OFFICIAL

MINUTES

OCM Agenda Advisory Committee

Tuesday 10 November 2026

5.30pm

Council Chambers

Terms of Reference

Overarching Outcomes

1. Strategy, Policy and Governance
2. Integrated Strategy, Planning and Policy

Purpose

The purpose of the Committee is to:

- Provide recommendations to Council for decision making at an Ordinary Council Meeting.
- Provide strategic oversight and policy guidance across community services, corporate services, development and infrastructure functions.
- Improve coordination and integration of Council decision-making.
- Consider and make recommendations to Council on matters previously within the scope of the CCS and DIS Committees.

Objectives

The Committee will:

- Ensure alignment between community outcomes, infrastructure planning and financial sustainability.
- Promote efficient service delivery across all directorates.
- Strengthen governance and streamline reporting to Council.
- Support integrated long-term planning including asset management and community development.

Functions and Responsibilities

The Committee is established to provide guidance and assistance to Council in fulfilling its policy, legislative and governance responsibilities, and matters related to planning, development and infrastructure construction and maintenance.

Community, Corporate and Commercial Services

- Community development, recreation, arts and culture.
- Library and community facilities.
- Corporate governance, risk and compliance.
- Financial management, budgeting and reporting.
- Human resources and organisational development.

Development and Infrastructure Services

- Strategic and statutory planning.
- Building and development approvals.
- Engineering, infrastructure and asset management
- Waste management and environmental services.
- Major capital works programs.

Integrated Matters

- Long term financial planning and asset management integration
- Strategic projects impacting multiple service areas
- Policy development affecting whole-of-organisation outcomes.

The committee does not perform the functions of the Audit, Risk and Improvement Committee established under the *Local Government Act 1995* and associated Regulations.

Matters relating to audit, enterprise risk management, internal control, legislative compliance, financial reporting, internal and external audit and organisational improvement remain the responsibility of the ARIC.

Where appropriate, information and recommendations may be referred between committees to support coordinated governance and informed decision-making by Council.

Delegated Authority

The Committee has no delegated authority to make decisions on behalf of Council unless expressly resolved by Council. The Committee acts in an advisory capacity, making recommendations to Council.

Membership

- All elected members of Council will be members of the Committee (Committee of the Whole), unless otherwise determined by Council.
- A Councillor will be elected as Chairperson in accordance with the Act.
- A Councillor will be elected as Deputy Chairperson in accordance with the Act.

Meeting Procedures

Meetings will be conducted in accordance with the City of Albany Standing Orders Local Law 2014 (as amended), or as legislated under the Act or Regulations.

A quorum as defined under the Act. All Committee meetings are open to the public.

Meeting Frequency

Meetings to be held on the second Tuesday of each month (excluding January), commencing at 5.30pm in the Council Chambers.
The meeting, time, date and place will be advertised in accordance with the relevant legislation.

Agenda and Reporting

Agendas will be prepared by the Chief Executive Officer (CEO) or delegate. Reports will be structured to support informed decision-making and include officer recommendations. All recommendations of the Committee will be referred to Council for determination.

Conduct and Ethics

Members must comply with the Act, the City's Code of Conduct and all relevant policies. Members must declare conflicts of interest in accordance with statutory requirements.

Executive Support

The Office of the CEO, Corporate and Commercial Services, Community Services and Development, Infrastructure and Environment Directorates.

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1. DECLARATION OF OPENING The Chair declared the meeting open at 5.31pm

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

"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

Mayor	G Stocks
Councillors:	
Councillor	P Terry Deputy Mayor
Councillor	M Lionetti (Arrived 5.47pm)
Councillor	R Sutton
Councillor	R Stephens (Chair)
Councillor	I Clarke APM
Councillor	L MacLaren (Deputy Chair)

Staff:

Chief Executive Officer	A Sharpe
A/Executive Director Infrastructure & Environment	D Lawrence
A/Executive Director Development Services	J Van Der Mescht
Executive Director Corporate and Commercial Services	M Gilfellon
Executive Director Community Services	N Watson
Manager of Governance & Risk	A Asquith
Meeting Secretary	B Munrowd-Harris

Apologies/Leave of Absence:

Councillor	T Brough (Parental Leave)
Councillor	C McKinley

Approximately 20 members of the public were in attendance.

4. DISCLOSURES OF INTEREST Nil

Name	Report Item Number	Nature of Interest
Nil	Nil	Nil

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

6. PUBLIC QUESTION TIME

Conduct of Persons at Meetings: Members of the public attending meetings must be respectful of the Presiding Member, Council and City Officers to ensure the meeting runs efficiently.

Prevention of Disturbance:

- Members of the public are admitted to meetings with the understanding that no expressions of dissent, approval, conversations or other interruptions will take place during proceedings.
- Attendees must:
  - Refrain from interrupting the meeting through approval, dissent or conversation.
  - Conduct themselves appropriately and follow directions if asked to leave.
  - Avoid obstructing access to the meeting or causing disturbances.

Public Question Time. In accordance with clause 4.2 (Procedures for public question time) and clause 8.3 (Where this local law does not apply or is silent) of the *City of Albany Standing Orders Local Law 2014 (as amended):*

- Public Question Time is limited to 30 minutes, extendable at the discretion of the Presiding Member.
- The Presiding Member may decline to respond to a question if:
  - The same or a similar question was asked at a previous meeting.
  - The question or statement is offensive, unlawful or defamatory. The Presiding Member may request that it be rephrased to ensure that it is appropriate.

Contents of Minutes As per the *Local Government (Administration) Regulations 1996,* regulation 11:

- The minutes of the meeting will include a summary of questions raised during Public Question Time and a summary of any responses provided.

Documents Tabled at Meetings. Documents tabled during Public Question Time or Reports of Members will not be included in the minutes. The minutes will note who tabled the document and will provide a document reference number.

5.33PM **Mr Michael Kinnear**

Mr Kinnear spoke in support of the Authorising Officer Recommendation - OAAC018: Initiation to adopt amendment No. 10 to City of Albany Local Planning Scheme No. 2 for advertising. Mr Kinnear tabled documents can be referenced at IIS26607084.

5.37pm **Ms Kathryn Kinnear**

Ms Kinnear spoke in support of the Authorising Officer Recommendation - OAAC017: 2026/27 Capital Seed Funding – Applications

5.42pm **Mr Howard Heery**

Mr Heery spoke in support of the Authorising Officer Recommendation - OAAC017: 2026/27 Capital Seed Funding – Applications

5.44pm **Ms Beverley Ford**

Ms Ford spoke in support of the Authorising Officer Recommendation - OAAC017: 2026/27 Capital Seed Funding – Applications

5.48PM **Ms Karen Mayfield**

Ms Mayfield spoke in support of the Authorising Officer Recommendation - OAAC017: 2026/27 Capital Seed Funding – Applications

There being no further speakers, the Chair declared Public Question Time closed at **5.52pm.**

7. PETITIONS AND DEPUTATIONS Nil

8. CONFIRMATION OF MINUTES

5.47pm: Councillor Lionetti arrived in the Chamber and participated in the discussion and vote on this item.

RESOLUTION

MOVED: DEPUTY MAYOR TERRY
SECONDED: MAYOR STOCKS

THAT the minutes of the OCM Agenda Advisory Committee Meeting held on Tuesday 13 October 2026 as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 7-0

9. PRESENTATIONS Nil

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

OAAC011: MONTHLY FINANCIAL REPORT – SEPTEMBER 2026

Proponent / Owner	**:**	City of Albany
Attachments	**:**	Monthly Financial Report – September 2026
Report Prepared By	**:**	Manager Finance
Authorising Officer:	**:**	Executive Director Corporate & Commercial Services

COUNCIL PLAN ALIGNMENT

- **Pillar:** Leadership.
- **Outcome:** A well-governed city with visionary leadership and strong trusted partnerships, that uses resources wisely to meet local needs.
- **Strategic Priority:** Deliver optimised asset and financial management with planned capital improvements.

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 30 September 2026 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.

RECOMMENDATION

OAAC011: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR LIONETTI
SECONDED: COUNCILLOR SUTTON

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC011: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 30 September 2026 be RECEIVED.

DISCUSSION

1. 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.

2. 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 CCS812, 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 2026/2027.

3. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.

4. 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."

GOVERNMENT & PUBLIC CONSULTATION

5. Nil

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 2026/27 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 30 September 2026 has been incurred in accordance with the 2026/27 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. 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	**:**	*Local Government (Financial Management) Regulations 1996*
File Number	**:**	FM.FIR.7

OAAC012: LIST OF ACCOUNTS PAID – SEPTEMBER 2026

Business Entity Name	:	City of Albany
Attachments	:	List of Accounts Paid – September 2026
Report Prepared By	:	Manager Finance
Authorising Officer:	:	Executive Director Corporate and Commercial Services

COUNCIL PLAN ALIGNMENT

- **Pillar:** Leadership
- **Outcome**: A well-governed city with visionary leadership and strong trusted partnerships, that uses resources wisely to meet local needs.
- **Strategic Priority**: Deliver optimised asset and financial management with planned capital improvements.

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

OAAC012: COMMITTEE RECCOMMENDATION

MOVED: COUNCILLOR CLARKE APM
SECONDED: COUNCILLOR SUTTON

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC012: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 30 September 2026 totalling $10,177,631.16 be RECEIVED.

DISCUSSION

1. The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 30 September 2026. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount ($)	%
Municipal	Electronic Funds Transfer	$7,079,863.58	69.6
Municipal	Payroll	$3,020,187.23	29.6
Municipal	Other (BPay, Direct Debit, International)	$27,440.91	0.3
Municipal	Credit Cards	$50,139.39	0.5
Trust	N/A	$0.00	0.0
TOTAL		**$10,177,631.16**	**100.0%**

2. 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: $7,910.99.

3. The table below summaries the total outstanding creditors as at 30 September 2026.

Aged Creditors	**Amount ($)**
Current	$2,509,407.33
30 Days	$826,823.29
60 Days	$49,345.63
90 Days	$3,793.14
TOTAL	**$3,389,3693.39**

GOVERNMENT & PUBLIC CONSULTATION

4. Nil

STATUTORY IMPLICATIONS

5. 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.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. 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.
8. 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

9. Expenditure for the period to 30 September 2026 has been incurred in accordance with the 2026/2027 budget parameters.

FINANCIAL IMPLICATIONS

10. Expenditure for the period to 30 September 2026 has been incurred in accordance with the 2026/2027 budget parameters.

LEGAL IMPLICATIONS

11. Nil

ENVIRONMENTAL CONSIDERATIONS

12. Nil

ALTERNATE OPTIONS

13. Nil

CONCLUSION

14. That the list of accounts have been authorised for payment under delegated authority.
15. 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	**:**	*Local Government (Financial Management) Regulations 1996*
File Number	**:**	FM.FIR.2

OAAC013: DELEGATED AUTHORITY REPORTS – 16 SEPTEMBER 2026 TO 15 OCTOBER 2026

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

COUNCIL PLAN ALIGNMENT

- **Pillar**: Leadership
- **Outcome**: A well-governed city with visionary leadership and strong trusted partnerships, that uses resources wisely to meet local needs
- **Strategic Priority**: Lead as a community-focused, values-led council.

RECOMMENDATION

OAAC013: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: MAYOR STOCKS

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC013: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority reports 16 September 2026 to 15 October 2026 be RECEIVED.

BACKGROUND

1. 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)

OAAC014: COMMUNICATIONS & ENGAGEMENT STRATEGY PROGRESS REPORT

Proponent / Owner	:	City of Albany
Attachments	:	City of Albany Communications & Engagement Strategy 2024-2027 Progress Report (2026 Quarter Three) City of Albany Engagement Register (2026 Quarter Three)
Report Prepared By	:	Community Development Coordinator
Authorising Officer:	:	Executive Director Community Services

COUNCIL PLAN ALIGNMENT

- **Pillar:** Leadership
- **Outcome:** A well-governed city with visionary leaderships and strong partnerships, that uses resources wisely to meet local needs.
- **Strategic Priority:** Enable a well-informed and engaged community

In Brief:

- Note the City of Albany Communications & Engagement Strategy Quarter Three 2026 progress report.

RECOMMENDATION

OAAC014: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR CLARKE APM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC014: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Communications & Engagement Strategy progress report for Quarter Three 2026 and its endorsement by the Communications & Engagement Advisory Group be NOTED.

BACKGROUND

1. Council adopted the revised Communications & Engagement Strategy at the June 2025 OCM. The Strategy sets a clear direction for communication and engagement activities by the City. An Action Plan underpins the Strategy.
2. A Communications and Engagement Advisory Group comprising community representatives, Elected Members, and City officers oversees the Strategy implementation and annual action plan. The Advisory Group meets quarterly to review and endorse the progress report.

DISCUSSION

Progress Report

3. The Communications and Engagement Advisory Group endorsed the progress report for 2026 Quarter Three at its meeting on Monday, 19 October 2026.
4. The Advisory Group also noted the Engagement Register Report.
5. A revised action plan was endorsed by the Advisory Group at their meeting on Monday 20 April, and submitted with the Progress Report and Engagement Register for noting at the May 2026 OCM.
6. The revised action plan for 2026-2027 includes 29 actions, with 7 actions complete, 22 in progress or on track. The action plan is revised annually in consultation with the Advisory Group. The new action plan includes a number of new and revised actions and actions that have been carried over.
7. The group also provided feedback on two Communications & Engagement projects for staff to consider in their planning.

GOVERNMENT & PUBLIC CONSULTATION

8. The revised Strategy was developed using existing data collected as part of the reviews for the Corporate Strategic Plan, Age Friendly Albany Plan, Youth Friendly Albany Plan and the Access and Inclusion Plan.
9. The revised Strategy was also developed in collaboration with the City's Communications and Advisory Group, who worked closely with staff on the drafting of the Strategy and Action Plan.
10. The progress report has been reviewed and supported by the Advisory Group, which includes members representing the community.

STATUTORY IMPLICATIONS

11. Nil

POLICY IMPLICATIONS

12. This item aligns with the Council's adopted policy position: Community Engagement Policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational: *Community engagement expectations are not met due to budget, viability, funding agreements, safety, or legislative constraints.*	*Likely*	*Moderate*	*High*	*Clearly define and communicate to community instances where project engagement is constrained by non-negotiable factors.*
Reputational: *Communications or engagement activity is ad-hoc, untimely, inaccurate, or untargeted.*	*Unlikely*	*Major*	*Low*	*Follow best practice engagement framework and provide timely, informative, and accurate communications to the community through effective channels as outlined in the Communications & Engagement Strategy.*
Financial Management: *Some aspirations of the Strategy may not be fully realised due to budget funding, or resource constraints.*	*Possible*	*Moderate*	*Medium*	*Prioritise budget allocation where necessary and explore all options to achieve objectives.*

FINANCIAL IMPLICATIONS

14. Nil.

LEGAL IMPLICATIONS

15. Nil.

ENVIRONMENTAL CONSIDERATIONS

16. Nil.

ALTERNATE OPTIONS

17. Nil.

CONCLUSION

18. The Communications & Engagement Strategy is overseen by an Advisory Group comprising the community, Elected Members and City staff representatives.
19. Community representation on the Advisory Group ensures that community needs and priorities remain central to implementing the Communications and Engagement Strategy.
20. Regular progress reports of achievements against the Strategy are endorsed by the Advisory Group and submitted to Council for information. The progress report against the Strategy's Action Plan for 2026 Quarter Three is submitted to Council for noting.

Consulted References	**:**	City of Albany Communication and Engagement Strategy 2024-2027 Council Policy – Community Engagement
File Number	**:**	CR.MEE.52
Previous Reference	**:**	OCM 25 August 2026 CCS817

OAAC015: COUNCIL PLAN QUARTERLY PROGRESS REPORT (JULY TO SEPTEMBER 2026-27)

Attachments	:	Council Plan Quarterly Progress Report (July-September 2026-27).
Report Prepared By	:	Business Planning and Performance Officer
Authorising Officer:	:	Manager Finance Executive Director Corporate and Commercial Services

COUNCIL PLAN ALIGNMENT

- **Pillar**: Leadership
- **Outcome**: A well-governed city with visionary leadership and strong trusted partnerships, that uses resources wisely to meet local needs.
- **Strategic Priority**: Lead as a community-focused, values-led council.

In Brief:

- The City of Albany Council Plan 2026-2036 is the City's key strategic document.
- The *Council Plan Quarterly Progress Report (July-September 2026-27)* provides an update on the progress of each Council Plan action for the July to September 2026 quarter.
- Included within the Report are updates on the Chief Executive Officer's Key Performance Indicators (CEO KPIs) for the 2026-27 financial year.

RECOMMENDATION

OAAC015: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CLARKE APM
SECONDED: COUNCILLOR MACLAREN

THAT the Authorising Officer Recommendation be ADPOTED.

CARRIED 7-0

OAAC015: AUTHORISING OFFICER RECOMMENDATION

THAT the Council Plan Quarterly Progress (July – September 2026-27) be NOTED.

BACKGROUND

1. The *Local Government Act 1995 (5.56)* requires all Local Governments to plan for the future through an Integrated Planning and Reporting framework.
2. The City of Albany Council Plan 2026-2036 (the Council Plan) integrates the Strategic Community Plan 2036 (the 10-year community vision) and the Corporate Business Plan 2026-2030 (the 4-year plan for delivery of actions).
3. The Council Plan represents the City's overarching strategic planning document to guide decision-making, resource allocation and service delivery.
4. The Council Plan was adopted by Council in June 2026.

DISCUSSION

5. The attached *Council Plan Quarterly Progress Report (July–September 2026–27)* (the Report) provides an update on the progress of each Council Plan action for Q1.
6. The Report assigns a status to each action and includes commentary outlining progress during the reporting period.
7. Actions that also relate to a Chief Executive Officer Key Performance Indicator (CEO KPI) are identified in the Report.

8. The inclusion of commentary for each action represents a significant enhancement to the City's reporting approach and is intended to strengthen transparency and accountability.

9. The Report shows that most actions (84%, n=53) are progressing as planned. A smaller number of actions are progressing with challenges (3%, n=2) or are not yet due to start (13%, n=8). No actions are currently recorded as not progressing or completed.

GOVERNMENT & PUBLIC CONSULTATION

10. No consultation has been required to prepare this report. However significant community consultation was undertaken during the development of the Council Plan.

STATUTORY IMPLICATIONS

11. The *Local Government Act 1995 (5.56)* requires all Local Governments to plan for the future through an Integrated Planning and Reporting framework.

12. The Council Plan supports the City's obligations under the Integrated Planning and Reporting Framework, including regulation 19DA of the Local Government (Administration) Regulations 1996, which requires the preparation, annual review, and integration of the Corporate Business Plan with the Strategic Community Plan.

13. The report does not constitute the adoption or modification of the Corporate Business Plan under regulation 19DA(6) and does not require an absolute majority decision.

14. There are no statutory impediments to Council noting the report.

POLICY IMPLICATIONS

15. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: *Failure to note the Report may result in a loss of trust and confidence from the community*	*Unlikely*	*Moderate*	*Medium*	*Further engagement with Council to address any concerns and present a revised Report to a future meeting.*
Opportunity: *Significantly enhanced transparency through reporting of progress towards Council Plan actions.*				

FINANCIAL IMPLICATIONS

17. Nil

LEGAL IMPLICATIONS

18. Nil

ENVIRONMENTAL CONSIDERATIONS

19. Nil

ALTERNATE OPTIONS

20. Council may choose not to note the Report.

CONCLUSION

21. It is recommended that the Council Plan Quarterly Progress Report (July-September 2026-27) be noted.

Consulted References	**:**	• *Local Government Act 1995, s5.56* • *Local Government (Administration) Regulations 1996, Reg. 19D* • *IPR Framework and Guidelines 2019*
File Number	**:**	CM.STD.1
Previous Reference	**:**	OCM 30/6/2026 Resolution CCS802

OAAC016: TENDERS AWARDED QUARTERLY REPORT (JULY TO SEPTEMBER 2026-27)

Business Entity Name	:	City of Albany
Attachments	:	Tenders Awarded – July to September 2026
Report Prepared By	:	Manager Finance
Authorising Officer:	:	Executive Director Corporate and Commercial Services

COUNCIL PLAN ALIGNMENT

- **Pillar**: Leadership
- **Outcome**: A well-governed city with visionary leadership and strong trusted partnerships, that uses resources wisely to meet local needs.
- **Strategic Priority**: Deliver optimised asset and financial management with planned capital improvements.

IN BRIEF

- This report provides Council with a summary of tenders awarded during July to September 2026, including those endorsed by Council where the contract value exceeded $1.0 million.
- The report is presented for information and transparency purposes.
- Further information relating to City of Albany Tenders can be found on the City's website at: https://www.albany.wa.gov.au/council/working-with-the-city/quotes-tenders/tender-register.aspx

RECOMMENDATION

OAAC016: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR LIONETTI

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC016: AUTHORISING OFFICER RECOMMENDATION

THAT the Tenders Awarded Report – July to September 2026 be RECEIVED.

BACKGROUND

1. The City undertakes tender processes in accordance with the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996, and the City's Purchasing and Buy Local Policies.
2. Tenders with a total contract value exceeding $1.0 million are required to be endorsed by Council, while other tenders may be awarded under delegated authority.
3. In accordance with good governance and transparency principles, a consolidated report of all tenders awarded during the period is presented to Council for noting, inclusive of both delegated and Council-endorsed tender awards.

DISCUSSION

4. All tenders listed in this report have been awarded following a competitive procurement process and assessed against the advertised evaluation criteria, including price and qualitative considerations.
5. Where applicable, tenders were endorsed by Council prior to award due to their value exceeding $1.0 million. All other tenders were awarded under delegated authority in accordance with legislative and policy requirements.
6. The City's Buy Local Policy was applied during the quantitative evaluation of tenders, with consideration given to opportunities to support local businesses where this aligned with value-for-money and probity principles.
7. No further decision is required by Council in relation to the tenders included in this report.

GOVERNMENT CONSULTATION

8. Nil

PUBLIC CONSULTATION

9. In accordance with legislative requirements, tenders included in this report were publicly advertised as required under the Local Government (Functions and General) Regulations 1996.
10. No additional public consultation was undertaken or required.

STATUTORY IMPLICATIONS

11. The tender processes and awards outlined in this report comply with:
    a) Local Government Act 1995; and
    b) Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

12. The tenders were awarded in accordance with the City's Purchasing Policy, Buy Local Policy, and delegated authority framework where applicable.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation Risk: *Perceived lack of transparency in procurement activities.*	*Possible*	*Minor*	*Medium*	*Regular reporting of tender awards to Council to support transparency, accountability, and good governance.*

FINANCIAL IMPLICATIONS

14. The financial commitments associated with the awarded tenders have been accommodated within existing, Council-approved budgets.

LEGAL IMPLICATIONS

15. Nil

ENVIRONMENTAL CONSIDERATIONS

16. Nil

ALTERNATE OPTIONS

17. Council may choose not to receive the report; however, this would not affect the validity of tenders already awarded in accordance with legislative and delegated authority requirements.

CONCLUSION

18. This report is presented to Council for information, providing transparency regarding tenders awarded during the reporting period.

19. It is recommended that Council receive the report as presented.

Consulted References	**:**	Local Government Act 1995; Local Government (Functions and General) Regulations 1996
File Number	**:**	CM.TEN.7
Previous Reference	**:**	CCS810: OCM 28/07/2026

OAAC017: 2026/27 CAPITAL SEED FUNDING – APPLICATIONS

Proponent / Owner	:	Albany City Kart Club; Albany Equestrian Centre; Gomm Park Croquet Club
Attachments	:	Correspondence for Applications; Policy 1.16 - Community Sport and Recreation Facilities Small Grant Funding Policy
Report Prepared By	:	Manager Recreation Services
Authorising Officer:	:	Executive Director Community Services

COUNCIL PLAN ALIGNMENT

- **Pillar:** Community
- **Outcome**: An inclusive and safe community where people can feel proud of their heritage and can reach their potential.
- **Strategic Priority**: Support healthy and active lifestyles.

In Brief:

- The State Government's CSRFF program which traditionally provides funding opportunities to community sporting groups and associations is currently in hiatus.
- The City of Albany has received three applications for Capital Seed Funding, which is usually allocated to CSRFF applications.
- Officers are seeking Council approval for these projects to be assessed and funded under the Council's Community Sports & Recreation Facilities Small Grant Funding Policy (Policy 1.16).

RECOMMENDATION

OAAC017: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CLARKE APM
SECONDED: COUNCILLOR SUTTON

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC017: AUTHORISING OFFICER RECOMMENDATION

THAT Council APPROVE a total of $143,627.50 (exc. GST) from the 2026/27 Budget as the Councils commitment towards the following applications;

a) Albany City Kart Club ($100,000), Albany Equestrian Centre ($7,627.50) and Gomm Park Croquet Club Inc ($36,000)

b) This funding will be allocated under the Community Sport and Recreation Facilities Fund Small Grant Policy, noting that applicants have demonstrated that the projects will be completed and acquitted using funding from other sources; and

c) The funding amount does not exceed a total of $143,627.50 (exc. GST)

BACKGROUND

1. The City of Albany's Community Sports & Recreation Facilities Funding (CSRFF) Small Grant Funding Policy (Policy 1.16) provides a framework for the equitable and sustainable allocation of municipal funding towards community sport and recreation facility projects that deliver benefits to the Albany community.
2. Council has approved an annual budget allocation known as the Capital Seed Fund to support eligible community organisations seeking funding through the Department of Creative Industries, Tourism and Sport's Community Sport and Recreation Facilities Fund (CSRFF).
3. Under the Policy, the City's contribution to a CSRFF-eligible project will not exceed 33% of the total project cost (excluding GST), up to a maximum contribution of $600,000.
4. For the 2026/27 financial year, Council has allocated $150,000 to the Capital Seed Fund.
5. The State Government's CSRFF program traditionally provides three funding opportunities each year through the Small Grant Funding Round (Summer), Annual and Forward Planning Funding Round, and Small Grant Funding Round (Winter).
6. No CSRFF funding rounds have been made available since February 2025, preventing community sporting and recreation organisations from accessing the State funding pathway ordinarily required under the Policy.
7. The City has subsequently received funding requests from three community organisations seeking support for facility improvement projects. Each project has been assessed by officers and determined to be eligible under normal CSRFF funding criteria and would have been suitable for submission as a CSRFF application had a funding round been available.
8. Policy Statement (I) of the Community Sports & Recreation Facilities Funding Policy provides that:

   "If an applicant is unsuccessful for CSRFF funding, Council may still consider making its approved contribution to an applicant's project, subject to:

   - *The applicant making at least two (2) attempts to leverage CSRFF funding; and/or*
   - *The applicant demonstrates it can source the remaining project funding."*

DISCUSSION

9. This report seeks Council approval to utilise Policy Statement I to provide Capital Seed Fund contributions to the three identified community projects, despite the applicants being unable to satisfy the usual CSRFF funding pathway.
10. All three projects have demonstrated capacity to fund the remaining two-thirds of the project cost.

Albany City Kart Club (ACKC)

11. The capital seed funding request is for $100,000 to construct a dedicated first aid facility, disabled (universal) access and compliant ablution block (including UAT) at the existing clubrooms.
12. The existing facilities are outdated and non-accessible. This project will upgrade the current ablution facilities and construct a new first-aid facility, a critical safety requirement for Karting Australia compliance.
13. ACKC has 99 current members ranging from 7 to 87 years old. The club holds 11 local club days as well as the annual state-based event, the Southern Sprint, which attracts up to 350 people.
14. The total cost of this project is $315,898.98. The ACKC has demonstrated that they can fund the other two thirds through State Government Funding Agreement ($100,000) and ACKC contribution of cash and in-kind ($115,898.98).

15. This project is well planned and needed by the applicant. The project will be managed by the ACKC.

Albany Equestrian Centre (AEC)

16. The Capital Seed Funding request is for $7,627.50 to deliver three infrastructure requirements: 1. Replacement of boundary safety fencing, 2. Installation of a fixed multi-ability mounting block, and 3. Installation of indoor arena mirrors.
17. This project addresses critical safety, accessibility, and sport development gaps at the AEC.
18. The AEC is a regional equestrian hub supporting over 350 members across five affiliated clubs being Albany Pony Club, Albany Adult Riding Club, Southern District Dressage Club, Albany Horesmen's Association, and the Albany Natural Trail Riders.
19. The total cost of this project is $22,882.50. The applicant has demonstrated that they can fund two thirds of the cost via their own cash contribution.
20. This project is well planned and needed by the applicant. The project will be managed by the AEC.

Gomm Park Croquet Club Inc and Lower King Community Association

21. The Capital Seed Funding request is for $36,000 to deliver lighting for two croquet courts and retrofit 2 existing tennis courts into four dedicated pickleball courts at the Gomm Park Recreation Ground.
22. No lighting currently exists at Gomm Park. The new lighting will provide safer access for existing members when temperatures are too high for daytime play, better access for working-age players and their families and increase opportunities for Corporate Croquet/Pickleball.
23. The total cost of this project is $115,374. The applicant has demonstrated that they can fund two thirds of the cost via their own cash contribution and funding commitments.
24. This project is well planned and needed by the applicant. The project will be managed by the applicant.

GOVERNMENT & PUBLIC CONSULTATION

25. Not Applicable.

STATUTORY IMPLICATIONS

26. Not Applicable

POLICY IMPLICATIONS

27. The Community Sports and Recreation Facilities Small Grant Funding Policy has been applied in the assessment and recommendations.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation & Community Property *Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition.*	*Possible*	*Minor*	*Medium*	*Council may choose to support the funding application, or work with City officers and the Club to source alternate funding streams.*
People Health & Safety *Failure to secure required funding may result in the condition of the amenities deteriorating to an unsafe condition.*	*Possible*	*Moderate*	*Medium*	*Council may choose to support the funding application, or work with City officers to source other funding streams.*
Reputation & Financial *Failure to distribute the Council's Financial Support in an equitable and sustainable manner may result in community dissatisfaction or projects not going ahead.*	*Possible*	*Moderate*	*Medium*	*Council may choose to support the officer's recommendation, or work with City officers to deliver an equitable allocation of funding*

FINANCIAL IMPLICATIONS

29. The City allocated a total of $150,000.00 Capital Seed Funding for Sporting Clubs in the 2026/27 financial year to assist in the development and maintenance of community sporting infrastructure as determined through the CSRFF funding process.

30. The Capital Seed Reserve Fund has been established to assist with leveraging State Government funds for sporting clubs. Funds are allocated according to the City's Community Sports and Recreation Facilities Small Grant Funding Policy and if allocations are not drawn down within the prescribed period, they are returned to the Capital Seed Reserve Fund to be reused for other grant applications.

31. The total projected costs of the projects in the current applications is $454,155.48

32. The clubs have requested a total of $143,627.50 from the City of Albany.

33. The City has no outstanding capital seed commitments from previous rounds, meaning the full $150,000 in the 2026/27 budget is available to be allocated to eligible projects.

34. The following table provides the project budget detail and requests for financial support from each of the applications received:

Project	Total project cost (ex GST)	Applicant contribution (ex GST)	Other Funding (ex GST)	Request for Council Financial Support (ex GST)
Albany City Kart Club	$315,898.98	$115,898.98	$100,000.00	$100,000.00
Albany Equestrian Centre	$22,882.50	$15,255.00	N/A	$7,627.50
Gomm Park Croquet Club Inc and Lower King Community Association	$115,374.00	$41,374.00	$38,000.00	$36,000.00
TOTAL	$454,155.48	$175,527.98	$138,000.00	$143,627.50

LEGAL IMPLICATIONS

35. Nil.

ENVIRONMENTAL CONSIDERATIONS

36. Nil.

ALTERNATE OPTIONS

37. Council may choose not to provide funding assistance to these projects.

38. Council may choose to provide more or less funding assistance to these projects.

CONCLUSION

39. Supporting community sporting clubs through the Capital Seed Fund contributes to the development and improvement of sporting infrastructure, enhancing safety, accessibility and participation opportunities across Albany.

40. The State's CSRFF program is currently under review and there is no timeline as to when the fund will reopen for applications, placing additional pressure on community sporting clubs to maintain and upgrade facilities.

41. Providing financial assistance to these projects supports the City's vision and Council Plan priority of supporting healthy and active lifestyles and is consistent with the objectives of the City's Community Sport and Recreation Facilities Small Grant Funding Policy (Policy 1.16).

42. The applications have been assessed against the policy, with each applicant demonstrating the capacity to secure the remaining project funding. The recommended contributions are within the approved $150,000 Capital Seed Fund allocation for 2026/27.

43. It is recommended that Council approve the Capital Seed Funding allocations to support the delivery of the three identified community sporting infrastructure projects.

Consulted References	**:**	Community Sport and Recreation Facilities Small Grant Funding Policy (Policy 1.16)
File Number	**:**	CM.STD.1
Previous Reference	**:**	N/A

OAAC018: INITIATION TO ADOPT AMENDMENT NO. 10 TO CITY OF ALBANY LOCAL PLANNING SCHEME NO. 2 FOR ADVERTISING

Land Description	:	Restricted Use 7 (RU7): • Portion of Lot 9001 Plan 54723 Down Road West, Drome • Lots 102 & 103 Plan 416536 Down Road West, Drome Special Control Area 2 (SCA2) – former Marbellup Brook Catchment Area • Various land parcels within Marbelup, Drome, Redmond, Green Valley, Elleker and Torbay
Proponent **Owner**	:	Proponent - TBB Planning on behalf of Development WA Restricted Use 7 (RU7) rezoning landowners: • Lot 9001 – Western Australian Land Authority (DevelopmentWA) • Lot 102 - Plantation Energy Albany Pty Ltd • Lot 103 - Planet Ag Pty Ltd
Attachments	:	1. Scheme Amendment Report – TBB (August 2026) 2. Aerial Map - Amendment 10 (Whole Area) 3. Aerial Map – Amendment 10 (RU7) 4. LPS2 Scheme Map – Existing Zoning (Whole Area) 5. LPS2 Scheme Map – Existing Zoning (RU7)
Report Prepared By	:	Strategic Planning Officer
Authorising Officer:	:	Executive Director Development Services

COUNCIL PLAN ALIGNMENT

- **Pillar:** Infrastructure
- **Outcome:** A vibrant city with attractive and connected spaces, supported by forward thinking and responsible planning and development.
- **Strategic Priority:** Provide the core and critical infrastructure to enable responsible and sustainable growth.

Spelling Note: Marbelup vs. Marbellup

Two spellings, Marbelup and Marbellup, occur in historical and statutory records. Marbelup (with one "l") is used as the contemporary spelling for the area and for Marbelup Brook.

The spelling Marbellup (with two "l"s) is retained where it occurs in official planning-scheme and statutory references, particularly in relation to the Marbellup Brook Catchment Area. Accordingly, references to the catchment, planning provisions, maps, schedules or other statutory instruments are reproduced using the spelling Marbellup where that is the spelling used in the relevant source.

Maps and Diagrams:

Figures 1 and 2 illustrates the land the subject of the scheme amendment proposal.

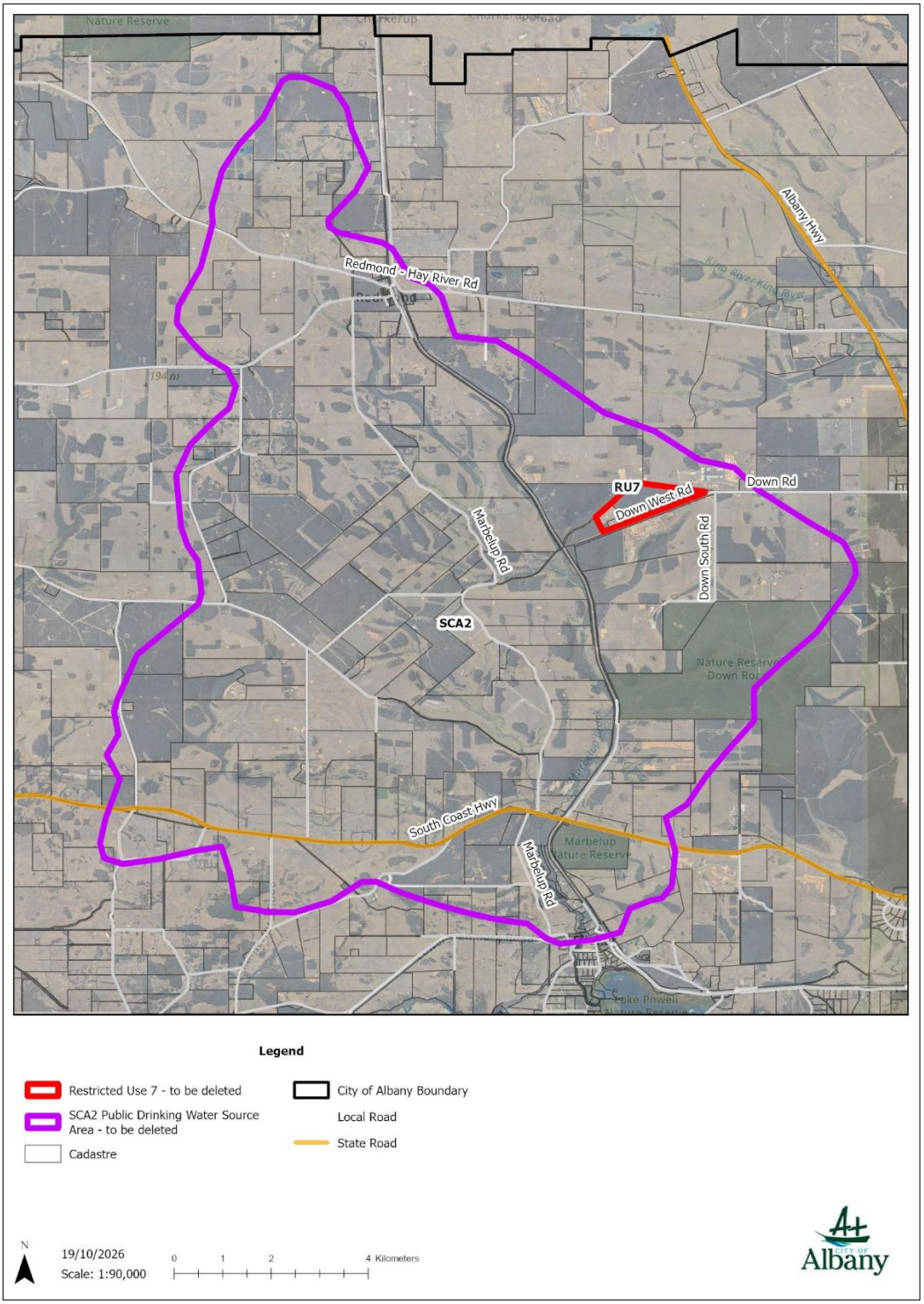

Figure 1: Aerial map showing the land associated with the former Marbellup Brook Catchment Area (existing LPS2 SCA2) and existing LPS2 RU7 Restricted Use zoning designations affected by Amendment No. 10

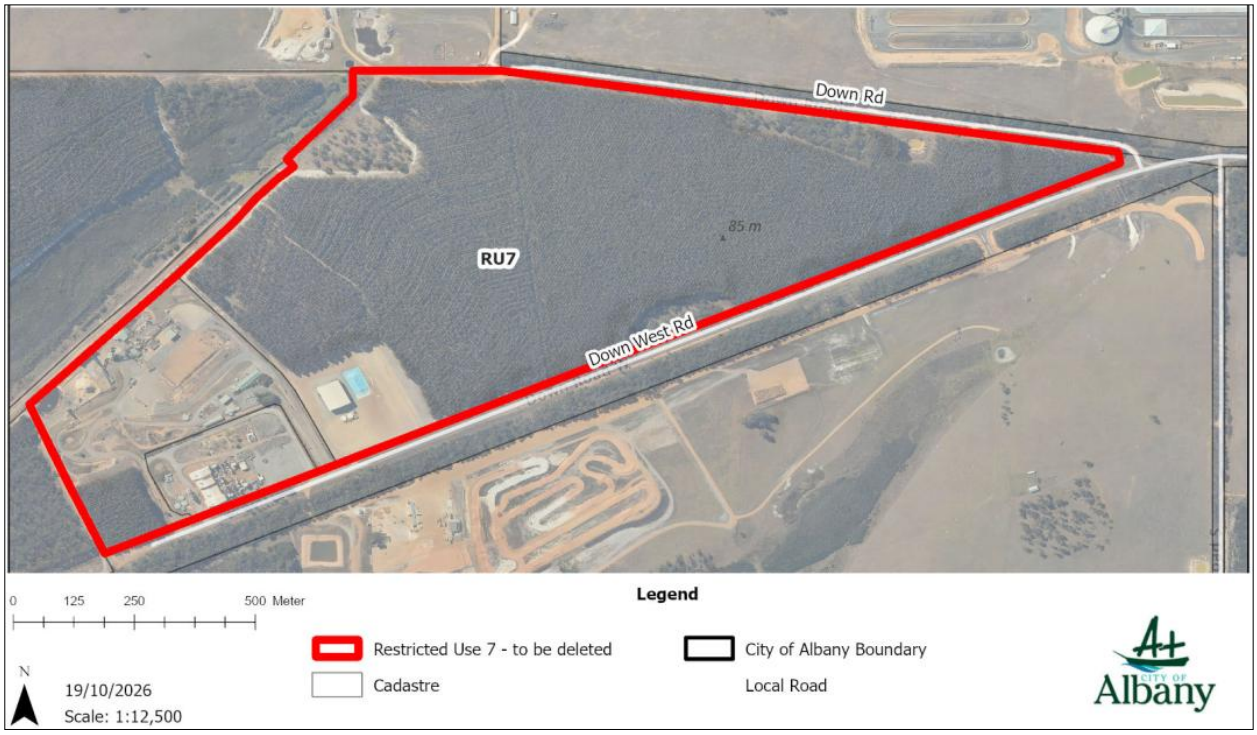

Figure 2: Aerial map inset showing the land associated with the existing LPS2 RU7 Restricted Use zoning designation affected by Amendment No. 10

In Brief:

- The City has received a request to amend LPS2 to remove planning controls that are no longer necessary following the abolition of the Marbellup Brook Catchment Area as a public drinking water source.
- AMD10 proposes to remove the former Marbellup Brook Catchment Area designation under Special Control Area 2 (SCA2), and Restricted Use 7 (RU7), from the LPS2 Scheme Text and Map.
- The proposal and supporting documentation provided are considered sufficient in their current form to progress to public advertising for comment and formal consultation with state agencies.
- Council is therefore requested to adopt the proposed amendment and seek approval to advertise.

RECOMMENDATION

OAAC018: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR CLARKE APM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC018: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

That Council:

1. Pursuant to section 75 of the *Planning and Development Act 2005* and regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES to ADOPT Scheme Amendment No. 10 by amending the *City of Albany Local Planning Scheme No. 2* as follows:

   a) Modify the Scheme Text by:

      i) Amending Schedule 3, Table 10 (Restricted use provisions) to delete 'RU7' under the 'No.' column and all corresponding text in that row.

      ii) Amending Schedule 8, Table 18 (Special control areas in Scheme area - Special Control Area 2 – Public Drinking Water Source Areas) under Additional uses column to:

         - delete text '(a) Marbellup Brook Catchment Area' from clause (1); and
         - renumber remaining subclauses accordingly.

   b) Modify the Scheme Map by:

      i) Deleting reference to restricted use area 'RU7'.

      ii) Removing the Marbellup Brook Catchment Area designation associated with Special Control Area 2 - Public Drinking Water Source Areas.

2. Pursuant to regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that the amendment is 'standard' in accordance with regulation 34 (a), (b), (e), (f) and (g) of the *Planning and Development (Local Planning Schemes) Regulations 2015, as the amendment:*

   - *is consistent with the applicable zone objectives in the scheme.*
   - *consistent with a local planning strategy for the scheme endorsed by the Commission.*
   - *would have minimal impact on land in the scheme area that is not the subject of the amendment.*
   - *does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.*
   - *is not a complex or basic amendment.*

3. REFERS Scheme Amendment No. 10 to the Environmental Protection Authority, pursuant to section 81 of the *Planning and Development Act 2005*, by giving to the EPA written notice of this resolution and such written information to enable the EPA to comply with section 48A of the *Environmental Protection Act 1986.*

4. Pursuant to regulation 46A of the *Planning and Development (Local Planning Schemes) 2015*, AUTHORISES the Chief Executive Officer to forward a copy of the amendment to the Western Australian Planning Commission to seek approval from the Minister to advertise the proposed standard amendment in accordance with section 83A of the *Planning and Development Act 2005.*

5. Pursuant to regulation 46C of the *Planning and Development (Local Planning Schemes) Regulations 2015,* DELEGATE the Chief Executive Officer to:

   a) Undertake any modifications to Scheme Amendment No. 10 as required by the Minister, in accordance with section 83A (2)(b) of the *Planning and Development Act 2005*;

b) Undertake any further referrals of modified Scheme Amendment No. 10 to the EPA, if required, in accordance with sections 83A(3), 81 and 82 of the *Planning and Development Act 2005*; and

c) Resubmit the modified amendment to the Minister for approval, in accordance with section 83A (1) of the *Planning and Development Act 2005* if required.

6. In accordance with the requirements of regulation 47 (1) and (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015,* DELEGATE the Chief Executive Officer to ADVERTISE Scheme Amendment No. 10 to Local Planning Scheme No. 2, as soon as reasonably practicable after the Minister grants approval in accordance with section 83A(2)(a) of the *Planning and Development Act 2005*.

BACKGROUND

1. The Marbellup Brook Catchment Area was established as a potential public drinking water source, with land use and development controls introduced to protect the catchment from potential risks to drinking water quality. The catchment was subsequently identified under Special Control Area 2 – Public Drinking Water Source Areas in LPS2.

2. TBB Planning, on behalf of the Western Australian Land Authority (DevelopmentWA), has submitted a request to amend LPS2 following the abolition of the Marbellup Brook Catchment Area. DevelopmentWA is the owner of Lot 9001 Down Road, Drome.

3. The eastern portion of Lot 9001 Down Road, Drome falls within the Mirambeena Strategic Industrial Area (Mirambeena SIA). Under LPS2, the relevant part of the lot is zoned 'General Industry' and is also affected by Special Control Area 8 – Down Road West Special Control Area Buffer (SCA8), which limits sensitive uses that may be impacted by industrial uses in the General Industry zone north of Down Road West.

4. In addition to SCA8, parts of Lot 9001 are affected by SCA2 and RU7. RU7 also applies to Lots 102 and 103 (referenced under RU7 provisions using former land description of Lots 94 and 100) Down Road West, Drome, and limits permissible land uses to Industry – Light as a discretionary use and Office as an incidental use, with all other land uses prohibited. These restrictions reflect the former drinking water source protection requirements applying to the Marbellup Brook Catchment Area.

5. On 19 May 2026, the State Government published the *Country Areas Water Supply (Marbellup Brook Catchment Area) Abolition Order 2026* in Government Gazette No. 53. The Order abolished the Marbellup Brook Catchment Area, with the relevant abolition provisions commencing on 20 May 2026. A copy of the Government Gazette is included in Appendix B of the attached Scheme Amendment Report.

6. AMD10 proposes to remove the Marbellup Brook Catchment Area designation under SCA2 and delete RU7 from the LPS2 Scheme Text and Map, following the abolition of the catchment. The proposed amendment would retain the underlying zoning and other applicable planning controls, including SCA8.

DISCUSSION

7. AMD10 proposes to remove the Marbellup Brook Catchment Area designation under SCA2 and delete RU7 from LPS2, following the abolition of the catchment as a public drinking water source.

8. The former catchment encompasses land to the north-west of Albany, including the Mirambeena SIA and surrounding rural land. The existing zoning and relevant planning controls are identified in Figures 3 and 4 below.

9. The amendment does not propose to change the underlying zoning of any land. It seeks to remove the planning controls associated with the former drinking water source designation, while retaining other applicable scheme provisions.

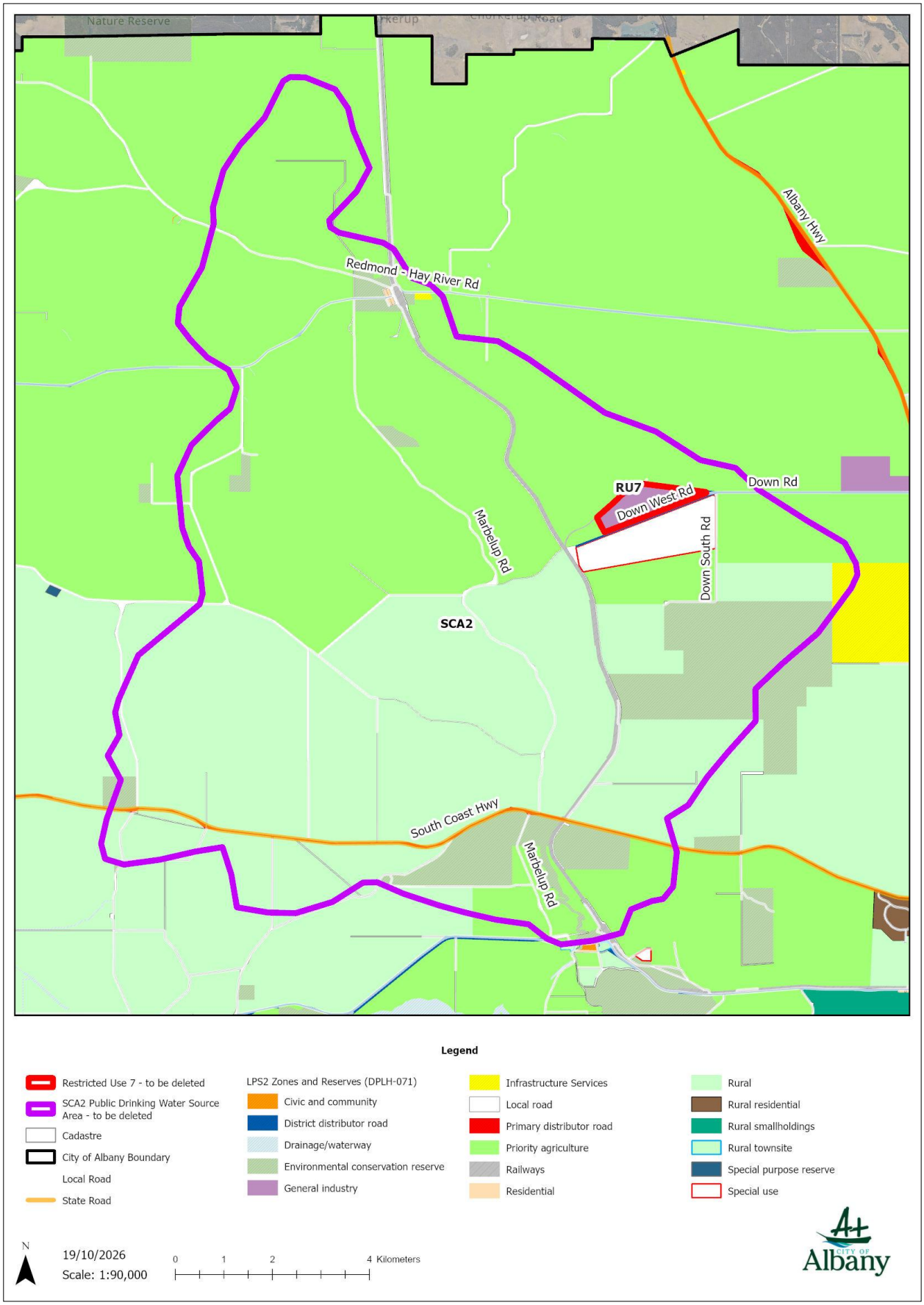

Figure 3: LPS2 Scheme Map showing the existing zoning designations – specifically SCA2 Marbellup Brook Catchment Area and RU7 Restricted Use affected by Amendment No. 10

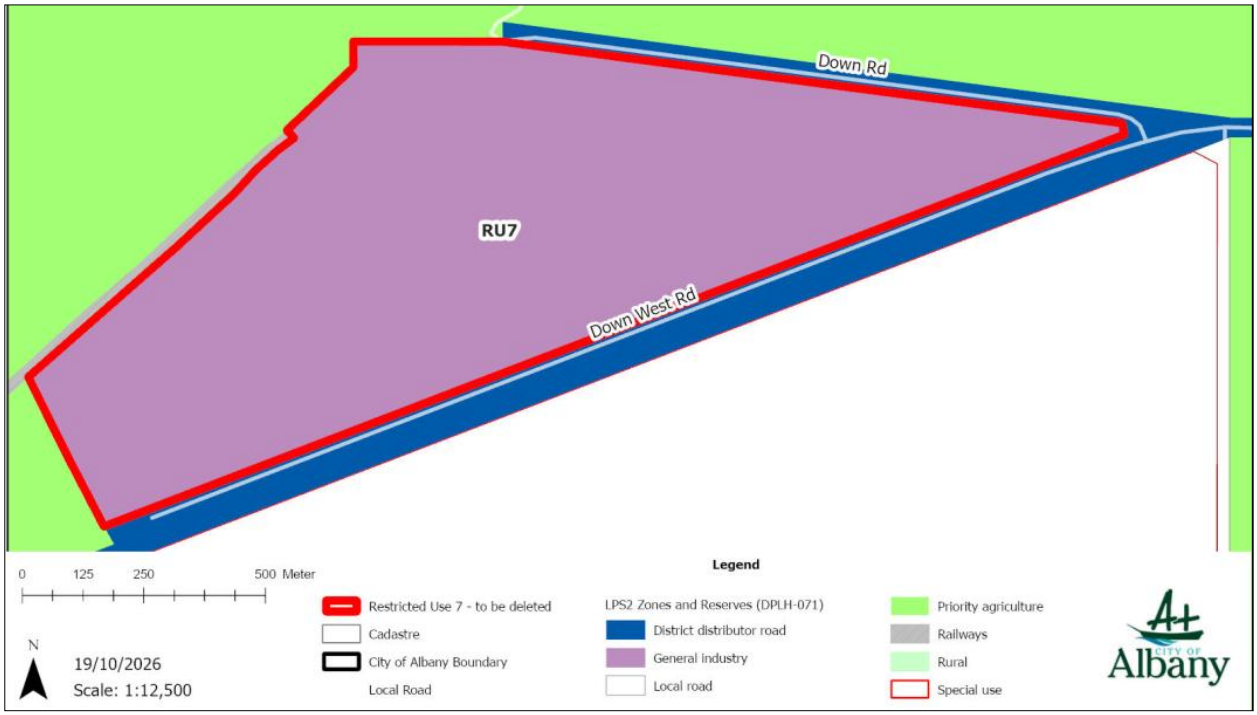

Figure 4: LPS2 Scheme Map showing the existing zoning designations – specifically RU7 Restricted Use affected by Amendment No. 10

Restricted Use 7 (RU7)

10. RU7 applies to a smaller area of land within the Mirambeena SIA, as identified in the map above. It limits permissible land uses to Industry – Light as a discretionary ('D') use and Office as an incidental ('I') use, with all other land uses prohibited. RU7 also contains additional development and environmental requirements.

11. These restrictions limit the range of industrial uses that may otherwise be considered under the existing General Industry zoning. As RU7 reflects the former public drinking water source protection requirements, its removal is considered appropriate following the abolition of the Marbellup Brook Catchment Area.

12. Removing RU7 would allow future land use and development proposals to be considered in accordance with the General Industry zoning and other applicable provisions of LPS2. This would support the intended industrial function of the Mirambeena SIA without establishing new industrial zoning or granting approval for any particular development.

13. Future proposals would remain subject to the applicable planning and environmental requirements, including those relating to landscaping, effluent disposal, waste and stormwater management, vehicle access and loading, and potential noise, dust and odour impacts. Other relevant planning controls, including SCA8, would also continue to apply.

Special Control Area 2

14. SCA2 applies to public drinking water source areas identified under LPS2 and provides additional land use and development controls intended to protect drinking water resources from potential contamination.

15. The amendment proposes to remove only the Marbellup Brook Catchment Area designation, following its statutory abolition. The purpose, objectives and additional provisions of SCA2 would remain unchanged for the remaining public drinking water source areas identified under LPS2.

16. The proposed amendment is considered an appropriate response to the abolition of the Marbellup Brook Catchment Area and would enable the existing planning controls to better reflect the current statutory and strategic planning framework. The proposal is considered suitable to progress through the scheme amendment process, including public advertising and consultation with relevant State Government agencies.

GOVERNMENT & PUBLIC CONSULTATION

17. Preliminary consultation has been undertaken by the proponent with relevant government agencies, including the Department of Water and Environmental Regulation (DWER) in conjunction with the City of Albany, prior to submitting the proposed amendment.

18. DWER indicated its in principle support for the proposed scope of the amendment, which seeks to reflect the abolition of the Marbellup Brook Catchment Area. DWER also advised that relevant government agencies and stakeholders had been consulted as part of the separate process to abolish the catchment, with no objections received from those who responded.

19. Formal public advertising of AMD10 has not yet been undertaken. Should Council resolve to adopt the proposed amendment and seek approval to advertise, the amendment will be referred to the Environmental Protection Authority (EPA) and progressed through the statutory approval process before advertising in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations).

20. Subject to the Minister for Planning granting approval to advertise, the proposed amendment will be advertised for public comment and referred to relevant government agencies in accordance with the statutory requirements. Any submissions received will be considered and reported to Council before the amendment progresses for final determination.

STATUTORY IMPLICATIONS

21. The proposed amendment is subject to the provisions of the *Planning and Development Act 2005* (Planning Act) and the Planning Regulations.

22. AMD10 is considered a standard amendment under r. 34 of the Planning Regulations, as it:

- is consistent with the objectives of the existing General Industry zoning;
- is consistent with the Albany Local Planning Strategy;
- would have minimal impact on land outside the area affected by the amendment;
- is not expected to result in significant environmental, social, economic or governance impacts; and
- does not constitute a basic or complex amendment.

23. Under r. 35 and 46A of the Planning Regulations, Council may resolve to adopt the proposed amendment and seek approval to advertise it, subject to any modifications Council considers necessary, or resolve not to proceed with the amendment.

24. Should Council resolve to progress the amendment, it will be referred to the EPA in accordance with s. 81 of the Planning Act and submitted through the Western Australian Planning Commission for the Minister for Planning's consideration under section 83A of the Planning Act.

25. If the Minister approves the proposed amendment for advertising, the City will undertake advertising and consultation in accordance with r. 47 of the Planning Regulations. Any modifications required by the Minister will be addressed in accordance with the applicable statutory provisions.

POLICY IMPLICATIONS

26. The amendment does not propose any changes to existing State or local planning policies. Relevant planning policies and other applicable statutory requirements would continue to be considered when assessing future subdivision, land use and development proposals for land affected by AMD10.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation *– The proposed amendment may not receive approval to advertise or may require modifications following State Government consideration.*	*Unlikely*	*Moderate*	*Medium*	*The amendment has been prepared in response to the statutory abolition of the catchment and is supported by relevant planning justification. Any modifications or further information required through the State approval process will be considered and addressed as appropriate.*
Opportunity: State approval process: *Opportunity to obtain further guidance from the WAPC and relevant State Government agencies.*				
Reputation *– The proposed amendment may attract objections or concerns from community members or government agencies during consultation.*	*Unlikely*	*Moderate*	*Medium*	*Undertake statutory advertising and consultation with relevant agencies and affected stakeholders. Consider submissions received and address relevant planning matters before progressing the amendment for final determination.*
Opportunity: ***Public consultation****: Opportunity to identify and address relevant planning considerations through community and agency feedback.*				

FINANCIAL IMPLICATIONS

28. The proposed amendment will involve administrative costs associated with its processing and advertising.

29. This amendment will address changes required to LPS2 following the abolition of the Water Source Protection Area. Although the amendment has been initiated by DevelopmentWA, it responds to a change in circumstances that affects the ongoing currency and administration of the City's Local Planning Scheme. The City would ordinarily be responsible for undertaking such amendments as part of its ongoing scheme maintenance. DevelopmentWA has covered the cost of preparing the amendment documentation, and it is therefore considered appropriate for the City to meet the associated statutory processing fees as part of its ongoing responsibility for maintaining LPS2.

LEGAL IMPLICATIONS

30. The proposed scheme amendment is subject to the statutory requirements of the Planning Act and the Planning Regulations, as outlined under Statutory Implications. No additional legal implications have been identified at this stage.

ENVIRONMENTAL CONSIDERATIONS

31. The proposed amendment seeks to remove planning controls associated with the former Marbellup Brook Catchment Area, following its abolition as a public drinking water source. The amendment does not propose any physical development or works.

32. Future land use and development proposals will remain subject to relevant environmental and water management requirements, including those relating to stormwater, wastewater and effluent disposal, impacts on surface water and groundwater, and bushfire risk where applicable.

33. Relevant environmental matters will be considered through subsequent planning and other statutory approval processes, having regard to the nature, scale and potential impacts of individual proposals.

ALTERNATE OPTIONS

34. Council may consider alternate options in relation to this item, including:

    a. Resolving to adopt the proposed amendment subject to modifications or the provision of additional information, prior to progressing the amendment for approval to advertise; or

    b. Resolving not to adopt the proposed amendment.

CONCLUSION

35. AMD10 seeks to remove planning controls associated with the former Marbellup Brook Catchment Area, following its statutory abolition in May 2026.

36. The amendment is considered an appropriate planning response to the abolition of the catchment, while retaining the underlying zoning and other applicable planning controls.

37. Council is therefore requested to adopt the proposed amendment and seek approval to advertise.

Consulted References	:	• *City of Albany Council Plan* • *Albany Local Planning Strategy 2019* • *City of Albany Local Planning Scheme No. 2* • *Planning and Development Act 2005* • *Environmental Protection Act 1986* • *Planning and Development (Local Planning Schemes) Regulations 2015* • *State Planning Policy 3.0 – Urban Growth and Settlement* • *Country Areas Water Supply (Marbellup Brook Catchment Area) Abolition Order 2026 – Government Gazette No. 53, 19 May 2026* • *State Planning Policy 2.9 – Planning for Water*
File Number	:	Synergy File Number – AMD10
Previous Reference	:	N/A

OAAC019: DRAFT LOCAL PLANNING POLICY 1.12 LOCAL DESIGN REVIEW

Land Description	:	City of Albany
Proponent / Owner	:	City of Albany
Business Entity Name	:	City of Albany
Attachments	:	Draft Local Planning Policy 1.12 Local Design Review
Councillor Workstation and Supplementary Information	:	Schedule of Submissions and Officer Response Copy of LPP1.12 Local Design Review with tracked changes
Report Prepared By	:	Senior Planning Officer
Authorising Officer:	:	Executive Director Development Services

COUNCIL PLAN ALIGNMENT

- **Pillar:** Infrastructure
- **Outcomes:** A vibrant city with attractive and connected spaces, supported by forward thinking and responsible planning and development.
- **Strategic Priority:** Strengthen safe, prepared and liveable urban and rural communities.

In Brief:

- Draft *Local Planning Policy 1.12 Local Design Review* (LPP1.12) was advertised for public comment in August and September 2026, in accordance with Council's resolution at its meeting in July 2026 (refer report item DIS477).
- Two submissions were received on draft LPP1.12 during the advertising period.
- Staff recommend Council resolve to adopt final draft LPP1.12, with modifications (refer Attachment 1).

RECOMMENDATION

OAAC019: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR CLARKE APM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

OAAC019: AUTHORISING OFFICER RECOMMENDATION

THAT Council ADOPT Local Planning Policy 1.12 Local Design Review, pursuant to Schedule 2, Part 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

BACKGROUND

1. The draft LPP1.12 seeks to facilitate early Design Review of significant development proposals to support high-quality design outcomes and the efficient assessment of development applications within the City of Albany.

1. Draft LPP1.12 was endorsed for advertising by Council at its July 2026 Ordinary Council Meeting.

2. Refer to previous report item DIS477 for further information and background regarding the draft policy.

DISCUSSION

3. Draft LPP1.12 was advertised for public comment between 28 August 2026 and 18 September 2026 via notice in a local newspaper and publication on the City's website. At Elected members request, a direct email was also sent to local Architects and Designers.
4. Two (2) submissions were received during the advertising period, one from a member of the general public and another from a local designer.
5. The submissions did not object to the draft LPP1.12; however, they raised questions regarding the administration and operation of the Panel and suggested a number of amendments to the policy.
6. Refer to the Councillor Workstation for the Schedule of Submissions and officer responses, together with the original submissions received on draft LPP1.12.
7. The following modifications have been made to draft LPP1.12 following the consultation process, including:
    - Under Policy Intent:
        - Delete existing point 4 - considered duplicative.
        - Update existing point 3 – correction of minor administrative discrepancy. Existing point 3 should be read as two separate points – second sentence in point 3 beginning with "To maximise the benefits…" separated from point 3 to new point 4.
    - Insert new clause 5 that states: "The establishment and operation of the DRP will generally be guided by the principles set out in the *WAPC Local Government Design Review Manual*." This has been included to address concerns raised regarding the process for establishing and operating the Panel.
    - Insert new definition "views of significance" to assist with the interpretation and application of clause 11(b).
8. It is recommended that Council adopt draft LPP1.12 subject to the above modifications.

GOVERNMENT & PUBLIC CONSULTATION

9. The draft policy was advertised in accordance with Schedule 2, Part 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations), for a period of 21 days.
10. Details of advertising as follows:

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Direct Email to Local Architects and Designers	28/08/2026 – 18/09/2026	Two (2)	No
Consult	Public comment – City website	28/08/2026 – 18/09/2026		Yes
Consult	Public comment – City offices	28/08/2026 – 18/09/2026		No

STRATEGIC IMPLICATIONS

- The *Albany Local Planning Strategy 2019* outlines the long-term vision for land use and development outcomes throughout the municipality.

STATUTORY IMPLICATIONS

11. Voting requirement for this item is **Simple Majority.**
12. In accordance with the Planning Regulations, adoption of a local planning policy requires resolution of Council following completion of the advertising period.
13. Should Council resolve to adopt LPP1.12, a notice must be published in accordance with clause 87 of the Planning Regulations that advises of the adoption of LPP1.12.

POLICY IMPLICATIONS

14. There are no additional policy implications arising from the adoption of draft LPP1.12.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational: *Not progressing draft LPP1.12 may have a negatively impact the quality of design outcomes for prominent developments within the City and may result in the City falling behind broader State practice in relation to design quality and design review.*	*Possible*	*Moderate*	*Medium*	*Progress draft LPP1.12 for adoption to establish a clear and consistent framework for design review of significant development proposals, enabling the City to appropriately influence design quality and built form outcomes. The policy can be reviewed periodically to ensure it remains consistent with State planning policy and contemporary design review practice.*
Opportunity: *Promote high-quality design outcomes for significant development proposals through access to independent specialist design review.*				

FINANCIAL IMPLICATIONS

16. There are no additional financial implications arising from the adoption of draft LPP1.12 as Local Design Review services are intended to operate on a cost-recovery basis.

LEGAL IMPLICATIONS

17. There are no legal implications arising from the adoption of LPP1.12.

ENVIRONMENTAL CONSIDERATIONS

18. There are no direct environmental implications arising from the adoption of LPP1.12.

ALTERNATE OPTIONS

19. Council has the following alternate options available under the Planning Regulations:
    - Adopt LPP1.12 subject to modifications; or
    - Not adopt LPP1.12.

CONCLUSION

Based on the above, staff recommend that Council resolve to adopt *Local Planning Policy 1.12 – Local Design Review*, subject to the modifications outlined in this report.

Consulted References	**:**	1. *City of Albany Local Planning Scheme No. 2* 2. *Planning and Development (Local Planning Schemes) Regulations 2015* 3. *Planning and Development Regulations 2009* 4. *State Planning Policy 7.0 – Design of the Built Environment* 5. *WAPC Local Government Design Review Manual*
Previous Reference	**:**	DIS477 – Local Design Review

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL Nil.

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil.

16. REPORTS OF CITY OFFICERS Nil.

17. MEETING CLOSED TO PUBLIC

18. CLOSURE

There being no further business the Chair declared the meting closed at 7.05pm

(Unconfirmed Minutes)

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Councillor Rebecca Stephens
CHAIR