radio units, amplifiers, antenna mounts, cable trays, feeders, cabling, combiners, diplexers, splitters, couplers, jumpers, filters, electrical equipment, signage, and other associated equipment.

A diagram of the proposed telecommunications facility is displayed below in Figure 8. The full design drawings are available in the appendix to this report. Refer to Appendix A – Proposal Plans.

Given the unique nature of the proposed development, the development and construction of the mobile phone base station primarily consists of the following processes:

- Pre-construction – ensuring that the land is suitable for construction. This is inclusive of confirming existing structural assessments and the provisioning of cabling;
- Installation of new equipment – reflective of the scope of works outlined within this Development Application; and
- Network Integration – Ensuring that the mobile phone base station can connect with both end users and other sites within the Telstra network.

Throughout the construction phase of the proposed development, any construction works will not disturb existing traffic flows. If a road closure is required for the erection and installation of equipment, the appropriate approvals will be obtained from the relevant authorities.

A total construction period of approximately six weeks (including civil works and network integration and equipment commissioning) is anticipated. Construction activities will involve four basic stages:

- Stage 1 (Week 1) – Site preparation works, including field testing, ground preparation and construction of foundations and footings;
- Stage 2 (Week 2) – Installation of the pole;
- Stage 3 (Week3) – Construction of the equipment shelter and fences;
- Stage 4 (Weeks 4 – 6) – Installation of antennas and radio equipment, as well as equipment testing.

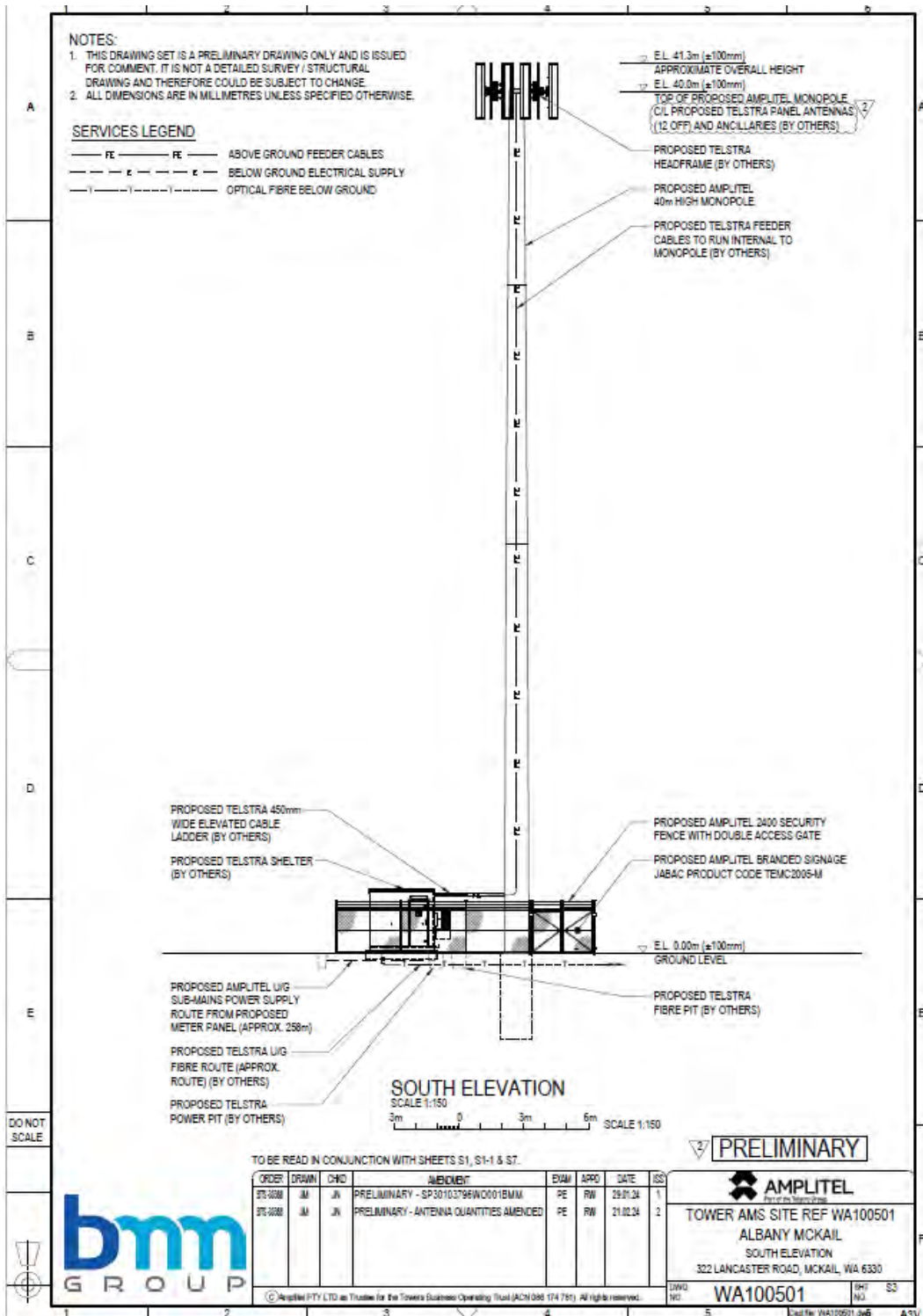


Figure 8: Elevation of the proposed facility

## 4.2 Traffic, access and parking

Access to the proposed facility location will be via Lancaster Road and existing internal access roads. Once operational there will be no measurable impact on the road network. The facility will not compromise the safety, efficiency, function or convenience of use or capacity of the operation of the existing and future road hierarchy. The facility will be unstaffed and operated remotely. Only occasional access is required for maintenance up to approximately three times per year by one passenger vehicle for approximately one day. Traffic management will be utilised if required to facilitate occasional heavy vehicle (EWP) access when upgrading or replacing equipment on the monopole.

## 4.3 Construction and noise

There will be minimal noise and vibration emissions associated with construction of the proposed facility. Noise generated during the construction phase is anticipated to be of short duration and accord with the standards outlined in the relevant EPA guidelines. Construction works are planned only to occur between the hours of 7.00am and 5.00pm or otherwise in accordance with Council's conditions.

## 4.4 Utility services

Power to the proposed structure will be sourced from the existing power supply. No tree clearing is anticipated for establishment of the power and fibre alignments.

## 4.5 Maintenance

Once operational, the facility is designed to function on a continuously unstaffed basis and will typically only require maintenance works up to three times per year, for approximately one day.

# 5.0 Consultation

## 5.1 Council

A discussion was held with Council's planning team at Albany City Council on 11<sup>th</sup> August 2023 to review Amplitel's intentions to install a new facility at the proposed site. Council provided development application planning advice and a summary of the relevant codes and policies applicable to the proposed development on 7<sup>th</sup> September 2023. These codes have been addressed within this Planning Report.

## 5.2 Community Notification

As the proposed land use for the 'telecommunications Infrastructure' (facility) falls under the 'D' symbol and under the General Agriculture Zone in Section 3.4 (Interpretation of the Zoning Table) of the Albany Planning Scheme, public notification is at the discretion of the Albany Council by way of Clause 64 of the deemed provision.

As part of any Council public notification process, a sign would be placed on the land and adjoining landowners would be notified directly via letter. BMM Group will review any submissions made available by Council and where required provide additional information or clarification.

## 5.3 Other Stakeholders

A local community may often have concerns about particularly sensitive locations in the vicinity of the proposal e.g. schools, childcare centres and aged care facilities. During the facility location selection process community sensitive locations are identified and avoided wherever possible. A key criteria for selection of the proposed facility location was that it is not within close proximity to any sensitive land uses. As such, no additional stakeholders were identified.



## 6.0 Relevant Local, State and Federal Legislation

The following legislation is relevant to assessment of the proposed telecommunications facility:

- Telecommunications Act 1997 (the Act);
- Telecommunications (Low-impact Facilities) Determination 2018 (the Determination) and Telecommunications (Low Impact Facilities) Determination 2021 (Amendment);
- Telecommunications Code of Practice 2021 (the Code);
- Industry Code C564:2020 - Mobile Phone Base Station Deployment (the Deployment Code);
- Planning and Development Act 2005;
- State Planning Policy 5.2 (Telecommunications Infrastructure 2015);
- Albany Planning Scheme.

### 6.1 Federal Government Legislation

#### 6.1.1 Telecommunications Act 1997

The installation of certain telecommunications facilities (as defined in the *Telecommunications Act 1997*) is regulated by the Australian Communications and Media Authority (ACMA) under the *Telecommunications Act 1997*. The legislative requirements are discussed below in further detail.

The *Telecommunications Act 1997 (TA)* came into operation in July 1997. This legislation establishes the criteria for 'low impact' telecommunication facilities. If a proposed facility satisfies the requirements of a 'low impact' facility, the development is exempt from the planning approval process.

Part 1 of Schedule 3 of the *TA* authorises a carrier to enter on land and exercise any of the following powers:

- Inspect the land;
- Install a facility; and to
- Maintain a facility.

A Carrier's power to install a facility is contingent upon:

- the Carrier being authorised to do so by a Facility Installation Permit, or the facility being a low-impact facility (as defined by the *Telecommunications (Low-Impact Facilities) Determination 1997 (as amended)*), or
- the facility being temporary and used for a defence organisation for defence purposes, or
- if other conditions are satisfied in relation to the facility concerned.

As the proposal involves the installation of a 40-metre monopole, it does not constitute a low-impact facility under the *Telecommunications (Low-Impact Facilities) Determination 1997 (as amended)*.

As the proposed facility does not meet the criteria mentioned above, the applicant is not empowered to undertake the proposed works without approval under Western Australian legislation and must obtain development consent from Albany Council.

### 6.1.2 Telecommunications Code of Practice 2021

The Telecommunications Code of Practice 2021 (TCP) is made under Schedule 3 of the Telecommunications Act 1997. The TCP ensures good practice measures under which a Carrier must operate and outlines conditions which carrier conduct must adhere to.

This proposal has taken into consideration the requirements of carriers in the best practice conditions of the TCP and thus includes the best design, planning and location measurements to ensure the development is in accordance with sections 2.11 and 3.11 of the Act.

### 6.1.3 Telecommunications (Low-Impact Facilities) Determination 2018

The Telecommunications (Low-impact Facilities) Determination 2018 was made under subclause 6 (3) of Schedule 3 of the TA. The Act outlines under subclauses 6 (4), (5) and (7), that certain facilities cannot be low-impact facilities, these include the following:

- Designated overhead lines;
- A tower that is not attached to a building;
- A tower attached to a building and more than 5 metres high;
- An extension to a tower that has previously been extended; and
- An extension to a tower, if the extension is more than 5 metres high.

The proposal is not classed as a low-impact facility under the Determination as it involves the installation of a 40-metre monopole and is therefore subject to the assessment under the *Planning Scheme*.

### 6.1.4 Deployment Code

The 'Mobile Phone Base Station Deployment Code' Communications Alliance Ltd Industry Code (C564:2020) is a code developed by a working committee with representatives from carriers, various levels of government, an industry group and a community action group. The Code is designed to:

- Allow the community and councils to have greater participation in decisions made by carriers when deploying mobile phone base stations; and
- Provide greater transparency to local community and councils when a carrier is planning, selecting sites for, installing and operating Mobile Phone Radiocommunications Infrastructure.

The carriers' activities are published on the internet based Radio Frequency National Site Archive (RFNSA) as well as information relevant to each site such as EME Reports.

In the site selection and design stages of this proposal, the precautionary approach outlined in the Deployment Code has been considered.

### 6.1.5 Environment Protection and Biodiversity Conservation Act 1999

The Environment Protection and Biodiversity Conservation (EPBC) Act 1999 obliges telecommunications carriers to consider 'matters of national environmental significance'. Under this legislation, an action will require approval from the Minister of Environment if the action has or is likely to have an impact on a matter of 'national environmental significance'. According to the EPBC Act 1999, there are seven matters of national significance which must be considered.

All relevant EPBC matters have been considered and it is not anticipated that the proposal will have a significant impact on any matters of national environmental significance. Accordingly, approval from the Minister of Environment is not deemed necessary in this instance.

### 6.1.6 Native Title Act 1993

The Native Title Act 1993 (the Native Title Act) was given effect on 1 January 1994 and recognises

the rights and interests of Aboriginal and Torres Strait Islander people in land and waters according to their traditional laws and customs. The Native Title Act also sets out processes through which development as a Future Act can proceed with regards to the rights and interests of Traditional Owners.

The subject site is identified on a site that has no Native Title claim (Figure 9).

Native TitleVision Web Map



Figure 9 - Excerpt of Native Title Tribunal Vision showing no Native Title area on or surrounding subject site Source: Native Title Tribunal Vision, 2024

## 6.2 State Government Legislation

The following information provides a summary of the State legislation/guidelines relevant to the proposed telecommunications facility.

### 6.2.1 Aboriginal Heritage Act 2021

The subject property at 322 Lancaster Road, MCKAIL is not impacted by a Cultural Heritage Place. The proposed facility location is approximately 3.2km north of the closest Heritage Place, number: 21837. Figure 13 below shows the location of the proposed facility in relation to the Heritage Place.



Figure 10 – Cultural Heritage Place 21837 (DPLH – Aboriginal Cultural Heritage Enquiry System)

### 6.2.2 Planning and Development Act 2005

The proposed facility is subject to assessment under the Planning and Development Act 2005. The Minister of Planning and Infrastructure has ultimate authority for town planning in Western Australia. Development within Western Australia is controlled by the Planning and Development Act 2005 through the application of environmental planning instruments.

Under the Planning and Development Act 2005, the Western Australian Planning Commission (WAPC) is the responsible authority for land use planning and development matters and this report seeks to demonstrate compliance with the WAPC and other items of relevant legislation which pertain to the subject application.

### 6.2.3 State Planning Policy for Telecommunications Infrastructure (SPP 5.2)

The *State Planning Policy for Telecommunications Infrastructure (SPP 5.2)* in Western Australia is a State Planning Policy prepared under Part 3 of the *Planning and Development Act 2005*.

The aim of this policy is to ‘balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas. Using a set of land use planning policy measures, the policy intends to provide clear guidance pertaining to the siting, location and design of telecommunications infrastructure.’

Under section 5.1.1 of the State Planning Policy 5.2: Telecommunications Infrastructure Policy the West Australian Planning Commission provides a set of measures in assessing the visual impact of a proposed telecommunications facility.

The assessment has found that the proposed telecommunications facility has been located and designed to comply with the intent and requirements of the State Planning Policy 5.2: Telecommunication Infrastructure Policy. Section 5.2 of the Policy establishes policy measures to be

applied where relevant to guide the visual impact, location, siting, and design of the telecommunications facility structure. These policy measures are addressed in Table 5 below:

Table 5 – Assessment against State Planning Policy 5.2, Policy Measure 5.1.1	
Policy Measures	Proposal Assessment
<p>Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;</p>	<p>A critical criterion for the preferred site location was based on maximising the setback of the facility from residential areas and any sensitive uses. The proposed location will not adversely impact on the amenity of nearby residential, community or other sensitive uses. Key factors in achieving this outcome are as follows:</p> <p>Whilst undertaking site selection for a new base station facility in the locality, BMM Group considered the nature of existing land uses, visual impact and aesthetics of its facility on the surrounding environment. The facility has been sited and designed to maximise visual integration in the locality and ensure that the existing and future amenity of the locality is not compromised.</p> <p>Matters such as viewing distance, number of viewers and period of view are key factors taken into consideration in the siting and design of the facility and the mitigation of visual impact. The proposed facility is well located to mitigate any potential visual impact. The immediate adjoining land is characterised by large rural and rural residential allotments and the newly constructed Albany Ring Road. The nearest residence is located approximately 105m south east. There are no sensitive uses in close proximity.</p> <p>A slimline monopole design has been utilised at this location in place of a lattice tower design in order to minimise any potentially adverse visual effects. This slimline design creates a minimal profile in the landscape, significantly reducing the bulk of the facility. The setback of the facility from the road frontage also ensures that it will not be highly visible to road users as it avoids the dominant sight lines from surrounding roads and is set behind mature vegetation.</p> <p>The monopole is proposed to be finished in a recessive colour in order to blend the facility into the sky so it is not a dominant feature.</p> <p>The design and location of the facility will achieve a high level of visual absorption of the facility into the landscape associated with the setback, colour and design of the facility. Other vertical elements in the landscape such as existing mature vegetation and light poles along the Ring Road also ensures that the facility will integrate well and have a low level of visual impact.</p> <p>The proposed location of the facility is setback approximately 5m from Lancaster Road and approximately 20m from the Albany Ring Road Upgrade to the west. The setback ensures that the dominant sight lines, views and vistas from adjoining and surrounding residential areas and from surrounding roads, will not be materially impacted by the development.</p> <p>In terms of the potential visual effects of the upper section of the proposed facility, it is important to note that the antennas need to have "line of sight" to the area that they are servicing (i.e. they</p>

	<p>need to be visible to the devices in the area they service) in order to function effectively – this is an inherent feature of cellular technology. Antennas cannot be placed below a topographical line, or surrounded by trees or tall buildings, otherwise they will not be effective in providing the service to the user. It is a result of the technology that telecommunications facilities must be visible in order that they operate effectively. In this case, any views of the facility are considered to be a low level of visual impact.</p> <p>The proposed facility location and design demonstrate a successful balance between the provision of essential infrastructure and a low-level impact on amenity.</p>
<p>Be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;</p>	<p>Amplitel has selected a site and location that seeks to minimise perceived negative impacts on the visual amenity of the area. The facility is not located in close proximity to a heritage item or place and will not detract from the significance of any heritage item or place.</p> <p>The proposed location of the facility is well setback from the road frontage which ensures that the dominant sight lines, views and vistas from adjoining and surrounding residential areas and from surrounding roads, will not be materially impacted by the development. While the proposed facility will introduce a visible element in the landscape, any adverse impacts are substantially mitigated through the site location and slim line profile of the proposed pole and the screening of the lower sections by existing mature vegetation.</p>
<p>Not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised;</p>	<p>There are no known items of environmental, cultural, social significance located on the proposed site of the facility. A cultural heritage search shows that a place of cultural significance is registered approximately 3.2km north of the facility location.</p> <p>The visual landscape of the area will not be compromised as the area is predominantly rural and agricultural use.</p>
<p>Display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;</p>	<p>This slimline design creates a minimal profile in the landscape, significantly reducing the bulk of the facility. The monopole is proposed to be finished in a non-reflective recessive colour (concrete or steel grey) in order to blend the facility into the sky so it is not a dominant feature. These design features combined with the backdrop and screening of mature vegetation ensures that the facility will integrate well in the locality.</p>
<p>Be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community;</p>	<p>The proposed telecommunications facility located at McKail is <b>integral to Telstra's ability to deliver mobile network coverage</b> through the delivery of a high quality and reliable service to the area. Delivering on this objective is vital in order to enhance connectivity, economic development and safety in McKail and surrounding communities. The proposed location satisfies the coverage objectives for the area.</p>



<p>Telecommunications infrastructure should be co-located and whenever possible: Cables and lines should be located within an existing underground conduit or duct; and Overhead lines and towers should be co-located with existing infrastructure and/or within an existing infrastructure corridor and/or mounted on existing or proposed buildings.</p>	<p>No suitable opportunities for co-location at alternative sites were identified. The proposed structure will also allow for other service providers co-locate their infrastructure on the facility.</p> <p>Overhead lines are not applicable to the design of the facility.</p>
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Overall, the proposed development application is consistent with the intent and requirements of the Statement 5.2

### 6.3 Local Government Legislation

The following information provides a summary of the local provisions relevant to telecommunications development proposal.

#### 6.3.1 Strategic Community Plan 2032

The Strategic Community Plan 2023 aims to ensure the Albany LGA is a thriving city with an abundance of opportunities.

The strategic outcomes and objectives of the plan for the LGA are as below:

Outcomes	Objectives
<p>4.1 A strong, diverse and resilient economy with work opportunities for everyone.</p>	<p>4.1.1 Attract, retain and support a diverse range of businesses and industries to grow the economy and create more local jobs. 4.1.2 Facilitate access to quality education, training and work opportunities.</p>
<p>4.2 A highly sought-after tourist destination.</p>	<p>4.2.1 Create a competitive and sustainable tourism offer.</p>

The provision of modern and efficient telecommunications infrastructure in this location aligns well with the above objectives as it will support resilience and diversity in the community and promote economic development. The proposed facility will achieve these objectives without negatively impacting on the environment. The proposal accords with the Council Plan as the telecommunications facility is an essential form of infrastructure which will significantly increase access to wireless communications in the area and allow the community to connect and communicate more effectively.

The proposed facility will enable the delivery of a telecommunications service for rural and business customers within the immediate area. Additionally, customers operating small or home-based businesses within the locality will benefit from the proposed facility. Key benefits are:

- Greater business accessibility and flexibility for locals, commuters and home-based businesses. Reliable personal safety through maintaining a mobile phone for critical communications and emergencies.
- Increased physical capacity for improving telecommunications infrastructure, resulting in improved customer connectivity, and rapid delivery of technology improvements.

The proposed development will enable carriers to remain competitive and increase the choice of mobile telephone services available to consumers. Increased competition in the market brings direct economic benefits for individual consumers and the community as a whole.

Telstra are also responsive to public safety issues. High quality telecommunications services significantly benefit community safety by providing a vital 'first response' tool for emergency services. A strong mobile network is highly beneficial in an emergency situation, as well as more general public safety.

Telstra believe that it is in the public interest to provide a strong, resilient mobile network that, in turn, provides a high quality of service to local communities across Australia. Given the demand for the service, and the benefits noted above, we believe there is a strong justification for the telecommunications facility to be constructed at this location.

The proposed facility will maintain quality communication infrastructure, enhancing mobile phone and broadband coverage within the area. The proposed facility will thus have a positive impact on social and economic development of the locality.

### 6.3.2 City of Albany Local Planning Scheme No. 2

The City of Albany Local Planning Scheme No. 1 provides the basis for planning in the local government area.

#### 6.3.2.1 Zoning

The proposed structure is within the General Agriculture Zone (Figure 11). Telecommunications infrastructure is a permitted use in the zone.

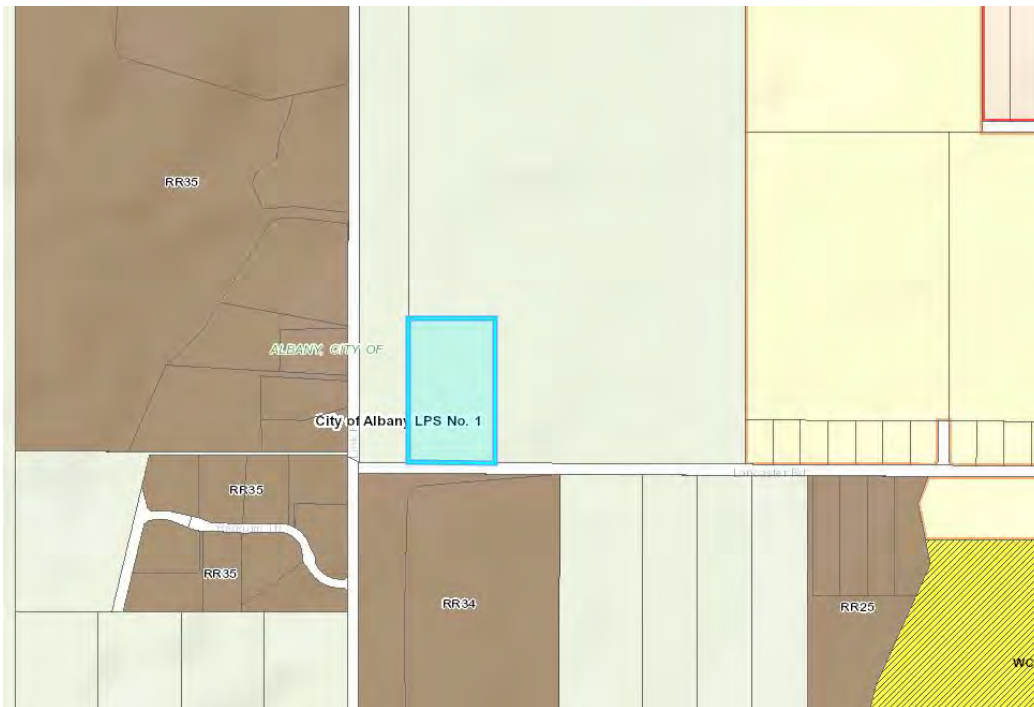


Figure 11: Zoning Map Source: PlanWA (Albany Local Planning Scheme No. 1)

Telecommunications Infrastructure is defined in the planning scheme as a:

*'premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.'*

The planning scheme does not contain any specific requirements for telecommunications infrastructure, so the requirements of the State Policy Section 5.2 (refer Section 6) are addressed in this report.

The stated objectives of the General Agriculture Zone are as follows:

The objectives of the General Agriculture zone are to:

- a) Provide for the sustainable use of land for agricultural and rural activities;
- b) Support complementary land uses where those land uses do not detract from adjoining agricultural and rural activities and are compatible with the character and amenity of the area;
- c) Prevent land uses and development within the zone that may adversely impact on the continued use of the zone for agricultural and rural purposes;
- d) Provide for value-adding opportunities to agricultural and rural products onsite; and
- e) Provide for tourism experiences where those developments do not impact upon adjoining agricultural and rural land uses.

The proposed telecommunications facility is considered an appropriate and compatible use within the zone. The proposed facility will support residents, local business, agricultural and rural industries, and tourism. The facility will also improve safety for residents/businesses during emergencies.

The telecommunications service is an enabler for the use of advanced technologies to improve efficiencies and enhance productivity in a rural setting through improved monitoring, tracking, and analysis.

The proposed facility will occupy a small footprint and will not diminish the rural productivity of the land. The facility can be established without the need for clearing of any mature vegetation.

#### 6.3.2.2 Planning in Special Control Area - Albany speedway noise special control area

The facility will not impact on or be impacted by the Albany speedway noise special controls. The facility is operated remotely and will be unstaffed on a continuous basis.

## 8.0 Other Environmental Constraints and Opportunities

### 8.1 Visual Impact

Mobile base stations are relatively commonplace in today's landscape – thousands of telecommunications facilities are in operation across Australia, over a variety of land uses and environments.

Mobile telecommunications facilities are required to protrude above the surrounding landscape in order to function correctly, and at this site, a 40m facility is required. The proposal adopts the lowest height necessary to achieve the Radio Frequency (RF) objectives of Telstra and to mitigate the impact of the topography of the area on signal propagation.

In terms of the potential visual effects of the upper section of the proposed facility, it is important to note that the antennas need to have "line of sight" to the area that they are servicing (i.e. they need to be visible to the devices in the area they service) in order to function effectively – this is an inherent feature of cellular technology. Antennas cannot be placed below a topographical line, or surrounded by trees or tall buildings, otherwise they will not be effective in providing the service to the user. It is a result of the technology that telecommunications facilities must be visible in order that they operate effectively. In this case, any views of the facility are considered to be a moderate level of visual impact and the facility has been designed to the minimum height necessary to deliver the targeted coverage and overcome any constraints associated with surrounding topography and vegetation.

Several steps have been taken to reduce the visual impact of the proposed facility. The proposed location is surrounded by some mature vegetation which will screen the lower parts of the monopole. The monopole maintains a minimum of 100m setback from the nearest residence on adjoining land and will not impact on the amenity of the location. The proximity of the Albany Ring Road will also assist in the integration of the facility by providing a substantial buffer to the residential allotments to the west..

A slimline monopole design has been utilised at this location in order to minimise any potentially adverse visual effects. This slimline design creates a minimal profile in the landscape, significantly reducing the bulk of the facility.

The monopole is proposed to be finished in a recessive colour in order to blend the facility into the background, so it is not a dominant feature in the landscape.

### 8.2 Social and Economic Benefits

Expansion of mobile infrastructure is a reflection of required utility services in modern society. As new technologies arise and the demand for this service grows exponentially, so does the demand for improved telecommunications infrastructure and reliable services.

According to the Australian Communication and Media Authority (ACMA), the number of mobile service (voice and data) subscriptions in Australia exceeds the Australian population, with 35.9 million voice and data service subscriptions current as at June 2020 – and over the last 6 years, the number of subscriptions (those using only a mobile phone to make calls) has doubled from 29% in the 12 months to June 2015, to 60% in 2020, against a reduction of fixed line telephone subscriptions of -4.9% over the same period. These Australian Government statistics demonstrate that consumers have an increasing expectation for reliable, fast and cost-effective mobile phone network services across all areas of Australia. <https://www.acma.gov.au/publications/2020-12/report/mobile-only-australia-living-without-fixed-line-home>

Usage of mobile services continues to widen as new technologies become progressively more affordable and accessible for the wider community. The previous decade has also seen a significant rise in use of the wireless network for smart devices. Australia has one of the highest penetrations of "smartphone" usage in the world, with reliance on this technology increasing – the abovementioned ACMA study estimates 83% of Australian adults were using smartphones at June 2019, against 79% in May 2018.

According to the Australian Competition and Consumer Commission (ACCC), the COVID-19 pandemic has led to a greater demand for data driven by working and schooling from home as well as increased usage of video and gaming streaming services. The total volume of data downloaded in 2020 in the three months to 30 June 2020 was 8.2 million Terabytes. This reflects a 38 per cent increase from the same period last year (6 million Terabytes).

<https://www.accc.gov.au/regulated-infrastructure/communications/monitoring-reporting/internet-activity-record-keeping-rule-rkr/june-2020-report>

### 8.3 The Suitability of the Site for Development

The proposal is considered suitable for the following reasons:

- **The proposal is technically feasible in this location achieving Telstra's network objectives for the area, resulting in significantly improved telecommunications services benefitting the McKail community, residents, businesses and as well as promoting the primary industries within the area.**
- **The facility has been sited to minimise impacts on the surrounding area. The site has been located in an area where there is no public access and on a land parcel that will not interfere with current or future lawful activities of the site and adjoining land parcels. There are no specific sensitive uses, such as schools, childcare centres or aged care facilities close to the proposed facility.**
- **The site is within a General Agriculture Zone and is considered to be an appropriate land use within this zone.**
- **Ecological impacts as a result of the proposal will be very minor. The site is on a predominantly cleared area and will not require removal of any significant mature vegetation.**
- **The site is not on land retaining heritage or cultural significance.**

Based on an assessment of relevant planning constraints, this site was considered most appropriate for establishment of a new telecommunications facility in McKail. The compatibility between the proposed development and the guiding policies of the Planning Policy Framework are in general terms well met, in that there is a demonstrated need for the facility. The facility will be constructed so that other carriers may co-locate and improve mobile services in the area. Any proposed upgraded telecommunications will complement local rural and home based businesses, and will provide improved safety and security for residents, businesses and road users in the event of an emergency.

### 8.4 Health and Safety

Telstra understands that some people have genuine concerns about the levels of electromagnetic fields (EMF) that the proposed facility will emit and is committed to addressing those concerns responsibly. EMF is sometimes known as electromagnetic radiation (EMR) or electromagnetic energy (EME). Often, there is a misconception regarding the perceived health risks surrounding mobile phone base stations and Electromagnetic Energy (EME).

Electromagnetic fields are present everywhere in our environment – the earth, sun and ionosphere are all natural sources of EMF. Telstra rely on the expert advice of international and national health authorities including the World Health Organization (WHO) and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) for overall assessments of health and safety impacts. The International Commission on Non-Ionizing Radiation Protection (ICNIRP) has issued guidelines on levels of allowable public exposure to Radio Frequency (RF) fields, including guidelines on RF from mobile phones and base stations, which Telstra adheres to. These guidelines have a large safety margin built into them.

EME is non-ionising radiation, meaning that it has insufficient energy to break chemical bonds or remove electrons (ionisation). In contrast, ionising radiation (such as X-rays) can remove electrons from atoms and molecules thus leading to damage in biological tissue (Source: ARPANSA).

In addition, further information is available at: [www.telstra.com.au/eme](http://www.telstra.com.au/eme) and EMF Explained Series [www.emfexplained.info](http://www.emfexplained.info).

There has been extensive research (over 25,000 studies) which spans decades into health impacts of radio frequency exposure. This research has been conducted by numerous health authorities and experts around the world, including the WHO, ICNIRP and ARPANSA. We note that ARPANSA issued a statement noting there is a lot of concerning misinformation circulating, urging the public to be cautious of campaigns generating unfounded fear and concern within the community about health effects of 5G or radio waves generally.

Any proposed 5G technology will produce similar EME as the current 3G and 4G base stations and will also operate well below the maximum safety limit. Whilst 3G and 4G antennas typically send signals in a range of directions, 5G antennas will focus the signal only to where they are needed, when they are needed. 5G technology will use higher spectrum frequencies than previous technologies, which means that it will carry more data but won't travel as far as 4G. ARPANSA notes that:

*"higher frequencies do not mean higher or more intense exposure. Higher frequencies are already used in security screening units at airports, police radar guns to check speed, remote sensors and in medicine and these uses have been thoroughly tested and found to have no negative impacts on human health."*

It is Telstra's obligation to comply with the mandated standard (RPS3) for EMF set by ARPANSA, which is based on the safety guidelines recommended by the WHO. The safety standard works by limiting the network signal to a level which will protect all people, in all environments, 24 hours a day.

To demonstrate compliance with the safety standard, an Environmental EME Report is available in Appendix B – Environmental EME Report or via the RFNSA website [www.rfnsa.com.au](http://www.rfnsa.com.au) (search site number 6330036). The maximum cumulative EME level at 1.5m above ground level is estimated to be 1.97% (out of a 100% of the public exposure limit) as mandated by ACMA.

The EME Report predicts the maximum signal strength from the proposed facility at 1.5m above ground level is well within the allowable limit. This is typical of Telstra's responsible approach to network performance and environmental compliance. However, in reality, base stations are designed to operate at the lowest possible power level to accommodate only the number of customers using the facility at any one time. This design function is called "adaptive power control" and ensures that the base station operates at minimum, not maximum, power levels at all times. This means that the actual EME level at this site will be even lower than the predicted EME level.

Furthermore, the ARPANSA Fact sheet "Mobile Base Stations and Health" March 2015 states "Health authorities around the world, including ARPANSA and the WHO have examined the scientific evidence regarding possible health effects from base stations. Current research indicates that there are no established health effects from the low exposure to the RF EME exposure from mobile phone base station antennas."

Telstra undertakes further measures when designing the facility, to minimise the EME exposure to the general public, by installing the facility in accordance with the Australian Mobile Telecommunications Association (AMTA) Radio frequency (RF) Safety Compliance Program – Base Station Design Guidelines Engineering for Access Control to minimise EME.

Other preventative measures also include:

Power Control network feature that automatically adjusts the power of the network transmission based on consumer demand.

Varying the facility's transmit power to the minimal required level in order to save electricity and lower RF emissions from the facility.

Further information about EMF can be obtained from:



Commonwealth Department of Health (ARPANSA): [www.arpansa.gov.au](http://www.arpansa.gov.au)

Australian Communications and Media Authority (ACMA): [www.acma.gov.au](http://www.acma.gov.au)

World Health Organisation (WHO): [www.who.int/en/](http://www.who.int/en/)

## 9.0 Conclusion

The proposed telecommunication facility located at 322 Lancaster Road, MCKAIL is essential to deliver improved network coverage in the area. The proposal will deliver high quality and reliable service to the benefit of residents, businesses and travellers in the area. Delivering on this objective is vital in order to enhance connectivity, economic development and opportunities for growth in the region.

The proposed development is considered permissible with consent within the General Agriculture Zone under the provisions of the Albany Planning Scheme. Furthermore, it is generally compliant with the relevant planning considerations and the aims of objectives of the Planning Scheme and will operate within the regulatory framework of Commonwealth, State Governments and will operate within all current and relevant Australian Standards. The proposed facility will also comply with all Government health standards outlined by ARPANSA.

BMM Group has undertaken a thorough analysis of potential site alternatives and during this process has selected the most appropriate location for the facility. Factors such as the ability to meet the required coverage and technical objectives, opportunities for co-location by other carriers, the surrounding landscape and community needs have all been carefully considered as part of this selection process.

The report demonstrates that the proposed facility has been designed and sited in the most appropriate location in response to coverage objectives and in the context of adjacent and surrounding land uses. The facility location, setbacks, screening, colour and design of the proposed facility ensure that the natural environment and ecological processes are not compromised, and any potential visual impacts are mitigated so that the amenity of the locality and wellbeing of the community will not be detrimentally affected.

It is requested that Council grant a Development Permit to support this development application, subject to relevant and appropriate conditions.



## Appendix A – Proposal Plans



## Appendix B – ARPANSA EME Report

A	DRAWING DESCRIPTION	DRAWING NUMBER	SHEET NO.	ISSUE NO.	ISSUE DATE	DRAWING STATUS				
						CANCELED	PRELIMINARY	FOR CONSTRUCTION	AS BUILT	REFERENCE ONLY
							✓			
							✓			
							✓			
B	SITE LAYOUT AND ACCESS	WA100501	S1	1	29/01/24		✓			
	SITE SETOUT PLAN	WA100501	S1-1	2	21/02/24		✓			
	SOUTH ELEVATION	WA100501	S3	2	21/02/24		✓			
	AERIAL PHOTO LOCALITY PLAN	WA100501	S7	1	29/01/24		✓			
C										
D										
E										
F										




# ALBANY MCKAIL

TOWER AMS SITE: WA100501

ADDRESS: 322 LANCASTER ROAD  
MCKAIL  
WA 6330



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
BTS-30388	JM	JN	PRELIMINARY - SP30103796WO001BMM	PE	RW	29.01.24	1
BTS-30388	JM	JN	PRELIMINARY - ANTENNA QUANTITIES AMENDED	PE	RW	21.02.24	2



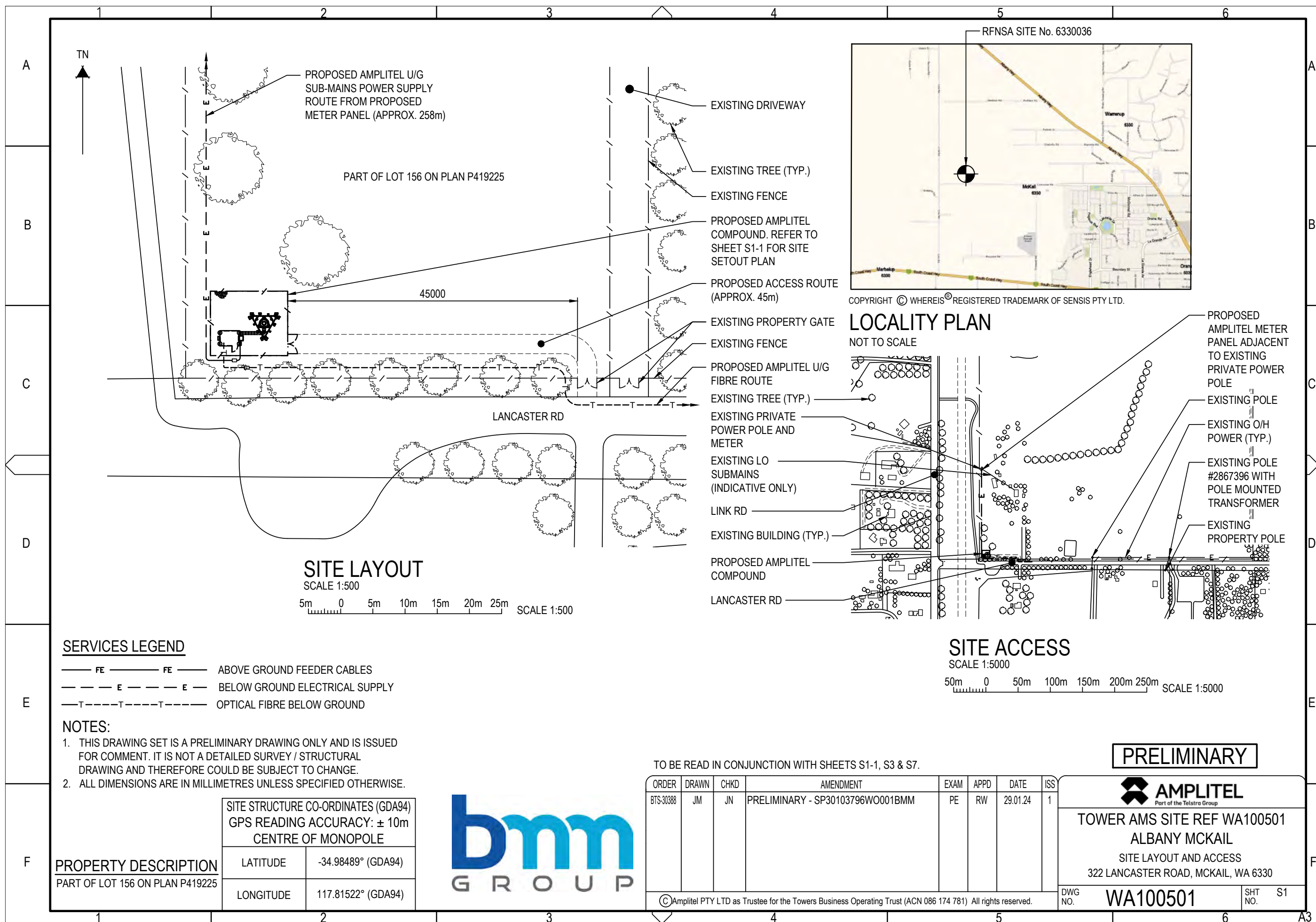
**AMPLITEL**  
Part of the Telstra Group

**TOWER AMS SITE REF WA100501**  
**ALBANY MCKAIL**

DRAWING INDEX AND DOCUMENT CONTROL  
322 LANCASTER ROAD, MCKAIL, WA 6330

DWG NO. <b>WA100501</b>	SHT NO. DC
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**SERVICES LEGEND**

- FE — FE — ABOVE GROUND FEEDER CABLES
- - - E - - - E - - - BELOW GROUND ELECTRICAL SUPPLY
- - - T - - - T - - - T - - - OPTICAL FIBRE BELOW GROUND

**NOTES:**

1. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.

**PROPERTY DESCRIPTION**  
PART OF LOT 156 ON PLAN P419225

SITE STRUCTURE CO-ORDINATES (GDA94) GPS READING ACCURACY: ± 10m CENTRE OF MONOPOLE	
LATITUDE	-34.98489° (GDA94)
LONGITUDE	117.81522° (GDA94)



TO BE READ IN CONJUNCTION WITH SHEETS S1-1, S3 & S7.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
BTS-30388	JM	JN	PRELIMINARY - SP30103796WO001BMM	PE	RW	29.01.24	1

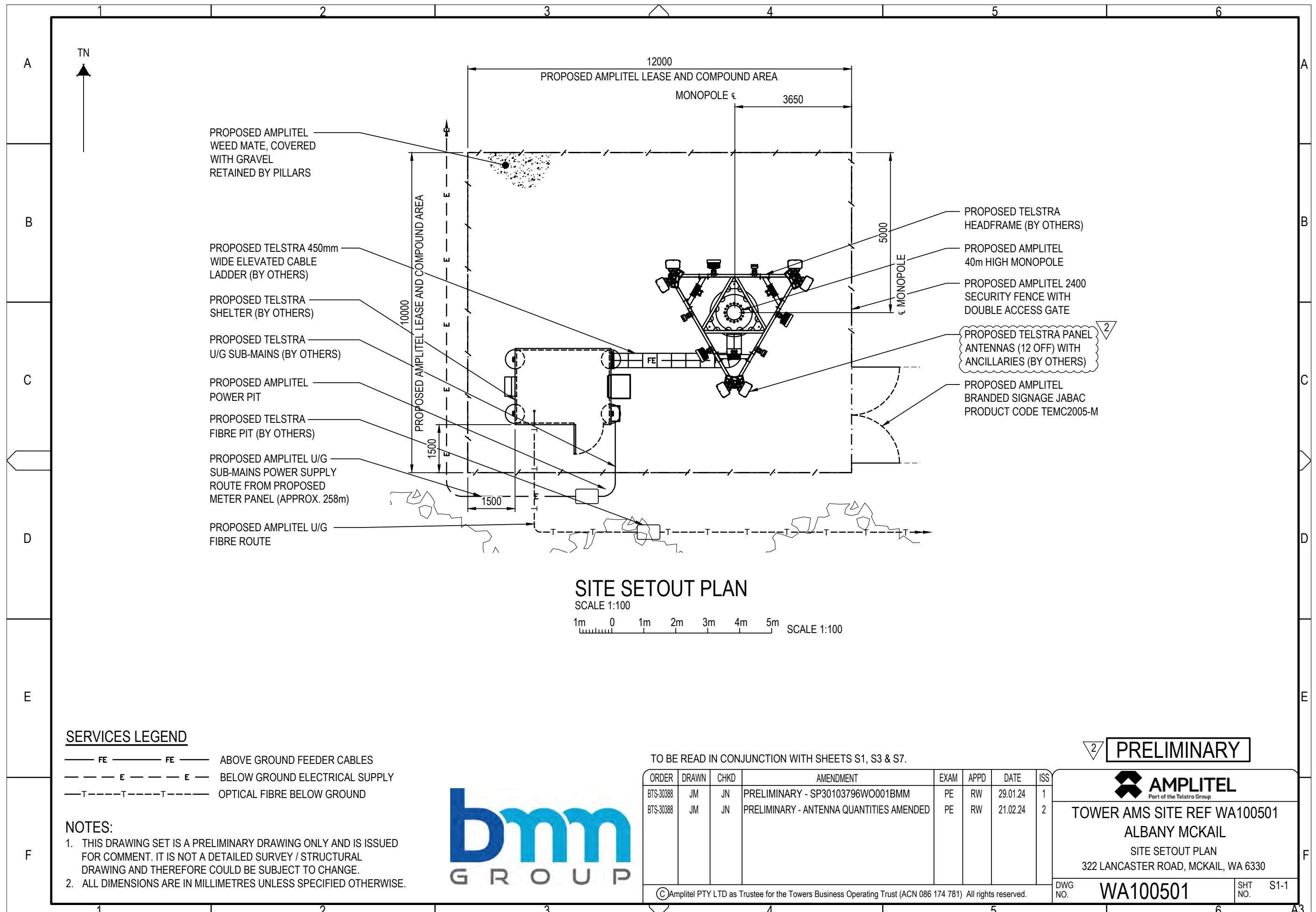
**PRELIMINARY**



**TOWER AMS SITE REF WA100501**  
**ALBANY MCKAIL**  
SITE LAYOUT AND ACCESS  
322 LANCASTER ROAD, MCKAIL, WA 6330

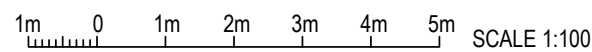
DWG NO. **WA100501** SHT NO. S1





**SITE SETOUT PLAN**

SCALE 1:100



**SERVICES LEGEND**

- FE — FE — ABOVE GROUND FEEDER CABLES
- - - E - - - E - - - BELOW GROUND ELECTRICAL SUPPLY
- - - T - - - T - - - T - - - OPTICAL FIBRE BELOW GROUND

**NOTES:**

1. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.



TO BE READ IN CONJUNCTION WITH SHEETS S1, S3 & S7.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
BTS-30388	JM	JN	PRELIMINARY - SP30103796WO001BMM	PE	RW	29.01.24	1
BTS-30388	JM	JN	PRELIMINARY - ANTENNA QUANTITIES AMENDED	PE	RW	21.02.24	2

**PRELIMINARY**



**TOWER AMS SITE REF WA100501**  
**ALBANY MCKAIL**  
 SITE SETOUT PLAN  
 322 LANCASTER ROAD, MCKAIL, WA 6330

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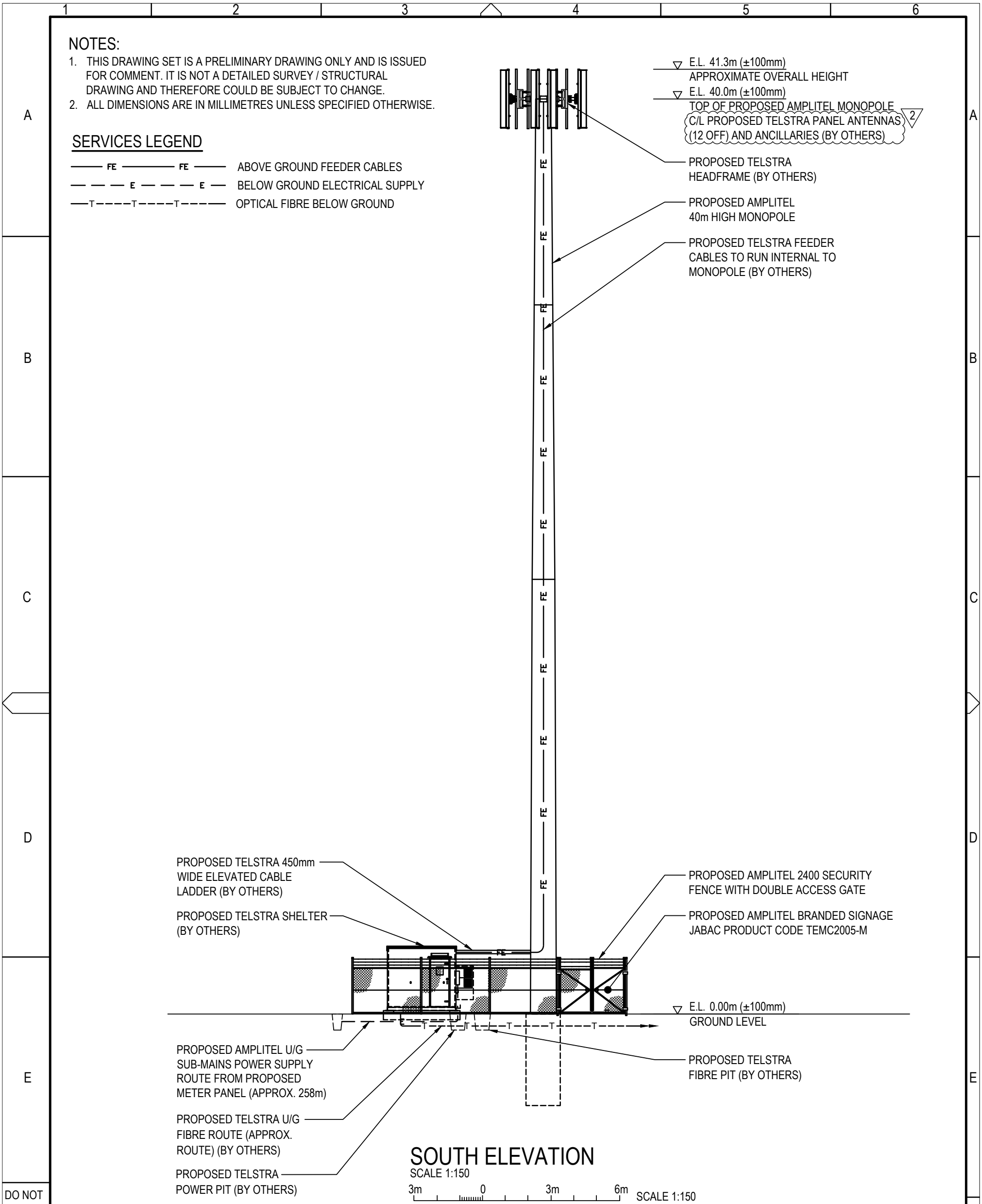
DWG NO. **WA100501** SHT NO. S1-1

**NOTES:**

1. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.

**SERVICES LEGEND**

- FE — FE — ABOVE GROUND FEEDER CABLES
- - - E - - - E - - - BELOW GROUND ELECTRICAL SUPPLY
- - - T - - - T - - - T - - - OPTICAL FIBRE BELOW GROUND



**SOUTH ELEVATION**

SCALE 1:150  
 3m 0 3m 6m SCALE 1:150

DO NOT SCALE

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1 & S7.

**PRELIMINARY**



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
BTS-30388	JM	JN	PRELIMINARY - SP30103796WO001BMM	PE	RW	29.01.24	1
BTS-30388	JM	JN	PRELIMINARY - ANTENNA QUANTITIES AMENDED	PE	RW	21.02.24	2



**TOWER AMS SITE REF WA100501**  
**ALBANY MCKAIL**  
 SOUTH ELEVATION  
 322 LANCASTER ROAD, MCKAIL, WA 6330

DWG NO. **WA100501** SHT NO. S3

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PROPOSED AMPLITEL  
COMPOUND

**AERIAL PHOTO LOCALITY PLAN**  
NOT TO SCALE

TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-1 & S3.



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
BTS-30388	JM	JN	PRELIMINARY - SP30103796WO001BMM	PE	RW	29.01.24	1

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**PRELIMINARY**



**TOWER AMS SITE REF WA100501**  
**ALBANY MCKAIL**  
AERIAL PHOTO LOCALITY PLAN  
322 LANCASTER ROAD, MCKAIL, WA 6330

DWG  
NO.

**WA100501**

SHT  
NO.

S7



# Environmental EME Report

<b>Location</b>	322 Lancaster Rd, MCKAIL WA 6330		
<b>Date</b>	16/02/2024	<b>RFNSA No.</b>	6330036

## How does this report work?

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at 322 Lancaster Rd, MCKAIL WA 6330. These levels have been calculated by BMM Group using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

A document describing how to interpret this report is available at ARPANSA’s website:

[A Guide to the Environmental Report.](#)


## A snapshot of calculated EME levels at this site

There are currently no existing radio systems for this site.

The maximum EME level calculated for the **proposed** changes at this site is

# 1.97%

out of 100% of the public exposure limit, 127 m from the location.



EME levels with the proposed changes	
Distance from the site	Percentage of the public exposure limit
0-50 m	0.95%
50-100 m	1.33%
100-200 m	1.97%
200-300 m	1.27%
300-400 m	0.76%
400-500 m	0.41%

For additional information please refer to the EME ARPANSA Report annexure for this site which can be found at <http://www.rfnsa.com.au/6330036>.

## Radio systems at the site

This base station currently has equipment for transmitting the services listed under the existing configuration. The proposal would modify the base station to include all the services listed under the proposed configuration.

Carrier	Existing		Proposed	
	Systems	Configuration	Systems	Configuration
Telstra			4G, 5G	LTE700 (proposed), LTE1800 (proposed), NR3500 (proposed), NR26000 (proposed), NR850 (proposed), LTE2100 (proposed), NR/LTE2600 (proposed)

### An in-depth look at calculated EME levels at this site

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined. All EME levels are relative to 1.5 m above ground and all distances from the site are in 360° circular bands.

Distance from the site	Existing configuration			Proposed configuration		
	Electric field (V/m)	Power density (mW/m <sup>2</sup> )	Percentage of the public exposure limit	Electric field (V/m)	Power density (mW/m <sup>2</sup> )	Percentage of the public exposure limit
0-50m				5.96	94.36	0.95%
50-100m				7.05	131.84	1.33%
100-200m				8.58	195.33	1.97%
200-300m				6.55	113.90	1.27%
300-400m				4.92	64.32	0.76%
400-500m				3.59	34.24	0.41%

### Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest, identified through consultation requirements of the [Communications Alliance Ltd Deployment Code C564:2020](#) or other means. Calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

#### Maximum cumulative EME level for the proposed configuration

Location	Height range	Electric field (V/m)	Power density (mW/m <sup>2</sup> )	Percentage of the public exposure limit
No locations identified				

**Josh Dallimore**

---

**From:** Mitchell MacKenzie <[REDACTED]>  
**Sent:** Wednesday, 1 May 2024 11:41 AM  
**To:** Josh Dallimore  
**Cc:** [REDACTED]  
**Subject:** RE: EF24309208 - A27175 - RE: EF24306818 - A27175 - Development Application - P2240018

Hi Josh,

Thank you for your email and for the opportunity to provide justification around how the current proposal creates a better outcome than what the scheme minimums require.

Whilst establishing the preferred location for a new base station facility on the lot, BMM Group considered the nature of existing land uses, visual impact and aesthetics of its facility on the surrounding environment. The facility has been sited and designed to maximise visual integration in the locality and ensure that the amenity of the locality is not substantially impacted. The siting, setback, screening, colour, and design of the facility combine to ensure that the natural environment, including the dominant sight lines, views and vistas from adjoining and surrounding areas and from surrounding roads and properties, will not be materially impacted by the development.

The context of this location is defined by the urban area to the west being physically divided from the rural properties to the east by the recently upgraded State owned Ring Road. Matters such as viewing distance, number of viewers and period of view are key factors taken into consideration in the siting and design of the facility and the mitigation of visual impact. In particular, the setbacks of the facility ensure that road users and adjacent property owners will view the proposed structure in the context of other vertical elements associated with the Ring Road construction, including power lines and light poles. Further, the location maximises the screening of the facility at ground level by being sited directly adjacent to existing mature vegetation and separated from properties to the west by the newly constructed Ring Road.

The proposed facility has therefore been located in an area of the site which results in the least amount of disturbance to the natural features of the site or surrounding area, and ground level views of the facility are obscured and better integrated in the locality for the reasons described above.

Distant views of the proposed facility will be possible given the need for the facility to be higher than the surrounding tree canopy and at a height which will deliver a quality service to the precinct, however given the careful siting of the facility, the impact on visual amenity has been mitigated to the maximum extent possible.

Strict compliance with prescribed 15m/10m setbacks to the primary and secondary roads will locate the facility in a cleared area of the paddock which is more open to views from the road and from adjoining properties. Given the context of the locality and proposed location directly adjacent to a State Controlled Road and its associated infrastructure, we request that Council vary the minimum setback requirements of LPS 2 as the facility location represents a sensible planning outcome which serves to improve the ongoing use of the subject lot as well as adjoining and surrounding properties.

Please see the attached and below images, which show the area in question.



Looking North:



Looking South-West:



Looking West:



Regards,



**Mitchell MacKenzie**  
Senior Town Planner | BMM Group



<p align="center"><b>CITY OF ALBANY LOCAL PLANNING SCHEME No. 2</b></p> <p align="center"><b>P2240018 – Proposed Telecommunications Infrastructure</b></p> <p align="center"><b>SUMMARY OF SUBMISSIONS</b></p> <p align="center"><i>Note: This is a broad summary of submissions only</i></p>		
<p align="center">7 submissions received objecting to the proposed works. Submissions addressed the following areas.</p>		
<p><b>Summary of Submissions</b></p>	<p><b>Applicant Response</b></p>	<p><b>Officer Comment</b></p>
<p><b><u>Location &amp; Amenity</u></b></p> <ul style="list-style-type: none"> <li>• The tower is too close to neighbouring properties.</li> <li>• Unhappy that the tower is closer to neighbouring houses than the house on the development site given the amount of land that could potentially be used.</li> <li>• The height and proximity will create a visual eyesore and disrupt the pleasantness of the panorama.</li> <li>• The proximity of the tower to houses may lead to a devaluing of properties and reduce resale potential.</li> <li>• Suggestions that a better location would be on the eastern boundary and as far north as possible to</li> </ul>	<p>The siting of a new mobile base station facility is primarily guided by the radio frequency coverage target area. Based on this a 'search area' is provided by the carrier to the contractor which guides where a new mobile base station must be sited to deliver the required coverage. In determining the exact location, consideration is given to property (the ability to find a willing owner and suitable location), engineering (the constraints of constructing the facility and availability of power and fibre) and town planning.</p> <p>In this case, a key aspect of determining a suitable location for the facility was to ensure that the use of the allotment would not be adversely affected by the proposed facility. To this end, the proposed location on the property at 322 Lancaster Road was agreed in close consultation with the landowner as it represents the most practical solution from a property, engineering, and town planning perspective, and would not adversely impact on the future plans to develop the property.</p> <p>The proposal was also strategically positioned close to the new Albany Ring Road which is considered grouping of infrastructure. Whilst we appreciate the proposed location may be visible from neighbouring properties, mobile telecommunications facilities must have line of site to the devices they are servicing. This means they must protrude over surrounding vegetation and the topography. In this instance a slim line monopole design has been preferred to a lattice tower structure to reduce</p>	<p>The proposed site is not located in a prominent topographical location (such as on a ridge line). The applicant has also proposed to use a monopole design in a grey tone to assist in reducing the visual impact of the proposed development.</p> <p>The development has been located to take advantage of existing vegetation around the property to act as screening at ground level.</p>

<p>increase the separation distance.</p>	<p>the visual profile. As a result, we consider the proposal to be the most suitable and practical given the constraints.</p>	
<p><b><u>Quality of Supporting Report</u></b></p> <ul style="list-style-type: none"> <li>• The report included with the application references a fact sheet from ARPANSA dated March 2015 which would have been conducted based on 3G technology.</li> <li>• Wanting clarification on how the adjoining rig road will act as a buffer from the radiation.</li> <li>• Questions on the validity of the reference to “25000 studies being done on the health impacts”, stating instead that these were just opinion papers reviewed by WHO.</li> <li>• Refuting the claim that 5G will produce a similar amount of EME as 3G and 4G technologies.</li> <li>• The need for the tower has not been established with any supporting data or review.</li> </ul>	<p>EME levels, which are based on safety guidelines recommended by the International Commission on Non-Ionizing Radiation Protection (ICNIRP), are set by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and regulated by the Federal Government’s, Australian Communications and Media Authority (ACMA).</p> <p>The ACMA’s regulatory arrangements require base stations to comply with the exposure limits set in the relevant Australian safety standard; the Radiation Protection Standard for Limiting Exposure to Radiofrequency Fields – 100 kHz to 300 GHz (2021), known as RPS S-1 or the ARPANSA Standard. The RPS S-1 series was adopted in 2021 and includes 4G and 5G frequency fields. The new standard was introduced to align with updated ICNIRP guidelines published in 2020.</p> <p>Prior to the adoption of the RPS S-1, the relevant standard was the Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields - 3 kHz to 300 GHz (2002). This standard included the frequencies utilised in 3G, 4G and 5G technologies.</p> <p>All Telstra mobile base stations are designed to comply with the relevant Australian safety standard. The EME report provided with the application provides a calculation of the maximum EME associated with the proposed facility measured in accordance with the ARPANSA methodology.</p> <p>The Australian Media and Communications Authority (ACMA) has recently undertaken 5G Audits on EME level across 129 base stations in NSW. The audit found the average EME levels from all technologies including 3G, 4G and 5G across 129 base stations was less than 1.2% of the public safety limits and the majority of sites were under 1%.</p>	<p>The City is not the regulatory body for this component of the development and therefore facts and figures presented regarding EME do not influence this decision.</p>

	<p>The ACMA audit also compared the measured values to those reported by Carriers in the ARPANSA EME Report prepared for all mobile base station sites in Australia and available on the Radiofrequency National Site Archive (RFNSA). In all cases the measured values from the ACMA audit were below the Carriers' predictions and in the vast majority of cases were less than half the levels reported on the RFNSA at: <a href="https://amta.org.au/acma-audit-reassures-5g-is-safe-2/">https://amta.org.au/acma-audit-reassures-5g-is-safe-2/</a>.</p> <p>With regards to the need for the tower, this is informed by Telstra Radiofrequency engineers who regularly undertake detailed assessments and reviews of the performance and coverage of their mobile telecommunications networks. The proposal is intended to improve mobile services in particular depth of coverage in the areas of McKail, Marbelup and major connecting roads in the area.</p>	
<p><b><u>Health Effects</u></b></p> <ul style="list-style-type: none"> <li>• The effects of long term exposure to EMR has yet to be proven and this could put people at risk.</li> <li>• Owner is sensitive to EMF's and therefore her health will be compromised.</li> </ul>	<p>Over 50 years of scientific research has already been conducted into the possible health effects of the radio signals used for mobile phones, base stations and other wireless services, including the frequency bands now being redeployed for 5G. We agree that it is important that scientists perform long term studies on possible adverse effects of mobile-phone type exposure. There are a number of studies underway (e.g. COSMOS, see <a href="http://www.thecosmosproject.org/">http://www.thecosmosproject.org/</a>) and it is important to monitor the outcomes of these. The ARPANSA website describes that Electromagnetic hypersensitivity (EHS) is a wide range of non-specific health problems that are attributed to low-level exposure of electromagnetic fields (EMF) and "... EHS has no clear diagnostic criteria and the science so far has not provided evidence that EMF exposure is the cause."</p> <p>ARPANSA advises: On the basis of current scientific information, there is no established evidence that EHS is caused by EMF at levels below exposure guidelines. ARPANSA acknowledges that the health symptoms experienced by the affected individuals are real and can be a disabling</p>	<p>The City is not a regulatory body in respect to electromagnetic energy (EME). The Federally established Australian Protection and Nuclear Safety Agency (ARPANSA) enforce the Radiation Protection Standard for Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300GHz. The EME report submitted by the applicant states that the maximum EME level from the site will be 1.97% of the maximum public exposure level.</p>



	<p>problem, and advise those affected to seek medical advice from a qualified medical specialist.</p> <p>ARPANSA remains actively engaged with the EHS community, researchers and medical specialists in this area. ARPANSA will continue to review the research into potential health effects of exposure to EMF in order to provide accurate and up-to-date advice.</p> <p>See <a href="https://www.arpansa.gov.au/understanding-radiation/radiation-sources/moreradiation-sources/electromagnetic-hypersensitivity">https://www.arpansa.gov.au/understanding-radiation/radiation-sources/moreradiation-sources/electromagnetic-hypersensitivity</a></p> <p>The scientific foundation of the ARPANSA Safety Standard (RPS S-1) is based on the ICNIRP 2020 RF Safety Guidelines. See 'Appendix B – Health Risk Assessment Literature' in the Guidelines and in particular the section 'Symptoms and Wellbeing' for further discussion on scientific studies related to EHS. ICNIRP concludes that "... no reports of adverse effects of radiofrequency EMF exposures on symptoms and wellbeing have been substantiated, ..." at exposure levels that satisfy the safety limits.</p>	
<p><b><u>Environmental</u></b></p> <ul style="list-style-type: none"> <li>• Research has found that bee's are affected by EMF's which cause them to get disorientated and lose their way causing Colony Collapse Disorder.</li> <li>• Potential loss of bees will have negative impacts on fruit trees and vegetable patch.</li> </ul>	<p>With respect to possible effects of RF EME on flora and fauna, in 2019 Telstra asked ARPANSA for their response on the issue of possible effects on flora and fauna. They replied, "There is no established evidence that EME exposure from wireless telecommunications sources is harmful to flora or fauna. It should be remembered that many of the studies investigating human health are performed in the laboratory on animals and plant cells."</p> <p>In regard to the ARPANSA 2020 Safety Standard RPS S-1, ARPANSA has written "... existing studies on the effects of low-level RF EME exposure on plants and animals indicate that the exposure limits set within the Standard are adequate in providing protection to the environment." See</p>	<p>The City is not the regulatory body for health concerns whether that be human or environmental. The development will be required to comply with the relevant environmental regulations.</p>



	<p><a href="https://www.arpansa.gov.au/regulation-and-licensing/regulatorypublications/radiation-protection-series/codes-and-standards/rpss-1-qa">https://www.arpansa.gov.au/regulation-and-licensing/regulatorypublications/radiation-protection-series/codes-and-standards/rpss-1-qa</a></p> <p>In 2019, the German Federal Office for Radiation Protection (BfS) organized an international workshop titled “Environmental effects of electric, magnetic and electromagnetic fields: flora and fauna”. Leading international researchers were invited and the outcomes for frequencies as used by Telstra’s infrastructure and devices were published in a paper available at <a href="https://journals.lww.com/healthphysics/Fulltext/9900/Biological_Effects_of_Radiofrequency.47.aspx">https://journals.lww.com/healthphysics/Fulltext/9900/Biological_Effects_of_Radiofrequency.47.aspx</a>. The working group concluded “The results presented at the workshop did not show any sound scientific evidence of adverse effects of low-level anthropogenic RF-EMFs at frequencies exceeding 100 MHz on animals or plants under realistic environmental conditions.”</p> <p>ARPANSA and Swinburne University of Technology have conducted a systematic 'map' that has collated the available evidence on the effect of RF EME on flora and fauna. The paper is available at:</p> <p><a href="https://environmentalevidencejournal.biomedcentral.com/articles/10.1186/s13750-023-00304-3">https://environmentalevidencejournal.biomedcentral.com/articles/10.1186/s13750-023-00304-3</a></p> <p>ARPANSA also discusses their systematic map at their website <a href="https://www.arpansa.gov.au/arpansa-reviews-radio-wave-effects-plants-andanimals">https://www.arpansa.gov.au/arpansa-reviews-radio-wave-effects-plants-andanimals</a></p> <p>An ICNIRP working group has commenced a systematic review of studies that consider effects on flora and fauna ('Environment and EMFs'). See <a href="https://www.icnirp.org/en/about-icnirp/project-groups/index.html">https://www.icnirp.org/en/about-icnirp/project-groups/index.html</a></p> <p>As ARPANSA wrote on their website, their systematic map will help inform the ICNIRP review.</p>	
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**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

			CONDITION RATING (Tick appropriate box)			
TYPE	ACTIVITY	LOS 1S REGIONAL Maintenance Standard	GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	COMMENT
Turf/grassland	Mowing	40mm				
	Turf Up keep	Biannually				
	Fertilising lawn areas	2 x month				
Gardens/feature areas	Fertilize	Quarterly				
	Planting	Seasonal				
	Mulch / gravels	Biannually				
	Pruning	Biannually				
	Weed management	As required				
Beach areas	Sand management	As required				
	Seagrass management	As required				
	Boardwalks / paths sweeping	2 x week				
Irrigation	Turf irrigated	25-40mm / week				
	Irrigation system maintenance	3 weekly				
General/ whole park	Aboricultural	Quarterly				
	Insect and disease control	As required				
	Rubbish Management	3 x week				
	BBQs	3 x week				
	Playground equipment / furniture	Fortnightly				
	Kerbing / edging	Fortnightly				
	Path / hardstand	Fortnightly				



**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

			CONDITION RATING (Tick appropriate box)			
TYPE	ACTIVITY	<u>LOS 1</u> <u>DISTRICT</u> Maintenance Standard	GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	COMMENT
Turf/grassland	Mowing	60mm				
	Turf Up keep	Annually				
	Fertilising lawn areas	Annually				
Gardens/feature areas	Fertilize	Biannually				
	Planting	Seasonal				
	Mulch / gravels	Biannually				
	Pruning	Biannually				
	Weed management	As required				
Irrigation	Turf irrigated	10-15mm / week				
	Irrigation system maintenance	Monthly				
General/ whole park	Aboricultural	Quarterly				
	Insect and disease control	As required				
	Rubbish Management	3 x week				
	BBQs	Weekly				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	Monthly				
	Path / hardstand	Monthly				



**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**CONDITION RATING**  
(Tick appropriate box)

TYPE	ACTIVITY	LOS 1 <u>NEIGHBOURHOOD</u> Maintenance Standard	CONDITION RATING			COMMENT
			GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	
Turf/grassland	Mowing	100mm				
	Turf Up keep	As required				
	Fertilising lawn areas	N/A				
Gardens/feature areas	Fertilize	As required				
	Planting	Seasonal				
	Mulch / gravels	Annually				
	Pruning	As required				
	Weed management	As required				
Irrigation	Turf irrigated	8-10mm / week				
	Irrigation system maintenance	Monthly				
General/ whole park	Aboricultural	2 yearly				
	Insect and disease control	As required				
	Rubbish Management	Weekly				
	BBQs	Fortnightly				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	As required				
	Path / hardstand	As required				



**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**CONDITION RATING**  
(Tick appropriate box)

TYPE	ACTIVITY	LOS 2 <u>NEIGHBOURHOOD</u> Maintenance Standard	CONDITION RATING			COMMENT
			GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	
Turf/grassland	Mowing	150mm				
	Turf Up keep	As required				
	Fertilising lawn areas	N/A				
Gardens/feature areas	Fertilize	As required				
	Planting	Seasonal				
	Mulch / gravels	Annually				
	Pruning	As required				
	Weed management	As required				
Irrigation	Turf irrigated	5-8mm / week				
	Irrigation system maintenance	Monthly				
General/ whole park	Aboricultural	2 yearly				
	Insect and disease control	As required				
	Rubbish Management	Weekly				
	BBQs	N/A				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	As required				
	Path / hardstand	As required				



**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**CONDITION RATING**  
(Tick appropriate box)

TYPE	ACTIVITY	LOS 1 LOCAL Maintenance Standard	CONDITION RATING			COMMENT
			GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	
Turf/grassland	Mowing	200mm				
	Turf Up keep	As required				
Gardens/feature areas	Fertilize	As required				
	Planting	Seasonal				
	Mulch / gravels	Annually				
	Pruning	As required				
	Weed management	As required				
General/ whole park	Aboricultural	5 yearly				
	Insect and disease control	As required				
	Rubbish Management	Weekly				
	BBQs*	N/A				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	As required				
	Path / hardstand	As required				

\* Moon Park only





**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

			CONDITION RATING (Tick appropriate box)			
TYPE	ACTIVITY	<u>LOS 2</u> <u>LOCAL</u> <i>Maintenance Standard</i>	GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	COMMENT
Turf/grassland	Mowing	250mm				
	Turf Up keep	N/A				
Gardens/feature areas	Fertilize	<i>As required</i>				
	Planting	<i>Seasonal</i>				
	Mulch / gravels	<i>Annually</i>				
	Pruning	<i>As required</i>				
	Weed management	<i>As required</i>				
General/ whole park	Aboricultural	<i>5 yearly</i>				
	Insect and disease control	<i>As required</i>				
	Rubbish Management	<i>Weekly</i>				
	Playground equipment / furniture	<i>Monthly</i>				
	Kerbing / edging	<i>As required</i>				
	Path / hardstand	<i>As required</i>				



City of Albany  
Policy

# **Developed Managed Space Parks & Gardens**

<b>Document Approval</b>			
Document Development Officer:		Document Owner: <i>(Executive Director and/or designated Manager)</i>	
Position Title		Executive Member Position Title	
<b>Document Control</b>			
File Number - Document Type:		CM.STD.7 – Policy	
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Version	Author	Version Description	Date Completed
1.0	Reserves Officer	Adoption Reference: OCM 25/06/2024	dd/mm/20yy
1.0	Position Title	User version numbering 1.0 when adopted or approved. Example descriptions: <i>Adopted by Council on 26/11/2024 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

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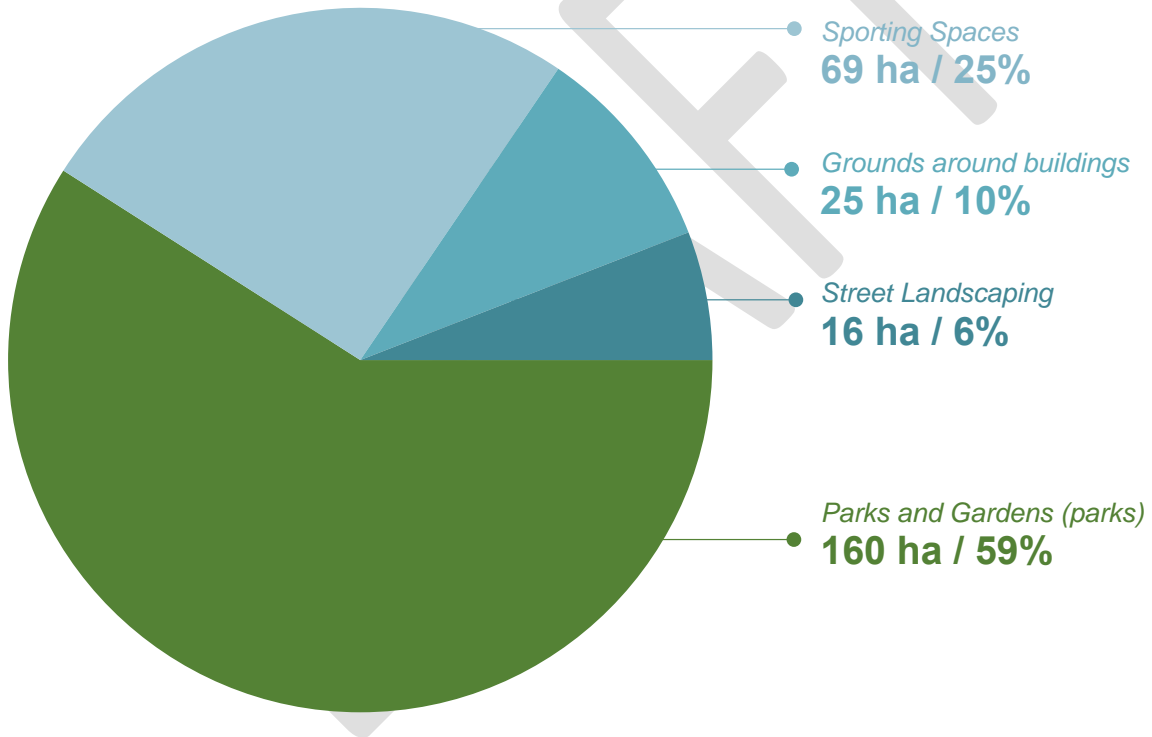
**Introduction**

Developed Managed Space (DMS) is defined in the Strategic Asset Management Plan 2017 (SAMP) as *being typically in the urban environment* and includes recreation areas as follows:

- **Parks and Gardens (parks)**
- Sporting fields
- Grounds around buildings
- Street landscaping

The City of Albany (City) is responsible for these four (4) categories of DMS totalling 270 ha within the urban area (refer to Figure 1).

This policy addresses ***parks only*** and applies to all parks within the urban area under the care and control of the City. This totals 160 ha, spread over 70 parks.



## Objective

The objective of this policy is to ensure the City provides equitable access to a diverse network of recreational experiences that enhance the lives of the whole community, regardless of a resident's address.

This policy will assist in:

- Bringing all parks to a consistent level of service appropriate to size and location
- Ensuring development and upgrades are considered as part of a City wide network
- Communicating to community the role and provision of their parks
- Guiding implementation and prioritisation of park upgrades
- Optimising City resources to meet City and Community needs.

## Scope

This policy addresses ***parks only*** and applies to all parks within the urban area under the care and control of the City – excluding leased areas.

For the purposes of this policy, parks refer to one component of the public open space (POS) network across the Albany urban area.

This policy provides direction and guidance for provision of infrastructure and maintenance operations at each of the City's parks based on an associated Level of Service (LOS).

This policy should be read in conjunction with the Public Parkland Policy for determining allocation, type, and location of new public open space.

## Policy Statement

Parks form one of the vital components of Albany's POS network. This POS network is an integral part of the City's environment – providing access to nature, community meeting places, and recreational opportunities.

Parks generally go hand in hand with a variety of built infrastructure such as lighting, playgrounds, shelter, paths, signage, fencing, bins, barbeques, public toilets, and skate parks.

There is considerable pressure from the community to provide an increasing level of infrastructure in many of the City's parks, however, this is not sustainable. Infrastructure needs to be distributed equitably across Albany, with equal consideration given to the cost of implementing ***and*** maintaining that infrastructure in the long term. This is critical to ensure parks remain high quality, valuable public assets.



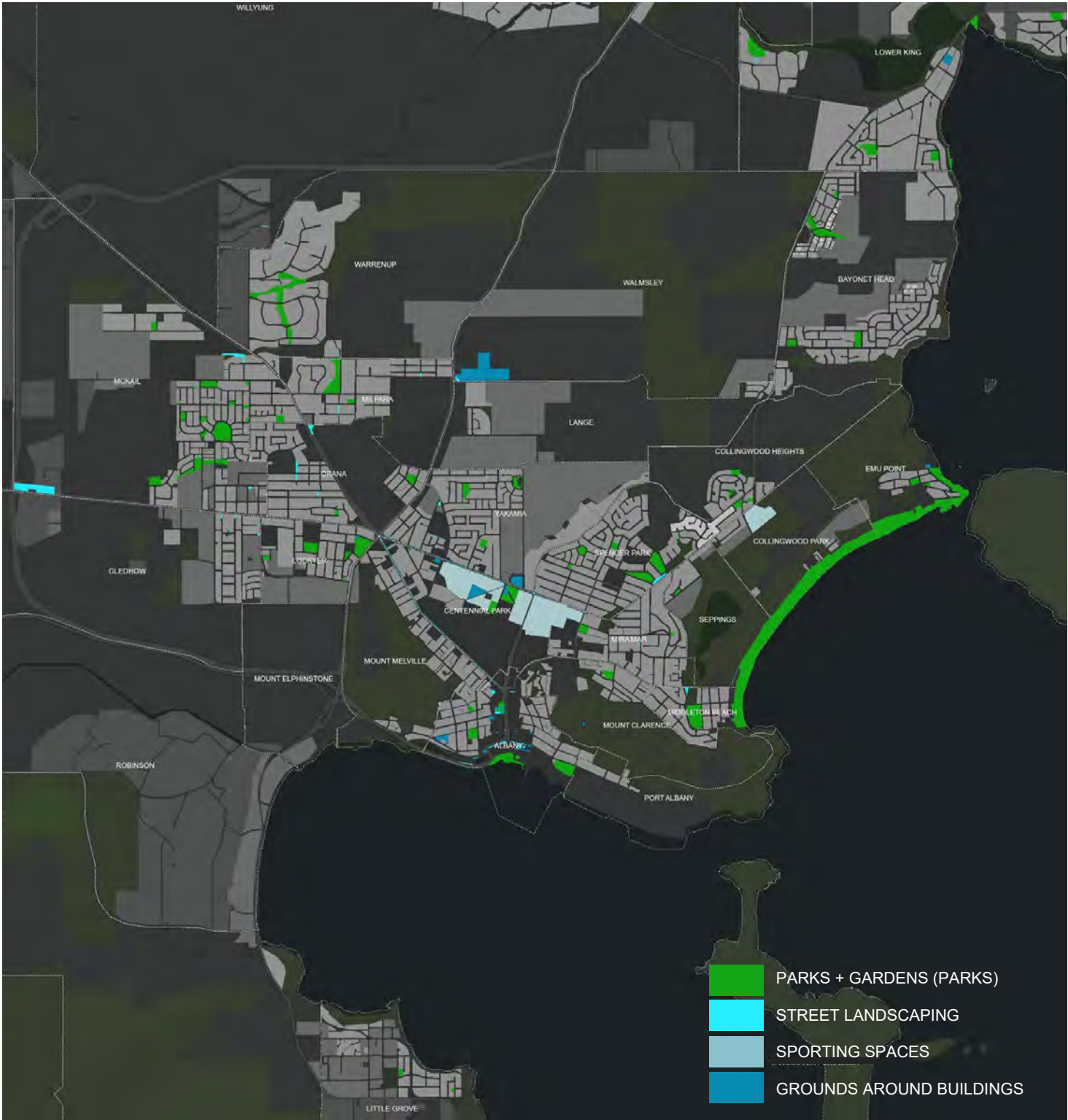


FIGURE 1: DMS CATEGORIES AND THEIR DISTRIBUTION ACROSS THE URBAN AREA



FIGURE 2: DMS PARKS + GARDENS (PARKS) COVERED UNDER THIS POLICY

**Park Hierarchy**

Albany’s parks are categorised as per an established POS hierarchy defined in the Department of Local Government, Sport, and Cultural Industries (DLGSC) *Classification Framework for Public Open Space (2012)*. This hierarchy is used to achieve a level of consistency across the opportunities and infrastructure available to residents in all suburbs.

The City’s SAMP states: *to effectively manage our assets it is important to allocate a hierarchy for categorising and determining what level of service is most appropriate for Albany’s Parks*. As such, each park in Albany has been allocated a category within the POS hierarchy, which informs the levels of service, and thereby both the infrastructure and maintenance provision for each park.

A summary of the park hierarchy is included below:

Category	Description	Size & Location
<b>Regional Park</b>	<p>Large reserves including Foreshore Space that have significant active area, high leisure, social, and tourism function. These parks are a destination draw card for tourism and usually have high levels of amenity.</p> <p><i>Example: Binalup/Middleton Beach, Emu Point, Anzac Peace Park</i></p>	Not defined by size or accessibility to proximate residents.
<b>District Park</b>	<p>Designed for neighbourhood interaction encouraging sporting and social events.</p> <p>District Parks are designed to service a cluster of neighbourhoods, accessible by an arterial network and ideally serviced by public transport. As District Parks service multiple neighbourhoods, they reduce the City’s number of Parks and allow a higher level of development and amenity more cost efficiently.</p> <p><i>Example: Eyre Park, Foundation Park, Lakeside Park</i></p>	Generally greater than 5ha and accessible to residents within 2km radius.
<b>Neighbourhood Park</b>	<p>Serve a recreational and social purpose for the entire neighbourhood. Ideally located at the edge or between neighbourhoods, providing a variety of options to the local community.</p> <p><i>Example: Lake Weerlara / Apex Park, Lawley Park, Becker Park</i></p>	Generally between 1ha and 5ha and accessible to residents within 800m radius.
<b>Local Park</b>	<p>Local Parks accommodate daily recreation for the community within walking distance. Primarily designed for nature and passive recreation and are dispersed throughout the suburbs.</p> <p><i>Examples: Baltic Ridge, Moon Park, Wansborough Park</i></p>	Generally up to 1ha and accessible to residents within 300m radius.

**Table 1: Park Hierarchy Definitions**

**Note:** Across Albany, some parks may serve multiple functions within the hierarchy if, for example, there is an under allocation of parks in a precinct (i.e. District open space may also function as local open space).





FIGURE 3: PARK HIERARCHY

**Current Park Distribution**

Based on the park hierarchy described in Table 1, the current distribution of parks across Albany offers most local communities’ reasonable access to a variety of infrastructure and experiences within a walkable distance (400m radius).

**Future Park Distribution – 5 Year Plan**

Substantial park improvement works or redevelopments, including new POS handed over to the City as a result of subdivision development, may impact on overall distribution and access to POS. An updated gaps analysis and audit of infrastructure should be undertaken every 5 years to assess any changes to equitable access and provision.

Park Category	Number of Parks	Area of Parks (ha)
Regional Park	4	74
District Park	6	14
Neighbourhood Park	25	40
Local Park	35	32
<b>Total</b>	<b>70</b>	<b>160</b>

**Table 2: Current Park Distribution**

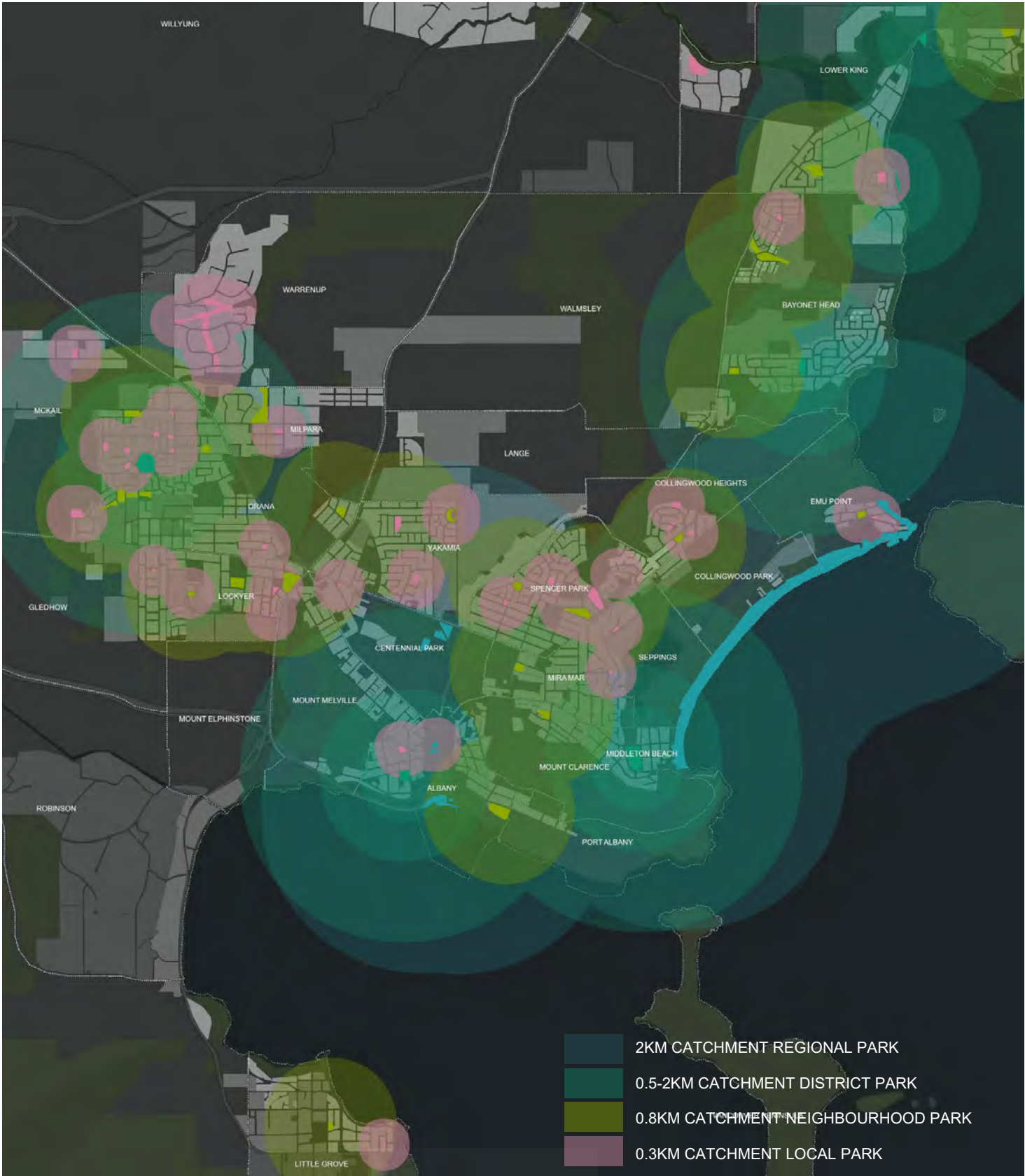


FIGURE 4: PARK CATCHMENT AREAS



**Levels of Service (LOS)**

Levels of Service (LOS) guide what, how, and where services are delivered across the park hierarchy.

The LOS for each park has been determined as either **LOS 1S (High – Seasonally impacted)**, **LOS 1 (Medium)** or **LOS 2 (Low)**.

These levels are utilised to ensure equity and consistency is delivered across City parks. LOS 1S, LOS 1 or LOS 2 are defined by a range of factors including; park hierarchy, level of use, community expectations, whole of life costs, and what amenity and infrastructure is already available nearby.

The below table explains the difference between LOS 1S, LOS 1, and LOS 2.

Level of Service	Quality Standard	Description
LOS 1S*	High	<p><b><i>This level has the smallest number of parks, serviced to the highest quality.</i></b></p> <p>High use/high profile regional parks that people often take visitors to or will travel longer distances to use.</p> <p>This standard has the highest level of asset provision, using quality materials and bespoke designs. Maintenance is undertaken to the highest affordable standards, with quick response times and proactive programmed operations.</p>
LOS 1	Medium	<p><b><i>This level has a larger number of parks, serviced to a standard quality.</i></b></p> <p>Well used district and larger neighbourhood and local parks people will often travel several kilometres to use.</p> <p>This standard has a moderate level of asset provision, using robust materials and simple designs. Maintenance is undertaken to good standards, with standard response times and programmed operations.</p>
LOS 2	Basic	<p><b><i>This level forms the majority of parks, with basic quality assets and maintenance.</i></b></p> <p>Smaller neighbourhood parks and local parks, generally developed to be used by local residents, often within walking distance of their home.</p> <p>This standard has the lowest level of asset provision, using robust materials and simple designs. Maintenance is undertaken to a basic standard, with longer response times and fewer programmed operations.</p>

**Table 3: LOS Definitions**

***\*LOS 1S is allocated to high profile parks that are subject to distinct seasonal conditions that require higher than normal servicing during peak weather events / tourism periods.***

**Development and Operational LOS**

The following section provides guidance on asset provision, maintenance operations and standards, and an estimated range of capital and operational costs for each park category.

**Development LOS**

Development LOS defines the range of assets provided, their quality, and their quantity.

The table below identifies what infrastructure is considered suitable for each park category. These Development LOS should be used to form the basis of any brief when undertaking park planning or for consultation with the community. However, in all instances, addition of infrastructure is always assessed on a case-by-case basis.

Park Category	LOS	Access for All	Toilet	Shade Shelter	BBQ	Minor Play Equipment	Major Play Equipment	Skate Park	Sport Equip	Furniture	Bins	Drink Fountain	Public Art	Shared Path	Parking	Lighting	Lawn Garden & Irrigation
Regional Park	LOS 1S	✓	✓	✓✓	✓✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
District Park	LOS 1	✓	✓	✓✓	✓✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Neighbourhood Park	LOS 1	✓	✓	✓✓	✓✓		✓	✓	✓	✓	✓	✓	●	✓	✓	✗	✓
	LOS 2	●	✗	●	●	✓	●	✗	✓	✓	✓	●	●	●	✓	✗	✓
Local Park	LOS 1	●	✗	●	●	✓	✗	✗	✓	✓	✗	✗	●	✓	✗	✗	✓
	LOS 2	●	✗	✗	✗	●	✗	✗	●	✓	✗	✗	●	●	✗	✗	●

- ✓ May be provided
- ✓✓ Multiple may be suitable
- ✗ Not recommended
- Considered under special circumstances

**Table 4: LOS Recommended Park Infrastructure**

**Note:** Special Residential areas generally do not include large infrastructure such as playgrounds due to the size of yards and proximity to natural areas.

**Operational LOS**

Operational LOS defines the standard to which parks and their infrastructure are maintained.

The ability to maintain the assigned LOS relies on ongoing resource availability. Any park improvements or redevelopment must give due consideration to these ongoing operational costs and staff resourcing.

The tables below identify recommended visual inspection frequencies and maintenance performance standards to ensure the park is serviced to the required LOS.



FIGURE 5: LEVELS OF SERVICE (LOS) HIERARCHY

Levels of Service (LOS)	Inspection Frequency
LOS 1S	Weekly (Seasonally 2 x week)
LOS 1	Fortnightly
LOS 2	Monthly

**Table 5: LOS Inspection Frequency Standard (refer to Appendix 2 for Park Inspection Forms)**

		Regional	District	Neighbourhood		Local	
Type	Activity	LOS 1S	LOS 1	LOS 1	LOS 2	LOS 1	LOS 2
Turf/grassland	Mowing	40mm	60mm	100mm	150mm	200mm	250mm
	Turf Up keep	Biannually	Annually	As required	As required	As required	N/A
	Fertilising lawn areas	2 x month	Annually	N/A	N/A	N/A	N/A
Gardens/feature areas	Fertilize	Quarterly	Biannually	As required	As required	As required	As required
	Planting	Seasonal	Seasonal	Seasonal	Seasonal	Seasonal	Seasonal
	Mulch/gravels	Biannually	Biannually	Annually	Annually	Annually	Annually
	Pruning	Biannually	Biannually	As required	As required	As required	As required
	Weed management	As required	As required	As required	As required	As required	As required
Beach areas	Sand management	As required	N/A	N/A	N/A	N/A	N/A
	Seagrass management	As required	N/A	N/A	N/A	N/A	N/A
	Boardwalks/paths sweeping	2 x week	N/A	N/A	N/A	N/A	N/A
Irrigation	Turf irrigated	25-40mm / week	10-15mm / week	8-10mm / week	5-8mm / week	N/A	N/A
	Irrigation system maintenance	3 weekly	Monthly	Monthly	Monthly	N/A	N/A
General/ whole park	Arboriculture	Quarterly	Quarterly	2 yearly	2 yearly	5 yearly	5 yearly
	Insect and disease control	As required	As required	As required	As required	As required	As required
	Rubbish Management	3 x week	3 x week	Weekly	Weekly	Weekly	Weekly
	BBQs	3 x week	Weekly	Fortnightly	N/A	N/A	N/A
	Playground equipment/Street furniture	Fortnightly	Monthly	Monthly	Monthly	Monthly	Monthly
	Kerbing/edging	Fortnightly	Monthly	As required	As required	As required	As required
	Path/hardstand	Fortnightly	Monthly	As required	As required	As required	As required

**Table 6: LOS Maintenance Performance Standards**

**Note:** The above tables outline recommended standards for City operational services, however it is acknowledged that climatic conditions can, and often do, affect frequency and/or ability to carry out certain tasks. Activities that are scheduled ‘As required’ are assessed as per specific maintenance plans and schedules.

**Budget Allocations**

Generally, capital expenditure allocated to parks is low in comparison to other City infrastructure, however, the annual operating expenditure for parks is significant due to the continuous upkeep requirements of the asset. As such, an annual budget range is set for each park category to ensure that the infrastructure can be maintained and upgraded as required as per the asset renewal schedule.

The following budget allocations include capital and operational to ensure the ongoing maintenance expenditure for each park is secured.

Category	Levels of Service (LOS)	Capital (Infrastructure / Upgrades) Budget Allocation	Operational (Maintenance) Budget Allocation
Regional Park	LOS 1S	\$250,000 to \$500,000 (Funding opportunities)	\$75,000 to \$95,000
District Park	LOS 1	\$150,000 to \$250,000	\$30,000 to \$75,000
Neighbourhood Park	LOS 1	\$100,000 to \$150,000	\$15,000 to \$30,000
	LOS 2	\$70,000 to \$100,000	\$10,000 to \$20,000
Local Park	LOS 1	\$30,000 to \$70,000	\$10,000 to \$20,000
	LOS 2	Nil or up to \$30,000	Up to \$10K

**Table 7: LOS Allocated Budget Range - Capital and Operational**

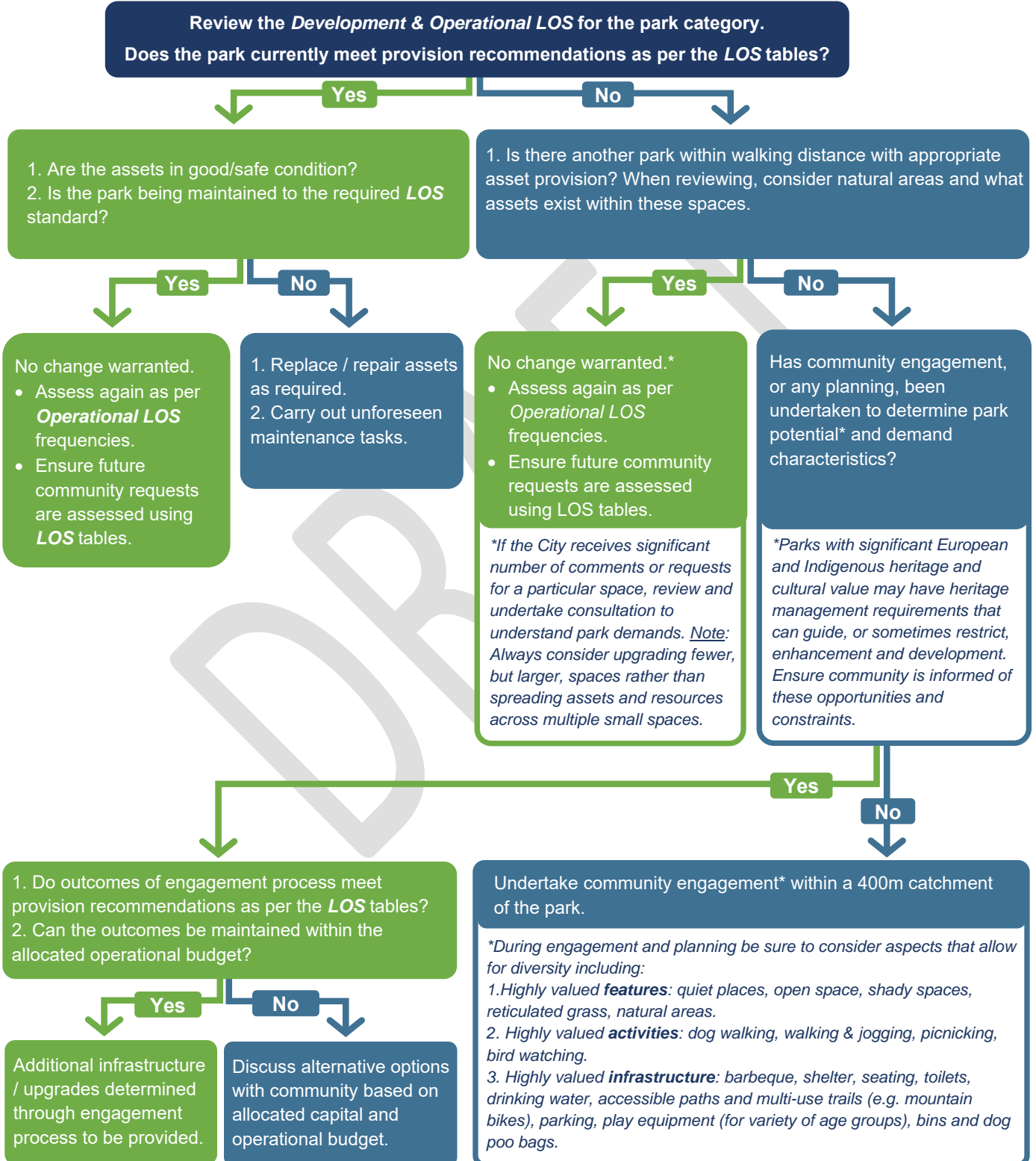


**Decision Framework**

The DMS capital and operational budget is delivered to ensure equitable and sustainable provision of infrastructure and upgrades. This is determined by balancing the following factors:

- The allocated LOS for the park (i.e LOS 1S, LOS 1, or LOS 2)
- Community engagement process
- Demand characteristics of the locality (Community demographics and values)

The framework below has been developed to assist in the decision-making process.





## Considerations for the Decision-Making Process

There are several recurring themes that are commonly raised with the City. The following outlines key factors that should be given due consideration in determining park upgrade and infrastructure provision.

### Community Engagement Process

A person's location (as well as their age, gender, ability, or other attributes) can affect their access to the park network. It is essential to adapt to change and ensure a rigorous engagement process to understand the needs of all users in a locality. Engagement provides the opportunity for local users of the park to provide input into how the park is enhanced.

Acknowledging any enhancements will ultimately be determined by both the capital and operational budget, the City utilises budgetary participation. The budget allocation is provided to the community so they can provide input into the upgrades most suitable for their precinct, community, and park. This process ensures the City considers the current demographics, cultures and users of each park.

### Demand Characteristics

The park hierarchy and LOS identify recommended services and infrastructure based on the category, size, and function of the park. However, a community's priorities often shift over time depending on changing demographics in a particular location. For example, consultation outcomes may support removal or reduction of a playground, and replacement with more suitable infrastructure such as shelters and BBQs. Therefore, it is important to provide appropriate infrastructure based on the unique demand characteristics of each location gathered through the consultation process.

### Play Spaces

The City approaches playground provision with the aim to provide modern, imaginative, inclusive, and all-ages playgrounds where feasible.

Renewal and enhancement of all playgrounds is determined as per safety audits and outcomes of the community engagement process. As playgrounds require renewal, the City engages with the local community, generally within 400m of a park, to determine appropriate upgrades.

### Shade

Albany, like most Australian cities, now has a high UV rating for much of the year. Shade cover can be provided from a variety of means including built and natural. The City approaches the requirement for shade provision on a case-by-case basis for each park.

Shade structures over playgrounds are not provided as a standard and are assessed based on existing site characteristics such as wind patterns, trees, and existing infrastructure.

### Fences

Generally fencing is not provided in City parks. Play Australia note that fences are not seen as inclusive and limit where play can take place, although it is acknowledged that this can assist those with some conditions such as autism.

Fencing around play areas may be considered in situations where a barrier is required between the play space and hazards, or at parks that are designated as off leash dog exercise areas.

### Fenced Dog Off Leash Parks

There is increasing demand for fenced dog exercise areas within City parks. These areas require a relatively large, grassed area to enable dogs to run unleashed, good accessibility by car and foot, and adequate parking provision. Additionally, they need to be located where they won't impede on other infrastructure or amenity.

**Outdoor Basketball Courts**

Within parks, full size basketball courts are not provided as they are not for the purpose of formal sport. The size of park courts are generally 12 x 18m. There are also opportunities to install multipurpose courts in appropriate parks where the demand is determined. Multipurpose courts facilitate basketball, netball, handball, mini tennis, cricket, and other recreational activities on a hard surface.

**Drainage Reserves**

A portion of the City parks are utilised for stormwater management and drainage. The main function of these parks is to manage large flows and assist infiltration and retention of stormwater. Due to their primary function as storage, introduction of vegetation and infrastructure can affect the capacity, as such there are limitations on what may be provided in these locations.

**Review Position and Date**

This policy was adopted on [Insert Date]. This policy must be reviewed every year by the document owner on or before [Insert Date], or earlier if Council considers it necessary.

**Legislative and Strategic Context**

The following key legislation, strategies and management plans guide the planning of the City's Parks.



**Associated Documents**

Related 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, follow:

- Park Inspection Forms
- Playground and Skate Park Annual Audits
- Bike Skills Parks Maintenance Plan

**Definitions**

**Public Open Space (POS) as defined in Public Parkland Policy:** Public parkland contributed free of cost by the owner through the subdivision process (local park, neighbourhood park, district park, community purpose site-community centre, meeting hall).

POS may also include ‘**Restricted Use**’ areas’ (remnant vegetation) where these areas can be demonstrated to provide a high level of public amenity, are appropriately located, and are usable for informal recreation.

**Public Open Space (POS):** In terms of this Policy, POS encompasses a broader definition and considers ‘public open space’ as all recreation and conservation reserves within the City; including

parklands, play areas, playing fields, bushland, foreshore, and other similar spaces people use for recreation, sport, and social interaction.

This definition of POS is taken from the *Classification Framework for Public Open Space 2012 (DLSGC)*.

**Foreshore Reserve:** Refers to land adjacent to a stream, river, lake or coast, or directly influencing a body of water that is managed to protect the body of water and coastal environment.

**Parks and Gardens (Parks):** Land considered recreational space that provides for informal activity to encourage a variety of recreational opportunities for a diverse demographic of residents. These spaces include all public parks, gardens, playgrounds, and skate parks/pump tracks.

**Sporting grounds:** Includes all sporting grounds and playing fields that allow structured sporting activities and include the required infrastructure for those activities.

**Street landscaping:** Street landscaping is defined as the managed space that falls within the road reserve but does not include transport assets such as footpaths and roadways. This includes verge, median and roundabout landscaping.

**Building reserves:** Land adjacent to and surrounding City of Albany owned or managed buildings and facilities.

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APPENDIX 1: PARK LIST

PARK CATEGORY	PARK NAME	LOCATION	LOS	AREA m <sup>2</sup>
Regional Parks	Emu Point	Emu Point	1S	210636
	Centennial Precinct	Centennial Precinct	1S	41984
	York St Precinct	York St Precinct	1S	42261
	Middleton Beach	Middleton Beach	1S	449609
District Parks	Eyre Park	Middleton Beach	1	50247
	Foundation Park	Albany	1	14748
	Lakeside Park	McKail	1	45857
	Lange Park	Bayonet Head	1	15805
	Lower King Boat Ramp	Lower King	1	5813
	Lower King Picnic	Lower King	1	9700
Neighbourhood Parks	Becker Park	Bayonet Head	1	23941
	Bovell Square	Emu Point	2	8491
	Callistemon Park	Yakamia	1	10820
	Clifton Street Park	Lockyer	2	20770
	Clydesdale Road Reserve	McKail	2	9885
	Cull Park	Mira Mar	1	11003
	Dunn Street Park	Orana	2	11608
	Engleheart park	McKail	2	8365
	Grenfell Park	Bayonet Head	2	13524
	Hare Street Skate Park	Mt Clarence	2	12491
	Havoc Road Park	Milpara	2	45355
	Hull Park	Collingwood Heights	1	7500
	Kalgan Heights Park	Lower King	2	14452
	Lake Weerlara Park	Lockyer	1	34927
	Lancaster Rd Drainage Basin	McKail	1	15644
	Lawley Park	Albany	1	31804
	McGonnell Park	Bayonet Head	1	9599
	McNeal Park	McKail	2	7569
	Mills Park	Little Grove	1	5472
	Mokare Park	Spencer Park	1	23545
	Oyster Heights	Bayonet Head	2	26299
	Roome Park	McKail	2	13663
	Sherwood Park	McKail	2	9355
The Ridge	Lockyer	2	4782	
Woodrise Park	Spencer Park	2	8796	
Local Parks	Lancaster Rd Park	McKail	2	1978
	Anchorage Estate Park	Bayonet Head	1	12719
	Baltic Ridge Park	Yakamia	1	14071
	Boronia Park	Collingwood Heights	2	7985
	Breaksea Park	Collingwood Heights	2	3477
	Clint Terrace	Spencer Park	2	2660
	Coorinda Park	Albany	2	5992
	Drome Rd Drainage	McKail	2	1714
	Drummond Street Park	Lockyer	2	4741
	Ecology Park	Spencer Park	1	28883
	Gill Park	Little Grove	2	1560
	Gladville Park	McKail	2	6552
	Herbert Park	Mira Mar	2	1915
	Houghton Park	Bayonet Head	1	3437
	Hunter Street Park	Emu Point	2	244
	Kendell Crt Reserve	Warrenup	2	15410
	Keyser Park	Mira Mar	2	3218
	Kitcher Pde Park	McKail	2	3447
	Kooyong Drainage Reserve	Warrenup	2	53248
	McGonnell St Drainage Basin	McKail	2	3467
	McKail Street Park	McKail	2	3037
	Meadow Lake Vista	Lower King	2	34734
	Merlin Park	Collingwood Heights	2	3372
	Milpara Park	Milpara	1	5326
	Moon Parade Park	McKail	1	6544
	Mueller St Park	Lockyer	2	999
	Pines Estate Park	McKail	2	15854
	Pioneer Park	Centennial Park	2	1557
	Pluto Park	McKail	2	4112
	Scorpio Park	McKail	2	4359
	Stall Street Park	Gledhow	2	1116
	Wansborough Street Park	Spencer Park	2	6724
Warrenup Ridge Hinterland	Warrenup	2	40576	
Wooderson Park	Spencer Park	2	1165	
Worra Park	Yakamia	2	8066	
<b>TOTAL PARKS / ha</b>	<b>70</b>			<b>160 ha</b>

APPENDIX 2: PARK INSPECTION FORMS

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**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

			CONDITION RATING (Tick appropriate box)			
TYPE	ACTIVITY	LOS 1S REGIONAL Maintenance Standard	GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	COMMENT
Turf/grassland	Mowing	40mm				
	Turf Up keep	Biannually				
	Fertilising lawn areas	2 x month				
Gardens/feature areas	Fertilize	Quarterly				
	Planting	Seasonal				
	Mulch / gravels	Biannually				
	Pruning	Biannually				
	Weed management	As required				
Beach areas	Sand management	As required				
	Seagrass management	As required				
	Boardwalks / paths sweeping	2 x week				
Irrigation	Turf irrigated	25-40mm / week				
	Irrigation system maintenance	3 weekly				
General/ whole park	Aboricultural	Quarterly				
	Insect and disease control	As required				
	Rubbish Management	3 x week				
	BBQs	3 x week				
	Playground equipment / furniture	Fortnightly				
	Kerbing / edging	Fortnightly				
	Path / hardstand	Fortnightly				





**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

			CONDITION RATING (Tick appropriate box)			
TYPE	ACTIVITY	<u>LOS 1</u> <u>DISTRICT</u> Maintenance Standard	GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	COMMENT
Turf/grassland	Mowing	60mm				
	Turf Up keep	Annually				
	Fertilising lawn areas	Annually				
Gardens/feature areas	Fertilize	Biannually				
	Planting	Seasonal				
	Mulch / gravels	Biannually				
	Pruning	Biannually				
	Weed management	As required				
Irrigation	Turf irrigated	10-15mm / week				
	Irrigation system maintenance	Monthly				
General/ whole park	Aboricultural	Quarterly				
	Insect and disease control	As required				
	Rubbish Management	3 x week				
	BBQs	Weekly				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	Monthly				
	Path / hardstand	Monthly				



**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**CONDITION RATING**  
(Tick appropriate box)

TYPE	ACTIVITY	LOS 1 <u>NEIGHBOURHOOD</u> Maintenance Standard	CONDITION RATING			COMMENT
			GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	
Turf/grassland	Mowing	100mm				
	Turf Up keep	As required				
	Fertilising lawn areas	N/A				
Gardens/feature areas	Fertilize	As required				
	Planting	Seasonal				
	Mulch / gravels	Annually				
	Pruning	As required				
	Weed management	As required				
Irrigation	Turf irrigated	8-10mm / week				
	Irrigation system maintenance	Monthly				
General/ whole park	Aboricultural	2 yearly				
	Insect and disease control	As required				
	Rubbish Management	Weekly				
	BBQs	Fortnightly				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	As required				
	Path / hardstand	As required				



**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**CONDITION RATING**  
(Tick appropriate box)

TYPE	ACTIVITY	LOS 2 <u>NEIGHBOURHOOD</u> Maintenance Standard	CONDITION RATING			COMMENT
			GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	
Turf/grassland	Mowing	150mm				
	Turf Up keep	As required				
	Fertilising lawn areas	N/A				
Gardens/feature areas	Fertilize	As required				
	Planting	Seasonal				
	Mulch / gravels	Annually				
	Pruning	As required				
	Weed management	As required				
Irrigation	Turf irrigated	5-8mm / week				
	Irrigation system maintenance	Monthly				
General/ whole park	Aboricultural	2 yearly				
	Insect and disease control	As required				
	Rubbish Management	Weekly				
	BBQs	N/A				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	As required				
	Path / hardstand	As required				



**PARK INSPECTION FORM**

**PARK NAME:** \_\_\_\_\_

**DR NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**CONDITION RATING**  
(Tick appropriate box)

TYPE	ACTIVITY	LOS 1 LOCAL Maintenance Standard	CONDITION RATING			COMMENT
			GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	
Turf/grassland	Mowing	200mm				
	Turf Up keep	As required				
Gardens/feature areas	Fertilize	As required				
	Planting	Seasonal				
	Mulch / gravels	Annually				
	Pruning	As required				
	Weed management	As required				
General/ whole park	Aboricultural	5 yearly				
	Insect and disease control	As required				
	Rubbish Management	Weekly				
	BBQs*	N/A				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	As required				
	Path / hardstand	As required				

\* Moon Park only



**PARK INSPECTION FORM**

PARK NAME:

DR NUMBER:

DATE:

INSPECTED BY:

			CONDITION RATING (Tick appropriate box)			
TYPE	ACTIVITY	<u>LOS 2</u> <u>LOCAL</u> Maintenance Standard	GOOD Standard met	AVERAGE Some issues with standard being met	POOR Standard not met, requires immediate attention	COMMENT
Turf/grassland	Mowing	250mm				
	Turf Up keep	N/A				
Gardens/feature areas	Fertilize	As required				
	Planting	Seasonal				
	Mulch / gravels	Annually				
	Pruning	As required				
	Weed management	As required				
General/ whole park	Aboricultural	5 yearly				
	Insect and disease control	As required				
	Rubbish Management	Weekly				
	Playground equipment / furniture	Monthly				
	Kerbing / edging	As required				
	Path / hardstand	As required				

**CITY OF ALBANY**

**REPORT**

To : His Worship the Mayor and Councillors  
From : Administration Officer - Planning  
Subject : Development Application Approvals – May 2024  
Date : 7 June 2024

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1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of May 2024.
2. Within this period 43 Development applications were determined, of these;
  - 43 Development applications were approved under delegated authority;



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**Suzanne Beale**  
Information Officer – Development Services



### PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY

Applications Determined for May 2024

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2230521	23/01/24	Frederick Street	Albany	Development - Maintenance and Repair	Delegate Approved	16/05/24	Ashton James
P2240026	07/03/24	Frederick Street	Albany	Development - Maintenance/Repair ( security systems)	Delegate Approved	07/05/24	Ashton James
P2240066	06/02/24	Serpentine Road	Albany	Single House - Outbuilding (Additions)	Delegate Approved	27/05/24	Ashton James
P2240049	25/03/24	Maddison Way	Bayonet Head	Single House and Outbuilding	Delegate Approved	21/05/24	Brooke Mills
P2240110	14/05/24	Quaranup Rd	Big Grove	Agriculture - Extensive (Storage Shed & Garden Tunnel)	Delegate Approved	22/05/24	Brooke Mills
P2240065	27/03/24	Sanford Road	Centennial Park	Industry - Light (Builders Storage Workshop & Incidental Office)	Delegate Approved	22/05/24	Josh Dallimore
P2240076	18/04/24	Cockburn Road	Centennial Park	Single House - Additions	Delegate Approved	20/05/24	Brooke Mills
P2240112	15/05/24	Old Elleker Road	Cuthbert	Single House - Outbuilding	Delegate Approved	21/05/24	Brooke Mills
P2240041	18/03/24	Bedwell Street	Emu Point	Single House - Alterations and Additions	Delegate Approved	16/05/24	Ashton James
P2240056	25/03/24	La Perouse Court	Goode Beach	Single House and Outbuilding	Delegate Approved	22/05/24	Josh Dallimore
P2240072	16/04/24	La Perouse Road	Goode Beach	Single House	Delegate Approved	10/05/24	Brooke Mills
P2190534	28/10/19	Chipana Drive	Little Grove	Public Recreation - Additions	Delegate Approved	17/05/24	Jessica Anderson
P2240097	03/05/24	Lorikeet Way	Little Grove	Single House - Addition (Patio) and Outbuilding	Delegate Approved	16/05/24	Brooke Mills
P2240039	15/03/24	Cumberland Road	Lower King	Single House - Outbuilding (Addition)	Delegate Approved	21/05/24	Ashton James
P2240044	19/03/24	Bryant Court	Lower King	Single House & Retaining Wall	Delegate Approved	16/05/24	Ashton James
P2240054	15/03/24	Lower King Road	Lower King	Single House	Delegate Approved	07/05/24	Josh Dallimore
P2240081	22/04/24	Lower King Road	Lower King	Development (Earthworks in excess of 500mm - Retaining Wall)	Delegate Approved	14/05/24	Josh Dallimore
P2240067	11/04/24	Brooks Road	Lowlands	Ancillary Dwelling - Additions (Patio)	Delegate Approved	01/05/24	Brooke Mills
P2240025	06/03/24	Barfleur Place	Marbelup	Single House Retaining Wall & Water Tanks (x2)	Delegate Approved	16/05/24	Ashton James
P2240030	08/03/24	Katuna Road	Marbelup	Single House - Outbuilding	Delegate Approved	21/05/24	Ashton James
P2240036	11/03/24	Donald Drive	Mckail	Group Dwellings x 6 & Ancillary Dwellings x 6	Delegate Approved	15/05/24	Josh Dallimore
P2240087	30/04/24	Morgan Place	Mckail	Single House - Outbuilding	Delegate Approved	15/05/24	Brooke Mills
P2240034	12/03/24	Hare Street	Middleton Beach	Bed & Breakfast	Delegate Approved	21/05/24	Ashton James
P2240042	20/03/24	Wylie Crescent	Middleton Beach	Single House - Additions	Delegate Approved	27/05/24	Josh Dallimore
P2240064	28/03/24	Wylie Crescent	Middleton Beach	Single House and Retaining Walls	Delegate Approved	10/05/24	Brooke Mills

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2240013	20/02/24	Rufus Street	Milpara	Approval of Existing Development (Outbuilding Additions & Earthworks in Excess of 500mm)	Delegate Approved	08/05/24	Brooke Mills
P2240061	04/04/24	Hereford Way	Milpara	Single House - Outbuilding	Delegate Approved	22/05/24	Ashton James
P2240069	15/04/24	Hereford Way	Milpara	Single House	Delegate Approved	07/05/24	Ashton James
P2240071	16/04/24	Greenshields Street	Mira Mar	Grouped Dwelling	Delegate Approved	10/05/24	Brooke Mills
P2240084	23/04/24	Greenshields Street	Mira Mar	Single House - Additions	Delegate Approved	14/05/24	Brooke Mills
P2240111	14/05/24	Takenup Rd	Napier	Single House - Addition	Delegate Approved	24/05/24	Brooke Mills
P2240082	22/04/24	Eden Road	Nullaki	Single House - Water Tank	Delegate Approved	27/05/24	Josh Dallimore
P2230525	25/01/24	Roberts Road	Robinson	Development - Outbuilding & 2x Water Tank	Delegate Approved	01/05/24	Ashton James
P2240052	22/03/24	Gledhow West Rd	Robinson	Rural Pursuit	Delegate Approved	22/05/24	Ashton James
P2240068	08/04/24	Allmore Drive	Robinson	Single House - Outbuilding (Addition)	Delegate Approved	24/05/24	Josh Dallimore
P2230505	05/01/24	Tunney Way	Spencer Park	Single House & Outbuilding	Delegate Approved	14/05/24	Josh Dallimore
P2240055	28/03/24	Angove Road	Spencer Park	Single House - Retaining Wall	Delegate Approved	27/05/24	Ashton James
P2240074	17/04/24	Nind Street	Spencer Park	Single House - Outbuilding (Sea Container)	Delegate Approved	10/05/24	Brooke Mills
P2240077	18/04/24	David Street	Spencer Park	Single House - Addition (Patio)	Delegate Approved	02/05/24	Brooke Mills
P2240024	06/03/24	Warrenup Place	Warrenup	Single House - Outbuilding & Water Tank	Delegate Approved	01/05/24	Ashton James
P2240062	09/04/24	Chester Pass Road	Warrenup	Industry - Rural (Outbuilding)	Delegate Approved	13/05/24	Brooke Mills
P2240116	20/05/24	Neilson Road	Willyung	Single House - Addition (Carport)	Delegate Approved	23/05/24	Brooke Mills
P2240007	16/02/24	Ulster Road	Yakamia	Single House - Water Tank & Dam	Delegate Approved	09/05/24	Josh Dallimore

CITY OF ALBANY

Building Report

To : His Worship the Mayor and Councillors  
 From : Suzanne Beale - Development Services  
 Subject : Building Activity – May 2024  
 Date : 11 June 2024

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1. In May, sixty five (65) building permits were issued for building activity worth \$10,598,976. This included three Demolition permits.
2. It's brought to Council's attention that these figures included the following:

Permit #	Description	Estimated Value
167961	Stage 1 – 6 x tennis courts, fencing, paving, lighting & stormwater works	1,350,000
167954	New Dwelling	1,000,000

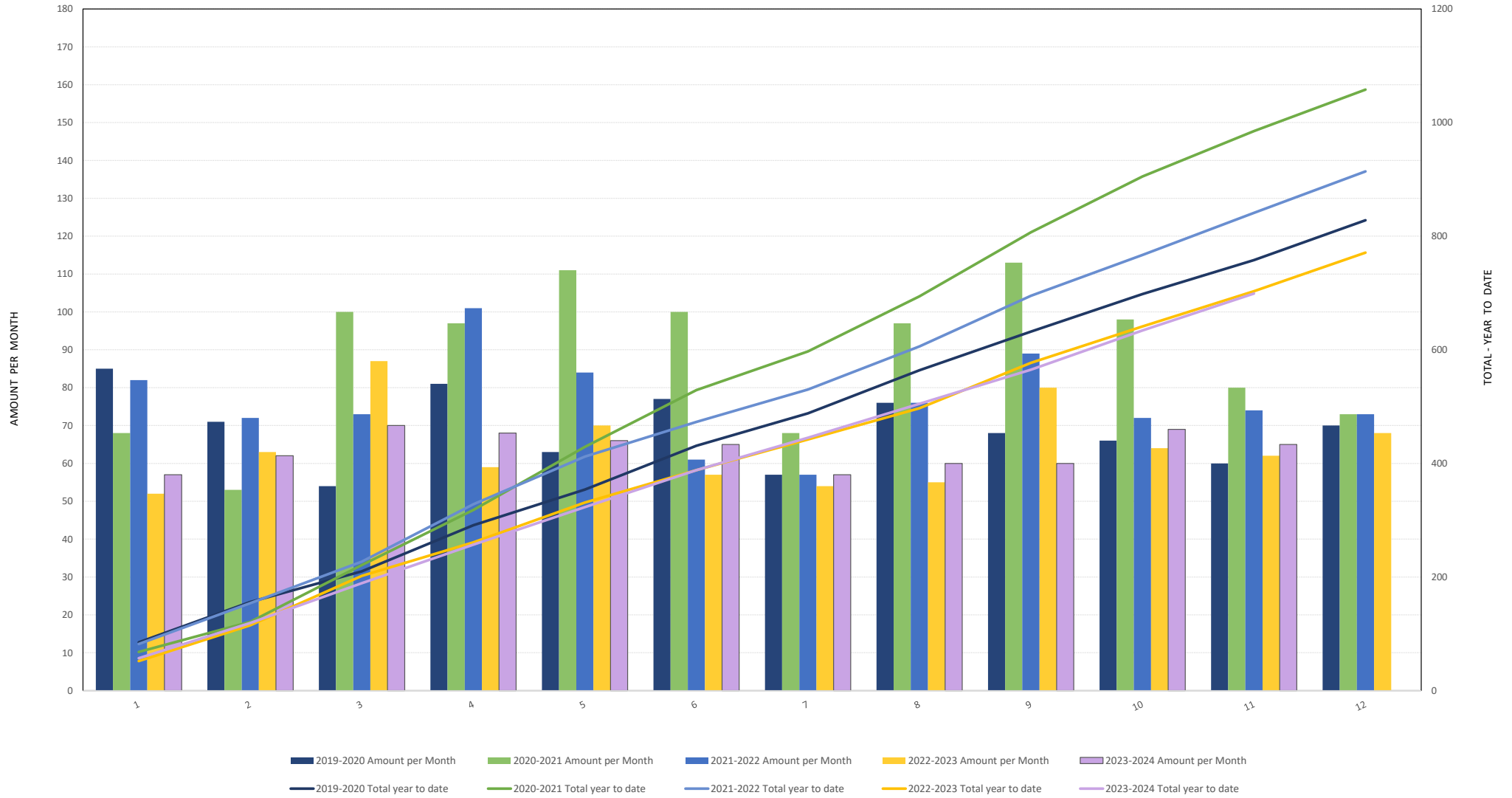
3. The three (3) attached graphs compare the current activity with the past five (5) fiscal years. The first one compares the number of decisions made, the second one compares the value of activity, and the third one compares the number of dwellings and units.
4. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
5. Attached are the details of the permits issued for May, the eleventh month of activity in the City of Albany for the financial year 2023/2024.

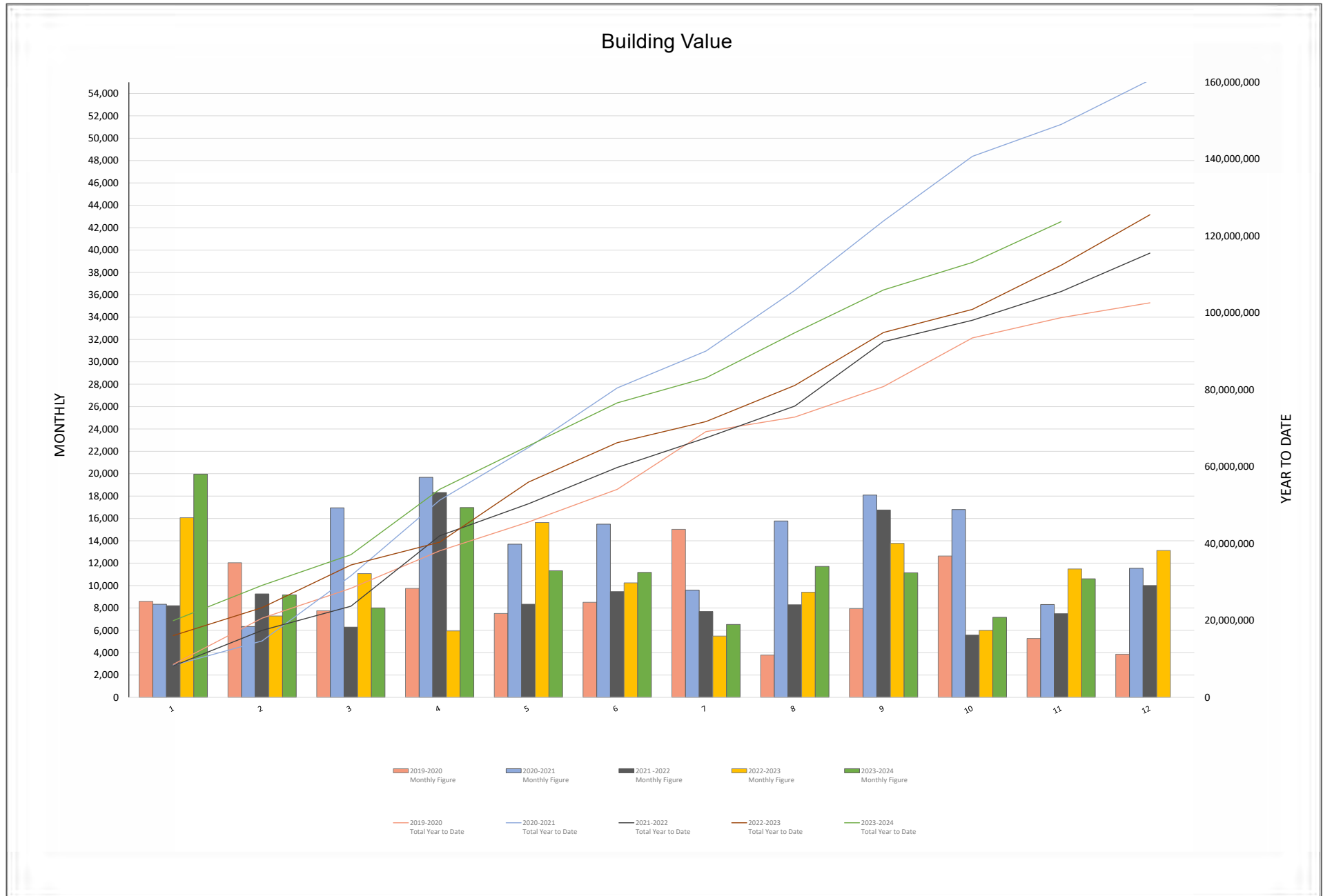


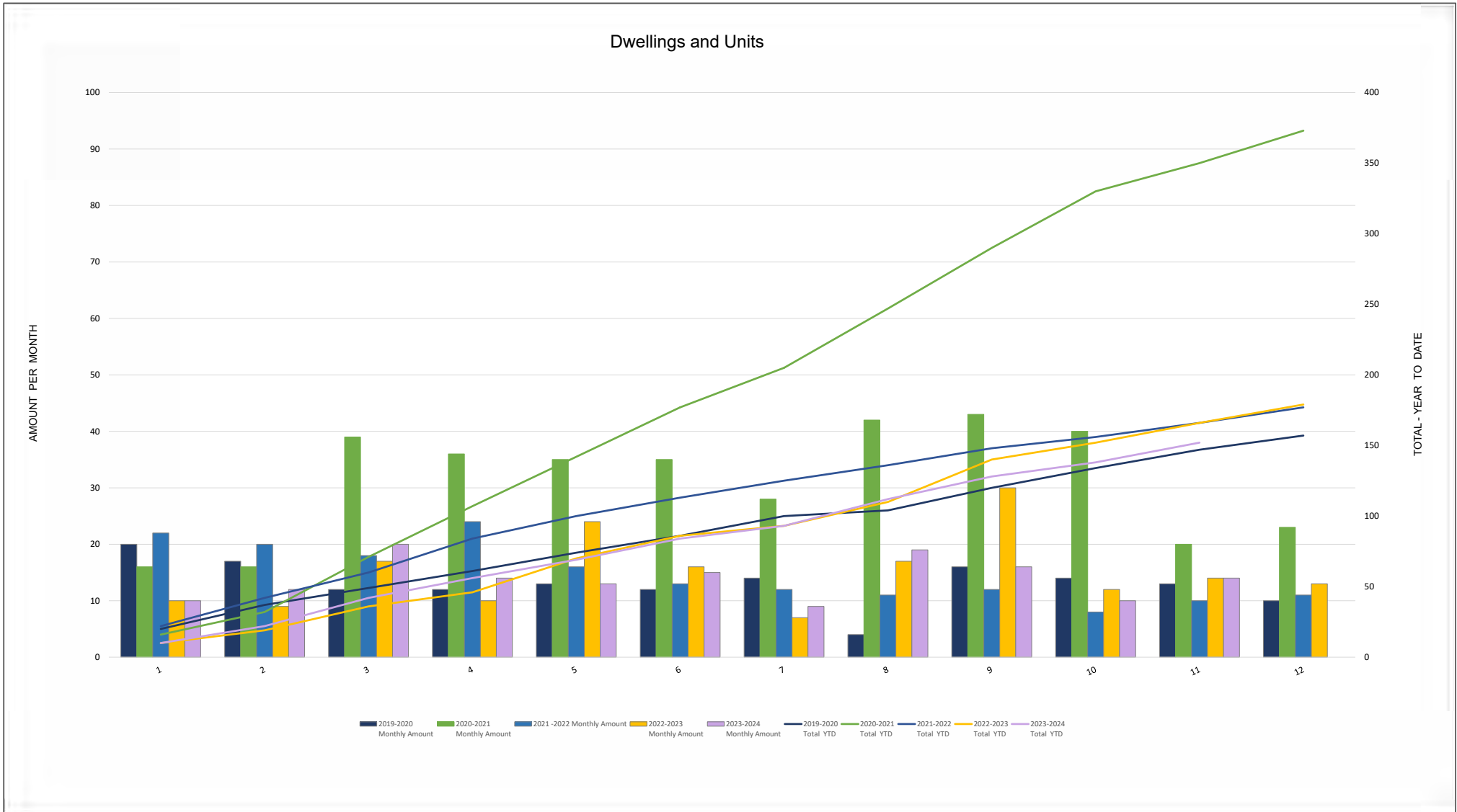

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Suzanne Beale  
 Development Services

Decisions Made









REPORT ITEM DIS 401 REFERS

CITY OF ALBANY  
BUILDING CONSTRUCTION STATISTICS FOR 2023 - 2024

2023-2024	SINGLE DWELLING		GROUP DWELLING		Total	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	9	5,851,352	1	150,000	10	10	416,088	17	1,590,141	0	0	5	11,507,791	1	19,850	11	425,885	19,961,107
AUGUST	12	5,956,206	0	0	12	13	951,891	20	983,305	0	0	0	0	5	1,212,997	7	60,218	9,164,617
SEPTEMBER	17	5,719,966	3	574,640	20	16	598,215	20	909,157	0	0	0	0	3	113,000	8	89,017	8,003,995
OCTOBER	12	5,401,080	2	732,478	14	8	282,223	21	1,616,074	0	0	3	8,114,674	9	330,851	11	498,861	16,976,241
NOVEMBER	10	6,115,057	3	426,124	13	11	418,782	19	1,224,528	0	0	3	2,785,083	5	258,925	10	97,660	11,326,159
DECEMBER	7	2,171,964	8	1,657,300	15	8	556,199	15	1,605,729	0	0	1	15,000	6	4,866,295	10	301,485	11,173,972
JANUARY	6	1,875,552	3	921,756	9	18	710,998	14	1,521,766	0	0	2	965,000	3	368,070	9	161,234	6,524,376
FEBRUARY	12	6,012,705	7	1,996,169	19	12	601,505	17	2,788,280	0	0	0	0	2	200,000	7	115,223	11,713,882
MARCH	13	5,695,416	3	797,300	16	6	276,969	17	539,195	0	0	1	1,900,000	8	1,417,831	11	516,513	11,143,224
APRIL	9	2,732,838	1	357,162	10	7	428,497	32	2,294,411	0	0	1	475,556	3	717,025	8	157,138	7,162,627
MAY	12	5,871,325	2	462,825	14	9	345,043	22	967,283	0	0	3	2,200,000	2	88,665	10	663,835	10,598,976
JUNE					0													0
<b>TOTAL TO DATE</b>	<b>119</b>	<b>53,403,461</b>	<b>33</b>	<b>8,075,754</b>	<b>152</b>	<b>118</b>	<b>5,586,410</b>	<b>214</b>	<b>16,039,869</b>	<b>0</b>	<b>-</b>	<b>19</b>	<b>27,963,104</b>	<b>47</b>	<b>9,593,509</b>	<b>102</b>	<b>3,087,069</b>	<b>123,749,176</b>



**BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY**  
 APPLICATIONS DETERMINED FOR MAY 2024

**REPORT ITEM DIS 401 REFERS**

APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
167961	FULTON HOGAN LIMITED	STAGE1 - CONSISTING OF THE CONSTRUCTION OF 6 TENNIS COURTS & ASSOCIATED FENCING PAVING LIGHTING & STORMWATER WORKS- CERTIFIED	156	1359	LOCKYER AVENUE	CENTENNIAL PARK
167974	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	36	18	MUNSTER AVENUE	MOUNT CLARENCE
167976	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	21	149	KURANNUP ROAD	BAYONET HEAD
167977	MCLAREN BUIDLING COMPANY	RENOVATIONS & ADDITIONS - UNCERTIFIED	10	9	HOPE STREET	COLLINGWOOD PARK
167984	STAR HEALTHCARE INVESTMENTS PTY LTD	SIGN LICENCE FACIA SIGNS X 2 ( RADIANT SMILES DENTIST )	34	25	SOUTH COAST HIGHWAY	ORANA
167981	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	54	305	QUEEN STREET	LITTLE GROVE
167970	SIMTINO PTY LTD	SHED - STAGE 2 - AMENDMENT TO BP 167605 - CERTIFIED	18-32	17	ROUNDHAY STREET	GLEDHOW
167982	KEEDAK HOLDINGS PTY LTD	ALTERATION & ADDITION TO EXISTING DWELLING - NEW ALFRESCO - UNCERTIFIED		19	BAXTERI ROAD	CHEYNES
167986	J L POCOCK	SPA & GLASS BALUSTRADE - UNCERTIFIED	231	1118	ALBANY HIGHWAY	MOUNT MELVILLE
167967	CLIFTON WAYNE RICHARDS	PATIO X 8 - UNCERTIFIED	38-42	1218	MARINE TERRACE	MIDDLETON BEACH
167990	MCB CONSTRUCTION PTY LTD	TIME KEEPERS STRUCTURE & ADDITION TO CLUBHOUSE - CERTIFIED	54	5780	DOWN ROAD SOUTH	DROME
167999	PALMER NOMINEES WA PTY LTD	OCCUPANCY PERMIT - TRANSPORT DEPOT OFFICE & WORKSHOP	60	103	COPAL ROAD	WILLYUNG
167978	DOWNRITE DEMOLITION	DEMOLITION PERMIT - SINGLE STOREY DWELLING	19	304	SEAWOLF ROAD	ROBINSON
167993	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	1/138B	1	HARE STREET	MOUNT CLARENCE
167994	KOSTER'S OUTDOOR PTY LTD	SHED & WATER TANK - UNCERTIFIED	41	228	WARRENUP PLACE	WARRENUP
167995	DAVID HOLLOWAY	SHED AND WATER TANKS X 2	266	85	ROBERTS ROAD	ROBINSON
167998	WA LITTLE	PRIVACY SCREEN/FENCE - UNCERTIFIED	50	404	NAMBUCCA RISE	LOWER KING
168004	RANBUILD GREAT SOUTHERN	SHED - UNCERTIFIED	307-321	355	EMU POINT DRIVE	COLLINGWOOD PARK
167962	A W VAN DEN BERG	SHED - UNCERTIFIED	24	26 24 25	SEYMOUR STREET	MIRA MAR
168003	KEEDAK HOLDINGS PTY LTD	NEW MODULAR DWELLING (SITE 179) - UNCERTIFIED	SITE 179, 20	501	ALISON PARADE	BAYONET HEAD
168006	RANBUILD GREAT SOUTHERN	PATIO - UNCERTIFIED	6	16	WILSON STREET	LITTLE GROVE

REPORT ITEM DIS 401 REFERS

APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
167819	J & TW DEKKER PTY LTD	TWO STOREY DWELLING - UNCERTIFIED	29B	51	MARINE TERRACE	LITTLE GROVE
167953	JACK TOWTON	STOCKFEED FACILITY (ENCLOSED SHED & GRAIN BINS - OPEN SIDED SHED & SILOS) - CERTIFIED	36058	10	ALBANY HIGHWAY	MCKAIL
168010	MCB CONSTRUCTION PTY LTD	AMENDMENT TO BP #167990 - TIMING TOWER LOCATION - CERTIFIED	54	5780	DOWN ROAD SOUTH	DROME
167987	CREATIONS HOMES PTY LTD	SHED - CERTIFIED	81	307	HEREFORD WAY	MILPARA
168005	J & BL PIPER	CARPORT - UNCERTIFIED	84	11	WILSON STREET	LITTLE GROVE
168007	RYDE BUILDING COMPANY PTY LTD	NEW DWELLING - UNCERTIFIED	29B	3	STIRLING VIEW DRIVE	LANGE
168009	PACEVIEW PTY LTD	OCCUPANCY PERMIT - SERVICE STATION	35-49	39	ALBANY HIGHWAY	ALBANY
167922	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	24	3	BARAMBAH CIRCUIT	BAYONET HEAD
168002	KEEDAK HOLDINGS PTY LTD	NEW MODULAR DWELLING (SITE 115) - UNCERTIFIED	SITE 115, 20	501	ALISON PARADE	BAYONET HEAD
168013	DJ REGERS & UM RODRIGUES	PATIO & DECK - CERTIFIED	21	21	DAVID STREET	SPENCER PARK
168012	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	3	310	FLEXUOSA VIEW	LITTLE GROVE
168014	HARLEY WELLSTEAD	WATER TANK - UNCERTIFIED	145	209	ULSTER ROAD	YAKAMIA
167939	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	31	28	PRIDEAUX ROAD	LOWER KING
167988	MICHAEL JOHN BEUMER	DEMOLITION PERMIT - REMOVE ASBESTOS FROM ROOF & EXTERNAL WALLS	23	2	DING ROAD	MARBELUP
167997	HOME GROUP WA GREAT SOUTHERN PTY LTD	NEW DWELLING - UNCERTIFIED	9	73	ARDROSS CRESCENT	COLLINGWOOD PARK
168017	BUTTON BUILDING PTY LTD	SHED - UNCERTIFIED	35	133	HEREFORD WAY	MILPARA
168011	PLUNKETT HOMES (1903) PTY LTD	NEW DWELLING & BOUNDARY RETAINING WALL - CERTIFIED	175	49	SERPENTINE ROAD	ALBANY
168015	M TOOHEY	SPA POOL FENCE AND DECK - UNCERTIFIED	6	550	ALLWOOD PARADE	BAYONET HEAD
167919	WALMSLEY BUILDING CO PTY LTD	ADDITIONS TO DWELLING - UNCERTIFIED	6	707	BORONIA STREET	MOUNT CLARENCE
168018	ALBANY SHEDS AND GARAGES	CARPORT - UNCERTIFIED	31C	3	GARDEN STREET	MIDDLETON BEACH
168021	RANBUILD GREAT SOUTHERN	SHED - UNCERTIFIED	4	35	DAVID STREET	SPENCER PARK
168026	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	31	1	MORGAN PLACE	MCKAIL
167644	ASHLEY ROBERT SUTTON	NEW DWELLING SHED & WATER TANKS (X2) - UNCERTIFIED	373	153	ROCK CLIFF CIRCLE	NULLAKI
167912	J & TW DEKKER PTY LTD	EARTHWORKS RETAINING WALLS LIGHT POLE STORMWATER & UNDERGROUND PLUMBING AND ELECTRICAL - UNCERTIFIED		60	CATALINA ROAD	LANGE
168020	BUNBURY POOLS	SWIMMING POOL - UNCERTIFIED	68	151	WYLIE CRESCENT	MIDDLETON BEACH
168025	B ROWLAND	RETAINING WALLS - UNCERTIFIED	514	239	LOWER KING ROAD	LOWER KING

REPORT ITEM DIS 401 REFERS

APPLICATION NUMBER	BUILDER	DESCRIPTION OF APPLICATION	STREET #	PROPERTY DESC (LOT #)	STREET ADDRESS	SUBURB
168028	WAUTERS ENTERPRISES PTY LTD	OCCUPANCY PERMIT - NEW CLUBROOMS WASHDOWN PAD AND ASSOCIATED SITE WORKS/STRUCTURES	54	5780	DOWN ROAD SOUTH	DROME
167996	D CAMERON	BAC - ADDITIONS TO EXISTING SHED	62	26	RAINBOWS END	BIG GROVE
168031	ERUJIN PTY LTD	WATER TANK - UNCERTIFIED	508	1301 300	NANARUP ROAD	KALGAN
168032	KOSTER'S OUTDOOR PTY LTD	AMENDMENT TO BP 167974 - PATIO B POST MOVED - UNCERTIFIED	36	18	MUNSTER AVENUE	MOUNT CLARENCE
168024	M POCOCK	NEW DWELLING RETAINING WALL AND 2 X WATER TANKS - UNCERTIFIED	25	40	BARFLEUR PLACE	MARBELUP
168029	MARK GREGORY BROOK	ALTERATIONS & INTERNAL UPGRADES ( INTERNAL WALL REMOVAL KITCHEN BATHROOM & LAUNDRY RECONFIGURATION)	280	3	ALBANY HIGHWAY	CENTENNIAL PARK
168035	MATSON FABRICATIONS	CARPORT - UNCERTIFIED	618	3	LOWER KING ROAD	LOWER KING
167930	T D BROUGH	DWELLING & WATER TANK - UNCERTIFIED	305	7	MOUNT RICHARD ROAD	NANARUP
168027	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	12	968	BOONGARRIE STREET	EMU POINT
168038	A WHITWORTH	DECK & PATIO - UNCERTIFIED	20	55	GREENSHIELDS STREET	MIRA MAR
168051	DBD DEVELOPMENTS PTY LTD	OCCUPANCY PERMIT	342-346	81	ALBANY HIGHWAY	ORANA
167969	KOSTER'S OUTDOOR PTY LTD	CARPORT - UNCERTIFIED	123	28	SERPENTINE ROAD	ALBANY
168052	CCS ASBESTOS REMOVAL & DEMOLITION PTY LTD	DEMOLITION PERMIT -ASBESTOS WALL LINING REMOVAL (BATHROOM)	3306	1	LOWER DENMARK ROAD	YOUNGS SIDING
167954	BRUCE TURNER	NEW DWELLING - CERTIFIED	30	22	MIRAMAR ROAD	MIRA MAR
168030	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	3	258	SLATER STREET	LOWER KING
168000	GREAT SOUTHERN BOUNDARIES	PATIO/VERANDAH & DECK - UNCERTIFIED	39	191	BROOKS ROAD	LOWLANDS
168042	MATSON FABRICATIONS	PATIO - UNCERTIFIED	3	28	JEFFRIES STREET	MOUNT MELVILLE
168053	ROBERTO FORGIONE	GATE & SHADE SAIL STRUCTURE - CERTIFIED	338-340	17	MIDDLETON ROAD	ALBANY

## DELEGATIONS REGISTER EXTRACT

REPORT ITEM AR152 REFERS

Reference	Old Reference	Subject	Comment
B1.01	D024	Building Permit (Grant & Refuse)	FORMAT
B1.02	D024	Demolition Permits	FORMAT
B1.03	D023	Occupancy Permits or Building Approval Certificates	COMBINED / FORMAT
B1.03	D024	Occupancy Permits or Building Approval Certificates	COMBINED / FORMAT
B1.04	D024	Designate Employees as Authorised Persons under (Building Act 2011)	FORMAT
B1.05	D024	Building Orders	FORMAT
<a href="#">B1.06</a>	<a href="#">D014</a>	<a href="#">Inspection and Copies of Building Records</a>	<a href="#">NEW</a>
B1.07	D024	Authorise persons to commence proceedings under (Building Act 2011)	FORMAT
B1.08	D024	Referrals and Issuing Certificates	FORMAT
<a href="#">B1.09</a>	<a href="#">D025</a>	<a href="#">Private Pool Barrier – Alternative and Performance Solutions</a>	<a href="#">NEW</a>
<a href="#">B1.10</a>	<a href="#">D023</a>	<a href="#">Smoke Alarms – Alternative Solutions</a>	<a href="#">NEW</a>
<a href="#">B1.11</a>	<a href="#">D025</a>	<a href="#">Appoint approved officers and authorised officers under (Building Act 2011)</a>	<a href="#">FORMAT / AMENDED</a>
<a href="#">BF1.01</a>	<a href="#">D029</a>	<a href="#">Make Request to FES Commissioner – Control of Fire</a>	<a href="#">FORMAT / AMENDED</a>
BF1.02	D029	Prohibited Burning Times - Vary	FORMAT
BF1.03	D029	Prohibited Burning Times – Control Activities	FORMAT
BF1.04	D029	Restricted Burning Times – Vary and Control Activities	FORMAT
BF1.05	D029	Control of Operations Likely to Create Bush Fire Danger	FORMAT
<a href="#">BF1.06</a>	<a href="#">D029</a>	<a href="#">Burning Garden Refuse / Open Air Fires</a>	<a href="#">FORMAT / AMENDED</a>
BF1.07	D026	Firebreaks	FORMAT
<a href="#">BF1.08</a>	<a href="#">D029</a>	<a href="#">Appoint Bush Fire Control Officer/s and Fire Weather Officer</a>	<a href="#">FORMAT / AMENDED</a>
BF1.09	D029	Control and Extinguishment of Bush Fires	FORMAT
BF1.10	D029	Recovery of Expenses Incurred through Contraventions of this Act	FORMAT
BF1.11	D029	Prosecution of Offences (Bush Fires Act)	FORMAT
C1.01	D031	Cat Registrations	FORMAT
C1.02	D031	Cat Control Notices	FORMAT
C1.03	D031	Approval to Breed Cats (Cat Act)	FORMAT
<a href="#">C1.04</a>	<a href="#">D031</a>	<a href="#">Recovery of Costs – Destruction of Cats</a>	<a href="#">NEW</a>
C1.05	D031	Authorise a person to perform Specified functions under (Cat Act)	FORMAT

## DELEGATIONS REGISTER EXTRACT

REPORT ITEM AR152 REFERS

Reference	Old Reference	Subject	Comment
C1.06	D031	Applications to Keep Additional Cats	FORMAT
<a href="#">C1.07</a>	<a href="#">D031</a>	<a href="#">Reduce or Waiver Registration Fee (Cat Act)</a>	<a href="#">NEW</a>
C1.08	D031	Infringement Notices – Extensions and Withdrawals (Cat Act)	FORMAT
D1.01	D031	Appoint Registration Officers (Dog Act)	FORMAT
<a href="#">D1.02</a>	<a href="#">NEW</a>	<a href="#">Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons (Dog Act)</a>	<a href="#">NEW</a>
D1.03	D031	Refuse or Cancel Registration (Dog Act)	FORMAT
<a href="#">D1.04</a>	<a href="#">NEW</a>	<a href="#">Grant Exemption as to Number of Dogs Kept at Premises (Dog Act)</a>	<a href="#">NEW</a>
D1.05	D031	Kennel Establishments (Dog Act)	FORMAT
D1.06	D031	Recovery of Moneys Due Under this Act (Dog Act)	FORMAT
<a href="#">D1.07</a>	<a href="#">D031</a>	<a href="#">Dispose of or Sell Dogs Liable to be Destroyed</a>	<a href="#">NEW</a>
D1.08	D031	Declare Dangerous Dog (Dog Act)	FORMAT
D1.09	D031	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke (Dog Act)	FORMAT
<a href="#">D1.10</a>	<a href="#">D031</a>	<a href="#">Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice (Dog Act)</a>	<a href="#">FORMAT / AMENDED</a>
<a href="#">D1.11</a>	<a href="#">NEW</a>	<a href="#">Determine Recoverable Expenses for Dangerous Dog Declaration (Dog Act)</a>	<a href="#">NEW</a>
<a href="#">EH1.01</a>	<a href="#">D033</a>	<a href="#">Determine Compensation (Food Act)</a>	<a href="#">FORMAT / AMENDED</a>
EH1.02	D033	Prohibition Orders and Certificates of Clearance (Food Act)	FORMAT
EH1.03	D033	Food Business Registrations (Food Act)	FORMAT
EH1.04.0	D033	Appoint Authorised Officers and Designated Officers under (Food Act 2008, Public Health Act 2016)	FORMAT
EH1.04.1	D033	Appointment of Authorised Officers (Litter Act 1979)	FORMAT
<a href="#">EH1.04.2</a>	<a href="#">NEW</a>	<a href="#">Health (Miscellaneous Provisions) Act 1911 – Powers of Local Government, Public Buildings, Events and Gatherings</a>	<a href="#">NEW</a>
<a href="#">EH1.04.3</a>	<a href="#">D033</a>	<a href="#">Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government</a>	<a href="#">FORMAT / AMENDED</a>
EH1.04.4	D034	Environmental Protection - Illegal Dumping & Noise	FORMAT
<a href="#">EH1.05</a>	<a href="#">D022</a>	<a href="#">Debt Recovery and Prosecutions (Food Act)</a>	<a href="#">FORMAT / AMENDED</a>
<a href="#">EH1.05</a>	<a href="#">D033</a>	<a href="#">Debt Recovery and Prosecutions (Food Act)</a>	<a href="#">FORMAT / AMENDED</a>



## DELEGATIONS REGISTER EXTRACT

REPORT ITEM AR152 REFERS

Reference	Old Reference	Subject	Comment
EH1.05	D037	Liquor Licensing & Control (Liquor Control Act 1988)	FORMAT
EH1.06	D033	Abattoir Inspections and Fees (Food Act)	AMENDED
<a href="#">EH1.07</a>	<a href="#">NEW</a>	<a href="#">Food Businesses List – Public Access (Food Act)</a>	<a href="#">NEW</a>
EH2.01	NEW	Appoint Authorised Officer or Approved Officer under (Public Health Act 2016, Asbestos Regs)	NEW
EH2.02	D033	Enforcement Agency Reports to the Chief Health Officer (Public Health Act)	FORMAT / AMENDED
EH2.03	D033	Designate Authorised Officers under (Public Health Act 2016 & Others)	FORMAT / AMENDED
EH2.04	NEW	Dealing with Seized Items under the Public Health Act	NEW
EH2.05	NEW	Appoint Designated Officer – Public Health Information Sharing	NEW
<a href="#">FOI_1.01</a>	D014	<a href="#">Freedom of Information Act 1992</a>	<a href="#">AMENDED</a>
G1.01	D026	Give Notice Requiring Obliteration of Graffiti (Graffiti Act)	SEPARATED
G1.02	D026	Notices – Deal with Objections and Give Effect to Notices (Graffiti Act)	SEPARATED
G1.03	D026	Obliterate Graffiti on Private Property (Graffiti Act)	SEPARATED
G1.04	D026	Powers of Entry (Graffiti Act)	SEPARATED
LA1.01	D035	Creation and Change of Purpose of a Crown Reserve (Incl. Naming of Streets)	FORMAT
LB3.01	D010	Librarian Function & Authority	FORMAT
<a href="#">LG1.01</a>	<a href="#">NEW</a>	<a href="#">Audit – CEO Review of Systems and Procedures (LG Act)</a>	<a href="#">NEW (CEO DELEGATION)</a>
LG1.03	D001	Appoint Authorised Persons or Classes of Persons under (LG Act 1995)	FORMAT
LG1.03	D020	Appoint Authorised Persons or Classes of Persons under (LG Act 1995)	FORMAT
LG1.03	D026	Appoint Authorised Persons or Classes of Persons under (LG Act 1995)	FORMAT
LG1.03	D030	Appoint Authorised Persons or Classes of Persons under (LG Act 1995)	FORMAT
LG1.03	D031	Appoint Authorised Persons or Classes of Persons under (LG Act 1995)	FORMAT
LG1.03.1	D036	Authority to Approve Blasting and Fire Works (Dangerous Goods Act 2004)	FORMAT
LG1.03.2	D048	National Redress Scheme	FORMAT
<a href="#">LG1.03.3</a>	<a href="#">D030</a>	<a href="#">Caravan Parks &amp; Camping Grounds Act 1995</a>	<a href="#">AMENDED</a>
LG1.03.4	D030	Control of Vehicles (Off–Road Areas) Act 1978	FORMAT
LG1.05	D001	Authorise Persons or classes of persons to Perform Specified Functions under (LG Act 1995)	FORMAT

## DELEGATIONS REGISTER EXTRACT

REPORT ITEM AR152 REFERS

Reference	Old Reference	Subject	Comment
LG1.05	D026	Authorise Persons or classes of persons to Perform Specified Functions under (LG Act 1995)	FORMAT
LG1.07	D017	Compensation - Damage Incurred when Performing Executive Functions (LG Act)	FORMAT
LG1.08	D015	Destruction of Electoral Papers (LG Act)	FORMAT
LG1.09	D015	Electoral Enrolment Eligibility Claims and Electoral Roll (LG Act)	FORMAT
LG1.10	D021	Extend Time for Lodging an Objection (LG Act)	FORMAT
<a href="#">LG1.11</a>	<a href="#">NEW</a>	<a href="#">Financial Management Systems and Procedures (LG Act)</a>	<a href="#">NEW (CEO DELEGATION)</a>
LG1.12	D014	Information to be Available to the Public (LG Act)	FORMAT
<a href="#">LG1.13</a>	<a href="#">NEW</a>	<a href="#">Performing Functions Outside the District (LG Act)</a>	<a href="#">NEW</a>
LG1.14	D002	Corporate Documents & Branding	FORMAT
LG1.15	D003	Make Official Public Statements & Information	FORMAT
LG1.16	D005	Appointment of an Acting Chief Executive Officer	FORMAT
LG1.17	D007	Dealing with objections under Part 9 of the Local Government Act 1995	FORMAT
<a href="#">LG1.18</a>	<a href="#">D006</a>	<a href="#">Sign Documents on Behalf of the City of Albany (Execution of Documents)</a>	<a href="#">AMENDED</a>
LG1.19	D008	Legal Proceedings - Approval	FORMAT
LG10.2	D016	Acknowledge Primary and Annual Returns, Gift Declarations and Financial Interest (LG Act)	FORMAT
LG2.01	D004	Confiscated or Uncollected Goods or Impounded Goods	FORMAT
LG2.02	D004	Declare Vehicle is Abandoned Vehicle Wreck (LG Act)	FORMAT
<a href="#">LG2.03</a>	<a href="#">NEW</a>	<a href="#">Determine if an Emergency for Emergency Powers of Entry (LG Act)</a>	<a href="#">NEW</a>
LG2.04	D031	Disposal of Sick or Injured Animals	FORMAT
LG2.05	D001	Infringement Notices (LG Act)	FORMAT
LG2.06	D041	Obstruction of Footpaths and Thoroughfares	FORMAT
LG2.07	D027	Powers of Entry (LG Act)	FORMAT
<a href="#">LG3.01.1</a>	<a href="#">D001</a>	<a href="#">Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Infrastructure Control – (LG Act)</a>	<a href="#">AMENDED</a>
<a href="#">LG3.01.1</a>	<a href="#">D046</a>	<a href="#">Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Infrastructure Control – (LG Act)</a>	<a href="#">AMENDED</a>

**DELEGATIONS REGISTER EXTRACT**

**REPORT ITEM AR152 REFERS**

Reference	Old Reference	Subject	Comment
LG3.01.2	D001	Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Trading, Stallholders, Performing and Outdoor Dining (LG Act)	AMENDED
LG3.01.2	D020	Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Trading, Stallholders, Performing and Outdoor Dining (LG Act)	AMENDED
LG3.02	D001	Animals Local Law 2020	FORMAT / AMENDED
LG3.03	D001	Bush Fire Brigades Local Law 2020	FORMAT / AMENDED
LG3.04	D001	Dog Local Law 2017	FORMAT / AMENDED
LG3.05	D001	Extractive Industries Local Law 2009	FORMAT / AMENDED
LG3.06	D001	Fencing Local Law 2010	FORMAT / AMENDED
LG3.07	D001	Health Local Laws 2001	FORMAT / AMENDED
LG3.08	D001	Jetties, Bridges, Boat Pens & Swimming Structures Local Law 2020	FORMAT / AMENDED
LG3.09	D001	Local Law Relating to the Former Perth 2001	FORMAT / AMENDED
LG3.10	D001	Local Government Property Local Law 2011 (LG Act)	FORMAT / AMENDED
LG3.10	D046	Local Government Property Local Law 2011 (LG Act)	FORMAT / AMENDED
LG3.11	D001	Signs Local Law 2006	FORMAT / AMENDED
LG3.12	D001	Waste Local Law 2017	FORMAT / AMENDED
LG3.13	D043	Parking and Parking Facilities Local Law 2009 - Treatment, schemes, bus shelters & seating	FORMAT / AMENDED
LG4.01	D012	Agreement as to Payment of Rates and Service Charges (LG Act)	FORMAT
LG4.02	NEW	Application of Regional Price Preference Policy (LG Act)	NEW
LG4.03	D022	Defer, Grant Discounts, Waive or Write Off Debts (LG Act)	AMENDED
LG4.05	D011	Power to Invest and Manage Investments (LG Act)	FORMAT
LG4.06	D009	Provision of Donations & Sponsorship and the Authority to Apply for Grant Funding and Apply for Subsidies (LG Act)	FORMAT
LG4.07	D013	Payments from the Municipal or Trust Funds (LG Act)	FORMAT
LG5.01	D018	Expressions of Interest for Goods and Services (LG Act)	AMENDED
LG5.02	NEW	Panels of Pre-Qualified Suppliers for Goods and Services (LG Act)	NEW

## DELEGATIONS REGISTER EXTRACT

REPORT ITEM AR152 REFERS

Reference	Old Reference	Subject	Comment
LG5.03	NEW	Procurement of Goods or Services required to address a State of Emergency (LG Act)	NEW
LG5.04	NEW	Renewal or Extension of Contracts during a State of Emergency (LG Act)	NEW
LG5.05	D018	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options (LG Act)	AMENDED
LG5.06	NEW	Appoint Persons (other than employees) to Open Tenders (LG Act)	NEW
LG5.07	D018	Tenders for Goods and Services – Call Tenders (LG Act)	FORMAT
LG5.08	NEW	Tenders for Goods and Services - Exempt Procurement (LG Act)	NEW
LG6.01	D012	Determine Due Date for Rates or Service Charges (LG Act)	FORMAT
LG6.02	D012	Rate Record - Amendment (LG Act)	FORMAT
LG6.03	D021	Rate Record – Objections (LG Act)	FORMAT
LG6.04	D012	Recovery of Rates Debts - Actions to Take Possession of the Land (LG Act)	COMBINED / AMENDED
LG6.04	D022	Recovery of Rates Debts - Actions to Take Possession of the Land (LG Act)	COMBINED / AMENDED
LG6.05	NEW	Recovery of Rates Debts – Require Lessee to Pay Rent (LG Act)	NEW
LG6.06	D012	Recovery of Rates or Service Charges (LG Act)	FORMAT
LG6.06	D022	Recovery of Rates or Service Charges (LG Act)	FORMAT
LG7.01	D019	Disposing of Property (selling, leasing, transferring property) (LG Act)	FORMAT
LG7.01	D047	Disposing of Property (selling, leasing, transferring property) (LG Act)	FORMAT
LG8.01	D041	Close Thoroughfares to Vehicles (Temporary Road Closures)	FORMAT
LG8.02	NEW	Control Reserves and Certain Unvested Facilities	NEW
LG8.03	D041	Crossing – Construction, Repair and Removal (LG Act)	FORMAT
LG8.04	D041	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare (LG Act)	FORMAT
LG8.05	D044	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares (LG Act)	FORMAT
LG8.06	D042	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places (LG Act)	FORMAT

## DELEGATIONS REGISTER EXTRACT

REPORT ITEM AR152 REFERS

Reference	Old Reference	Subject	Comment
LG8.06	D044	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places (LG Act)	FORMAT
LG8.07	D041	Gates Across Public Thoroughfares (LG Act)	FORMAT
LG8.08	D040	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift (LG Act)	FORMAT
LG8.09	D041	Private Works on, over or under Public Places (LG Act)	FORMAT
LG8.10	D041	Public Thoroughfare – Dangerous Excavations (LG Act)	FORMAT
<a href="#">LG9.01</a>	<a href="#">NEW</a>	<a href="#">Audit and Risk Committee</a>	<a href="#">NEW</a>
PD1.01	D039	Appointment of Authorised Persons to administer the Planning & Development Act 2005 (PD Act)	FORMAT
PD1.02	D028	Development Control (Authority to enforce compliance, development control and take legal action) (PD Act)	FORMAT
PD1.02	D038	Development Control (Authority to enforce compliance, development control and take legal action) (PD Act)	FORMAT
<a href="#">SI_1.01</a>	<a href="#">_(ATTACHMENT D &amp; C)</a>	<a href="#">Noise Control – Environmental Protection Notices [Reg.65(1)] (EP Act)</a>	<a href="#">FORMAT / AMENDED</a>
<a href="#">SI_1.02</a>	<a href="#">_(ATTACHMENT D &amp; C)</a>	<a href="#">Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events (EP Act)</a>	<a href="#">FORMAT / AMENDED</a>
<a href="#">SI_1.03</a>	<a href="#">_(ATTACHMENT D &amp; C)</a>	<a href="#">Noise Management Plans – Construction Sites (EP Act)</a>	<a href="#">FORMAT / AMENDED</a>
<a href="#">SI_2.01</a>	<a href="#">_(ATTACHMENT D &amp; C)</a>	<a href="#">Sign Development Applications for Crown Land as Owner (PD Act)</a>	<a href="#">FORMAT / AMENDED</a>
<a href="#">SI_2.02</a>	<a href="#">_(ATTACHMENT D &amp; C)</a>	<a href="#">WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)</a>	<a href="#">FORMAT / AMENDED</a>
V1.01	NEW	Approval for Certain Local Government Vehicles as Special Use Vehicles (Vehicles Act)	NEW
V1.02	D045	Traffic Management - Events on Roads (Vehicles Act)	AMENDED
V1.03	D045	Traffic Management – Road Works (Vehicle Act)	AMENDED

## COUNCIL POLICY REGISTER EXTRACT

## REPORT ITEM AR152 REFERS

Council adopted Policy Positions and administrative policies authorised under delegation, enabling effective and efficient management of City of Albany resources, and assisting staff and Council to achieve an equitable decision-making process.

TITLE	COMMENT: Key: ■ Review Initiated ■ Review Completed ■ Action Proposed	STATUS
<a href="#">Advertising &amp; Guidance Signage on Public Land and Road Reserves Policy</a>	Adopted in 2017, not previously reviewed. Review to be initiated.	■
<a href="#">Art in the Public Domain Policy</a>	Presented for review with Delegations in 2023. Minor administrative updates were applied in July 2023.	■
<a href="#">Artwork Collection Policy</a>	Presented for review with Delegations in 2023. Minor administrative updates were applied in July 2023.	■
<a href="#">Asset Management Policy</a>	Presented for review with Delegations in 2023. Minor administrative updates were conducted on 04/08/2023. Fully reviewed, no updates proposed.	■
<a href="#">Attendance at Events and Functions Policy</a>	Presented for review with Delegations in 2023. Minor updates in July 2023. Reviewed in May 2024. Version control to be updated.	■
<a href="#">Beach Closure Policy &amp; Procedure</a>	Presented for review with Delegations in 2023. Fully revised, amended, and prepared for consultation and re-approval.	■
<a href="#">Bushfire Attack Level (BAL) Public Land Management Policy</a>	Presented for review with Delegations in 2023. Minor administrative updates were applied in July 2023.	■
<a href="#">Bushfire Management in Conservation, Special Residential &amp; Rural Residential (Special Rural) Zoned Policy</a>	Presented for review with Delegations in 2023. Review initiated in June 2024.	■
<a href="#">Buy Local Policy</a>	Presented for review with Delegations in 2023. Review initiated in May 2024.	■
<a href="#">Cash Investment Backing for Reserve Accounts Policy</a>	Presented for review with Delegations in 2023. Review initiated in May 2024.	■
<a href="#">CEO Performance Review Process Policy</a>	Presented for review with Delegations in 2023. Re-adoption Reference: OCM 27/06/2023 Resolution PR013.	■



## COUNCIL POLICY REGISTER EXTRACT

REPORT ITEM AR152 REFERS

TITLE	COMMENT: Key: ■ Review Initiated ■ Review Completed ■ Action Proposed	STATUS
<a href="#">Civic Affiliations Policy</a>	Presented for review with Delegations in 2023. Workshopped with Council in 2023/2024. Proposed new policy position to be resolved.	■
<a href="#">Civic Receptions, Ceremonies, and Use of Civic Rooms Policy &amp; Guidelines</a>	Presented for review with Delegations in 2023. Reviewed in May 2024. Minor administrative amendments only.	■
<a href="#">Code of Conduct for Council Members, Committee Members and Candidates</a>	Presented for review with Delegations in 2023. Review initiated in May 2024. A separate policy position is required for the appointment of an Acting CEO for periods of absence (i.e., Leave).	■
<a href="#">Community Engagement Policy</a>	Presented for review with Delegations in 2023. Review to be initiated.	■
<a href="#">Community Funding Policy</a>	Presented for review with Delegations in 2023. Review initiated in May 2024.	■
<a href="#">Community Sports &amp; Recreation Facilities Small Grant Funding Policy</a>	Presented for review with Delegations in 2023. Review initiated, presented to EMT in May 2024.	■
<a href="#">Container Deposit Scheme Policy</a>	Presented for review with Delegations in 2023. Review to be initiated, proposed to be rescinded in 2024.	■
<a href="#">Corporate Document Policy</a>	Presented for review with Delegations in 2023. Review initiated in February 2024.	■
<a href="#">Day Care Policy</a>	Presented for review with Delegations in 2023. No action required.	■
<a href="#">Dog Exercise, Prohibited and Rural Areas Leashing Policy</a>	Presented for review with Delegations in 2023. No immediate action required. Review initiated.	■
<a href="#">Elected Member Communications Policy and Guideline</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner. No action required.	■
<a href="#">Elected Member Professional Development &amp; Training Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner. No action required.	■

## COUNCIL POLICY REGISTER EXTRACT

REPORT ITEM AR152 REFERS

TITLE	COMMENT: Key: ■ Review Initiated ■ Review Completed ■ Action Proposed	STATUS
<a href="#">Elected Members Proposed Amendments to Responsible Officer &amp; Committee Recommendation Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner, minor amendments applied. Changed document owner to EDCCS. Reference to the Community Strategic Plan 2032.	■
<a href="#">Election Caretaker Period Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner, minor amendments applied. Document Owner assigned to EDCCS.	■
<a href="#">Environmental Impact Assessment Policy</a>	Presented for review with Delegations in 2023. Review required.	■
<a href="#">Environmental Policy</a>	Presented for review with Delegations in 2023. Review required.	■
<a href="#">Fraud &amp; Corruption Control Policy &amp; Guideline</a>	Presented for review with Delegations in 2023. Review initiated. Review of assigned responsibility and actions in progress as of May 2024.	■
<a href="#">Freedom of Entry &amp; Keys to the City of Albany Policy &amp; Procedure</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner. No action required.	■
<a href="#">Governance and Meetings of Council Framework Policy (Terms of Reference for Committees and Working Groups)</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner in October 2023. Minor administrative amendments only.	■
<a href="#">Graffiti Management Policy</a>	Presented for review with Delegations in 2023. Review to be initiated, noting updated delegations.	■
<a href="#">Honorary Freeman of the City of Albany</a>	Presented for review with Delegations in 2023. Reviewed and amended by Document Owner under delegation. Minor amendments: Document owner changed from CEO to EDCCS.	■
<a href="#">Investment of Surplus Funds Policy</a>	Presented for review with Delegations in 2023. Fully reviewed and readopted in April 2024. Reference: CCS617.	■
<a href="#">Legal Representation for Elected Members, Employees &amp; Volunteers Policy &amp; Procedure</a>	Presented for review with Delegations in 2023. Reviewed and amended by Document Owner under delegation. Minor amendments: Updated reference to Strategic Community Plan 2032.	■

## COUNCIL POLICY REGISTER EXTRACT

REPORT ITEM AR152 REFERS

TITLE	COMMENT: Key: ■ Review Initiated ■ Review Completed ■ Action Proposed	STATUS
<a href="#">Long Term Borrowing Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner, Manager Finance, and Financial Accountant. No action required.	■
<a href="#">Mayoral Vehicle Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner. No action required.	■
<a href="#">Memorial Plaque &amp; Seat Policy, Guideline and Application</a>	Presented for review with Delegations in 2023. Review initiated: Administrative notice advising suspension of applications for Ellen Cove Boardwalk applied. Document Development Officer and Document Owner titles updated. Minor formatting changes.	■
<a href="#">Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards</a>	Adopted in June 2023. Reference: CCS534. Minor administrative amendments: Formatting and version control updated.	■
<a href="#">Payments to Employees Above Contract or Award Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner under delegation. Minor administrative amendments: Document Development Officer title updated to Manager People & Culture (MPC), reference to Community Strategic Plan 2032, Document Owner updated to EDCCS.	■
<a href="#">Petition Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner in July 2023. No action required.	■
<a href="#">Property Management (Leases and Licences) Policy</a>	Presented for review with Delegations in 2023. Review initiated in May 2024 by Document Owner.	■
<a href="#">Purchasing Policy (Tenders and Quotes)</a>	Presented for review with Delegations in 2023. Review initiated in May 2024 by Document Owner.	■
<a href="#">Radio Communication Allocation to Brigade Members Policy</a>	Presented for review with Delegations in 2023. Proposed to rescind this policy as it is no longer required.	■
<a href="#">Rates Financial Hardship Policy</a>	Presented for review with Delegations in 2023. Review initiated in June 2024.	■

## COUNCIL POLICY REGISTER EXTRACT

REPORT ITEM AR152 REFERS

TITLE	COMMENT: Key: ■ Review Initiated ■ Review Completed ■ Action Proposed	STATUS
<a href="#">Rating Subsidy - Sporting &amp; Community Organisations Policy</a>	Presented for review with Delegations in 2023. Review to be initiated.	■
<a href="#">Regulatory Compliance Policy &amp; Guideline</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner in July 2023. No action required.	■
<a href="#">Response to Appeals to the State Administrative Tribunal (SAT) Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner in July 2023. Minor administrative amendments: Updated reference to Strategic Community Plan 2032 and formatting.	■
<a href="#">Revised Climate Change Action Declaration</a>	Presented for review with Delegations in 2023. Revised and re-adopted in March 2024. No further action proposed.	■
<a href="#">Right of Way Policy</a>	Presented for review with Delegations in 2023. Review to be initiated.	■
<a href="#">Risk &amp; Opportunity Management Framework</a>	Presented for review with Delegations in 2023. Revised by Document Owner in July 2023. Review to be initiated.	■
<a href="#">Risk &amp; Opportunity Management Policy</a>	Presented for review with Delegations in 2023. Revised by Document Owner in July 2023. Review to be initiated.	■
<a href="#">Rural Community Hall Grant Policy</a>	Presented for review with Delegations in 2023. Review initiated in June 2024.	■
<a href="#">Signs (Service Information and Tourist Signs)</a>	Presented for review with Delegations in 2023. Review to be initiated.	■
<a href="#">Smoke free Outdoors Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner in July 2023. Minor administrative amendments: Reference to Community Strategic Plan 2032. No further action proposed.	■
<a href="#">Sponsorship Policy &amp; Guideline</a>	Presented for review with Delegations in 2023. Reviewed in May 2024. Minor administrative amendments proposed.	■
<a href="#">Street Trees Management Policy</a>	Presented for review with Delegations in 2023. Full re-write proposed.	■

## COUNCIL POLICY REGISTER EXTRACT

REPORT ITEM AR152 REFERS

TITLE	COMMENT: Key: ■ Review Initiated ■ Review Completed ■ Action Proposed	STATUS
<a href="#">Temporary &amp; Short Term Extended Trading Hours Policy</a>	Presented for review with Delegations in 2023. Subject to current Council deliberations.	■
<a href="#">Trading in Public Places</a>	Fully reviewed and re-adopted in May 2024. Reference: DIS392.	■
<a href="#">Trading in Public Places Policy</a>	Presented for review with Delegations in 2023. Advertising completed, submissions received, modifications proposed. To be referred to DIS March/April 2024. 17/04: Not yet presented to Council for adoption.	■
<a href="#">Travel and Representation Policy</a>	Presented for review with Delegations in 2023. Fully reviewed by the Document Owner in July 2023. Minor amendments: Strategic Context updated to reference Community Strategic Plan 2032, Document Owner updated to EDCCS, noting the requirement to publish the Fees & Allowance Paid to Elected Members Register, updated legislative context and other documents section. No further actions were proposed.	■
<a href="#">Upgrades and Maintenance of Watercourses &amp; Drainage Channels Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner in May 2024. Proposed minor administrative changes only.	■
<a href="#">Use of Common Seal Policy</a>	Presented for review with Delegations in 2023. Reviewed by Document Owner in May 2024. Proposed minor administrative changes only.	■
<a href="#">Wandering Cat Management Policy</a>	Presented for review with Delegations in 2023. Review to be initiated.	■
<a href="#">Wet Weather Road Closure Policy</a>	Presented for review with Delegations in 2023. Review to be initiated.	■



REGISTER OF DELEGATIONS

# Register of Delegations & Authorisations



## REVIEW

Reviewed by	Date approved	References
Administratively reviewed and prepared for Council adoption.	17 May 2024	Pending Council review and re-adoption.

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## INTRODUCTION

### Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for ‘acting through’ that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the ‘acting through’ concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term “acting through”, however section 5.45(2) states;

*“Nothing in this Division is to read as preventing –*  
*(a) A local government from performing any of its functions by acting through a person other than the CEO”; or*  
*(b) A CEO from performing any of his or her functions by acting through another person.”*

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains ‘Instruments of Delegation’ that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

## Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision-makers.

For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

- \_ *Bush Fires Act 1954, regulations and local law created under that Act*
- \_ *Caravan Parks and Camping Grounds Act 1995*
- \_ *Cat Act 2011 and regulations*
- \_ *Control of Vehicles (Off-Road Areas) Act 1978 and regulations*
- \_ *Dog Act 1976 and regulations*
- \_ *Environmental Protection (Noise) Regulations 1997*
- \_ *Environmental Protection Act 1986*
- \_ *Litter Act 1979 and regulations*
- \_ *Local Government (Miscellaneous Provisions) 1960 as amended*

*Note: This is not an exhaustive list.*

## 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 the authority to waive associated fees and charges.

## 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)

## Register of Council Adopted Policies

### **Policies - Council**

- Council adopted Policy Positions and administrative policies authorised under delegation, enable effective and efficient management of City of Albany resources and assist staff and Council to achieve an equitable decision-making process.
- Register of Council Adopted Policies: <https://www.albany.wa.gov.au/documents/policies-council>

## Register of City Administrative Policies

### **Policies - Admin**

- Administrative policies authorised under delegation, enable effective and efficient management of City of Albany resources and assist staff and Council to achieve an equitable decision-making process.
- City of Albany Website: <https://www.albany.wa.gov.au/documents/policies-council>

## Register of Local Planning Policies

### **Policies - Local Planning Policies**

- Register Council adopted local planning policies: <https://www.albany.wa.gov.au/documents/policies-council>

## DELEGATIONS

## Building Act 2011

Delegations under the Building Act 2011.

## Building Act - Council to CEO &amp; CEO to Employees

<b>Delegation</b>	<b>B1.1 (D024) Building Permit (Grant &amp; Refuse)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Act 2011: _s.18 Further Information _s.20 Grant of building permit _s.22 Further grounds for not granting an application _s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012: _r.23 Application to extend time during which permit has effect (s.32) _r.24 Extension of time during which permit has effect (s.32(3)) _r.26 Approval of new responsible person (s.35(c))
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>4. Determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> <li>a. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>b. Impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011.
<b>Express power to subdelegate</b>	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Subdelegates</b>	Building Surveyor Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services
<b>Subdelegate conditions</b>	<i>Subdelegates are appointed by the CEO.</i>
<b>Statutory framework</b>	<p><a href="#">Building Act 2011</a></p> <p>_s.17 Uncertified application to be considered by building surveyor</p> <p>_s.20 (Grant of building permit),</p> <p>_s.21 (Grant of demolition permit),</p> <p>_s.22 (Further grounds for not granting an</p> <p>_s.23 Time for deciding application for building or demolition permit</p> <p>_s.58 (Grant of occupancy permit, building approval certificate),</p> <p>_s.65 (Extension of period of duration),</p> <p>_s.96 (Authorised persons),</p> <p>_s.110 (Building orders),</p> <p>_s.117 (Revocation of building order),</p> <p>_s.119 Building and demolition permits – application for review by SAT</p> <p>_s.127 (Delegation: special permit authorities and local governments),</p> <p>_s.139 (Presumptions about authority to do certain things),</p> <p>_s.191 (Notices to stop unlawful work),</p> <p>_s.192 (Dangerous buildings),</p> <p>_s.193 (Neglected buildings),</p> <p>_s.194 (Dilapidated buildings),</p> <p>_s.195(Uncompleted buildings).</p> <p><a href="#">Building Regulations 2012</a></p> <p>_r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT application),</p> <p><a href="#">Building Services (Registration Act) 2011</a></p> <p>_Section 7</p> <p><a href="#">Home Building Contracts Act 1991</a></p> <p>– Part 3A, Division 2 – Part 7, Division 2</p> <p><a href="#">Building and Construction Industry Training Fund and Levy Collection Act 1990</a></p> <p><a href="#">Heritage Act 2018</a></p> <p>_s.79 Permit for works affecting registered place</p>
<b>Policy</b>	Resources: City of Albany Website: City of Albany Building & Demolition Information sheets/guidelines/permits information/checklists: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023



<b>Delegation</b>	<b>B1.2 (D024) Demolition Permits</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<p><a href="#">Building Act 2011</a></p> <p>_s.18 Further Information _s.21 Grant of demolition permit _s.22 Further grounds for not granting an application _s.27(1) and (3) Impose Conditions on Permit</p> <p><a href="#">Building Regulations 2012</a></p> <p>_r.23 Application to extend time during which permit has effect (s.32) _r.24 Extension of time during which permit has effect (s.32(3)) _r.26 Approval of new responsible person (s.35(c))</p>
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</li> <li>4. Determine an application to extend time during which a demolition permit has effect [r.23], subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>5. Impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> <li>6. Approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	General: This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011.
<b>Express power to subdelegate</b>	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Building Surveyor Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services

<b>Subdelegate conditions</b>	<p><i>Subdelegates are appointed by the CEO.</i></p> <p>Subject to the conditions imposed on the CEO and specifically:</p> <p><u>Manager Development Services:</u></p> <p><i>_s.18 (1) Further Information to determine a building permit application</i></p> <p><i>_s.20 Grant or refuse building permit</i></p> <p><i>_s.21 Grant or refuse demolition permit</i></p> <p><i>_s.22 Further grounds for not granting an application</i></p> <p><i>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</i></p> <p><i>_r.23 Application to extend time during which permit has effect</i></p> <p><i>_r.24 Extension of time during which permit has effect</i></p> <p><i>_r.26 Approval of new responsible person (s.35(c))</i></p> <p><u>Coordinator Building Services:</u></p> <p><i>_s.18 (1) Further Information to determine a building permit application</i></p> <p><i>_s.20 Grant or refuse building permit</i></p> <p><i>_s.21 Grant or refuse demolition permit</i></p> <p><i>_s.22 Further grounds for not granting an application</i></p> <p><i>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</i></p> <p><i>_r.23 Application to extend time during which permit has effect</i></p> <p><i>_r.24 Extension of time during which permit has effect</i></p> <p><i>_r.26 Approval of new responsible person (s.35(c))</i></p> <p><u>Senior Building Surveyor:</u></p> <p><i>_r.23 Application to extend time during which permit has effect</i></p> <p><i>_r.24 Extension of time during which permit has effect</i></p> <p><i>_r.26 Approval of new responsible person (s.35(c))</i></p> <p><i>_s.18(1) Further Information to determine a building permit application</i></p> <p><i>_s.20 Grant of building permit</i></p> <p><i>_s.21 Grant demolition permit</i></p> <p><i>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</i></p> <p><u>Building Surveyor:</u></p> <p><i>_s.18(1) Further Information to determine a building permit application</i></p> <p><i>_s.20 Grant of building permit</i></p> <p><i>_s.21 Grant demolition permit</i></p> <p><i>_s.27(1) and (3) Impose, vary and revoke conditions on Permit</i></p>
<b>Statutory framework</b>	<p>Building Act 2011: <a href="#">Link</a></p> <p><i>_s.119 Building and demolition permits (Application for review by SAT)</i></p> <p><i>_s.23 Time for deciding application for building or demolition permit</i></p> <p>Building Services (Complaint Resolution and Administration) Act 2011: <a href="#">Link</a></p> <p><i>_Part 7, Division 2</i></p> <p>Building and Construction Industry Training Fund and Levy Collection Act 1990: <a href="#">Link</a></p> <p>Heritage Act 2018: <a href="#">Link</a></p>
<b>Policy</b>	<p>Resources: City of Albany Website: Building &amp; Demolition: <a href="#">Link</a></p>
<b>Record keeping</b>	<p>Report to file.</p>
<b>Date adopted</b>	<p>28 February 2023</p>
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629</p>
<b>Last reviewed</b>	<p>28 February 2023</p>

<b>Delegation</b>	<b>B1.3 (D023)(D024) Occupancy Permits or Building Approval Certificates</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Act 2011: _s.55 Further information _s.58 Grant of occupancy permit, building approval certificate _s.62(1) and (3) Conditions imposed by permit authority _s.65(4) Extension of period of duration Building Regulations 2012 _r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>General: This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the <i>Building Services (Registration) Regulations 2011</i>.</p> <p><i>Council Conditions on this Delegation:</i>  <i>Delegation and authority does not apply to those applications that:</i></p> <ol style="list-style-type: none"> <li>1. Proposed the creation of a vacant lot;</li> <li>2. Proposed vacant air strata's in multi-tiered strata scheme developments;</li> <li>3. 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, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to: <ol style="list-style-type: none"> <li>a) type of development; and/or</li> <li>b) 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.</li> </ol> </li> <li>4. The WAPC is to be provided with data on all applications determined under this instrument of delegation at the conclusion of each financial year in the format as prescribed by the WAPC.</li> <li>5. Must comply with relevant Council Policies.</li> </ol>

<b>Express power to subdelegate</b>	<p>Building Act 2011:</p> <p>_s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).</p> <p>_s.55 Further information</p> <p>_s.58 Grant of occupancy permit, building approval certificate</p> <p>_s.60 Notice of decision not to grant occupancy permit or grant building approval certificates.62(1) and (3)</p> <p>Conditions imposed by permit authority</p> <p>_s.65(4) Extension of period of duration</p> <p>Building Regulations 2012:</p> <p>_r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65).</p>
<b>Subdelegates</b>	<p>Building Surveyor</p> <p>Chief Executive Officer (CEO)</p> <p>Coordinator Building Services</p> <p>Executive Director Infrastructure, Development &amp; Environment</p> <p>Manager Development Services</p>
<b>Subdelegate conditions</b>	<p><i>Subdelegates are appointed by the CEO.</i></p> <p><i>Senior Building Surveyors and Building Surveyors</i></p> <p><i>_s.55 and s.58 (excluding refusal) only</i></p>
<b>Statutory framework</b>	<p>Building Act 2011: <a href="#">Link</a></p> <p>_s.59 time for granting occupancy permit or building approval certificate</p> <p>_s.60 Notice of decision not to grant occupancy permit or grant building approval certificate</p> <p>_s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p>Building Services (Complaint Resolution and Administration) Act 2011: <a href="#">Link</a></p> <p>_Part 7, Division 2</p> <p>Building and Construction Industry Training Fund and Levy Collection Act 1990: <a href="#">Link</a></p> <p>Heritage Act 2018: <a href="#">Link</a></p>
<b>Policy</b>	<p>Resources: City of Albany Website: <a href="#">Link</a></p>
<b>Record keeping</b>	<p>Report to file.</p> <p>Each instance of the exercised use of this delegation is to be reported Council monthly.</p>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629</p>
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>B1.4 (D024) Designate Employees as Authorised Persons under (Building Act 2011)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Act 2011: <a href="#">Link</a> _s.96(3) authorised persons _s.99(3) Limitation on powers of authorised person
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Designate an employee as an authorised person [s.96(3)].</li> <li>2. Revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i>.</li> <li>2. This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011.</li> </ol> <p><i>Note: That an authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.</i></p>
<b>Express power to subdelegate</b>	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Building Surveyor Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Subdelegates appointed by the CEO.</li> <li>b. Subject to the conditions imposed on the CEO.</li> <li>c. Authority to commence prosecutions must be authorised by line manager / director.</li> </ol>
<b>Statutory framework</b>	Building Act 2011: _s.97 each designated authorised person must have an identity card. _r.5A Authorised persons (s.3) – definition
<b>Policy</b>	Policy Position: <ol style="list-style-type: none"> <li>1. Authorised persons must hold a current authority card.</li> <li>2. An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce their authority to enter, to the person demanding it.</li> </ol>

<b>Record keeping</b>	Report to file. A copy of the Authorisation Certificate / Record is to be placed on the appropriate personal file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>B1.5 (D024) Building Orders</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: <a href="#">Link</a> _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Act 2011: <a href="#">Link</a> _s.110(1) A permit authority may make a building order _s.111(1) Notice of proposed building order other than building order (emergency) _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect _s.118(2) and (3) Permit authority may give effect to building order if non-compliance
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>a. Building work</li> <li>b. Demolition work</li> <li>c. An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>3. Authority to revoke a building order [s.117].</li> <li>4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order ; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>General: This delegation is restricted to administratively granting certificates and permits that have the relevant certifications of building compliance, construction compliance and/or design compliance, as certified and issued by a person meeting the qualification requirements of the Building Services (Registration) Regulations 2011.</p> <p><i>Council Conditions on this Delegation:</i></p> <p>(1) In undertaking the functions of this delegation, Building Surveyors (registered) must be employed by the City of Albany in accordance with s5.36 of the Local Government Act 1995; and as defined in the Building Act 2011 Part 1. 3.</p> <p>(2). Must comply with Council policies.</p>
<b>Express power to subdelegate</b>	Building Act 2011:_ _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).

<b>Subdelegates</b>	<p>Building Surveyor  Coordinator Building Services  Development Compliance Officer  Executive Director Infrastructure, Development &amp; Environment  Manager Development Services  Senior Planning and Development Compliance Officer</p>
<b>Subdelegate conditions</b>	<p>a. Same conditions imposed on the CEO.  b. Subdelegates appointed by the CEO.  c. CEO Conditions on this sub-delegation:</p> <p><u>Executive Director Infrastructure, Development &amp; Environment</u>  _s.110(1) A permit authority may make a building order  _s.111(1) Notice of proposed building order other than building order (emergency)  _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect  _s.118(2) and (3) Permit authority may give effect to building order if non-compliance  <u>Manager Development Services:</u>  _s.110(1) A permit authority may make a building order  _s.111(1) Notice of proposed building order other than building order (emergency)  _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect  _s.118(2) and (3) Permit authority may give effect to building order if non-compliance  _s.114 Service of building order  <u>Coordinator Building Services:</u>  _s.110(1) A permit authority may make a building order  _s.111(1) Notice of proposed building order other than building order (emergency)  _s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect  _s.118(2) and (3) Permit authority may give effect to building order if non-compliance  _s.114 Service of building order  <u>Senior Building Surveyor &amp; Building Surveyors &amp; Statutory Compliance Enforcement Officers:</u>  _s.114 Service of building order</p>
<b>Statutory framework</b>	<p>Building Act 2011: <a href="#">Link</a>  _s111 Notice of proposed building order other than building order (emergency)  _s112 Content of building order  _s113 Limitation on effect of building order  _s114 Service of building order  _Part 9 Review - s.122 Building orders – application for review by SAT.  Interpretation Act 1984: <a href="#">Link</a></p>
<b>Policy</b>	<p>Regulatory Compliance Policy &amp; Guideline: <a href="#">Link</a></p>
<b>Record keeping</b>	<p>a. Report to file.  b. Each instance of the exercised use of this delegation is to be reported to Council monthly.</p>
<b>Date adopted</b>	<p>28 February 2023</p>
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629</p>
<b>Last reviewed</b>	<p>28 February 2023</p>

<b>Delegation</b>	<b>B1.6 (D014)(NEW) Inspection and Copies of Building Records</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Act 2011: _s.131(2) Inspection, copies of building records
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine an application from an interested person to inspect and copy a building record [s.131(2)].</li> <li>2. Appoint persons to administer this function, specifically members of the Governance and Development Services Information Teams.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<i>Note: The delegator may perform this function through an officer or agent.</i>
<b>Express power to subdelegate</b>	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO),
<b>Subdelegates</b>	Building Surveyor Coordinator Building Services Development Compliance Officer Executive Director Infrastructure, Development & Environment Manager Development Services Senior Planning and Development Compliance Officer
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Subdelegates appointed by the CEO.</li> <li>b. An officer or agent appointed to perform this function must be appointed in writing.</li> </ol>
<b>Statutory framework</b>	Building Act 2011 _s.146 Confidentiality
<b>Policy</b>	Resources: City Albany Website: Forms: <a href="#">Search Request for Building Plans</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>B1.7 (D024)(D008) Authorise persons to commence proceedings under (Building Act 2011)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Act 2011: _s.133(1) A permit authority may commence a prosecution for an offence against this Act
<b>Function</b>	Authority to authorise a person to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].
<b>Delegates</b>	CEO
<b>Express power to subdelegate</b>	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager Development Services
<b>Subdelegate conditions</b>	<i>Subdelegates are appointed by the CEO. Same conditions as imposed on the CEO.</i>
<b>Statutory framework</b>	Building Act 2011: <a href="#">Link</a> _s.146 Confidentiality
<b>Policy</b>	Regulatory Compliance Policy & Guideline: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>B1.8 (D024) Referrals and Issuing Certificates</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: <a href="#">Link</a> _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Act 2011: _s.145A Local Government functions
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City of Albany's District [s.145A(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Council Conditions on this Delegation: If the applicant is an Elected Member or an employee, the conflict of interest provisions apply.
<b>Express power to subdelegate</b>	Building Act 2011: <a href="#">Link</a> _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager Development Services
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO.</i> <i>CEO Conditions on this sub-delegations:</i> <ol style="list-style-type: none"> <li>a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r5. of the Building Regulations 2012.</li> <li>b. Before exercising Authority 2 for a building outside of the City of Albany's District [s.145A(2)]., the delegate is to be informed.</li> </ol>
<b>Statutory framework</b>	Building Act 2011 Building Regulations 2012
<b>Policy</b>	Regulatory Compliance Policy & Guideline: <a href="#">Link</a>
<b>Record keeping</b>	<ol style="list-style-type: none"> <li>a. Report to file.</li> <li>b. Report to Council monthly.</li> </ol>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629

**Last reviewed**

28 February 2023

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<b>Delegation</b>	<b>B1.9 (D025)(NEW) Private Pool Barrier – Alternative and Performance Solutions</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Regulations 2012: _r.51 Approvals by permit authority
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]</li> <li>2. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]</li> <li>3. Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>a. Inspect private swimming pools:</p> <ol style="list-style-type: none"> <li>i. Line Manager to sign any Prosecution Notices.</li> <li>ii. The inspection that is to be conducted after building work for an enclosure of a private swimming pool is an inspection to assess whether the pool enclosure complies with the requirements in r.50.</li> </ol> <p>b. Council designates the following classes of persons to administer and enforce this function: Chief Executive Officer, Executive Director Infrastructure, Development &amp; Environment, Manager Development Services, Senior Planning &amp; Development Compliance Officer, Coordinator Building Services, Development Compliance Officer, Senior Building Surveyors and Building Surveyors.</p>
<b>Express power to subdelegate</b>	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<p>Building Surveyor  Coordinator Building Services  Development Compliance Officer  Executive Director Infrastructure, Development &amp; Environment  Manager Development Services  Senior Planning and Development Compliance Officer</p>
<b>Subdelegate conditions</b>	<p><i>Subdelegates are appointed by the CEO.  Subject to the same conditions imposed on the CEO.</i></p>

<b>Statutory framework</b>	Building Act 2011 Building Regulations 2012
<b>Policy</b>	Policy Position: All private swimming pools and spas that contain water that is more than 300mm deep must have a compliant barrier installed that restricts access by young children to the pool and its immediate surrounds.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>B1.10 (D023)(NEW) Smoke Alarms – Alternative Solutions</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Building Act 2011</a> : _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<a href="#">Building Regulations 2012</a> : _r.55 Terms Used (alternative building solution approval) _r.61 Local Government approval of battery powered smoke alarms
<b>Function</b>	Authority to: <ul style="list-style-type: none"> <li>1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ul>
<b>Delegates</b>	CEO
<b>Express power to subdelegate</b>	<a href="#">Building Act 2011</a> : _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Coordinator Building Services Executive Director Infrastructure, Development & Environment Manager Development Services
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	_Building Regulations 2012: Local Government is responsible for investigating and enforcing the mandatory requirement to fit and maintain smoke alarms under the Building Regulations 2012. _Smoke Alarm Laws: Department of Energy, Mines, Industry Regulation & Safety: <a href="#">Link</a>
<b>Policy</b>	Resources: Smoke Alarm Laws: Department of Energy, Mines, Industry Regulation & Safety: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>B1.11 (D025) Appoint approved officers and authorised officers under (Building Act 2011)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Building Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Building Act 2011: _s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	Building Regulations 2012: <a href="#">Link</a> _r.70 Approved officers and authorised officers
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Appoint: <ol style="list-style-type: none"> <li>a. An <u>approved officer</u> for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). <i>(Note: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers").</i></li> <li>b. An <u>authorised officer</u> for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). <i>(Note: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2)).</i></li> </ol> </li> <li>2. Inspect Swimming Pools: <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. Inspect <u>private swimming pools</u> and enforce the provisions of the Building Act 2011 and associated regulations and standards.</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>Private Swimming Pools (Authority to Inspect and Enforcement):</p> <ol style="list-style-type: none"> <li>a. Line Manager to sign any Prosecution Notices.</li> <li>b. 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.</li> </ol>
<b>Express power to subdelegate</b>	Building Act 2011: _s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<p>Building Surveyor  Coordinator Building Services  Development Compliance Officer  Executive Director Infrastructure, Development &amp; Environment  Manager Development Services  Senior Planning and Development Compliance Officer</p>

<b>Subdelegate conditions</b>	<i>Subdelegates are appointed by the CEO. Refer to advice notes.</i>
<b>Statutory framework</b>	<a href="#">Building Regulations 2012:</a> _r 70(3) each authorised officer must be issued a certificate of appointment
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

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## Bush Fires Act 1954

Delegations under the Bush Fires Act 1954.

### Bush Fires Act - Council to CEO, Mayor and Chief Bush Fire Control Officer

<b>Delegation</b>	<b>BF1.1(D029)(NEW) Make Request to FES Commissioner – Control of Fire</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Bush Fires Act 1954</a> : _s.48 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Bush Fires Act 1954</a> : _s.13(4) Duties and powers of bush fire liaison officers
<b>Function</b>	Authority to request on behalf of the City that the FES Commissioner authorise the Chief Bush Fire Control Officer or another person to take control of fire operations [s.13(4)].
<b>Delegates</b>	CEO Chief Bushfire Control Officer
<b>Conditions</b>	<p>a. Before making the request, if time permits, advise the CEO of the request.</p> <p>b. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</p>
<b>Express power to subdelegate</b>	<p>a. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate &amp; Commercial Services, Manager Public Health &amp; Safety, Community Emergency Services Manager – CESH, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger &amp; Rangers.</p> <p>b. NIL – Sub-delegation is prohibited by s.48(3).</p>
<b>Subdelegates</b>	Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	Bushre Fires Act 1954
<b>Policy</b>	City of Albany Bush Fire Brigades Local Law 2020: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629



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<b>Delegation</b>	<b>BF1.2 (D029) Prohibited Burning Times - Vary</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government _s.17(10) Prohibited burning times may be declared by Minister (power of delegation to Mayor and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.17(7) Prohibited burning times may be declared by Minister Bush Fire Regulations 1954: _r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. _r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times _r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)]. Noting: _s.17(10): <i>A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).</i> _s.48(4) says 'Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business'.
<b>Delegates</b>	Chief Bushfire Control Officer Chief Executive Officer (CEO) Mayor
<b>Conditions</b>	a. Decisions under s,17(7) must be undertaken jointly by both the Mayor and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
<b>Express power to subdelegate</b>	a. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger & Rangers. b. NIL – Sub-delegation is prohibited by s.48(3).
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO.</i>

<b>Statutory framework</b>	<ol style="list-style-type: none"> <li>1. The Department of Conservation and Land Management (CALM) was a department of the Government of Western Australia that was responsible for implementing the state's conservation and environment legislation and regulations. It was created by the <a href="#">Conservation and Land Management Act 1984</a>, also known as the CALM Act,[1] which is still in force as of 2024.</li> <li>2. Now known as the Department of Biodiversity, Conservation and Attractions (DBCA).</li> <li>3. Every year the City of Albany issues a Fire Management Notice that outlines the minimum requirements for all landowners and occupiers to prepare for the bushfire season. The Fire Management Notice is issued under Section 33 of the Bush Fire Act 1954 and the requirements contained within are required by law.</li> </ol>
<b>Policy</b>	City of Albany Fire Management Notice: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>BF1.3 (D029) Prohibited Burning Times – Control Activities</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions. _s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land Bush Fire Regulations 1954: _r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. _r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times _r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Recover the cost of measures taken by the City or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	Chief Bushfire Control Officer Chief Executive Officer (CEO) Mayor
<b>Express power to subdelegate</b>	<ol style="list-style-type: none"> <li>a. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</li> <li>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate &amp; Commercial Services, Manager Public Health &amp; Safety, Community Emergency Services Manager – CESM, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger &amp; Rangers.</li> <li>c. NIL – Sub-delegation is prohibited by s.48(3)</li> </ol>

<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Conservation and Land Management Act 1984</a>
<b>Policy</b>	<p><a href="#">City of Albany Fire Management Notice</a> <a href="#">City of Albany Volunteer Bush Fire Brigade Operating Procedures</a></p> <p>Extract: <i>Notifying Residents of Restricted and Prohibited Burning Times</i></p> <p><i>_The City of Albany advises local residents of restricted and prohibited burning times through an annual fire management notice issued in conjunction with annual rates notices.</i></p> <p><i>_Public notices are also placed in local newspapers and on City of Albany website advising residents of dates. Notices are also published if there is any adjustment to previously advised times.</i></p> <p><i>_As a service to local residents some brigades also display appropriate message boards prominently out the front of their fire stations.</i></p> <p><i>_Restricted and prohibited times may be varied according to weather conditions.</i></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>BF1.4 (D029) Restricted Burning Times – Vary and Control Activities</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.18(5), (11) Restricted burning times may be declared by FES Commissioner _s.22(6) and (7) Burning on exempt land and land adjoining exempt land _s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions _s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land Bush Fire Regulations 1954: _r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. _r.15C Local Government may prohibit burning on certain days _r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times _r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, determine to vary the restricted burning times in respect of that year [s.18(5)].</li> <li>2. Determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> <li>3. Where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>4. Determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>5. Arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> <li>6. Declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>7. Determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> <li>8. Issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>9. Prohibit the use of tractors, engines or self-propelled harvesters, during a Restricted Burning Times, and to give permission for the use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>10. Recover the cost of measures taken by the City or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including the authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>

<b>Delegates</b>	Chief Bushfire Control Officer Chief Executive Officer (CEO) Mayor
<b>Conditions</b>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited and restricted burning times, after consultation with an authorised CALM Act officer [s.17(7) and s.18(5)]. 2. Authority to give and publish notices that outline the particulars of the variation [s.17(8)]. Note, the process outlined in s17(8) also applies to restricted burning times [s18(5C)].
<b>Express power to subdelegate</b>	a. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business. b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: Chief Executive Officer, Executive Director Corporate & Commercial Services, Manager Public Health & Safety, Community Emergency Services Manager – CESM, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Coordinator Ranger Services, Senior Ranger & Rangers. c. NIL – Sub-delegation is prohibited by s.48(3)
<b>Subdelegates</b>	Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	<a href="#">Bush Fire Act 1954</a> <a href="#">Conservation and Land Management Act 1984</a>
<b>Policy</b>	Refer to applicable policies.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629
<b>Last reviewed</b>	28 February 2023



<b>Delegation</b>	<b>BF1.5 (D029) Control of Operations Likely to Create Bush Fire Danger</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Bush Fires Act 1954:</a> _s.27D Requirements for carriage and deposit of incendiary material <a href="#">Bush Fires Regulations 1954:</a> _r.39C Welding and cutting apparatus, use of in open air _r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. _r.39D Explosives, use of _r.39E Fireworks, use of
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>a. a person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>b. a person operating welding apparatus, a power-operated abrasive cutting disc [r.39C(3)].</li> <li>c. a person using explosives [r.39D(2)].</li> <li>d. a person using fireworks [r.39E(3)].</li> </ol> </li> <li>2. Determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></li> </ol>
<b>Delegates</b>	CEO Chief Bushfire Control Officer Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
<b>Express power to subdelegate</b>	<ol style="list-style-type: none"> <li>a. NIL – Sub-delegation is prohibited by s.48(3)</li> <li>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: <ol style="list-style-type: none"> <li>1. Chief Executive Officer,</li> <li>2. Executive Director Corporate &amp; Commercial Services,</li> <li>3. Manager Public Health &amp; Safety, Community Emergency Services Manager – CESM,</li> <li>4. Chief Bush Fire Control Officer,</li> <li>5. Deputy Chief Bush Fire Control Officer,</li> <li>6. Coordinator Ranger Services, and</li> <li>7. Senior Ranger &amp; Rangers.</li> </ol> </li> </ol>

<b>Subdelegates</b>	Coordinator Ranger Services Ranger Senior Ranger
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	City of Albany Volunteer Bush Fire Brigade Operating Procedures: <a href="#">Link</a> Department of Fire & Emergency Services online resources: <a href="#">On-line TFB Activity Notification</a> <a href="#">AFDRS</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>BF1.6 (D029)(NEW) Burning Garden Refuse / Open Air Fires</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Bush Fires Act 1954:</a> _s.24F Burning garden refuse during limited burning times _s.24G Minister or local government may further restrict burning of garden refuse _s.25 No fire to be lit in open air unless certain precautions taken _s.25A Power of Minister to exempt from provisions of section 25 <a href="#">Bush Fires Regulations 1954:</a> _r.27(3) Permit, issue of
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> <li>a. Issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>b. Prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)].</li> <li>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25 (1a) and (1b)].</li> <li>5. Serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</li> </ol>
<b>Delegates</b>	CEO Chief Bushfire Control Officer
<b>Conditions</b>	Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

<b>Express power to subdelegate</b>	<p>a. NIL – Sub-delegation is prohibited by s.48(3).</p> <p>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions:</p> <ol style="list-style-type: none"> <li>1. Chief Executive Officer,</li> <li>2. Executive Director Corporate &amp; Commercial Services,</li> <li>3. Manager Public Health &amp; Safety,</li> <li>4. Community Emergency Services Manager – CESM,</li> <li>5. Chief Bush Fire Control Officer,</li> <li>6. Deputy Chief Bush Fire Control Officer,</li> <li>7. Coordinator Ranger Services,</li> <li>8. Senior Ranger &amp; Rangers.</li> </ol>
<b>Subdelegates</b>	<p>Coordinator Ranger Services  Manager Public Health and Safety  Ranger  Senior Ranger</p>
<b>Subdelegate conditions</b>	<p><i>_Designated classes of persons listed as "Subdelegates".</i>  <i>_Subdelegates appointed by the CEO.</i></p>
<b>Statutory framework</b>	<p><a href="#">Bush Fires Act 1954</a>  <a href="#">Bush Fires Regulations 1954</a>  <a href="#">City of Albany Bush Fire Brigades Local Law 2020</a></p>
<b>Policy</b>	<p>Resources: <a href="#">City of Albany Volunteer Bush Fire Operating Procedures</a></p>
<b>Record keeping</b>	<p>Report to file.</p>
<b>Date adopted</b>	<p>28 February 2023</p>
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023  Resolution AR131. Synergy Reference: PU231629.</p>
<b>Last reviewed</b>	<p>28 February 2023</p>

<b>Delegation</b>	<b>BF1.7 (D026) Firebreaks</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.33 Local government may require occupier of land to plough or clear fire-breaks
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring: <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> <li>d. determine that these matters have been acted upon to the satisfaction of the City.</li> </ol> </li> <li>2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].</li> <li>3. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].</li> </ol>
<b>Delegates</b>	CEO Chief Bushfire Control Officer
<b>Conditions</b>	<p>a. <i>Person authorised to administer this function:</i></p> <ol style="list-style-type: none"> <li>1. <i>Notice to Install Firebreaks around Properties: Prevention measures and fire breaks (fire access tracks) are to be under the City of Albany Fire Management Requirements Notice (s33 of the Bush Fires Act 1954).</i></li> <li>2. <i>Must be qualified following the Department of Fire &amp; Emergency Services (DFES) and/or City prescribed qualifications.</i></li> </ol> <p>1. <i>Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</i></p>
<b>Express power to subdelegate</b>	<ol style="list-style-type: none"> <li>a. NIL – Sub-delegation is prohibited by s.48(3).</li> <li>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: <ol style="list-style-type: none"> <li>1. Chief Executive Officer,</li> <li>2. Executive Director Corporate &amp; Commercial Services,</li> <li>3. Manager Public Health &amp; Safety,</li> <li>4. Community Emergency Services Manager – CESM,</li> <li>5. Chief Bush Fire Control Officer,</li> <li>6. Deputy Chief Bush Fire Control Officer,</li> <li>7. Coordinator Ranger Services,</li> <li>8. Senior Ranger &amp; Rangers.</li> </ol> </li> </ol>

<b>Subdelegates</b>	Coordinator Ranger Services Executive Director Corporate & Commercial Services Ranger Senior Ranger
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</li> <li>b. Classes of persons designated to perform this function listed as "<i>Subdelegates</i>".</li> <li>c. Subdelegates appointed by the CEO.</li> </ul>
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	<a href="#">City of Albany Fire Management Notice</a> Resources: <a href="#">_City of Albany Volunteer Bush Fire Brigade Operating Procedures</a> _City of Albany Fire Information & Guidelines: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2024
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>BF1.8 (D029)(D032) Appoint Bush Fire Control Officer/s and Fire Weather Officer</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.38 Local Government may appoint bush fire control officer Fire & Emergency Services Act 1998: _s12 (2)(e)(f) (Powers) _s37(Protection from personal and vicarious liability). Emergency Management Act 2005: _s36 (Functions of Local Government),
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and of those Officers: <ol style="list-style-type: none"> <li>a. Appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and</li> <li>b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>2. Issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the City [s.38(5A)].</li> <li>3. Appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have the exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].</li> <li>4. Appoint deputy Fire Weather Officer/s as necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</li> </ol>
<b>Delegates</b>	CEO Chief Bushfire Control Officer
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers who shall be first, second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush Fire Control Officers appointed.</li> <li>2. Appointments must be published in a newspaper circulating in the district and Government Gazette.</li> <li>3. Appointed persons must be qualified in accordance with the Department of Fire &amp; Emergency Services (DFES) prescribed qualifications.</li> <li>4. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</li> </ol>



<b>Express power to subdelegate</b>	<p>a. NIL – Sub-delegation is prohibited by s.48(3).</p> <p>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, and Fire &amp; Emergency Services Act 1998 subject to conditions:</p> <ol style="list-style-type: none"> <li>1. Chief Executive Officer,</li> <li>2. Executive Director Corporate &amp; Commercial Services,</li> <li>3. Manager Public Health &amp; Safety,</li> <li>4. Community Emergency Services Manager – CESM,</li> <li>5. Chief Bush Fire Control Officer,</li> <li>6. Deputy Chief Bush Fire Control Officer,</li> <li>7. Coordinator Ranger Services, and</li> <li>8. Senior Ranger &amp; Rangers.</li> </ol>
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services
<b>Subdelegate conditions</b>	<i>The classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	<p>Bush Fire Act 1954</p> <p>Fire &amp; Emergency Services Act 1988</p> <p>Bush Fire Brigades Local Law 2020</p>
<b>Policy</b>	<p>Publications: City of Albany Strategic Bush Fire Plan: <a href="#">Link</a></p> <p>Resources: City of Albany Website: <a href="#">Link</a></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>BF1.9 (D029) Control and Extinguishment of Bush Fires</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].</li> <li>2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or propose a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</li> </ol>
<b>Delegates</b>	CEO Chief Bushfire Control Officer
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Issue direction to a registered Bush Fire Brigade: Having reasonably sought information prior to issuing directions and so satisfying themselves that direction is needed.</li> <li>2. Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</li> </ol>
<b>Express power to subdelegate</b>	<ol style="list-style-type: none"> <li>a. NIL – Sub-delegation is prohibited by s.48(3).</li> <li>b. Council designates the following classes of persons to administer and enforce the Bush Fire Act 1954, subject to conditions: <ol style="list-style-type: none"> <li>1. Chief Executive Officer,</li> <li>2. Executive Director Corporate &amp; Commercial Services,</li> <li>3. Manager Public Health &amp; Safety,</li> <li>4. Community Emergency Services Manager – CESM,</li> <li>5. Chief Bush Fire Control Officer,</li> <li>6. Deputy Chief Bush Fire Control Officer,</li> <li>7. Coordinator Ranger Services, and</li> <li>8. Senior Ranger &amp; Rangers.</li> </ol> </li> </ol>
<b>Subdelegates</b>	Community Emergency Services Manager Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
<b>Subdelegate conditions</b>	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a> <a href="#">City of Albany Bush Fire Brigades Local Law 2020</a>

<b>Policy</b>	<a href="#">City of Albany Fire Management Notice</a> Resources: <ul style="list-style-type: none"> <li>▪ <a href="#">City of Albany Volunteer Bush Fire Brigade Operating Procedures</a></li> <li>▪ <a href="#">City of Albany Website: Fire Information &amp; Guidelines: Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>BF1.10 (D029) Recovery of Expenses Incurred through Contraventions of this Act</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.48 Delegation by local government
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.58 General penalty and recovery of expenses incurred
<b>Function</b>	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the City or those on behalf of the City to do [s.58].
<b>Delegates</b>	CEO
<b>Conditions</b>	Noting s.48 Delegation by local governments (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.
<b>Express power to subdelegate</b>	<p>a. NIL – Sub-delegation is prohibited by s.48(3).</p> <p>b. Council designates the following classes of persons to administer this function:</p> <ol style="list-style-type: none"> <li>1. Executive Director Corporate &amp; Commercial Services</li> <li>2. Manager Public Health &amp; Safety</li> </ol>
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Subdelegate conditions</b>	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a>
<b>Policy</b>	Resources: City of Albany Fire Information & Guidelines: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>BF1.11 (D029) Prosecution of Offences (Bush Fires Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Bush Fires Act 1954
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Bush Fires Act 1954: _s.59(3) Prosecution of offences
<b>Express power or duty delegated</b>	Bush Fires Act 1954: _s.59 Prosecution of offences _s.59A(2) Alternative procedure – infringement notices
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].</li> <li>2. Serve an infringement notice for an offence against this Act [s.59A(2)].</li> </ol>
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	Authorisation to prosecute is limited to the following classes of persons: <ol style="list-style-type: none"> <li>a. Executive Director Corporate &amp; Commercial Services,</li> <li>b. Manager Public Health &amp; Safety, and</li> <li>c. Coordinator Ranger Services,</li> </ol>
<b>Express power to subdelegate</b>	<ol style="list-style-type: none"> <li>1. It should be noted that s.48(4) Delegation by local governments. Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.</li> <li>2. Sub-delegation is prohibited by s.48(3) of the Act.</li> </ol>
<b>Subdelegates</b>	Coordinator Ranger Services Ranger Senior Ranger
<b>Subdelegate conditions</b>	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a> <a href="#">City of Albany Bush Fire Brigades Local Law 2020</a>
<b>Policy</b>	<a href="#">City of Albany Fire Management Notice</a> <a href="#">City of Albany Volunteer Bush Fire Brigade Operating Procedures</a> Resources: City of Albany Fire Information & Guidelines: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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## Cat Act 2011

Delegations under the Cat Act 2011.

## Cat Act - Council to CEO &amp; CEO to Employees (Authorisations)

<b>Delegation</b>	<b>C1.1 (D031) Cat Registrations</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Cat Act 2011:</a> _s.44 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Cat Act 2011:</a> _s.9 Registration _s.10 Cancellation of registration _s.11 Registration numbers, certificates and tags <a href="#">Cat Regulations 2012:</a> _Schedule 3, cl.1(4) Fees Payable
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to: Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to: Cancel a cat registration [s.10].</li> <li>4. Authority to: Give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to: Reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the City's District [Regs. Sch. 3 cl.1(4)].</li> <li>6. Authority to: Authorise persons to administer this function.</li> </ol>
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Notices of decisions must include advice as to Objection and Review rights under Part 4, Division 5 of the Cat Act 2011.</li> <li>b. Withdrawal of an Infringement Notice can only be approved by the following classes of persons: <ol style="list-style-type: none"> <li>1. Chief Executive Officer,</li> <li>2. Executive Director Corporate &amp; Commercial Services,</li> <li>3. Manager Public Health &amp; Safety,</li> <li>4. Coordinator Ranger Services.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<a href="#">Cat Act 2011:</a> _s.45 Delegation by CEO of local government



<b>Subdelegate conditions</b>	<i>Noting a local government may, in writing, appoint persons or classes of persons to be authorised to perform particular functions regarding the enforcement of laws.</i>
<b>Statutory framework</b>	<p><a href="#">Cat Regulations 2012</a>:</p> <p>_r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>_r.12 Period of registration (s.9(7))</p> <p>_r.11 Changes in registration</p> <p>_r.14 Registration certificate (s.11(1)(b))</p> <p>_r.15 Registration tags (s.76(2))</p> <p><i>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011.</i></p> <p><a href="#">City of Albany Animals Local Law 2020</a> (Part 8 - Cats)</p>
<b>Policy</b>	<p><a href="#">Wander Cat Management Policy</a></p> <p>Resources:</p> <p>_City of Albany Website: Cat Registration Information: <a href="#">Link</a></p> <p>_The Department of Local Government, Sport and Cultural Industries: Guidelines: <i>The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia:</i> <a href="#">Link</a></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>C1.2 (D031) Cat Control Notices</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Cat Act 2011:</a> _s.44 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Cat Act 2011:</a> _s.26 Cat control notice may be given to cat owner
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Give a cat control notice to a person who is the owner of a cat ordinarily kept within the City's District [s.26].</li> <li>2. Authority to: Authorise persons to administer this function.</li> </ol>
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Ranger
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Withdrawal of a Notice can only be approved by a delegate.</li> <li>2. Authorisation to administer listed functions, limited to classes of persons designated a Ranger.</li> </ol>
<b>Express power to subdelegate</b>	<a href="#">Cat Act 2011:</a> _s.45 Delegation by CEO of local government
<b>Statutory framework</b>	<a href="#">Cat Regulations 2012</a> _r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. <a href="#">City of Albany Animals Local Law 2020</a> (Part 8 - Cats)
<b>Policy</b>	<a href="#">Wander Cat Management Policy</a> Resource: _City of Albany Website: Cat Management Information: <a href="#">Link</a> _The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>C1.3 (D031) Approval to Breed Cats (Cat Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Cat Act 2011:</a> _s.44 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Cat Act 2011:</a> _s.37 Approval to Breed Cats _s.38 Cancellation of approval to breed cats _s.39 Certificate to be given to approved cat breeder
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)].</li> <li>2. Authority to: Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. Authority to: Cancel an approval to breed cats [s.38].</li> <li>4. Authority to: Give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</li> <li>5. Authority to: Authorise persons to administer this function.</li> </ol>
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Ranger
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.</li> <li>b. Authority to authorise persons to administer this function is limited to the following classes of persons: Rangers, and Public Health &amp; Safety Customer Service Officers.</li> </ol>
<b>Express power to subdelegate</b>	Cat Act 2011: _s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Ranger
<b>Subdelegate conditions</b>	<i>Subdelegates are appointed by the CEO. Classes of persons authorised to administer this function listed as "Subdelegates".</i>
<b>Statutory framework</b>	<a href="#">Cat Regulations 2012:</a> _r.21 Application for approval to breed cats (s.36(2)) _r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) _r.23 Person who not be refused approval to breed cats (s.37(5)) _r.24 Duration of approval to breed cats (s.37(6)) _r.25 Certificate given to approved cat breeder (s.39(1)) <a href="#">City of Albany Animals Local Law 2020</a> (Part 8 - Cats)

<b>Policy</b>	<a href="#">Wander Cat Management Policy</a> Resources: _City of Albany Cat Management Information: <a href="#">Link</a> _The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>C1.4 (D031)(NEW) Recovery of Costs – Destruction of Cats</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Cat Act 2011:</a> _s.44 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Cat Act 2011:</a> _s.49(3) Authorised person may cause cat to be destroyed
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].</li> <li>2. Authority to: Appoint persons or classes of persons to administer this function.</li> </ol>
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Ranger
<b>Conditions</b>	Council has designated the following positions to administer Animal Control: _Rangers, and _Customer Service Officers responsible for administering animal control functions.
<b>Express power to subdelegate</b>	<a href="#">Cat Act 2011:</a> _s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Administration Officer - Ranger & Emergency Services Ranger
<b>Subdelegate conditions</b>	<i>Subdelegates are appointed by the CEO. Authorised classes of persons appointed to administer this function are listed as "Subdelegates".</i>
<b>Statutory framework</b>	<a href="#">Cat Act 2011:</a> <a href="#">City of Albany Animals Local Law 2020</a> (Part 8 - Cats)
<b>Policy</b>	<a href="#">Wandering Cat Management Policy</a> Resources: City of Albany Cat Management Information: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>C1.5 (D031) Authorise a person to perform Specified functions under (Cat Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Cat Act 2011:</a> _s.44 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Cat Act 2011:</a> _s.73 Prosecutions
<b>Function</b>	Authority to: Authorise a person to commence a prosecution for an offence against the Cat Act 2011 and the City of Albany Animal Local Law 2020 (Part 8 - Cats) [s.73(1)(b) & (2)(b).
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Express power to subdelegate</b>	<a href="#">Cat Act 2011:</a> _s.45 Delegation by CEO of local government
<b>Subdelegate conditions</b>	
<b>Statutory framework</b>	<a href="#">Cat Act 2011</a> <a href="#">Cat Regulations 2012</a> <a href="#">City of Albany Animals Local Law 2020</a> (Part 8 - Cats)
<b>Policy</b>	<a href="#">Wandering Cat Management Policy</a> Resources: _City of Albany Website: Cat Management Information: <a href="#">Link</a> _The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>C1.6 (D031) Applications to Keep Additional Cats</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Cat Act 2011</a> : _s.44 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Cat (Uniform Local Provisions) Regulations 2013</a> : _r.8 Application to keep additional number of cats _r.9 Grant of approval to keep additional number of cats
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Require any document or additional information required to determine an application [r.8(3)]</li> <li>2. Authority to: Refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>3. Authority to: Grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>
<b>Delegates</b>	<p>Administration Officer - Ranger &amp; Emergency Services  CEO  Coordinator Ranger Services  Executive Director Corporate &amp; Commercial Services  Manager Development Services  Manager Public Health and Safety  Ranger  Senior Ranger</p>
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Notices of decisions must include advice on reviewing rights per r.11 of the Cat (Uniform Local Provisions) Regulations 2013.</li> <li>b. Authority to administer this function is limited to classes of persons responsible for administering animal control functions.</li> </ol>
<b>Express power to subdelegate</b>	<a href="#">Cat Act 2011</a> : _s.45 Delegation by CEO of local government
<b>Statutory framework</b>	<a href="#">Cat Act 2011</a> <a href="#">Cat (Uniform Local Provisions) Regulations 2013</a> <a href="#">City of Albany Animals Local Law 2020</a> (Part 8 - Cats)
<b>Policy</b>	<p><b>Policy Position:</b> <i>If you wish to breed cats, you must be an approved cat breeder. A cattery may be considered for approval, subject to conditions.</i></p> <p>Resources:</p> <ul style="list-style-type: none"> <li>▪ City of Albany Cat Management Information: <a href="#">Link</a></li> <li>▪ The Department of Local Government, Sport and Cultural Industries: The department is responsible for administering the Cat Act 2011 (the Cat Act) and the Dog Act 1976 (the Dog Act). The acts and associated regulations apply throughout Western Australia: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.



<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>C1.7 (D031) (NEW) Reduce or Waiver Registration Fee (Cat Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Cat Act 2011:</a> _s.44 Delegation by local government
<b>Express power or duty delegated</b>	<a href="#">Cat Regulations 2012:</a> _Schedule 3 Fees clause 1(4)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.</li> <li>2. Authority to: Designate persons or classes of persons to administer this function is limited to persons responsible for administering animal control functions.</li> </ol>
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. This delegation does NOT provide authority to determine to reduce or waive the fees payable regarding any <u>class of cat</u> within the District.</li> <li>b. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995.</li> <li>c. Noting the Cat Regulations 2012, Schedule 3 outlines the fees related to cat management and clause 1(4): Pensioner Discount: If a person is an eligible pensioner as defined in the Rates and Charges (Rebates and Deferments) Act 1992, they are entitled to a 50% discount on registration fees when registering your cat.)</li> </ol>
<b>Express power to subdelegate</b>	<a href="#">Cat Act 2011:</a> _s.45 Delegation by CEO of local government
<b>Statutory framework</b>	<a href="#">Cat Act 2011</a> <a href="#">Cat Regulation 2012</a> <a href="#">City of Albany Cat Local Law 2020</a> (Part 8 - Cats)
<b>Policy</b>	Resources: City of Albany Website: Cat Management Information: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>C1.8 (D031) Infringement Notices – Extensions and Withdrawals (Cat Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Cat Act 2011
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<a href="#">Cat Act 2011</a> : _s.45 Delegation by CEO of local government
<b>Express power or duty delegated</b>	<a href="#">Cat Act 2011</a> : _s.64 Extension of time _s.65 Withdrawal of notice
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64].</li> <li>2. Authority to: Withdraw an infringement notice, within one year of the infringement notice being given and whether or not the modified penalty has been paid [s.65].</li> </ol>
<b>Delegates</b>	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Withdrawal of an Infringement Notice limited to delegates only.</li> <li>b. Classe of persons authorised to administer this function is limited to persons responsible for animal control functions.</li> </ol>
<b>Subdelegates</b>	Ranger Senior Ranger
<b>Subdelegate conditions</b>	<i>Classes of persons authorised to administer this function are listed as "Subdelegates".</i>
<b>Statutory framework</b>	<a href="#">Cat Regulations 2012</a> : _r.28 Withdrawal of infringement notice (s.65(1)) <a href="#">City of Albany Animals Local Law 2020</a> (Part 8 - Cats)
<b>Policy</b>	<a href="#">Wandering Cat Management Policy</a> Resources: City of Albany Website: Cat Management Information: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

## Council Policy Position (LG Act)

Council Policy Position (Adopted by Absolute Majority) and reviewed annually with delegations.

### LG Act 1995 - Council to CEO & CEO to Employees (Authorisations)

<b>Delegation</b>	<b>LG1.16 (D005) Appointment of an Acting Chief Executive Officer</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Council Policy Position (LG Act)
<b>Delegator</b>	Councillor
<b>Express power to delegate</b>	Local Government Act 1995 _s5.36(1)(a) _s5.45(2) "Acting Through"
<b>Express power or duty delegated</b>	<i>Local Government Act 1995</i> _s5.36(1)(a) _s5.45(2) "Acting Through"
<b>Function</b>	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
<b>Delegates</b>	Chief Executive Officer (CEO)
<b>Conditions</b>	In accordance with the Council Policy: CEO Performance Review Process Policy: <a href="#">Link</a>  <ul style="list-style-type: none"> <li>a. The Employee being designated a "Senior Employee", as prescribed by the Local Government Act.</li> <li>b. Appointments being no longer than 6 weeks.</li> <li>c. Council Members to be advised of acting Chief Executive Officer.</li> <li>d. The acting role to be rotated between the Executive Directors of the City where practicable.</li> </ul>
<b>Express power to subdelegate</b>	Nil.
<b>Statutory framework</b>	Local Government Act 1995 _s5.42 "Acting Through". _5.39C (Policy for temporary employment or appointment of CEO)
<b>Policy</b>	Policies: <ul style="list-style-type: none"> <li>▪ CEO Performance Review Process Policy: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Prior to appointment Council must be informed in writing (email) and registered on the appropriate file.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.

**Last reviewed**

28 February 2023

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<b>Delegation</b>	<b>LG4.2 (NEW) Application of Regional Price Preference Policy (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Council Policy Position (LG Act)
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government (Functions and General) Regulations 1996: _r.24G Adopted regional price preference policy, effect of
<b>Function</b>	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
<b>Delegates</b>	CEO
<b>Conditions</b>	In accordance with the Council adopted policy position, the policy applies to: <ul style="list-style-type: none"> <li>a. Quotations of <b>\$30,000</b> value or greater (Major Quotations), and</li> <li>b. All Tenders invited by the City of Albany, for the supply of goods and services and construction (building) services, unless Council resolves that the policy does not apply to a particular tender.</li> </ul>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Subject to the condition on delegation to the CEO.</li> <li>b. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.</li> </ul>
<b>Statutory framework</b>	Primary & Annual Returns: <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	Policies: <ul style="list-style-type: none"> <li>• Purchasing Policy (Tenders &amp; Quotes): <a href="#">Link</a></li> <li>• Buy Local (Regional Price Preference) Policy: <a href="#">Link</a></li> <li>• Employee Code of Conduct: <a href="#">Link</a> (<i>Attachment 2: Conflict of Interest Management</i>)</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new Council Delegation.

**Last reviewed**

28 February 2023

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<b>Delegation</b>	<b>LG4.5 (D011) Power to Invest and Manage Investments (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Council Policy Position (LG Act)
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: <a href="#">Link</a> _s.6.14 Power to invest Local Government (Financial Management) Regulations 1996: <a href="#">Link</a> _r.19 Investments, control procedures for
<b>Function</b>	In accordance with the Investment of Surplus Funds Policy: <a href="#">Link</a> & Cash / Investment Backing for Reserve Accounts Policy: <a href="#">Link</a> Authority to: <ol style="list-style-type: none"> <li>1. Invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> <li>3. Authorise persons to administer the listed functions.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management Regulation 19C and Council Policies.</li> <li>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17].</li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: <a href="#">Link</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Business Analyst / Management Accountant Executive Director Corporate & Commercial Services Manager Finance
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. A decision to invest must be jointly confirmed by two Delegates.</li> <li>b. The following positions are authorised to enact the delegation: <ol style="list-style-type: none"> <li>1. Manager Finance</li> <li>2. Business Analyst / Management Accountant</li> </ol> </li> </ol>

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Legislation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Local Government (Financial Management) Regulations 1996</a></li> <li>• Refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</li> </ul>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Cash / Investment Backing for Reserve Accounts Policy: <a href="#">Link</a></li> <li>▪ Investment of Surplus Funds Policy: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• The Corporate &amp; Commercial Services - Finance Team is responsible for reporting to Council monthly.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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## Dog Act 1976

Delegations under the Dog Act 1976.

## Dog Act - Council to CEO &amp; CEO to Employees (Authorisations)

<b>Delegation</b>	<b>D1.1 (D031) Appoint Registration Officers (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.3 Terms Used (Registration officer means a person authorised by the local government to affect the registration of dogs pursuant to this Act)
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Authorise a person for the purposes of performing the prescribed office of Registration Officer under the <i>Dog Act 1976</i> [s.3].</li> <li>2. Sub-delegate this function.</li> </ol>
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. A register of Authorisations is to be maintained as a Local Government Record.</li> <li>c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> <li>e. Council has designated the following classes of persons to administer the Dog Act 1978, subject to conditions: <ol style="list-style-type: none"> <li>1. Coordinator Ranger Services, Senior Rangers and Rangers,</li> <li>2. Customer Service Officers responsible for administering animal control functions.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Statutory framework</b>	Legislation: <a href="#">Dog Act 1976</a> <a href="#">Dog Regulations 2013</a>  Local Laws: City of Albany Animals Local Law 2020

<b>Policy</b>	Resources: <ul style="list-style-type: none"><li>▪ City of Albany Website: Dog Management Information: <a href="#">Link</a></li></ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>D1.2 (NEW) Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.10A Payments to veterinary surgeons towards costs of sterilisation
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$200 [s.10A(1)(a) and (3)].</li> <li>2. Give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].</li> </ol>
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties <i>(Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</i>
<b>Subdelegates</b>	Ranger Senior Ranger
<b>Subdelegate conditions</b>	Classes of Persons authorised to administer this function are limited to persons responsible for administering animal control functions.
<b>Statutory framework</b>	<a href="#">Dog Act 1976</a> <a href="#">City of Albany Animals Local Law 2020</a>
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ City of Albany Website: Dog Management Information: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.

<b>Last reviewed</b>	28 February 2023
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<b>Delegation</b>	<b>D1.3 (D031) Refuse or Cancel Registration (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.15(2) and (4A) Registration periods and fees _s.16(3) Registration procedure _s.17A(2) If no application for registration made _s.17(4) and (6) Refusal or cancellation of registration
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Determine to refuse a dog registration and refund the fee, if any [s.16(2)].</li> <li>2. Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or</li> <li>ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept.</li> <li>iv. the dog is required to be microchipped but is not microchipped; or</li> <li>v. the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the City's District [s15(4A)].</li> <li>4. Apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].</li> <li>5. Following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. Authority to refuse or cancel registration is limited to delegates.</li> <li>c. Authority for delegates to sub-delegate.</li> <li>d. Classes of Persons authorised to administer listed functions limited to persons responsible for administering animal control.</li> </ol>
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties <i>(Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation).</i>



<b>Subdelegates</b>	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
<b>Statutory framework</b>	Legislation: <a href="#">Dog Act 1976</a> _s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) (Note: Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)).  Local Laws: _City of Albany Animals Local Law 2020 _City of Albany Dog Local Law
<b>Policy</b>	Resources:  ▪ City of Albany Website: Dog Management Information: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>D1.4 (NEW) Grant Exemption as to Number of Dogs Kept at Premises (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.26(3) Limitation as to numbers
<b>Function</b>	Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. Decisions under this delegation must comply with the relevant provisions of the Dog Act 1976 and the <i>City of Albany Dogs Local Law</i>, including:</p> <ul style="list-style-type: none"> <li>• Consider and be satisfied that for any particular premises the provisions of the Dog Act 1976 relating to kennel establishments need not be applied in the circumstances [s.26(3)].</li> <li>• Apply the provisions of s.26(4).</li> </ul> <p>c. Conditions that must be applied to an approved exemption, include:</p> <ul style="list-style-type: none"> <li>• Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO.</li> <li>• Registrations for each dog subject of the approved exemption must be current and maintained.</li> <li>• An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.</li> </ul>
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation is only permitted where delegation to the CEO expressly authorises sub-delegation).
<b>Subdelegates</b>	Ranger Senior Ranger
<b>Subdelegate conditions</b>	<p>a. Authority to grant an exemption must be given by a delegate.</p> <p>b. Classes of Persons authorised to administer listed functions limited to persons responsible for administering animal control functions.</p>

<b>Statutory framework</b>	<p>Legislation:  <a href="#">Dog Act 1976</a>  <a href="#">Dog Regulation 2013</a>          (Note: Decisions under this delegation may be referred for review by the State Administration Tribunal).</p> <p>Local Laws:          City of Albany Dog Local Law 2017: <a href="#">Link</a></p>
<b>Policy</b>	<p><b>Policy Position: The maximum number of adult dogs that may be kept on any property in the City of Albany is 6 (on properties with an area of 4 hectares or greater). If you wish to keep more than 6 dogs you will need to apply for a kennel licence.</b></p> <p>Resources:</p> <ul style="list-style-type: none"> <li>▪ City of Albany Dog Management Information: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>D1.5 (D031) Kennel Establishments (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.27 Licensing of approved kennel establishments
<b>Function</b>	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. Application processing and decisions under this delegation are to comply with the City of Albany Dogs Local Law.</li> <li>c. Council has designated this function as limited to persons responsible for administering animal control functions.</li> </ul>
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Statutory framework</b>	Legislation: Dog Act 1954 <i>(Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).</i>
<b>Policy</b>	<p><b>Policy Position: The maximum number of adult dogs that may be kept on any property in the City of Albany is 6 (on properties with an area of 4 hectares or greater). If you wish to keep more than 6 dogs you will need to apply for a kennel licence.</b></p> <p>Resources: City of Albany Website: Dog Kennels and Catteries: <a href="#">Link</a></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>D1.6 (D031) Recovery of Moneys Due Under this Act (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.29(5) Power to seize dogs
<b>Function</b>	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council limits this delegation to classes of persons responsible for animal control.
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties <i>(Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</i>
<b>Subdelegates</b>	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Statutory framework</b>	Legislation: Dog Act 1976: Includes recovery of expenses relevant to: _s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense _s.33M Local government expenses to be recoverable. _s.47 Veterinary service expenses recoverable from local government _r.31 Local government expenses as to dangerous dogs (declared)  Local Laws: _City of Albany Dog Local Law 2020
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>D1.7 (D031)(NEW) Dispose of or Sell Dogs Liable to be Destroyed</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.29(11) Power to seize dogs
<b>Function</b>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Delegates</b>	CEO Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.</li> <li>c. Council limits the sub delegation of this function to persons responsible for animal control.</li> </ul>
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Senior Ranger
<b>Subdelegate conditions</b>	<i>Note: Classes of persons listed as subdelegates are authorised to administer this function.</i>
<b>Statutory framework</b>	Legislation: Dog Act 1976  Local Law: City of Albany Dog Local Law 2020
<b>Policy</b>	<p><b>Policy Position: Unidentified dogs that have been in the pound for longer than three days, or unidentified cats that have been retained for three working days that are not claimed by owners, may be rehomed. The City of Albany works closely with animal rescue organisations to find new homes for impounded animals. If your dog or cat has been referred to a rescue organisation for re-homing you will need to contact them directly as they will be the new legal owner of the animal. A re-homing fee applies to animals rehomed directly from the City of Albany.</b></p> <p>Resources: City of Albany Website: <a href="#">Link</a></p>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>D1.8 (D031) Declare Dangerous Dog (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.33E(1) Individual dog may be declared to be dangerous dog (declared)
<b>Function</b>	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council condition: Declaration must be certified by either the CEO or Executive Director Corporate & Commercial Services.
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties <i>(Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</i>
<b>Subdelegates</b>	Coordinator Ranger Services Senior Ranger
<b>Subdelegate conditions</b>	<i>Note: Classes of persons authorised to administer this function are listed as "Subdelegates".</i>
<b>Statutory framework</b>	Legislation: Dog Act 1976 <i>(Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).</i>

<b>Policy</b>	<p><b>Policy Positions:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Dangerous Dogs</u></b>. Owners of a restricted breed dog, or a dog that has been declared dangerous by a local government must abide by the stringent laws that are in place to protect the community. If you own a restricted breed dog or a dog crossed with a restricted breed, you need to declare this on the application form when you register your dog for the first time, or renew its registration. Penalties for breaches of the Dog Act 1976 by a dangerous dog are double those which apply to other dogs.</li> <li>• <b><u>Restricted Breeds</u></b>. Certain breeds of dogs have been identified by the Commonwealth Government as being particularly aggressive. These breeds have been banned from import into Australia. It is an offence to sell, buy or advertise for sale restricted breed dogs. The following breeds (or crosses of these breeds) are classified as restricted: Pit Bull Terriers, American Pit Bull Terriers, Dogo Argentino, Fila Brasileiro, Japanese Tosa and Perro de Presa Canario.</li> <li>• <b><u>Declared Dangerous Dogs</u></b>. A local government may declare a dog dangerous if it has caused injury or damage by an attack on, or chasing, a person, animal or vehicle or if a dog has repeatedly shown a tendency to attack or chase causing no injury.</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>▪ City of Albany Website: Dogs Control Information: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>D1.9 (D031) Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.33F(6) Owners to be notified of making of declaration _s.33G(4) Seizure and destruction _s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)].</li> <li>4. Before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. Council limits the delegation of this function to classes of persons responsible for animal control.</li> </ol>
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Statutory framework</b>	Dog Act 1976 (Note: Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the Dog Act 1976).
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>D1.10 (D031) (NEW) Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.33H(5) Local government may revoke declaration or proposal to destroy
<b>Function</b>	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)] a notice: <p style="margin-left: 40px;">a. Declaring a dog to be dangerous; or b. Proposing to cause a dog to be destroyed.</p>
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services
<b>Conditions</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council Condition: Declaration to revoke Dangerous Dog Declaration must be certified by CEO.
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> _s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Statutory framework</b>	<i>Legislation:</i> <i>Dog Act 1976</i> (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ City of Albany Website: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file. Report to Council Committee.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>D1.11 (NEW) Determine Recoverable Expenses for Dangerous Dog Declaration (Dog Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Dog Act 1976
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Dog Act 1976: _s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	Dog Act 1976: _s.33M(1)(a) Local Government expenses to be recoverable
<b>Function</b>	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Council condition: Sub delegation limited to persons responsible for animal control.
<b>Express power to subdelegate</b>	Dog Act 1976: _s.10AA(3) Delegation of local government powers and duties <i>(Note: Sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</i>
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Statutory framework</b>	Legislation: Dog Act 1976 <i>(Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).</i>  Local Laws: City of Albany Dog Local Law 2020.
<b>Policy</b>	Resources:  ▪ City of Albany Website: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

## Environmental Protection Act 1986

Environmental Protection Act 1986 and including State Government Authorisation and Delegations to Local Governments, including: Environmental Protection (Noise) Regulations 1997, Environmental Protection Regulations 1987

### EPA Act - Authority to CEO and Authorised Employees

<b>Delegation</b>	<b>SI_1.1 (D-Attach C) Noise Control – Environmental Protection Notices [Reg.65(1)] (EP Act)</b>
<b>Category</b>	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
<b>Head of power</b>	Environmental Protection Act 1986
<b>Delegator</b>	Environmental Protection Authority
<b>Express power to delegate</b>	Environmental Protection Act 1986 _Section 20 of the Environmental Protection Act 1986
<b>Express power or duty delegated</b>	<a href="#">Instrument of delegation</a> — Government Gazette No. 47. pg. 919 - 19 March 2004: _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.
<b>Function</b>	_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 <i>Local Government Act 1995</i> .
<b>Delegates</b>	CEO
<b>Subdelegates</b>	Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
<b>Subdelegate conditions</b>	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates appointed by the CEO.</i>
<b>Statutory framework</b>	Environmental Protection Act 1986
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a>
<b>Record keeping</b>	Report to file.



<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. REFORMATTED.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>SI_1.2 (D-Attach C) Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events (EP Act)</b>
<b>Category</b>	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
<b>Head of power</b>	Environmental Protection Act 1986
<b>Delegator</b>	Environmental Protection Authority
<b>Express power to delegate</b>	<a href="#">Environmental Protection Act 1986</a> _Section 20 Delegation by CEO
<b>Express power or duty delegated</b>	Pursuant to section 20 of the Act, delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i> , powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
<b>Function</b>	Any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i> , powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation, in relation to— <ul style="list-style-type: none"> <li>a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;</li> <li>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);</li> <li>c. community activities—noise control notices in respect of community noise under regulation 16;</li> <li>d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;</li> <li>e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;</li> <li>f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;</li> <li>g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— <ul style="list-style-type: none"> <li>i. Subregulation 18(13)(b) is not delegated.</li> </ul> </li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	Subregulation 18(13)(b) is not delegated.
<b>Subdelegates</b>	Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
<b>Subdelegate conditions</b>	<i>Classes of persons authorised to administer this function are listed as "Subdelegates". Subdelegates are appointed by the CEO.</i>
<b>Statutory framework</b>	<a href="#">Environmental Protection Act 1986</a>
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. REFORMATTED.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>SI_1.3 (D-Attach C) Noise Management Plans – Construction Sites (EP Act)</b>
<b>Category</b>	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
<b>Head of power</b>	Environmental Protection Act 1986
<b>Delegator</b>	Environmental Protection Authority
<b>Express power to delegate</b>	<a href="#">Environmental Protection Act 1986</a> _Section 20 Environmental Protection Act 1986
<b>Express power or duty delegated</b>	<a href="#">Instrument of delegation</a> Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548: Pursuant to section 20 of the Act, 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 powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
<b>Function</b>	1. All power 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. 2. Authority to appoint any employee of a local government under the Local Government Act 1995 who is appointed as an Authorised Person under section 87 of the EPA Act.
<b>Delegates</b>	CEO
<b>Conditions</b>	The authority to appoint an employee is limited to the CEO.
<b>Express power to subdelegate</b>	Nil.
<b>Subdelegates</b>	Coordinator Health Services Coordinator Planning Services Development Compliance Officer Development Engineer Environmental Health Officer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety Senior Environmental Health Officer Senior Planning and Development Compliance Officer
<b>Subdelegate conditions</b>	<i>Subdelegates are appointed by the CEO.</i>
<b>Statutory framework</b>	Environmental Protection Act 1986 Environmental Protection (Noise) Regulations 1997
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a>

<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. REFORMATTED.
<b>Last reviewed</b>	28 February 2023

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## EPA Act - CEO to Employees

<b>Delegation</b>	<b>EH1.4.4 (D034) Environmental Protection - Illegal Dumping &amp; Noise</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Environmental Protection Act 1986
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<p>_Delegation 52 (gazette 19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;</p> <p>_Delegation 112 (gazette 20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations;</p> <p>_Delegation 119 (gazette 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.</p>
<b>Express power or duty delegated</b>	Environmental Protection Act 1986: _s79 (Noise); and _s49A (Dumping Waste).
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Exercise the powers and discharge the duties of the local government under the Environmental Protection Act 1986.</li> <li>2. Authorise classes of persons to administer any or all of the functions under: <ol style="list-style-type: none"> <li>a. _s79 (Noise); and</li> <li>b. _s49A (Dumping Waste).</li> </ol> </li> </ol>
<b>Delegates</b>	<p>Coordinator Health Services  Coordinator Ranger Services  Coordinator Waste Operations  Executive Director Corporate &amp; Commercial Services  Executive Director Infrastructure, Development &amp; Environment  Manager City Reserves  Manager Operations  Manager Public Health and Safety</p>
<b>Conditions</b>	<p>The CEO limits the authorisation to the following classes of persons</p> <p>_Executive Corporate &amp; Commercial Services  _Manager Public Health &amp; Safety  _Coordinator Health Services  _Environmental Health Officers  _Coordinator Ranger Services (Dumping Waste Only)  _Senior Rangers, Rangers (Dumping Waste Only)</p> <p>Executive Director Infrastructure, Development &amp; Environment: (Dumping Waste Only)  _Manager City Reserves (Dumping Waste Only)  _Manager Operations (Dumping Waste Only)  _Coordinator Waste Services (Dumping Waste Only)  _City of Albany Waste Contractors (subject to induction and authorisation) from a City employee. (Dumping Waste Only)</p>

<b>Subdelegates</b>	Environmental Health Officer Ranger Senior Environmental Health Officer Senior Ranger
<b>Subdelegate conditions</b>	<i>Note: Classes of persons authorised to administer and enforce this function listed as "Subdelegates".</i>
<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>▪ Environmental Protection Act 1986</li> <li>▪ Environmental Protection (Noise) Regulations 1997</li> <li>▪ Environmental Protection Regulations 1987</li> </ul>
<b>Policy</b>	Policies: <ul style="list-style-type: none"> <li>▪ Regulatory Compliance Policy and Guidelines</li> </ul> Resources: <ul style="list-style-type: none"> <li>▪ City of Albany Website: Waste Education: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023



## Food Act 2008

Delegations under the Food Act 2008.

## Food Act - Council to CEO &amp; Employees

<b>Delegation</b>	<b>EH1.1 (D033) (NEW) Determine Compensation (Food Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Food Act 2008:</a> _s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<a href="#">Food Act 2008:</a> _s.56(2) Compensation to be paid in certain circumstances _s.70(2) and (3) Compensation
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to: Determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Delegates</b>	Chief Executive Officer (CEO) Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>b. Compensation under this delegation may only be determined upon documented losses up to a maximum of <b>\$1000</b>. Compensation requests above this value are to be reported to Council.</li> </ol>
<b>Express power to subdelegate</b>	<i>NIL – Food Regulations 2009 do not provide for sub-delegation.</i>
<b>Statutory framework</b>	<a href="#">Food Act 2008:</a> <i>Note: Decisions under this delegation may be referred for review by the State Administration Tribunal</i>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.

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<b>Delegation</b>	<b>EH1.2 (D033) Prohibition Orders and Certificates of Clearance (Food Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Food Act 2008</a> : _s.118 Functions of enforcement agencies and delegation _(2)(b) Enforcement agency may delegate a function conferred on it _(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] _(4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<a href="#">Food Act 2008</a> : _s.65(1) Prohibition orders _s.66 Certificate of clearance to be given in certain circumstances _s.67(4) Request for re-inspection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</li> <li>2. Authority to: Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to: Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Delegates</b>	CEO Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	<i>NIL – Food Regulations 2009 do not provide for sub-delegation</i>
<b>Statutory framework</b>	<a href="#">Food Act 2008</a> (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal). Resources: Guide to Regulator Guideline Number 1: Introduction of Regulatory Auditing In Western Australia: <a href="#">Link</a>
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a> <a href="#">Trading in Public Places Policy</a> Resources: _Mobile food business centralised register (Department of Health WA): <a href="#">Link</a> _Temporary, Mobile and Home-Based Food Businesses; City of Albany website: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH1.3 (D033) Food Business Registrations (Food Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Food Act 2008</a> : _s.118 Functions of enforcement agencies and delegation _(2)(b) Enforcement agency may delegate a function conferred on it _(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] _(4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<a href="#">Food Act 2008</a> : _s.110(1) and (5) Registration of food business _s.112 Variation of conditions or cancellation of registration of food businesses
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to: Vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: a. Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA: <a href="#">Link</a> b. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1: <a href="#">Link</a> c. WA Priority Classification System: <a href="#">Link</a> d. Verification of Food Safety Program Guideline: <a href="#">Link</a>
<b>Express power to subdelegate</b>	<i>NIL – Food Regulations 2009 do not provide for sub-delegation.</i>
<b>Subdelegates</b>	Coordinator Health Services Environmental Health Officer Manager Public Health and Safety Senior Environmental Health Officer
<b>Subdelegate conditions</b>	<i>Note: Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates".</i>
<b>Statutory framework</b>	<a href="#">Food Act 2008</a> (Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a> <a href="#">Trading in Public Places Policy</a> Resources: _Mobile food business centralised register (Department of Health WA): <a href="#">Link</a> _Temporary, Mobile and Home-Based Food Businesses; City of Albany website: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH1.4.0(D033) Appoint Authorised Officers and Designated Officers under (Food Act 2008, Public Health Act 2016)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Food Act 2008</a> : _s.118 Functions of enforcement agencies and delegation _(2)(b) Enforcement agency may delegate a function conferred on it _(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] _(4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<a href="#">Food Act 2008</a> : _s.22(1) Appointment of authorised officers _s.26(6), (7) and (13) Infringement Officers Public Health Act 2016 _s.21(1)(b)(i)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Appoint persons to undertake the functions of an enforcement agency under this Act. [s.118(1)].</li> <li>2. Authority to: Appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(1)].</li> <li>3. Authority to: Appoint an Authorised Officer appointed under s.122(1) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)].</li> <li>4. Authority to: Appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ol style="list-style-type: none"> <li>i. Appointment of Authorised Officers as Meat Inspectors: <a href="#">Link</a></li> <li>ii. Appointment of Authorised Officers: <a href="#">Link</a></li> <li>iii. Appointment of Authorised Officer - Designated Officers Only: <a href="#">Link</a></li> <li>iv. Appointment of Authorised Officers - Appointment of persons to assist with the discharge of duties of an Authorised Officer: <a href="#">Link</a></li> </ol> </li> <li>b. A register of authorised officers appointed is to be maintained [s.122(3)].</li> <li>c. Authorised Officers are to be issued with a certificate of authority. [s.123(1)].</li> </ol>
<b>Express power to subdelegate</b>	<i>Note - The Food Regulations 2009 do not provide for sub-delegation.</i>
<b>Subdelegates</b>	Coordinator Health Services Environmental Health Officer Manager Public Health and Safety Senior Environmental Health Officer



<b>Subdelegate conditions</b>	<i>Note: Authorised classes of persons are listed as "Subdelegates".</i>
<b>Statutory framework</b>	<a href="#">Food Act 2008</a>
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Procedures</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH1.5 (D033)(D022) (NEW) Debt Recovery and Prosecutions (Food Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Food Act 2008: _s.118 Functions of enforcement agencies and delegation <ul style="list-style-type: none"> <li>• (2)(b) Enforcement agency may delegate a function conferred on it</li> <li>• (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</li> <li>• (4) Sub-delegation permissible only if expressly provided in regulations</li> </ul>
<b>Express power or duty delegated</b>	Food Act 2008: _s.54 Cost of destruction or disposal of forfeited item _s.125 Institution of proceedings
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</li> <li>2. Institute proceedings for an offence under the Food Act 2008 [s.125].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Nil. (The Food Regulations 2009 do not provide for sub-delegation).
<b>Subdelegates</b>	Coordinator Health Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
<b>Subdelegate conditions</b>	Authorised persons: <ol style="list-style-type: none"> <li>a. Subject to the conditions imposed on the CEO.</li> <li>b. Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates".</li> </ol>
<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>• <a href="#">Food Act 2008</a></li> <li>• <a href="#">Food Regulations 2009</a></li> </ul>
<b>Policy</b>	Nil.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH1.6 (D033)(NEW) Abattoir Inspections and Fees (Food Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Food Act 2008: _s.118 Functions of enforcement agencies and delegation <ul style="list-style-type: none"> <li>• (2)(b) Enforcement agency may delegate a function conferred on it</li> <li>• (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</li> <li>• (4) Sub-delegation permissible only if expressly provided in regulations</li> </ul>
<b>Express power or duty delegated</b>	Food Regulations 2009: _r.43 Local government may require security _r.45 Withdrawal of inspection services
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> <li>i. require a person to provide security,</li> <li>ii. determine the form that security is to be provided, and</li> <li>iii. discharge a security held by the City [r.43].</li> </ol> </li> <li>2. Give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].</li> </ol>
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Nil. (The Food Regulations 2009 do not provide for sub-delegation).
<b>Subdelegates</b>	Coordinator Health Services Senior Environmental Health Officer
<b>Subdelegate conditions</b>	Subdelegate conditions: <ol style="list-style-type: none"> <li>a. Subject to the conditions imposed on the CEO.</li> <li>b. Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates".</li> </ol>
<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>• <a href="#">Food Act 2008</a></li> <li>• <a href="#">Food Regulations 2009</a></li> </ul>
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ City of Albany Food Business Information: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH1.7 (NEW) Food Businesses List – Public Access (Food Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Food Act 2008
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Food Act 2008: _s.118 Functions of enforcement agencies and delegation <ul style="list-style-type: none"> <li>▪ (2)(b) Enforcement agency may delegate a function conferred on it</li> <li>▪ (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</li> <li>▪ (4) Sub-delegation permissible only if expressly provided in regulations</li> </ul>
<b>Express power or duty delegated</b>	Food Act 2008: _r.51 Enforcement agency may make list of food
<b>Function</b>	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services
<b>Conditions</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Nil. (The Food Regulations 2009 do not provide for sub-delegation).
<b>Subdelegates</b>	Coordinator Health Services Environmental Health Officer Manager Public Health and Safety Senior Environmental Health Officer
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Same conditions as imposed on the CEO and Delegates.</li> <li>b. Classes of persons authorised to administer this function on behalf of the CEO are listed as "<i>Subdelegates</i>".</li> </ul>
<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>▪ Food Act 2008</li> </ul>
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ City of Albany Food Business Information: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed NEW Council delegation.
<b>Last reviewed</b>	28 February 2023

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## Freedom of Information Act 1992

Delegations under the Freedom of Information Act 1992.

## FOI Act - CEO to Employees

<b>Delegation</b>	<b>FOI_1.1 (D014) Freedom of Information Act 1992</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Freedom of Information Act 1992
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Freedom of Information Act 1992 _s.100 Freedom of Information Act 1992 (Express Power to Appoint)
<b>Function</b>	Authority to determine decisions made under this Act [s.100(1)(b)]
<b>Delegates</b>	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
<b>Conditions</b>	Special Requirements:  a. Assessment of applications to be conducted in accordance with s.30. b. Notice under s. 13(1)(b) of decision, form etc. c. Internal Reviews per s39 of the FOI Act restricted to: 1. Director Corporate & Commercial Services 2. Principal FOI Officer 3. Manager Governance & Risk.
<b>Subdelegate conditions</b>	The following classes of persons are authorised to administer the release of information pertaining to: <b>Planning, Building and Development Information Services:</b> (1) Building Plans: Release of plans to WAPOL: Development Information Services Team. Refer to <b>Delegation: B1.6 Inspection and Copies of Building Records.</b> (2) Dividing Fences Information. Refer to <b>Delegation: B1.6 Inspection and Copies of Building Records.</b> <b>Corporate &amp; Commercial Services:</b> (1) CCTV Recordings: Manager Information Technology. (2) Body Worn Camera Footage: Principle Freedom of Information Officer Only.
<b>Statutory framework</b>	Freedom of Information Act. _s3 (Objects of Act), _s4 (Agencies, duties of when applying Act)

<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Code of Conduct for Staff with Access to Recorded Material (Audio, CCTV, Camera Footage) Policy: <a href="#">Link</a></li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>▪ City of Albany Freedom of Information website: <a href="#">Link</a></li> <li>▪ Access to Documents (Freedom of Information Act 1992) Form: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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## Graffiti Vandalism Act 2016

Delegations under the Graffiti Vandalism Act 2016.

## Graffiti Act - Council to CEO &amp; CEO to Employees

<b>Delegation</b>	<b>G1.1 (D026) Give Notice Requiring Obliteration of Graffiti (Graffiti Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
<b>Express power or duty delegated</b>	Graffiti Vandalism Act 2016: _s.18(2) Notice requiring removal of graffiti _s.19(3) & (4) Additional powers when notice is given
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Function to be administered following the Council-adopted policy position.
<b>Express power to subdelegate</b>	Graffiti Vandalism Act 2016: _s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Executive Director Community Services Manager Community Relations
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Subject to the conditions imposed on the delegate.</li> <li>b. Classes of Persons authorised to administer listed functions are to be determined by subdelegates.</li> </ol>
<b>Statutory framework</b>	<i>Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.</i>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Graffiti Management Policy: <a href="#">Link</a></li> <li>• Graffiti Removal Pack Application Form (Online Form): <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>G1.2 (D026) Notices – Deal with Objections and Give Effect to Notices (Graffiti Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
<b>Express power or duty delegated</b>	Graffiti Vandalism Act 2016: _s.22(3) Objection may be lodged _s.24(1)(b) & (3) Suspension of effect of notice
<b>Function</b>	Authority to: <ul style="list-style-type: none"> <li>1. Deal with an objection to a notice [s.22(3)].</li> <li>2. Where an objection has been lodged, to: <ul style="list-style-type: none"> <li>i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and</li> <li>ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].</li> </ul> </li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	Function to be administered following the Council-adopted policy.
<b>Express power to subdelegate</b>	Graffiti Vandalism Act 2016: _s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Executive Director Community Services Manager Community Relations
<b>Subdelegate conditions</b>	a. Subject to the conditions imposed on the delegate. b. Classes of Persons authorised to administer listed functions are to be determined by subdelegates.
<b>Statutory framework</b>	<i>Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.</i>
<b>Policy</b>	Graffiti Management Policy, <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>G1.3 (D026) Obliterate Graffiti on Private Property (Graffiti Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
<b>Express power or duty delegated</b>	Graffiti Vandalism Act 2016: _s.25(1) Local government graffiti powers on land not local government property
<b>Function</b>	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
<b>Delegates</b>	Executive Director Community Services Manager Community Relations
<b>Conditions</b>	<p>a. Subject to exercising Powers of Entry.</p> <p>b. Classes of Persons authorised to administer listed functions are to be determined by the delegates.</p>
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> _s.17 Delegation by CEO of local government
<b>Subdelegate conditions</b>	<i>Note: This function is administered by the City of Albany Community Development Services Team.</i>
<b>Statutory framework</b>	Graffiti Vandalism Act 2016
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>• Graffiti Management Policy, <a href="#">Link</a></li> <li>• State Government (WAPOL) Graffiti Vandalism Quick Reference Removal Guide: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Report Graffiti Taskforce Reporting Form (website): <a href="#">Link</a></li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>G1.4 (D026) Powers of Entry (Graffiti Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Graffiti Vandalism Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Graffiti Vandalism Act 2016: _s.16 Delegation by local government
<b>Express power or duty delegated</b>	Graffiti Vandalism Act 2016: _s.28 Notice of entry _s.29 Entry under warrant
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>2. Obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Delegates</b>	CEO Executive Director Community Services
<b>Conditions</b>	The authority to enact this function is limited to the delegates.
<b>Express power to subdelegate</b>	Graffiti Vandalism Act 2016: _s.17 Delegation by CEO of local government
<b>Subdelegate conditions</b>	Notes: <ul style="list-style-type: none"> <li>• <i>The power to enter property without the consent of the owner or occupier is only to be enacted with the approval of a delegate.</i></li> <li>• <i>This function is administered by the City of Albany Community Development Services Team.</i></li> </ul>
<b>Statutory framework</b>	Graffiti Vandalism Act 2016
<b>Policy</b>	Policies: <ul style="list-style-type: none"> <li>• <a href="#">Graffiti Management Policy</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023



## Health (Misc Provisions) Act 1911

Health (Misc Provisions) Act 1911, .26 Powers of Local Government

### Health (Misc Provisions) Act 1911 - Council to CEO & CEO to Employees

<b>Delegation</b>	<b>EH1.4.2 (NEW) Health (Miscellaneous Provisions) Act 1911 – Powers of Local Government, Public Buildings, Events and Gatherings</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Health (Misc Provisions) Act 1911
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
<b>Express power or duty delegated</b>	Health (Miscellaneous Provisions) Act 1911 _s176 and s177.  <i>Note: s176 does not apply to or in relation to building work, as defined in the Building Act 2011 section 3, for which a building permit is required under that Act.</i>
<b>Function</b>	Appointment of such persons or classes of persons for the purpose of discharging it's power and functions under Health (Miscellaneous Provisions) Act 1911, specifically:  1. s176 (Approval of Plans) 2. s177 Approval must be in writing)
<b>Delegates</b>	Chief Executive Officer (CEO) Executive Director Community Services Executive Director Corporate & Commercial Services
<b>Conditions</b>	Only the CEO and the listed Delegates may issue approvals for larger events and gatherings requiring risk management plans under the <i>Health (Public Building) Regulations 1992</i> .
<b>Subdelegates</b>	Coordinator Health Services Environmental Health Officer Manager Community Relations Manager Governance & Risk Manager Public Health and Safety Senior Environmental Health Officer
<b>Subdelegate conditions</b>	a. Same conditions imposed on the CEO. b. Large events must be "certified" that all necessary approvals have been completed by the City's Event Coordinator.
<b>Statutory framework</b>	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
<b>Policy</b>	Resources:  ▪ City of Albany Website: Event Information: <a href="#">Link</a>

<b>Record keeping</b>	<ul style="list-style-type: none"><li>• Report to file.</li><li>• Large gatherings in the planning stage must be reported to the Local Emergency Management Committee.</li></ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH1.4.3 (D033)(NEW) Health (Miscellaneous Provisions) Act 1911 - Powers of Local Government</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Health (Misc Provisions) Act 1911
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
<b>Express power or duty delegated</b>	<p>Appointment of such persons for the purpose of discharging it's power and functions under:</p> <ul style="list-style-type: none"> <li>▪ Part IV – Division 4 (Sanitary Convenience)</li> <li>▪ Part IV – Division 7 (Pollution of Water)</li> <li>▪ Part V – Division 1 (House unfit for occupation)</li> <li>▪ Part VI – Public Buildings</li> <li>▪ Part VII – Division 1 (Nuisances)</li> <li>▪ Health (Air Handling &amp; Water Systems) Regulations 1994</li> <li>▪ Health (Aquatic Facilities) Regulations 2007</li> <li>▪ Health (Cloth Materials) Regulations 1985</li> <li>▪ Construction Camps Regulations 1988</li> <li>▪ Health (Construction Work) Regulations 1973</li> <li>▪ Health (Garden Soil) Regulations 1998</li> <li>▪ Health (Offensive Trade Fees) Regulations 1976</li> <li>▪ Health (Pesticides) Regulations 2011</li> <li>▪ Health (Prescribed Insect Pests) Regulations 1991</li> <li>▪ Health (Public Buildings) Regulations 1992</li> <li>▪ Health (Skin Penetration) Procedure Regulations 1998</li> <li>▪ Health (Temporary Sanitary Conveniences) Regulations 1997</li> <li>▪ Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</li> <li>▪ Health Act (Laundries and Bathrooms) Regulations</li> <li>▪ Health Act (Sewerage Drainage and Underground Water Supply) Regulations 1974</li> <li>▪ Health Act (Underground Water Supply) Regulation 1959</li> <li>▪ Fly Eradication Regulations</li> <li>▪ Piggeries Regulations 1979</li> <li>▪ City of Albany Health Local Laws</li> </ul>
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Commence legal proceedings under the Health (Miscellaneous Provisions) Act 1911 and associated regulations and local laws.</li> <li>2. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354 of the Health (Miscellaneous Provisions) Act 1911.</li> <li>3. Delegations with respect to the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.</li> <li>4. Order premises within the City of Albany to be connected to sewer mains when such mains are completed and ready for use. (s.72 Health (Miscellaneous Provisions) Act 1911).</li> <li>5. Sign and issue licences and registrations issued under the Health (Miscellaneous Provisions) Act 1911 Conditions.</li> </ol>

<b>Delegates</b>	Chief Executive Officer (CEO) Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety
<b>Conditions</b>	<p>a. Only the Manager Public Health &amp; Safety may commence legal proceedings.</p> <p>b. The City's Environmental Health Officers may only serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354 of the Health (Miscellaneous Provisions) Act 1911 &amp; Sign and issue licences and registrations issued under the Health (Miscellaneous Provisions) Act 1911.</p> <p>c. Not to expend funds for the carrying out of works in default of a notice served under this Act without separate budget approval by Council.</p> <p>d. The following designated classes of persons are limited to the functions listed under the Health (Public Buildings) Regulations 1992:</p> <ol style="list-style-type: none"> <li>1. Manager Development Services</li> <li>2. Coordinator Building Services</li> <li>3. Building Surveyor</li> </ol>
<b>Subdelegates</b>	Building Surveyor Coordinator Building Services Coordinator Health Services Environmental Health Officer Senior Environmental Health Officer
<b>Subdelegate conditions</b>	<i>Note: Classes of persons authorised this function are listed as "Subdelegates".</i>
<b>Statutory framework</b>	Health (Miscellaneous Provisions) Act 1911 _s.26 Powers of Local Government
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Regulatory Compliance Policy &amp; Guideline</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

## Library Board of Western Australia Act 1951

## Library Board of Western Australia Act 1951 Delegations

## Library Board Act - CEO to Employees

<b>Delegation</b>	<b>LB3.1 (D010) Librarian Function &amp; Authority</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Library Board of Western Australia Act 1951
<b>Delegator</b>	Chief Executive Officer (CEO)
<b>Express power to delegate</b>	<i>Not applicable, legislated function of the Chief Executive Officer(CEO).</i>
<b>Express power or duty delegated</b>	Library Board (Registered Public Library) Regulations 1985: _Regulation 29 (Authority of librarian):
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Authorise the recovery of overdue library books and other loaned Items.</li> <li>2. Deny use of library services to persons whose actions are detrimental to others.</li> <li>3. Authorise classes of persons to administer any or all the above functions.</li> </ol>
<b>Delegates</b>	Manager Arts & Culture
<b>Conditions</b>	<p>a. Nil.</p> <p>b. Note:</p> <ol style="list-style-type: none"> <li>1. Regulation 29 (Authority of librarian):</li> </ol> <p>(1) A librarian may cause to be excluded or removed from a library —</p> <p>(a) any disorderly person;</p> <p>(b) any person who is guilty of offensive behaviour;</p> <p>(c) any person who appears to be intoxicated;</p> <p>(d) any person who is not using the library for the purpose for which it is intended; or</p> <p>(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.</p> <p>(2) A librarian —</p> <p>(a) may suspend the use of a reader's ticket; and</p> <p>(b) may refuse books and deny the use of the library to any person who refuses or neglects to comply with these regulations.</p> <ul style="list-style-type: none"> <li>▪ Regulation 29(2) 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 in writing to the CEO of the City of Albany.</li> </ul>
<b>Express power to subdelegate</b>	Note: Authorised classes of person authorised to enact all listed functions: <ul style="list-style-type: none"> <li>▪ Library Team Leader.</li> </ul>
<b>Statutory framework</b>	Library Board of Western Australia Act 1951 Library Board (Registered Public Library) Regulations 1985

<b>Policy</b>	Resource: <ul style="list-style-type: none"> <li>City of Albany Website: Library Information: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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## Local Government Act 1995

Delegations under the Local Government Act 1995.

## LG Act 1995 - Council to CEO &amp; CEO to Employees (Authorisations)

<b>Delegation</b>	<b>LA1.1 (D035) Creation and Change of Purpose of a Crown Reserve (Incl. Naming of Streets)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power or duty delegated</b>	<p>Council designates the following classes of persons to administer and enforce the Land Administration Act 1997, subject to conditions:</p> <ul style="list-style-type: none"> <li>▪ Chief Executive Officer</li> <li>▪ Executive Director Corporate &amp; Commercial Services</li> <li>▪ Executive Director Infrastructure Development &amp; Environment</li> <li>▪ Manager Development Services</li> <li>▪ Coordinator Planning Services</li> <li>▪ Lands Officer</li> </ul>
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Comment on requests to lease Crown land, where the State manages the lease, pursuant to Part 6 of the Land Administration Act 1997.</li> <li>3. Forward recommendations of street names to the Geographic Names Committee, Western Australia, under s26A of the Land Administration Act 1997.</li> <li>4. Authorise persons to administer any or all of the above functions.</li> </ol>
<b>Delegates</b>	Chief Executive Officer (CEO)
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Process requests related to Crown Reserves (1) Authority to process matters relating to Crown Reserves, as follows: <ol style="list-style-type: none"> <li>1. 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.);</li> <li>2. Change of purpose of a Crown reserve;</li> <li>3. Changes to reserve boundaries;</li> <li>4. Acceptance of a management order, where the City is currently managing the land or can do so within existing operational budgets; and</li> <li>5. Requests to lease Crown land, where no structure will be built (i.e. leases managed by the State, pastoral leases etc.).</li> </ol> </li> <li>b. Comment on requests to lease Crown Land (2) Compliance with the following documents is necessary: <ol style="list-style-type: none"> <li>1. Local Planning Scheme &amp; Strategies;</li> <li>2. Adopted Asset Management Plans (Roads; Reserves: Natural and Developed; Drainage); and</li> <li>3. City of Albany Bushfire Strategy.</li> </ol> </li> <li>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.</li> </ol>



<b>Express power to subdelegate</b>	(a) Nil. (b) Classes of persons designated to administer this function is the Lands Officer.
<b>Subdelegates</b>	Coordinator Planning Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Lands Officer Manager Development Services
<b>Subdelegate conditions</b>	<i>Listed subdelegates are authorised to administer this function, exempt authority to authorise other classes of persons.</i>
<b>Statutory framework</b>	Local Government Act 1995: _Part 3 (Functions of local governments), Division 3 (Executive functions of local governments), 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).
<b>Policy</b>	Policies:  ▪ Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.1 (NEW) Audit – CEO Review of Systems and Procedures (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<a href="#">Local Government (Audit) Regulations 1996:</a> _r.17 CEO to review certain systems and procedures
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority: Conduct the review of the appropriateness and effectiveness of the City's systems and procedures in relation to <ol style="list-style-type: none"> <li>i. risk management; and</li> <li>ii. internal controls; and</li> <li>iii. legislative compliance [r.17(1)].</li> </ol> </li> <li>2. Authority: Designate persons to administer listed functions.</li> </ol>
<b>Delegates</b>	Executive Director Corporate & Commercial Services Financial Services Coordinator Manager Finance Manager Governance & Risk
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Each matter is to be reviewed at least once every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.</li> <li>b. Findings are to be presented to the Executive Management Team (EMT) for comment.</li> <li>c. Findings including executive comment are to be presented to the Audit &amp; Risk Committee.</li> </ol>
<b>Statutory framework</b>	<a href="#">Local Government (Audit) Regulations 1996</a> Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ Office of the Auditor General Website: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Findings and associated response action are to be tabled to the Audit &amp; Risk Committee.</li> </ul>
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed CEO Delegation.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.2 (D016) Acknowledge Primary and Annual Returns, Gift Declarations and Financial Interest (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995:</a> _s.5.77 Acknowledging receipt of returns]
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: On receipt of a Primary or Annual Return under s.5.75 or 5.76, give the person who submitted the Return written acknowledgement of having received the Return.</li> <li>2. Authority to: Receipt of declarations of gifts in accordance with sections 5.87A and 5.87B of the Act.</li> <li>3. Authority to: Receipt of Declarations of Interest (Impartiality, Proximity &amp; Financial).</li> </ol>
<b>Delegates</b>	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Before issuing a written acknowledgement, the designated person is to review the content of the Return declaration and consider any probity risks that may be evident from the disclosures in the context of the disclosing employee's job role.</li> <li>b. Where any probity risk is identified the designated person is to implement appropriate actions in regard to that employee's duties to mitigate the identified risk.</li> <li>c. Compliance with Attendance at Events Policy.</li> </ol>
<b>Subdelegate conditions</b>	<i>Authorised persons are subject to the same conditions as the delegates.</i>
<b>Statutory framework</b>	Primary & Annual: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> _s.5.88 Register of Financial Interests _s.5.96A(1)(i), Register to be published on the City's Official website
<b>Policy</b>	City of Albany Employee Code of Conduct: <a href="#">Link</a> Resources: Department of Local Government, Operational Guideline – Primary and Annual Returns: <a href="#">Link</a>
<b>Record keeping</b>	Primary & Annual Returns: If submitted manually in hardcopy, the original Primary or Annual Return and the acknowledgement is to be retained in the Register of Financial Interests kept under s.5.88 of the Local Government Act 1995. <i>Note:</i> _Local Government Act 1995, s.5.96A(1)(i), Register to be published on the City's Official website. _The "Attain" cloud-based application is approved to facilitate this process: <a href="https://admin.attain.net.au/">https://admin.attain.net.au/</a>
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG1.3 (D001, 020, 026, 030, 031) Appoint Authorised Persons or Classes of Persons under (LG Act 1995)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995:</a> _s.9.10 Appointment of authorised persons [s.9.10(2)]
<b>Function</b>	<p>1. Authority to: Appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act (i.e., regulations):</p> <ol style="list-style-type: none"> <li>a. Local Government Act 1995 and its subsidiary legislation;</li> <li>b. Local Government (Miscellaneous Provisions) Act 1960;</li> <li>c. City of Albany Local Laws made under the Local Government Act;</li> <li>d. Caravan Parks and Camping Grounds Act 1995;</li> <li>e. Cat Act 2011;</li> <li>f. Cemeteries Act 1986;</li> <li>g. Control of Vehicles (Off-road Areas) Act 1978;</li> <li>h. Dog Act 1976:</li> <li>i. Graffiti Vandalism Act 2016 – refer s.15; and</li> <li>j. any other legislation prescribed for the purposes of s.9.10 of the Local Government Act 1995.</li> </ol> <p>2. Authority to: Issue licences, notices, approvals and permits relating to the City of Albany Local laws.</p>
<b>Delegates</b>	<p>Chief Executive Officer (CEO)  Executive Director Community Services  Executive Director Corporate &amp; Commercial Services  Executive Director Infrastructure, Development &amp; Environment  Manager Arts &amp; Culture  Manager City Reserves  Manager Development Services  Manager Engineering &amp; Sustainability  Manager Facilities  Manager Finance  Manager Governance &amp; Risk  Manager Operations  Manager Public Health and Safety  Manager Recreation Services</p>

<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. A register of Authorisations is to be maintained as a Local Government Record.</li> <li>b. Only appropriately qualified and trained persons may be appointed as Authorised persons.</li> <li>c. A person to be appointed as an authorised officer by Regulation 70(2) of the <i>Building Regulations 2012</i> and section 6(b) of the <i>Criminal Procedure Act 2004</i> MUST first be appointed as an authorised person for section 9.16 of the <i>Local Government Act 1995</i> (LG Act).</li> <li>d. The power to authorise persons is limited to Executive Directors and the Manager Governance &amp; Risk and must be given in writing.</li> <li>e. A person authorised to give an infringement notice under s9.16 of the LG Act is not eligible to be an authorised person to extend time or withdrawal.</li> <li>f. Authorisations involving animal control on land administered by the city must be approved by the Manager of Governance &amp; Risk and/or Manager of Public Health &amp; Safety in consultation with the Coordinator of Ranger Services and the Manager of City Reserves.</li> </ul>
<b>Express power to subdelegate</b>	<p><i>The following classes of persons are authorised to administer designated functions;</i></p> <ul style="list-style-type: none"> <li>_Manager Public Health &amp; Safety (All listed functions)</li> <li>_Coordinator Ranger Services (All listed functions)</li> <li>_Senior Rangers &amp; Rangers (All listed functions)</li> <li>_Environmental Health Officers (limited to functions listed under the <i>Caravan Parks and Camping Grounds Act 1995</i>).</li> </ul>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><i>Note: Local laws ensure that activities throughout the City are regulated, controlled and efficiently managed. Under the Local Government Act 1995, the City of Albany Council is able to make local laws considered necessary for the good government of the district. A local law is invalid to the extent that it is inconsistent with any state or federal legislation. Local laws that are being advertised for public comment can be viewed on the community engagement page.</i></p>
<b>Policy</b>	<p><a href="#">Regulatory Compliance Policy &amp; Guideline</a></p> <p><i>Note: RE: Enforcement of the:</i></p> <ul style="list-style-type: none"> <li>_Control of Vehicles (Off Road Areas) Act 1978;</li> <li>_Local Government Act 1995; and</li> <li>_Caravan Parks and Camping Grounds Act 1995.</li> </ul> <p><i>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.</i></p>
<b>Record keeping</b>	<p>Report to file.</p> <p>Instruments or Certificates of Authorisation</p> <ul style="list-style-type: none"> <li>_Copies are to be retained on the Authorised Person's personnel file.</li> <li>_A record of each Authorisation is to be retained in the Authorised Persons Register and retained as a Local Government Record.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.3.2 (D048) National Redress Scheme</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Institutional Child Sexual Abuse Act 2018 (Cth): _For facilitating the National Redress Scheme. Local Government Act 1995 (the Act): _If a redress application is received, the application will be administered in accordance with s.9.49A (4) of the Act.
<b>Express power or duty delegated</b>	Institutional Child Sexual Abuse Act 2018 (Cth):
<b>Function</b>	Council designates the Chief Executive Officer as being authorised to execute a service agreement with the State, if a redress application is received.
<b>Delegates</b>	Chief Executive Officer (CEO)
<b>Conditions</b>	A confidential report to be provided to Council for noting, if a redress application is received by the City of Albany.
<b>Subdelegates</b>	Manager Governance & Risk Team Leader - Records & Council Liaison
<b>Subdelegate conditions</b>	Classes of persons employed in the Governance & Risk Team are authorised to administer this function.
<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>▪ Institutional Child Sexual Abuse Act 2018 (Cth):</li> <li>▪ Local Government Act 1995 (the Act): _s.9.49A (4) of the Act.</li> <li>▪ State Records Act 2000: The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the State Records Act 2000 to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse.</li> </ul>

<b>Policy</b>	<p>Council Policy Position:</p> <ul style="list-style-type: none"> <li>▪ On the 26 May 2020, Council resolved to participate in the National Redress Scheme as a State Government institution and be included as part of the State Government's declaration.</li> <li>▪ Application Processing / Staffing and Confidentiality: Administratively the Chief Executive Officer will determine: <ul style="list-style-type: none"> <li>◦ Which position(s) will be responsible for receiving applications and responding to Requests for Information;</li> <li>◦ Support mechanisms for staff members processing Requests for Information.</li> <li>◦ Ensure appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.</li> <li>◦ Local Governments are required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in the Act.</li> <li>◦ The State Government and the City of Albany do not have any influence on the decision made and there is no right of appeal.</li> </ul> </li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Reporting Requirement: Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023



<b>Delegation</b>	<b>LG1.3.3 (D030) (AMENDED) Caravan Parks &amp; Camping Grounds Act 1995</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> _s9.10(2) (Appointment of authorised persons) <a href="#">Caravan Parks and Camping Grounds Act 1995</a> _s5 (Terms Used) <i>authorised person means a person appointed to be an authorised person under —</i> (a) section 17(1)(a); or (b) the Local Government Act 1995 section 9.10(2) for the purposes of this Act;
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995</a> _s9.10(2) (Appointment of authorised persons)
<b>Function</b>	1. Authority to appoint classes of persons to administer and enforce the Caravan Parks & Camping Ground Act 1995. 2. Authority to authorise classes of persons the doing of all acts and things and authorised person is able to do under the Camping Act. 3. Authority to authorise classes of persons: a. to enter any facility pursuant to s18 of the Camping Act. b. to enter any occupied caravan or camp pursuant to s20 of the Camping Act.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The power to prosecute any person is only exercised by agreement of the Executive Director or Line Manager. 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 notice, is not permitted to withdraw the notice. <i>Note: Camping on undeveloped land: Noting camping on undeveloped Land may be permissible in the event they have the consent of the owner of the land, such incidents are to be administered under the Planning &amp; Development Act 2005. Refer to policy section.</i>
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995</a> _s.5.44 CEO may delegate some powers and duties to other employees <a href="#">Caravan Parks and Camping Grounds Act 1995</a> _Part 4 - Enforcement _s22 (Legal proceedings to be taken by authorised person) _23(1) (Infringement notices). An authorised person is a reference to a person appointed to be an authorised person under the Local Government Act 1995 section 9.10(2).
<b>Subdelegates</b>	Coordinator Health Services Coordinator Ranger Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Environmental Health Officer Senior Ranger

<b>Statutory framework</b>	<p><a href="#">Local Government Act 1995</a>  <a href="#">Caravan Parks and Camping Grounds Act 1995</a>  <a href="#">Caravan Parks and Camping Grounds Regulations 1997</a></p> <p><i>Noting:</i>  _Regulation 10, states: that a person may only camp at a site in a caravan park or camping ground, as appropriate, licensed under the Camping Act, or in accordance with Regulation 11.  _Regulation 11 provides the circumstances under which a person can camp somewhere other than a caravan park or camping ground and provides the following exceptions:  (a) a person may camp on land which they own or have a legal right to occupy up to 3 nights in any period of 28 days;  (b) roadside areas;  (c) road reserves;  (d) land which is held by a State Instrumentality in freehold or leasehold, or land that is under the care, control or management of a State instrumentality in accordance with that instrumentality;  or  (e) unallocated Crown land or unmanaged reserves.  _Legal Advice: Undeveloped Land may be permissible in the event they have the consent of the owner of the land. Persons who are camping on the Undeveloped Land without permission are doing so contrary regulation 10 of the Camping Act and are liable to a modified penalty of \$1,000.</p>
<b>Policy</b>	<p><a href="#">Regulatory Compliance Policy &amp; Guideline</a></p> <p><b>Policy:</b> Camping on privately-owned undeveloped land is to be administered by an appropriately authorised person under the Planning and Development Act 1995 (PD Act).</p> <p><i>Noting:</i>  _Property Management is the responsibility of the land owner.  _Therefore, owners are required to take action to evict any persons who are illegally camping on the land.</p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. (AMENDED): Proposed amended delegations, based on legal advice received.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.3.4 (D030) Control of Vehicles (Off-Road Areas) Act 1978</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> _s9.10(2) (Appointment of authorised persons) <a href="#">Control of Vehicles (Off-road Areas) Act 1978</a> _s38 (Authorised persons)
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995</a> _s9.10(2) (Appointment of authorised persons) <a href="#">Control of Vehicles (Off-road Areas) Act 1978</a> _s38 (Authorised persons) <a href="#">Control of Vehicles (Off-road Areas) Act 1978</a> _s5(1) Local government's functions: Subject to the Minister, and in co-operation with the Director General, it shall be the duty of a local government to administer and enforce the provisions of this Act within its district.
<b>Function</b>	1. Authority to appoint classes of persons to administer and enforce the Control of Vehicles (Off-Road Areas) Act 1978. 2. Authority to authorise classes of persons the doing of all acts and things and authorised person is able to do under the Control of Vehicles (Off-Road Areas) Act 1978.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The power to prosecute any person is only exercised by agreement of the Executive Director or Line Manager. 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 notice, is not permitted to withdraw the notice.
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995</a> : _s.9.10 Appointment of authorised persons [s.9.10(2)]
<b>Subdelegates</b>	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
<b>Subdelegate conditions</b>	<i>The same conditions imposed on the CEO.</i>
<b>Statutory framework</b>	<a href="#">Control of Vehicles (Off-Road Areas) Act 1978</a> Regulatory Compliance Policy & Guideline
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. (AMENDED)
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG1.5 (D001)(D026) Authorise Persons or classes of persons to Perform Specified Functions under (LG Act 1995)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.24 Authorising persons under this Subdivision _s.3.25 Notices requiring certain things to be done by owner or occupier of land _s.3.26 Additional powers when notices given _s.3.27 Particular things local governments can do on land that is not local government property _s.3.31(2) General Procedure for entering property _s.3.39(1) Power to remove and impound _s.3.40A(1) Abandoned vehicle wreck may be taken _s.9.24(1)(c) and (2)(b) Prosecutions, commencing  Local Government (Miscellaneous Provisions) Act 1960 _s.449 Pounds, establishing; pound keepers and rangers, appointing
<b>Function</b>	Authority to:  <ol style="list-style-type: none"> <li>1. Authorise persons for the purposes of Part 3, Division 3, Subdivision 2 – Certain provisions about land - to exercise the Local Government’s powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24]</li> <li>2. Authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]</li> <li>3. Authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)].</li> <li>4. Authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)].</li> <li>5. Authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)].</li> <li>6. Appoint fit and proper persons as pound keepers or rangers [Misc.Prov.s.449].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. A register of Authorisations is to be maintained as a Local Government Record.</li> <li>b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions.</li> <li>c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> <li>d. Animal Control: Council designates the following classes of persons to administer and enforce the <i>Cat Act 2011</i>, <i>Dog Act 1978</i> and the <i>Local Government (Miscellaneous Provisions) Act 1960</i>: Executive Corporate &amp; Commercial Services, Manager Public Health &amp; Safety, Coordinator Ranger Services, Senior Rangers and Rangers, Customer Service Officers responsible for administering animal control functions.</li> </ol>

<p><b>Express power to subdelegate</b></p>	<p>Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.</p> <p><b>Classes of persons are authorised to administer the prescribed functions:</b> _Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25((1))]:</p> <ul style="list-style-type: none"> <li>▪ Executive Directors</li> <li>▪ Manager Development Services</li> <li>▪ Development Engineer</li> <li>▪ Planning Coordinator</li> <li>▪ Senior Planning &amp; Development Compliance Officer</li> <li>▪ Development Compliance Officers</li> <li>▪ Coordinator Building Services</li> <li>▪ Manager City Reserves</li> <li>▪ Manager Operations</li> <li>▪ Manager Public Health &amp; Safety</li> <li>▪ Coordinator Ranger Services</li> <li>▪ Senior Ranger &amp; Rangers</li> <li>▪ Coordinator Environmental Health</li> </ul> <p><b>_Schedule 3.2 – Particular things local governments can do on land even though it is not local government property [s3.27(1)], limited to:</b></p> <ul style="list-style-type: none"> <li>▪ Executive Directors</li> <li>▪ Manager Development Services</li> <li>▪ Senior Planning &amp; Development Compliance Officer</li> <li>▪ Manager Engineering &amp; Sustainability</li> </ul>
<p><b>Subdelegates</b></p>	<p>Executive Director Community Services Executive Director Corporate &amp; Commercial Services Executive Director Infrastructure, Development &amp; Environment Manager Development Services Manager Engineering &amp; Sustainability Manager Finance Manager Governance &amp; Risk Manager Public Health and Safety</p>
<p><b>Subdelegate conditions</b></p>	<p>a. Subject to the conditions imposed on the CEO.</p> <p>b. The power to authorise classes of persons is limited to the Executive Directors and the Manager Governance &amp; Risk and must be given in writing.</p> <p>c. A person who is authorised to give an infringement notice under s9.16 of the Act is not eligible to be an authorised person to extend time or withdrawal.</p> <p>d. Authorisation involving animal control on land administered by the City must be approved in consultation with the Coordinator Ranger Services &amp; Manager Reserves.</p> <p>e. The power to direct (additional powers) is limited to Executive Directors and the following classes of persons: _Manager Development Services _Manager Public Health &amp; Safety _Manager Engineering &amp; Sustainability</p> <p>f. The power to deal with objections and grant an extension of time is limited to Executive Directors and above and the following designated positions: _Manager Governance &amp; Risk _Manager Finance</p> <p>g. Section 3.39 (Power to remove and impound). This section only authorises an “employee authorised by the local government”. Once impounded, the City then must give notice to the offender under section 3.42(1)(b) of the Act.</p>

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>Delegates and subdelegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	<p>Policy Position: Classes of persons are authorised to administer the prescribed functions:</p> <ul style="list-style-type: none"> <li>Schedule 3.1 – Powers under notices to owners or occupiers of land[s3.25((1))]: (<i>Refer to Designated Person Register</i>)</li> <li>Schedule 3.2 – Particular things local governments can do on land even though it is not local government property [s3.27(1)]: (<i>Refer to Designated Person Register</i>)</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG1.7 (D017) Compensation - Damage Incurred when Performing Executive Functions (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995:</a> _s.3.22(1) Compensation _s.3.23 Arbitration
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)], per s.3.22 procedures.</li> <li>2. Authority to: Where compensation is unable to be determined and agreed between parties, give effect to arbitration per s.3.23.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>Delegation is limited to settlements that do not exceed a material value of <b>\$1000</b>.</p> <p><i>Note:</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. _s.3.22 does not limit section s9.57 of the Act.</p>
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.44 CEO may delegate some powers and duties to other employees.
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Governance & Risk Risk Management & Insurance Officer Team Leader - Records & Council Liaison
<b>Subdelegate conditions</b>	<i>Subdelegates are appointed by the CEO.</i>
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023



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<b>Delegation</b>	<b>LG1.8 (D015) Destruction of Electoral Papers (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government (Elections) Regulations 1996: _r.82 Keeping election papers – s4.84(a)
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. After a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].</li> <li>2. Authorise persons to administer the destruction process.</li> </ol>
<b>Delegates</b>	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
<b>Conditions</b>	Carry out the destruction of electoral material relating to local government elections [Elect. r. 82 (4)] by way of: <ul style="list-style-type: none"> <li>▪ Supervising the destruction of parcels in the presence of at least 2 employees; or</li> <li>▪ Supervising the secure conveying of parcels to a secure paper destruction company, or placed in a locked bin provided by such a company.</li> </ul>
<b>Statutory framework</b>	Primary & Annual Returns: <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a></li> <li>▪ <a href="#">Local Government Operational Guidelines - Owners and Occupiers Roll</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.9 (D015) Electoral Enrolment Eligibility Claims and Electoral Roll (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government Act 1995: <a href="#">Link</a> _s.4.30 Eligibility of non-resident owners and occupiers to be enrolled _s.4.31. Rateable property: ownership and occupation _s.4.32. Eligibility to enrol under s. 4.30, how to claim _s.4.34 Accuracy of enrolment details to be maintained _s.4.35 Decision that eligibility to enrol under s.4.30 has ended _s.4.37 New roll for each election Local Government (Elections) Regulations 1995: <a href="#">Link</a> _r.11 Nomination of co-owners or co-occupiers — s.4.31(1E) or (1F) _r.13(2) & (4) Register - s.4.32(6)
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Maintain the owners and occupiers roll on behalf of the CEO.</li> <li>2. Determine eligibility of non-resident owners and occupiers to be enrolled.</li> <li>3. Determine persons to be silent electors and omit their details from the roll.</li> </ol>
<b>Delegates</b>	Executive Director Corporate & Commercial Services Manager Governance & Risk Team Leader - Records & Council Liaison
<b>Conditions</b>	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32 and s.4.35. b. Authority to authorise persons to administer the listed functions.
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Primary & Annual Returns: <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a></li> <li>▪ Local Government Operational Guidelines - Owners and Occupiers Roll: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG1.10 (D021) Extend Time for Lodging an Objection (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.9.5 Objection may be lodged
<b>Function</b>	Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
<b>Delegates</b>	CEO
<b>Conditions</b>	An extension will only be granted for a maximum period of 30 days.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services
<b>Subdelegate conditions</b>	Subject to the same conditions as the CEO.
<b>Statutory framework</b>	Primary & Annual Returns:  <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p><i>(Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.)</i></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.11 (NEW) Financial Management Systems and Procedures (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government (Financial Management) Regulations 1996: _r.5 CEO's Duties as to financial management
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> <li>i. Collection of money owed to the City;</li> <li>ii. Safe custody and security of money collected or held by the City;</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>vi. Making of payments in accordance with Delegated Authority 1.2.27;</li> <li>vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ol> </li> <li>2. Designate persons to be responsible for listed functions.</li> </ol>
<b>Delegates</b>	<p>Executive Director Community Services  Executive Director Corporate &amp; Commercial Services  Executive Director Infrastructure, Development &amp; Environment  Manager Finance</p>
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Procedures are to be systematically documented and retained per the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]</li> <li>c. When exercising authority to authorise persons under FM.r.5 to incur liabilities: <ul style="list-style-type: none"> <li>• A register of Authorisations is to be maintained as a Local Government Record.</li> <li>• Only appropriately qualified and trained persons may be authorised for this purpose.</li> <li>• Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> </ul> </li> </ol>
<b>Subdelegates</b>	Financial Services Coordinator
<b>Subdelegate conditions</b>	<i>Subject to the same conditions imposed on the Delegates.</i>

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Legislation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Local Government Act 1995</a></li> <li>• <a href="#">Local Government (Financial Management) Regulations 1996</a></li> <li>• <a href="#">Local Government (Audit) Regulations 1996</a></li> <li>• <a href="#">Fire &amp; Emergency Services Act 1998</a></li> </ul>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Corporate Credit Card Usage Policy</a></li> <li>▪ <a href="#">Cash Investment Backing for Reserve Accounts Policy</a></li> <li>▪ <a href="#">Buy Local Policy (Regional Price Preference)</a></li> <li>▪ <a href="#">Purchasing Policy (Tenders and Quotes)</a></li> <li>▪ <a href="#">Rates Financial Hardship Policy</a></li> <li>▪ City of Albany Above Award Policy - <a href="#">Day Care Employees</a></li> <li>▪ City of Albany Above Award Policy - <a href="#">Local Government Officers</a></li> <li>▪ City of Albany Above Award Policy - <a href="#">Municipal Employees</a></li> </ul> <p>Intranet ONLY:</p> <ul style="list-style-type: none"> <li>▪ Current Contracts</li> <li>▪ Quotation Procedure</li> <li>▪ Evaluation Procedure (Tenders &amp; Quotes)</li> <li>▪ Request for eQuote (Example Only) Form</li> <li>▪ Non-Conforming File Note Form</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed CEO delegation:
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.12 (D014) Information to be Available to the Public (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information Local Government (Administration) Regulations 1996: _r.29B Copies of certain information not to be provided (Act s.5.96)
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> <li>2. Determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].</li> <li>3. Determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].</li> <li>4. Authorise classes of persons to administer this function.</li> </ol>
<b>Delegates</b>	<p>Executive Director Community Services  Executive Director Corporate &amp; Commercial Services  Executive Director Infrastructure, Development &amp; Environment  Manager Community Relations  Manager Finance  Manager Governance &amp; Risk  Manager Information Technology  Manager Public Health and Safety  Rates Coordinator  Team Leader - Records &amp; Council Liaison</p>



<b>Conditions</b>	<p>The authority to authorise persons or classes of persons to administer this function is limited to delegates.</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. <i>The City is responsible for ensuring any register of gifts is made available for public inspection.</i></li> <li>2. <i>Information that must be published on the City's website:</i> <ol style="list-style-type: none"> <li>1. <i>A map of the district boundaries;</i></li> <li>2. <i>Adverse findings of the State Administrative Tribunal and Standards Panel;</i></li> <li>3. <i>An up-to-date list of fees and charges;</i></li> <li>4. <i>Confirmed minutes of council or committee meetings;</i></li> <li>5. <i>Consolidated copies of any local law that is in force in the district;</i></li> <li>6. <i>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);</i></li> <li>7. <i>The annual budget;</i></li> <li>8. <i>The local government's plans for the future;</i></li> <li>9. <i>The notice of sale of a property because of the non-payment of rates or service charges; and</i></li> <li>10. <i>Business Plans for major land trading undertakings or major land transactions.</i></li> </ol> </li> </ol>
<b>Statutory framework</b>	<p>Legislation:</p> <ul style="list-style-type: none"> <li>▪ Local Government Act 1995: <ul style="list-style-type: none"> <li>_s5.94 (Public can inspect certain local government information),</li> <li>_3.59(Commercial enterprises by local governments),</li> <li>_s5.96A (Information published on official website),</li> <li>_s9.57A (Local government protected from liability for defamation: council proceedings on website),</li> <li>_s5118 (Carrying out orders),</li> <li>_Schedule 6.3 (Provisions relating to sale or transfer of land where rates or service charges unpaid).</li> </ul> </li> <li>▪ Freedom of Information Act 1992 (FOI Act): The City of Albany <a href="#">Information Statement</a> made under the FOI Act prescribes that a document is required to be made which conveys information to the public about City operations, the kinds of documents it holds and the procedures for accessing them.</li> </ul>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Social Media Policy &amp; Guidelines: <a href="#">Link</a></li> <li>▪ <a href="#">Code of Conduct for Recorded Material acquired on City of Albany Property</a> (Audio, CCTV, Camera Footage)</li> <li>▪ <a href="#">City's Information Statement</a></li> <li>▪ <a href="#">Media Liaison Policy</a></li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>▪ Government of Western Australia - Fact Sheet - <a href="#">Privacy and Responsible Information Sharing</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	CEO delegation.

**Last reviewed**

28 February 2023

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<b>Delegation</b>	<b>LG1.13 (NEW) Performing Functions Outside the District (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.20(1) Performing functions outside district
<b>Function</b>	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
<b>Delegates</b>	CEO
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District.</li> <li>b. Where the above conditions are not met, the matter must be referred for Council decision, supported by a cost-benefit analysis.</li> </ul>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new delegation.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.14 (D002) Corporate Documents &amp; Branding</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.45(2) "Acting Through"
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Approve the use of the City of Albany Crest and Corporate Logos.</li> <li>2. Update administrative policies, guidelines, procedures, and processes.</li> <li>3. Make minor amendments to Council adopted policies.</li> <li>4. Authorise persons to administer any or all of the above functions..</li> </ol> <p><i>Note: It is the role of Council to determine local government's policies.</i></p>
<b>Delegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Community Relations Manager Development Services Manager Governance & Risk
<b>Conditions</b>	Council Condition of Delegation: <ol style="list-style-type: none"> <li>a. Minor amendments can be made to Council adopted policies, if authorised by the Chief Executive Officer.</li> <li>b. On effecting the amendment, a copy of the updated policy is to be distributed to all elected members.</li> <li>c. The power to authorise persons is limited to Executive Directors and above.</li> </ol> <p><i>Note: <b>minor amendment</b>, means a change to a Policy or procedure, which does not alter the general meaning, scope, purpose or intent of the document.</i></p>
<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>▪ Local Government Act 1995: <ul style="list-style-type: none"> <li>◦ _Part 2 (Constitution of local government), Division 2 (Local governments and councils of local governments), s2.7(2)(b) (Role of council);</li> <li>◦ _Part 3 (Functions of local governments), Division 1 (General), s3.1 (General function); and</li> <li>◦ _Part 5 (Administration), Division 4 (Local government employees), s5.41 (Functions of CEO).</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>1. Planning &amp; Development Act 2005 Planning &amp; Development (Local Planning Schemes) Regulations 2015</li> </ol>

<b>Policy</b>	Policies: <ul style="list-style-type: none"><li>▪ Corporate Document Policy: <a href="#">Link</a></li></ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG1.15 (D003) Make Official Public Statements &amp; Information</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Chief Executive Officer (CEO)
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government Act 1995: _s5.41 (d)(f) (Functions of CEO). _s5.45(2) "Acting Through"
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Represent the City of Albany on external committees and working groups and make operational decisions on behalf of the City.</li> <li>2. Prepare, produce, and distribute City information, media releases and publications, and make comments, with the condition that comment is limited to matters relating to functions of the CEO, defined by the Act.</li> <li>3. Authorise persons to administer any or all of the above functions.</li> </ol>
<b>Delegates</b>	<p>Community Emergency Services Manager  Executive Director Community Services  Executive Director Corporate &amp; Commercial Services  Executive Director Infrastructure, Development &amp; Environment  Manager Arts &amp; Culture  Manager City Reserves  Manager Community Relations  Manager Development Services  Manager Engineering &amp; Sustainability  Manager Facilities  Manager Finance  Manager Governance &amp; Risk  Manager Information Technology  Manager Major Projects  Manager Operations  Manager People &amp; Culture  Manager Public Health and Safety  Manager Recreation Services  Team Leader - Records &amp; Council Liaison</p>
<b>Conditions</b>	<p>a. The power to authorise persons is limited to the CEO, Executive Directors, and the Manager Community Relations.  b. The following classes of persons are authorised:  _ Team Leader Arts &amp; Culture  _Communications Team Leader/Supervisor</p>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Local Government Act 1995: _s5.41 (d)(f) (Functions of CEO).

<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>• <a href="#">Elected Member Communications Policy</a></li> <li>• <a href="#">Media Liaison Policy</a></li> <li>• <a href="#">Social Media Policy</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG1.17 (D007) Dealing with objections under Part 9 of Local Government Act 1995</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s9.5(2), s9.6(5) and s9.9(1)(b)
<b>Function</b>	The Chief Executive Officer is delegated the power to: <ol style="list-style-type: none"> <li>1. Receive an objection and grant an extension of time for an objection to be lodged (Section 9.5(2)).</li> <li>2. Give notice in writing of how it has been decided to dispose of the objection and the reasons for disposing of it in that way.</li> <li>3. Determine that there are reasons why the effect of a decision should not be suspended in line with the provisions of the Local Government Act 1995 Section 9.9(1)(b).</li> </ol>
<b>Delegates</b>	Chief Executive Officer (CEO)
<b>Conditions</b>	Council Condition: This delegation may not be exercised to dispose of an objection to a decision originally made by the CEO.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Community Relations Manager Development Services Manager Finance Manager Governance & Risk Manager Public Health and Safety
<b>Subdelegate conditions</b>	Reviews must be conducted in accordance with the City of Albany Internal Review (Decision or conditions relating to a decision) Policy & Guideline: <a href="#">Link</a>
<b>Statutory framework</b>	Local Government Act 1995 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).



<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Internal Review (Decision or conditions relating to a decision) Policy &amp; Guideline: <a href="#">Link</a></li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>1. <i>The LG Act states in part, that the objection of a decision made is to be dealt with by the council of the local government.</i></li> <li>2. <i>Unresolved objections are facilitated through the Corporate &amp; Community Services Committee.</i></li> <li>3. <i>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:</i></li> </ol> <p><i>_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</i>  <i>_renew, vary, or cancel an authorisation that a person has under any of those provisions; or</i>  <i>_whenever a local government gives a person a notice under 3.25 of the Act.</i></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG1.18 (D006)(AMEND) Sign Documents on Behalf of the City of Albany (Execution of Documents)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995 _s9.49A(4)
<b>Express power or duty delegated</b>	Local Government Act 1995 _s9.49A(4)
<b>Function</b>	In accordance with Council Policy: Common Seal Policy & Guideline: <a href="#">Link</a> Authority to: <ol style="list-style-type: none"> <li>1. Execute Documents and/or Apply the Common Seal.</li> <li>2. Grants: Authorise Persons to: <ol style="list-style-type: none"> <li>a. electronically submit approved grant funding submissions.</li> <li>b. administer the "Grant Online Portals" and certify the electronic submissions.</li> </ol> </li> <li>3. Administer Emergency Service Levy (ESL) returns in accordance with the Fire and Emergency Services Authority of Western Australia Act 1998.</li> </ol>
<b>Delegates</b>	Chief Executive Officer (CEO) Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The execution of the document must not be inconsistent with a Council Policy or resolution.</li> <li>b. Authorisation of the use of the common seal must be in accordance with the relevant Council Policy.</li> <li>c. The classes of persons "Executive Director" are restricted to executing documents that are to a value of <b>\$250,000</b> or less.</li> <li>d. Administration of Grants on behalf of the City of Albany is limited to the following classes of persons: <ol style="list-style-type: none"> <li>i. Manager Finance;</li> <li>ii. Revenue Development Officer; and</li> <li>iii. Persons authorised in writing to administer grant funding online portals by an Executive Director.</li> </ol> </li> </ol>
<b>Subdelegates</b>	Manager Finance Manager Governance & Risk
<b>Statutory framework</b>	Local Government Act 1995: _s2.5 (Local governments created as bodies corporate); _s5.42 (Delegation of some powers and duties to CEO), s5.43(ha) (Limits on delegations to CEO); _s9.49A (2)(4)(5) (Execution of documents).  Local Government(Functions and General) Regulations 1996: _Reg.34 (Common seal, unauthorised use of) Fire and Emergency Services Authority of Western Australia Act 1998: _s36ZJ (ESL agreement, nature of etc.), s36ZK (Part 6A modified for ESL agreement (Sch. 1A))

<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Use of Common Seal Policy: <a href="#">Link</a></li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• Sealing Clause Document Template (Intranet)</li> <li>• Sealing Clause for Common Seal Document and Template (Intranet)</li> <li>• Authorisation Form (Intranet)</li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Report to Council Committee monthly.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG1.19 (D008) Legal Proceedings - Approval</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power or duty delegated</b>	Local Government Act 1995 _s9.10(1)(2) (Appointment of authorised persons), _s9.29(2) (Representing local government in court),
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Authorise Legal Expenses for Council Members, Employees and Volunteers.</li> <li>2. Enact legal proceedings, represent and authorise persons to represent the City in a Court.</li> <li>3. Authorise classes of persons to administer any or all of the above functions.</li> </ol>
<b>Delegates</b>	Chief Executive Officer (CEO)
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Compliance with Council Policy: <a href="#">Legal Representation for Elected Members, Employees and Volunteers.</a></li> <li>b. The City's Insurance Broker is to be notified before proceeding with action.</li> <li>c. Classes of persons authorised to enact legal proceedings, represent and authorise persons to represent the City in a Court: <ol style="list-style-type: none"> <li>i. Executive Directors</li> <li>ii. Manager Governance &amp; Risk</li> <li>iii. Manager Finance</li> <li>iv. Manager Public Health &amp; Safety, Coordinator Ranger Services</li> <li>v. Manager Development Services</li> </ol> </li> </ol>
<b>Subdelegates</b>	Coordinator Health Services Coordinator Ranger Services Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Finance Manager Governance & Risk
<b>Statutory framework</b>	Local Government Act 1995 _s9.10(1)(2) (Appointment of authorised persons), _s9.29(2) (Representing local government in court),
<b>Policy</b>	Policies: _Legal Representation for Elected Members, Employees & Volunteers Policy: <a href="#">Link</a>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Report quarterly to the Audit &amp; Risk Committee.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.

**Last reviewed**

28 February 2023

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<b>Delegation</b>	<b>LG2.1 (D004) Confiscated or Uncollected Goods or Impounded Goods</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.46 Goods May be withheld until costs paid _s.3.47 Confiscated or uncollected goods, disposal of _s.3.48 Impounding expenses, recovery of
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</li> <li>b. The CEO may authorise, if appropriate, to donate the surplus plant, equipment and/or material to a suitable not-for-profit entity (i.e. community group, sporting organisation, school) taking into account the loss of income to the City as well as the fairness and equity to other not for profit entities in the City.</li> <li>c. In the absence of any sale or donation being made, it shall be at the absolute discretion of the CEO to dispose of any surplus plant, equipment and/or material in any manner thought fit by them.</li> </ol> <p><i>Note: A declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated. Refer to Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.</i></p>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager Facilities Manager Public Health and Safety Manager Recreation Services

<b>Subdelegate conditions</b>	<p>a. Subject to the conditions imposed on the CEO.</p> <p>b. An authorised person who administers the confiscation of property cannot administer the disposal.</p>
<b>Statutory framework</b>	<p>Local Government Act 1995  Part 3, Division 3, Subdivision 3  _s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.</p> <p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	<p>Policy Position:</p> <p>(a) Any goods slated for disposal or donation with an estimated market value exceeding <b>\$5,000</b> require a two-week written notice to Elected Members before any action.</p> <p>(b) Any goods with an estimated market value above <b>\$1,000</b> must be:</p> <ul style="list-style-type: none"> <li>• Sold via public auction; or</li> <li>• Offered for sale through public tender.</li> </ul> <p>(c) Any goods valued at <b>\$1,000</b> or less may be disposed of using the methods outlined in (b) as well as:</p> <ul style="list-style-type: none"> <li>• Offering items to the City of Albany tip shop for sale;</li> <li>• Advertising items for sale in a local newspaper; or</li> <li>• Advertising items for sale on the City's website.</li> </ul> <p>(d) The CEO may, at their discretion, choose to donate goods to a suitable not-for-profit entity (e.g., community group, sporting organisation, school), considering the impact on the City's income and fairness to other non-profit entities within the City.</p> <p>(e) In the absence of any sale or donation, the CEO has full discretion to dispose of goods as they see fit.</p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG2.2 (D004) Declare Vehicle is Abandoned Vehicle Wreck (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995:</a> _s.3.40A(4) Abandoned vehicle wreck may be taken.
<b>Function</b>	1. Authority to: Declare that a vehicle is an abandoned vehicle wreck [s.3.40A(4)]. 2. Authority to: Declare that an <u>impounded</u> vehicle is an abandoned vehicle wreck [s.3.40A(4)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Disposal of a declared abandoned vehicle wreck to be undertaken per <i>Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods</i> or may be referred for Council decision. b. An authorised person who administers impounding of property is not to administer the disposal. <i>Note:</i> _A declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). _Authority to appoint an authorised person for this purpose may be delegated. Refer to <i>Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions</i> .
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Administration Officer - Ranger & Emergency Services Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
<b>Subdelegate conditions</b>	a. Subject to the conditions on delegation to the CEO. b. The following classes of persons (Authorised Officers) are authorised to administer this function: _Senior Ranger _Ranger _Administration Office - Ranger & Emergency Services (Authority 2 only).
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a> Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	Resources: Western Australian Police: Who do I report an abandoned vehicle to? Website: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023



<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG2.3 (NEW) Determine if an Emergency for Emergency Powers of Entry (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.34(2) Entry in emergency
<b>Function</b>	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
<b>Delegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Public Health and Safety
<b>Conditions</b>	<i>Note: In case of an emergency, a local government has the legal authority to enter any land or premises without prior notice to address the emergency. An emergency is defined as a situation where obtaining entry through regular procedures is impractical or unreasonable due to the risk of injury, illness, natural disaster, or other prescribed occurrences. The local government can use reasonable force for entry and can do so during the emergency and as long as reasonably necessary afterwards. While notice is generally not required for entry, the local government should provide notice to the owner or occupier if practical.</i>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Primary & Annual Returns: <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new CEO Delegation.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG2.4 (D031) Disposal of Sick or Injured Animals</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.47A Sick or injured animals, disposal of _s.3.48 Impounding expenses, recovery of
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.
<b>Statutory framework</b>	Primary & Annual Returns: <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	Policy Position: <ul style="list-style-type: none"> <li>▪ Authorised Persons will be guided by the Department of Primary Industries and Regional Development (DPIRD) "Sustainability and Biosecurity Invasive Species" Policy Statement and Standard Operating Procedure "Humane Killing of Animals Under Field Conditions" - <a href="#">Link</a>.</li> <li>▪ Veterinarian euthanasia is the preferred method of destruction. The administration of lethal injection must be undertaken by an authorised veterinarian.</li> <li>▪ Alternative humane methods are only to be used when appropriate and authorised by a Senior Ranger.</li> </ul>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG2.5 (D001)(NEW) Infringement Notices (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.9.13(6)(b) Onus of proof in vehicle offences may be shifted _s.9.19 Extension of Time _s.9.20 Withdrawal of Notice Building Regulations 2012: _Regulation 70(1A), (1), (2) Approved officers and authorised officers
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)].</li> <li>2. Extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].</li> <li>3. Withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].</li> <li>4. <u>Line managers and coordinators</u> that administer the review of compliance actions to cancel, withdraw and/or discontinue infringements, if: <ol style="list-style-type: none"> <li>1. Found to contain critical errors in law; and</li> <li>2. Deemed not in the public interest to pursue as an infringement or prosecution; and</li> <li>3. This includes the authority to waive associated fees and charges.</li> </ol> </li> </ol>
<b>Delegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety

<b>Conditions</b>	<p>a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.</p> <p>b. Delegation for Dog Act, Cat Act, Parking Local Law, and associated compliance action (i.e. , Infringement Notices) is limited to the following listed positions ONLY:</p> <ul style="list-style-type: none"> <li>i. Manager Public Health &amp; Safety</li> <li>ii. Coordinator Ranger Services</li> <li>iii. Senior Rangers</li> <li>iv. Rangers</li> </ul> <p>c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices::</p> <ul style="list-style-type: none"> <li>i. Coordinator Building Services</li> <li>ii. Building Surveyors</li> <li>iii. Senior Planning &amp; Development Compliance Officer</li> </ul> <p><i>(Note: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority.)</i></p>
<b>Express power to subdelegate</b>	Nil
<b>Subdelegates</b>	Building Surveyor Coordinator Building Services
<b>Subdelegate conditions</b>	<i>Subdelegates appointed by the CEO. Listed subdelegates are authorised officers.</i>
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guideline</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG2.6 (D041) Obstruction of Footpaths and Thoroughfares</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government (Uniform Local Provisions) Regulations 1996: _r.5(2) Interfering with, or taking from, local government land _r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) _r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) _r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
<b>Function</b>	Authority to:  <ol style="list-style-type: none"> <li>1. Determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>b. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees

<b>Subdelegates</b>	<p>Coordinator Building Services  Development Compliance Officer  Development Engineer  Executive Director Infrastructure, Development &amp; Environment  Manager City Reserves  Manager Development Services  Manager Engineering &amp; Sustainability  Manager Operations  Manager Public Health and Safety  Senior Planning and Development Compliance Officer</p>
<b>Subdelegate conditions</b>	<p><i>Note:</i>  (i) The Development Information Services Team reports to the Manager Planning Services.  (ii) The Development Information Services Team are authorised to administer:</p> <ul style="list-style-type: none"> <li>▪ Applications to deposit building material on, erect scaffolding or excavate near a street.</li> </ul>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Legislation:</p> <ul style="list-style-type: none"> <li>▪ Local Government (Uniform Local Provisions) Regulations 1996: Noting: <ul style="list-style-type: none"> <li>◦ Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the Local Government Act 1995.</li> <li>◦ Modified penalties apply under the local law.</li> </ul> </li> </ul>
<b>Policy</b>	<p>Associated Delegation:</p> <ul style="list-style-type: none"> <li>• Determination of Bond Value and Conditions. Refer to CEO Delegation LG2.6 – Public Thoroughfare Obstruction – Determine Conditions</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>• City of Albany Guidelines: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023



<b>Delegation</b>	<b>LG2.7 (D027) Powers of Entry (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.32 Notice of entry _s.3.33 Entry under warrant _s.3.34 Entry in an emergency _s.3.36 Opening fences
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Give notice of entry [s.3.32].</li> <li>3. Seek and execute an entry under warrant [s.3.33].</li> <li>4. Execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Give notice and effect entry by opening a fence [s.3.36].</li> </ol> <p><i>Note: These powers of entry may be used to perform any function under the Local Government Act where entry is required in order to perform the function or in any other case which entry is authorised by the Act, other than by a local law (refer s3.28).</i></p>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</li> <li>b. When exercising authority to authorise persons under s.3.31(2): <ol style="list-style-type: none"> <li>1. A register of Authorisations is to be maintained as a Local Government Record.</li> <li>2. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>3. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> </ol> </li> <li>c. The power to enter property without the consent of the owner or occupier is only to be enacted if approved by a delegate.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Building Services Coordinator Health Services Coordinator Planning Services Coordinator Ranger Services Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Public Health and Safety

<b>Subdelegate conditions</b>	<p>a. Subject to the conditions imposed on the CEO.</p> <p>b. The following classes of persons may authorise a person to lawfully enter land or premises <b>without consent</b>:</p> <ol style="list-style-type: none"> <li>1. Manager Development Services</li> <li>2. Manager Public Health &amp; Safety</li> <li>3. Manager Governance &amp; Risk</li> </ol> <p>c. The following classes of persons are authorised to enact this function if given verbal authorisation from their direct line manager:</p> <ul style="list-style-type: none"> <li>• Rangers</li> <li>• Compliance Officers</li> <li>• Environmental Health Officers</li> <li>• Building Surveyors</li> </ul>
<b>Statutory framework</b>	<p>Local Government Act 1995:      _Authorise person – refer s.3.31(2)]      _Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry      _s.3.34(2) Entry in an emergency – Refer to CEO Delegation</p> <p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>• Delegates are designated employees under s.5.74 and must provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Regulatory Compliance Policy and Guideline</a></li> </ul>
<b>Record keeping</b>	<p>Report to file.</p>
<b>Date adopted</b>	<p>28 February 2023</p>
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023          Resolution AR131. Synergy Reference: PU231629.</p>
<b>Last reviewed</b>	<p>28 February 2023</p>

<b>Delegation</b>	<b>LG3.1.1 (D001)(D046) Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Infrastructure Control – (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<p><a href="#">Activities on Thoroughfares and Public Places and Trading Local Law:</a> <b>PART 2—ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES</b></p> <ul style="list-style-type: none"> <li>• Division 2 - Vehicle Crossings: cl.2.5(2) Removal of redundant crossing</li> <li>• Division 3 - Verge Treatments: cl.2.6 Interpretation – “acceptable material”, cl.2.11 Notice to owner or occupier</li> <li>• Division 4 - Property numbers: cl.2.15 Assignment of numbers</li> <li>• Division 6 - Signs erected by the local government: cl.2.17(1) Signs</li> </ul> <p><b>PART 5—ROADSIDE CONSERVATION</b></p> <ul style="list-style-type: none"> <li>• Division 2 - Flora roads: cl.5.3 Declaration of flora road, cl.5.5 Signposting of flora roads</li> <li>• Division 3 - Special environmental areas: cl.5.7 Designation of special environmental areas</li> </ul> <p><b>PART 6—TRADING ON THOROUGHFARES AND PUBLIC PLACES</b></p> <ul style="list-style-type: none"> <li>• Division 3 - Outdoor eating facilities on public places: cl.6.18 Obligations of permit holder (Outdoor Eating Facility)</li> </ul> <p><b>PART 7—PERMITS:</b></p> <ul style="list-style-type: none"> <li>• Division 1—Applying for a permit: cl.7.1 Application for Permit, cl.7.2 Decision on application for permit, cl.7.3 Conditions which may be imposed on a permit, cl.7.5 Compliance with and variation of conditions, cl.7.7 Renewal of permit, cl.7.8 Transfer of permit, cl.7.10 Cancellation of permit</li> </ul> <p><b>PART 9—MISCELLANEOUS NOTICES</b> cl.9.1 Notice to redirect or repair sprinkler, cl.9.2 Hazardous plants, cl.9.3 Notice to repair damage to thoroughfare, cl.9.4 Notice to remove thing unlawfully placed on thoroughfare</p> <p><b>PART 10—ENFORCEMENT:</b></p> <ul style="list-style-type: none"> <li>• Division 1—Notices given under this local law: cl.10.2 Local government may undertake requirements of notice</li> </ul>
<b>Function</b>	<p><b>1. General Activity Control(Permits)</b> _1A. Authority, limit to permits subject of this delegation, to:</p> <ol style="list-style-type: none"> <li>a. determine the form of a permit application [cl.7.1(1)(a)];</li> <li>b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)];</li> <li>c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)];</li> <li>d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)];</li> </ol>

e. determine the form of the permit [cl.7.2(2)].

\_1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:

- a. Temporary vehicle crossing [cl.2.4(1)]
- b. Any activity described as requiring a permit under cl.2.2(1);
  - i. dig or otherwise create a trench through or under a kerb or footpath;
  - ii. throw, place or deposit anything on a verge;
  - iii. cause any obstruction to a vehicle or person using a thoroughfare;
  - iv. cause any obstruction to a water channel;
  - v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
  - vi. damage a thoroughfare;
  - vii. light any fire or burn anything on a thoroughfare other than under a permit issued under cl.5.13;
  - viii. fell any tree onto a thoroughfare;
  - ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare
  - x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
  - xi. use or do anything so as to create a nuisance;
  - xii. place or cause to be placed in on a thoroughfare a bulk rubbish container;
  - xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare;
- c. Drive or take a vehicle on a closed thoroughfare [cl.2.19];
- d. Erect or place an advertising or directional sign [cl.3.2]
- e. Use of portable signs [cl.3.4];
- f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5];
- g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)];
- h. Clear and maintain in a cleared state, the surface of a thoroughfare within 1m of the person's land [cl.5.11].
- i. Burn, subject to the Bush Fires Act 1954, slash or apply herbicides to part of a thoroughfare to reduce fire hazard, with the method approved to be beneficial to the preservation and conservation of native flora and fauna [cl.5.15]
- j. Construct firebreaks on a thoroughfare [cl.5.17]

\_1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]

\_1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)].

## **2. Use of Public Places**

\_2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)].

## **3. Crossings**

\_3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)].

## **4. Thoroughfares and Verges**

\_4A. Authority to determine and maintain the list of "acceptable materials" which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6].

\_4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11].

\_4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15].

\_4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to:

- a. Alter the direction of a sprinkler or other watering equipment [cl.9.1];

	<p>b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2];</p> <p>_4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to: Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3]; Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4].</p> <p>_4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2].</p> <p><b>5. Flora and Fauna within Thoroughfares</b></p> <p>_5A. Authority to declare a flora road and to signpost it, where roadside vegetation is determined as high quality [cl.5.3 and cl.5.5].</p> <p>_5B. Authority to designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which has protected or rare flora or fauna or has environmental, aesthetic or cultural significance [cl.5.7].</p> <p>_5C. Authority to approve [cl.7.2], renew [c.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:</p> <p>a. Collecting native flora and / or native flora seeds [cl.5.20]; b. Planting or sowing any plant seeds in a thoroughfare [cl.5.9].</p> <p>_5D. Authority to determine conditions [cl.7.2(4) and cl.7.8] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p>
<b>Delegates</b>	Chief Executive Officer (CEO)
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Ranger Services Development Compliance Officer Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager City Reserves Manager Development Services Manager Engineering & Sustainability Manager Operations Manager Public Health and Safety Ranger Senior Planning and Development Compliance Officer Senior Ranger
<b>Subdelegate conditions</b>	<i>The authority to issue a permit is to be limited to assigned functions relative to role.</i>
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

<b>Policy</b>	<p>Policy Position: Associated Delegations &amp; Conditions:</p> <ul style="list-style-type: none"> <li>_Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer CEO Delegations LG8.3 and LG8.6.</li> <li>_A register of all special environmental areas must be maintained under cl.5.8 of the Activities in Thoroughfares and Public Places and Trading Local Law.</li> <li>_Crossing permits are approved under Regulations 12 and 13 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer to Delegation LG8.3 Crossings – Construction, Repair and Removal.</li> </ul> <p>Guidelines:</p> <ul style="list-style-type: none"> <li><a href="#">_Painted Kerbside House Numbering Guideline</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG3.1.2 (D001)(D020) Activities on Thoroughfares and Public Places and Trading Local Law 2011 - Trading, Stallholders, Performing and Outdoor Dining (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Activities on Thoroughfares and Public Places and Trading Local Law:</a> <b>PART 6 TRADING ON THOROUGHFARES AND PUBLIC PLACES: Division 1 - Stallholders and traders</b> _cl.6.6 Conditions of Permit (Stallholders and Traders) _cl.6.18 Obligations of permit holder (Outdoor Eating Facility) <b>PART 7 - PERMITS: Division 1 - Applying for a permit</b> _cl.7.1 Application for Permit _cl.7.2 Decision on application for permit <b>Division 2 - Conditions</b> _cl.7.3 Conditions which may be imposed on a permit _cl.7.5 Compliance with and variation of conditions _cl.7.7 Renewal of permit _cl.7.8 Transfer of permit _cl.7.10 Cancellation of permit

<b>Function</b>	<p><b>1. Permits General [Subdivision 2—Permits]</b></p> <p>_1A. Authority, limited to the permit types listed below, to:</p> <ul style="list-style-type: none"> <li>a. determine the form of a permit application [cl.7.1(1)(a)];</li> <li>b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)];</li> <li>c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)];</li> <li>d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)];</li> <li>e. determine the form of the permit [cl.7.2(2)].</li> </ul> <p><b>[Subdivision 3 - Conduct of stallholders and traders]</b></p> <p><b>2. Stallholder, Trading and Performing [Division 2 - Street entertainers]</b></p> <p>_2A. Authority to approve [cl.7.2], renew [c:7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to:</p> <ul style="list-style-type: none"> <li>a. Stallholder [cl.6.2];</li> <li>b. Trader [cl.6.3];</li> <li>c. Perform in a public place [cl.6.10].</li> </ul> <p>_2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p> <p>_2C. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)].</p> <p><b>3. Outdoor Eating Facilities [Division 3 - Outdoor eating facilities on public places]</b></p> <p>_3B. Authority to approve [cl.7.2], renew [c:7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16].</p> <p>_3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p> <p>_3D Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. Stallholders representing community groups are exempt from permit fees.</li> <li>b. City managed facilities and reserves, approvals (permits) are subject to the following conditions: <ul style="list-style-type: none"> <li>i. Such use to be at an appropriate fee as set by the Council.</li> <li>ii. Having regard to existing and previous usage.</li> <li>iii. Approval is based on the following criteria: <ul style="list-style-type: none"> <li>o the event being conducted at no cost to the City;</li> <li>o the organiser being required to meet the cost of all outgoings;</li> <li>o adjoining residential areas being notified of the event in advance;</li> <li>o the event not causing any inconvenience to adjacent business/commercial operations;</li> <li>o the City being indemnified against any claims for damages;</li> <li>o approval is time-limited; and</li> <li>o the City's Service and Tourist Signage Policy.</li> </ul> </li> </ul> </li> </ul>
<b>Express power to subdelegate</b>	<p><u><a href="#">Local Government Act 1995:</a></u></p> <p>_s.5.44 CEO may delegate some powers and duties to other employees</p>



<b>Subdelegates</b>	<p>Coordinator Planning Services  Executive Director Community Services  Executive Director Corporate &amp; Commercial Services  Executive Director Infrastructure, Development &amp; Environment  Manager Arts &amp; Culture  Manager City Reserves  Manager Community Relations  Manager Development Services  Manager Facilities  Manager Public Health and Safety  Manager Recreation Services  Senior Planning and Development Compliance Officer  Senior Planning Officer - Policy &amp; Place  Senior Team Leader Property, Leasing &amp; Customer Service</p>
<b>Subdelegate conditions</b>	<p>a. Authority to issue a permit is to be limited by assigned functions.  b. Classes of Persons authorised to administer and enforce this function can be approved by the listed "Subdelegates", in addition to:</p> <p><b>Corporate &amp; Community Services Directorate:</b></p> <ul style="list-style-type: none"> <li>• Customer Service Team Officers</li> <li>• Leasing Team Employees</li> </ul> <p><b>Development, Infrastructure &amp; Services Directorate:</b></p> <ul style="list-style-type: none"> <li>▪ Reserves Team employees</li> <li>▪ Planning Team employees</li> </ul> <p><b>Corporate Services Directorate:</b></p> <ul style="list-style-type: none"> <li>• Team Leader Arts &amp; Culture</li> <li>• Library Team Leader</li> <li>• Albany Leisure &amp; Aquatic Centre (ALAC) Duty Managers &amp; Coordinators</li> <li>• Events Coordinators &amp; Events Approval &amp; Project Officers</li> </ul>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
<b>Policy</b>	<p><b>Local Law, c7.4 Imposing conditions under a policy:</b> (1) In this clause - "policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).  _Council Policy: <a href="#">Trading in Public Places</a>  _Applications for permits under the local law are to be submitted using the <a href="#">Application for Permit Form</a>  _Stallholders representing community groups are exempt from permit fees.</p>
<b>Record keeping</b>	<p>Report to file.</p>
<b>Date adopted</b>	<p>28 February 2023</p>
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023  Resolution AR131. Synergy Reference: PU231629.</p>
<b>Last reviewed</b>	<p>28 February 2023</p>

<b>Delegation</b>	<b>LG3.2 (D001)(ATTACH-B) Animals Local Law 2020</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Animals Local Law 2020</a>
<b>Express power or duty delegated</b>	Under the powers conferred by the Cat Act 2011, the Local Government Act 1995, and under all other powers enabling it, the Council of the City of Albany resolved on 28 July 2020 to make the local law.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Administration Officer - Ranger & Emergency Services Coordinator Health Services Coordinator Ranger Services Environmental Health Officer Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Information Officer - Environmental Health Services Manager Governance & Risk Manager Public Health and Safety Ranger Senior Environmental Health Officer Senior Ranger
<b>Subdelegate conditions</b>	<i>Note: Animal Control Contractors can be appointed by the appropriate Executive Director in consultation with the Coordinator of Ranger Services.</i>
<b>Statutory framework</b>	<a href="#">Local Government Ac 1995</a> <a href="#">Animals Local Law 2020</a>
<b>Policy</b>	Regulatory Compliance Policy & Guideline
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG3.3 (D001)(ATTACH-B) Bush Fire Brigades Local Law 2020</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Under the powers conferred by the Local Government Act 1995, the Bush Fires Act 1954 and under all other powers enabling it, the Council of the City of Albany resolved on 28 July 2020 to make the local law.
<b>Express power or duty delegated</b>	<a href="#">Bush Fire Brigades Local Law 2020</a>
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Chief Bushfire Control Officer Community Emergency Services Manager Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Statutory framework</b>	Local Government Act 1995 Bush Fire Brigades Local Law 2020
<b>Policy</b>	Bush Fire Brigade Operating Procedures
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	25 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG3.4 (D001)(ATTACH-B) Dog Local Law 2017</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a>
<b>Express power or duty delegated</b>	Under the powers conferred on it by the Dog Act 1976 and the Local Government Act 1995 and under all other enabling powers, the Council of the City of Albany resolved on 31 October 2017 to make the local law.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Administration Officer - Ranger & Emergency Services Coordinator Ranger Services Executive Director Corporate & Commercial Services Manager Public Health and Safety Ranger Senior Ranger
<b>Statutory framework</b>	<a href="#">Dog Local Law 2017</a>
<b>Policy</b>	Regulatory Compliance Policy & Guideline.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG3.5 (D001)(ATTACH-B) Extractive Industries Local Law 2009</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a>
<b>Express power or duty delegated</b>	Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Albany resolved on 15 September 2009 to make the Local Law.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit and enforcement of the local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Coordinator Planning Services Development Compliance Officer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Senior Planning and Development Compliance Officer Senior Planning Officer Senior Planning Officer - Policy & Place
<b>Statutory framework</b>	Report to file.
<b>Policy</b>	Regulatory Compliance Policy & Guideline.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG3.6 (D001)(ATTACH-B) Fencing Local Law 2010</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a>
<b>Express power or duty delegated</b>	Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Albany resolved on 15 June 2010 to make the local law.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit and/or enforce this local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Building Surveyor Coordinator Building Services Coordinator Planning Services Coordinator Waste Operations Development Compliance Officer Development Engineer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering & Sustainability Manager Operations Planning Officer Senior Planning and Development Compliance Officer Senior Planning Officer Senior Planning Officer - Policy & Place Technical Support Officer - Development Services
<b>Statutory framework</b>	Fencing Local Law 2010.
<b>Policy</b>	Regulatory Compliance Policy & Guideline.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG3.7 (D001)(ATTACH-B) Health Local Laws 2001</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Made by the Council of the City of Albany under section 342 of the Health Act 1911 in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995.
<b>Express power or duty delegated</b>	Made by the Council of the City of Albany under section 342 of the Health Act 1911 in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit and/or enforce the local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Information Officer - Environmental Health Services Manager Public Health and Safety Senior Environmental Health Officer
<b>Statutory framework</b>	Health Act 2001
<b>Policy</b>	Regulatory Compliance Policy & Guideline.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG3.8 (D001)(ATTACH-B) Jetties, Bridges, Boat Pens &amp; Swimming Structures Local Law 2020</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> <a href="#">City of Albany Jetties, Bridges, Boat Pens, and Swimming Structures Local Law 2020</a>
<b>Express power or duty delegated</b>	Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Albany resolved on 11 August 2020 to make the local law.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things an authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit and/or enforce the local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Administration Officer - Ranger & Emergency Services Coordinator Ranger Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Manager Operations Manager Public Health and Safety Ranger Senior Ranger
<b>Statutory framework</b>	Local Government Act 1995
<b>Policy</b>	Regulatory Compliance Policy & Guideline.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG3.9 (D001)(ATTACH-B) Local Law Relating to the Former Perth 2001</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Law Relating to the Former Perth 2001</a>
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Law Relating to the Former Perth 2001</a> Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Albany resolved on 16th October 2001 to make the local law.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit and/or enforce the local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
<b>Statutory framework</b>	<a href="#">Local Government Act 1995</a>
<b>Policy</b>	Regulatory Compliance Policy & Guideline.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG3.10 (D001)(D046)(ATTACH-B) Local Government Property Local Law 2011 (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> : An authorised person means a person appointed by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law.
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995</a> : _s.5.44 CEO may delegate some powers and duties to other employees _Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Albany resolved on 15 July 2011 to make the local law.
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint classes of persons to perform the functions required to administer and enforce the respective provisions in the listed local law.</li> <li>2. Authority to authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.</li> <li>3. <a href="#">Public Reserve Land Management</a>: Authority to: <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. 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: <ol style="list-style-type: none"> <li>1. Local Government Act 1995,</li> <li>2. Land Administration Act 1997, and</li> <li>3. Parks &amp; Reserves Act 1895.</li> </ol> </li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>b. Classes of Persons authorised to administer and/or enforce this local law can be approved by the listed Executive Directors.</p> <ol style="list-style-type: none"> <li>a. Public Reserves Land Management is limited to the classes of persons employed or authorised by the DIS Directorate, specifically the City Reserves Team.</li> <li>b. Local Law administration and compliance limited to classes of persons' role (assigned functions).</li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees

<b>Subdelegates</b>	<p>Administration Officer - Ranger &amp; Emergency Services  Building Surveyor  Coordinator Building Services  Coordinator Health Services  Coordinator Planning Services  Coordinator Ranger Services  Coordinator Waste Operations  Development Compliance Officer  Development Engineer  Executive Director Community Services  Executive Director Corporate &amp; Commercial Services  Executive Director Infrastructure, Development &amp; Environment  Information Officer - Development Services  Manager Arts &amp; Culture  Manager City Reserves  Manager Community Relations  Manager Development Services  Manager Engineering &amp; Sustainability  Manager Facilities  Manager Governance &amp; Risk  Manager Operations  Manager Public Health and Safety  Manager Recreation Services  Ranger  Senior Planning and Development Compliance Officer  Senior Ranger  Technical Support Officer - Development Services</p>
<b>Subdelegate conditions</b>	<p><i>Subdelegated appointed by the CEO.  Listed subdelegates are authorised officers.</i></p>
<b>Statutory framework</b>	<p><a href="#">Local Government Act 1995</a>: _s3.54 (Reserves under control of a local government)  <a href="#">Land Administration Act 1997</a>  <a href="#">Parks &amp; Reserves Act 1895</a>  <a href="#">City of Albany Local Government Property Local Law 2011</a>  <i>Note: s.3.54 of the Local Government Act 1995 states in regards to reserves under control of local government:  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.  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.</i></p>
<b>Policy</b>	<p>Regulatory Compliance Policy; <a href="#">Link</a>  Street Tree Management Policy: <a href="#">Link</a> &amp; Street Trees Guideline  Resources:  _City of Albany Urban Tree Strategy: <a href="#">Link</a>  _City of Albany Website: <a href="#">Verge &amp; Street Trees</a>  _City of Albany Website: <a href="#">Parks &amp; Reserves</a></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG3.11 (D001)(ATTACH-B) Signs Local Law 2006</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995</a> Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Albany resolved on 19th September 2006 to make the "City of Albany Signs Local Law 2006.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of personsthe doing of all acts and things and authorised person is able to do under thelocal law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit and/or enforce this local law is to be limited by assigned functions. b. Classes of Persons authorised to administerand enforce this function can be approved by the listed ExecutiveDirectors.
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Administration Officer - Ranger & Emergency Services Building Surveyor Coordinator Building Services Coordinator Planning Services Coordinator Ranger Services Development Compliance Officer Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering & Sustainability Manager Public Health and Safety Ranger Senior Planning and Development Compliance Officer Senior Ranger
<b>Statutory framework</b>	Local Government Act 1995 <a href="#">Signs Local Law 2006</a>
<b>Policy</b>	Regulatory Compliance Policy & Guideline
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG3.12 (D001)(ATTACH-B) Waste Local Law 2017</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a>
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995</a> Under the powers conferred on it by the <a href="#">Waste Avoidance and Resource Recovery Act 2007</a> and the Local Government Act 1995 and under all other enabling powers, the Council of the City of Albany resolved on 27 February 2018 to make the local law.
<b>Function</b>	1. Authority to: Appoint classes of persons to administer and enforce the local law. 2. Authority to: Authorise classes of persons the doing of all acts and things and authorised person is able to do under the local law.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit and/or enforce the local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Subdelegates</b>	Coordinator Waste Operations Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Manager Operations Specialist Waste Operator Waste Facility Leading Hand Waste Facility Worker
<b>Statutory framework</b>	Waste Avoidance and Resource Recovery Act 2007 <a href="#">Waste Local Law 2017</a>
<b>Policy</b>	Regulatory Compliance Policy & Guideline
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG3.13 (D043) (ATTACH-B) Parking and Parking Facilities Local Law 2009 - Treatment, schemes, bus shelters &amp; seating</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Parking and Parking Facilities Local Law 2009</a> _Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the City of Albany resolved on 18 August 2009 to make the Local Law. " <b>authorised person</b> " means a person authorised by the local government under s.9.10 of the Act to perform any of the functions of an authorised person under this Local Law;
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Authorise classes of persons to administer and/or enforce the Parking and Parking Facilities Local Law 2009.</li> <li>2. Authority to: Including the authority to: <ol style="list-style-type: none"> <li>a. Approve and implement minor amendments to Parking Schemes and ACROD bays and the designation of visitor and authorised vehicle parking.</li> <li>b. Investigate and develop traffic management treatment proposals and Local Area Traffic Management Scheme proposals in order to identify and address traffic related issues.</li> <li>c. Locate bus shelters and seats.</li> </ol> </li> <li>3. Authority to: Authorise persons to administer specific functions only, determined by the Delegate.</li> </ol>
<b>Delegates</b>	Chief Executive Officer (CEO)
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability

<b>Subdelegate conditions</b>	<p>Authorised classes of persons are limited to administer the following functions:</p> <p><b>a. Part 2 - Parking Stations:</b></p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.  (ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p><b>b. Part 3 - Parking on Thoroughfares:</b></p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.  (ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p><b>c. Part 4 - Stopping and Parking Generally</b></p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.  (ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p><b>d. Part 5 - Residential Parking Permits</b></p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.  (ii) Compliance: CCS Directorate Authorised Persons (Rangers).</p> <p><b>e. Part 6 - Metered Zones:</b></p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons.  (ii) Permit / Administration: CCS Directorate Authorised Persons (Airport Only).  (iii) Compliance: CCS Directorate Authorised Persons (Rangers)</p> <p><b>f. Part 7 - Miscellaneous</b></p> <p>(i) Permit / Administration: DIS Directorate Authorised Persons, with certification from CCS Directorate.  (ii) Permit / Administration: CCS Directorate Authorised Persons (Airport Only).  (iii) Compliance: CCS Directorate Authorised Persons (Rangers)</p>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a>  <a href="#">City of Albany Parking and Parking Facilities Local Law 2009</a></p>
<b>Policy</b>	<p>Regulatory Compliance Policy &amp; Guideline: <a href="#">Link</a></p> <p>Resources:</p> <p>_City of Albany Website: <a href="#">Parking</a>  _City of Albany Website: <a href="#">Parking Infringements</a></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG4.1 (D012) Agreement as to Payment of Rates and Service Charges (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.49 Agreement as to payment of rates and service charges
<b>Function</b>	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Delegates</b>	CEO
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy: Rates Financial Hardship Policy: <a href="#">Link</a></li> <li>b. Agreements must be in writing and, subject to the Council Policy.</li> </ul>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Finance
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.
<b>Statutory framework</b>	Primary & Annual Returns: <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	Policies: <ul style="list-style-type: none"> <li>▪ Rates Financial Hardship Policy: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG4.3 (D022) (AMEND) Defer, Grant Discounts, Waive or Write Off Debts (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the City of Albany [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the City of Albany [s.6.12(1)(b)].</li> <li>3. Write off an amount of money which is owed to the City of Albany [s.6.12(1)(c)].</li> <li>4. Determine eligibility of charitable or benevolent community-based organisations within the City of Albany to qualify for a Waste Services Subsidy.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge.</li> <li>b. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the City.</li> <li>c. Limited to individual debts valued below <b>\$10,000</b>.</li> <li>d. Write-off of debts greater than these values must be referred for Council decision.</li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Building Services Coordinator Health Services Coordinator Planning Services Coordinator Ranger Services Coordinator Waste Operations Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Arts & Culture Manager Development Services Manager Engineering & Sustainability Manager Facilities Manager Finance Manager Governance & Risk Manager Operations Manager Public Health and Safety Manager Recreation Services

<b>Subdelegate conditions</b>	<p>a. Subject to the conditions on delegation to the CEO.</p> <p>b. This delegation:</p> <ul style="list-style-type: none"> <li>i. Does not extend to statutory charges, the municipal rate or service charges incorporated within the rates notice.</li> <li>ii. Subject to funding being allocated in the City's Annual Budget.</li> </ul>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns</p> <ul style="list-style-type: none"> <li>• Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p><i>Note: Collection of Rates Debts – refer to Delegations:</i></p> <ul style="list-style-type: none"> <li>• <i>Delegation LG 4.1- Agreement as to Payment of Rates and Service Charges</i></li> <li>• <i>Delegation LG 6.4 - Recovery of Rates Debts – Actions to Take Possession of the Land</i></li> <li>• <i>Delegation LG 6.5 - Recovery of Rates Debts – Require Lessee to Pay Rent</i></li> <li>• <i>Delegation LG 6.6 - Recovery of Rates or Service Charges</i></li> </ul>
<b>Policy</b>	<p>Policies:</p> <p>_Rating Subsidy - Sporting &amp; Community Organisations Policy: <a href="#">Link</a></p> <p>_Community Funding Policy: <a href="#">Link</a> (Note: Budget allocation for Community Funding is not to be used for: Other City financial assistance programs such as: rate rebates, peppercorn rent, subsidised rental in-kind support, or in-kind support or funding provided by City Business Units).</p> <p>_Supply of Mobile Garbage Bins Policy: <a href="#">Link</a> (Note: The City of Albany does not supply or facilitate the supply of MGBs to residential property owners.)</p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG4.6 (D009) Provision of Donations &amp; Sponsorship and the Authority to Apply for Grant Funding and Apply for Subsidies (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995 _s5.42 Delegation of some powers or duties to the CEO _s5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995 _s6.7. Municipal Fund (2). Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law. 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.)
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Authorise donations, grants, and sponsorship.</li> <li>2. Apply for subsidy applications on behalf of the City.</li> <li>3. Apply for grants on behalf of the City.</li> <li>4. Authorise persons or classes of persons to administer any or all of the listed functions.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. This delegation does not extend to statutory charges, the municipal rate or service charges incorporated within the rate notice.</li> <li>b. This delegation is subject to: <ol style="list-style-type: none"> <li>i. Conditions contained in Council Policies.</li> <li>ii. Funding being allocated in the City's Annual Budget.</li> <li>iii. Donations / Sponsorship above \$10,000 (ex. GST) must have a dedicated budget line item.</li> </ol> </li> <li>c. Authority to authorise persons or classes of persons to administer list functions in whole or in part.</li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995 _s5.44 CEO may delegate powers and duties to other employees.
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Subject to the conditions imposed on the CEO.</li> <li>b. Authorisation of persons or classes of persons to administer the listed functions, limited to subdelegates.</li> </ol>

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns</p> <ul style="list-style-type: none"> <li>Delegates are designated employees under s5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li><a href="#">Community Funding Policy</a></li> <li><a href="#">Community Sports &amp; Recreation Facilities (CSRFF) Small Grant Funding Policy</a></li> <li><a href="#">Sponsorship Policy &amp; Guideline</a></li> <li>Annual Budget</li> </ul> <p>Guidelines: <a href="#">Link</a></p> <ul style="list-style-type: none"> <li><a href="#">Community Event Grants</a></li> <li><a href="#">Regional Events Sponsorship Guidelines</a></li> <li><a href="#">Sponsorship Process - Revenue Development Officer</a> (Intranet Only)</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG4.7 (D013) Payments from the Municipal or Trust Funds (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government (Financial Management) Regulations 1996: _r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Function</b>	Authority to make payments from the municipal or trust funds [FM. r.12(1)(a)].
<b>Delegates</b>	CEO
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. Authority to make payments is subject to annual budget limitations.</li> <li>b. Requests for "Miscellaneous Expenses" by Elected Members to be jointly signed by the Chief Executive Officer and an Executive Director or Manager.</li> </ul>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	<ul style="list-style-type: none"> <li>Executive Director Community Services</li> <li>Executive Director Corporate &amp; Commercial Services</li> <li>Executive Director Infrastructure, Development &amp; Environment</li> <li>Manager Arts &amp; Culture</li> <li>Manager City Reserves</li> <li>Manager Community Relations</li> <li>Manager Development Services</li> <li>Manager Engineering &amp; Sustainability</li> <li>Manager Facilities</li> <li>Manager Finance</li> <li>Manager Governance &amp; Risk</li> <li>Manager Information Technology</li> <li>Manager Major Projects</li> <li>Manager Operations</li> <li>Manager People &amp; Culture</li> <li>Manager Public Health and Safety</li> <li>Manager Recreation Services</li> </ul>

<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>1. <b>Delegation Compliance:</b> Delegates and authorised persons must adhere to the Procedures approved by the CEO, as outlined in Financial Management Regulation 5.</li> <li>2. <b>Payment Approval:</b> Payments via cheque and EFT transactions require joint approval from two Delegates.</li> <li>3. <b>Liability Verification:</b> <ol style="list-style-type: none"> <li>a. Delegates approving payments should not verify the liability.</li> <li>b. Verification of liability (including purchase orders, invoices, and evidence of goods/services received) must be conducted independently of payment approval.</li> </ol> </li> <li>4. <b>Authority to Authorise Persons:</b> Authority to authorise persons limited to Executive Directors and Manager Finance per the following limits:</li> <li>5. <b>Spending Limits for Authorised Persons:</b> <ol style="list-style-type: none"> <li>a. Category A: Limited by approved budget (Chief Executive Officer / Acting CEO).</li> <li>b. Category B: Up to \$250,000 (Executive Directors).</li> <li>c. Category C: Up to \$100,000 (Manager Engineering &amp; Sustainability, Manager Operations).</li> <li>d. Category D: Up to \$50,000 (Managers).</li> <li>e. Category E: Up to \$20,000 (Coordinators City Asset Team, Senior Civil Engineering Officers).</li> <li>f. Category F: Up to \$10,000 (Team Leaders, Coordinators, PA to Mayor and Councillors).</li> <li>g. Category G: Up to \$5,000 (Officers)</li> </ol> </li> </ol>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Legislation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Local Government Act 1995</a></li> <li>• <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically: _r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</li> <li>• <a href="#">Local Government (Audit) Regulations 1996</a></li> </ul> <p>Guidelines: Department of Local Government, Sport and Cultural Industries:</p> <ul style="list-style-type: none"> <li>• <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a></li> <li>• <a href="#">Accounting Manual</a></li> </ul>
<b>Policy</b>	<p>Notes:</p> <ol style="list-style-type: none"> <li>a. <i>Regulation 12 of the Local Government (Financial Management) Regulations 1996 contains provisions related to the making of payments by the local government. These payments are actual transfer of funds from the municipal fund and are distinct from agreeing to purchase.</i></li> <li>b. <i>The procedures associated with this activity must be reviewed in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996.</i></li> </ol>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>▪ Report to file.</li> <li>▪ Report to Council Committee monthly.</li> </ul> <p><i>Note: 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.</i></p>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.

**Last reviewed**

28 February 2023

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<b>Delegation</b>	<b>LG5.1 (D018) (AMEND) Expressions of Interest for Goods and Services (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995:</a> _s.3.57 Tenders for providing goods or services <a href="#">Local Government (Functions and General) Regulations 1996:</a> _r.21 Limiting who can tender, procedure for _r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to: Consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.
<b>Statutory framework</b>	<a href="#">Local Government Act 1995:</a> Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Notes:</i> _The <a href="#">Local Government (Functions and General) Regulations 1996</a> prescribes applicable statutory procedures. _WALGA Subscription Service.
<b>Policy</b>	Purchasing Policy (Tenders & Quotes): <a href="#">Link</a> Buy Local (Regional Price Preference) Policy: <a href="#">Link</a> _Employee Code of Conduct: <a href="#">Link</a> (Attachment 2: Conflict of Interest Management)
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG5.2 (NEW) Panels of Pre-Qualified Suppliers for Goods and Services (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government (Functions and General) Regulation 1996: _r.24AB Local government may establish panels of pre-qualified suppliers _r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers _r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers _r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&amp;G r.24AC(1)(b)].</li> <li>2. Before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&amp;G r.24AD(3)].</li> <li>3. Vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&amp;G r.24AD(6)].</li> <li>4. Reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&amp;G r.24AH(2)].</li> <li>5. Assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&amp;G r.24AH(3)].</li> <li>6. Request clarification of information provided in a submission by an applicant [F&amp;G r.24AH(4)].</li> <li>7. Decline to accept any application [F&amp;G r.24AH(5)].</li> <li>8. Enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&amp;G r.24AJ(1)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is included in the adopted Annual Budget.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment

<b>Subdelegate conditions</b>	<p>a. Subject to the conditions on delegation to the CEO.</p> <p>b. Each sub-delegate may only use the sub-delegation in regards to contracts that are within the scope of the incumbent's position role and responsibilities.</p>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Notes:</p> <p><a href="#">_Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p><a href="#">_WALGA Subscription Service – Procurement Toolkit</a>.</p>
<b>Policy</b>	<p>Purchasing Policy (Tenders &amp; Quotes): <a href="#">Link</a></p> <p>_Buy Local (Regional Price Preference) Policy: <a href="#">Link</a></p> <p>Employee Code of Conduct: <a href="#">Link</a> (<i>Attachment 2: Conflict of Interest Management</i>)</p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new Council Delegation.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG5.3 (NEW) Procurement of Goods or Services required to address a State of Emergency (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.57 Tenders for providing goods or services  Local Government (Functions and General) Regulations 1996: _Regulation 11 'When tenders have to be publicly invited' _Tender exemption under subregulation 11(2)(aa) _Associated definition under subregulation 11(3)
<b>Function</b>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to:  1. Determine that particular goods or services with a purchasing value > <b>\$250,000</b> are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.
<b>Express power to subdelegate</b>	This authority cannot be sub-delegated.
<b>Statutory framework</b>	<a href="#">Local Government (Functions and General) Regulations 1996</a>



<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>• Purchasing Policy (Tenders &amp; Quotes): <a href="#">Link</a></li> <li>• Buy Local (Regional Price Preference) Policy: <a href="#">Link</a></li> <li>• Employee Code of Conduct: <a href="#">Link</a> (<i>Attachment 2: Conflict of Interest Management</i>)</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2023
<b>Adoption references</b>	Proposed new Council delegation.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG5.4 (NEW) Renewal or Extension of Contracts during a State of Emergency (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.57 Tenders for providing goods or services  Local Government (Functions and General) Regulations 1996: _Regulation 11 (When tenders have to be publicly invited) _Tender exemption under subregulation 11(2)(ja)
<b>Function</b>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> <li>• contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds <b>\$250 000</b>, and</li> <li>• contracts formed through a public tender.</li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ol style="list-style-type: none"> <li>i. It is exercised at the sole discretion of the Local Government;</li> <li>ii. It is in the best interests of the Local Government;</li> <li>iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;</li> <li>iv. It has potential to promote local and/or regional economic benefits.</li> </ol> </li> <li>b. This authority may only be exercised where the total consideration for the renewal or extension is <b>\$1 million</b> or less.</li> <li>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</li> <li>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</li> <li>e. This authority may only be exercised where the total consideration under the resulting contract is <b>\$1 million</b> or less.</li> <li>f. The CEO cannot sub-delegate this authority.</li> <li>g. Proposed decisions made under this delegation are to be communicated to the Council before enactment.</li> </ol>
<b>Express power to subdelegate</b>	Not applicable
<b>Statutory framework</b>	<a href="#">Local Government (Functions and General) Regulations 1996</a>

<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>• Purchasing Policy (Tenders &amp; Quotes): <a href="#">Link</a></li> <li>• Buy Local (Regional Price Preference) Policy: <a href="#">Link</a></li> <li>• Employee Code of Conduct: <a href="#">Link</a> (<i>Attachment 2: Conflict of Interest Management</i>)</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new Council Delegation.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG5.5 (D018) (AMEND) Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: _r.11(2)(j) Exercising contract extension options _r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders _r.20(1), (2), (3) Variation of requirements before entry into contract _r.21A Varying a contract for the supply of goods or services
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&amp;G.r.18(2)].</li> <li>2. Seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>3. Assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> <li>i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and</li> <li>ii. Which tender to accept that is most advantageous to accept [F&amp;G r.18(4)].</li> </ol> </li> <li>4. Decline to accept any tender [F&amp;G r.18(5)].</li> <li>5. Accept the next most advantageous tender if, within 6 months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&amp;G r.18(6) &amp; (7)].</li> <li>6. Determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>7. Choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&amp;G r.20(2)].</li> <li>8. Exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</li> </ol>
<b>Delegates</b>	CEO

<b>Conditions</b>	<p>a. A tender may only be accepted under delegation where the total consideration under the resulting contract is:</p> <ul style="list-style-type: none"> <li>• For the purposes of s 5.43(b), <b>\$1,000,000</b> or less; and</li> <li>• Included in the adopted Annual Budget.</li> </ul> <p>b. A decision to vary a tendered contract before entry into the contract must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>c. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Community Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Manager Finance
<b>Subdelegate conditions</b>	<p>a. Subject to the conditions on delegation to the CEO.</p> <p>b. Each sub-delegate may only use the sub-delegation concerning contracts that are within the scope of the incumbent's position role and responsibilities.</p> <p>c. Sub-delegates <b>may award and vary a contract</b> based on the following limitations:</p> <ol style="list-style-type: none"> <li>i. Executive Directors (Award up to <b>\$500,000</b>), Vary up to <b>\$100,000</b>.</li> <li>ii. Manager Finance: (Award up to <b>\$250,000</b>).</li> <li>iii. Manager Engineering &amp; Sustainability (Vary up to <b>\$50,000</b>) and authorise persons, vary up to <b>\$10,000</b>).</li> </ol> <p>d. Only Executive Directors, Manager Finance and Manager Engineering &amp; Sustainability may vary contracts.</p> <p>Note*: Only contracts that are of a value greater than <b>\$30,000</b> are administered by this delegation.</p>
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<p>Purchasing Policy (Tenders &amp; Quotes): <a href="#">Link</a></p> <p>Buy Local (Regional Price Preference) Policy: <a href="#">Link</a></p> <p>Employee Code of Conduct: <a href="#">Link</a> (Attachment 2: Conflict of Interest Management)</p> <p>Resources:</p> <ul style="list-style-type: none"> <li>_The Local Government (Functions and General) Regulations 1996 prescribe applicable statutory procedures.</li> <li>_WALGA Subscription Service.</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG5.6 (NEW) Appoint Persons (other than employees) to Open Tenders (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government (Functions and Genera) Regulations 1996: _r.16(3) Receiving and opening tenders, procedure for
<b>Function</b>	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend the tender opening [F&G r.16(3)]. <i>(Note: persons other than employees, for example: a designated independent observer. This observer ensures transparency, fairness, and adherence to the established procedures. They are not directly employed by the local government but play a crucial role in verifying the integrity of the tender process. Their presence helps maintain public trust and confidence in the tender evaluation process. (i.e. Committee member).</i>
<b>Delegates</b>	Executive Director Corporate & Commercial Services Manager Finance
<b>Conditions</b>	When exercising authority to authorise persons under F&G.r.16(3): <ul style="list-style-type: none"> <li>a. A register of Authorisations is to be maintained as a Local Government Record.</li> <li>b. Only persons who are appropriately qualified and trained may be authorised for this purpose.</li> <li>c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> </ul>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	Purchasing Policy (Tenders & Quotes); <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new CEO Delegation to Employees.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG5.7 (D018) Tenders for Goods and Services – Call Tenders (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: _r.11(1), (2) When tenders have to be publicly invited _r.13 Requirements when local government invites tenders though not required to do so _r.14 Publicly inviting tenders, requirements for
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Call tenders [F&amp;G r.11(1)].</li> <li>2. Invite tenders although not required to do so [F&amp;G r.13].</li> <li>3. Determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>4. Determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>5. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where : <ol style="list-style-type: none"> <li>a. the proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or</li> <li>b. a current supply contract expiry is imminent; and</li> <li>c. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and\</li> <li>d. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees.
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Finance
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Subject to the conditions imposed on the CEO.</li> <li>b. Each sub-delegate may only use the sub-delegation with contracts that are within the scope of the incumbent's position role and responsibilities.</li> </ol>



<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Notes:</p> <p>_The <a href="#">Local Government (Functions and General) Regulations 1996</a> prescribes applicable statutory procedures.</p> <p>_WALGA Subscription Service.</p>
<b>Policy</b>	<p>Purchasing Policy (Tenders &amp; Quotes): <a href="#">Link</a></p> <p>_Buy Local (Regional Price Preference) Policy: <a href="#">Link</a></p> <p>Employee Code of Conduct: <a href="#">Link</a> (<i>Attachment 2: Conflict of Interest Management</i>)</p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new Council Delegation.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG6.1 (D012) Determine Due Date for Rates or Service Charges (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.50(2) Rates or service charges due and payable
<b>Function</b>	Authority to determine the date on which rates or service charges become due and payable to the City of Albany [s.6.50].
<b>Delegates</b>	CEO
<b>Conditions</b>	This delegation may only be used to correct a financial administrative error.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Finance
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	Rates Financial Hardship Policy: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG6.2 (D012) Rate Record - Amendment (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.39(2)(b) Rate record
<b>Function</b>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Delegates must comply with the requirements of s.6.40 of the Act. b. Only to be used to correct a financial administrative error.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Finance
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.
<b>Statutory framework</b>	Primary & Annual Return: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. <i>(Note: Decisions under this delegation may be referred for review by the State Administration Tribunal).</i>
<b>Record keeping</b>	Report to file. The full details of the determination are to be recorded in the appropriate rate record.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG6.3 (D021) Rate Record – Objections (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.76 Grounds of objection
<b>Function</b>	Authority to:  1. Extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. b. An extension of time [s.6.76(4)] will only be granted for a maximum period of 30 days.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Finance
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>(Note: Decisions under this delegation may be referred for review by the State Administration Tribunal.)</i>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG6.4 (D012)(D022)(NEW*) Recovery of Rates Debts - Actions to Take Possession of the Land (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.64(1) Actions to be taken _s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings _s.6.71 Power to transfer land to Crown or local government _s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Function</b>	Authority:  1. Take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the City of Albany [s.6.71]. 2. Agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Decisions under this delegation must comply with Council Policy: Rates Financial Hardship Policy: <a href="#">Link</a> . b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u> , within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i> .
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.

<b>Statutory framework</b>	<p><a href="#">Local Government Act 1995</a>: Part 6, Division 6 Subdivision 6 and Schedule 6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a>: Regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Annual &amp; Primary Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
<b>Policy</b>	Rates Financial Hardship Policy: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. 17/05/2024 Proposed amendment.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG6.5 (NEW) Recovery of Rates Debts – Require Lessee to Pay Rent (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.60 Local Government may require lessee to pay rent
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Albany [s.6.60(2)].</li> <li>2. Authority to: Recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy.</li> <li>b. Rates to be unpaid for at least 3 years.</li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Finance
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> : _Refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to the exercise of authority under s.6.60.
<b>Policy</b>	Rates Financial Hardship Policy: <a href="#">Link</a>
<b>Record keeping</b>	Report to file. The full details of the determination to be recorded in the appropriate rate record.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new Council Delegation.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG6.6 (D012)(D022) Recovery of Rates or Service Charges (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.6.56 Rates or service charges recoverable in court _s.6.64(3) Actions to be taken
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to: Recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to: Lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> <li>3. Authority to: 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.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Decisions under this delegation must comply with Council Policy.
<b>Express power to subdelegate</b>	<p><i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees.</p> <p><i>Subdelegates are authorised to 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.</i></p>
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Finance Rates Coordinator
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Subject to the conditions imposed on the CEO.</li> <li>b. Authority to: Lodge a caveat on a property to preclude dealings regarding the land and may withdraw caveats so lodged.</li> <li>c. Authority to: Withdraw a caveat 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.</li> <li>d. Authority to: Authorise classes of persons to administer any or all of the above functions. *Note: The Rates Coordinator is authorised to write-off small balances of under \$10.00 dollars.</li> </ol>
<b>Statutory framework</b>	Primary & Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	Rates Financial Hardship Policy: <a href="#">Link</a>



<b>Record keeping</b>	Report to file. The full details of the determination to be recorded in the appropriate rate record.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

DRAFT

<b>Delegation</b>	<b>LG7.1 (D047) (D019) Disposing of Property (selling, leasing, transferring property) (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995:</a> _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Local Government Act 1995:</a> _s.3.58(2) & (3) Disposing of Property <a href="#">Local Government (Functions and General) Regulations 1996:</a> _r.30 Dispositions of property excluded from Act s.3.58 <a href="#">Land Administrations Act 1997:</a> _Part 6 (Sales, leases, license, etc. of Crown Land)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>a. the highest bidder at public auction [s.3.58(2)(a)].</li> <li>b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> <li>3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58.</li> </ol>
<b>Delegates</b>	CEO

<p><b>Conditions</b></p>	<p><b>A. Limitation on Disposal:</b></p> <ul style="list-style-type: none"> <li>I. Any lease, except Lotteries House leases, a Council resolution is required.</li> <li>II. According to section 5.43, the disposal of property—whether for a single project or as part of a single transaction—must not exceed a value of <b>\$250,000 per year.</b></li> </ul> <p><b>B. Methods of Disposal:</b></p> <ul style="list-style-type: none"> <li>I. <b>Public Auction:</b> The reserve price for auctioned properties is determined by an independent valuation. If the reserve price is not met at auction, negotiation may be pursued to achieve a sale at up to a 10% variation from the set reserve price.</li> <li>II. <b>Public Tender:</b> If a reasonable price is not obtained through tender, the CEO evaluates whether an alternative disposal method could yield better value. If so, the tender is rejected, and an alternative method is used.</li> <li>III. <b>Private Treaty</b> (as per section 3.58(3)): The authority to negotiate the sale of the property lies with a variance of up to <b>20%</b> from the valuation. Public submissions are considered, and the decision to proceed with disposal is documented.</li> </ul> <p><b>C. Best Value Outcome and Equitability:</b></p> <ul style="list-style-type: none"> <li>I. For disposals under Functions and General Regulations 30(2)(a), (f), (2A), or (3) (a), the chosen method must achieve the best value outcome for the Local Government.</li> <li>II. Disposals under Functions and General Regulations 30(2)(d) must be assessed equitably in the context of other employee disposals.</li> </ul> <p><b>D. Environmental Considerations:</b> Disposal methodologies should prioritise environmentally responsible outcomes wherever feasible.</p> <p><b>E. Authority for Property Management:</b> Authorisation to designate classes of persons to administer “Property Management”.</p>
<p><b>Express power to subdelegate</b></p>	<p><a href="#">Local Government Act 1995:</a> _s.5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>Subdelegates</b></p>	<p>Executive Director Corporate &amp; Commercial Services</p>

<b>Subdelegate conditions</b>	<p><b>Delegation Guidelines for Property Management</b></p> <ol style="list-style-type: none"> <li>1. <b>Authorisation:</b> <ol style="list-style-type: none"> <li>a. Persons authorised to administer “Property Management” are subject to the conditions set by the CEO.</li> <li>b. Their responsibilities include:           <ol style="list-style-type: none"> <li>i. Processing requests related to leases and licenses.</li> <li>ii. Negotiating terms, conditions, and rent for leases and licenses.</li> </ol> </li> </ol> </li> <li>2. <b>Approvals:</b> <ol style="list-style-type: none"> <li>a. These authorized individuals have the authority to:           <ul style="list-style-type: none"> <li>• Renew existing leases and licenses with community groups (charitable, benevolent, religious, cultural, educational, recreational, sporting, or similar nature groups), airport hangar sites, government agencies, or telecommunication entities.</li> <li>• Approve new leases for Lotteries House based on recommendations from the Lotteries House Tenant Management Committee.</li> <li>• Consider requests to extend the term of current leases or licenses (with no variation to principal terms) and when all accounts are paid in full.</li> <li>• Approve variations to existing leases or licenses.</li> <li>• Renegotiate rental agreements with current lessees or sub-lessees.</li> <li>• Approve assignments of existing leases or subleases (with no variation to principal terms).</li> <li>• Approve subleases or sub-licenses where a current lease or license is in place.</li> <li>• Process the surrender of a lease or license for any property, provided the outstanding balance does not exceed <b>\$30,000</b> and all accounts are settled.</li> </ul> </li> </ol> </li> <li>3. <b>Equitable Assessment:</b> Disposals under Functions and General Regulations 30(2)(d) must be assessed equitably in the context of other employee disposals.</li> <li>4. <b>Environmental Considerations:</b> Disposal methodologies should prioritize environmentally responsible outcomes whenever feasible.</li> </ol>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a> _s.3.58 Disposal of Property</p> <p><a href="#">Local Government (Functions and General) Regulations 1995</a> _r.30 Dispositions of property excluded from Act s. 3.58</p>
<b>Policy</b>	<p>Property Management (Leases and Licences) Policy: <a href="#">Link</a></p> <p>_Risk &amp; Opportunity Management Framework and Risk &amp; Opportunity Management Policy: <a href="#">Link</a></p> <p><i>Note: (The City of Albany has not established a policy position that outlines the requirements for setting the conditions relating to the sale of Real Property).</i></p>
<b>Record keeping</b>	<p>Report to file.</p>
<b>Date adopted</b>	<p>28 February 2023</p>
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. Proposed new content.</p>
<b>Last reviewed</b>	<p>28 February 2023</p>

<b>Delegation</b>	<b>LG8.1 (D041) Close Thoroughfares to Vehicles (Temporary Road Closures)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.50 Closing certain thoroughfares to vehicles _s.3.50A Partial closure of thoroughfare for repairs or maintenance _s.3.51 Affected owners to be notified of certain proposals
<b>Function</b>	<p>Authority:</p> <ol style="list-style-type: none"> <li>1. Close a thoroughfare (wholly or partially) to vehicles or specific vehicle classes for up to 4 weeks [s.3.50(1)].</li> <li>2. Decide on closing a thoroughfare for more than 4 weeks, including: <ul style="list-style-type: none"> <li>_Providing public notice,</li> <li>_Sending written notice to the Commissioner of Main Roads and relevant persons or landowners,</li> <li>_Reviewing relevant submissions regarding proposed road closures [s.3.50(1a), (2), and (4)].</li> </ul> </li> <li>3. Revoke a thoroughfare closure order [s.3.50(6)].</li> <li>4. Partially and temporarily close a thoroughfare without public notice for repair or maintenance, if it won't significantly affect thoroughfare users [s.3.50A].</li> <li>5. Define and impose conditions for road use.</li> <li>6. Authorise road usage requests.</li> <li>7. Authorise classes of persons to administer the listed functions.</li> <li>8. Before any action covered by section 3.51: <ul style="list-style-type: none"> <li>_Notify affected owners,</li> <li>_Provide public notice allowing reasonable time for submissions,</li> <li>_Consider any submissions before deciding to adjust the level or alignment of a thoroughfare or drain water from it to private land [s.3.51].</li> </ul> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</li> <li>b. Maintain access to adjoining land [s.3.52(3)] (relevant to a metropolitan area or a Townsite only).</li> </ol> <p><i>Note: This authority also applies to the closing of roads due to weather conditions.</i></p>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees

<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering & Sustainability Manager Operations Senior Planning and Development Compliance Officer
<b>Subdelegate conditions</b>	<p>a. Subject to the conditions imposed on the CEO.</p> <p>b. The following classes of persons are authorised to determine road closures in an emergency, where it is determined that there is a reasonable and imminent risk to public safety or property and subject to the road closure being given effect through sufficient and compliant traffic management:</p> <ul style="list-style-type: none"> <li>_Rangers</li> <li>_Emergency Management Officers</li> <li>_Coordinators &amp; Supervisors of Works, Construction and Road Maintenance</li> <li>_Engineering &amp; Sustainability Senior Administrators</li> <li>_Asset Technical Officers</li> <li>_Development Compliance Officers</li> </ul>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Local Laws:</p> <ul style="list-style-type: none"> <li>▪ Activities on Thoroughfares and Public Places and Trading Local Law 2011.</li> </ul>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Wet Weather Road Closure Policy - <a href="#">Link</a>.</li> </ul> <p><i>Note: This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.</i></p>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>LG8.2 (NEW) Control Reserves and Certain Unvested Facilities</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.3.53(3) Control of certain unvested facilities _s.3.54(1) Reserves under control of local government
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)].</li> <li>2. Do anything for the purpose of controlling and managing land under the control and management of the City of Albany that the City could do under s.5 of the <a href="#">Parks and Reserves Act 1895</a>. [s.3.54(1)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Restricted to matters where the financial impact falls within the confines of an allocated budget and does not generate future financial obligations.
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering & Sustainability
<b>Subdelegate conditions</b>	a. Subject to the conditions imposed on the CEO.  <i>(Note: If a local government is given control of land reserved under the Land Administration Act 1997, it has the authority to manage and control that land as if it were a Board appointed under the Parks and Reserves Act 1895. The local government can take actions specified in section 5 of the Parks and Reserves Act 1895, with references to "by-law" understood as "local law." This authority is limited if there are specific provisions in an order under the Land Administration Act 1997 related to the land.)</i>
<b>Statutory framework</b>	Primary & Annual Returns: <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul>
<b>Policy</b>	Policies: <ul style="list-style-type: none"> <li>▪ Naming of City Facilities, Roads, Parks, Reserves, Buildings, other Assets, and Awards Policy, <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	Proposed new Council Delegation.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG8.3 (D041) Crossing – Construction, Repair and Removal (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government (Uniform Local Provisions) Regulations 1996: _r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) _r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)].</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Building Services Development Engineer Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Senior Planning and Development Compliance Officer
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p><i>Notes:</i>  _The <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures.  _Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>  _Refer also to <b>Delegation LG3.1 - Activities in Thoroughfares and Public Places and Trading Local Law</b>.</p>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Subdivision and Development Guidelines Policy: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 March 2024
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG8.4 (D041) Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government (Uniform Local Provisions) Regulations 1996: _r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
<b>Function</b>	<p>1. When determining to grant permission to obstruct a public footpath or thoroughfare under <b>Delegated Authority LG2.6</b>:</p> <ol style="list-style-type: none"> <li>1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)].</li> <li>2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)].</li> <li>3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].</li> </ol> <p>2. Authority to authorise persons to administer these functions.</p> <p>3. Activities allowed with a permit are to be administered using the local law.</p>
<b>Delegates</b>	Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Manager Operations
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Decisions under this Delegation must be exercised in alignment with Council's <b>Delegated Authority LG2.6 Obstruction of Footpaths and Thoroughfares</b>.</li> <li>b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> </ol>
<b>Express power to subdelegate</b>	Nil
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Legislation:</p> <ul style="list-style-type: none"> <li>• <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a></li> <li>• Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>.</li> </ul>

<b>Policy</b>	Local Law: <ul style="list-style-type: none"> <li>▪ Activities on Thoroughfares and Public Places and Trading Local Law 2011: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG8.5 (D044) Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government (Uniform Local Provisions) Regulations 1996: _r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
<b>Function</b>	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12:  <ol style="list-style-type: none"> <li>1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)].</li> <li>2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)].</li> <li>3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.</li> <li>4. Authority to authorise persons to administer the listed functions.</li> </ol>
<b>Delegates</b>	Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Manager Operations
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations.</li> <li>b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> </ol>
<b>Express power to subdelegate</b>	Authority is subject to consultation with the City's Engineering and Sustainability Team.
<b>Statutory framework</b>	Associated Delegated Authority:  <ul style="list-style-type: none"> <li>▪ This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations.</li> </ul> Legislation:  <ul style="list-style-type: none"> <li>• <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a></li> <li>• Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></li> </ul>

<b>Policy</b>	Local Laws: <ul style="list-style-type: none"> <li>▪ City of Albany Activities on Thoroughfares and Public Places and Trading Local Law 2011: <a href="#">Link</a></li> <li>▪ City of Albany Local Government Property Local Law 2011: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG8.6 (D044) (D042) Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Express power or duty delegated</b>	Local Government (Uniform Local Provisions) Regulations 1996: _r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
<b>Function</b>	<p>1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)].</p> <p>2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].</p> <p><b>CEO assigned functions delegated to classes of persons:</b> Authority to:</p> <ul style="list-style-type: none"> <li>• <b>Authority C1.</b> 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.</li> <li>• <b>Authority C2.</b> Serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.</li> <li>• <b>Authority C3.</b> Upgrade Existing Street Lights and Underground Power: <ul style="list-style-type: none"> <li>a. Assess street lighting requests and designs, in relation to the functional road hierarchy, throughout the municipality;</li> <li>b. Approve the installation of additional or higher rated lamps for streetlight upgrading if considered appropriate;</li> <li>c. Approve the issuing of works orders to Western Power for the undergrounding or other modifications to power supplies;</li> <li>d. Approve the upgrading of street lighting; and</li> <li>e. Approve the consequential increased tariff, associated with approved Council projects.</li> </ul> </li> <li>• <b>Authority C4.</b> Authorise persons to administer any or all of the above functions.</li> </ul>
<b>Delegates</b>	Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Manager Operations

<b>Conditions</b>	<p>Same conditions as imposed on CEO.</p> <p><b>Conditions of delegations assigned by CEO:</b></p> <p><b>(a) Authority C1:</b> 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.</p> <p><b>(b) Authority C2:</b> Serve notices: Chief Executive Officer to sign any Notices.</p> <p><b>(c) Authority C3:</b> 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.</p> <p><b>Specific conditions:</b></p> <p>(i) Authorise classes of persons limited to CEO and Executive Director.          (ii) Conditions:          _Chief Executive Officer (Authority – All)          _Executive Director Infrastructure, Development &amp; Environment (Authority – All)          _Manager Engineering &amp; Sustainability (Limited to enact Authority C1, C2 &amp; C4 only)          _Manager Operations (Limited to enact Authority C1 &amp; C2 only)</p>
<b>Subdelegates</b>	<p>Development Compliance Officer          Development Engineer          Manager City Reserves          Manager Development Services          Senior Planning and Development Compliance Officer</p>
<b>Subdelegate conditions</b>	<p>The following positions (<b>Subdelegates</b>) are limited to enact Authority 1 only:</p> <p>_Manager City Reserves          _Manager Development Services          _Development Engineer          _Senior Planning &amp; Development Compliance Officer          _Development Compliance Officer</p>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p><i>Note: This delegated authority is effective only in alignment with <b>Delegated Authority LG8.9 Private Works on, over or under Public Places.</b></i></p>
<b>Policy</b>	Nil.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023



<b>Delegation</b>	<b>LG8.7 (D041) Gates Across Public Thoroughfares (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government (Uniform Local Provisions) Regulations 1996: _r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>b. Each approval provided must be recorded in the City's statutory Register of Gates in accordance with <i>Uniform Local Provisions Regulation 8</i>.</li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering & Sustainability Manager Operations
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.  <i>(Note: A person who is the owner or occupier of the land commits an offence if any fence or gate that separates the land from a public thoroughfare is not kept in good repair. A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.)</i>

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Notes:  _The <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures.  _Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>.</p>
<b>Policy</b>	Nil.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG8.8 (D040) Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Local Government Act 1995</a> : _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<a href="#">Local Government (Uniform Local Provisions) 1996</a> : _r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12 <a href="#">Sand Drift Prevention and Abatement Local Law 2009</a>
<b>Function</b>	Authority to give notice to a landowner/occupier if it is considered that clearing the owner/occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to issue a permit or enforce the local law is to be limited by assigned functions. b. Classes of Persons authorised to administer and enforce this function can be approved by the listed Executive Directors.
<b>Express power to subdelegate</b>	<a href="#">Local Government Act 1995</a> : _s.5.44 CEO may delegate some powers and duties to other employees.
<b>Subdelegates</b>	Coordinator Building Services Coordinator Health Services Development Compliance Officer Development Engineer Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Engineering & Sustainability Manager Operations Manager Public Health and Safety Senior Environmental Health Officer Senior Planning and Development Compliance Officer
<b>Statutory framework</b>	Primary & Annual Returns: _Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. _Authorised classes of persons appointed to administer the local law are not required to provide a return. <i>Notes:</i> _The <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> prescribes applicable statutory procedures. _Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the <a href="#">Local Government Act 1995</a> .
<b>Policy</b>	Local Laws: Sand Drift Prevention and Abatement Local Law 2009: <a href="#">Link</a>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG8.9 (D041) Private Works on, over or under Public Places (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government Act 1995: _r.17 Private works on, over, or under public places – Sch.9.1 cl.
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17 (5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Coordinator Building Services Development Compliance Officer Development Engineer Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Development Services Manager Engineering & Sustainability Manager Public Health and Safety Senior Planning and Development Compliance Officer
<b>Subdelegate conditions</b>	Subject to the conditions imposed on the CEO.

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Notes:</p> <p>_The <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures.</p> <p>_Determination of Bond Value and Conditions. Refer to the <b>CEO Delegation LG8.6 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places.</b></p> <p>_Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>.</p>
<b>Policy</b>	Nil.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>LG8.10(D041) Public Thoroughfare – Dangerous Excavations (LG Act)</b>
<b>Category</b>	PART 1 - DELEGATIONS UNDER THE LOCAL GOVERNMENT ACT 1995
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 Delegation of some powers or duties to the CEO _s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	Local Government (Uniform Local Provisions) Regulations 1996: _r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	Local Government Act 1995: _s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager Development Services Manager Engineering & Sustainability Senior Planning and Development Compliance Officer
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Subject to the conditions on delegation to the CEO.</li> <li>b. Authority subject to consultation with the Engineering and Sustainability Team.</li> </ol>

<b>Statutory framework</b>	<p>Primary &amp; Annual Returns:</p> <ul style="list-style-type: none"> <li>▪ Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</li> </ul> <p>Local Law:</p> <ul style="list-style-type: none"> <li>• City of Albany Local Government Property Local Law: <a href="#">Link</a></li> <li>• Clause 3.13 Activities needing a permit. (1) A person shall not without a permit - (n) make any excavation on or erect or remove any fence on local government property.</li> </ul> <p><i>Note:</i>  <i>_Determination of Bond Value and Conditions. Refer to CEO Delegation LG8.5 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares.</i>  <i>_The Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</i>  <i>_Penalties under the Uniform Local Provisions Regulations are administered under Part 9, Division 2 of the Local Government Act 1995.</i></p>
<b>Policy</b>	<p>Nil.</p>
<b>Record keeping</b>	<p>Report to file.</p>
<b>Date adopted</b>	<p>28 February 2023</p>
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023  Resolution AR131. Synergy Reference: PU231629.</p>
<b>Last reviewed</b>	<p>28 February 2023</p>



## LG Act 1995 - Council to Committees of Council

<b>Delegation</b>	<b>LG9.1 (NEW) Audit and Risk Committee</b>
<b>Category</b>	PART 4 - DELEGATIONS TO COMMITTEES
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.16 Delegation of some powers and duties to certain committees _s.7.1B Delegation of some powers and duties to audit committees
<b>Express power or duty delegated</b>	Local Government Act 1995: _s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
<b>Function</b>	Authority to:  <ol style="list-style-type: none"> <li>1. Meet with the City's Auditor at least once every year on behalf of the Council [s.7.12A(2)].</li> <li>2. Examine the report of the Auditor and determine matters that require action to be taken by the City; and</li> <li>3. Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]</li> <li>4. Review and endorse the City's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.</li> <li>b. Council decides the conditions / limitations that apply when using delegated powers or duties</li> </ol>
<b>Express power to subdelegate</b>	Nil. Note: Sub-delegation is prohibited by s.7.1B of the Act.
<b>Statutory framework</b>	Local Government Act 1995 _Part 6 of the Act (Financial Management) _Part 7 of the Act and the Local Government (Audit) Regulations 1996 (Audit Requirements for Local Governments)
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ Local Government Operational Guidelines: <a href="#">Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</a></li> <li>▪ _Audit and Risk Committee Terms of Reference</li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of <i>Administration Regulation 19</i>.</li> </ul>
<b>Date adopted</b>	17 May 2023

<b>Adoption references</b>	Proposed new Council Delegation.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>Z_LG1.6 (Proposed) Behaviour Complaints Committee [DRAFT]</b>
<b>Category</b>	PART 4 - DELEGATIONS TO COMMITTEES
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.16 Delegation of some powers and duties to certain committees
<b>Express power or duty delegated</b>	Local Government (Model Code of Conduct) Regulations 2021: _Clause 12 Dealing with a complaint _Clause 13 Dismissal of complaint
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC. cl.12(7)].</li> <li>2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> <li>a. take no further action [MCC. cl.12(4)(a)]; or</li> <li>b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC. cl.12(4)(b), (5) and (6)].</li> </ol> </li> <li>3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].</li> </ol>
<b>Delegates</b>	CEO Manager Governance & Risk
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The Committee will make decisions in accordance with the principles and specified requirements established in <b>Proposed: Council Policy: Code of Conduct Behaviour Complaints Management</b>.</li> <li>b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.</li> </ol>
<b>Statutory framework</b>	Local Government (Model Code of Conduct) Regulations 2021
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Code of Conduct for Council Members, Committee Members and Candidates: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.</li> </ul>

## Litter Act 1979 - CEO to Employees

<b>Delegation</b>	<b>EH1.4.1 (D033) Appointment of Authorised Officers (Litter Act 1979)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	CEO
<b>Express power to delegate</b>	<a href="#">Litter Act 1979</a> : _s.26(1)(c) (Authorised officers, appointment and jurisdiction of etc.
<b>Express power or duty delegated</b>	<a href="#">Litter Act 1979</a> : _s.26(1)(c) (Authorised officers, appointment and jurisdiction of etc.
<b>Function</b>	<p>1. Authority to: Appoint Authorised Officers to exercise the powers and duties set out in the Litter Act 1979.</p> <p>2. Authority to: Enforce the Litter Act 1979 and withdrawal infringements issued under s30(4) of the Litter Act 1979, being:</p> <ul style="list-style-type: none"> <li>a. s23 Littering — cigarette butt;</li> <li>b. s23 Littering — any other litter;</li> <li>c. s24 Breaking glass, metal or earthenware;</li> <li>d. s24A(1) Bill posting;</li> <li>e. s24A(2) Bill posting on a vehicle;</li> <li>f. Litter Regulations 1981, r.6 Deposit of domestic or commercial waste in a public litter receptacle, r.8 Transporting load inadequately secured.</li> </ul>
<b>Delegates</b>	<p>Chief Executive Officer (CEO)</p> <p>Coordinator Waste Operations</p> <p>Executive Director Corporate &amp; Commercial Services</p> <p>Executive Director Infrastructure, Development &amp; Environment</p>
<b>Conditions</b>	<p>Withdrawal of infringement notices limited to the following classes of persons:</p> <ul style="list-style-type: none"> <li>_Executive Directors;</li> <li>_Manager Public Health &amp; Safety;</li> <li>_Manager Operations;</li> <li>_Coordinator Waste Operations.</li> </ul>
<b>Subdelegates</b>	<p>Coordinator Health Services</p> <p>Coordinator Ranger Services</p> <p>Environmental Health Officer</p> <p>Manager Public Health and Safety</p> <p>Ranger</p> <p>Senior Environmental Health Officer</p> <p>Senior Ranger</p>
<b>Subdelegate conditions</b>	<i>Note: Classes of persons authorised to administer and enforce this function are listed as "Subdelegates".</i>
<b>Statutory framework</b>	<a href="#">Litter Act 1979</a>
<b>Policy</b>	<a href="#">Regulatory Compliance Policy &amp; Guidelines</a>
<b>Record keeping</b>	Report to file.

<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/0Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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## Permit Authority (Dangerous Goods Regulations - CEO to Employees

<b>Delegation</b>	<b>LG1.3.1 (D036) Authority to Approve Blasting and Fire Works (Dangerous Goods Act 2004)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Local Government Act 1995: _s.5.42 "Acting Through"  Dangerous Goods Safety Act 2004: _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.
<b>Express power or duty delegated</b>	Council designates the following classes of persons to administer and discharge the City of Albany duties under the Dangerous Goods Safety Act 2004, subject to conditions: _Chief Executive Officer _Executive Director Infrastructure, Development & Environment
<b>Function</b>	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.
<b>Delegates</b>	Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment
<b>Conditions</b>	a. Consultation must be conducted with DFES (FRS district) and the Chief Bush Fire Control Officer (All other areas in the municipality), prior to any approval being given. b. The fireworks notice must be in an approved form and contain the following information: 1. the details of the fireworks operator licence that the person holds; 2. the required details of the fireworks that will be used; 3. the date and time when the firework will be used; 4. where the fireworks will be used; 5. the purpose of using the firework; and 6. 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: 1. Issue a notice that prohibits the explosion; 2. Issue a permit for the explosion; or 3. 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 <b>\$5,000,000</b> or such higher amount as the local government decides is reasonable. e. Albany Airport must be notified of all approvals for fireworks.

<b>Express power to subdelegate</b>	Delegates are authorised to designate classes of persons to administer this function.
<b>Statutory framework</b>	Dangerous Goods Safety Act 2004
<b>Policy</b>	Nil.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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## Permit Authority (Liquor Control Act) - CEO to Employees

<b>Delegation</b>	<b>EH1.5 (D037) Liquor Licensing &amp; Control (Liquor Control Act 1988)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Local Government Act 1995
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Liquor Licensing Act 1988 and Liquor Control Act 1988 _pursuant to s39 and s40 of the Liquor Control Act 1988;
<b>Express power or duty delegated</b>	Liquor Licensing Act 1988 and Liquor Control Act 1988 _Issue a s39 (Certificate of local government as to whether premises comply with laws) certificate; and/or _Issue a s40 (Certificate of planning authority as to whether use of premises complies with planning laws) certificate.
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>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;</li> <li>2. Issue a s39 (Certificate of local government as to whether premises comply with laws) certificate; and/or</li> <li>3. Issue a s40 (Certificate of planning authority as to whether use of premises complies with planning laws) certificate.</li> </ol>
<b>Delegates</b>	Chief Executive Officer (CEO) Coordinator Health Services Coordinator Planning Services Executive Director Corporate & Commercial Services Executive Director Infrastructure, Development & Environment Manager Development Services Manager Public Health and Safety
<b>Conditions</b>	Enforcement: Subject to compliance with the Local Planning Scheme.
<b>Express power to subdelegate</b>	Nil. The Liquor Control Act 1988 does not contain a head of power to delegate the appointment of authorised persons to the CEO.
<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>• Liquor Licensing Act 1988</li> <li>• Liquor Control Act 1988</li> </ul>
<b>Policy</b>	Nil.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.



**Last reviewed**

28 February 2023

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## Planning and Development Act 2005

Delegations under the Planning and Development Act 2005.

### Planning & Development Act - CEO to Employees

<b>Delegation</b>	<b>PD1.1 (D039) Appointment of Authorised Persons to administer the Planning &amp; Development Act 2005 (PD Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Planning and Development Act 2005
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Planning &amp; Development Act 2005</a> _s234 (Designated persons, appointment of) <a href="#">Local Government Act 1995</a> _s5.42 (Delegation of some powers and duties to CEO), _s9.10 (1) (Appointment of authorised persons)
<b>Express power or duty delegated</b>	<a href="#">Heritage Act 2018:</a> _Part 8 (Local heritage surveys) <a href="#">Planning and Development Act 2005:</a> _s234 (Designated persons, appointment of) _s257C ( <i>Noting from 1 July 2024, the determination of development applications for single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, must be made by the CEO of the local government or employees authorised by the CEO. This cannot be determined by Council.</i> ) <a href="#">Planning and Development (Local Planning Schemes) Regulations 2015</a> _Part 3 (Heritage protection)

<p><b>Function</b></p>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. <u>Authorised Persons</u>: Appoint persons to administer the Planning &amp; Development Act 2005, including: The authorisation of persons to enter premises.</li> <li>2. <u>Local Development Plans (LDPs)</u>: Approve or Refuse LDPs after appropriate consultation and where it is unlikely to have an adverse impact on the local area;</li> <li>3. <u>Heritage</u>: <ol style="list-style-type: none"> <li>a. Make minor administrative amendments to the entry of a place in the heritage list after appropriate consultation.</li> <li>b. Make minor administrative amendments to the entry of a place in the local heritage survey after appropriate consultation.</li> </ol> </li> <li>4. <u>Issue &amp; Vary Infringement Notices</u>: Pursuant to s234 of the Planning and Development Act 2005, appoint designated persons to enforce the following sections: <ol style="list-style-type: none"> <li>a. 228 (Giving of infringement notice)</li> <li>b. 230 (Extension of time)</li> <li>c. 231 (Withdrawal of infringement notice)</li> </ol> </li> <li>5. <u>Determine Development Applications</u>: <ol style="list-style-type: none"> <li>a. Level 1: Applications which include a variance from a Local Planning Scheme (LPS) Policy, Guidelines &amp; Design Codes.</li> <li>b. Level 2/3: Applications with minor variations to LPS Policies, Guidelines &amp; Design Codes.</li> <li>c. Level 4: Applications under the LPS with no variations.</li> </ol> </li> <li>6. <u>State Administrative Appeals Tribunal (SAT)</u>: Exercise discretion and to respond to appeals lodged with the SAT for: <ol style="list-style-type: none"> <li>a. The determination of planning application appeals under Part 14 of the Planning and Development Act 2005, and the LPS;</li> <li>b. The determination of 'without prejudice' conditions; and</li> <li>c. Mediate matters before the State Administrative Tribunal (SAT).</li> </ol> </li> </ol>
<p><b>Delegates</b></p>	<p>CEO</p>
<p><b>Conditions</b></p>	<p><b>Function authority limits:</b></p> <ol style="list-style-type: none"> <li>a. <b>Authority 1:</b> Limited to the CEO &amp; Executive Director.</li> <li>b. <b>Authority 2:</b> Limited to the Manager Development Services &amp; above.</li> <li>c. <b>Authority 3:</b> Limited to the Coordinator Planning Services &amp; above.</li> <li>d. <b>Authority 4:</b> <ul style="list-style-type: none"> <li>_4a: 228 (Giving of infringement notice) - All authorised persons (Planning Officers &amp; Compliance Officers)</li> <li>_4b: 230 (Extension of time) - Manager &amp; above.</li> <li>_4c: 231 (Withdrawal of infringement notice) - Manager &amp; above.</li> </ul> </li> <li>e. <b>Authority 5:</b> <ul style="list-style-type: none"> <li>_5a: Coordinator Planning Services &amp; above.</li> <li>_5b: Senior Planning Officer &amp; above.</li> <li>_5c: Prescribed Limits for Determining Development Applications: <ul style="list-style-type: none"> <li><b>Level 1: No limit</b> (<i>Includes</i> authority to: Approve &amp; Refuse applications, approve non-conforming land use, permit changes in land use, approve Bushfire Management Plans): CEO, Executive Director, Manager &amp; Coordinator.</li> <li><b>Level 2: Up to: \$3 million</b> (<i>Includes</i> authority to: Approve applications, permit changes in land use,, approve Bushfire Management Plans; <i>Excludes</i> authority to: Refuse applications, approve non-conforming land use): Senior Planning Officers &amp; Above.</li> <li><b>Level 3: Up to: \$2 million</b> (<i>Includes</i> authority to: Approve applications, permit changes in land use, <i>Excludes</i> authority to Refuse applications, approve non-conforming land use): Planning Officers.</li> <li><b>Level 4: Up to: \$500 thousand</b> (<i>Includes</i> authority to: Approve applications, permit changes in land use, <i>Excludes</i> authority to Refuse applications, approve non-conforming land use): Designated Technical Officers.</li> </ul> </li> </ul> </li> <li>f. <b>Authority 6:</b> Limited to Senior Planning Officers &amp; above.</li> </ol>

<b>Express power to subdelegate</b>	<p>Council conditions:</p> <p>a. Subdelegates (Authorised Persons) are appointed by the CEO.</p> <p>b. Authorised Persons must be:</p> <ul style="list-style-type: none"> <li>_selected based on experience and qualifications held; and</li> <li>_appointed in writing (correspondence to be filed on an appropriate record and a copy of the appointment placed on the person's record).</li> </ul>
<b>Subdelegates</b>	<p>Coordinator Planning Services  Development Compliance Officer  Development Engineer  Executive Director Infrastructure, Development &amp; Environment  Manager Development Services  Planning Officer  Senior Planning and Development Compliance Officer  Senior Planning Officer</p>
<b>Statutory framework</b>	<p>Primary &amp; Annual Returns: In accordance with sections 5.75 and 5.76 of the Act, the delegation of a power or duty to an employee under the Act or section 214 of the Planning and Development Act 2005 triggers the requirement to make disclosures in primary and annual returns. An employee to whom a duty or power is delegated under the Local Government Act 1995 is considered a 'designated employee' under section 5.74(1) of the Act.</p> <p><a href="#">Planning &amp; Development Act 2005</a>  _s214 (Illegal development, responsible authority's powers as to)</p>
<b>Policy</b>	<p>Policies - Local Planning Policies: <a href="#">Link</a></p>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>_Report to Council.</li> <li>_Report to Council Committee monthly.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	<p>Fully reviewed by Council. Adoption Reference: OCM 28/02/2023  Resolution AR131. Synergy Reference: PU231629. REFORMATTED AND MODIFIED.</p>
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>PD1.2 (D028)(D038) Development Control (Authority to enforce compliance, development control and take legal action) (PD Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Planning and Development Act 2005
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<a href="#">Planning &amp; Development Act 2005</a> _Part 13 — Enforcement and legal proceedings
<b>Express power or duty delegated</b>	<a href="#">Planning &amp; Development Act 2005</a> _Authority to: 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.
<b>Function</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Deal with unauthorised development. Give <u>written direction</u> regarding unauthorised development and remove or alter unauthorised development pursuant to s214 &amp; s215 of the Planning &amp; Development Act 2005.</li> <li>2. Enter and inspect in accordance with s79 of the Planning and Development (Local Planning Schemes) Regulations 2015;</li> <li>3. Implement matters delegated to the City of Albany under the Planning and Development Act 2005;</li> <li>4. Exercise discretion when issuing, withdrawing, amending notices and requisitions pursuant to Part 13 of the Planning and Development Act 2005 and the provisions the LPS;</li> <li>5. Exercise discretion and to respond to appeals lodged with the State Administrative Tribunal (SAT) for: <ol style="list-style-type: none"> <li>a. The determination of planning application appeals under Part 14 of the Planning and Development Act 2005, and the City's Local Planning Scheme (LPS);</li> <li>b. The determination of <u>building</u> application appeals;</li> <li>c. The determination of 'without prejudice' conditions;</li> <li>d. Prosecute under the Planning and Development Act 2005, Part 13;</li> <li>e. Make recommendations for appointment of consultants/legal representatives for SAT Matters; and</li> <li>f. Mediate matters before the State Administrative Tribunal (SAT).</li> </ol> </li> <li>6. Take action for departure from the requirements and provisions of the LPS, including the Planning and Development Act 2005, Part 13.</li> <li>7. Authorise persons to administer any or all of the above functions.</li> </ol>
<b>Delegates</b>	Executive Director Infrastructure, Development & Environment
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Development Control, Enforcement and Legal Action (including Appeals and SAT Matters): <ol style="list-style-type: none"> <li>i. The Executive Director shall sign any Prosecution Notices.</li> <li>ii. 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.</li> </ol> </li> <li>b. Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination.</li> <li>c. Representation is only exercised after consultation with the Executive Director (or in their absence), the approval of the CEO.</li> <li>d. Any third-party action against the City must be reported to the City's insurer.</li> </ol>

<b>Express power to subdelegate</b>	Local Government Act 1995 _s.5.42(b) Delegation of some powers or duties to the CEO
<b>Subdelegates</b>	Coordinator Planning Services Development Compliance Officer Development Engineer Executive Director Corporate & Commercial Services Manager Development Services Planning Officer Senior Planning and Development Compliance Officer Senior Planning Officer
<b>Subdelegate conditions</b>	<p>a. Classes of persons authorised to administer this function with conditions are listed as "Subdelegates".</p> <p>b. Subdelegates are appointed by the CEO.</p> <p>c. The classes of persons and limitations are assigned by the CEO as follows;</p> <ul style="list-style-type: none"> <li>▪ Executive Director (All)</li> <li>▪ Manager Development Services (Authority 1, 2, 3, 4, 5 a, c, d, e &amp; f only, 6)</li> <li>▪ Coordinator Planning Services (Authority 2, 3, 4, 5 a, c, d, e &amp; f only, 6)</li> <li>▪ Senior Planning Officer(s) (Authority 2, 3, 5 a, c, &amp; f only, 6)</li> <li>▪ Development Engineer (Authority 2, 3, 5 a, c, &amp; f only, 6)</li> <li>▪ Planning Officer (s) (Authority 2, 3, 5 a, c, &amp; f only)</li> <li>▪ Senior Planning &amp; Development Compliance Officer (Authority 1, 2, 3, 4, 5 a, c, d, e &amp; f only, 6)</li> <li>▪ Development Compliance Officer (Authority 1, 2, 3, 4, 5 a, c, d, e &amp; f only, 6)</li> </ul>
<b>Statutory framework</b>	<a href="#">Planning &amp; Development Act 2005</a> : _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.),
<b>Policy</b>	<a href="#">Local Planning Scheme</a> <a href="#">Regulatory Compliance Policy &amp; Guideline</a>
<b>Record keeping</b>	_Report to file. _Report to Council Committee monthly.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. REFORMATTED, NEW VALUES.
<b>Last reviewed</b>	28 February 2023

## Planning &amp; Development Act - Minister of Lands to CEO

<b>Delegation</b>	<b>SI_2.1 (D-Attach C) Sign Development Applications for Crown Land as Owner (PD Act)</b>
<b>Category</b>	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
<b>Head of power</b>	Planning and Development Act 2005
<b>Delegator</b>	Minister for Lands
<b>Express power to delegate</b>	<a href="#">Planning and Development Act 2005</a> _Section 267A Planning and Development Act 2005
<b>Express power or duty delegated</b>	<u>Instrument of delegation:</u> <i>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</i>

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<b>Function</b>	<ol style="list-style-type: none"> <li>1. The power to sign as owner in respect of Crown land that is: <ol style="list-style-type: none"> <li>a. a reserve managed by the local government pursuant to section 46 of the Land Administration Act 1997 and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>b. the land is a road of which the local government has the care, control and management under section 55(2) of the Land Administration Act 1997 and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of: <ol style="list-style-type: none"> <li>i. a "<u>minor encroachment</u>" in the Building Regulations 2012 (Regulation 45A),</li> <li>ii. or is an "awning, verandah or thing" (Regulation 458), or is a ground anchor,</li> <li>iii. and where the development is consistent with the use of the land as a road,</li> </ol> </li> </ol> </li> <li>2. In respect of development applications being made under or referred to in: <ol style="list-style-type: none"> <li>a. (section 99(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a regional Interim development order (as that term, is defined in that Act);</li> <li>b. 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);</li> <li>c. 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);</li> <li>d. 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);</li> <li>e. 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);</li> <li>f. section 163 of the Planning and Development Act 2005 in respect of development on land which is comprised within a place entered in the Register maintained by Heritage Council under the Heritage of Western Australia Act 1990, or which such a place forms part;</li> <li>g. section 171A of the Planning and Development Act 2005 in respect of a prescribed development application (as that term is defined in that section of the Act).</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Refer to Column 3 of the <a href="#">Schedule</a> . <i>Extract:</i> <ol style="list-style-type: none"> <li>a. In accordance with and subject to approved Government. Land policies.</li> <li>b. Any signature subject to the following endorsement: <ol style="list-style-type: none"> <li>i. 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 Planning and Development Act 2005 (including any planning scheme).</li> <li>ii. The signature does not represent approval or consent for planning purposes.</li> <li>iii. 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.</li> </ol> </li> </ol>
<b>Statutory framework</b>	<a href="#">Planning &amp; Development Act 2005</a> <a href="#">Land Administration Act 1997</a>



<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. REFORMATTED.
<b>Last reviewed</b>	28 February 2023

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## Planning &amp; Development Act 2005 - Western Australia Planning Commission to CEO

<b>Delegation</b>	<b>SI_2.2 (D-Attach C) WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)</b>
<b>Category</b>	PART 3 - STATUTORY DELEGATIONS ASSIGNED TO LOCAL GOVERNMENT
<b>Head of power</b>	Planning and Development Act 2005
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power to delegate</b>	<a href="#">Planning and Development Act 2005</a> _Section 16 Planning and Development Act 2005
<b>Express power or duty delegated</b>	<i>Instrument of Delegation:</i> Government Gazette 29 January 2021 DEL 2020/01 (Pg. 449). The Western Australian Planning Commission (the WAPC) may delegate any function to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government. Extract: <i>Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the Strata Titles Act 1985.</i> <i>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.</i>
<b>Function</b>	On 20 January 2021, 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 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. To delegate to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. To amend “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.
<b>Delegates</b>	CEO
<b>Conditions</b>	The following conditions pertain to the Schedules listed: Schedule 1 <u>1. Applications made under section 15 of the Strata Titles Act 1985:</u> _Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that – (a)propose the creation of a vacant lot; (b)propose vacant air stratas in multi-tiered strata scheme developments; (c)propose the creation or postponement of a leasehold scheme; (d)propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the Strata Titles Act 1985); (e)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 1s otherwise in the public interest for the WAPC to determine the application.

## 2. Applications under sections 21 and 22 of the Strata Titles Act 1985:

Power to determine applications under –

- (a) section 21 of the Strata Titles Act 1985;
- (b) section 22 of the Strata Titles Act 1985 where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

## 3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

### **RE: INSTRUMENT OF DELEGATION – STRATA TITLE SCHEME APPLICATIONS**

The Western Australian Planning Commission (WAPC) advises that the Instrument of Delegation (DEL 2020/01 – Powers of Local Government (Strata Titles Act) (the Delegation) has been updated. These changes are appropriate following the 1 May 2020 amendments to the Strata Titles Act 1985 (STA).

#### Two amendments have been made.

(1) The first is to grant power to local governments to determine applications relating to restrictive use conditions or bylaws.

(2) The second is to restrict the power of local governments to determine type 1A and type 2 subdivision applications.

Lastly, the letter provides advice on process matters relating to applications to terminate a strata scheme.

#### Restrictive use conditions or by-laws for strata schemes

Where restricted use or planning (scheme by-laws) conditions have been applied to a strata plan (survey-strata or strata) approval is required from the WAPC to impose, amend or remove the condition or by-law (section 21 and 22 of STA). Given these restrictions are often applicable to, or have effect at, the development stage rather than at the subdivision stage, it was considered appropriate to delegate this power to local government.

#### Type subdivisions that effect an amendment to a strata scheme plan

Prior to the STA amendments coming into effect on 1 May 2020 proposals to add land to or remove land from an existing strata scheme, or to consolidate or re-subdivide the strata schemes, were approved by Landgate. The amendments to the STA have resulted in these proposals being considered types of amendments to a strata scheme, under section 11, and now require subdivision approval from the WAPC.

It is considered appropriate for these applications to be delegated to local government to determine applications to amend a strata scheme where only the internal scheme boundaries are impacted (consolidation or re-subdivision, now referred to as type 1B, type 3 or type 4 amendments) and vacant lots aren't created.

However, applications that result in the addition or removal of land from a strata scheme (type 1A or type 2 amendments) will be determined by the WAPC as the determining authority. This is because often an adjacent green title lot is impacted and, in some cases, independent vacant green title lots may be created. As such, the Delegation has been amended to exclude the power to determine type 1A and type 2 subdivision applications.

### **Advice on Termination processes**

#### Termination of strata schemes

When the termination process is undertaken, the land ceases to be subdivided by a strata scheme (be it survey-strata, strata, leasehold (strata) or leasehold (survey-strata)). The scheme notice and associated documents are also terminated while the strata company is dissolved. This process includes an application for subdivision, made under the Planning and Development Act 2005 (PD Act), to remove the strata scheme to create a single green title lot. In some instance, there may be a concurrent application to create new strata or green title lots from the subject site.

Given the termination process outlined in Part 12 of the STA, it is recommended that, where further subdivision is proposed, a subdivision application for that proposal is also lodged with the termination proposal to enable the outline of termination report and full termination report (as applicable) to identify the ultimate intent for the subject land.

	The termination process provided for under section 177 and 184 of the STA involves a subdivision application under the PD Act. Subdivision applications under the PD Act are not delegated to local government and are to be lodged with the WAPC for determination, (i.e. including where the proposal concerns for strata (built) schemes).
<b>Statutory framework</b>	<a href="#">Planning and Development Act 2005</a> <i>Instrument of Delegation: DEL2020/01 Powers of Local Governments: Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the Strata Titles Act 1985.</i>
<b>Record keeping</b>	_Report to file. _Report to Council Committee.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. REFORMATTED.
<b>Last reviewed</b>	28 February 2023

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## Public Health Act 2016

Delegations under the Public Health Act 2016.

## Public Health Act - Council to CEO &amp; CEO to Employees

<b>Delegation</b>	<b>EH2.1 (NEW) Appoint Authorised Officer or Approved Officer under (Public Health Act 2016, Asbestos Regs)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Health (Asbestos) Regulations 1992: _r.15D(7) Infringement Notices
<b>Express power or duty delegated</b>	Health (Asbestos) Regulations 1992: _r.15D(5) Infringement Notices
<b>Function</b>	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
<b>Delegates</b>	CEO Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Conditions</b>	<p>a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].</p> <p>b. Classes of persons authorised to be appointed and administer this function are listed as "sub-delegates".</p>
<b>Express power to subdelegate</b>	Nil. ( <i>The Health (Asbestos) Regulations 1992 do not provide a power to sub-delegate.</i> )
<b>Subdelegates</b>	Coordinator Health Services Development Compliance Officer Environmental Health Officer Senior Environmental Health Officer Senior Planning and Development Compliance Officer
<b>Subdelegate conditions</b>	<i>Note: Classes of persons who are authorised to administer this function are listed as Subdelegates.</i>
<b>Statutory framework</b>	<p>Legislation:</p> <ul style="list-style-type: none"> <li>• Public Health Act 2016</li> <li>• Health (Asbestos) Regulations 1992</li> <li>• <a href="#">Criminal Procedure Act 2004</a> – Part 2</li> </ul>

<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>• City of Albany Environmental Guidelines: <a href="#">Link</a></li> <li>• City of Albany Building Services Guidelines: <a href="#">Building Services Demolition Work</a></li> <li>• City of Albany Transfer Station User Guides: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH2.2 (D033) (NEW) Enforcement Agency Reports to the Chief Health Officer (Public Health Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Public Health Act 2016: _s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	Public Health Act 2016 _s.22 Reports by and about enforcement agencies
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City [s.22(1)]</li> <li>2. Prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil.
<b>Express power to subdelegate</b>	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>Subdelegates</b>	Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Subdelegate conditions</b>	Nil.
<b>Statutory framework</b>	Public Health Act 2016 _s.20 Conditions on performance of functions by enforcement agencies.
<b>Policy</b>	Nil.
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Report to Council Committee annually.</li> </ul>
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>EH2.3 (D033)(NEW) Designate Authorised Officers under (Public Health Act 2016 &amp; Others)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Public Health Act 2016: _s.21 Enforcement agency may delegate  Health (Miscellaneous Provisions) Act 1911: _s349 enter premises and administer the provisions in the regulations _s35 service of notices, repairs to businesses, shops and dwellings  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)
<b>Express power or duty delegated</b>	Public Health Act 2016 _s.24(1) and (3) Designation of authorised officers
<b>Function</b>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>The Public Health Act 2016 or other specified Act.</li> <li>Specified provisions of the Public Health Act 2016 or other specified Act.</li> </ol> <p>2. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act, including:</p> <ol style="list-style-type: none"> <li>an environmental health officer or environmental health officers as a class; or</li> <li>a person who is not an environmental health officer or a class of persons who are not environmental health officers, or</li> <li>a mixture of the two. [s.24(1) and (3)].</li> </ol>
<b>Delegates</b>	CEO Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer



<p><b>Conditions</b></p>	<ul style="list-style-type: none"> <li>a. Subject to each person so appointed being;             <ul style="list-style-type: none"> <li>◦ Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>◦ Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>b. A Register (list) of authorised officers is to be maintained under s.27.</li> </ul> <p><b>Authorisation conditions specific to the Act:</b> _Only the Chief Executive Officer and/or Executive Director Corporate &amp; Commercial Services may institute legal proceedings.</p> <p><b>Health (Miscellaneous Provisions) Act 1911:</b> _Environmental Health Officer conditions under the Health (Miscellaneous Provisions) Act 1911:</p> <ul style="list-style-type: none"> <li>a. Part IV (Sanitary provisions), Divisions 4 (Sanitary conveniences) &amp; 7 (Pollution of water): Authority is limited to the forming of opinions 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, or the provision of sanitary conveniences.</li> <li>b. 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 arranging for the carrying out, of works in default of duly served notices.</li> <li>c. 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.</li> </ul> <p><b>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974:</b> _Authorisation condition specific 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 issuing permits to use effluent disposal systems as described in Regulation 10.</p>
<p><b>Express power to subdelegate</b></p>	<p><i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i></p>

<b>Statutory framework</b>	<p><b>Legislation:</b></p> <ul style="list-style-type: none"> <li>• Public Health Act 2016</li> </ul> <p>_s.20 Conditions on performance of functions by enforcement agencies.  _s.25 Certain authorised officers required to have qualifications and experience.  _s.26 Further provisions relating to designations  _s.27 Lists of authorised officers to be maintained  _s.28 When designation as authorised officer ceases  _s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers  _s.30 Certificates of authority  _s.31 Issuing and production of certificate of authority for purposes of other written laws  _s.32 Certificate of authority to be returned.  _s.136 Authorised officer to produce evidence of authority</p> <ul style="list-style-type: none"> <li>▪ Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</li> <li>▪ The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</li> </ul> <p>Local Laws:</p> <ul style="list-style-type: none"> <li>▪ Health Local Laws 2001</li> <li>▪ Health (Eating–Houses and Itinerant Food Vendors) Local Laws 2001</li> <li>▪ Waste Local Law 2017 (As amended)</li> </ul>
<b>Policy</b>	<p>Policies:</p> <ul style="list-style-type: none"> <li>▪ Regulatory Compliance Policy &amp; Guideline</li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>EH2.4 (NEW) Dealing with Seized Items under the Public Health Act</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Public Health Act 2016: _s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	Public Health Act 2016 _s.260 Return of seized item _s.262 Cost of destruction or disposal of forfeited items _s.263 Return of forfeited items _s.264 Compensation
<b>Function</b>	Authority to: <ol style="list-style-type: none"> <li>1. Determine if no contravention of the <i>Public Health Act 2016</i> has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263].</li> <li>2. Recover the cost of destruction or disposal of forfeited items [s.262].</li> <li>3. In response to an application for compensation, Determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Compensation is limited to a maximum value of <b>\$1000</b> , with any proposal for compensation above this value to be referred for Council's determination.
<b>Express power to subdelegate</b>	<i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i>
<b>Subdelegates</b>	Coordinator Health Services Executive Director Corporate & Commercial Services Manager Public Health and Safety
<b>Statutory framework</b>	Public Health Act 2016 _s.20 Conditions on performance of functions by enforcement agencies. <i>Note – Decisions about compensation may be referred for review by the State Administration Tribunal [s.265]</i>
<b>Policy</b>	Resources: <ul style="list-style-type: none"> <li>▪ Guidelines: Powers and entry inspection and seizure - Public Health Act - <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	<ul style="list-style-type: none"> <li>• Report to file.</li> <li>• Report to Council Committee.</li> </ul>
<b>Date adopted</b>	28 February 2023

<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

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<b>Delegation</b>	<b>EH2.5 (NEW) Appoint Designated Officer – Public Health Information Sharing</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Public Health Act 2016
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	Public Health Act 2016: _s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	Public Health Act 2016 _s.299 Information Sharing
<b>Function</b>	Authority, to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
<b>Delegates</b>	CEO Coordinator Health Services Environmental Health Officer Executive Director Corporate & Commercial Services Manager Public Health and Safety Senior Environmental Health Officer
<b>Conditions</b>	Appointments must be consistent with requirements outlined in the <a href="#">Chief Health Officer's Information Sharing Guideline</a> , prepared in accordance with s.300.
<b>Express power to subdelegate</b>	<i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i>
<b>Statutory framework</b>	Public Health Act 2016 _s.300 Guidelines relating to information sharing. <i>(Note – Decisions under this delegation may be referred for review by the State Administration Tribunal).</i>
<b>Policy</b>	Guidelines: <ul style="list-style-type: none"> <li>▪ Chief Health Officer - Information Sharing - Guidelines (For the purposes of sections 299 and 300 of the Public Health Act 2016): <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629.
<b>Last reviewed</b>	28 February 2023

## Road Traffic (Vehicles) Act 2012

State Government Authorisation and Delegation to Local Governments.

## Road Traffic Act - CEO to Employees

<b>Delegation</b>	<b>V1.1 (NEW) Approval for Certain Local Government Vehicles as Special Use Vehicles (Vehicles Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Road Traffic (Vehicles) Act 2012
<b>Delegator</b>	Department of Transport
<b>Express power to delegate</b>	<a href="#">Road Traffic (Vehicles) Regulations 2014</a> _Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i>
<b>Express power or duty delegated</b>	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: <ul style="list-style-type: none"> <li>a. the <i>Local Government Act 1995</i>;</li> <li>b. regulations made under the <i>Local Government Act 1995</i>;</li> <li>c. a local law;</li> <li>d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1 976</i>); or</li> <li>e. any combination of the above paragraphs (a) to (d);</li> </ul>
<b>Function</b>	To perform functions on its behalf under: <ul style="list-style-type: none"> <li>a. the <i>Local Government Act 1995</i>;</li> <li>b. regulations made under the <i>Local Government Act 1995</i>;</li> <li>c. a local law;</li> <li>d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1 976</i>); or</li> <li>e. any combination of the above paragraphs (a) to (d);</li> </ul> <p>As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations,</p>
<b>Delegates</b>	CEO

<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.</li> <li>2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.</li> <li>3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.</li> <li>4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.</li> <li>5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.</li> <li>6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.</li> <li>7. Any vehicle fitted with flashing lights for the purposes of this approval must: <ol style="list-style-type: none"> <li>a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and</li> <li>b. where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.</li> </ol> </li> </ol> <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager Operations
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Classes of persons authorised to administer this function on behalf of the CEO are listed as "Subdelegates".</li> <li>b. City employees responsible for "Fleet Management" are authorised this function on behalf of the "Subdelegates".</li> </ol>
<b>Statutory framework</b>	Road Traffic Authority Delegation: <a href="#">Link</a>
<b>Policy</b>	Policies: <ul style="list-style-type: none"> <li>▪ City of Albany Fleet Management Policy &amp; Guidelines: <a href="#">Link</a></li> </ul>
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	New Delegation, not previously listed.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>V1.2 (D045)(NEW) Traffic Management - Events on Roads (Vehicles Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Road Traffic (Vehicles) Act 2012
<b>Delegator</b>	Commissioner of Main Roads
<b>Express power to delegate</b>	Road Traffic Code 2000 _Regulation 297(2) <i>Road Traffic Code 2000</i>
<b>Express power or duty delegated</b>	Reference: <a href="#">Instrument of Delegation</a> - Traffic Management for Events - Code of Practice  Authorised Bodies (City of Albany): <a href="#">Link</a>  Extract: <b>Express Power or Duty Authorised:</b> Erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
<b>Function</b>	Local Government ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:  i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i> ; ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i> ;  or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction.
<b>Delegates</b>	CEO
<b>Conditions</b>	<b>Conditions of Authorisation:</b> At all times, the "Authorised Body", being the Local Government (City of Albany):  a. Shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone; b. Shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. Shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.



<b>Express power to subdelegate</b>	Positions Authorised: The Local Government itself, its employees, consultants, agents and contractors.
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering & Sustainability Manager Operations
<b>Subdelegate conditions</b>	<p>a. Classes of persons authorised to administer this function designated as "Subdelegates".</p> <p>b. Authorised classes of person to administer this function on behalf of the "Subdelegates":</p> <p><i>_Persons employed in the City's Asset Management Team.</i></p>
<b>Statutory framework</b>	Authorised Bodies: Authorised Bodies (City of Albany): <a href="#">Link</a> Code of Practice: <a href="#">Traffic Management for Events Code of Practice</a>
<b>Policy</b>	Resources: Main Roads Western Australia: Planning and Technical Services Directorate Road Safety Branch February 2021: <a href="#">Link</a>
<b>Record keeping</b>	Report to file. Report to Council Committee.
<b>Date adopted</b>	17 May 2024
<b>Adoption references</b>	New Delegation.
<b>Last reviewed</b>	28 February 2023

<b>Delegation</b>	<b>V1.3 (D045)(NEW) Traffic Management – Road Works (Vehicle Act)</b>
<b>Category</b>	PART 2 - DELEGATIONS UNDER OTHER LEGISLATION
<b>Head of power</b>	Road Traffic (Vehicles) Act 2012
<b>Delegator</b>	Commissioner of Main Roads
<b>Express power to delegate</b>	<a href="#">Road Traffic Code 2000</a> _Regulation 297(2) of the <i>Road Traffic Code 2000</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of Delegation</a> - Traffic Management for Works on Roads - Code of Practice;  Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
<b>Function</b>	Authority to: Erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
<b>Delegates</b>	CEO
<b>Conditions</b>	Terms & Conditions; Authorised Bodies (Local Government), being the City of Albany:  <ul style="list-style-type: none"> <li>a. Shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</li> <li>b. Shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and</li> <li>c. Shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.</li> </ul>
<b>Subdelegates</b>	Executive Director Infrastructure, Development & Environment Manager City Reserves Manager Engineering & Sustainability Manager Operations
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Same conditions imposed on the CEO.</li> <li>b. Classes of persons authorised to administer this function are designated as "Subdelegates":</li> </ul>

<b>Statutory framework</b>	Legislation: <ul style="list-style-type: none"> <li>• Road Traffic (Vehicles) Act 2012</li> </ul>
<b>Policy</b>	Nil.
<b>Record keeping</b>	Report to file.
<b>Date adopted</b>	28 February 2023
<b>Adoption references</b>	Fully reviewed by Council. Adoption Reference: OCM 28/02/2023 Resolution AR131. Synergy Reference: PU231629. and NEW CONTENT
<b>Last reviewed</b>	28 February 2023

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## AMENDMENTS

There are no amendments to display

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