



AGENDA

Ordinary Meeting of Council

Tuesday 22 July 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 22 July 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

L MacLaren

Councillor

P Terry (Deputy Mayor)

Councillor

C McKinley

Councillor

S Grimmer

Councillor

R Sutton

Councillor

M Traill

Councillor

D Baesjou

Councillor

M Lionetti

Councillor

T Brough

Staff:

Chief Executive Officer

A Sharpe

Executive Director Corporate & Commercial Services

M Gilfellon

Executive Director Infrastructure, Development
& Environment

P Camins

Executive Director Community Services

N Watson

Meeting Secretary

D Clark

Apologies/Leave of Absence:

Councillor

A Cruse (Leave of Absence)

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest

5. REPORTS OF MEMBERS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Council Meeting held Tuesday 01 July 2025, Ms Glennys Kelly asked the following questions which were taken on notice. Responses are included in blue.

1. With regard to declining levels of service by local bus operators, what alternate plan is in place to provide transport for cruise ship visitors?
The City will continue to work with local bus operators to provide a shuttle bus service for cruise ship visitors.
2. What are we doing to promote Albany and the Great Southern and what funding has been allocated to this end for 2025/2026?

The City of Albany partners with the government through Australia's South West and also with other organisations such as the Albany Chamber of Commerce and Industry and Great Southern Wine Growers for the promotion of Albany as a tourism destination. Significant funds are allocated in the budget for destination marketing, visitor servicing such as through the Albany Visitor Centre, tourism experiences such as the National Anzac Centre, trails, surf reefs and our many events and special projects such as Albany 2026.

3. Given the sad reflection of multiple vacant store fronts not only on York Street, but throughout the CBD, what is the Council doing to encourage new businesses to come to Albany?

The City is collaborating with the Albany Chamber of Commerce and Industry to look at ways to increase the activation of the CBD. Funding to implement these initiatives will be included in the 2025-26 Financial Year budget.

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 response 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 01 July 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS725: MONTHLY FINANCIAL REPORT – MAY 2025

Proponent / Owner : City of Albany
Attachments : Monthly Financial Report – May 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 April 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 April 2025 is preliminary and has not yet been audited.

RECOMMENDATION

**CCS725: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

CCS725: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR MCKINLEY**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS725: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 May 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 CCS647, 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 2024/2025.
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 2024/25 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 May 2025 has been incurred in accordance with the 2024/25 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

CCS726: LIST OF ACCOUNTS FOR PAYMENT – MAY 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

CCS726: 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 May 2025 totalling \$15,025,633.56 be RECEIVED.

CCS726: COMMITTEE RECOMMENDATION

MOVED: DEPUTY MAYOR TERRY
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS726: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 May 2025 totalling \$15,025,633.56 be RECEIVED.

DISCUSSION

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$11,887,640.07	79.12%
Municipal	Payroll	\$3,104,231.68	20.66%
Municipal	Credit Cards	\$33,361.81	0.22%
Municipal	Cheques	\$400.00	0.00%
Trust	N/A	\$0.00	0.00%
TOTAL		\$15,025,633.56	100%

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: \$6,673.28.
4. The table below summaries the total outstanding creditors as at 31 May 2025.

Aged Creditors	Amount (\$)
Current	\$817,369.37
30 Days	\$50.00
60 Days	\$234.95
90 Days	\$954.19
TOTAL	\$818,608.51

STATUTORY IMPLICATIONS

5. Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996*, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
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 May 2025 has been incurred in accordance with the 2024/2025 budget parameters.

FINANCIAL IMPLICATIONS

Expenditure for the period to 31 May 2025 has been incurred in accordance with the 2024/2025 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

CCS727: DELEGATED AUTHORITY REPORTS – 16 MAY 2025 TO 15 JUNE 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

CCS727: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Delegated Authority Reports 16 May 2025 to 15 June 2025 be RECEIVED.

CCS727: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BAESJOU
SECONDED: COUNCILLOR MCKINLEY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS727: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 May 2025 to 15 June 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 (D006)** – Sign Documents on Behalf of the City of Albany (Authority to Executive Deeds & Agreements and apply the Common Seal)
 - **Delegation: LG4.06 (D009)** – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding (Including the provision of sponsorship through the waiver of fees & charges)
 - **Delegation: LG5.05 (D018)** – Award Contracts (Supply of Equipment, Goods, Materials & Services)

**CCS728: CORPORATE SCORECARD – APRIL TO JUNE
2025 QUARTER**

Attachments : Corporate Scorecard: Q4 2024-25: CBP Actions
Corporate Scorecard: Q4 2024-25: CEO KPIs
Report Prepared By : Business Planning and Performance Coordinator
Authorising Officer: : Manager Finance

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany's Strategic Community Plan 2032 or Corporate Business Plan 2024-2028 informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcome:** Proactive, visionary leaders who are aligned with community needs and values.

IN BRIEF

- The Strategic Community Plan 2032 (SCP) and the first Corporate Business Plan (CBP) were adopted by Council in August 2021.
- The CBP outlines a comprehensive suite of strategic actions that effectively form Council's priority commitments to the community.
- The 'Corporate Scorecard' provides a summary overview of these actions, while adding commentary on those that are not 'on track'.
- Also included within the Corporate Scorecard is an update on the Chief Executive Officer's (CEO) Key Performance Indicators (KPIs) for the 2024/25 financial year.

RECOMMENDATION

**CCS728: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the 'Corporate Scorecard: Q4 2024-25: CBP Actions' and 'Corporate Scorecard: Q4 2024-25: CEO KPIs' for the April to June 2025 quarter be NOTED.

CCS728: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR TRAILL**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS728: AUTHORISING OFFICER RECOMMENDATION

THAT the 'Corporate Scorecard: Q4 2024-25: CBP Actions' and 'Corporate Scorecard: Q4 2024-25: CEO KPIs' for the April to June 2025 quarter be NOTED.

BACKGROUND

2. The SCP establishes the results the community expects Council to achieve through the City, while the CBP describes the specific actions necessary to achieve those results.
3. In addition, Council has assigned the CEO with KPIs for the 2024-25 financial year, that have been incorporated into the existing quarterly corporate reporting framework to improve transparency, efficiency and consistency.
4. Delivery of these actions are monitored through the City's strategy management software 'CAMMS', which defines the associated project milestones for the current financial year and enable reporting against them.

DISCUSSION

5. The attached 'Corporate Scorecard' report provides an update on the status of CBP actions and CEO KPI's for the October to December 2024 quarter.
6. These reports retain the general traffic-light model, with the following threshold specifications:
 - 'Off Track' (red) actions are less than 70% complete relative to the established project milestone.
 - 'Monitor' (amber) actions are more than 70% but less than 90% complete relative to the established project milestone.
 - 'On Track' (green) actions are 90% or more complete relative to the established project milestone.
 - 'No Target Set' actions are yet to commence or are ongoing services with no milestone.
 - Completed actions are subsumed within the 'On Track' actions.

GOVERNMENT & PUBLIC CONSULTATION

7. N/A.

STATUTORY IMPLICATIONS

8. There are no direct statutory implications, however the Report supports the City's obligations under *Local Government (Administration) Regulations 1996*, regulation 19DA in relation specifically to the Corporate Business Plan:

Corporate Business Plan means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in *accordance with section 5.56*, which states:

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*

- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. ***Absolute majority required.**
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

9. N/A.

RISK IDENTIFICATION & MITIGATION

10. Risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational/Business Operations: Loss of reputation from not following through on commitments outlined in the CBP.	Likely	Minor	Moderate	Staff to review and address areas of concern prior to reconsideration by Council.
Opportunity: Significantly enhanced oversight of CBP Actions, leading to improved community perception of Council leadership.				

FINANCIAL IMPLICATIONS

11. N/A.

LEGAL IMPLICATIONS

12. N/A.

ENVIRONMENTAL CONSIDERATIONS

13. N/A.

ALTERNATE OPTIONS

14. Council may choose not to review progress of commitments made in the CBP through the Report, and delegate this oversight to the City's Executive.

CONCLUSION

15. It is recommended the 'Corporate Scorecard: Q4 2024-25' and 'Corporate Scorecard: Q4 2024-25: CEO KPIs' be noted.

Consulted References	:	<ul style="list-style-type: none"> Local Government Act 1995, s5.56 Local Government (Administration) Regulations 1996, Reg. 19D IPR Framework and Guidelines 2019
File Number	:	CM.RVW.9
Previous Reference	:	<ul style="list-style-type: none"> OCM 23/07/2024 - Report Item CCS643 OCM 22/10/2024 – Report Item CCS665 OCM 26/11/2024 – Report Item CCS676

CCS729: TENDERS AWARDED REPORT – APRIL TO JUNE 2025

Proponent	: City of Albany
Attachments	: Tenders Awarded Report – April to June 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:** A well informed and engaged community.

RECOMMENDATION

CCS729: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Tenders Awarded Report – April to June 2025 be RECEIVED.

CCS729: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MACLAREN
SECONDED: DEPUTY MAYOR TERRY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS729: AUTHORISING OFFICER RECOMMENDATION

THAT the Tenders Awarded Report – April to June 2025 be RECEIVED.

CCS730: NEW LEASE – ST JOHN AMBULANCE WESTERN AUSTRALIA LTD – PATIENT TRANSFER STATION – ALBANY REGIONAL AIRPORT

Land Description	: Lot 214 on Deposited Plan 402105, the subject of Certificate of Title Volume 2861 Folio 954
Proponent	: St John Ambulance Western Australia Ltd (ACN 165 969 406)
Owner	: City of Albany (freehold)
Report Prepared By	: Team Leader Property and Leasing
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:
 - **Pillar:** People – A happy, healthy and resilient community.
 - **Outcome:** Improve access to quality health facilities, services and programs to achieve good general and mental health in the community.

Maps and Diagrams:



In Brief:

- Council is requested to consider a new lease with St John Ambulance Western Australia Ltd (St John Ambulance) for the ongoing operation of a patient transfer station at Albany Regional Airport.
- The proposed new lease term is five years with a five-year option.
- St John Ambulance provides an essential patient transfer service from this location.
- The current lease expired on 30 May 2025 and remains on holding over provisions.
- It is recommended that the proposed new lease be approved.

RECOMMENDATION

**CCS730: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council APPROVE a new lease to St John Ambulance Western Australia Ltd for the patient transfer station at the Albany Regional Airport, subject to the terms and conditions outlined in section 13 of this report.

CCS730: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR BAESJOU**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 10-0

CCS730: AUTHORISING OFFICER RECOMMENDATION

THAT Council APPROVE a new lease to St John Ambulance Western Australia Ltd for the patient transfer station at the Albany Regional Airport, subject to the terms and conditions outlined in section 13 of this report.

BACKGROUND

2. In 2005 the City entered into a lease with St John Ambulance Association of WA Inc to support Royal Flying Doctor Service operations at the airport by providing first aid and patient transfer services at the airport.
3. A lease variation in May 2015 allowed the service to relocate within the airport precinct, as the original station no longer met operational needs. The variation also included an agreement to end the current lease once the new facility was ready and then a new lease could be put in place for the new location.
4. In 2017, the City constructed a new patient transfer station as part of a major infrastructure project supported by Regional Aviation Access Program (RAAP) funding from the State Government. The City retains ownership of the building.
5. A new lease commenced on 1 November 2017 for a term expiring on 30 May 2025, with a lease area of approximately 247m² and rent based on market valuation.
6. St John Ambulance has formally requested a new lease to continue operating the patient transfer station at the airport.

DISCUSSION

7. The current rent of \$6,008.80 + GST per annum was originally based on a market valuation at the time the lease commenced in 2017.
8. Under the City's Property Management (Leases and Licences) Policy, rent for community and not-for-profit organisations occupying City owned buildings is the equivalent to the annual minimum rate set by Council each year, currently \$1,222 + GST.
9. The proposed new lease rent of this minimum rate is in line with the policy. This approach ensures consistency and equity across the City's leasing portfolio for community service providers.
10. The patient transfer station supports the safe transfer of patients from Albany and surrounding regions to other health services across the state.
11. St John Ambulance is the only provider of ambulance services in Albany.
12. The City's Airport Management Team has been consulted and supports the proposed new lease term of five years with a five-year option.
13. The table below summaries the key terms of the proposed lease.

Tenant	St John Ambulance Western Australia Ltd
Land Description	Lot 214 on Deposited Plan 402105 the subject of Certificate of Title Volume 2861 Folio 954
Lease Area	Approximately 247m ²
Land Ownership	City of Albany
Permitted Use	First Aid and Ambulance Services
Term of Lease	5 years + 5 year option
Rental	\$1,222.00 + GST per annum (based on annual minimum rate set by Council each year)
Outgoings	Tenant responsible for all outgoings & utilities, including insurance
Special Conditions	<ul style="list-style-type: none"> The tenant is responsible for supplying and maintaining its own equipment. The tenant must comply with all relevant health and transport laws and regulations. A relocation clause applies if the lease area is required for future airport expansion the tenant will be relocated within the airport precinct.

14. The tenant has agreed in principle to the above terms, pending Council approval.

GOVERNMENT & PUBLIC CONSULTATION

15. Section 3.58 of the *Local Government Act 1995* governs property disposal, including leases.
16. Clause 30(2)(c) of the *Local Government (Functions and General) Regulations 1996* exempts certain disposal from public notice, including those to charitable, not-for-profit organisations.
17. The proposed lease is exempt from public notice requirements.

STATUTORY IMPLICATIONS

18. Section 3.58 of the *Local Government Act 1995* allows for the disposal of property, including leased land and buildings.
19. The proposed new lease complies with the statutory requirements for property disposal.

POLICY IMPLICATIONS

20. The City's Property Management (Leases and Licences) Policy aims to support equitable access, and the efficient management of City owned and managed properties in line with statutory procedures.
21. The recommendation is consistent with the policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: New lease not approved – interruption to patient transfer services.	Unlikely	Severe	High	Prioritise negotiations to ensure continuity of services.
Reputation: New lease not approved – negative impact on City reputation.	Unlikely	Major	Medium	Continue to work collaboratively to reach agreement.
Opportunity: To continue providing patient transfer services to Albany and surrounding regions at the airport.				
Opportunity: The lease aligns with the City's Strategic Community Plan 2032 objective to improve access to quality health facilities, services and programs to achieve good general and mental health in the community.				

FINANCIAL IMPLICATIONS

23. All costs associated with the development, execution and completion of the new lease documentation will be met by the tenant.

LEGAL IMPLICATIONS

24. The lease documentation will be prepared by City legal to ensure enforceable terms that minimise any risk to the City.

ENVIRONMENTAL CONSIDERATIONS

25. There are no identified environmental considerations related to this report.

ALTERNATE OPTIONS

26. Council may:
 - a. Approve the proposed new lease;
 - b. Support some selected elements of the new lease with amended terms;
 - c. Decline the request for a new lease.
27. Should Council decline the new lease, St John Ambulance will be required to vacate the premises and remove their equipment.
28. Patient air transfer services at the Albany Airport may be disrupted.
29. The City may choose to initiate an Expression of Interest (EOI) process to identify a new suitable tenant.

CONCLUSION

30. The current tenant, St John Ambulance, has requested a new lease term of 5 years with a 5-year option to continue operating the patient transfer station at Albany Airport beyond the current lease expiry on 30 May 2025.
31. St John Ambulance provides an essential service for Albany and the wider region and has complied with all obligations under the current lease.
32. It is recommended the proposed new lease be approved to support the continued provision of patient transfer services for the community.

Consulted References	:	<ul style="list-style-type: none">• <i>Property Management (Leases and Licences) Policy</i>• <i>Local Government Act 1995</i>
File Number	:	PRO349, A64802
Previous Reference	:	Item 12.2.2 OCM 19.04.05

CCS732: 2025/2026 BUDGET ADOPTION

Proponent	: City of Albany
Attachments	: Draft 2025/2026 Budget
Report Prepared by	: Business Analyst/Management Accountant
Authorising Officer	: Chief Executive 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.
 - **Outcome:** A well informed and engaged community.
2. This proposed budget aligns with the City's Corporate Business Plan where possible.

IN BRIEF:

- Approve the 2025/2026 budget, noting that the proposed budget is a result of a series of elected member and staff workshops.

RECOMMENDATION

CCS732: AUTHORISING OFFICER RECOMMENDATION 1 VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ADOPT the following municipal rates in the dollar on gross rental valuations and unimproved valuations and minimum rate values for the 2025/2026 financial year:

- (1) **Rating Category 1 – GRV General**
 - The General Rate on Gross Rental Values for the 2025/2026 financial year on Rating Category (1) including all GRV rateable land be 9.1395 cents in the dollar.
- (2) **Rating Category 3 – UV**
 - The General Rate on current unimproved values for the 2025/2026 financial year on Rating Category (3) including all UV rateable land be 0.2801 cents in the dollar.
- (3) **Minimum Rate**
 - The Minimum Rate for Rating Category 1 – GRV General rateable properties within the City of Albany will be \$1,283.00
 - The Minimum Rate for Rating Category 3 – UV rateable properties within the City of Albany will be \$1,324.00

CCS732: AUTHORISING OFFICER RECOMMENDATION 2
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the following Waste Collection charges for the City of Albany (including general waste collection, one bulk green waste collection, collection of recyclables and food organics and garden organics collection) be adopted for the 2025/2026 financial year:

(1) Residential Services

- | | |
|--|--|
| • Full Residential Waste Service | \$469.00 |
| • General Waste Collection 140 Ltr MGB | Fortnightly |
| • Recycling Collection 240 Ltr MGB | Fortnightly |
| • FOGO Waste Collection 240Ltr MGB | Fortnightly (and weekly between mid December and mid February) |

(2) Additional Services

Additional Services (up to a maximum of two but can only include one collection type) with a full residential waste service.

- | | |
|--|---|
| • General Waste Collection 140 Ltr MGB (Inc GST) | Fortnightly \$150.00 |
| • Recycling Collection 240 Ltr MGB (Inc GST) | Fortnightly \$ 84.00 |
| • FOGO Waste Collection 240Ltr MGB (Inc GST) | Fortnightly \$ 84.00 (and weekly between mid December and mid February) |

(3) Waste Facilities Maintenance Rate (Section 66(1) Waste Avoidance and Resource Recovery Act 2007)

In addition to the full domestic refuse service the City will be raising an annual rate under section 66(1) of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) and, in accordance with section 66(3) of the WARR Act, apply the minimum payment provisions of section 6.35 of the *Local Government Act 1995*. The rate is called the 'Waste Facilities Maintenance Rate'. The minimum payment will be \$60.00.

The proposed rates are:

- GRV General Properties – Rate in the dollar: 0.01 Cents, minimum \$60.00
- UV General Properties – Rate in the dollar: 0.0022 Cents, minimum \$60.00

CCS732: AUTHORISING OFFICER RECOMMENDATION 3
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council ADOPTS:

- (1) Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Municipal and Trust Fund Budgets as contained in the Attachment to this agenda, for the City of Albany for the 2025/2026 financial year which includes the following:
- Statement of Comprehensive Income by Nature and Type on page (v) showing a net result for that year of \$52,264,715
 - Statement of Comprehensive Income by Program on page (vi) showing a net result for that year of \$52,264,715
 - Statement of Cash Flows showing cash & cash equivalents at year-end of \$17,806,778 on page (vii)
 - Rate Setting Statement on page (viii) showing an amount required to be raised from rates of \$49,401,889
 - Notes to and forming part of the Budget on pages (1 to 52)
 - Fees and Charges and Capital Works Schedule as detailed on pages (53 to 93)
 - Transfers to / from Reserve Accounts as detailed in pages (44 to 49)
- (2) Pursuant to section 6.11 of the *Local Government Act 1995*, maintain the following reserves (noting the purpose of each reserve detailed in page 42 to 45 of the budget):
- Airport Reserve
 - Albany's Bicentennial Reserve
 - Building Restoration Reserve
 - Capital Seed Funding for Sporting Clubs Reserve
 - Centennial Park Stadium and Pavilion Renewal Reserve
 - Parking, Bridges & Marine Infrastructure Reserve
 - Coastal Management Reserve
 - Debt Management Reserve
 - Emu Point Marina Reserve 42964 Reserve
 - Great Southern Contiguous Local Authorities Group Reserve
 - Information Technology Reserve
 - Land Acquisition Reserve
 - National Anzac Centre Reserve
 - Parks, Recreation Grounds and Trails Reserve
 - Plant & Equipment Reserve
 - Public Open Space Reserve
 - Refuse Collection & Waste Minimisation Reserve
 - Roadworks, Drainage & Paths Reserve
 - Developer Contributions (Non-Current) Reserve
 - Unspent Grants Reserve
 - Waste Management Reserve

CCS732: AUTHORISING OFFICER RECOMMENDATION 4
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the due dates for payment of Rates and Waste Collection Charges for 2025/2026 be as follows:

- (1) Pay rates in full 19th September 2025.**
- (2) Pay by two instalments:**
 - (a) First Instalment Payment 19th September 2025; and**
 - (b) Second Instalment: 20th January 2026.**
- (3) Pay by four instalments:**
 - (a) First Instalment Payment 19th September 2025;**
 - (b) Second Instalment: 20th November 2025;**
 - (c) Third Instalment: 20th January 2026; and**
 - (d) Fourth Instalment: 20th March 2026.**

CCS732: AUTHORISING OFFICER RECOMMENDATION 5
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council IMPOSES the following Rates and Charges to provide for Administration and Interest Charges on Rating, Waste Collection and General Debtor Collection charges during the 2025/2026 financial year:

- (1) Instalment Plan Administration Fee**
In accordance with section 6.45(3) of the Local Government Act 1995, an Instalment Plan Administration fee of \$6.50 for the second and each subsequent instalment notice issued will apply for rates and rubbish collection charges.
- (2) Late Payment Interest Charge**
In accordance with section 6.51(1) of the Local Government Act 1995, a charge on outstanding rates and rubbish collection accounts (including amounts owed on ad hoc Payment Plans) of 7% p.a. will be calculated daily at 0.01918% on a simple interest basis for the number of days from the account due date until the day prior to the day on which the payment is received.
- (3) Instalment Plan Interest Charge**
In accordance with section 6.45(3) of the Local Government Act 1995, an interest rate of 5.5% p.a. will be calculated on a daily basis at 0.0151% by simple interest basis from the due date of the first instalment as shown on the rate notice to the due date of each respective instalment.
- (4) Late Payment Interest Charge (Excluding Rates & Charges)**
In accordance with section 6.13 of the Local Government Act 1995, a charge of 7% p.a. interest, calculated on a simple interest basis for the number of days outstanding, may apply on unpaid debts (other than rates and rubbish collection charges) outstanding 35 days from the date of invoices raised after 1 July 2025. In respect to the Late Payment Interest Charge on rates and charges, the method of calculating the interest charge is on the daily balance outstanding.
- (5) Waivers**
Where a small balance remains on a property assessment due to circumstances such as a delay in the receipt of mail payments or monies from property settlements and additional daily interest has accumulated, amounts outstanding of \$2.00 and under will be waived, as it is not considered cost effective or equitable to recover from the new property owner. Estimated loss of revenue from this waiver is \$1,100.

CCS732: AUTHORISING OFFICER RECOMMENDATION 6
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the Schedule of Fees and Charges (which forms part of the 2025/2026 Budget) be adopted effective from 23rd July 2025.

CCS732: AUTHORISING OFFICER RECOMMENDATION 7
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES the payment of superannuation contributions to Elected Members under section 5.99B(2) of the Local Government Act 1995 to commence from 1 July 2025.

CCS732: AUTHORISING OFFICER RECOMMENDATION 8
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council SETS the Elected Member Sitting Fees and Allowances as prescribed by the *Local Government (Administration) Regulations 1996* per annum, for 2025/2026 being:

- (1)Councillor Meeting Attendance Fee: \$35,480**
- (2)Mayoral Meeting Attendance Fee: \$53,215**
- (3)Councillor & Mayoral Superannuation Payments \$58,175**
- (4)Councillor and Mayoral ICT Allowance: \$3,500**
- (5)Total Mayoral Allowance is: \$100,514**
- (6)Deputy Mayoral Allowance: \$25,128 - being 25% of the Mayoral Allowance**

CCS732: AUTHORISING OFFICER RECOMMENDATION 9
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVES a variance between actual and budget-to-date of greater than \$100,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2025/2026.

BACKGROUND

- 3. Council has considered strategic and operational issues which will impact on the 2025/2026 budget.
- 4. Under section 6.36 of the Local Government Act 1995, the City is not required to advertise the proposed rates amounts for the 2025/2026 financial year.
- 5. From 1 February 2025, all WA local governments can choose to make superannuation contributions to council members (absolute majority required), with this becoming mandatory for Class One and Two local governments (including the City of Albany) from 19 October 2025.
- 6. This reform, introduced through the Local Government Amendment Act 2024, aims to attract and retain diverse and committed council members by recognising their time and contribution, and aligning more closely with broader workforce conditions.

DISCUSSION

7. Through Council workshops, Council members have considered various factors in developing a financially responsible budget, while ensuring compliance with Local Government legislation, work health and safety requirements, continuation of the various services provided by the City, cost-saving initiatives and new capital projects that are “project ready” or will be required to be undertaken this financial year, given commitments previously made by Council.
8. An important consideration in preparing any budget is to ensure that Council works towards achieving financial sustainability for the future.
9. The draft budget reflects a number of factors to maintain financial sustainability, which will impact not only on this year’s budget but will have a compounding effect in future budgets.

GOVERNMENT & PUBLIC CONSULTATION

10. The Department of Local Government, Sport and Cultural Industries is not consulted prior to budget adoption. Once the Budget is adopted, a copy is sent to the Department for review.

PUBLIC CONSULTATION / ENGAGEMENT

11. Budget information will be published on the City of Albany website.

STATUTORY IMPLICATIONS

12. This item directly relates to, and contributes to achievement of, the Strategies within the Community Strategic Plan 2032.

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
Financial & Reputation: <i>Council does not endorse the 2025/2026 Budget, with the consequential risk of deferred cash flow, and thus inability to meet financial commitments.</i>	<i>Unlikely</i>	<i>Extreme</i>	<i>Extreme</i>	<i>Delegated authority to the CEO to incur expenditure under the Local Government Act 1995 until Budget endorsement.</i> <i>Reconsideration of the budget paper at a Council meeting prior to 31 August 2025.</i>

FINANCIAL IMPLICATIONS

15. The 2025/2026 Budget sets the parameters for expenditure of City resources.
16. The City must meet its legislative and debt obligations through endorsement of a budget. Failure to do so incurs considerable financial and other risks to the City.

LEGAL IMPLICATIONS

17. Nil.

ALTERNATE OPTIONS

18. Council adopt the 2025/2026 Annual Financial Budget with changes.

SUMMARY CONCLUSION

19. Endorsement of the budget provides delegated authority to the CEO to incur expenditure from 1 July 2025 until 30 June 2026.

Consulted References	:	<ul style="list-style-type: none">• <i>Local Government Act 1995</i>• <i>Local Government (Financial Management) Regulations 1996.</i>
File Number	:	FM.BUG.12
Previous Reference	:	<ul style="list-style-type: none">• <i>Budget Workshop – 04 June 2025</i>• <i>OCM July 2025 Resolution CCS647</i>

DIS445: PLANNING AND BUILDING REPORTS JUNE 2025

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

RECOMMENDATION

DIS445: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

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

**LEMC037: RECEIVE THE MINUTES OF THE LOCAL EMERGENCY
MANAGEMENT COMMITTEE MEETING HELD 19 SEPTEMBER 2024**

Attachments : Confirmed Minutes of the LEMC Meeting held 19
September 2024

Report Prepared By : Senior Team Leader

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 19 September 2024.

RECOMMENDATION

LEMC037: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the confirmed minutes of the Local Emergency Management Committee meeting held on 19 September 2024 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**