



AGENDA

Ordinary Meeting of Council

Tuesday 16 December 2025

6.00pm

Council Chambers



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Mayor and Councillors

The next Ordinary Meeting of the City of Albany will be held on Tuesday 16 December 2025 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.

Andrew Sharpe
CHIEF EXECUTIVE OFFICER

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1. DECLARATION OF OPENING

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

L MacLaren

Councillor

M Lionetti

Councillor

R Sutton

Councillor

I Clarke APM

Councillor

R Stephens

Councillor

C McKinley

Councillor

T Brough

Staff:

Chief Executive Officer

A Sharpe

Executive Director Community Services

N Watson

Executive Director Corporate and Commercial Services

M Gilfellon

Manager IT

A Catterall

Manager Development Services

J Van Der Mescht

Meeting Secretary

J Williamson

Apologies/Leave of Absence:

Executive Director Infrastructure, Development
& Environment

P Camins (Apology)

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest

5. REPORTS OF MEMBERS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil

7. 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.

8. APPLICATIONS FOR LEAVE OF ABSENCE

9. PETITIONS AND DEPUTATIONS Nil

10. CONFIRMATION OF MINUTES

DRAFT MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Ordinary Council Meeting held on Tuesday, 25 November 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS758: MONTHLY FINANCIAL REPORT – OCTOBER 2025

Proponent / Owner : City of Albany
Attachments : Monthly Financial Report – October 2025
Report Prepared By : Manager Finance
Authorising Officer: : 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 October 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 October 2025 is preliminary and has not yet been audited.

RECOMMENDATION

**CCS758: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

CCS758: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR CLARKE
SECONDED: COUNCILLOR SUTTON**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS758: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 October 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 October 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

CCS759: LIST OF ACCOUNTS FOR PAYMENT – OCTOBER 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

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/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

**CCS759: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 October 2025 totalling \$8,917,925.51 be RECEIVED.

CCS759: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR CLARKE
SECONDED: MAYOR STOCKS**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS759: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 October 2025 totalling \$8,917,925.51 be RECEIVED.

DISCUSSION

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$5,589,702.09	62.7%
Municipal	Payroll	\$3,277,355.20	36.8%
Municipal	Credit Cards	\$50,868.22	0.6%
Municipal	Cheques	\$0.00	0.0%
Trust	N/A	\$0.00	0.0%
TOTAL		\$8,917,925.51	100.0%

3. 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: \$5,490.48.
4. The table below summaries the total outstanding creditors as at 31 October 2025.

Aged Creditors	Amount (\$)
Current	\$2,678,511.41
30 Days	\$581,753.51
60 Days	\$313,104.58
90 Days	\$3,865.23
TOTAL	\$3,577,234.73

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

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

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

9. Nil

ENVIRONMENTAL CONSIDERATIONS

10. Nil

ALTERNATE OPTIONS

11. Nil

CONCLUSION

12. That the list of accounts have been authorised for payment under delegated authority.
13. 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

CCS760: DELEGATED AUTHORITY REPORTS – 16 OCTOBER 2025 TO 15 NOVEMBER 2025

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

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

**CCS760: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Delegated Authority Reports 16 October 2025 to 15 November 2025 be RECEIVED.

CCS760: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS760: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 October 2025 to 15 November 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)

CCS761: COMMUNICATIONS & ENGAGEMENT STRATEGY PROGRESS REPORT

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy 2024-2027 Progress Report 2025 Quarter Three) City of Albany Engagement Register (2025 Quarter Three)
Report Prepared By	: Community Development Coordinator
Authorising Officer:	: Executive Director Community 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/Priority:** Leadership
 - **Outcome:** A well informed and engaged community.

In Brief:

- Note the City of Albany Communications & Engagement Strategy Quarter Three 2025 progress report.

RECOMMENDATION

CCS761: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the City of Albany Communications & Engagement Strategy progress report for Quarter Three 2025 and its endorsement by the Communications & Engagement Advisory Group be NOTED.

CCS761: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR CLARKE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS761: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Communications & Engagement Strategy progress report for Quarter Three 2025 and its endorsement by the Communications & Engagement Advisory Group be NOTED.

BACKGROUND

2. 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.
3. 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

4. The new Communications and Engagement Advisory Group endorsed the progress report for 2025 Quarter Three following its meeting on Monday, 3 November 2025.
5. The Advisory Group also noted the Engagement Register Report.
6. This current action plan includes 31 actions, with 3 actions complete, 24 in progress or on track and 4 on hold.
7. The group also provided feedback on six 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 former 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.
Operational: 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 2025 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 (Name of Ward)	:	All Wards
Previous Reference	:	OCM 26 August 2025 CCS740

CCS762: COUNCIL AND COMMITTEE MEETING SCHEDULE 2026

Attachments	: Proposed Council and Committee Meeting Schedule 2026
Report Prepared By	: Executive Officer Governance
Authorising Officer:	: Chief Executive Officer

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:** 5. Leadership. A well-governed city that uses resources wisely to meet local needs.
 - Outcomes:** 5.3 A well-informed and engaged community.

In Brief:

- Council is required to adopt the Ordinary Council Meeting and Committee Meeting Schedule for 2026, in accordance with the *Local Government Act 1995* and associated Regulations.

RECOMMENDATION

CCS762: AUTHORISING OFFICER RECOMMENDATION 1 VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council, for the purpose of giving Public Notice:

- APPROVE the following Committee Meeting Schedule for 2026:

Community & Corporate Services Committee	Development & Infrastructure Services Committee
No Meetings are scheduled for January 2026	
Tuesday 10 February 2026	Wednesday 11 February 2026
Tuesday 10 March 2026	Wednesday 11 March 2026
Tuesday 14 April 2026	Wednesday 15 April 2026
Tuesday 12 May 2026	Wednesday 13 May 2026
Tuesday 09 June 2026	Wednesday 10 June 2026
Tuesday 14 July 2026	Wednesday 15 July 2026
Tuesday 11 August 2026	Wednesday 12 August 2026
Tuesday 08 September 2026	Wednesday 09 September 2026
Tuesday 13 October 2026	Wednesday 14 October 2026
Tuesday 10 November 2026	Wednesday 11 November 2026
Tuesday 08 December 2026	Wednesday 09 December 2026
Audit, Risk and Improvement Committee-Minimum of Quarterly	
Tuesday 03 March 2026	Tuesday 01 September 2026
Tuesday 02 June 2026	Tuesday 01 December 2026

- APPROVE the proposed Ordinary Council Meeting Schedule for 2026:

- Tuesday 24 February 2026
- Tuesday 24 March 2026
- Tuesday 28 April 2026
- Tuesday 26 May 2026
- Tuesday 23 June 2026
- Tuesday 28 July 2026
- Tuesday 25 August 2026
- Tuesday 22 September 2026
- Tuesday 27 October 2026
- Tuesday 24 November 2026
- Tuesday 22 December 2026

CCS762: AUTHORISING OFFICER RECOMMENDATION 2
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT:

- 1. Council Committee Meetings (CCS, DIS and ARIC) will start at 5.30pm.**
- 2. Council Meetings will start at 6.00pm.**

BACKGROUND

2. In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, local public notice must be given at least once per year detailing when Council and Committee Meetings which are open to the public will be held, including the date, the time and the place of those meetings.
3. Ordinary Council Meetings are held monthly, except for January when there are no scheduled meetings.

DISCUSSION

4. The 5.30pm start time for Council Committee meetings is intended to facilitate those meetings concluding earlier in the evening, reducing fatigue for elected members and staff.
5. Council may also choose to undertake a review of the frequency and start times of meetings before setting the meeting dates and times for 2026, and the distribution dates of agendas for Council and Committee meetings.
6. Currently the agenda for the Ordinary Council Meeting is distributed on the third Tuesday of each month (except January).

GOVERNMENT & PUBLIC CONSULTATION

7. Not applicable.

STATUTORY IMPLICATIONS

8. The *Local Government (Administration) Regulations 1996* section 12(2) states that:
*“The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held – Ordinary Council Meetings; and
Committee Meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.”*
9. Any changes to the advertised meeting schedule must be published on the City’s website as soon as practicable.

Special Council Meetings

10. Section 12 (4) of the Regulations provides that if a Special Council Meeting is open to the public, the CEO must publish the meeting details, including the purpose of the meeting, on the City’s website as soon as practicable after the decision is made to hold a Special Council Meeting.

Audit, Risk and Improvement Committee

11. The Audit, Risk and Improvement Committee is now open to members of the public and meeting dates and time are to be published accordingly.
12. This committee must meet quarterly at a minimum. Any additional meetings of this committee will be publicly advertised in accordance with the relevant legislation and regulations.

POLICY IMPLICATIONS

13. Nil.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation, Reputation & Financial. <i>Risk: The proposed meeting schedule is not adopted and local public notices is not given of the dates and times of meetings prior to 01 January 2026.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Staff will work with Council to develop a meeting schedule which complies with legislative requirements and meets Council's expectations.</i>

FINANCIAL IMPLICATIONS

15. There are no financial implications related to this report.

LEGAL IMPLICATIONS

16. There are no legal implications related to this report.

ENVIRONMENTAL CONSIDERATIONS

17. There are no environmental considerations related to this report.

ALTERNATE OPTIONS

18. Council may:

- Choose to adopt the proposed 2026 meeting schedule: or
- Propose a different meeting schedule which is in accordance with the provisions of relevant legislation.

Consulted References	:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
File Number	:	N/A
Previous Reference	:	Report Item CCS682 OCM 17/12/2024

CCS763: INVITATION TO DELEGATES FROM PERONNE AND GALLIPOLI TO ATTEND ANZAC COMMEMORATIONS IN 2026

Proponent / Owner	: City of Albany
Attachments	: Civic Affiliations Policy
Report Prepared By	: Executive Officer Governance
Authorising Officer:	: 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:** 1. People. A welcoming, healthy and inclusive community, with pride in our rich history and heritage.
 - **Outcomes:** 1.2. A healthy, happy and resilient community that grows participation in art, culture and community events.
 - **Pillar:** 5. A well governed city that uses resources wisely to meet local needs.
 - **Outcomes:** 5.1: provide strong, accountable leadership.
5.3: grow awareness, understanding and engagement in City projects, activities and decisions.

In Brief:

- The purpose of this report is to seek Council's approval to extend invitations to delegations from Gallipoli and Peronne to participate in the 2026 Anzac Commemorations.
- The proposal includes details on funding arrangements, official travel and the continued strengthening of Albany's long-standing civic affiliation with both Gallipoli and Peronne which is founded on shared military history and commemorations.

RECOMMENDATION

CCS763: AUTHORISING OFFICER RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council:

1. **APPROVE** the proposal to invite delegations from Gallipoli and Peronne to participate in the 2026 Anzac Day Commemorations, and the communication and formal invitation process to Gallipoli and Peronne, with the Mayor to extend the invitations as appropriate.
2. **AUTHORISE** the CEO to make arrangements for accommodation, hospitality and other related expenses for the delegations (subject to any specific resolutions of Council), noting that the delegates will be required to meet the cost of their own airfares.

BACKGROUND

2. The City of Albany has a strong and enduring relationship with Gallipoli and Peronne through shared military history, including memorial services centred on the Anzac legacy.
3. The Friendship Agreement with Gallipoli was first proposed in 2002 and formalised on 25 April 2005.
4. There has been regular contact and correspondence between the Mayor of the City of Albany and the Mayor of Gallipoli since the commencement of the formalised Civic Affiliation through to the present day.
5. The City of Albany and Peronne established a formal Sister City arrangement by resolution of Council on 16 September 2008. A delegation from the City of Albany travelled to Peronne to sign the Treaty of Friendship and to attend the commemoration of the 90th Anniversary of Armistice Day.
6. In 2015, the Deputy Mayor represented the City of Albany at the Gallipoli 100 Year Anniversary. Council approved the cost of airfares for Deputy Mayor Stocks to attend the event, and the people of Gallipoli, through their Mayor, provided accommodation and hospitality.
7. There has been regular contact and correspondence between the Mayor of the City of Albany and the Mayor of Peronne since the commencement of the formalised Civic Affiliation through to the present day.
8. Given the significance of the Bicentenary of Albany in 2026, it is considered that extending an invitation for a delegation from Gallipoli and Peronne to attend the 2026 Anzac Commemorations would be an appropriate recognition of the importance of the relationship between Gallipoli, Peronne and Albany.

DISCUSSION

9. At the Ordinary Council Meeting held 25 June 2024, Council adopted the Civic Affiliations Policy (see attached). The Policy defines the parameters of visitations and delegations, both inbound and outbound, including the following requirements:
 - *Any delegations, both inbound and outbound, will be subject to funding specifically allocated by resolution of Council.*
 - *Delegations should be made up of representatives who may be able to assist in furthering the benefits of each relationship in accordance with the criteria set out in the Policy.*
 - *The size of delegations will be determined by a resolution of Council at an Ordinary or Special Council meeting.*
 - *Council may resolve to authorise the CEO to make arrangements for official travel, including the expenditure of funds to meet the costs involved with an official delegation without further approval of Council.*
 - *Visiting delegations will be responsible for the cost of airfares, and the City will provide accommodation and hospitality.*
10. Both Gallipoli and Peronne have maintained regular contact and interactions with Albany and have demonstrated an unwavering commitment to preserving and commemorating the Anzac legacy.
11. There is a profound mutual significance of Gallipoli to the national identities and history of Turkey and Australia, and the relationship is of continuing relevance.
12. The relationship between Albany and Peronne also holds significant historical and symbolic importance to the legacy of the Anzacs.

GOVERNMENT & PUBLIC CONSULTATION

13. The Albany RSL Sub-Branch have been consulted as a principal stakeholder in the Anzac Commemorations.
14. Confirmation has been received from the Albany RSL Sub-Branch that wholeheartedly supports the proposal to invite representatives from Gallipoli and Peronne to attend the 2026 commemorations.

STATUTORY IMPLICATIONS

15. Not applicable.

POLICY IMPLICATIONS

16. This proposal is made in accordance with the Civic Affiliation Policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial. <i>Risk: Costs of hosting delegates exceeds the appropriate budget line item.</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Develop a comprehensive budget proposal which accounts for all possible expenses and ensure that, if necessary, Council approval is sought prior to expenditure.</i>

FINANCIAL IMPLICATIONS

18. There is an existing budget line item for accommodation and hospitality.
19. A preliminary costing for accommodation for eight delegates for four nights is \$6,600.
20. The delegates must cover the cost of their airfares and transfers.

LEGAL IMPLICATIONS

21. Not applicable.

ENVIRONMENTAL CONSIDERATIONS

22. Not applicable.

CONCLUSION

23. The continued relationship between Albany, Gallipoli and Peronne reflects the enduring friendship forged during a time of great conflict, which continues to the present day.
24. The proposal to invite delegations from Gallipoli and Peronne to the Albany Anzac Commemorations in 2026 presents a unique opportunity to remember the bravery of all those who fought in the conflict.

Consulted References	:	City of Albany Civic Affiliations Policy
File Number	:	ED.INR.1, ED.INR.4
Previous Reference	:	N/A

CCS764: ANNUAL REPORT 2024-2025

Proponent / Owner	: City of Albany
Attachments	: City of Albany Annual Report 2024-2025 (including the Annual Financial Report & Independent Auditors Report for the year ended 30 June 2025)
Report Prepared By	: Communications Coordinator Manager Finance
Responsible Officers:	: Executive Director Community Services Executive Director Corporate & Commercial Services

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan and Corporate Business Plan:
 - **Pillar:** Leadership.
 - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.
 - **Outcome:** A well-informed and engaged community.

In Brief:

- Council is requested to accept the City of Albany Annual Report 2024-2025 and approve the proposed date of the Annual Electors Meeting.

RECOMMENDATION

**CCS764: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT Council:

- (1) In accordance with the requirements of section 5.54 of the *Local Government Act 1995* **ACCEPT** the City of Albany Annual Report 2024-2025 (which includes the Annual Financial Report and the Independent Auditors Report for the period ending 30 June 2025).
- (2) In accordance with section 5.27 of the Act, **GIVE NOTICE** that the Annual Electors Meeting to receive the City of Albany Annual Report 2024-2025 and other General Business will be held at 6:30 pm on Thursday 5 February 2026 at the City of Albany Council Chambers, 102 North Road, Albany.

BACKGROUND

2. The City of Albany is required to prepare annual financial reports in compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.
3. Statutory annual reporting obligations under the Local Government (Administration) Regulations include disclosing:
 - a. The number of employees within specified salary bands.
 - b. The attendance of elected members at council and committee meetings.
4. In addition to fulfilling these legislative requirements, the City of Albany uses the opportunity to publish a comprehensive report highlighting its activities and achievements for the financial year.

DISCUSSION

Annual Report and Electors Meeting

5. In accordance with Section 5.27 of the Act, an Annual Electors Meeting must be held no later than 56 days after the local government accepts the Annual Report. At least 14 days of public notice for the meeting must also be provided.
6. The Annual Electors Meeting is scheduled for Thursday, 5 February 2026, at the City of Albany Council Chambers, 102 North Road, Albany. Staff will ensure that public notice is given 14 days in advance, as required by Section 5.27 of the Act.
7. The Act and associated regulations mandate specific content for inclusion in the Annual Report, such as:
 - a. A report from the Mayor and CEO.
 - b. An overview of the district's future plan, including major initiatives for the coming financial year (per Section 5.56 of the Act).
 - c. Reports under Section 29(2) of the Disability Services Act 1993.
 - d. A record of complaints in the Complaints Register.
 - e. An attendance register for Elected Members.
 - f. A count of employees earning \$130,000 or more annually.
 - g. Details of grants and contributions for asset renewal.
 - h. Information on major land and trading undertakings.

2024–25 Annual Report Highlights

8. Key highlights in the 2024–2025 Annual Report include:
 - a. Major infrastructure and capital project milestones
 - i. Completion of Stage 1 of Albany Motorsports Park.
 - ii. Completion of Stage 1 of Albany Regional Tennis Centre.
 - iii. Completion of the Albany Surf Life Saving Club redevelopment.
 - iv. Completion of the Southern Ocean Surf Reef.
 - b. Cultural, tourism and community milestones
 - i. The National Anzac Centre celebrated its 10 year anniversary.
 - ii. Major events including the Perth Glory pre-season match and Skywhales Across Australia tour.

- c. Strategic leadership and organisational achievement
 - i. CEO Andrew Sharpe received statewide recognition as Leader of the Year in Local Government.
 - ii. Launch of the City's Reconciliation Action Plan.
- d. Future-focused planning
 - i. Progression of planning and program development for Albany 2026.
- 9. The 2024–25 Annual Report links to the Strategic Community Plan, summarising outcomes under the key themes of People, Planet, Place, Prosperity, and Leadership through the Corporate Business Plan reporting framework.
- 10. This reporting framework has been consistently used throughout the year to update Council on progress regarding key projects and initiatives in the Corporate Business Plan, ensuring consistency in the Annual Report.

GOVERNMENT & PUBLIC CONSULTATION

Annual Electors Meeting

- 11. Public consultation will be facilitated through the Annual Electors Meeting. Local public notice must be provided at least 14 days before the meeting, and the Annual Report will be published on the City's official website (www.albany.wa.gov.au).

Statutory Consultation

- 12. Details of the statutory government and public consultation are outlined in the Statutory Implications section of this report.

STATUTORY IMPLICATIONS

Audit Requirement

- 13. In accordance with Section 7.9 of the Act, an audit must examine the accounts and Annual Financial Report prepared for the Mayor, the CEO, and the Minister.

Committee Review of the Audit

- 14. The Audit, Risk & Improvement Committee is responsible for reviewing the Annual Financial Report and the associated audit findings before making recommendations to Council. A draft of the 2024/25 Annual Financial Report was circulated to Committee members ahead of the meeting held on 1 December 2025.

Audit Exit Meeting

- 15. At the 1 December 2025 meeting, representatives from the Office of the Auditor General and the City's contracted auditor, KPMG, attended to present their findings. They advised the Committee that they would be recommending an unqualified audit opinion to the Auditor General.
- 16. The invitation to the Committee meeting was issued to all elected members, including the Mayor and Deputy Mayor, the independent Committee members, and the City's Executive Team.

Annual Report Acceptance Timeline

- 17. Section 5.54 of the Act specifies that the Annual Report, which includes the auditor's report, must be accepted by the local government within two months of the auditor's report becoming available.

Electors Meeting Requirement

18. In compliance with Section 5.27 of the Act, an Annual Electors Meeting must be held once per financial year, no later than 56 days after the local government accepts the Annual Report. This meeting also addresses any other nominated general business.

Public Notice Requirement

19. The CEO must provide at least 14 days local public notice of the Electors Meeting.

Disability Access and Inclusion Plan Reporting

20. Under Section 29(2) of the *Disability Services Act 1993*, local governments with a Disability Access and Inclusion Plan must include a report on its implementation in the Annual Report prepared under Section 5.53 of the Act.
21. The voting requirement for accepting the Annual Report is **Absolute Majority**.

POLICY IMPLICATIONS

22. This report has no policy implications.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Statutory Non-Compliance. Council does not accept the Annual Report.	Unlikely	Minor	Low	City officers will work collaboratively with the Council to achieve acceptance. If necessary, an alternate date will be set to ensure compliance with prescribed timelines under the Act.
Reputation. Lack of community engagement.	Possible	Insignificant	Low	Public notice of the Annual Electors Meeting will be widely disseminated, including publication in local newspapers, on the City's website, and community notice boards.

FINANCIAL IMPLICATIONS

24. This report has no impact on the budget or financial considerations.

LEGAL IMPLICATIONS

25. The unqualified auditor's report confirms there are no legal implications associated with this matter.

ENVIRONMENTAL CONSIDERATIONS

26. There are no direct environmental considerations related to this item.

ALTERNATE OPTIONS

27. Council has the following options regarding the Annual Report:
- Accept it as presented.
 - Accept it with modifications.
 - Reject it entirely.

SUMMARY CONCLUSION

28. Since the auditor's report raises no concerns, it is recommended that Council adopt the Authorising Officer's Recommendation.

Consulted References	:	<ul style="list-style-type: none"><i>Local Government Act 1995</i> (the Act);<i>Local Government (Administration) Regulations 1996</i>
File Number	:	<ul style="list-style-type: none">IM.PUB.24 – Publication - Annual Budget – City of AlbanyFM.MEE.3 – Meetings – Audit & Risk Committee
Previous Reference	:	<ul style="list-style-type: none">OCM: CCS685 17/12/2024Annual Meeting of Electors: 06/02/2025

CCS765: LIST OF ACCOUNTS FOR PAYMENT – NOVEMBER 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

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/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

CCS765: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 30 November 2025 totalling \$8,562,142.01 be RECEIVED.

DISCUSSION

2. The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 30 November 2025. Please refer to the Attachment to this report.

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$6,195,337.12	72.4
Municipal	Payroll	\$2,308,521.32	27.0
Municipal	Credit Cards	\$58,058.57	0.6
Municipal	Cheques	\$225.00	0.0
Trust	N/A	\$0.00	0.0
TOTAL		\$8,562,142.01	100.0%

3. 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: \$8,029.15.
4. The table below summaries the total outstanding creditors as at 30 November 2025.

Aged Creditors	Amount (\$)
Current	\$2,489,270.53
30 Days	\$412,872.61
60 Days	\$305,231.56
90 Days	\$24,092.55
TOTAL	<u>\$3,231,467.25</u>

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 November 2025 has been incurred in accordance with the 2025/2026 budget parameters.

FINANCIAL IMPLICATIONS

10. Expenditure for the period to 30 November 2025 has been incurred in accordance with the 2025/2026 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	:	<i>Local Government (Financial Management) Regulations 1996</i>
File Number	:	FM.FIR.2

CCS766: MONTHLY FINANCIAL REPORT – NOVEMBER 2025

Proponent / Owner	: City of Albany
Attachments	: Monthly Financial Report – November 2025
Report Prepared By	: Manager Finance
Authorising Officer:	: 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 30 November 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 30 November 2025 is preliminary and has not yet been audited.

RECOMMENDATION

CCS766: AUTHORISING OFFICER RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Monthly Financial Report for the period ending 30 November 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 30 November 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

DIS458: CITY OF ALBANY WATER MANAGEMENT STRATEGY

Proponent / Owner	: City of Albany
Attachments	: City of Albany Water Management Strategy 2025 - 2035 Appendix 3: Information underpinning preparation of the strategy
Report Prepared By	: Climate and Sustainability Project Officer
Authorising Officer:	: Executive Director Infrastructure, Development & Environment

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:** We are leaders in sustainability with a shared commitment to climate action and protecting our beautiful, natural environment
 - **Outcomes:** Shared responsibility for climate action.

In Brief:

- The City of Albany Water Management Strategy 2025 – 2035 is presented to Council for adoption.

RECOMMENDATION

**DIS458: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the City of Albany Water Management Strategy 2025 – 2035 be ADOPTED.

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DIS458: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR BROUGH**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 6-0

DIS458: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Water Management Strategy 2025 – 2035 be ADOPTED.

BACKGROUND

2. The City faces a complex array of challenges in managing its water resources.
3. Climatic changes such as altered rainfall patterns, increased temperatures, more frequent and intense extreme weather events, sea level rise and associated salinity issues directly impact water availability, recharge rates and surface water flows, while also increasing drought and fire risks.
4. Urban development further exacerbates these issues by increasing impervious surfaces, leading to higher stormwater runoff, reduced groundwater recharge, and increased erosion, sedimentation and pollution of waterways.
5. Other significant challenges include the need to upgrade aging drainage infrastructure, water quality degradation and altered flow regimes.
6. The City first made a commitment to improving water efficiency in 2014, with the first *Water Efficiency Management Plan* developed in partnership with the Water Corporation and Department of Water and Environmental Regulation.
7. The City submitted a *Gold Waterwise Action Plan* in 2020 and has met requirements to achieve annual Gold re-endorsement every year since.
8. The Albany Leisure and Aquatic Centre is recognised as a Gold Waterwise Aquatic Centre and undertakes annual Waterwise Aquatic Centre Plan and Reporting.
9. The City has a cross-departmental Water Management Team that meets quarterly to plan, implement and report on water management goals collaboratively.
10. In 2022, the City became the first regional local government to undertake the Water Sensitive Cities Benchmarking and Assessment. The *Water Sensitive Cities Index Report* for the City of Albany (2022) is available upon request.

DISCUSSION

11. Preparation of the City of Albany Water Management Strategy (WMS) fulfils action 2.2.1.1 of the *City of Albany Corporate Business Plan* to “provide a Waterwise Strategy”.
12. The WMS has been developed in accordance with and subject to an agreement between the City of Albany and Urbaqua, who have considerable experience and skill in the preparation of environmental documents.
13. The WMS has been developed to guide the City of Albany’s responsibilities in managing water resources over the next 10 years.
14. It will provide a platform to facilitate collaborative action with other government agencies, industry and the community, optimising the delivery of shared values, objectives and outcomes.
15. The WMS seeks to fulfil the requirements of a new *Waterwise Council Action Plan*, which is a requirement for continued participation in the Department of Water and Environmental Regulation (DWER) and Water Corporation Waterwise Council Program.
16. Appendix 1 contains the City’s *Waterwise Council Action plan 2025 – 2030*.

Implementation

17. Implementation of WMS priority strategies will occur over several years in response to community, asset management and environmental priorities. This will enable continuous improvement as new information informs outcomes, as well as risks and their management.
18. Sequencing of works may be required to ensure safe and economic delivery of the recommended outcomes. This will support an adaptive management approach to the delivery of actions that monitor outcomes, respond to changing conditions, and adjust actions according to available budgets and resources.

19. The WMS will be reviewed at least every 5 years (alternating between minor and major reviews) and revised as necessary.
20. The City commits to the delivery of this WMS in collaboration with other agencies and the community where possible. Recommendations for funding and timing of actions are provided in the Implementation Plan.
21. The Implementation Plan will be reviewed every 2 years and revised to continue working towards the achievement of the priority strategies.

Monitoring progress

22. The actions in the Implementation Plan will be incorporated into the City's business planning framework and progress monitored by the Water Management Team.
23. Progress will be reported via the City's Annual Report and *Gold Waterwise Council Annual Report*. A more detailed progress report will be released following each major review.

GOVERNMENT & PUBLIC CONSULTATION

24. The WMS has been prepared with considerable input from City departments, including via several staff workshops held between January and March 2025, including:
 - Visioning workshop and aligning community priorities from the Community Survey
 - Enabling strategies workshop
 - Strategies and actions workshop
25. Workshop notes and information underpinning preparation of the Strategy is detailed in Appendix 3.
26. Community Engagement activities that have informed this Strategy include:

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Community Survey	13 Nov 2024 to 19 Dec 2024	74 responses from 29 suburbs	NA
Consult	Workshop	2 Feb 2022	25	NA

27. Results from the Community Survey are outlined in Appendix 3 (Attachment 1).

STATUTORY IMPLICATIONS

28. Nil

POLICY IMPLICATIONS

29. The policies considered to have relevance to the City of Albany Water Management Strategy include:
 - Developed Managed Space: Parks & Gardens Policy
 - City of Albany Local Planning Scheme
 - City of Albany Local Planning Strategy
 - Stormwater Management Strategy
 - Strategic Asset Management Plan
 - Draft Local Biodiversity and Urban Forest Strategy
 - Environmental Weed Management Plan
 - Verge Development Guidelines

30. Other Relevant Strategies include:

- State Planning Policy 2.9: Planning for Water
- Great Southern Regional Water Supply Strategy (2014)

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Community <i>There is a reputational risk if the City does not act in accordance with water management objectives and actions listed in the Strategic Community Plan, Corporate Business Plan and inline with Gold Waterwise Council Accreditation.</i>	Almost Certain	Moderate	High	Manage community expectation through clear and transparent communication and leadership.
Environmental <i>If the Strategy is not endorsed, the City is without clear direction of appropriately managing water resources in a changing climate and growing population.</i>	Almost certain	Moderate	High	Endorse Strategy. Ensure strong partnership with external stakeholders on issues that extend beyond City's scope of responsibility.
Financial <i>If the Strategy is not endorsed, there is a risk of wasting funds designated for the consultation and expertise that have informed the strategy vision, priorities and actions.</i>	Likely	Moderate	High	Endorse Strategy or designate further resourcing and expertise to amend in accordance with Council's strategic priorities.
Financial <i>If the Strategy is not endorsed, priority actions may be excluded from the Long Term Financial Plan, leading to higher future environmental or service delivery costs.</i>	Almost Certain	Moderate	High	Review and update Implementation Plan on a regular basis to underpin continued action towards achievement of Strategy objectives.
Service Delivery <i>If the Strategy is not endorsed, subsequent changes may delay projects and increase competing priorities across several business areas. E.g., Reserves, Sustainability, Planning Services.</i>	Likely	Moderate	High	Endorse Strategy and commence implementation.
Opportunity 1: The Strategy demonstrates continued leadership and a collaborative approach to managing water resources in an open and transparent document.				
Opportunity 2: The Water Management Strategy will help leverage funding for projects and collaboratively work across different business areas and related strategies to achieve mutually beneficial environmental, financial and community outcomes.				
Opportunity 3: Identify actions that can be delivered through current budget and those that can be incorporated into long term financial planning and business plan.				

FINANCIAL IMPLICATIONS

32. Endorsement of this Strategy does not commit Council to deliver or fund all projects identified.
33. A funding estimation and source of funding is proposed for each action in the Implementation Plan.

Table 10: Key to funding estimation

Priority	Likely order of magnitude costs
High	Over \$100,000
Medium	\$50,000 - \$100,000
Low	Under \$50,000

Table 11: Key to funding consideration represented by the colour of the action number

Funding consideration	
	The action can be absorbed into operations and does not require additional budget allocation
	The action is included or forms part of an action included in the Corporate Business Plan or Annual Budget
	The action is not included in the Corporate Business Plan or Annual Budget and is considered of a high priority. It should be considered for inclusion in next review and may require budget allocation
	The action is to be considered for inclusion in the Long Term Financial Plan and future reviews of the Corporate Business Plan

Figure 1 Excerpt from Implementation Plan

34. It is likely that some external funding will be sought to co-fund various projects. Possible sources of funding include:
- Water Corporation Greening Scheme (50% co-funded annually for waterwise community projects e.g. Waterwise Verge Rebate).
 - Department of Water and Environmental Regulation Community Water Supplies Partnership (CWSP) Program, jointly funded by the Australian and WA Governments and delivered by DWER's Rural Water Planning Team.
35. Previous successful funding grants include \$62,000 for two 250-kilolitre rainwater tanks at ALAC (2021) and \$73,302 for two 250-kilolitre water tanks to support firefighting and irrigation at the Mercer Rd depot (2025).

LEGAL IMPLICATIONS

36. Nil.

ENVIRONMENTAL CONSIDERATIONS

37. As the City is also in the process of preparing a Local Biodiversity Strategy and Urban Forest Strategy, many actions are complementary across all three strategies. They will work together to protect water resources, landscapes, and improve community liveability.
38. Actions relevant to water management that are more closely linked to the achievement of biodiversity and urban forest outcomes will be incorporated into these strategies.

ALTERNATE OPTIONS

39. Council may choose not to support the WMS and associated actions listed within the Implementation Plan.
40. Council may choose to change the priority strategies and actions based on its own strategic priorities.

CONCLUSION

41. The WMS has been developed to guide activities that are the responsibility of the City of Albany with regard to management of water resources across the municipality in the medium term (next 10 years).
42. The WMS has been prepared with considerable input from City Staff, Community Survey and Water Sensitive Cities Benchmarking Assessment Workshop and Report.

43. Implementation of WMS priority strategies will occur in response to community, asset management and environmental priorities. This will allow for continuous improvement as new information emerges on outcomes, as well as risks and their management.

Consulted References	:	<ul style="list-style-type: none"> • <i>City of Albany Local Planning Scheme</i> • <i>City of Albany Local Planning Strategy</i> • <i>City of Albany Stormwater Management Strategy</i> • <i>State Planning Policy (SPP) 2.9: Planning for Water and SPP 2.9 Planning for Water Guidelines (draft, WAPC, 2021)</i> • <i>Great Southern Regional Water Supply Strategy DWER, 2014)</i>
File Number	:	EM.PLA.47
Previous Reference	:	N/A

DIS459: PROPOSED CLOSURE – PORTION BROWNS ROAD, LOWLANDS

Land Description	: Portion unconstructed Browns Road, Lowlands
Proponent / Owner	: Wilson Inlet Catchment Committee
Attachments	: Proposed portion Browns Road closure
Report Prepared By	: Lands Officer
Authorising Officer:	: Executive Director Infrastructure, Development and Environment

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:** Place. A safe, sustainable and efficient transport network.
 - **Outcomes:** 10.1 Improve road safety, connectivity and traffic flow

Maps and Diagrams:



In Brief:

- Wilson Inlet Catchment Committee (WICC) is seeking to acquire an unconstructed 400 metre portion of Browns Road, Lowlands to incorporate into Eungedup Wetlands to improve security and overall management of the area under ownership of WICC.
- Council resolution is required to permanently close this portion of Browns Road in order for this land to be amalgamated with the adjoining WICC owned freehold lots.

RECOMMENDATION

**DIS459: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council REQUESTS the Minister for Lands to permanently close a 400 metre (8.2 Hectare) section of unconstructed Browns Road reserve, pursuant to section 58 of the Land Administration Act 1997, contingent to this land being amalgamated with Lot 7167 on Certificate of Title 2210/50 and Lot 7168 on Certificate of Title 2083/78.

DIS459: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 6-0

DIS459: AUTHORISING OFFICER RECOMMENDATION

THAT Council REQUESTS the Minister for Lands to permanently close a 400 metre (8.2 Hectare) section of unconstructed Browns Road reserve, pursuant to section 58 of the Land Administration Act 1997, contingent to this land being amalgamated with Lot 7167 on Certificate of Title 2210/50 and Lot 7168 on Certificate of Title 2083/78.

BACKGROUND

2. In 2022 WICC acquired 104 Hectares of farmland directly adjacent to Eungedup (formerly known as Lake Saide) and City of Albany managed Reserve 17464, Lowlands.
3. This area of Lowlands has significant ecological values particularly for waterbirds, migratory birds (including the Endangered Australasian Bittern) and the surrounding remnant forest supports populations of the Critically Endangered Western Ring-tailed Possum.
4. Discussions with City of Albany Planning and Reserves staff in 2024 highlighted an opportunity to improve overall management of the area by WICC also acquiring a portion of Unallocated Crown Land (UCL) and an unused, unconstructed portion of Browns Road between the WICC land and Eungedup.

DISCUSSION

5. The portion of Browns Road being considered for closure and amalgamation with WICC land has never been used as a road or had a road constructed upon it.
6. The City of Albany is in support for this road to be permanently closed and disposed of to WICC for amalgamation into their private landholdings as there are no plans to construct this road for public access in the future.
7. Closure of this road will allow WICC to fully manage Eungedup Wetlands for ecological conservation.

GOVERNMENT & PUBLIC CONSULTATION

8. WICC has been in discussions with the Department of Planning Lands & Heritage and the City of Albany, who support the closure and disposal of the unused road reserve to WICC for amalgamation with WICC private landholdings.
9. The Land Administration Act 1997 and associated Regulations allow for a road to be closed without public consultation if the road has not been used as a road or has had a road constructed upon it.

STATUTORY IMPLICATIONS

10. Section 58 of the *Land Administration Act 1997* allows for the local government to request the Minister to close a road permanently.
11. Section 9A of the *Land Administration Regulations 1998* allows for the Minister to close a road permanently if the request relates to land that;
 - a. Has been reserved, declared or otherwise dedicated as a road; but
 - b. Has never been used as a road or had a road constructed upon it.

POLICY IMPLICATIONS

12. There are no policy implications for this item.

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
Environmental Risk: <i>There is a risk that by not supporting the closure and disposal of the unused road reserve, the environmental values of the site may be compromised by unmanaged public access.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Council supports the road closure for disposal and amalgamation, whereby WICC have greater management over the area, which will conserve and enhance the environmental conservation values of Eungedup</i>
Opportunity: <i>To clear up a historical land tenure anomaly to better reflect the current use of the land.</i>				

FINANCIAL IMPLICATIONS

14. Any financial arrangements associated with this land disposal will be managed between the WICC and the DPLH. The City will not derive any financial benefit from the process.

LEGAL IMPLICATIONS

15. There are no legal implications relating to this item.

ENVIRONMENTAL CONSIDERATIONS

16. There are no environmental considerations relating to this item.

ALTERNATE OPTIONS

17. The City of Albany may choose to;
 - a. refuse support for the proposed road closure and amalgamation, whereby the road reserve will remain as is.
 - b. Support the proposed road closure and amalgamation, with conditions.

CONCLUSION

18. Wilson Inlet Catchment Committee (WICC) is seeking to acquire an unconstructed 400m portion of Browns Road, Lowlands to incorporate into Eungedup Wetlands to improve security and overall management of the area under ownership of WICC.
19. The portion of Browns Road being considered for closure and amalgamation with WICC land has never been used as a road or had a road constructed upon it.
20. Closure of this road will allow WICC to fully manage Eungedup for ecological conservation.
21. Council resolution is required pursuant to section 58 of the *Land Administration Act 1997* & section 9A of the *Land Administration Regulations 1998*.

Consulted References	:	<i>Land Administration Act 1997</i> <i>Land Administration Regulations 1998</i>
File Number	:	RD.RDC.2
Previous Reference	:	None

DIS460: BUDGET AMENDMENT FOR STRATEGIC ROAD RESERVE ACQUISITION

Proponent / Owner	: City of Albany.
Business Entity Name	: City of Albany.
Attachments	: Commercial in Confidence - Confidential Briefing Note under separate cover
Report Prepared By	: Manager Development Services
Authorising Officer:	: Executive Director Infrastructure, Development & Environment

CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

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:** Place.
 - **Outcome:** A safe, sustainable and efficient transport network.

In Brief:

- This item is an additional budget review outside the standard process.
- Council approval is sought to increase the budget for WO.15444.2550C Land Acquisition to enable the purchase of strategic land for road reserve.
- It is proposed to transfer an amount of \$200,000 from the Land Acquisition Reserve WO.14519.2703 to increase the Land Acquisition Budget WA15444.2550C to \$350,000.

RECOMMENDATION

DIS460: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVE a budget amendment to transfer the amount of \$200,000 from Land Acquisition Reserve WO.14519.2703 to increase Land Acquisition Budget Line WO15444.2550C to \$350,000.

DIS460: AUTHORISING OFFICER RECOMMENDATION

MOVED: COUNCILLOR BROUGH
SECONDED: MAYOR STOCKS

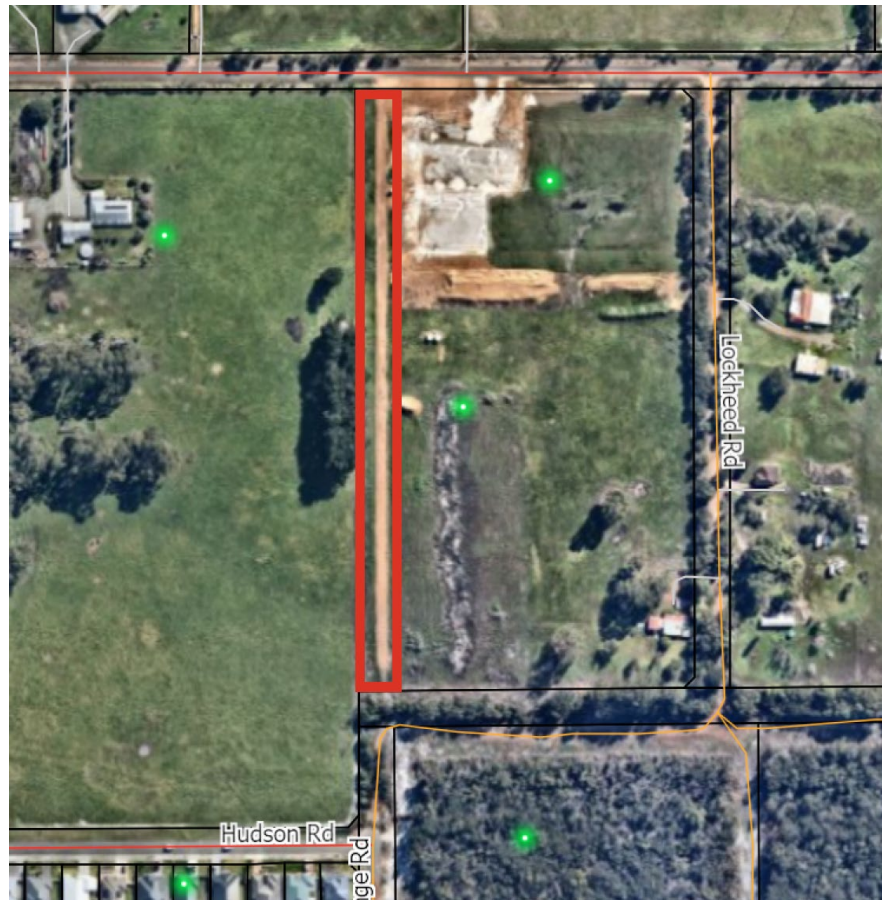
THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 6-0

DIS460: AUTHORISING OFFICER RECOMMENDATION

THAT Council APPROVE a budget amendment to transfer the amount of \$200,000 from Land Acquisition Reserve WO.14519.2703 to increase Land Acquisition Budget Line WO15444.2550C to \$350,000.

LOCALITY MAP



BACKGROUND

2. Access between Catalina Road and Hudson Road, via Lockheed Road and an informal track off Lockheed Road, has been used by Yakamia and Lange residents for a considerable period.
3. This informal route has operated as a well-used local connection, providing a convenient and direct link between the two neighbourhoods. As a result, many residents have relied on it for day-to-day travel.
4. This informal connection traversed private land rather than being located within the Bond Road reserve. It was recently blocked by the landowner, who closed access to Bond Road due to concerns regarding potential liability.
5. The City has identified approximately 1 hectare of land forming part of Lot 35 Lockheed Road, Lange, which is designated under the Catalina Outline Development Plan (ODP) for the proposed connecting road. This future road will also be reflected in the Albany North District Structure Plan.
6. This alignment has already been incorporated into the design of a recently approved private school, informing the interim location of the school's emergency access way.
7. This section of road is considered a critical connector between the Lange and Yakamia areas. Its importance extends beyond improving permeability between the two suburbs—it also provides essential access and evacuation capacity in the event of a bushfire and will form part of the future district distributor road. This connection is required regardless of whether the full Range Road alignment is ultimately implemented.

DISCUSSION

8. A sworn valuation has been obtained for the property.
9. The valuation reflects an increase in property values in Albany. Accordingly, the original budget, which was based on preliminary estimates, needs to be adjusted to align with current market conditions.
10. The landowner has indicated their willingness to accept the sworn valuation and voluntarily sell the land to the City of Albany for the purpose of establishing a road reserve.

GOVERNMENT & PUBLIC CONSULTATION

11. The proposed road is included in the endorsed structure plan for the area. A subdivision plan establishing the road reserve will be prepared as part of the land acquisition process and submitted to the Department of Planning, Lands and Heritage (DPLH).

STATUTORY IMPLICATIONS

12. Voting Requirement: **Absolute Majority.**
13. The road reserve will be created in accordance with statutory requirements.

POLICY IMPLICATIONS

14. Nil

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
People Health and Safety <i>Lack of Emergency Access or properly constructed road access could have a significant impact on the community during an emergency event.</i>	<i>Unlikely</i>	<i>Major</i>	<i>Medium</i>	<i>The City should proceed with the land acquisition and associated planning to enable the delivery of a properly constructed road.</i>
Opportunity – <i>a constructed road as proposed will ease congestion, improve permeability, and promote the development of the Lange area.</i>				

FINANCIAL IMPLICATIONS

16. The current budget allocated is insufficient to purchase the portion of land required for the road, therefore additional budget is required.
17. More detailed information regarding the valuation is contained in the Confidential Briefing Note.
18. The cost will be included in future developer contributions or apportionment schedules for recovery.

LEGAL IMPLICATIONS

19. There are no legal implications associated with this item.

ENVIRONMENTAL CONSIDERATIONS

20. If the amendment is approved and the road alignment is purchased, construction of the road (not part of this item) will require minor vegetation clearing at the western end of the Bond Rd reserve, where it connects to the new alignment.

ALTERNATE OPTIONS

21. The options are:

- a) Council may choose to accept the recommended budget amendment to purchase the land; or
- b) Council may refuse the recommendation, thereby preventing the purchase of this land.

CONCLUSION

22. It is recommended that the Authorising Officer Recommendation to adopt the budget amendment be supported, enabling the purchase of this strategic land.

Consulted References	<i>Local Government (Functions and General) Regulations 1996</i>
File Number	
Previous Reference	N/A

DIS461: PLANNING AND BUILDING REPORTS NOVEMBER 2025

Proponent / Owner : City of Albany
Attachments : Planning and Building Reports November 2025
Report Prepared By : Information Officer – Development Services
Authorising Officer: : Manager Development Services

RECOMMENDATION

DIS461: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Planning and Building Reports for November 2025 be RECEIVED.

DIS462: NANARUP SHOULDER WIDENING SLK 4.46 – 14.59

Proponent / Owner	: City of Albany.
Business Entity Name	: City of Albany.
Attachments	: Commercial in Confidence - Confidential Briefing Note under separate cover
Report Prepared By	: Manager Engineering
Authorising Officer:	: Executive Director Infrastructure, Development & Environment

CONFIDENTIAL ATTACHMENT

It is recommended that if discussion is required in regards to details contained within the Confidential Attachment, that the matters are discussed behind closed doors, in accordance with section 5.23(2)(c) & (e)(ii) of the Local Government Act 1995, being: a contract which may be entered into and information that has commercial value.

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:** Place.
 - **Outcome:** 3.4: A safe, sustainable and efficient transport network.
 - **Objectives:** 3.4.1: Improve road safety, connectivity and traffic flow.

Maps and Diagrams:

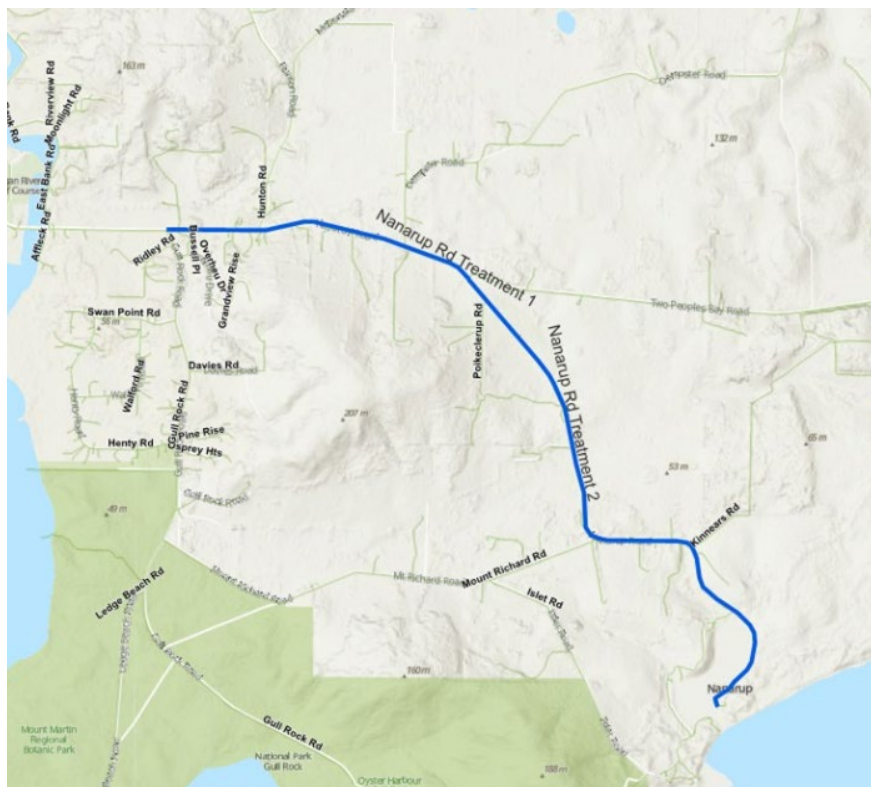


Figure 1: Approximate Extents of Shoulder Widening on Nanarup Road

In Brief:

2. The City of Albany has been successful in securing a grant of \$2,086,422 (excluding GST) to deliver the Nanarup Shoulder Widening project.
3. In order to spend these funds, Council must accept this grant, and the 2025–2026 expenditure budget must be amended to reflect this.
4. Additionally, following a competitive tender process Council approval is sought to award Tender C25035 Nanarup Shoulder Widening.
5. Three (3) complying tenders were received for C25035 Nanarup Shoulder Widening, with Tenderer A being the recommended contractor.
6. Construction is expected to commence in February 2025 with completion in late April 2025.
7. The price of the recommended tenderer is within the budget, with appropriate contingency.

RECOMMENDATION

**DIS462: AUTHORISING OFFICER RECOMMENDATION 1
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT Council:

1. **ACCEPT** the grant funding of \$2,086,422 from the Regional Road Safety Program and allocate to new Income budget line (Work Order Number (WO.4044.1402C) of \$2,086,422
2. **AMENDS** the annual 2025-26 expenditure budget to include Nanarup Shoulder Widening, allocate to new Expenditure budget line (Work Order Number WO.4044.1775C) of \$2,086,422.

**DIS462: AUTHORISING OFFICER RECOMMENDATION 2
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Contract C25035 be AWARDED to the tenderer recommended by the evaluation panel in the Confidential Briefing Note attached to this report.

BACKGROUND

8. The City of Albany has received funding from the Regional Road Safety Program for shoulder reconditioning and sealing along Nanarup Road, from SLK 4.46 to SLK 14.59. This is split between two chainages:
 - a. SLK 4.46-7.98, targeting a 9.4m seal width
 - b. SLK 7.98-14.59, targeting a 7.6m seal width
9. Council must accept the grant and amend the 2025–2026 expenditure budget before spending funds.
10. Design and specification documentation was prepared by the City of Albany to the stage of 'Issued for Tender'.
11. Activities include extension of culverts, widening of shoulders, sealing of shoulders and installation of audible edge lines and centrelines
12. The tender was open from 5 November 2025 to 20th November 2025.

DISCUSSION

13. A total of nine (9) tender documents were issued by City of Albany.
14. Three (3) complete tender documents were submitted on or before the stipulated closing date and time.
15. The tender was evaluated using the weighted attributes methodology. This method scores the evaluation criteria and weights their importance to determine an overall points score for each tender. The criteria are tabled below:

Qualitative Criteria	Weighting (%)
Cost	35%
Relevant Experience	20%
Demonstrated Understanding	20%
Key Personnel and Experience	10%
Tenderer's Resources	10%
Corporate Social Responsibility	5%
Total	100%

16. The following table summarises the tenderers and their weighted scores:

Tenderer	Buy Local	Weighted Score
Tenderer A	Yes	590.50
Tenderer B	Yes	549.96
Tenderer C	Yes	512.87

17. The successful tenderer claimed the Buy Local Policy reduction.
18. Tenderer A ranked highest with the highest score of 590.50.
19. From the evaluation scoring Tenderer A are the preferred tenderer and consequently it is recommended that their tender be accepted, and the contract be awarded subject to agreement of any departures and clarifications submitted.

GOVERNMENT & PUBLIC CONSULTATION

20. A request for tenders was published in The West Australian on Thursday, 5th November 2025 and The Albany Extra on Thursday, 7th November 2025.

STATUTORY IMPLICATIONS

21. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$250,000.
22. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
23. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

POLICY IMPLICATIONS

24. Council's Purchasing Policy (Tenders & Quotes) and Buy Local Policy (Regional Price Preference) are applicable to this item.
25. The value of this tender is more than \$1,000,000 and therefore Council approval is required as this exceeds the CEO's delegation.

RISK IDENTIFICATION & MITIGATION

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

<i>Risk</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Analysis</i>	<i>Mitigation</i>
People Health and Safety <i>A vehicle accident may occur due to poor geometry and narrow road width.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Continue upgrading road as funding is available. Pruning of corridor is a part of this funding for shoulder widening.</i>
Service delivery Interruption <i>Lack of maintenance may cause road failure and disrupts traffic flows.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Identify maintenance intervention level of road and act accordingly.</i>
Legal and compliance <i>Excessive damage to vehicles from poorly maintained roads may result in legal claims against the City</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Continue annual maintenance and capital works on road infrastructure. Identify maintenance intervention level of road and act accordingly</i>
Community <i>Lack of consultation may cause frustrations and delays.</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<i>Complete and instigate community engagement plan</i>

FINANCIAL IMPLICATIONS

27. The value of this tender is more than \$1,000,000 and therefore approval is referred to Council for consideration.
28. Additional budget is not required
29. More detailed information regarding the financial implications is contained in the Confidential Briefing Note.

LEGAL IMPLICATIONS

30. There are no legal implications associated with this item.

ENVIRONMENTAL CONSIDERATIONS

31. There are no environmental considerations.

ALTERNATE OPTIONS

32. Council may:
 - a. Adopt the budget amendment and accept the recommended Tender; or
 - b. Adopt the budget amendment and accept an alternate Tender; or
 - c. Not adopt the budget amendment and do not complete the project.

CONCLUSION

33. The City has undergone a competitive process in line with the relevant legislation and established policies.
34. It is recommended, based on the evaluation scoring, clarification and financial check processes that the tender be awarded to Tenderer A.

Consulted References	<ul style="list-style-type: none">• Local Government (Functions and General) Regulations 1996• Council Policy – Purchasing• Council Policy – Buy Local (Regional Price Preference)
File Number	RD.DEC.342
Previous Reference	N/A

DIS463: ALBANY TENNIS CENTRE BUDGET AMENDMENT

Proponent / Owner : City of Albany.
Business Entity Name : City of Albany.
Report Prepared By : Manager Major Projects
Authorising Officer: : Executive Director Infrastructure, Development & Environment

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:** People
 - **Outcome:** 1.2: A happy, healthy and resilient community
 - **Objective:** 1.2.2: Improve access to sport, recreation and fitness facilities and programs

In Brief:

- The City of Albany has been successful in securing a grant of \$1,500,000.00 (excluding GST) to deliver four (4) additional tennis courts and lighting at the Albany Tennis Centre.
- In order to spend these funds, Council must accept this grant, and the 2025–2026 expenditure budget must be amended to reflect this.

RECOMMENDATION

DIS463: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT COUNCIL:

1. **ACCEPT** the grant funding of \$1,500,000 from Department of Creative Industries, Tourism and Sport, allocate to new Income budget line (Work Order Number 15832.1101) of \$1,500,000.
2. **AMEND** the annual 2025-26 expenditure budget to include Stage 2 - Albany Regional Tennis Centre, allocate to new Expenditure budget line (Work Order Number 15832.1755) of \$1,500,000.

BACKGROUND

2. In 2024, the City of Albany project managed the construction of Stage 1 of the Albany Regional Tennis Centre. The project is located on the eastern side of the Centennial Park Sporting Precinct and represents the first phase of a planned multi-stage development.
3. Stage 1 delivered six new courts, an online booking system, and supporting infrastructure including fencing, nets, and stormwater drainage works.
4. Completion of Stage 1 also resulted in the merger of the former Merrifield Park and Lawley Park Tennis Clubs to form the Albany Tennis Club. This has consolidated local tennis activity and provided a single base for both social and competition play.
5. The facility increases the City's capacity to accommodate larger tennis events and integrates with existing infrastructure at Centennial Park.
6. Stage 1 was jointly funded by the State Government of Western Australia through the Department of Local Government, Sport and Cultural Industries and the Great Southern Development Commission, with additional contributions from the City of Albany, Tennis Australia, and the Merrifield Park and Lawley Park Tennis Clubs.

DISCUSSION

7. As an election commitment, the State Government committed an additional \$1.5 million auspiced through the Department of Creative Industries, Tourism and Sport to construct four additional courts and upgrade lighting at the Albany Regional Tennis Centre.
8. This will bring the total number of courts to ten and improve access to tennis for a wider range of community members, including those who can't play during daylight hours on weekends due to work, sport, or family commitments.
9. Council must accept the grant and amend the 2025–2026 expenditure budget before the City of Albany can start incur expenditure on the project.

GOVERNMENT & PUBLIC CONSULTATION

10. Department of Local Government guidelines were followed in the preparation of this report.

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

15. Stage 2 of the Albany Regional Tennis Centre cannot incur expenditure until Council resolves to amend the 2025–2026 budget.

LEGAL IMPLICATIONS

16. There are no legal implications associated with this item.

ENVIRONMENTAL CONSIDERATIONS

17. There are no environmental considerations.

ALTERNATE OPTIONS

18. Council may:
- Adopt the budget amendment as recommended; or
 - Adopt the budget amendment with alterations (as specified by Council); or
 - Not adopt the budget amendment and do not complete the project.

CONCLUSION

19. It is recommended that the Authorising Officer Recommendation to adopt the Budget Amendment be supported.

Consulted References	<ul style="list-style-type: none"> Local Government (Functions and General) Regulations 1996 Adopted Budget 2025/2026
File Number	
Previous Reference	N/A

**LEMC041: RECEIVE THE MINUTES OF THE LOCAL EMERGENCY
MANAGEMENT COMMITTEE MEETING HELD 4 SEPTEMBER 2025**

Attachments	: Confirmed Minutes of the LEMC Meeting held 4 September 2025
Report Prepared By	: PA to Executive Director Corporate and Commercial Services
Authorising Officer:	: Executive Director Corporate and 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:** A well informed and engaged community.

In Brief:

- Receive the minutes of the Local Emergency Management Committee meeting held on 4 September 2025.

RECOMMENDATION

**LEMC041: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the confirmed minutes of the Local Emergency Management Committee meeting held on 4 September 2025 be RECEIVED.

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