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# MINUTES

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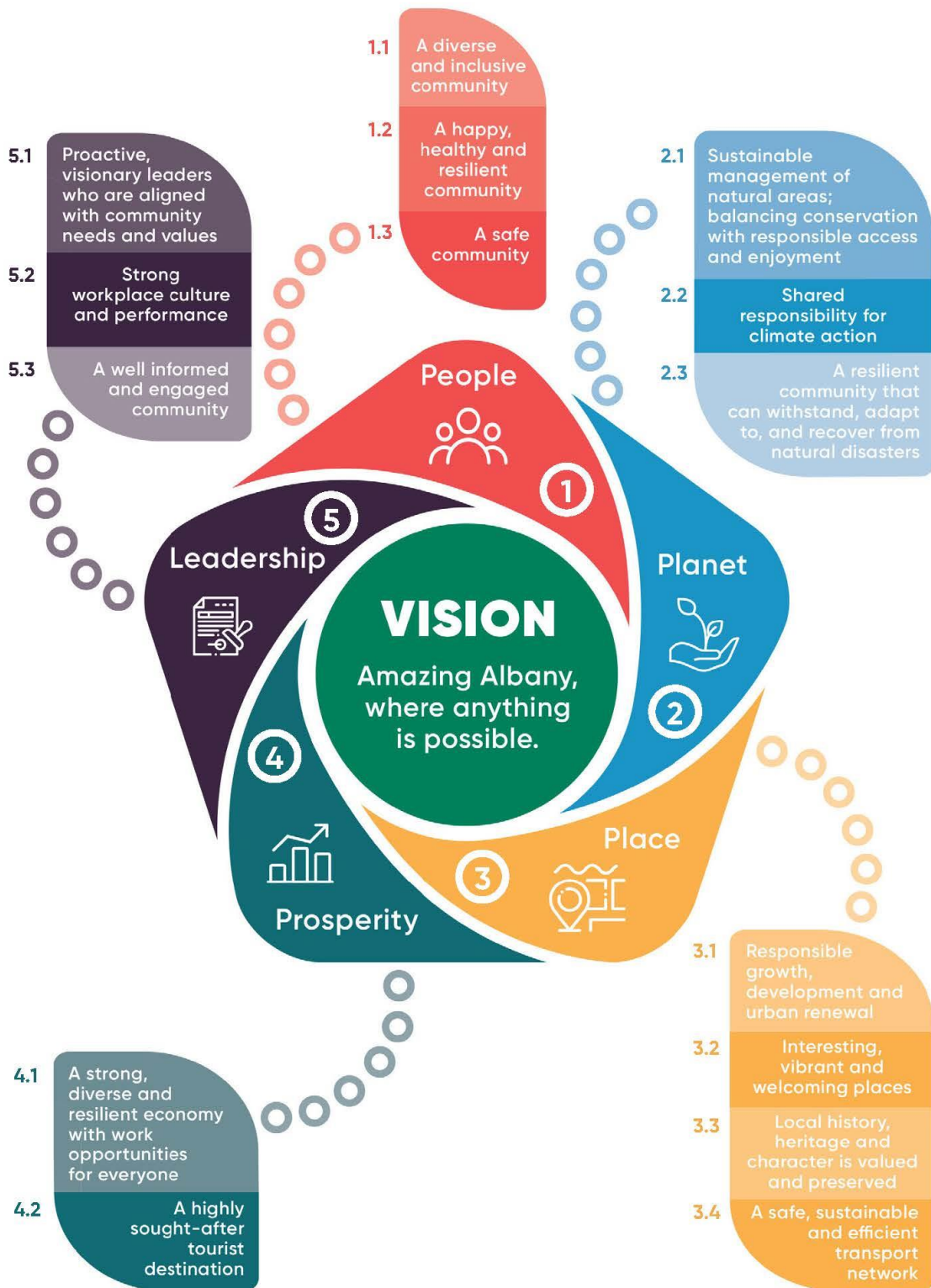
## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 7 October 2025**

6.00pm

Council Chambers

The Five Strategic Pillars



**Community & Corporate Services Committee**  
**Terms of Reference**

**Function:**

This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

**Chairperson:** City of Albany elected member, elected from the Committee.

**Membership:** Open to all elected members

**Meeting Schedule:** Monthly Meeting Location: Council Chambers

**Directorates:** Corporate & Commercial Services and Community Services

**Executive Officer(s):**

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

**Delegated Authority:** None

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES –7/10/2025

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COMMUNITY AND CORPORATE SERVICES COMMITTEE  
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1. **DECLARATION OF OPENING** The Chair declared the meeting open at 6.00pm.

2. **PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

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

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

*We would also like to pay respect to Elders past, present and emerging”.*

3. **RECORD OF APOLOGIES AND LEAVE OF ABSENCE**

Councillor	D Baesjou
Councillor	R Sutton
Councillor	P Terry
Councillor	C McKinley
Councillor	L MacLaren
Councillor	S Grimmer (Chair)
Councillor	T Brough
Councillor	M Traill (Deputy Chair)

**Staff:**

Executive Director Corporate & Commercial Services	M Gilfellow
Executive Director Community Services	N Watson

Meeting Secretary	C Crane
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**Apologies:**

Chief Executive Officer	A Sharpe
Mayor	G Stocks
Councillor	M Lionetti
Councillor	A Cruse

**Public**

There were two members of the public in attendance. No media were present.

COMMUNITY AND CORPORATE SERVICES COMMITTEE  
MINUTES –7/10/2025

**4. DISCLOSURES OF INTEREST**

Name	Committee/Report Item Number	Nature of Interest
Nil.		

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil**

**6. PUBLIC QUESTION TIME**

In accordance with *City of Albany Standing Orders Local Law 2014* (as amended) the following points apply to Public Question Time:

- Clause 5) The Presiding Member may decide that a public question shall not be responded to where—*
- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
  - (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

**Mr Steven Smith, Lange**

Mr Smith spoke regarding a prescribed burning notification, and the following Questions were Taken on Notice

- 1. Are you aware at this time of year the female Western Ring Tail Possums are possibly carrying young in their pouches? Do you know that the possums are nocturnal and will be sleeping when the burn commences? The possums first instinct will be panic and will climb to the top of the tree. They don't swing from one tree to another, so is there a plan in place to save them from the trees?*
- 2. I would like to ask if it is possible to suspend the burn until an independent assessment is completed? (assessment should include native flora/fauna species and ecological species)*
- 3. Will the City be able to report on how many animals are saved and killed?*
- 4. Will the City be able to quantify a percentage value of how much the local residents will be after the fire?*
- 5. Will the City investigate and report on the effectiveness and cost benefit of roof top sprinklers for the homes that border the forest?*
- 6. Will the City investigate the effectiveness of installing fire detection units to alert for a wildfire so local fire stations can be alerted?*
- 7. Is it worth considering and asking water corporation to install a fire hydrant in the area?*

**7. PETITIONS AND DEPUTATIONS Nil.**

**8. CONFIRMATION OF MINUTES**

**MOTION**

**MOVED: COUNCILLOR BROUGH**

**SECONDED: DEPUTY MAYOR TERRY**

**THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 9 September 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 8-0**

**9. PRESENTATIONS Nil.**

**10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.**

## CCS747: MONTHLY FINANCIAL REPORT – AUGUST 2025

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Monthly Financial Report – August 2025
<b>Report Prepared By</b>	: Manager Finance
<b>Authorising Officer:</b>	: Executive Director Corporate & Commercial Services

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** Strong workplace culture and performance

### IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 31 August 2025 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 31 August 2025 is preliminary and has not yet been audited.

### RECOMMENDATION

#### CCS747: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON**  
**SECONDED: COUNCILLOR TRAILL**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 8-0**

#### CCS747: AUTHORISING OFFICER RECOMMENDATION

**THAT the Monthly Financial Report for the period ending 31 August 2025 be RECEIVED.**

### DISCUSSION

2. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
  - (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the *Local Government (Financial Management) Regulations 1996*);
  - (b) Statement of Financial Position (satisfying Regulation 35 of the *Local Government (Financial Management) Regulations 1996*);
  - (c) Basis of Preparation;
  - (d) Explanation of material variances to year-to-date budget;
  - (e) Net Current Asset & Funding Position;
  - (f) Investment Portfolio Snapshot;
  - (g) Receivables; and

(h) Capital Acquisitions.

3. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS732, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2025/2026.
4. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
5. It is noted that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The 'errors' may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect."

**STATUTORY IMPLICATIONS**

6. The *Local Government (Financial Management) Regulations 1996* stipulate that each month Local Governments are required to prepare and report a Financial Activity Statement (reg 34) and a Financial Position Statement (reg 35).
7. Each of these statements are to be presented at an ordinary meeting of the council within two months after the end of the relevant month, as well as recorded in the minutes of the meeting at which it is presented.

**POLICY IMPLICATIONS**

8. The City's 2025/26 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

**FINANCIAL IMPLICATIONS**

10. Expenditure for the period ending 31 August 2025 has been incurred in accordance with the 2025/26 budget parameters.
11. Details of any budget variation more than \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

**LEGAL IMPLICATIONS**

12. Nil.

**ENVIRONMENTAL CONSIDERATIONS**

13. Nil.

**ALTERNATE OPTIONS**

14. Nil.

**CONCLUSION**

15. The Authorising Officer's recommendation be adopted.
16. It is requested that any questions regarding this report are submitted to the Executive Director Corporate & Commercial Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.7



**CCS748: LIST OF ACCOUNTS FOR PAYMENT – AUGUST 2025**

**Business Entity Name** : City of Albany  
**Attachments** : List of Accounts for Payment  
**Report Prepared By** : Manager Finance  
**Authorising Officer:** : Executive Director Corporate and Commercial Services

**STRATEGIC IMPLICATIONS**

- This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - Pillar/Priority:** Leadership.
  - Outcome:** Strong workplace culture and performance.

**IN BRIEF**

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

**RECOMMENDATION**

**CCS748: COMMITTEE RECOMMENDATION**

**MOVED: DEPUTY MAYOR TERRY**  
**SECONDED: COUNCILLOR MCKINLEY**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 8-0**

**CCS748: AUTHORISING OFFICER RECOMMENDATION**

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 August 2025 totalling \$12,557,274.98 be RECEIVED.

**DISCUSSION**

- The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 31 August 2025. Please refer to the Attachment to this report.

<b>Fund</b>	<b>Transaction Type</b>	<b>Amount (\$)</b>	<b>%</b>
Municipal	Electronic Funds Transfer	\$10,264,576.47	81.8%
Municipal	Payroll	\$2,252,794.82	17.9%
Municipal	Credit Cards	\$39,903.69	0.3%
Municipal	Cheques	\$0.00	0.0%
Trust	N/A	\$0.00	0.0%
<b>TOTAL</b>		<b>\$12,557,274.98</b>	<b>100.0%</b>

- Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$4,232.92.
- The table below summaries the total outstanding creditors as at 31 August 2025.

Aged Creditors	Amount (\$)
Current	\$1,086,510.46
30 Days	\$556,086.69
60 Days	\$1,200
90 Days	\$0.00
<b>TOTAL</b>	<b><u>\$1,643,797.15</u></b>

## STATUTORY IMPLICATIONS

- Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment can only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
- The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
- Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.
- As part of the Local Government Regulations Amendment Regulations 2023 (SL2023/106), additional reporting is now required by Local Governments. Regulation 13(A), a new regulation, requires Local Governments to report on payments by employees via purchasing cards.

## POLICY IMPLICATIONS

Expenditure for the period to 31 August 2025 has been incurred in accordance with the 2025/2026 budget parameters.

## FINANCIAL IMPLICATIONS

Expenditure for the period to 31 August 2025 has been incurred in accordance with the 2025/2026 budget parameters.

## LEGAL IMPLICATIONS

- Nil

## ENVIRONMENTAL CONSIDERATIONS

- Nil

## ALTERNATE OPTIONS

- Nil

## CONCLUSION

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

Consulted References	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.2

## CCS749: DELEGATED AUTHORITY REPORTS – 16 AUGUST 2025 TO 15 SEPTEMBER 2025

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Executed Document and Common Seal Report
<b>Report Prepared By</b>	: PA to Mayor and Councillors
<b>Authorising Officer:</b>	: Chief Executive Officer

### STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
  - **Pillar:** Leadership.
  - **Outcome:** A well informed and engaged community.

### RECOMMENDATION

#### CCS749: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR BAESJOU**  
**SECONDED: COUNCILLOR TRAILL**

**THAT the Authorising Officer Recommendation be ADOPTED.**

**CARRIED 8-0**

#### CCS749: AUTHORISING OFFICER RECOMMENDATION

**THAT the Delegated Authority Reports 16 August 2025 to 15 September 2025 be RECEIVED.**

### BACKGROUND

2. In compliance with Section 9.49A of the *Local Government Act 1995* the attached report applies to the use of the Common Seal and the signing of documents under Council's Delegated Authority:
  - **Delegation: LG1.18** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
  - **Delegation: LG4.06**– Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
  - **Delegation: LG5.05** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN – Nil.**

**12. MEETING CLOSED TO THE PUBLIC**

**13. CLOSURE** There being no further business the Chair declared the meeting closed at 6.18pm.

(Unconfirmed Minutes)

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Stephen Grimmer  
**Chair**