# MINUTES

**Ordinary Meeting of Council**

**Tuesday 22 September 2026**

**6.00pm**

**Council Chambers**

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## 1. DECLARATION OF OPENING

## 2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS, PLAYING OF THE NATIONAL ANTHEM

*"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

**Councillors:**

| | |
|---|---|
| Councillor | P Terry Deputy Mayor |
| Councillor | L MacLaren |
| Councillor | M Lionetti |
| Councillor | I Clarke APM |
| Councillor | R Stephens |
| Councillor | C McKinley |

**Staff:**

| | |
|---|---|
| Chief Executive Officer | A Sharpe |
| Executive Director Community Services | N Watson |
| Executive Director Corporate and Commercial Services | M Gilfellon |
| Executive Director Infrastructure, Development & Environment | P Camins |
| Manager IT | A Catterall |
| Meeting Secretary | D Clark |

**Apologies/Leave of Absence:**

| | |
|---|---|
| **Mayor** | G Stocks |
| Councillor | R Sutton |
| Councillor | T Brough (Parental Leave) |

## 4. DISCLOSURES OF INTEREST

| Name | Report Item Number | Nature of Interest |
|---|---|---|
| Councillor Ian Clarke | DIS483 | **Impartiality**: The nature of the interest being that Councillor Clarke's daughter lives on Price Street near the proposed development. Her property is not adjacent to the development. |
| Paul Camins | DIS486 | **Financial:** The role and structure in question is currently part of my directorate |

## 5. REPORTS OF MEMBERS

**6:03pm Councillor Stephens**
**Summary of key points:**

Recently visited the Gnowangerup Aboriginal Museum and Keeping Place as part of the Great Southern Place Based RAP. Councillor Stephens highly recommended the museum as a worthwhile destination for members of the community to visit.
Councillor Stephens also attended the annual WALGA Conference in Perth last week, noting that the conference included engaging content and robust discussion. Councillor Stephens reflected positively on the City of Albany's performance and ongoing commitment to serving the community.
With the winter sports season recently concluded, Councillor Stephens acknowledged and thanked the many volunteers whose contributions make community sport possible.

**6:05pm Councillor MacLaren**
**Summary of key points:**

Councillor MacLaren expressed her enthusiasm regarding the Dockers reaching the final and advised that she would be travelling to attend the match.
Councillor MacLaren attended a forum on water issues, which brought together community groups, government departments and interested stakeholders to discuss the protection of groundwater resources.
Councillor MacLaren participated in the "Pathways to Politics for Women" workshop and expressed interest in seeing graduates invited to visit Albany.
Councillor MacLaren attended the R U OK? Day breakfast at North Albany Senior High School.
Councillor MacLaren represented the Mayor and officially launched the Numen exhibition at the Albany Town Hall.

**6:09pm Councillor Clarke**
**Summary of key points:**

Councillor Clarke also attended the R U OK? Day Lifeline walk.
Councillor Clarke reminded attendees that Police Remembrance Day will be held on Tuesday, 29 September, and advised that all are welcome to attend this important service.

**6:10pm Deputy Mayor Councillor Paul Terry**
**Summary of key points:**

Deputy Mayor Councillor Paul Terry attended Orma, a Malayalee community event held at Kalgan Hall.
Deputy Mayor Councillor Terry also attended the annual WALGA Conference and noted that it included a range of interesting discussions. He highlighted the announcement that local government elections will move to a full spill every four years from 2031 as an item of particular interest.
Deputy Mayor Councillor Terry advised that, although he was unable to attend the Great Southern Primary Schools Music Festival, he wished to acknowledge the outstanding work of teachers and the many talented students who participated.
Deputy Mayor Councillor Terry also noted his enthusiasm for watching the Dockers in the Grand Final on Saturday.
Deputy Mayor Councillor Terry reminded attendees that the Spring Social will be held this weekend.

## 6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 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.

**6:14pm Mark McLerie, Booragoon**

Questions read by the Deputy Mayor on behalf of Mr McLerie, in relation to DIS486. EF26603820.
Questions will be taken on notice and printed in the minutes.

Response provided to Mr McLerie EF26369147.

*In response to your questions raised at the Ordinary Council Meeting held on 22 September, please note the below.*

***1. When was the GFG Consulting report presented to Council?***

*The City engaged GFG Consulting to undertake an independent review of Planning and Development Services. The review was presented to the Audit, Risk and Improvement Committee on 1 September 2026 and has informed a report scheduled for Council's consideration at the Ordinary Council Meeting on 22 September 2026.*

***2. What was the budget and what was the final amount paid to GFG Consulting?***

- *Approved contract value: $130,000 over two years*
- *Total amount paid to GFG Consulting: $103,714.60*

*These amounts are reported to Council and are publicly available.*

***3. What, in summary, were GFG Consulting's findings and recommendations?***

*The review examined Planning and Development Services and identified opportunities to strengthen organisational capability, workforce capacity, service delivery, business processes and supporting systems. The review made 35 recommendations intended to support continuous improvement and future service delivery.*

***4. Has the report been published and, if not, will it be published?***

*The City has not published the Planning and Development Services Review and has no current intention to release the detailed consultant's report.*

*The review contains information relating to organisational structure, workforce planning and employee-related matters. Council's consideration of matters arising from the review has been recommended to occur behind closed doors under section 5.23(2)(a) of the Local Government Act 1995 because those matters relate to employees.*

*Any request for access to documents held by the City would be considered in accordance with the Freedom of Information Act 1992 (WA).*

**6:16pm Elizabeth (Liz) Adamson, Treasurer, Friends of Stidwell Bridle Trail**
**Summary of key points:**

Spoke regarding the group's request for the City to progress and complete further actions identified in the Stidwell Bridle Trail plan.
Requested improved communication with the City.
Thanked the City for its support in facilitating the installation of the new fence.

**6:20pm Charlotte McIntrye, Friends of Stidwell Bridle Trail**
**Summary of key points:**

Referred to attendance at the recent water forum and acknowledged the importance of maintaining drinking water quality in relation to the trail. Indicated that the Friends group believes it can assist in this regard.

Requested that Council support the forthcoming request from the Friends group.

**6:24pm Mr Lex Barnett TBB Planning attended via zoom**
Spoke in support of DIS486

**8. APPLICATIONS FOR LEAVE OF ABSENCE** – Nil

**9. PETITIONS AND DEPUTATIONS -** Nil

**10. CONFIRMATION OF MINUTES**

**RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR MCKINLEY**

**THAT the minutes of the Ordinary Council Meeting held on Tuesday 25 August 2026 as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**CARRIED 6-0**

**11. PRESENTATIONS** - Nil

**12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS** - Nil

# CCS820: MONTHLY FINANCIAL REPORT – JULY 2026

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

## COUNCIL PLAN ALIGNMENT

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

## IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 31 July 2026 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.

## RECOMMENDATION

**CCS820: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR STEPHENS**
**SECONDED: COUNCILLOR MACLAREN**
**THAT the Monthly Financial Report for the period ending 31 July 2026 be RECEIVED.**

**CARRIED 6-0**

CCS820: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR MACLAREN

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 6-0

CCS820: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 July 2026 be RECEIVED.

## DISCUSSION

1. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
   (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the *Local Government (Financial Management) Regulations 1996*);
   (b) Statement of Financial Position (satisfying Regulation 35 of the *Local Government (Financial Management) Regulations 1996*);
   (c) Basis of Preparation;
   (d) Explanation of material variances to year-to-date budget;
   (e) Net Current Asset & Funding Position;
   (f) Investment Portfolio Snapshot;
   (g) Receivables; and
   (h) Capital Acquisitions.
2. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS812, Council approved that a variance between actual and budget-to-date of greater than $100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2026/2027.
3. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
4. It is noted that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The 'errors' may be $1 or $2 when adding sets of numbers. This does not mean that the underlying figures are incorrect."

## STATUTORY IMPLICATIONS

5. 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).
6. 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

7. The City's 2026/27 Annual Budget provides a set of parameters that guides the City's financial practices.
8. 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

9. Expenditure for the period ending 31 July 2026 has been incurred in accordance with the 2026/27 budget parameters.
10. 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

11. Nil.

## ENVIRONMENTAL CONSIDERATIONS

12. Nil.

## ALTERNATE OPTIONS

13. Nil.

## CONCLUSION

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

| | | |
|---|---|---|
| **Consulted References** | : | *Local Government (Financial Management) Regulations 1996* |
| **File Number** | : | FM.FIR.7 |

# CCS821: LIST OF ACCOUNTS PAID – JULY 2026

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

## COUNCIL PLAN ALIGNMENT

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

## IN BRIEF

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

## RECOMMENDATION

**CCS821: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR MACLAREN**
**SECONDED: COUNCILLOR CLARKE**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 July 2026 totalling $10,728,092.60 be RECEIVED.**

**CARRIED 6-0**

CCS821: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR CLARKE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS821: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 July 2026 totalling $10,728,092.60 be RECEIVED.

**DISCUSSION**

1. The table below summarises the payments drawn from the City's Municipal and Trust funds for the period ending 31 July 2026. Please refer to the Attachment to this report.

| Fund | Transaction Type | Amount ($) | % |
|---|---|---|---|
| Municipal | Electronic Funds Transfer | $8,145,823.34 | 76.0 |
| Municipal | Payroll | $2,437,508.79 | 22.7 |
| Municipal | Other (BPay, Direct Debit, International) | $79,704.05 | 0.7 |
| Municipal | Credit Cards | $65,056.42 | 0.6 |
| Trust | N/A | $0.00 | 0.0 |
| **TOTAL** | | **$10,728,092.60** | **100.0%** |

2. Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: $5,061.81.

3. The table below summaries the total outstanding creditors as at 31 July 2026.

| Aged Creditors | Amount ($) |
|---|---|
| Current | $1,745,688.41 |
| 30 Days | $97,535.27 |
| 60 Days | $7,488.86 |
| 90 Days | $18,015.12 |
| **TOTAL** | **$1,868,725.66** |

**STATUTORY IMPLICATIONS**

4. 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.

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

6. 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.

7. 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**

8. Expenditure for the period to 31 July 2026 has been incurred in accordance with the 2026/2027 budget parameters.

**FINANCIAL IMPLICATIONS**

9. Expenditure for the period to 31 July 2026 has been incurred in accordance with the 2026/2027 budget parameters.

**LEGAL IMPLICATIONS**

10. Nil

## ENVIRONMENTAL CONSIDERATIONS

11. Nil

## ALTERNATE OPTIONS

12. Nil

## CONCLUSION

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

14. It is requested that any questions on specific payments are submitted to the Executive Director Corporate Services by 4pm of the day prior to the scheduled meeting time. All answers to submitted questions will be provided at the Committee meeting. This allows a detailed response to be given to the Committee in a timely manner.

| | | |
|---|---|---|
| **Consulted References** | : | *Local Government (Financial Management) Regulations 1996* |
| **File Number** | : | FM.FIR.2 |

# CCS822: DELEGATED AUTHORITY REPORTS – 16 JULY 2026 TO 15 AUGUST 2026

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

## COUNCIL PLAN ALIGNMENT

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

## RECOMMENDATION

**CCS822: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR MCKINLEY**
**SECONDED: COUNCILLOR STEPHENS**

**THAT the Delegated Authority Reports 16 July 2026 to 15 August 2026 be RECEIVED.**

**CARRIED 6-0**

CCS822: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR MCKINLEY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS822: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 July 2026 to 15 August 2026 be RECEIVED.

## BACKGROUND

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

## CCS823: SPORT AND RECREATION STRATEGY 2026 - 2030

| | | |
|---|---|---|
| **Attachments** | : | Sport and Recreation Strategy 2026 – 2030<br>Sport and Recreation Strategy 2026 – 2030 Background Report |
| **Report Prepared By** | : | Manager Recreation Services |
| **Authorising Officer:** | : | Executive Director Community Services |

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Council Plan**:**
   - **Pillar**: Community
   - **Outcome**: An inclusive and safe community where people can feel proud of their heritage and can reach their potential.
   - **Strategic** Priority: Support healthy and active lifestyles

**In Brief:**

- This report seeks Council adoption of the City of Albany Sport and Recreation Strategy 2026 - 2030.
- The Sport and Recreation Strategy provides an overarching framework to guide the City's long-term planning, provision and development of sport and recreation across the municipality.

**RECOMMENDATION**

**CCS823: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR MACLAREN**

**THAT Council ADOPT the City of Albany Sport and Recreation Strategy 2026-2030.**

**CARRIED 6-0**

CCS823: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CLARKE
SECONDED: COUNCILLOR LIONETTI

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS823: AUTHORISING OFFICER RECOMMENDATION

THAT Council ADOPT the City of Albany Sport and Recreation Strategy 2026-2030.

**BACKGROUND**

2. The City of Albany has not previously developed a single, overarching strategy to guide the long-term planning, provision and development of sport and recreation across the municipality.

3. Recognising the need for a coordinated strategic framework, the City engaged Lenore Lyons of Concept 2 Strategy as the lead consultant to facilitate the development of the City of Albany Sport and Recreation Strategy 2026–2030.

4. The Strategy provides a vision and establishes the strategic priorities that align infrastructure planning, participation initiatives, Club development and organisational capability to support the future needs of the Albany community.

**DISCUSSION**

5. The Sport and Recreation Strategy 2026–2030 has been developed to establish a clear strategic framework for the future planning, provision and development of sport and recreation opportunities across the City.

6. The strategy recognises that sport and recreation plays a critical role in supporting community health and wellbeing, social connection, economic development and the overall liveability of Albany.

7. The Strategy considered current participation patterns, demographic trends, community aspirations, infrastructure capacity, financial sustainability and contemporary industry best practice to ensure the City is well positioned to respond to future demand.

8. Through the development of the Strategy there were several key findings including:

   - Population growth is placing additional demand on sport and recreation infrastructure.
   - An ageing population highlights the need for facilities and programs that support healthy ageing, lifelong participation and social connection.
   - There is continued demand for traditional organised sport, while recognising increasing participation in informal recreation and active lifestyles across all age groups.
   - Ongoing community health challenges reinforce the importance of accessible sport and recreation opportunities to support community health and wellbeing.
   - Increased demand for nature-based recreation, including trails, mountain biking and outdoor recreation experiences.
   - A need for adaptable, multi-purpose facilities that can respond to changing participation trends and maximise community benefit.

9. To achieve the vision of "Active Albany: A Healthy and Connected Community," the Strategy identifies four strategic priorities that will guide future planning, investment and service delivery over the next five years.

   - Sustainable Facilities and Infrastructure – Provide modern, accessible and fit-for-purpose facilities through strategic asset renewal, multi-purpose design, shared use opportunities, improved accessibility and sustainable infrastructure planning.
   - Participation and Inclusion – Increase participation by reducing barriers and creating opportunities for children and young people, older adults, women and girls, Aboriginal communities and people living with disability.
   - Capacity and Capability – Strengthen the capability of local sporting clubs, volunteers and community organisations through improved governance, volunteer development, organisational support and stronger partnerships.
   - Planning and Partnerships – Integrate sport and recreation into broader City planning while strengthening partnerships with State Government, State Sporting Associations, education providers and community organisations to support coordinated planning, advocacy and future investment.

10. This strategy will provide the foundation for future advocacy, grant funding opportunities and long-term infrastructure planning, including the Albany Leisure and Aquatic Centre redevelopment Project, Centennial Park Sporting Precinct, Sports Lighting Improvement Program and active recreation infrastructure.

11. This plan will also strengthen the City's ability to make informed, transparent and evidence-based investment decisions that align with community need and the City's broader strategic objectives.

**GOVERNMENT & PUBLIC CONSULTATION**

12. Extensive consultation was undertaken throughout the development of the Strategy to ensure it reflects the needs, aspirations and future priorities of the Albany community. The consultation process incorporated engagement across the organisation, the sporting sector and key external stakeholders, providing a strong evidence base to inform the Strategy's recommendations.

13. Key consultation activities included:

- Internal City consultation with Recreation Services, Infrastructure, Parks, Planning, Community Development, Asset Management and other relevant business units to ensure alignment with broader corporate objectives and future service planning.
- Community workshop involving Presidents, Executive Committee members and representatives from more than 30 local sporting clubs to identify current challenges, future opportunities and infrastructure priorities.
- Targeted stakeholder engagement with the Department of Creative Industries, Tourism and Sport, State Sporting Associations, education providers and community organisations.
- Participation data collection from local sporting clubs to better understand participation trends, facility demand and future growth.

14. Community Engagement (Examples)

| Type of Engagement | Method of Engagement | Engagement Dates | Participation (Number) |
|---|---|---|---|
| Inform | Email | July 2025 | 31 Sporting Groups |
| Consult | Community Workshop | November 2025 | 30 Sporting Groups |
| Consult | Internal Workshops | September 2025 | 5 Internal teams |

**STATUTORY IMPLICATIONS**

15. Nil

**POLICY IMPLICATIONS**

16. This plan is aligned to the Council Plan 2026-2036.

## 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 |
|---|---|---|---|---|
| ***Reputation***<br>***Risk:*** *Inability to deliver all projects set out in the action plan* | *Possible* | *Moderate* | *Medium* | *Implementation of projects is subject to budgets, funding, resources, and Council priorities.* |
| ***Financial Management***<br>***Risk:*** *Budget constraints or limited external funding impact delivery of projects set out in the action plan.* | *Possible* | *Moderate* | *Medium* | *Include priority projects in Long Term Financial Plan and seek external funding opportunities.* |
| ***Opportunity:*** *Significantly enhanced framework to support decision making, allocation of resources and transparency through reporting of progress towards Sport and Recreation strategic priorities.* | | | | |

## FINANCIAL IMPLICATIONS

18. Endorsement of this Plan does not commit council to deliver or fund all projects identified. Many of the projects are already in the Long-Term Financial Plan, while others will require external funding being secured.

## LEGAL IMPLICATIONS

19. Nil

## ENVIRONMENTAL CONSIDERATIONS

20. Any environmental considerations will be identified and managed as part of individual projects listed *within* the Plan.

## ALTERNATE OPTIONS

21. Council may choose not to support the City of Albany Sport and Recreation Strategy 2026-2030 and the associated actions within the Plan.
22. Council may choose to change the priorities and outcomes based on its own strategic priorities.

## CONCLUSION

23. The City of Albany Sport and Recreation Strategy 2026-2030 has been developed with consideration of best practice research, stakeholder engagement, and current trends.
24. Stakeholders and the broader community have been engaged throughout the development process.
25. The City of Albany Sport and Recreation Strategy 2026-2030 is a crucial document to provide a framework to support the future needs of the Albany community and support leveraging external funding.
26. The City of Albany Sport and Recreation Strategy 2026-2030 is presented to Council for adoption.

| | | |
|---|---|---|
| **Consulted References** | **:** | Council Plan 2026 - 2036 |
| **File Number** | **:** | CM.STD.1 |
| **Previous Reference** | **:** | Nil. |

# CCS824: MCALPINE RISE MAJOR LAND TRANSACTION BUSINESS PLAN

| | | |
|---|---|---|
| **Land Description** | : | Lot 9002 Mueller Street, Lockyer, on Deposited Plan 406898, Certificate of Title Volume 2899 Folio 200, owned by the City of Albany. The approved subdivision also includes adjoining Lot 150 Townsend Street, Lockyer, owned by Uniting Church Homes / Juniper. |
| **Proponent / Owner** | : | City of Albany |
| **Business Entity Name** | : | McAlpine Rise Subdivision and Sale Proposal |
| **Attachments** | : | McAlpine Rise Major Land Transaction Business Plan; Freehold Subdivision Plan No. 24728-03, Revision G, dated 26 May 2026; and WAPC Application 203222 Decision Advice dated 16 July 2026. |
| **Report Prepared By** | : | Principal Strategic Projects, Risk & Governance Specialist |
| **Authorising Officers:** | : | Executive Director Corporate & Commercial Services |

**STRATEGIC IMPLICATIONS**

1. This item relates to the City of Albany Council Plan 2026–2036, which integrates the Strategic Community Plan and Corporate Business Plan and guides decision-making, resource allocation and service delivery.
   - **Pillar**: Infrastructure.
   - **Outcome**: A vibrant city with attractive and connected spaces, supported by forward thinking and responsible planning and development.
   - **Strategic Priority**: Enable sufficient land supply and diversity of housing options.
   - **Initiative**: 3.1.2.a McAlpine Rise Development.

**Maps and Diagrams:**

Freehold Subdivision Plan No. 24728-03, Revision G, dated 26 May 2026, for Lots 9002 Mueller Street and 150 Townsend Street, Lockyer. (Refer to attachments).

**In Brief:**

- Council is requested to adopt the McAlpine Rise Major Land Transaction Business Plan for public notice under section 3.59 of the *Local Government Act 1995* and authorise the statutory public consultation process.
- Public submissions will be invited for a period of not less than six weeks.
- A further report will be presented to Council following the consultation period to consider submissions received and determine whether to proceed with the proposed major land transaction.

**RECOMMENDATION**

**CCS824: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR MCKINLEY**

**THAT Council:**

1. **ADOPT the McAlpine Rise Major Land Transaction Business Plan attached to this report for the purposes of public notice under section 3.59 of the *Local Government Act 1995*;**
2. **AUTHORISE the Chief Executive Officer to give state-wide and local public notice of the proposed major land transaction in accordance with section 3.59 of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*, inviting public submissions for a period of not less than six weeks;**
3. **NOTE that the proposed major land transaction will be advertised for public comment in accordance with section 3.59 of the *Local Government Act 1995* and that no final decision on whether to proceed with the proposed major land transaction will be made until the public submission process has been completed and considered by Council; and**
4. **REQUIRE a further report to be presented to Council following the close of the public submission period summarising submissions received and seeking Council's determination on whether to proceed with the proposed major land transaction.**

**CARRIED 6-0**

CCS824: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CLARKE
SECONDED: COUNCILLOR LIONETTI

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS824: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. ADOPT the McAlpine Rise Major Land Transaction Business Plan attached to this report for the purposes of public notice under section 3.59 of the *Local Government Act 1995*;
2. AUTHORISE the Chief Executive Officer to give state-wide and local public notice of the proposed major land transaction in accordance with section 3.59 of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*, inviting public submissions for a period of not less than six weeks;
3. NOTE that the proposed major land transaction will be advertised for public comment in accordance with section 3.59 of the *Local Government Act 1995* and that no final decision on whether to proceed with the proposed major land transaction will be made until the public submission process has been completed and considered by Council; and
4. REQUIRE a further report to be presented to Council following the close of the public submission period summarising submissions received and seeking Council's determination on whether to proceed with the proposed major land transaction.

## BACKGROUND

2. The McAlpine Rise Subdivision and Sale Proposal relates to City-owned land at Lot 9002 Mueller Street, Lockyer, and adjoining land at Lot 150 Townsend Street, Lockyer, owned by Uniting Church Homes / Juniper.
3. The proposal is based on Western Australian Planning Commission (WAPC) Application 203222, approved on 16 July 2026, with a correction letter dated 22 July 2026.
4. Freehold Subdivision Plan No. 24728-03, Revision G, dated 26 May 2026, provides the current subdivision layout basis for 107 residential lots, including a grouped housing site, public open space, public access ways, road reserves and balance Lot 9003.
5. The WAPC decision advice confirms the application was conditionally approved and that, once the conditions of approval are fulfilled, the WAPC is prepared to endorse a deposited plan. The approval is valid for four years, with the deposited plan required to be submitted by close of business on 16 July 2030.
6. The proposal will enable the construction of roads, drainage, public open space, public access ways and associated infrastructure necessary to support residential development, satisfy subdivision conditions, create residential lots and support the future disposal of City lots. Freehold Subdivision Plan No. 24728-03, Revision G, identifies an average lot size of 504m², a minimum lot size of 358m² and a maximum lot size of 7,300m².
7. The purpose of this report is to seek Council adoption of the McAlpine Rise Major Land Transaction Business Plan for the purposes of public notice under section 3.59 of the *Local Government Act 1995* and to authorise the statutory public consultation process.
8. Following completion of the public advertising and submission period, a further report will be presented to Council to consider any submissions received and determine whether to proceed with the proposed major land transaction.

## DISCUSSION

9. The McAlpine Rise Major Land Transaction Business Plan has been prepared in accordance with section 3.59 of the *Local Government Act 1995* and informed by WAPC Application 203222 and Freehold Subdivision Plan No. 24728-03, Revision G.
10. Subject to Council adopting the Business Plan, the proposal will proceed to state-wide and local public notice, with public submissions invited for a period of not less than six weeks.
11. Adoption of the Business Plan and commencement of the public consultation process does not commit Council to proceed with the proposed major land transaction.
12. Following completion of the advertising period, a further report will be presented to Council summarising submissions received and seeking Council's determination on whether to proceed with the proposal.
13. The attached McAlpine Rise Major Land Transaction Business Plan assesses the proposal's strategic, financial, operational and governance implications and identifies a project budget of $14,217,570, supported by Australian Government Housing Support Program funding.
14. The Business Plan also identifies estimated sale proceeds of $16,600,000 from the future disposal of residential lots and forms the basis for public consultation under section 3.59 of the *Local Government Act 1995*.

## GOVERNMENT & PUBLIC CONSULTATION

15. Public consultation will be undertaken in accordance with section 3.59 of the *Local Government Act 1995*.

16. Subject to Council adopting the McAlpine Rise Major Land Transaction Business Plan, the City will give state-wide and local public notice of the proposed major land transaction and invite written submissions for a period of not less than six weeks.

17. Any submissions received will be considered and reported to Council before a decision is made on whether to proceed with the proposed major land transaction.

| Type of Engagement | Method of Engagement | Engagement Dates | Participation (Number) | Statutory Consultation |
|---|---|---|---|---|
| Inform | State-wide and local public notice | Minimum six-week submission period | To be confirmed following close of submissions | Yes |
| Consult | Written public submissions invited under Section 3.59 of the *Local Government Act 1995* | Minimum six-week submission period | To be confirmed following close of submissions | Yes |

## STATUTORY IMPLICATIONS

18. Section 3.59 of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* guide the statutory process for the proposed major land transaction.

19. Consistent with those requirements, the City has prepared the attached McAlpine Rise Major Land Transaction Business Plan, which includes an assessment of the proposal, its expected financial effect, its effect on local government facilities and services, the City's ability to manage the transaction, and other relevant matters required by the legislation.

20. The City has assessed the proposal against the requirements of section 3.59 of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* and considers that it should be progressed as a proposed major land transaction.

21. The attached Business Plan has been prepared to support public advertising and community consultation in accordance with the statutory requirements.

22. The City will give state-wide and local public notice of the proposed major land transaction. The notice will invite public submissions for a period of not less than six weeks in accordance with section 3.59 of the *Local Government Act 1995*.

23. Following the close of the public submission period, a further report will be presented to Council summarising any submissions received and addressing matters raised during consultation, before Council determines whether to proceed with the proposed major land transaction.

## POLICY IMPLICATIONS

24. Nil

## RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---|---|---|---|
| ***Legal & Compliance:*** *Compliance with Section 3.59 process.* | *Unlikely* | *Major* | *Medium* | *Progress business plan, notice and submissions as detailed in Recommendation, Consultation and Statutory Implications.* |
| ***Financial:*** *Project cost or market variation.* | *Possible* | *Moderate* | *Medium* | *Monitor budget, grant funding, Water Corporation estimate and sale assumptions as detailed in Discussion and Financial Implications.* |
| ***Financial & Operational*** *Delay in conditions, servicing or delivery.* | *Possible* | *Moderate* | *Medium* | *Track WAPC conditions, servicing agreements and delivery milestones as detailed in Background, Discussion and Financial Implications.* |
| ***Environmental:*** *Environmental or bushfire requirements not implemented.* | *Unlikely* | *Moderate* | *Medium* | *Implement WAPC approval conditions as noted in Environmental Considerations and Background.* |
| ***Community:*** *Community concern or process misunderstanding.* | *Possible* | *Minor* | *Medium* | *Use clear public notice and report submissions back to Council as detailed in Recommendation and Government & Public Consultation.* |

## FINANCIAL IMPLICATIONS

26. The McAlpine Rise Major Land Transaction Business Plan identifies a project budget of $14,217,570 (excluding GST), supported by equivalent Australian Government Housing Support Program funding.

27. The Business Plan estimates future sale proceeds of $16,600,000 from the disposal of City lots, noting that financial outcomes will be considered further before any final decision is made to proceed with the transaction

28. The Water Corporation Land Development Agreement for WAPC 203222 includes an estimated fee of $662,278.20 including GST for servicing and subdivision clearance requirements relating to water supply, wastewater, drainage and related fees.

29. This estimate is based on 83 proposed lots and will be confirmed through the Water Corporation clearance process.

## LEGAL IMPLICATIONS

30. The proposed process is intended to ensure compliance with the statutory requirements for major land transactions before Council makes any final decision on whether the McAlpine Rise Subdivision and Sale Proposal should proceed.

## ENVIRONMENTAL CONSIDERATIONS

31. Environmental considerations were addressed as part of WAPC Application 203222, which was approved on 16 July 2026. Any environmental conditions or requirements arising from that approval will continue to be managed through the subdivision implementation process.

32. This approach is consistent with the City of Albany Council Plan 2026–2036, which recognises the need to balance growth, housing, services and infrastructure with protection of the natural environment, guided by sound evidence and long-term impacts.

## ALTERNATE OPTIONS

33. Council may choose not to adopt the Business Plan or authorise public advertising at this time. This would delay the statutory consultation process and Council's further consideration of the proposed major land transaction.

## CONCLUSION

34. The McAlpine Rise Major Land Transaction Business Plan has been prepared to support Council and community consideration of the proposed subdivision and sale of residential lots from City-owned land at McAlpine Rise.

35. Adoption of the Business Plan will enable the City to undertake the public notice and submission process required under section 3.59 of the *Local Government Act 1995*.

36. Following completion of that process, a further report will be presented to Council to consider submissions received and determine whether to proceed with the proposed major land transaction.

| | | |
|---|---|---|
| **Consulted References** | : | *Local Government Act 1995; Local Government (Functions and General) Regulations 1996; McAlpine Rise Major Land Transaction Business Plan; WAPC Application 203222 Decision Advice dated 16 July 2026; Freehold Subdivision Plan No. 24728-03, Revision G, dated 26 May 2026; Water Corporation Land Development Agreement for WAPC Application 203222; City of Albany Council Plan 2026–2036.* |
| **File Number** | : | LP.PLA.31 |
| **Previous Reference** | : | Nil |

# CCS825: APPOINTMENT OF MEMBERS, PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER OF THE OCM AGENDA ADVISORY COMMITTEE

| | | |
|---|---|---|
| **Proponent / Owner** | : | City of Albany |
| **Report Prepared By** | : | Executive Officer Governance |
| **Authorising Officer:** | : | Chief Executive Officer |

**COUNCIL PLAN ALIGNMENT**

1. This item relates to the following elements of the City of Albany Council Plan:
   - **Pillar**: Leadership.
   - **Outcome:** Lead as a community focused, values-led Council.

**In Brief:**

- Following the establishment of the OCM Agenda Advisory Committee, Council is now required, in accordance with S5.12 (1) and (2) of the Act to appoint members of the committee and elect a Presiding Member and Deputy Presiding Member of the Committee by absolute majority.

The Mayor called for nominations for the Presiding and Deputy Presiding member of the OCM Agenda Advisory Committee. As there were two nominees, being Deputy Mayor Councillor Paul Terry and Councillor Rebecca Stephens, for the role of Presiding member a ballot was held. The CEO and Executive Director of Corporate and Commercial Services distributed and collated the responses. Councillor Stephens was the successful candidate.

**RECOMMENDATION**

**CCS825: RESOLUTION**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR LIONETTI**

**THAT:**

1. **All Elected Members be appointed to the OCM Agenda Advisory Committee in accordance with the Terms of Reference adopted at the Ordinary Council Meeting held on 25 August 2026.**
2. **Nominations be called for Presiding and Deputy Presiding Members of the OCM Agenda Advisory Committee.**
3. **Cr Stephens be APPOINTED as Presiding Member of the OCM Agenda Advisory Committee.**
4. **Cr MacLaren be APPOINTED as Deputy Presiding Member of the OCM Agenda Advisory Committee.**

**CARRIED 6-0**

## BACKGROUND

2. Following the establishment of the OCM Agenda Advisory Committee at the Ordinary Council Meeting held on Tuesday 25 August 2026, Council are now required to appoint a Presiding and Deputy Presiding Member of that committee.

## DISCUSSION

3. Section 5.12 of the *Local Government Act 1995* prescribes the method of appointing presiding and deputy presiding members to council committees.
4. The Presiding Member, and in their absence the Deputy Presiding Member, is responsible for chairing meetings, maintaining order and ensuring the committee operates within its endorsed Terms of Reference.
5. The term of appointment will be until the next Local Government Ordinary Election to be held in October 2027.

## STATUTORY IMPLICATIONS

6. The following legislation applies:
   - *Local Government Act 1995:* and
   - *Local Government (Administration) Regulations 1996.*
7. Council has the authority under the Act to establish, amend or revoke Committees of Council and determine their membership, functions and terms of reference.
8. Voting requirement for this item is **Absolute Majority.**

## RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---|---|---|---|
| ***Risk: Governance:*** *Council do not appoint a Presiding and Deputy Presiding Member.* | *Unlikely* | *Moderate* | *Medium* | *All reports be presented to an Ordinary Council Meeting for decisions until such time the Presiding and Deputy Presiding Member are appointed and the Committee is operational.* |

## FINANCIAL IMPLICATIONS

10. N/A

## LEGAL IMPLICATIONS

11. Council retains all decision-making authority, with the Committee operating in an advisory capacity.

## ENVIRONMENTAL CONSIDERATIONS

12. There are no direct environmental considerations related to this report.

| | | |
|---|---|---|
| **Consulted References** | : | *Local Government Act 1995* |
| **File Number** | : | CM.MEE.22 |
| **Previous Reference** | : | OCM 25/08/2026 Report Item CCS819 |

# CCS826: ALBANY AIRPORT RUNWAY UPGRADE AND OVERLAY

| | | |
|---|---|---|
| **Proponent / Owner** | : | City of Albany. |
| **Business Entity Name** | : | City of Albany. |
| **Attachments** | : | Commercial in Confidence - Confidential Briefing Note under separate cover |
| **Report Prepared By** | : | Project Manager - Infrastructure |
| **Authorising Officer:** | : | Executive Director Corporate and Commercial Services |

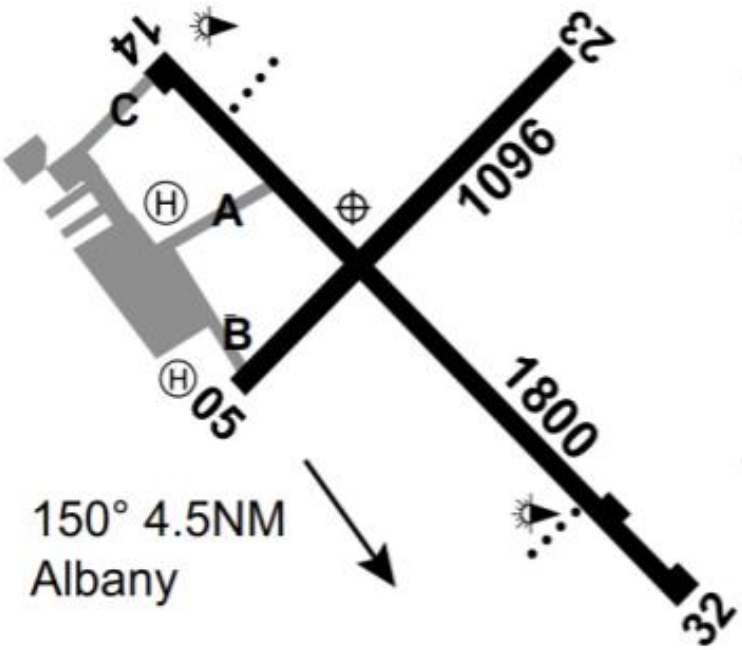
## CONFIDENTIAL ATTACHMENT

*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 2024-2028 informing plans or strategies**:**
   - **Pillar**: Prosperity. Highlight: Secured state and federal government funding, and committed matched funding by the city, to commence necessary upgrades for the Albany Regional Airport
   - **Outcome**: 11. A strong, diverse and resilient economy with work opportunities for everyone
   - **Objectives**: 11.1 Attract, retain and support a diverse range of businesses and industries to grow the economy and create more local jobs.
   - **Outcome:** 12. A highly sought-after tourist destination
   - **Objectives** 12.1 Create a competitive and sustainable tourism offer.
     Partner with mining companies to position and promote Albany as an ideal location for FIFO workers and their families to live.

**Maps and Diagrams:**



**In Brief:**

2. Before this restricted request for Tender, the City processed an Early Contract Involvement. Six (6) complying tenders were received, two (2) Tenders were recommended to the restricted request for Tender. Following a competitive tender process Council approval is sought to award Tender C26015 Albany Airport – Runway Upgrade and Overlay Restricted Requested for Tender.
3. Tenderer A being the recommended contractor.
4. Runway Upgrade and Overlay is expected to be mobilised between October-December 2026, and commence in January 2026, with completion in March 2027. The demobilisation period is expected between April- early May 2026. The final documents should be provided in May 2026.

**RECOMMENDATION**

**CCS826: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR STEPHENS**
**SECONDED: COUNCILLOR CLARKE**

**THAT Council AWARD Contract C26015 – ALBANY AIRPORT- RUNWAY UPGRADE AND OVERLAY RESTRICTED REQUEST FOR TENDER to the tenderer recommended by the evaluation panel, as detailed in the Confidential Briefing Note attached to this report.**

**CARRIED 6-0**

**BACKGROUND**

5. Albany Airport (YABA) is a community asset owned and operated by the City of Albany. The City is seeking to engage a qualified Contractor with expertise in airport pavements and civil infrastructure, to undertake an overlay of runway 14/32 and associated works at the Albany Airport.
6. The full Scope of Work comprising of the following two (2x) components:

   (a) Primary Scope – Required to be completed to ensure the suitability of the runway for current and ongoing operations.

   (b) Optional Scope – Associated works as identified by the City of Albany intended to

   1. support the removal of known non-compliances or grandfather conditions, and

   2. support the long-term strategic plan of the airport and associated operations.

   The extent of these works will be defined based upon allowable project budget post the completion of the mandatory works and will be ranked in priority by the City of Albany. Depending upon the tendered pricing, these works may be awarded as part of the initial award or may be awarded as individual separable portions during the execution of the Mandatory

works.

| Primary Scope | Comment |
|---|---|
| Strengthening and Overlay of Runway 14/32 | - Including all connections and tie-ins to existing Taxiways and Runway 05/23<br>- Local Strengthening works under pavement structure<br>- Removal of subsurface drainage and reforming and hardening of shoulders<br>- Re-shaping and re-grading of the runway<br>- Upgrade of Taxiway A<br>- Upgrade of Regular Passenger Transport (RPT) Apron<br>- Line Marking / Grooving and associated works |
| **Optional Scope** | **Comment** |
| Additional Geotechnical works | Works to be priced as separable portions and may be awarded by the Principal as part of the initial award, or as individual packages, to be completed within the original project program. |
| Installation of new Apron Lighting | |
| Upgrades to the ALER shed | |
| Installation of a new central IWDI | |
| Replacement of lighting system on Taxiway C | |

7. The primary Scope of this project is to undertake the overlay and strengthening of the Runway 14/32, Taxiway A and the RPT Apron area at Albany Airport, including but not limited to:
   - Mill out and remove of Open Graded asphalt, nominal depth 50mm, full length and width of runway (1800m x 30m)
   - Supply and placement of deep lift asphalt as shown on drawings to achieve the nominated horizontal gradients across the runway length, and to cater for future runway expansions
   - Placement of an Asphalt wearing course along the full length and width of Runway 14/32
   - Removal of identified subsurface drain currently located inside the shoulders and running full length of the runway (both sides of RWY14/32)
   - Milling out and removal of the Open Graded asphalt, nominal depth 40mm, for the length and width of Taxiway A
   - Placement of Asphalt wearing course along the full length and width of Taxiway A
   - Milling out of current OG, and box out of base materials (as shown on drawings) across the apron bays 1 to 3
   - Placement of nominated asphalt, deep lift in identified areas the Apron area
   - Placement of Asphalt wearing course across the Apron area as shown on drawings
   - Installation of new drainage channel and associated infrastructure to manage potential fuel spills on apron
   - Relocation, and where noted, provision of new, AGL lighting across the RWY, Taxiway and Apon areas
   - Completion of shaping and drainage works within the airside boundary
   - Grooving and Line marking
8. In addition to the above, there are a number of Separable Portions which, pending allowable budget, may be awarded to the contractor. This Optional Scope may include but not be limited to:
   - Separable Portion A: Additional Geotechnical Works on the Runway
   - Separable Portion B: Supply and Installation of new Apron Lighting
   - Separable Portion C: Upgrade works to the ALER shed
   - Separable Portion D: Supply and Installation of new central IWDI
   - Separable Portion E: Replacement of lighting system on Taxiway C

- The Principal reserves the right to award all, some or none of the above listed Optional Separable Portions

9. Design and specification brief documentation was prepared by GHD and RPI.
10. The tender was open from 1st September 2026 to 15th September 2026.

**DISCUSSION**

11. A total of two (2) tender documents were issued by City of Albany.
12. Two (2) complete tender documents were submitted on or before the stipulated closing date and time.

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 | 30% |
| Environmental, Social, and Governance (ESG) | 5% |
| Schedule | 25% |
| Methodology | 40% |
| **Total** | **100%** |

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

| Tenderer | Total Score | Rank |
|---|---|---|
| Tenderer A | 685.60 | 1 |
| Tenderer B | 501.07 | 2 |

14. The Tenderer A and B claimed the Buy Local Policy reduction.
15. Tenderer A ranked highest with the highest score of 685.60
16. Tenderer B offered an alternative offer. The offer was embedded within the conforming offer without fully quantified savings in comparison to the items priced in the conforming offer.
17. The savings noted at a high level for the alternative offer from Tenderer B were not substantial enough to justify further consideration and hence the alternative offer was considered non-conforming.
18. 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.

**GOVERNMENT & PUBLIC CONSULTATION**

19. C26014 ECI - Early Contract Involvement Tender, was published in West Australian Wednesday 20 May 2026 and in the Extra Friday 22 May 2026.
20. C26015 Restricted Request for Tender did not require statewide advertising under the regulations.

**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.
24. Voting Requirement: Simple Majority.

## POLICY IMPLICATIONS

25. Council's Purchasing Policy (Tenders & Quotes) and Buy Local Policy (Regional Price Preference) are applicable to this item.
26. 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

27. 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*** *Multiple interfaces being ran (mobile asphalt plant, milling operations, civil earthworks and drainage, asphalting works and high voltage scope). Coordination of this will need a high level of supervision and control.* | *Unlikely* | *Major* | *Medium* | *WHS plan will be developed between Airport and Supplier defining proposed management of all activities. This is addressed at a granular level via Safe Work Method Statements (SWMS) to identify each tasks scope, hazards, risks and control measures. Site will also have a dedicated Works Safety Officer (WSO) for the duration of the works.*<br><br>*The supplier will also submit a programme for the entire works outlining each work front and when they will be happening.* |
| ***Service delivery Interruption*** *The work will be done up to 3X12days working windows with airport closure for runway 14/32. This affects multiple stakeholders including RFDS, RPT and FIFO services.* | *Almost Certain* | *Moderate* | *High* | *Method of Work Plan (MOWP) will be developed between Airport and Supplier. This will stipulate and control the activities proposed under each shift and will require review by CASA prior to commencement of works. This includes agreements and necessary notification periods to any shuts that will be undertaken.*<br><br>*Note: majority of RFDS and FIFO flights will be retained based on the proposed methodology from the supplier.* |
| ***Community*** *Lack of consultation will cause frustrations during closure.* | *Possible* | *Moderate* | *Medium* | *Clear communication prior to Airport closures to be released once programme has been locked in with Supplier. This will be managed in conjunction with the approved MOWP outlined above. Once MOWP has been finalised, communications to the public will be sent out prior to works occurring.* |
| ***Finance*** *Failure of financial viability of Supplier Non-compliance with contract* | *Rare* | *Severe* | *Medium* | *City has undertaken a confidential assessment of the Suppliers financials and viability of proposed works. The outcome was a risk significantly lower than the average business failure probability. Non-compliances will be managed via AS2124 which is the standard conditions of contract for the project.* |
| ***Operational - Wet Weather / Inclement Weather*** *Works undertaken are highly susceptible to weather influences. Asphalt cannot be laid during rain or cold weather. Contractors susceptible to total movement bans in summer.* | *Almost Certain* | *Moderate* | *High* | *Supplier has made an allowance for wet weather for each swing in their tender, based around expected wet weather days of each month during construction. Sufficient contingency has been allowed for within the contract, with budget still available if required, to address wet weather outside this allowance.* |
| ***Legal & Compliance*** *Non-compliance within contract* scope delivered | *Unlikely* | *Moderate* | *Medium* | *Non-compliances will be managed via AS2124-1992 which is the standard conditions of contract for the project. The City reserves the right to flag non-compliances and request rectification by the Supplier based on AS2124-1992. Retentions are held on the contract for this reason and for defects liability which runs for 12 months post-completion of the works.* |

## FINANCIAL IMPLICATIONS

28. The value of this tender is more than $1,000,000 and therefore approval is referred to Council for consideration.
29. More detailed information regarding the financial implications is contained in the Confidential Briefing Note.
30. Funding for this project has been received from Federal Government and has been promised by the Western Australian State Government. Municipal funds are allocated in the 2026-2027 budget.

## LEGAL IMPLICATIONS

31. The award of this tender is an award under the AS2124-1993 standard conditions of contract with agree departure based on negotiations with the City.
32. Upon award, The City shall nominate a superintendent to deliver the Contract as per AS2124-1993
33. Due to the high value and short time frame of this contract, it is recommended the Council consider a change to Delegation of Authority of the CEO to enable the CEO to vary the contract by up to 10% to avoid delays in approvals.
34. This change will need to be considered in another agenda item post-award of contract once the value is nominated.

## ENVIRONMENTAL CONSIDERATIONS

35. Implement appropriate environmental management measures to prevent contamination or damage to the TEC identified off-site.

## ALTERNATE OPTIONS

36. The options are:
    a. Council may elect to accept the recommended tender; or
    b. Not approve any tender.

## CONCLUSION

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

| | |
|---|---|
| **Consulted References** | • Local Government (Functions and General) Regulations 1996<br>• Council Policy – Purchasing<br>• Council Policy – Buy Local (Regional Price Preference) |
| **File Number** | C26015 |
| **Previous Reference** | N/A |

# DIS483: INITIATION TO ADOPT AMENDMENT NO. 7 TO CITY OF ALBANY LOCAL PLANNING SCHEME NO. 2 FOR ADVERTISING

| | | |
|---|---|---|
| **Land Description** | : | Lot 39 Elizabeth Street, Bayonet Head |
| **Proponent / Owner** | : | TBB Planning on behalf of Development WA |
| **Attachments** | : | 1. Scheme Amendment Report<br>2. Development Concept Plan<br>3. Environmental Assessment Report<br>4. Local Water Management Report<br>5. Landscape Concept Plan<br>6. Bushfire Hazard and Bushfire Management Plan<br>7. Servicing Report<br>8. Geotechnical Report<br>9. Transport Impact Assessment |
| **Report Prepared By** | : | Planning Officer |
| **Authorising Officer:** | : | Executive Director Infrastructure, Development & Environment |

## COUNCIL PLAN ALIGNMENT

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

## STRATEGIC IMPLICATIONS

1. The *Albany Local Planning Strategy 2019 (Planning Strategy)* outlines the long-term vision for land use and development throughout the municipality. Amendment No. 7 (AMD7) aligns with the Planning Strategy which identifies the land as being used and developed for urban purposes.
2. Given Amendment No.7 (AMD7) is consistent with *the City of Albany Local Planning Strategy*, the amendment is determined a ‘standard’ amendment to the *City of Albany Local Planning Scheme No. 2* (LPS2).

Maps and Diagrams:

The following diagrams illustrate the land the subject of the scheme amendment proposal.

**In Brief:**

- The City has received a request to amend the zoning of a portion of Lot 39 Elizabeth Street, Bayonet Head (subject site).
- The application seeks to rezone the northern portion of the subject site from Rural to 'Residential R30' under LPS2.
- AMD7 seeks to facilitate additional residential land within the City of Albany in response to increasing housing demand.
- The proposal and supporting documentation provided to date, are considered sufficient in their current form to progress to public advertising for comment and formal consultation with state agencies.
- Council is therefore requested to adopt and initiate the proposed amendment for advertising.

**RECOMMENDATION**

**DIS483: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR STEPHENS**

**That Council:**

1. **Pursuant to section 75 of the *Planning and Development Act 2005* and Part 5, r.35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to:**

   **Initiate ADOPTION of Scheme Amendment No. 7 to amend the City of Albany Local Planning Scheme No. 2 by:**

   **i) Rezoning the scheme amendment area from the 'Rural' to the 'Residential' zone.**
   **ii) Applying a residential density code of R30 to the scheme amendment area.**
   **iii) Amend the Scheme maps accordingly.**

2. **Pursuant to regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that the amendment is 'standard' in accordance with regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015, as it satisfies the following criteria:**

   ***(b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;***

   ***(ca) an amendment to the scheme to — (i) include a provision in the scheme that a specified planning code is to be read as part of the scheme; or (ii) provide for the modification of a planning code that is to be read as part of the scheme;***

   ***(e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;***

   ***(f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;***

   ***(g) any other amendment that is not a complex or basic amendment.***

3. **REFERS Scheme Amendment No. 7 to the Environmental Protection Authority, pursuant to Section 81 of the *Planning and Development Act 2005*, by giving to the EPA written notice of this resolution and such written information to enable the EPA to comply with s. 48A of the *Environmental Protection Act 1986*.**

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

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

   **a) Undertake any modifications to Scheme Amendment No. 7 as required by the Minister, in accordance with s. 83A (2)(b) of the *Planning and Development Act 2005*;**

**b) Undertake any further referrals of modified Scheme Amendment No. 7 to the EPA, if required, in accordance with s. 83A(3), s. 81 and s. 82 of the *Planning and Development Act 2005*; and**

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

**6. In accordance with the requirements of r. 47 (1) and (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DELEGATE the Chief Executive Officer to ADVERTISE Scheme Amendment No. 7 to the City of Albany Local Planning Scheme No. 2, as soon as reasonably practicable after the Minister grants approval in accordance with s. 83A(2)(a) of the *Planning and Development Act 2005*.**

**CARRIED 6-0**

DIS483: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR LIONETTI
SECONDED: COUNCILLOR CLARKE APM

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 6-0

DIS483: AUTHORISING OFFICER RECOMMENDATION

That Council:

**1.** Pursuant to section 75 of the *Planning and Development Act 2005* and Part 5, r.35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to:

Initiate ADOPTION of Scheme Amendment No. 7 to amend the City of Albany Local Planning Scheme No. 2 by:

i) Rezoning the scheme amendment area from the 'Rural' to the 'Residential' zone.
ii) Applying a residential density code of R30 to the scheme amendment area.
iii) Amend the Scheme maps accordingly.

**2.** Pursuant to regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that the amendment is 'standard' in accordance with regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* as it satisfies the following criteria:

*(b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*

*(ca) an amendment to the scheme to — (i) include a provision in the scheme that a specified planning code is to be read as part of the scheme; or (ii) provide for the modification of a planning code that is to be read as part of the scheme;*

*(e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*

*(f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*

*(g) any other amendment that is not a complex or basic amendment.*

**3.** REFERS Scheme Amendment No. 7 to the Environmental Protection Authority, pursuant to Section 81 of the *Planning and Development Act 2005*, by giving to the EPA written notice of this resolution and such written information to enable the EPA to comply with s. 48A of the *Environmental Protection Act 1986.*

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

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

**a)** Undertake any modifications to Scheme Amendment No. 7 as required by the Minister, in accordance with s. 83A (2)(b) of the *Planning and Development Act 2005*;

**b)** Undertake any further referrals of modified Scheme Amendment No. 7 to the EPA, if required, in accordance with s. 83A(3), s. 81 and s. 82 of the *Planning and Development Act 2005*; and

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

**6.** In accordance with the requirements of r. 47 (1) and (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015,* DELEGATE the Chief Executive Officer to ADVERTISE Scheme Amendment No. 7 to the City of Albany Local Planning Scheme No. 2, as soon as reasonably practicable after the Minister grants approval in accordance with s. 83A(2)(a) of the *Planning and Development Act 2005*.

**BACKGROUND**

4. The subject site is 18.86ha in area and currently zoned ‘Rural’ under LPS2. AMD7 seeks to rezone the northern portion of the site, totalling 10.23ha to ‘Residential’ seeking to apply a residential density code of R30.

5. The subject site is located approximately 8km from the Town Centre. The site is located directly to the east of the existing Oyster Heights residential subdivision, the land on the opposite side of the street is also residential. The land to the east of the site is zoned Rural, and further to the east is the Outlook Lifestyle Resort, which compromises a retirement village.

6. The subject site itself generally falls to the east and is predominantly vacant cleared pastoral land. A workshop building is located along the western boundary of the site, north of the Berliner Street access. A drainage gully extends from the northwestern corner of the site to a manmade pond located in the northeastern portion of the site.

7. The subject site is within the Bayonet Head Interim Outline Development Plan (ODP), prepared in 2007, which identified the broader Bayonet Head locality for residential subdivision. The ODP indicates residential development at a mix of R25 and R30 densities across the subject site.

8. There is a high demand for residential land in Albany, exceeding the current supply resulting in limited housing choices and increased building costs. AMD7 seeks to cater for the increasing housing demand within the municipality.

9. The subject site has recently been acquired by Development WA who are seeking to accelerate the delivery of residential land within the area.

10. Prior to lodgement, the City, in consultation with the Department of Planning, Lands and Heritage (DPLH), held discussions with the proponents over the proposed scheme amendment outlining in-principal officer support for the proposed zoning.

**DISCUSSION**

Scheme Amendment Proposal and Strategic Implications

11. The amendment proposal involves the rezoning of the northern portion of the site from 'Rural' to 'Residential'. The figures below illustrate the location and extent of the transfer of zone.

The *City of Albany Local Planning Strategy 2019* (the Strategy) sets out the long-term planning direction for Albany. The Strategy identifies Bayonet Head as an 'Urban Growth' area with partially developed residential estates and ongoing capacity to deliver additional dwellings.

12. Although the Bayonet Head ODP envisioned urban development across the broader site, the southern portion of the subject site has not been included in the proposed residential rezoning. This area contains remnant vegetation and environmental values that require detailed investigation before appropriate land uses are identified. The proponents are undertaking a detailed review of the balance of the Bayonet Head area inclusive of the southern portion of the subject site that will influence future urban development outcomes, including vegetation retention, wetland classification and management requirements, and bushfire risk. This could result in the balance of the site being classified as open space/conservation, or residential, or a mix of both. As these studies are ongoing this area has been specifically excluded from the current proposal.

13. The northern portion of the site is relatively unconstrained and can be developed immediately as an extension of the existing residential development directly to the west, efficiently serviced by logical extensions of existing infrastructure, hence this strategic approach.

14. The proposed R30 density is generally consistent with the Bayonet Head ODP, which identifies a mix of R25/R30 density for the subject site. The R30 density will allow for and support a range lot sizes and housing options. The Development Concept Plan submitted demonstrates lot sizes ranging from approximately 312m² to 525m², with an average of 445m².

15. The amendment document includes technical reports to provide analysis on environmental considerations, landscaping, water management, site and soil capability, bushfire management, traffic impact and servicing. A Development Concept Plan has also been provided. The following provides a summary of the technical reports and plans, along with key considerations associated with the rezoning.

Development Concept Plan

16. A Development Concept Plan is included in Attachment 2. The plan outlines the intended development layout and key design features for the site; including;

    - Public open space areas including stormwater flood path and drainage swales.
    - Street trees.
    - Diverse range of lot sizes and layouts to respond to bushfire management and response to landform to minimise earthworks.
    - Road network that connects and responds to existing areas.

Environmental Considerations

17. An *Environmental Assessment Report (EAR*) including a flora and fauna assessment is included in Attachment 3. The EAR confirms that the subject site has been extensively cleared and does not contain any areas of intact native vegetation or significant fauna habitats with no evidence of contamination identified.

18. The EAR acknowledges that remnant vegetation in the southern portion of the subject site provides habitat for species such as the Western Ringtail Possum and Quenda, however these will not be impacted by the proposal as these are located outside the scheme amendment area.

19. Even though approximately 70% of the site is mapped as having a high to moderate risk of acid sulphate soils, these can be appropriately managed through standard subdivision and development processes.

20. A previous archaeological site identification survey identified a scar tree along the western boundary of the subject for potential registration as Cultural Heritage Site. The proposal will be referred to the Department of Planning, Lands and Heritage for further comment and recommendations in this regard.

21. The EAR demonstrates that the site is both capable and suitable for residential development and that identified constraints can be effectively managed without adverse environmental impact.

Water Management

22. A *Local Water Management Strategy* (Attachment 4) has been submitted to make recommendations for water management, including:

    - Runoff from lots will be managed by using a combination of soakwells and overflow connections to the pipe network.

- Runoff from lots and road reserves will be directed/conveyed towards downstream bio retention areas (BRA) and flood storage areas (FSA), prior to discharging offsite downstream.
- Existing inundated areas will be retained within POS and utilised to provide flood detention.
- FSA's will provide detention storage up to the 1% AEP event.
- Conveyance of flows from the northern upstream catchment will be achieved by a combination of pipes and swales to the downstream FSA.
- Shallow or perched groundwater will be managed using fill to provide separation and subsoil drains located beneath road reserves and back of retaining walls.

23. The Local Water Management Strategy demonstrates that the site can be developed in a manner that maintains pre-development hydrological conditions and protects downstream environments. The proposal will also be referred to the Department of Water and Environmental Regulation and other State agencies for comment.

Landscape

24. A *Landscape Concept Plan (LCP*) has been prepared for the subject site (refer Attachment 5) outlining the location and design of POS, which have been designed and located to integrate recreational, drainage and environmental outcomes.

25. Two POS areas totalling approximately 1.27 hectares, are identified to maximise accessibility and distribution across the site. The primary POS (approximately 8,223m²) is centrally located and is proposed to be designed to incorporate a fenced play space with shade structures, picnic settings, BBQ facilities and a drinking fountain. The second POS (approximately 4,553m²) provides an additional neighbourhood space with landscaped areas to support passive use. Shared and dual use paths are provided throughout the subject site providing good pedestrian connectivity that will link with the existing residential estate to the west.

26. The POS areas are designed to provide a mix of formal and informal recreational opportunities responding to the surrounding residential context and natural landscape setting. Water sensitive urban design principles are proposed to provide stormwater treatment and detention while contributing to the environment and providing visual amenity.

Bushfire

27. The subject land falls within an area declared bushfire prone. A Bushfire Management Plan (BMP) has been prepared and included in Attachment 6, which assesses bushfire risk and demonstrates compliance with State Planning Policy 3.7: *Planning in Bushfire Prone Areas* (SPP 3.7). The BMP includes requirements for access and egress, notes the availability of a reticulated water supply, and the management or modification of existing vegetation.

28. The BMP recognises that the proposed Development Concept Plan includes wide road reserves to provide hazard separation along the eastern and southern boundaries of the site. Vegetation that will be retained within POS areas and the drainage reserve, will be managed in a low fuel, parkland cleared state, as illustrated in the Landscape Concept Plan. Wide road reserves and combination of low-threat areas enable future dwellings to achieve BAL-29 or lower.

29. With respect to access, the subject site currently has direct access from Elizabeth Street, with additional connections available via Francis Street, Lower King Road, Paul Terry Drive, and the surrounding public road network. These roads provide access in multiple directions in the case of an emergency.

30. Reticulated water is available to the subject site. Existing hydrants are located along Elizabeth Street, with capacity to install additional hydrants at the subdivision stage in accordance with Water Corporation design standards.

Servicing

31. An *Engineering Services Report* has been submitted (refer Attachment 7). The report notes that infrastructure servicing is achievable, with standard connections available for sewer, water, power, telecommunications and gas, subject to detailed design and authority approvals. The amendment will be referred to State agencies and service providers for comment in this regard.

Geotechnical

32. The *Geotechnical Investigations Report* submitted (refer Attachment 8) confirms the site is suitable for residential development, subject to standard construction practices. Identified soil and groundwater conditions, including the presence of clay layers and variable infiltration, can be appropriately managed through earthworks, drainage design and foundation solutions.

Transport Impact Assessment

33. A *Transport Impact Assessment* (TIA) lodged with the proposal (refer Attachment 9) has assessed traffic generation, distribution and movement patterns within the proposed amendment. The TIA concludes that the road design and layouts proposed would not have a significant impact on the surrounding road network and is supported.

34. It is considered that the proposal addresses the relevant strategic planning matters, and can be adopted and progress to advertising.

35. It is important to note that other issues or items may be raised by agencies, stakeholders and the community through the process that need to be suitably addressed by the proponent to the satisfaction of the City of Albany, the EPA, the Western Australian Planning Commission (WAPC), other State Government agencies and ultimately the Minister for Planning.

**GOVERNMENT & PUBLIC CONSULTATION**

36. The *Planning and Development Regulations (Local Planning Schemes) Regulations 2015* (Planning Regulations) require a local planning scheme amendment be adopted by a resolution of Council prior to the proposal being advertised for public comment. Consequently, no consultation has been undertaken at this stage.

37. Should Council resolve under regulation 35 to adopt an amendment to a local planning scheme, the local government must then advertise the amendment in accordance with regulation 47.

38. Section 81 of the *Planning and Development Act 2005* (Act) requires a local government to refer an amendment to the EPA to determine if it should be assessed.

**STATUTORY IMPLICATIONS**

39. The key elements of the statutory environment in relation to the proposed Scheme Amendments are set out in the Act and the Planning Regulations. The proposed scheme amendment has been prepared having regard to the Act, the Regulations and Model Scheme Text and Deemed Provisions contained therein.

40. The Planning Regulations identifies three different levels of amendments – basic, standard and complex – AMD7 is a ‘standard’ amendment for the following reasons:

    *(b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;*

    *(ca) an amendment to the scheme to — (i) include a provision in the scheme that a specified planning code is to be read as part of the scheme; or (ii) provide for the modification of a planning code that is to be read as part of the scheme;*

    *(e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;*

    *(f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*

    *(g) any other amendment that is not a complex or basic amendment.*

41. The local government may resolve to adopt the proposed amendment as submitted (or with modifications) and to seek the approval of the Western Australian Planning Commission (WAPC) to advertise the modified proposed amendment under section 83A of the Act; or the local government may resolve not to proceed with the proposed amendment; and provide a copy of the resolution to the WAPC.

42. If the Minister under section 83A(2)(b) of the Act requires the local government to modify a proposed standard amendment submitted for approval to advertise, the local government must:
    - Modify the proposed amendment as required; and
    - Resubmit the modified proposed amendment to the Minister in accordance with section 83A of the Act.

43. As soon as reasonably practicable after the Minister under section 83A(2)(a) of the Act approves a proposed standard amendment to a local planning scheme for advertising, the local government must prepare a notice in a form approved by the WAPC advertise the proposed standard amendment to a local planning scheme.

## POLICY IMPLICATIONS

44. Pursuant to the Act, in adopting a scheme amendment, the local government is required to have due regard to any State Planning Policy which affects its district. It is considered that the Scheme Amendment adequately addresses and satisfies the following State planning policies:
    - *State Planning Policy 2.9 – Water* – The proposal is consistent with the objectives and requirements. A Local Water Management Report (LWMR) has been prepared addressing the pre-development and post-development site conditions. Refer to preceding sections of this report.
    - *State Planning Policy 3.0 – Urban Growth and Settlement* – The proposed amendment is consistent with the policy requirements, as it facilitates sustainable residential development with readily available infrastructure and services.
    - *State Planning Policy 3.7 - Planning in Bushfire Prone Areas* - Refer to preceding sections of this report.

45. The proposed amendment, through the Development Concept Plan is generally consistent with the objectives of Local Planning Policy 1.5 – Public Parkland, through two accessible public parks providing a mix of recreational operations.

## RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---|---|---|---|
| ***Reputation*** ***Risk:*** *The proposal may not be accepted by the Western Australian Planning Commissions or the Minister for Planning* | *Possible* | *Moderate* | *Medium* | *In the unlikely event the request is not supported by the WAPC, the City may be required to make modifications. Alternate options will need to be explored.* |
| ***Opportunity:*** *Obtain direction from the WAPC for the type of uses and developments that would be best suited for the site.* | | | | |
| ***Reputation*** ***Risk:*** *The proposal may attract objections from members of the public or other government agencies.* | *Possible* | *Moderate* | *Medium* | *Widely consulting with all parties who may be affected and all relevant public authorities should mitigate any risk in this regard. If necessary, further information can be provided and/or modifications made as part of the amendment process.* |
| ***Opportunity:*** *Facilitating housing outcomes at the appropriate density.* | | | | |

## FINANCIAL IMPLICATIONS

47. The are no financial implications relating to advertising of the proposed scheme amendment.

## LEGAL IMPLICATIONS

48. There are no legal implications relating to adopting and advertising of the proposed scheme amendment.

## ENVIRONMENTAL CONSIDERATIONS

49. The land is subject to both bushfire hazards, acid sulphate soils and water implications. Refer to preceding sections of the report for further information.

50. The proposed amendment has also been considered in the context of the City's Local Biodiversity Strategy and is generally consistent with the recommendations and objectives of the Strategy.

## ALTERNATE OPTIONS

51. Council may consider alternate options in relation to this item, such as:

    i) To resolve adopt and support advertising subject to the submission of additional information and/or other modifications, prior to forwarding the proposal to the WAPC seeking approval to advertise; or
    ii) To resolve not to adopt the amendment to the local planning scheme.

## CONCLUSION

52. The proposed Scheme Amendment seeks to rezone a portion of the subject site from 'Rural' to 'Residential' with a residential density code of R30 under the City of Albany Local Planning Scheme No.2.

53. The Albany Local Planning Strategy 2019 (ALPS) identifies the land as being for 'Urban Growth' purpose. ALPS sets out that land designated Urban is to accommodate a mix of residential, commercial, community, and recreational activities, with a strong emphasis on urban consolidation. The proposed rezoning is a logical extension of the Bayonet Head residential area.

54. Council is therefore requested to adopt the proposed amendment for advertising.

| | | |
|---|---|---|
| **Consulted References** | : | • *Local Planning Scheme No. 2*<br>• *Planning and Development Act 2005*<br>• *Planning and Development (Local Planning Schemes) Regulations 2015*<br>• *State Planning Policy 2.9 – Water*<br>• *State Planning Policy 3.0 - Urban Growth and Settlement*<br>• *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*<br>• *Residential Design Codes*<br>• *Local Planning Policy 1.5 – Public Parkland* |
| **File Number** | : | Synergy File Number – AMD007 |
| **Previous Reference** | : | N/A |

## DIS484: PLANNING AND BUILDING REPORTS AUGUST 2026

| | | |
|---|---|---|
| **Proponent / Owner** | : | City of Albany |
| **Attachments** | : | Planning and Building Reports August 2026 |
| **Report Prepared By** | : | Information Officer – Development Services |
| **Authorising Officer:** | : | Manager Development Services |

**RECOMMENDATION**

**DIS484: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR MCKINLEY**
**SECONDED: COUNCILLOR CLARKE**

**THAT the Planning and Building Reports for August 2026 be RECEIVED.**

**CARRIED 6-0**

## DIS485: C26013 - ALBANY ARTIFICIAL FISHING REEF

| | | |
|---|---|---|
| **Land Description** | : | Ledge Bay, King George Sound |
| **Proponent / Owner** | : | Department of Primary Industries and Regional Development |
| **Attachments** | : | Confidential Briefing Note |
| **Report Prepared By** | : | Manager Major Projects |
| **Authorising Officer:** | : | Executive Director Development, Infrastructure & 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.*

**COUNCIL PLAN ALIGNMENT**

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

- **Pillar**: Environment
- **Outcomes:** A city where our natural environment is valued and conserved, and climate resilience is built for future generations.
- **Strategic Priority:** Protection of our biodiversity and the natural environment

- **Pillar**: Economy
- **Outcomes:** A thriving, diverse and innovative regional economy that creates a diversity of opportunities
- **Strategic Priority**: Grow as a destination that offers a world-class visitor experience

**In Brief:**

- Following a competitive tender process Council approval is sought to award Tender C26013 for the construction of the Albany Artificial Fishing Reef
- All figures within this Item are exclusive of GST.

**RECOMMENDATION**

**DIS485: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR STEPHENS**
**SECONDED: COUNCILLOR MCKINLEY**

**THAT Council ACCEPT the tender recommended by the evaluation panel in the Confidential Briefing Note and AWARD Tender C26013 - Albany Artificial Fishing Reef to Tenderer A, which is contingent on successful negotiation of clarifications and insurance requirements.**

**CARRIED 6-0**

## LOCATION

The proposed artificial reef site is located within King George Sound, approximately 9 km east of Albany and 0.5 km offshore from Ledge Beach. The reef site encompasses an area of 200 m by 400 m, with the centre point located at 35.0156 S 117.9872 E.

*Figure 1: Albany Artificial Reef Site Location*

## BACKGROUND

1. The Albany Artificial Fishing Reef project comprises the design, fabrication and deployment of an artificial reef. Artificial reefs are purpose-built structures installed in aquatic environments (marine, estuarine, river or lake) for the purpose of creating, restoring or enhancing habitats for fish, fishing and other recreational activities.
2. The Department of Primary Industries and Regional Development (DPIRD) approached the City of Albany in November 2020, proposing a management structure where the City of Albany has a direct role in delivering an offshore artificial fishing reef in Albany, particularly around procurement and project delivery of the works.
3. The final proposal included a delegated table of responsibilities with works completed in collaboration between DPIRD, Recfishwest and the City of Albany (See *Table 1* for breakdown of activities). the understanding the City of Albany would drive certain stages of the project particularly around procurement and project delivery of the works.
4. The City of Albany received funding September 2021 for delivery of the project
5. A license from the Department of Water, Environment and Regulation (DWER) was first attained November 2024 to construct the proposed reef in Ledge Bay.
6. The City of Albany received further funding March 2026 for delivery of the project
7. DPIRD attained a new license to construct the AAFR in Ledge Bay from the Department of Water, Environment and Regulation (DWER) in June 2026 to extend validity to 30 June 2027.
8. DPIRD attained a license to construct the AAFR in Ledge Bay from the Department of Water, Environment and Regulation (DWER) in June 2026.
9. DPIRD executed a licence agreement with Southern Ports for the installation of the AAFR on seabed within Port-controlled waters in July 2026

## DISCUSSION

10. The standard tender process as prescribed by the Local Government Act 1995 (the Act) and Local Government (Function and General) Regulations 1996 (the Regulations) was followed.
11. C26013 – Albany Artificial Fishing Reef was released to market on Friday 3rd July and closed Thursday 27th August 2026.
12. A total 1109 documents were issued, and five (5) conforming submissions were received.
13. The tender evaluation team evaluated tenders using the weighted criteria methodology across five key areas:

| Qualitative Criteria | Weighting (%) |
|---|---|
| Proposed Equipment, Methodology & Program of Works | 30 |
| Suitability of Proposed Goods & Services | 30 |
| Relevant Experience and Resources | 25 |
| Cost | 10 |
| Environmental, Social and Governance (ESG) | 5 |
| **Total** | **100** |

14. Tenders were evaluated, in accordance with City of Albany Evaluation Procedure and Guidelines. A Tender Evaluation Team (TET), consisting of City staff (voting), Department of Primary Industries and Regional Development (DPIRD) (non-voting) and the Albany Fishing Club (non-voting) was formed to evaluate each submission, then agree to a consensus score, with non-voting member recommendations received for reference but not for implementation into the final scoring,
15. From the evaluation scoring and clarifications Tenderer A are the preferred tenderer and consequently it is recommended that their tender be accepted and the contract be awarded.

## GOVERNMENT & PUBLIC CONSULTATION

16. A request for tender was published in the West Australian on Friday 3rd July 2026 and the Albany Extra on Friday 3rd July 2026.
17. There is no government consultation required for the award of C26013 – Albany Artificial Fishing Reef. DPIRD were brought onboard as non-voting members both to review the tender package and subsequent submissions.
18. The Albany Fishing Club has been involved with the project and has provided feedback during the individual tender evaluation assessment period. They provided a letter of recommendation for preferred tenderers as a non-voting member.
19. DPIRD attained a new license to construct the AAFR in Ledge Bay from the Department of Water, Environment and Regulation (DWER)
20. DPIRD attained a Seabed license from Southern Ports for the installation of the reef at the selected location within Port Waters.
21. The funding bodies and public will be notified about the outcome of the award and timeframe for implementation.

## STATUTORY IMPLICATIONS

22. Regulation 11 of the Regulations requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than $250,000.

23. 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.
24. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.

## POLICY IMPLICATIONS

25. The City of Albany Purchasing Policy and Regional Price Preference Policy are applicable to this item.
26. The value of this tender is in excess of $1,000,000 and therefore Council approval is required as this exceeds the CEO's delegation.

## RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---|---|---|---|
| ***Reputation, Financial*** ***Risk:*** *Failure to deliver project within specified timeframe may jeopardise multiple funding agreements for this project.* | *Possible* | *Major* | *High* | *Award tender as soon as possible to enable construction to proceed and the project completed in accordance with the funding agreements.* |
| ***Reputation & Community*** ***Risk:*** *Appointment of the recommended tenderer is not supported.* | *Possible* | *Major* | *High* | *City staff to work with preferred tenderer to address any concerns from Council, prior to awarding the tender.* |
| ***Opportunity:*** *Project will provide increased benefit and amenity for the community. This Project will build on the recent redevelopment works of Middleton Beach Foreshore and Activity centre* | | | | |

## FINANCIAL IMPLICATIONS

28. The Preferred Tender's price is within the available project budget.

## LEGAL IMPLICATIONS

29. Nil.

## ENVIRONMENTAL CONSIDERATIONS

30. Should the tender be awarded, the Contractor will be required to prepare, implement and monitor a Construction and Environmental Management Plan, specific to the site.

## ALTERNATE OPTIONS

31. Council may:
    - Choose to accept the recommended tender, or
    - Not accept any tender.

## CONCLUSION

32. The City has undergone a competitive process in line with the relevant legislation and established policies.
33. The recommendation is to award the contract to Tenderer A, as supported by the evaluation scoring and clarifications provided which is contingent on successful negotiation of clarifications and insurance requirements.

| | | |
|---|---|---|
| **Consulted References** | **:** | • *Local Government Act 1995*<br>• *Local Government (Functions and General) Regulations 1996*<br>• City of Albany Policies:<br>  ○ Purchasing Policy (Tenders and Quotes)<br>  ○ Tender Procedure<br>  ○ Evaluation Procedure (Tenders and Quotations) |

| | | |
|---|---|---|
| | | Buy Local Policy (Regional Price Preference) |
| **Previous Reference** | **:** | • *Albany Artificial Fishing Reef – Elected Member Briefing and Project Briefing Note - 12th August 2026* |

# DIS486: PLANNING & DEVELOPMENT SERVICES REVIEW – PROPOSED EXECUTIVE STRUCTURE AND COUNCIL POLICY POSITION

| | | |
|---|---|---|
| **Proponent / Owner** | : | City of Albany |
| **Attachments** | : | • Planning and Development Services Review – Executive Summary (Confidential)<br>• Proposed organisational structure (Confidential)<br>• Proposed - Designated Senior Employee Policy Position |
| **Report Prepared By** | : | Manager People & Culture<br>Principal Strategic Projects, Risk & Governance Specialist |
| **Authorising Officer:** | : | Chief Executive Officer |

**Confidentiality:** This item is recommended to be considered behind closed doors under section 5.23(2)(a) of the *Local Government Act 1995*, as it relates to employees.

**COUNCIL PLAN ALIGNMENT**

- **Pillar:** Infrastructure
- **Outcome:** A vibrant city with attractive and connected spaces, supported by forward-thinking and responsible planning and development.
- **Strategic Priority:** Strengthen safe, prepared and liveable urban and rural communities.
- **Action:** Development Services review — implement recommended actions of the service review.

**In Brief:**

- The Planning and Development Services Review recommends a staged improvement program, including dedicated executive leadership and additional planning capacity.
- Council is asked to endorse the CEO's proposed approach to implementing the first-stage organisational response, including consideration of additional employee resources within the adopted employee costs budget.
- The report also proposes adoption of a Designated Senior Employee Council Policy Position to confirm Council's position regarding Executive Director positions under section 5.37 of the *Local Government Act 1995*.

*Due to the confidential nature of this item, it was moved to the end of the meeting to allow for the discussion to be held behind closed doors.*

**RECOMMENDATION**

**RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR MCKINLEY**
**SECONDED: COUNCILLOR MACLAREN**

**THAT the meeting be closed to members of the public in accordance with 4.1 (1) of the City of Albany Standing Orders Local Law to allow confidential discussion on the following item:**

**DIS486 PLANNING AND DEVELOPMENT SERVICES REVIEW – PROPOSED EXECUTIVE STRUCTURE AND COUNCIL POLICY POSITION**

**CARRIED 6-0**

7:08pm All members of the public and City officers Mr P Camins, Mr M Gilfellon, Mr N Watson, Mr J Van Der Mescht and Mr A Catterall left the chamber

**DIS486: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR STEPHENS**

**THAT Council:**

1. **NOTES the Planning and Development Services Review and proposed staged implementation approach.**
2. **ENDORSES the Chief Executive Officer's proposed first-stage implementation approach, including consideration of additional employee resources estimated at approximately $385,700 per annum, inclusive of indicative employment on-costs, within the adopted employee costs budget where capacity is available and the applicable workforce management framework.**
3. **NOTES that:**
   a. **this decision is not an authorisation under section 6.8 of the *Local Government Act 1995*; and**
   b. **any additional employee resourcing not accommodated within the adopted employee costs budget will be subject to further reporting via the 2026/27 budget review process.**
4. **NOTES that organisational design, recruitment and employee management remain the responsibility of the Chief Executive Officer, subject to the Local Government Act 1995, including Council's functions in relation to designated senior employees under section 5.37.**
5. **ADOPTS the Designated Senior Employee Council Policy Position as set out in the report.**

**CARRIED 6-0**

7:15pm The following officers returned to the Chamber being Mr P Camins, Mr M Gilfellon, Mr N Watson, Mr J Van Der Mescht and Mr A Catterall

**RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR MCKINLEY**
**SECONDED: COUNCILLOR LIONETTI**

**THAT the meeting be RE-OPENED.**

**CARRIED 6-0**

| | | |
|---|---|---|
| **Consulted References** | : | *Local Government Act 1995*;<br>*Local Government (Administration) Regulations 1996*;<br>Planning and Development Services Review;<br>GFG Consulting Planning and Development Services Review Executive Summary, August 2026;<br>Presentation to the Audit, Risk and Improvement Committee on the Planning and Development Services Review, 1 September 2026; |

| | | |
|---|---|---|
| | | Project Control Group documentation, including the Project Implementation Structure;<br>Proposed organisational charts;<br>City of Albany Council Plan 2026–2036; and<br>City of Albany Register of Delegations & Authorisations. |
| **Previous Reference** | **:** | Council has previously designated Executive Director positions as senior employees under section 5.37 of the *Local Government Act 1995*, including through resolutions in 2012, 2016 and 2017. |

## AR202: COMPLIANCE AUDIT RETURN (CAR) - 2025

| | | |
|---|---|---|
| **Business Entity Name** | : | City of Albany |
| **Attachments** | : | Albany – Compliance Audit Return 2025 |
| **Report Prepared By** | : | Principal Strategic Projects, Risk & Governance Specialist |
| **Authorising Officer:** | : | Chief Executive Officer |

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Council Plan 2026–2036:
   - **Pillar:** Leadership.
   - **Outcome:** Lead as a community-focused, values-led council.
   - **Strategic Priority:** Governance improvements — enhance governance frameworks, delegations and integrity systems to ensure governance arrangements remain fit-for-purpose as the City grows and operates in an increasingly complex regulatory environment.
   - **City service link:** Governance and Risk — deliver governance systems to achieve assurance over governance, compliance and risk-informed decision making.
   - **Applicable measure/KPI:** Compliance Annual Return — compliance requirements met annually.

**In Brief:**

- Review the updated Compliance Audit Return (CAR) Report – 2025 and note the identified non-compliance matters, transparency disclosure and corrective actions.
- Recommend that ARIC review the certified CAR for the period 1 January 2025 to 31 December 2025 and recommend Council endorsement and submission to the Local Government Inspector, together with the Council resolution and any explanatory information, by the deferred deadline of 30 September 2026.

**RECOMMENDATION**

**AR202: RESOLUTION**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR MCKINLEY**

**THAT a Certified Copy of the Compliance Audit Return (CAR) for the period 1 January 2025 to 31 December 2025 be ENDORSED by Council and any additional information explaining or quantifying the compliance audit is to be submitted to the Office of the Local Government Inspector before 30 September 2026.**

**CARRIED 6-0**

AR202: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: DEPUTY MAYOR TERRY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

AR202: AUTHORISING OFFICER RECOMMENDATION

THAT a Certified Copy of the Compliance Audit Return (CAR) for the period 1 January 2025 to 31 December 2025 be ENDORSED by Council and any additional information explaining or quantifying the compliance audit is to be submitted to the Office of the Local Government Inspector before 30 September 2026.

**BACKGROUND**

2. The City must complete an annual Compliance Audit Return (CAR) as a self-assessment against prescribed statutory requirements.

3. Governance and Risk coordinated the 2025 CAR with relevant business areas. Most items were assessed as compliant or not applicable, with limited administrative, disclosure, policy-compliance and timing matters recorded for action or transparency.

4. ARIC is asked to review the updated CAR, note the identified matters and corrective actions, and recommend Council endorsement before submission by 30 September 2026.

**DISCUSSION**

5. The 2025 Compliance Audit Return has been completed as the City's annual self-assessment against the prescribed statutory requirements for the period 1 January 2025 to 31 December 2025.

6. The return indicates that most items were assessed as compliant or not applicable. The key "No" responses are summarised separately below, together with the current corrective action or management response.

| CAR item | Key issue | Corrective action / management response |
|---|---|---|
| Local law review | Review not completed within the period. | Review is in progress and scheduled to be presented to Council in November 2026. |
| Delegations review | Delegations were not reviewed by the delegator during the 2024/2025 financial year. | Delegations were formally reviewed and re-adopted on 1 July 2025, one day after year end. |
| Primary return | One elected member did not lodge their primary return within the prescribed period. | The non-compliance was reported and will continue to be monitored through governance processes. |
| Annual report disclosures | Regulation 19B was assessed as not fully met, primarily due to the need to review available demographic information about council members. | The matter will be reviewed for the 2025/2026 annual reporting period. |
| Strategic and corporate planning | Strategic Community Plan adoption and Corporate Business Plan review timing did not fall within the CAR reporting period. | The new Council Plan, combining strategic and corporate planning requirements, was adopted on 30 June 2026. |
| Purchasing policy compliance | Internal purchasing audits identified various purchases that did not comply with the City's Purchasing Policy. | Corrective action has been implemented, including officer training, approver checklists, ongoing monitoring and quarterly reporting to the Executive Management Team. |

7. The timing matters are administrative in nature and, where relevant, have since been addressed. In particular, the delegation review was completed on 1 July 2025, one day after the end of the 2024/2025 financial year.

8. The matters requiring further attention are being managed through planned review processes, existing governance controls, or targeted corrective action. The most significant operational response relates to purchasing compliance, where additional officer training, approver checklists, monitoring and quarterly executive reporting have been implemented.

9. On this basis, the CAR provides ARIC and Council with a transparent position on the City's compliance status, including matters already addressed, matters being monitored, and matters requiring further review through existing governance and corrective action processes. These matters do not prevent ARIC from recommending Council endorsement and submission of the CAR.

**STATUTORY AND LEGAL IMPLICATIONS**

10. The CAR is required under regulation 14 of the Local Government (Audit) Regulations 1996.

11. The Local Government Inspector's published process requires the CAR to be completed by the local government administration, reviewed by the Audit, Risk and Improvement Committee, adopted by Council and then submitted to the Local Government Inspector with the Council resolution and any explanatory information.

12. For the 2025 CAR, the Inspector has deferred the submission deadline to 30 September 2026.

**POLICY IMPLICATIONS**

13. The CAR supports oversight of statutory obligations reflected in Council policies, delegations, procedures and public registers.

**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 |
|---|---|---|---|---|
| ***Legal & Compliance:*** *The updated CAR is not recommended by ARIC or endorsed by Council in time for submission to the Local Government Inspector by 30 September 2026.* | *Unlikely* | *Minor* | *Low* | *Mitigated through ARIC review, Council endorsement and submission by 30 September 2026, supported by the CAR action register for any further information or corrective action. Refer to the Alternate Options section for the timing implications of requesting further information before endorsement.* |
| ***Opportunity:*** *Provides ARIC with an opportunity to review and critique the updated CAR while preserving the required Council endorsement and submission timeframe.* | | | | |

**FINANCIAL / LEGAL / ENVIRONMENTAL CONSIDERATIONS**

15. There are no direct implications associated with this report.

## ALTERNATE OPTIONS

16. ARIC may request further information before recommending Council endorsement; however, this option is not recommended as the matter is scheduled to be presented to ARIC on 1 September 2026 and must be endorsed by Council at the September Ordinary Council Meeting to enable submission to the Local Government Inspector by the deferred deadline of 30 September 2026.

17. Any further information should be provided through the existing corrective action process, so the required endorsement and submission timetable is not delayed.

## CONCLUSION

18. The 2025 CAR provides ARIC and Council with a structured annual review of the City's compliance with prescribed statutory requirements.

19. It is recommended that ARIC review the CAR, note the non-compliance matters and corrective actions, and recommend Council endorsement for submission to the Local Government Inspector.

| | | |
|---|---|---|
| **Consulted References** | : | • Local Government Act 1995.<br>• Local Government (Audit) Regulations 1996.<br>• Compliance Audit Return Questions 2025.<br>• WA Government — Local Government Inspector, Compliance Audit Returns. |
| **File Number:** | : | CM.RPT.2 (Compliance Audit Returns) |
| **Previous References** | : | OCM 25/03/2025, Resolution AR172 |

# BFAC020: APPOINTMENT OF CHIEF AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS, BUSH FIRE BRIGADE FIRE CONTROL OFFICERS

| | | |
|---|---|---|
| **Proponent / Owner** | : | City of Albany |
| **Attachments** | : | Minutes of the Joint Sector Brigade Group |
| **Report Prepared By** | : | PA to Executive Director Corporate & Commercial Services |
| **Authorising Officer:** | : | Executive Director Corporate & Commercial Services |

**STRATEGIC IMPLICATIONS**

1. This item relates to the following elements of the City of Albany Council Plan:

- **Pillar**: Environment.
- **Outcome**: Protection of our biodiversity and the natural environment.
- **Outcome:** Mitigate and adopt to long-term environmental challenges.
- **Pillar:** Leadership.
- **Outcome:** Build community and organisational emergency readiness.

**In Brief:**

- Nominations for essential leadership positions have been received and accepted from Volunteer Bush Fire Brigade members.
- Note that the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer have terms expiring June 2027.
- Note that the Senior and Deputy Senior Bushfire Control Officers have terms expiring June 2027
- Council is now requested to endorse those appointments.

**RECOMMENDATION**

**BFAC020: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR STEPHENS**

1. **THAT the following appointments to essential leadership positions in the City of Albany's Volunteer Bush Fire Brigades be ENDORSED:**
   - **City of Albany Bush Fire Control Officers: Brendan Gordon, Brett Tompkin, Michelle Webb, Garry Turner and Derek Jones**
   - **Bornholm Brigade Fire Control Officers: Mr Chris Ayres and Mr Laurie Nissen**
   - **Elleker Brigade Fire Control Officers: Miss Maxine Jones and Mr Wayne van der Heide**
   - **Gnowellen Brigade Fire Control Officers: Mr Scott Moir and Mr Jeffrey Stoney**
   - **Green Range Brigade Fire Control Officers: Mr Mark Plunkett and Mr Clinton North**
   - **Highway Brigade Fire Control Officers: Mr Ben Braun and Mr Juan Hart**
   - **Kalgan Brigade Fire Control Officers: Mr Darryl Bradley, Mr Clayton De Jager**
   - **King River Brigade Fire Control Officers: Mr Simon Whitfort and Mr Malcolm Pearce**
   - **Kojaneerup Brigade Fire Control Officers: Mr Mark Smith**
   - **Manypeaks Brigade Fire Control Officers: Mr Robert Potter and Mr Tim Metcalfe**
   - **Napier Brigade Fire Control Officers: Mr Tom Collins and Mr Kim Roberts**
   - **Redmond Brigade Fire Control Officers: Mr Pieter Mostert and Mr Troy Mostert**
   - **South Coast Brigade Fire Control Officers: Mr Rowan Hardy and Mr Shane Duncan**
   - **South Stirling Brigade Fire Control Officers: Mr Graeme Pyle and Mr Reece Curwen**
   - **Torbay Brigade Fire Control Officers: Mr Brian Taylor and Mr Keith Smith**
   - **Wellstead Brigade Fire Control Officers: Mr Craig Locke and Mr James Gorman**
   - **Youngs Siding Brigade Fire Control Officers: Mr Kevin Martin and Mr Martin Peterson.**
   - **Fire Weather Officer: Mr Rob Lynn**
   - **Deputy Fire Weather Officer: Mr Graeme Poole**

2. **NOTE that the following appointments have one more year of tenure expiring 30 June 2027:**
   - **Chief Bush Fire Control Officer: Mr Rob Lynn**
   - **Deputy Chief Bush Fire Control Officer: Mr Graeme Poole**
   - **Senior Bush Fire Control Officer Northeast Sector: Mr Kim Lester**
   - **Senior Bush Fire Control Officer Southwest Sector: Mr Darryl Bradley**
   - **Deputy Senior Bush Fire Control Officer Northeast Sector: Mr Tim Metcalf**
   - **Deputy Senior Bush Fire Control Officer Southwest Sector: Mr Simon Whitfort**

**CARRIED 6-0**

## BACKGROUND

2. The City of Albany has sixteen Volunteer Bush Fire Brigades, comprising approximately 874 active and auxiliary members who provide bush fire-fighting capacity throughout the municipality.
3. In accordance with the *Bush Fires Act 1954*, the City must appoint a Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer on a three (3) year term and thereafter be eligible for election for one (1) further three (3) year term.
4. The terms for Senior and Deputy Senior Bushfire Control Officers (NE1, SW1, NE2 and SW2) be standardised at two (2) years.
5. Fire Control Officers are appointed for a term of one (1) year prior to the commencement of each fire season.
6. Fire Weather Officers are appointed for a term of one (1) year prior to the commencement of each fire season
7. Nominations for those positions are called for through the Joint Sector Brigade Group, and appointments to those positions are made. If multiple nominations are received for any position a ballot is conducted.
8. Final appointment of those officers is authorised by the City of Albany Chief Executive Officer, exercising his delegated authority by Council.

## DISCUSSION

9. Nominations for Fire Control Officers were received by the Joint Sector Brigade Group.
10. The Joint Sector Brigade Group have recommended the appointments detailed in the Authorising Officer Recommendation of this report.
11. The Joint Sector Brigade Group have recommended that the appointments of Chief and Deputy Chief Bush Fire Control Officers align with the term of their appointment and will remain in force until the end of the 2026-27 fire season.
12. The Joint Sector Brigade Group have recommended that the Fire Weather Officers remain in force until the end of the 2026-27 fire season.

## GOVERNMENT & PUBLIC CONSULTATION

13. N/A

## STATUTORY IMPLICATIONS

14. Appointments are made in accordance with the *Bush Fires Act 1954.*
15. Local governments are empowered by Section 38 of the *Bush Fires Act 1954* to appoint such persons as are necessary to perform the duties associated with a Bush Fire Control Officer.

## POLICY IMPLICATIONS

16. N/A

## RISK IDENTIFICATION & MITIGATION

17. Not applicable to this report.

## FINANCIAL IMPLICATIONS

18. Not applicable to this report.

## LEGAL IMPLICATIONS

19. Not applicable to this report.

## ALTERNATE OPTIONS

20. There are no alternate options applicable to this report.

## CONCLUSION

21. That Council endorse the appointments of Bush Fire Control Officers.

| | | |
|---|---|---|
| **Consulted References** | : | *Bush Fires Act 1954* |
| **File Number** | : | ES.MEE.12<br>ES.MEE.8 |
| **Previous Reference** | : | BFAC019 30/09/2025 |

## LEMC043: RECEIVE THE MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 28 MAY 2026

| | | |
|---|---|---|
| **Attachments** | : | Confirmed Minutes of the LEMC Meeting held 28 May 2026 |
| **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 confirmed minutes of the Local Emergency Management Committee meeting held on 28 May 2026.

**RECOMMENDATION**

**LEMC043: RESOLUTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**MOVED: COUNCILLOR CLARKE**
**SECONDED: COUNCILLOR MCKINLEY**

**THAT the confirmed minutes of the Local Emergency Management Committee meeting held on 28 May 2026 be RECEIVED.**

**CARRIED 6-0**

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

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

**16. REPORTS OF CITY OFFICERS -** Nil

**17. MEETING CLOSED TO PUBLIC**

**18. CLOSURE**

**There being no further business the Deputy Mayor declared the meeting closed at 7.22PM.**

***(Unconfirmed Minutes)***

_____

**Paul G Terry**
**DEPUTY MAYOR**