



AGENDA

Ordinary Meeting of Council

Tuesday 26 August 2025

6.00pm

Council Chambers



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Mayor and Councillors

The next Ordinary Meeting of the City of Albany will be held on Tuesday 26 August 2025 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.

Andrew Sharpe
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENTS

Item	Details	Pg#
1.	DECLARATION OF OPENING	3
2.	PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS	3
3.	RECORD OF APOLOGIES AND LEAVE OF ABSENCE	3
4.	DISCLOSURES OF INTEREST	3
5.	REPORTS OF MEMBERS	4
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
7.	PUBLIC QUESTION TIME	4
8.	APPLICATIONS FOR LEAVE OF ABSENCE	4
9.	PETITIONS AND DEPUTATIONS	4
10.	CONFIRMATION OF MINUTES	4
11.	PRESENTATIONS	4
12.	UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS	4
13.	MINUTES AND RECOMMENDATIONS OF COMMITTEES	
CCS	Corporate and Community Services Committee	
CCS733	MONTHLY FINANCIAL REPORT JUNE 2025	5
CCS734	LIST OF ACCOUNTS FOR PAYMENT JUNE 2025	8
CCS735	DELEGATED AUTHORITY REPORTS 16 JUNE 2025 TO 15 JULY 2025	11
CCS736	WRITE-OFF RATES DEBT REPORT AS AT 30 JUNE 2025	12
CCS737	THIS REPORT HAS BEEN WITHDRAWN	
CCS738	CITY OF ALBANY BIKE PLAN 2025-2030	13
CCS739	REGIONAL EVENTS AND FILM SPONSORSHIP 2026	17
CCS740	COMMUNICATIONS AND ENGAGEMENT STRATEGY PROGRESS REPORT	27
CCS741	CARETAKER PERIOD POLICY	30
CCS742	ESTABLISHMENT OF AUDIT, RISK AND IMPROVEMENT COMMITTEE- EXPRESSION OF INTEREST PROCESS	35
DIS	Development and Infrastructure Services Committee	
DIS446	AMD003-AMENDMENT TO LOCAL PLANNING SCHEME NO. 2	39
DIS447	PROPOSED STRATEGIC LAND ACQUISITION	49
DIS448	PLANNING AND BUILDING REPORTS JULY 2025	53
LEMC	Local Emergency Management Committee	
LEMC038	APPROVE THE CITY OF ALBANY LOCAL RECOVERY PLAN	54
LEMC039	RECEIVE THE MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 28 NOVEMBER 2024	57
PR	CEO Performance Review Committee	
PR017	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW-This report will be made available prior to the Ordinary Council Meeting	
14.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL	58
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	58
16.	REPORTS OF CITY OFFICERS	58
17.	MEETING CLOSED TO THE PUBLIC	58
18.	CLOSURE	58

1. DECLARATION OF OPENING

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

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

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

We would also like to pay respect to Elders past, present and emerging"

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor

G Stocks

Councillors:

Councillor

L MacLaren

Councillor

P Terry (Deputy Mayor)

Councillor

C McKinley

Councillor

S Grimmer

Councillor

R Sutton

Councillor

M Traill

Councillor

D Baesjou

Councillor

M Lionetti

Councillor

T Brough

Staff:

Chief Executive Officer

A Sharpe

Executive Director Corporate & Commercial Services

M Gilfellon

Executive Director Infrastructure, Development
& Environment

P Camins

Executive Director Community Services

N Watson

Meeting Secretary

J Williamson

Apologies/Leave of Absence:

Councillor

A Cruse (Leave of Absence)

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest
Executive Director Community Services Mr Nathan Watson	CCS739	Impartiality. The nature of the interest being that Mr Watson's wife is the President of the Great Southern Badminton Association, which has applied for funding under the current Regional Event and Film Sponsorship Round.
Chief Executive Officer Mr Andrew Sharpe	PR017	Financial. The nature of the interest being that this report relates to Mr Sharpe's employment contract with the City of Albany.

5. REPORTS OF MEMBERS

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 response provided.

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

8. APPLICATIONS FOR LEAVE OF ABSENCE

9. PETITIONS AND DEPUTATIONS Nil

10. CONFIRMATION OF MINUTES

DRAFT MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Ordinary Council Meeting held on Tuesday 01 July 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS733: MONTHLY FINANCIAL REPORT – JUNE 2025

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

STRATEGIC IMPLICATIONS

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

IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 30 June 2025 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 30 June 2025 is preliminary and has not yet been audited.

RECOMMENDATION

**CCS733: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Monthly Financial Report for the period ending 30 June 2025 be RECEIVED.

CCS733: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS733: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 30 June 2025 be RECEIVED.

DISCUSSION

2. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
 - (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the *Local Government (Financial Management) Regulations 1996*);
 - (b) Statement of Financial Position (satisfying Regulation 35 of the *Local Government (Financial Management) Regulations 1996*);
 - (c) Basis of Preparation;
 - (d) Explanation of material variances to year-to-date budget;
 - (e) Net Current Asset & Funding Position;
 - (f) Investment Portfolio Snapshot;
 - (g) Receivables; and
 - (h) Capital Acquisitions.
3. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS647, Council approved that a variance between actual and budget-to-date of greater than \$100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2024/2025.
4. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
5. It is noted that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The 'errors' may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect."

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

8. The City's 2024/25 Annual Budget provides a set of parameters that guides the City's financial practices.
9. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

FINANCIAL IMPLICATIONS

10. Expenditure for the period ending 30 June 2025 has been incurred in accordance with the 2024/25 budget parameters.
11. Details of any budget variation more than \$100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

LEGAL IMPLICATIONS

12. Nil.

ENVIRONMENTAL CONSIDERATIONS

13. Nil.

ALTERNATE OPTIONS

14. Nil.

CONCLUSION

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

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

CCS734: LIST OF ACCOUNTS FOR PAYMENT – JUNE 2025

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

STRATEGIC IMPLICATIONS

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

IN BRIEF

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

RECOMMENDATION

**CCS734: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 30 June 2025 totalling \$15,158,522.76 be RECEIVED.

CCS734: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR MACLAREN**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS734: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 30 June 2025 totalling \$15,158,522.76 be RECEIVED.

DISCUSSION

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$12,814,849.10	84.54%
Municipal	Payroll	\$2,300,881.41	15.18%
Municipal	Credit Cards	\$42,542.25	0.28%
Municipal	Cheques	\$250.00	0.00%
Trust	N/A	\$0.00	0.00%
TOTAL		\$15,158,522.76	100%

3. Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$5,862.66.
4. The table below summaries the total outstanding creditors as at 30 June 2025.

Aged Creditors	Amount (\$)
Current	\$4,497,107.21
30 Days	\$1,554,876.42
60 Days	\$59,370.52
90 Days	\$159,577.97
TOTAL	<u>\$6,270,932.11</u>

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

9. Expenditure for the period to 30 June 2025 has been incurred in accordance with the 2024/2025 budget parameters.

FINANCIAL IMPLICATIONS

10. Expenditure for the period to 30 June 2025 has been incurred in accordance with the 2024/2025 budget parameters.

LEGAL IMPLICATIONS

11. Nil

ENVIRONMENTAL CONSIDERATIONS

12. Nil

ALTERNATE OPTIONS

13. Nil

CONCLUSION

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

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

CCS735: DELEGATED AUTHORITY REPORTS – 16 JUNE 2025 TO 15 JULY 2025

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATION

CCS735: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

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

CCS735: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR BAESJOU

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS735: AUTHORISING OFFICER RECOMMENDATION

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

BACKGROUND

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

CCS736: WRITE-OFF RATES DEBT REPORT AS AT 30 JUNE 2025

Proponent	: City of Albany
Attachments	: Rates Debt Write-Off Report
Report Prepared by	: Manager Finance
Authorising Officer	: Executive Director Corporate and Commercial

STRATEGIC IMPLICATIONS

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

RECOMMENDATION

**CCS736: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Rates Debt Write Off Report as at 30 June 2025 be RECEIVED.

CCS736: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BAESJOU
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS736: AUTHORISING OFFICER RECOMMENDATION

THAT the Rates Debt Write Off Report as at 30 June 2025 be RECEIVED.

CCS738: CITY OF ALBANY BIKE PLAN 2025-2030

Proponent / Owner : City of Albany
Attachments : City of Albany Bike Plan 2025-2030
Report Prepared By : Sustainability Project Officer
Manager Recreation Services
Authorising Officer: : Executive Directory Community Services

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** 1. People. A welcoming, healthy and inclusive community, with pride in our rich history and heritage.
 - **Outcome:** 1.2. A happy, healthy and resilient community.
 - **Pillar:** 2. Place. A responsibly planned city that is attractive, vibrant and well connected.
 - **Outcome:** 3.4 A safe, sustainable and efficient transport network.

In Brief:

- The City of Albany Bike Plan 2025-2030 is presented to Council for adoption.

RECOMMENDATION

**CCS738: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the City of Albany Bike Plan 2025-2030 be ADOPTED.

CCS738: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS738: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Bike Plan 2025-2030 be ADOPTED.

BACKGROUND

2. Local Government bike plans provide an opportunity to shape a more connected, liveable and resilient community. More people riding bikes more often benefits the whole community through increased social connection, improved health and wellbeing, environmental benefits and savings on household travel costs.
3. Facilities for bike riding are highly valued by the community, with footpaths, trails and cycleways identified as one of the highest community priorities in the recent 2025 Community Scorecard report
4. The City of Albany's previous strategy, Cycle City Albany, came to a close in 2019 having achieved significant improvements to cycling infrastructure and programs in its 5-year lifespan.
5. The development of a new plan was postponed allowing for the completion of the Great Southern 2050 Cycling Strategy – a regional framework led by the Department of Transport (DoT) in collaboration with all Great Southern local governments, including the City of Albany.
6. Endorsed by Council in May 2024, the Great Southern 2050 Cycling Strategy establishes a long-term vision for cycling across the region, providing strategic direction for infrastructure investment and behaviour change initiatives.
7. The City secured funding through the WA Bike Network Grants Program (administered by DoT) to develop a new City of Albany Bike Plan that aligns with the regional strategy.
8. The original intent was to develop an Integrated Transport Strategy (ITS) in conjunction with this Plan. The intended goal of the ITS is to deliver a balanced transport network that supports all modes of travel, including cycling, walking, public transport and private vehicles.
9. Due to project funding deadlines, priority has been given to the finalisation of this Plan. Work on the ITS will continue and will be presented to Council at a later date.

DISCUSSION

10. The development of the City of Albany Bike Plan 2025–2030 has utilised a combination of best practice research, stakeholder engagement, and alignment with state and national cycling guidelines.
11. The Plan provides a strategic framework to guide the City's delivery of cycling infrastructure and associated programs over the next five years. It reflects local needs, community feedback, and national best practice to support a safe, accessible, and inclusive cycling environment for people of all ages and abilities.
12. The vision of the Plan is: a community where riding a bike for transport or enjoyment is safe and accessible for all ages and abilities.
13. The Plan is structured around four key focus areas:
 - Infrastructure - Developing safe, connected, and inclusive cycling routes, facilities, and crossing points.
 - Activation, Consultation and Engagement - Initiatives to increase awareness, skills, and motivation to ride.
 - Policy and Planning - Ensuring cycling is embedded within City policies and planning frameworks.
 - Advocacy - Working with partners and stakeholders to attract funding and policy support.

14. The Plan, coupled with the Great Southern 2050 Cycling Strategy, will be key documents to leverage for future funding opportunities, including the Western Australian Bicycle Network Grants Program administered by the Department of Transport.
15. The projects included in the City of Albany Bike Plan 2025-2030 reflect those within the regional strategy, and many of these projects are identified in the City's existing Capital Works Program for 2025-2030 (as identified in Appendix D of the Plan) and will remain subject to future budget decisions and Council priorities.

GOVERNMENT & PUBLIC CONSULTATION

16. Initial consultation for the Bike Plan occurred in early 2024, conducted by an external consultant along with City staff.
17. Stakeholder input was sought and received from cycling groups, government and non-government organisations, including:
 - Department of Biodiversity, Conservation and Attractions (DBCA)
 - Department of Transport (DOT)
 - Rainbow Coast Neighbourhood Centre
 - Southern Masters Cycling Group
 - Southern Ports
 - Swan Transit
 - University of Western Australia (UWA)
18. A community survey attracted 212 responses from residents, with further feedback gained from a community drop-in session.
19. A second round of consultation occurred in mid-2025 with Elected Members, stakeholders and key community groups invited to provide feedback on the draft Plan.
20. Feedback was provided by:
 - Elected Members
 - Southern Masters Cycling Group
 - Over 50s Cycling Group
 - Department of Biodiversity, Conservation and Attractions (DBCA)
 - Main Roads WA
 - Access & Inclusion Working Group
21. The Bike Plan additionally draws on extensive engagement conducted as part of the Great Southern 2050 Cycling Strategy.
22. The following table reflects the Community Engagement activity that has informed this project:

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Online survey – community.	March/April 2024	212	
Consult	Drop-in session.	March 2024	20 (approx.)	
Consult	Email feedback invitation to stakeholders.	March/April 2024	7	
Consult	Presentation to YAC meeting.	March 2025	3	
Consult	Online survey to provide feedback on draft Plan - stakeholders and key community groups.	May 2025	25	
Consult	Presentation to Access and Inclusion Working Group.	June 2025	10	

STATUTORY IMPLICATIONS

23. Nil

POLICY IMPLICATIONS

24. The Plan is aligned with the City of Albany's Asset Management Policy and considers established State Government guidelines relating to cycling.

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
Operational Risk: <i>If projects are not included in the plan the City may not be eligible for future external funding.</i>	Possible	Moderate	High	Ensure ongoing stakeholder engagement and planning with Department of Transport.
Reputation Risk: <i>Inability to deliver all projects set out in the action plan</i>	Possible	Moderate	High	Implementation of projects is subject to budgets, funding, resources, and Council priorities. Listed projects will be included in the LTFP for Council's consideration.

FINANCIAL IMPLICATIONS

26. 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

27. Nil.

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

29. Council may choose not to support the City of Albany Bike Plan 2025-2030 and the associated actions within the Plan.

30. Council may choose to change the actions and priorities based on its own strategic priorities.

CONCLUSION

31. The City of Albany Bike Plan 2025-2030 has been developed with consideration of best practice research, stakeholder engagement, and alignment with State and National guidelines.

32. Stakeholders and the broader community have been engaged throughout the development process.

33. The City of Albany Bike Plan 2025-2030 is a crucial document to support leveraging external funding.

34. The City of Albany Bike Plan 2025-2030 is presented to Council for adoption

Consulted References	:	City of Albany Cycle City Strategy (2014 – 2019) Great Southern 2050 Cycle Strategy
File Number	:	TT.MEE.4
Previous Reference	:	CCS627 (OCM 28/05/2024)

CCS739: REGIONAL EVENTS AND FILM SPONSORSHIP 2026

Proponent / Owner : City of Albany
Report Prepared By : Manager Community Relations
Authorising Officer: : Chief Executive Officer

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar/Priority:** Prosperity.
 - **Outcome:** A highly sought-after tourist destination.

In Brief:

- To endorse the proposed Regional Events and Film Sponsorship Assessment Panel recommendations for events/films being held between 1 January and 30 June 2026 and amend the 2025-2026 Budget to fund the Assessment Panel's funding recommendations.

RECOMMENDATION

CCS739: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

1. **APPROVE** the Regional Events and Film Sponsorship Assessment Panel recommendations as outlined in Paragraph 74 – Table 1 of this report.
2. **AMEND** the 2025-2026 Budget to increase the budget for WO.6511.1802 (Regional Event Sponsorship) from \$160,000 to \$172,500 and increase the budget for WO.11157.1211 (ALAC Swim School Income) from \$690,000 to \$702,500.

CCS739: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR TRAILL

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

CARRIED 7-2

Record of Vote

Against the Motion: Councillors Brough and Lionetti

CCS739: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. **APPROVE** the Regional Events and Film Sponsorship Assessment Panel recommendations as outlined in Paragraph 74 – Table 1 of this report.
2. **AMEND** the 2025-2026 Budget to increase the budget for WO.6511.1802 (Regional Event Sponsorship) from \$160,000 to \$172,500 and increase the budget for WO.11157.1211 (ALAC Swim School Income) from \$690,000 to \$702,500.

BACKGROUND

2. The City of Albany recognises the important role events and film play in celebrating the community's diversity and talents, increasing cultural understanding, driving visitation, generating economic benefits and activating our parklands, beaches and public spaces.
3. The City of Albany's Regional Events and Film Sponsorship (RES) program is designed to attract and support the staging of major regional events and film productions that contribute to the delivery of economic benefits for Albany and the region.
4. To be considered a regional major event, applicants must demonstrate that their event has the capability to draw a significant number of visitors from outside the region.
5. Film projects must demonstrate the project's capacity to promote Albany and the Great Southern and make a positive impact on both the local economy and the community's exposure to diverse artistic experiences.
6. Events and film productions must take place within the City of Albany municipality and applications are assessed against the guidelines and criteria by a panel of Elected Members with guidance from City officers.
7. Applicants in this round were also required to address criteria relating to the vision and strategic themes of Albany 2026.

DISCUSSION

Program Overview

8. Regional Events and Film Sponsorship applications for events or film/television projects being held between 1 January 2026 to 30 June 2026 opened for applications on 3 June 2025 and closed on 30 June 2025.
9. The City received 9 applications for events and film projects in this round.
10. The funding criteria for events included:
 - a. Increasing visitor expenditure in the Albany region (economic impact).
 - b. Involve and inspire the local community (social benefits).
 - c. Attract media coverage that will help to raise the profile of Albany as a visitor destination (media impact).
 - d. Demonstrate continuity and potential to engage the community in the future (sustainability).
 - e. Alignment with the Albany 2026 vision and at least one strategic theme.
11. The program is a competitive funding application process and the maximum sponsorship an applicant can receive is \$20,000. Applicants can request cash sponsorship, or a combination of cash sponsorship and in-kind support for City of Albany venue hire fees.
12. Events or film projects that are supported for sponsorship by Council are required to enter into a contractual agreement with the City inclusive of conditions for grant acknowledgment, project milestones, and project acquittals.

Assessment

13. An assessment panel comprising Mayor Stocks, Councillor MacLaren and Councillor Traill were provided with an overview of applications and guidance from City officers.
14. Applications were evaluated by a City officer using an event assessment matrix tool developed to measure the economic value, visitor numbers and financial sustainability of each application.
15. The nine applications deemed eligible for sponsorship requested a total value of \$174,250 in cash (\$167,528) and in-kind (\$6,722).
16. A total of \$80,500 cash is available in the existing budget to support this round of applications.
17. The assessment panel supported seven (7) of the nine ((9) applications and recommended sponsorship (paragraph 74) of a total value of \$99,722 in cash (\$93,000) and in-kind (\$6,722) based on the information supplied and funding criteria, representing \$12,500 more in cash than budget.
18. As part of this recommendation, a budget variation has been requested to support the additional \$12,500 in funding.
19. The two unsuccessful applicants in this round will be encouraged to seek funding through other applicable City funding streams or in a future RES round in 2026 – 2027.
20. Additional to its funding recommendations, the assessment panel suggested administration consider broadening the criteria for future funding rounds to include consideration of social and cultural connection, and liveability.

Applications

ACE Camera Club – The Remarkable Everyday Story

21. This project involves acclaimed photographer, journalist and workshop facilitator Astrid Volzke in guiding and mentoring Ace Camera Club members to deliver an Albany 2026 project.
22. This community project empowers people living with disability to develop their visual story-telling skills, capturing everyday moments, including people and places in Albany and in relation to Albany 2026 activations, culminating in an immersive public exhibition and screening at the Town Hall.
23. Highlighting the significance of ordinary moments with authentic perspectives, this community project strengthens Albany's cultural identity in its legacy outcome.
24. This project embraces community engagement and inclusivity but has limited demonstrated ability to attract visitation to the region.
25. The project's rich social and cultural aspects would be more appropriately supported through other external funding sources, disability-specific funding and/or the City's Community Development funding rounds.
26. City officers will support ACE Camera Club to identify funding opportunities to support delivery of its 2026 project.

Adam Morris – CRUSHED

27. CRUSHED will be Kinjarling's fifth film production in the Great Southern since 2021 as part of Adam Morris's ambitious goal of producing 10 films in 10 years.
28. Kinjarling Films has achieved the national reputation of being Australia's fastest growing film company, growing Albany's reputation as a regional film hub. No other similar sized regional centre in Australia has a film company who is now in the pre-production of their fifth feature film.
29. Label Distribution, one of Australia's top distributors, has been secured for films three (3) and four (4), and beyond. Both Australian, and more recently international actors Declan O'Rourke and Luka Bloom, have been engaged in productions.
30. Morris anticipates that this fifth film will leverage the company beyond the need to apply for future RES funding support.
31. CRUSHED is a romantic comedy set in Great Southern Wine country showcasing both the region's natural beauty, its liveability and authenticity, as well as a selection of wineries, restaurants and unique locales.
32. This project demonstrates significant economic benefit for Albany and the region through the growth and promotion of Albany as a film hub and destination, and in engaging local businesses and industries.

Albany Bicentenary Badminton Tournament 2026

33. An inaugural state, graded badminton tournament consisting of up to 40 individual events held in conjunction with Badminton WA.
34. Hosted by Great Southern Badminton Association who have successfully doubled their membership and the number of tournament teams since first hosting the Great Southern Badminton tournament in 2022.
35. Badminton is a small but growing sport of strong Asian and Indian appeal and participation.
36. This inaugural event marks the commencement of the State season and expects to attract 150-200 participants and their families from around WA.
37. Whilst the event has a relatively small economic pull with young history, the panel felt some "seed" funding and in-kind support will assist in strengthening its future growth and development, along with embracing its multi-cultural component and alignment with Albany 2026.

Albany Pride Festival 2026 – 10 Year Anniversary Celebration

38. Marking the tenth anniversary of one of Australia's most celebrated regional Pride Festivals, this festival will consolidate its growth by acknowledging its loyal performers and audience and strengthen collaborations with stakeholder venues and organisations.
39. Supported with some Albany 2026 community funding, the program will host an art exhibition with immersive dinner at the Town Hall and will support a curatorial mentorship program.
40. The main festival program aims to focus on expanding inclusive sporting events along with educational opportunities and local Menang involvement.
41. This event continues to demonstrate economic outcomes for the region attracting both intrastate (2,400) and interstate visitors (48), along with building a connected community that honours its past and celebrates its future.
42. The applicant has requested a cash contribution only, noting any use of the Town Hall will incur the relevant fees and charges.

2026 Surf Life Saving WA (SLSWA) Country Champs & Country Carnival

43. This two-day State sports event will be hosted at the recently upgraded Albany Surf Life Saving Club in the Binalup/Middleton Beach precinct across the 2026 Australia Day long weekend.
44. This regionally hosted event provides the first SLSWA calendar event for the year attracting participants and their families from its 31 clubs across the State. It will be the first time Albany's has had an opportunity to host the event since 2017.
45. The 2026 Country Carnival will integrate with Albany 2026 celebrations in an extended program including an inaugural WA Bicentenary Swim on Australia Day, cultural and historical storytelling, and the inclusion of bookend events (Outdoor Movie Night and Post-Carnival After Party) encouraging the wider community's participation.
46. Acknowledging and celebrating the spirit of community volunteers, Albany's coastal heritage and active lifestyle, the event aims to strengthen initiatives that will continue to build sustainable growth.
47. The City of Albany has already paid a hosting fee through Sports Marketing Australia to attract this event to Albany, but the panel supports some RES funding for the local club towards its planned activations that will complement the City's annual community event in the same precinct at the same time.

Albany Speedway – Easter Showdown

48. The 2026 Easter Showdown regularly held by Albany Speedway will include the Formula 500 State Title as an added attraction. It is anticipated that this will draw several hundred more visitors to Albany in addition to the 2,000-2,500 who come for the long weekend's events.
49. The Easter Showdown will contribute to the club's 60th anniversary celebrations which will commence in November 2025 and span through 2026.
50. Albany Speedway plan to promote and acknowledge both their club's achievements in conjunction with celebrating the bicentenary, showcasing Albany's history and liveability.
51. This event regularly attracts high visitation to Albany with accommodation bookings usually made a year in advance.
52. Albany Speedway have consistently reinvested back into improving their facilities and infrastructure. Their events contribute to the club's sustainability and the local community by attracting participation and visitation from speedway enthusiasts from across the State.

Josephine Jay & Gneiss Designs – In the Making

53. Josephine brings a wealth of creative skills and experience from her work with Theatre 180, and her creative business successes as a former founding director of local Greenman Media, Director of Gneiss Designs and producer of Film Harvest known throughout WA. Her filmmaking and exceptional visual design and engagement skills allow stories to be translated into compelling visual productions resonating with her audience.
54. A 40-minute documentary will be produced (*In the Making*), along with a 3–6-minute film, elevating the hidden talents of local crafts people using local products each with their own histories and ingenious technical design and production processes.
55. Indigenous local Elders' stories reflecting on the craftsmanship involved in the Oyster Harbour Fish traps, along with stories of wool manufacturing by the Albany Woollen Mills, focuses the audience on the region's rich cultural identity and its creative community.
56. This project is requesting cash and in-kind contribution from the City and has support from community contributions and ticket sales generated from its public screening planned for the Town Hall.

57. Project production will be complete by 30 June 2026 whilst the launch accompanied by the artists and exhibited works and a performance, will be scheduled in the second half of 2026, possibly in conjunction with ArtSouthWA. The documentary is designed to meet submission requirements for short documentary awards categories.
58. Additional quality marketing collateral will be developed including a 60 second promotional production and 15 & 30 second teasers which can be used for digital and/or television/cinema marketing.
59. A website including the documentary and the film will form the project's legacy inspiring and attracting both visitors and future crafts residents to Albany.

Tarmac Albany Sprints

60. Now entering its fifth year, this two-day motor sports event is a popular calendar event consistently attracting large crowds and reaching a national audience.
61. The event appeals to motor enthusiasts who are passionate about cars performing on public roads, providing a segway to Albany's unique Classic Car event held in June each year.
62. The Quaranup Road Sunday event features speed events whilst the Monday event is held in the prestigious Middleton Beach /Marine Drive location featuring a spectacular hill-climb-style sprint.
63. Additional activations in the Binalup/Middleton Beach precinct include the Tarmac Markets curated by local Eclipse Consultancy with extended children's activations and Ayani Car Collective (ACC) showcasing a display of exotic cars. Motor enthusiasts can enjoy timeless classics and performance cars and exotic vehicles all in this one event.
64. The new motorsport precinct was discussed as a possible future host venue for the speed events where there is enhanced spectator viewing available, with the additional possibility of self-contained accommodation options to support capacity crowds over this busy weekend.
65. Cash contribution was supported for this event.

WA Performing Arts Collective – A Tree We Grew

66. A Tree We Grew is an original ballet nominated for the 2024 Australian Performing Rights, New Zealand Music Association and Australian Music Centre Arts Music Award in the Best Work in Drama category.
67. Set in Australia during World War II, it combines an evocative symphonic score, folk and choir music, sound art, and multimedia elements, such as archival footage of the troops departing Albany and a 5-minute film honouring veterans.
68. Two performances are scheduled to culminate a week's residency at the AEC featuring former principal dancers of WA Ballet and renowned Albany cellist Michael Goldschlager, pianist Adam Cook, and an Albany choir.
69. Collaboration with the RSL, the National Anzac Centre and Veterans Assist will contribute to an exhibition at the AEC that week along with the production of a film capturing the stories of local veterans and/or their families.
70. The event aims to commemorate the heroes of Anzac, celebrating their lives, hardships and legacy through ballet, music, and multimedia.
71. The performances are currently scheduled for 14 March 2026 which coincides with the Launch of the *Lighting the Sound* (Form's Albany 2026 Ephemeral Lighting Installation), however it could be re-scheduled to later in the year. Re-positioning to Remembrance Day in November 2026 would better reflect the story and would be a better fit with the Albany 2026 program.

72. Whilst this event does not strictly meet the criteria for the RES funding it represents an important historical aspect of Albany's community, past and present, which needs to be included in the Albany 2026 program. The performance style would also be attractive to audiences and include a medium not yet reflected in the Albany 2026 program.
73. The panel suggest that this event could be reconsidered in a subsequent 2026 RES round, if rescheduled and should the RES criteria be reviewed to be more inclusive of events representative of Albany's collective community.

Panel Recommendations

74. A summary of applications recommended for funding is outlined in Table 1.

Table 1 - Regional Events & Film Sponsorship – Assessment Panel Recommendations

	Applicant / Event	Event Type	Panel Comments	Amount Requested	Panel Recommendation
1.	ACE Camera Club – The Remarkable Everyday Story	<u>Community Event</u> Event anchored in community engagement, empowerment and inclusivity, reflecting rich cultural identity.	An empowering community project supporting inclusiveness and skill development for people living with disability as they socially connect and photograph Albany's everyday people involved in everyday activities during 2026. This project includes an exhibition and film to be featured at the Town Hall for Albany 2026. RES criteria demonstrating economic benefit is limited to a local community level.	\$20,000 (cash only)	Nil
2.	Adam Morris - CRUSHED	<u>Film</u> A locally produced romantic comedy filmed in the Great Southern featuring its unique wineries, restaurants and locales. A romantic comedy, based on the Californian film <i>Sideways</i> , with secured national distribution.	Fifth film to be produced in five years by local filmmaker Adam Morris. Focusing on the authentic agricultural histories behind the region's wineries, restaurants and locale, seasoned Australian actors will deliver this romantic comedy. Adam has secured Melbourne Label Distribution for films #3 onward and his fourth film engaged both Australian and international actors. All films feature the Great Southern and receive wide promotional leverage both nationally and internationally.	\$20,000 (cash only)	\$20,000 (cash only)
3.	Albany Bicentenary Badminton Tournament 2026	<u>Sporting Event</u> An inaugural state-graded badminton tournament to be held in conjunction with Badminton WA on March long weekend 2026.	This inaugural State-graded badminton tournament marks the commencement of the State season. Whilst a small and growing sport, it attracts participation from the multi-cultural community and will bring some economic benefit to the region. Some "seed" funding and in-kind venue support will assist this event to grow to become a bi-annual regional event.	\$20,000 (cash + in-kind ALAC)	\$5,000 cash + \$5,472 in-kind
4.	Albany Pride Festival 2026 – 10-year Anniversary celebration	<u>Cultural Event</u> Acknowledging the 10 year anniversary of Australia's most celebrated regional Pride festival	This festival will focus on consolidating its many performers, stakeholders and audience over its 10-year celebrated growth and development. Both strong economic and social outcomes are consistently demonstrated, and an immersive art exhibition & dinner, and a curatorial mentorship program, will elevate this event for Albany 2026.	\$20,000 (cash only)	\$20,000 (cash only)

5.	Albany SLSC Country Champs & Country Carnival 2025	<u>Sporting Event</u> Albany Surf Life Saving Club (SLSC) will host Surf Life Saving WA's (SLSWA) 2026 Country Carnival and Country Championships.	One of the largest events on the surf lifesaving calendar, attracting participants and their families from 31 clubs across WA. The traditional 2-day program will extend to 4 -5 days to include additional community engagement such as outdoor movies, immersive indigenous components and schools' participation. Economic outcomes are demonstrated including growth in club sustainability. The City has already paid an event hosting fee of \$10,000 to Sports Marketing Australia to attract the event to Albany.	\$20,000 (cash only)	\$10,000 (cash only)
6.	Albany Speedway – Easter Showdown	<u>Sporting Event</u> Annual event held at Albany Speedway will feature the Formula 500 State Title.	This popular annual event will attract additional participants and visitors with its special program celebrating the 60 th anniversary. Held over the busy Easter weekend, accommodation is advanced booked, and visitors will be encouraged to engage with the Albany 2026 program. A sustainable event, the club consistently reinvests in its facilities and membership. Economic benefits are demonstrated.	\$20,000 (cash only)	\$10,000 (cash only)
7.	Josephine Jay – In the Making	<u>Film documentary</u> Documentary showcasing the hidden talents of local craftspeople using local products, embedded in indigenous and local Albany history.	Josephine will produce a 40-minute documentary and short film, along with quality marketing collateral to showcase talented local crafts people, their techniques and products, demonstrating their unique contribution to Albany's rich cultural identity. These will be celebrated at a screening with a musical performance and exhibition at the Town Hall. Film legacy elements include a website and the opportunity for multimedia awards submissions, and potential screening on TV channels. This has the support of the crafts community and is supported by the panel.	\$19,250 (cash and in-kind)	\$18,000 cash + \$1,250 in-kind (Town Hall)
8.	Tarmac Albany Sprints	<u>Sporting Event</u> 2-day motorsport event attracting local, intrastate and national interest.	Now entering its fifth year, this attracts motorsports enthusiasts who enjoy public road and speed events. Held over 2 days on Quararup Road and Marine Drive overlooking Middleton Beach, this unique event will leverage its attraction in 2026 with extended Tarmac Markets, children's activations and Ayani Car Collective (ACC) showcasing exotic cars along the Middleton Beach foreshore. Demonstrated visitation to the region.	\$15,000 (cash only)	\$10,000 (cash only)
9.	WA Performing Arts Collective – A Tree We Grew	<u>Cultural Event</u> .Collective performance based on the Anzac story, including ballet, music, multimedia and community engagement.	Based on an original ballet set in Australia in World War II including former principal WA Ballet dancers and local renowned musicians and choir, two performances will be held at the AEC. Local Anzac heroes will be honored and with support from the RSL, Veterans Assist and the NAC, a photographic exhibition and short film will also result. Timing clashes with the 2006 Launch of <i>Lighting the Sound</i> and could be better repositioned to Remembrance Day in November 2026, enhancing the Albany 2026 program. This event	\$20,000 (cash only)	Nil

			demonstrates rich cultural and community ties rather than economic benefits. The panel would reconsider this event if rescheduled and if RES criteria were expanded to include social connection and livability elements. Not supported by the panel in this funding round.		
Totals				\$174,250 (\$167,528 cash + \$6,722 in-kind)	\$99,722 (\$93,000 cash + \$6,722 in-kind)

GOVERNMENT & PUBLIC CONSULTATION

75. Not applicable.

STATUTORY IMPLICATIONS

76. Nil.

POLICY IMPLICATIONS

77. The Regional Events & Film Sponsorship program aligns with the City of Albany Sponsorship Policy & Guidelines.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: Events that receive City of Albany funding do not proceed and this reflects negatively on the City.	Unlikely	Minor	Low	Recommendations are based on the information supplied and the funding criteria. All reasonable support will be provided to enable funded events to proceed.
Reputation: Some members of the community are unhappy with Council's support for events recommended for funding.	Possible	Moderate	Medium	A rigorous assessment process has been undertaken and recommendations made on merit against the funding criteria and relevant City of Albany policies, strategies and plans.
Community: Event or health and safety guidelines are not followed and increase risk to public health and safety.	Possible	Major	High	Applicants will be required to complete an event approval application in line with the City's event approval guidelines and to follow all other necessary approvals and processes relevant to their event or activity.

FINANCIAL IMPLICATIONS

79. Management and oversight of funding and event sponsorship is undertaken using existing staff resources within the Community Relations business unit, within existing allocated budgets.
80. Council allocated \$120,000 in the 2025-2026 Budget to support applications to the Regional Events & Film Sponsorship program with \$80,500 remaining after Round 1 2025-2026 RES funding allocations (CCS706).
81. The recommended sponsorship totals \$93,000 in cash funding which exceeds the existing budget allocation by \$12,500.
82. An amendment to the 2025-2026 Budget is included in the recommendation of this report to fund the \$12,500 shortfall through an increase in the budget line for ALAC Swim School income, noting that the EOFY actuals for this income line exceeded Budget by around \$50,000 in 2024-2025.

83. The Budget amendment has been supported by Recreation Services.
84. The recommended in-kind for venue hire fees will be provided by the relevant City venues.

LEGAL IMPLICATIONS

85. Nil.

ENVIRONMENTAL CONSIDERATIONS

86. Events will be required to consider and manage any environmental impacts in line with their Event Approval applications.

ALTERNATE OPTIONS

87. Council could make alternative recommendations for funding, including substitute dollar amounts, for recommended applicants.
88. This is not recommended given the rigorous assessment process. The applicants recommended for funding are eligible for Regional Event and Film Sponsorship and funding amounts have been recommended on merit against the funding criteria and information supplied.

SUMMARY CONCLUSION

89. Supporting events and films with sponsorship contributes to the economic, social, sporting, environmental and cultural development of Albany.
90. The recommended events and films align with Albany 2026 vision and strategic themes and will complement the Albany 2026 program.
91. Providing sponsorship for these events supports the City's vision and Strategic Community Plan and is consistent with the City's Sponsorship Policy & Guideline.
92. The process for assessment of the applications for Regional Events and Film Sponsorship is robust and equitable.
93. A small amendment to the 2025-2026 Budget is recommended to support the assessment panel's funding recommendations.
94. It is recommended that Council approve the sponsorship recommendations.

Consulted References	:	- City of Albany Sponsorship Policy & Guidelines - City of Albany Regional Events Sponsorship Guidelines
File Number	:	CR.SPO.94
Previous Reference	:	Regional Events and Film Sponsorship – CCS706 (OCM: 22/4//2025)

CCS740: COMMUNICATIONS & ENGAGEMENT STRATEGY PROGRESS REPORT

Proponent / Owner	: City of Albany
Attachments	: City of Albany Communications & Engagement Strategy 2024-2027 Progress Report (Quarter 2, 2025) City of Albany Engagement Register (Quarter 2, 2025)
Report Prepared By	: Community Development Coordinator
Authorising Officer:	: Executive Director Community Services

STRATEGIC IMPLICATIONS

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

In Brief:

- Note the City of Albany Communications & Engagement Strategy Progress Report for Quarter 2 of 2025.

RECOMMENDATION

CCS740: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the City of Albany Communications & Engagement Strategy progress report for Quarter 2 of 2025 and its endorsement by the Communications & Engagement Advisory Group be NOTED.

CCS740: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR MACLAREN
SECONDED: COUNCILLOR BAESJOU**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS740: AUTHORISING OFFICER RECOMMENDATION

THAT the City of Albany Communications & Engagement Strategy progress report for Quarter 2 of 2025 and its endorsement by the Communications & Engagement Advisory Group be NOTED.

BACKGROUND

2. Council adopted the revised Communications & Engagement Strategy at the June 2024 OCM. The Strategy sets a clear direction for communication and engagement activities by the City. The Strategy is underpinned by an action plan.
3. The Strategy implementation and annual action plan is overseen by a Communications and Engagement Advisory Group comprising community representatives, Elected Members and City officers. The Advisory Group meets quarterly to review and endorse the progress report.

DISCUSSION

Progress Report

4. The Communications and Engagement Advisory Group endorsed the progress report for Quarter 2 of 2025 at its meeting on Monday, 14 July 2025.
5. The Advisory Group also noted the Engagement Register Report, noting that the total engagement numbers have reduced compared to the previous quarter, due to most projects now being in the delivery phase approaching the end of financial year.
6. This current action plan includes 31 actions, with 1 action complete, 26 in progress or on track, and 4 on hold.
7. The group also provided feedback on five Communications & Engagement projects for staff to consider in their planning. Those projects were:
 - Future of Waste: Feedback on the proposed timelines and messaging of communications of future waste plans.
 - Roadworks on Middleton Road: Feedback on stakeholders and communication channels for notification of roadworks and timeframes.
 - Ellen Cove Swimming Enclosure: Feedback on draft community survey.
 - Community Engagement Strategy: Feedback on review process and approach to engagement.
 - Public Health Plan: Feedback on review and ways to encourage broader community participation in engagement opportunities.

GOVERNMENT & PUBLIC CONSULTATION

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

STATUTORY IMPLICATIONS

11. Nil

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

14. Nil.

LEGAL IMPLICATIONS

15. Nil.

ENVIRONMENTAL CONSIDERATIONS

16. Nil.

ALTERNATE OPTIONS

17. Nil.

CONCLUSION

18. The Communications & Engagement Strategy is overseen by an Advisory Group comprising the community, Elected Members and City staff.
19. Community representation on the Advisory Group ensures that community needs and priorities remain central to implementing the Communications and Engagement Strategy.
20. Regular progress reports of achievements against the Strategy are endorsed by the Advisory Group and submitted to Council for information.
21. The City of Albany Communications and Engagement Strategy Progress Report for Quarter 2 of 2025 is submitted to Council for noting.

Consulted References	:	City of Albany Communication and Engagement Strategy 2024-2027 Council Policy – Community Engagement
File Number	:	CR.MEE.52
Previous Reference	:	OCM 22 June 2025 CCS7721

CCS741: CARETAKER PERIOD POLICY

Proponent / Owner	: City of Albany
Attachments	: Proposed (New) Caretaker Period Policy_v2
Report Prepared By	: Manager Governance & Risk
Authorising Officer:	: Chief Executive Officer

STRATEGIC IMPLICATIONS

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

In Brief:

- To seek Council's adoption of the updated Caretaker Period Policy and to rescind the previous version in alignment with recent legislative changes, effective from 1 July 2024.

CCS741: ADDENDUM

This matter was discussed at the CCS Committee meeting on Tuesday, 12 August 2025 and it was agreed that staff would update the policy to include a minor administrative amendment to reference section 5.41 of the Local Government Act 1995 - Role of the CEO, under Legislative and Strategic Context.

RECOMMENDATION

CCS741: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council:

1. **RESCIND** the previous version of the Caretaker Period Policy.
2. **ADOPT** the updated Caretaker Period Policy as attached.
3. **NOTE** that the updated policy will apply during the 2025 Local Government Elections from 4:00 pm on Thursday, 4 September 2025 until the declaration of results.

CCS741: COMMITTEE RECOMMENDATION

MOVED: DEPUTY MAYOR TERRY
SECONDED: COUNCILLOR MACLAREN

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 9-0

CCS741: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. **ADOPT** the updated Caretaker Period Policy as attached.
2. **RESCIND** the previous version of the Caretaker Period Policy.
3. **NOTE** that the updated policy will apply during the 2025 Local Government Elections from 4:00 pm on Thursday, 4 September 2025 until the declaration of results.

BACKGROUND

2. The Local Government Act 1995 was amended to include Section 3.73, introducing standardised caretaker provisions for local governments in Western Australia.
3. These provisions prohibit significant decisions during the caretaker period preceding local government elections.
4. The City of Albany previously adopted a caretaker policy that now requires updating to reflect these legislative changes.

DISCUSSION

5. The updated Caretaker Period Policy ensures compliance with Section 3.73 of the Local Government Act 1995 and provides clear guidance to elected members and staff during the caretaker period.
6. It outlines prohibited and permitted actions, communication protocols, and responsibilities of the CEO.
7. The policy aligns with best practices across the sector.

GOVERNMENT & PUBLIC CONSULTATION

8. Public consultation is not required for the adoption of the updated Caretaker Period Policy, as the changes are driven by legislative amendments to the Local Government Act 1995, specifically Section 3.73.
9. However, this report serves to facilitate public awareness of the updated policy and its implications during the upcoming 2025 Local Government Elections.
10. The policy will be made publicly available through the City's website and other communication channels to ensure transparency and to inform the community of the governance protocols in place during the caretaker period.
11. This approach supports the City's commitment to open and accountable local government.

STATUTORY & POLICY IMPLICATIONS

12. This policy is enacted under the Local Government Act 1995 and reflects the statutory requirements introduced by Section 3.73. It supersedes the previous caretaker policy adopted by Council.

CEO Discretion on Confidential Information

13. During the caretaker period, the Chief Executive Officer (CEO) retains the authority to determine whether information requested by elected members, candidates, or staff is considered confidential under the *Local Government Act 1995* or other applicable legislation.
14. In exercising this discretion, the CEO will act in accordance with principles of fairness, transparency, and good governance, while also safeguarding the integrity of the City's operations. The CEO may:
 - a. **Withhold information** that is deemed confidential, sensitive, or strategic, particularly where its release may confer an electoral advantage or disadvantage, or compromise the City's legal, commercial, or operational interests.
 - b. **Ensure equitable access** by providing information to one candidate only if it is also made available to all other candidates, including those who are not sitting elected members.
 - c. **Decline requests** for information where the subject matter is directly related to campaign issues, or where disclosure may reasonably be perceived to undermine the neutrality or public confidence in the City's administration.

- d. **Consider the risk of misuse**, noting that candidates who are not elected or re-elected are not subject to the same statutory accountability mechanisms as elected members. Accordingly, the CEO may restrict access to information where there is a reasonable concern that confidentiality may be breached or used for campaign purposes.
15. The City recognises that some candidates may raise concerns about transparency as part of their election platform.
16. This clause is not intended to limit legitimate scrutiny but to ensure that all candidates are treated fairly and that the City's operations remain impartial and protected from politicisation during the election period.
17. Voting requirement: **Simple Majority**.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational: Failure to adopt the updated Caretaker Period Policy may result in public perception of poor governance or political bias during the election period.	Likely	Moderate	High	Adopt and communicate the updated policy to ensure transparency and compliance with legislative requirements.
Compliance: Decisions made during the caretaker period may breach Section 3.73 of the Local Government Act 1995.	Possible	Major	High	Implement staff training and internal controls to ensure adherence to the policy and legislative provisions.
Operational: Lack of clarity or awareness among staff and elected members may lead to inconsistent application of the policy.	Possible	Moderate	Medium	Provide briefings and distribute guidance materials to all relevant personnel prior to the caretaker period.
Strategic: Failure to align with sector-wide reforms may impact the City's reputation and strategic relationships.	Unlikely	Moderate	Low	Ensure policy reflects current legislation and best practice guidance from DLGSC.
Operational: Some aspirations of the Strategy may not be fully realised due to budget funding or resource constraints.	Possible	Moderate	Medium	Prioritise budget allocation where necessary and explore all options to achieve objectives.
Governance Leadership: Demonstrate sector leadership and commitment to transparent, accountable governance by proactively aligning with new legislative reforms.				

FINANCIAL IMPLICATIONS

19. There are no direct financial implications associated with the adoption of the updated Caretaker Period Policy. The policy provides governance guidance and does not require additional funding for implementation.
- a. However, indirect costs may arise from:
- b. Staff time allocated to training and awareness activities.
- c. Communication materials to inform elected members and the community.
- d. Internal compliance monitoring during the caretaker period.
20. These costs are expected to be minimal and can be accommodated within existing operational budgets.

LEGAL IMPLICATIONS

21. The adoption of the updated Caretaker Period Policy ensures compliance with Section 3.73 of the *Local Government Act 1995*, which prohibits local governments from undertaking or deciding to undertake any “significant acts” during the caretaker period unless specific exceptions apply.
22. Significant acts include:
 - a. Making or amending local laws.
 - b. Entering into or terminating CEO or senior employee contracts.
 - c. Major land transactions or contracts exceeding \$250,000.
 - d. Tendering or procurement exceeding \$250,000.
 - e. Decisions under the Planning and Development Act 2005
23. Failure to comply with these provisions may result in:
 - a. Legal challenges to decisions made during the caretaker period.
 - b. Reputational damage and loss of public trust.
 - c. Potential intervention or investigation by the Department of Local Government, Sport and Cultural Industries (DLGSC).
24. The policy provides a clear framework for lawful conduct during the caretaker period and supports the City’s commitment to ethical and transparent governance.

ENVIRONMENTAL CONSIDERATIONS

25. There are no direct environmental impacts associated with the adoption of the Caretaker Period Policy. The policy is administrative in nature and relates to governance practices during the local government election period.
26. However, the policy supports responsible decision-making by ensuring that significant projects or developments with potential environmental implications are not approved during the caretaker period without appropriate scrutiny. This contributes to:
 - a. Environmental due diligence by deferring major decisions until after elections.
 - b. Transparency in planning and development processes.
 - c. Public confidence in the City’s commitment to sustainable and accountable governance.

ALTERNATE OPTIONS

27. There are no alternate options recommended.
28. The adoption of the updated Caretaker Period Policy is necessary to ensure compliance with the Local Government Act 1995 (Section 3.73) and to align with the standardised caretaker provisions introduced by the State Government.
29. Retaining the previous version of the policy would result in non-compliance and expose the City to governance and reputational risks.

CONCLUSION

30. The adoption of the updated Caretaker Period Policy ensures the City of Albany remains compliant with recent legislative changes under Section 3.73 of the *Local Government Act 1995*.
31. The policy provides clear and consistent guidance to elected members and staff, supporting transparent and accountable governance during the caretaker period.
32. While public consultation is not required, this report promotes public awareness of the policy and its role in safeguarding the integrity of the local government election process.
33. Council's endorsement of the updated policy reflects its ongoing commitment to best practice and legislative compliance

Consulted References	:	Local Government Act 1995
File Number	:	CM.STD.7 – Council Policy Register
Previous Reference	:	OCM 01/07/2025 Resolution AR178 (Re-adopted)

CCS742: ESTABLISHMENT OF AUDIT, RISK & IMPROVEMENT COMMITTEE – EXPRESSION OF INTEREST PROCESS

Proponent / Owner	: City of Albany
Business Entity Name	: City of Albany
Attachments	: • Draft Expression of Interest (EOI) Document. • Draft Candidate Information Pack prepared for public release. • Draft Audit, Risk and Improvement Committee (ARIC) Terms of Reference
Report Prepared By	: Manager Governance & Risk
Authorising Officer:	: Chief Executive Officer

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan, informing plans or strategies:
 - **Pillar:** 5. Leadership. A well-governed city that uses resources wisely to meet local needs.
 - **Outcomes:** 5.3 A well-informed and engaged community.

In Brief:

- Legislative reforms require the establishment of an Audit, Risk & Improvement Committee (ARIC).
- ARIC replaces existing audit committees and expands oversight to risk and continuous improvement.
- Council endorsement is sought to commence recruitment of independent members via an Expression of Interest (EOI) process.
- Meeting fees to be set in accordance with the Salaries and Allowances Tribunal.
- Candidate Information Pack prepared for public release.

RECOMMENDATION

CCS742: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council:

1. **ENDORSE** the proposed Expression of Interest process for the recruitment of independent members to the Audit, Risk & Improvement Committee.
2. **AUTHORISE** the Chief Executive Officer to proceed with the recruitment process, including public advertisement and preparation of induction materials.

CCS742: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR TRAILL
SECONDED: MAYOR STOCKS

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-1

Record of Vote

Against the Motion: Councillor Baesjou

CCS742: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. ENDORSE the proposed Expression of Interest process for the recruitment of independent members to the Audit, Risk & Improvement Committee.
2. AUTHORISE the Chief Executive Officer to proceed with the recruitment process, including public advertisement and preparation of induction materials.

BACKGROUND

2. Recent amendments to the *Local Government Act 1995* via the *Local Government Amendment Act 2024* will require all local governments to establish an Audit, Risk & Improvement Committee (ARIC).
3. The ARIC will replace the existing audit committee and assume broader responsibilities, including oversight of financial audit, risk management, and continuous improvement.
4. Local governments will be required to appoint independent persons to perform the function of Presiding Member and Deputy Presiding Member when the Presiding Member is unavailable.

DISCUSSION

5. To ensure compliance and uphold governance standards, the City proposes to initiate an Expression of Interest (EOI) process to recruit up to two independent members, including the Chair and Deputy Chair. The process includes:
 - Public advertisement of the EOI via the City's website, local media, and professional networks.
 - Use of a Candidate Information Pack outlining committee responsibilities, selection criteria, and remuneration.
 - Assessment of applicants against defined skills and experience criteria.
 - Appointment of members via Council resolution by absolute majority.
 - Provision of induction and training to ensure compliance with statutory obligations and Council policies.
6. Meeting fees for independent members will be set in accordance with the Salaries and Allowances Tribunal (Band 1: \$0 to \$415 per meeting).

GOVERNMENT & PUBLIC CONSULTATION

7. Consultation will be undertaken through public advertisement and targeted outreach to professional networks.

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Inform	Public Notice / Website / Media	August–September 2025	TBD	Yes

STATUTORY IMPLICATIONS

8. The establishment of the ARIC is part of Local Government Reforms enacted by the WA State government and will become a statutory requirement under the *Local Government Amendment Act 2024*.
9. The ARIC must have at least three members, including the independent presiding member.
10. The CEO and other local government employees cannot be members of the ARIC.
11. Appointments must be made by an **Absolute Majority** of the Council.

POLICY IMPLICATIONS

12. The ARIC will operate under the City's governance framework and the Local Government Act 1995.
13. A proposed Terms of Reference has been developed for endorsement by Council.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Non-compliance with legislative requirements	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Endorsement of the EOI process and timely recruitment of independent members.</i>
Reputational risk due to a lack of transparency	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Public advertisement and clear selection criteria.</i>
Opportunity: <i>Strengthened governance and oversight noting that establishment of ARIC enhances accountability and facilitates continuous improvement.</i>				

FINANCIAL IMPLICATIONS

15. Meeting fees for independent members will be funded from existing governance budgets. Estimated cost per member per meeting: up to \$415.
16. The independent members may be reimbursed up to \$2,000 annually for accreditation and travel costs.

LEGAL IMPLICATIONS

17. The ARIC must be established and operate in accordance with the Local Government Amendment Act 2024.

ENVIRONMENTAL CONSIDERATIONS

18. Not applicable.

ALTERNATE OPTIONS

19. Council may choose to defer the recruitment process; however, this may result in non-compliance with legislative timelines.

CONCLUSION

20. The establishment of the ARIC is a legislative requirement and presents an opportunity to enhance governance, risk oversight, and continuous improvement.
21. Endorsement of the EOI process and commencement of recruitment will ensure timely compliance and strengthen the City's governance framework.

Consulted References	:	• <i>Local Government Act 1995</i> • <i>Local Government Amendment Act 2024</i> • <i>Local Government (Model Code of Conduct) Regulations 2021</i> • <i>Salaries and Allowances Tribunal Determination 2025</i>
File Number	:	FM.MEE.3
Previous Reference	:	Not applicable.

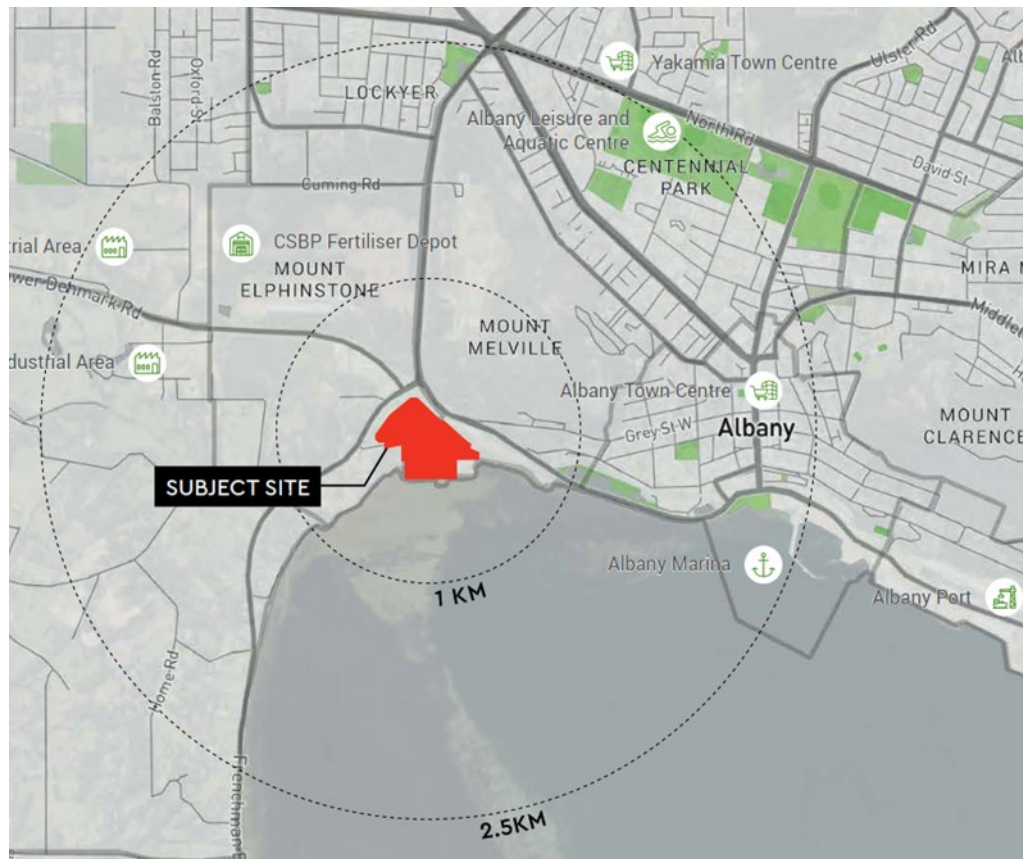
DIS446: AMD003 – AMENDMENT TO LOCAL PLANNING SCHEME NO.2

Land Description	:	<table><tr><th>Lots</th><th>Landowner</th></tr><tr><td>895, 1104, 1209, 1156, 1157, 141, 50</td><td>Rural Logistics (WA) Pty Ltd</td></tr><tr><td>530, 1350, 44, 529, 501 PIN 583843</td><td>State of Western Australia</td></tr></table>	Lots	Landowner	895, 1104, 1209, 1156, 1157, 141, 50	Rural Logistics (WA) Pty Ltd	530, 1350, 44, 529, 501 PIN 583843	State of Western Australia
Lots	Landowner							
895, 1104, 1209, 1156, 1157, 141, 50	Rural Logistics (WA) Pty Ltd							
530, 1350, 44, 529, 501 PIN 583843	State of Western Australia							
Proponent / Owner	:	Refer above						
Business Entity Name	:	Rural Logistics (WA) Pty Ltd Directors being Mark Terence Dyson						
Attachments	:	1. Amendment No.3 – Document 2. Engineering Servicing Report 3. Preliminary Site Investigation 4. Sampling and Analysis Quality Plan 5. Environmental Assessment Report 6. Ecological Assessment 7. Ecological Survey 8. Schedule of Submissions						
Supplementary Information & Councillor Workstation	:	Original Submissions WAPC – Schedule of Modifications						
Report Prepared By	:	Senior Planning Officer						
Authorising Officer:	:	Executive Director Infrastructure, Development & Environment						

STRATEGIC IMPLICATIONS

- This item relates to the following elements of the City of Albany Strategic Community Plan 2032:
 - Pillar:** Place
 - Outcomes:**
 - Responsible growth, development and urban renewal.
 - Interesting, vibrant and welcoming places.
 - Local history, heritage and character is valued and preserved.
 - A safe, sustainable and efficient transport network.
 - Pillar:** Planet
 - Outcomes:**
 - Sustainable management of natural areas; balancing conservation with responsible access and enjoyment.
 - A resilient community that can withstand, adapt to, and recover from natural disasters.
 - Pillar:** Prosperity
 - Outcomes:**
 - A strong, diverse and resilient economy with work opportunities for everyone.
 - A highly sought-after tourist destination.
- The *City of Albany Local Planning Strategy 2019* (Planning Strategy) sets out the long-term planning directions for the scheme area and recommends that the subject site is considered for a mixture of uses. The proposed amendment is proposing to zone the subject land to enable residential and commercial development which therefore aligns with the strategic objectives and actions identified under the Planning Strategy.

Maps and Diagrams:



In Brief:

- The City has received a Scheme Amendment application proposing to rezone the former Woolstores site (refer to location above) from Rural Smallholding zone, Light Industry zone, and Local Road Reserve to the Urban Development zone.
- The Urban Development zone establishes the intent for future land use and enables structure planning to facilitate a mix of residential and commercial development, while also preventing incompatible subdivision or development.
- The proposal was advertised for public and agency comment.
- Concerns raised during the advertising period have been addressed in the table of submissions and through proposed modifications to the accompanying scheme text.
- It is recommended that Council support the amendment, subject to these modifications.

DIS446: ADDENDUM

Following discussion at Committee level, the Authorising Officer Recommendation was updated, in consultation with Planning Staff in attendance, to include minor administrative amendments to provide clarity. The amendments are detailed in red in the Committee Recommendation.

RECOMMENDATION

**DIS446: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council, pursuant to Regulation 50(3) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to:

1. SUPPORT, with modifications, Scheme Amendment No. 3 to the City of Albany Local Planning Scheme No. 2 as follows:

- (i) Rezone Lots 895 and 1209 Woolstores Place, Mount Melville, Lot 1104 on Deposited Plan 165964, Lots 1156 and 1157 on Deposited Plan 171141 from 'Light Industry' to 'Urban Development'
- (ii) Rezone Lot 50 on Deposited Plan 426285, Lot 141 Woolstores Place, Mount Elphinstone, Lot 44 on Deposited Plan 171141 and Pin 583843 from 'Rural Smallholdings' to 'Urban Development'
- (iii) Rezone a 3,787m² portion of Lot 530 on Deposited Plan 408474 and Lot 529 Deposited Plan 408473 from 'Local Road' (Woolstores Place) to 'Urban Development', as notated on the Scheme Map
- (iv) Rezone Lot 1350 on Deposited Plan 184224 from 'Drainage/Waterway' reserve to 'Urban Development'
- (v) Delete RU8 from Schedule 3, Table 10.
- (vi) Add row 69 to Schedule 7, Table 17 as follows:

No.	Description of Affected Lands	Standards
69	Lots 895 and 1209 Woolstores Place, Mount Melville Lot 141 Woolstores Place, Mount Elphinstone Lot 50 Woolstores Place, Mount Elphinstone Lot 1104 on Deposited Plan 165964 Lots 44, 1156 and 1157 on Deposited Plan 171141 Lot 1350 on Deposited Plan 184224 A portion of Lot 530 on Deposited Plan 408474 Lot 529 on Deposited Plan 408473 Lot 501 on Deposited Plan 409116 Pin 583843	(i) Prior to development, a structure plan is to be prepared and endorsed that will address the following: • A mixed-use development, with a focus on tourism, optimising its waterfront location. • Ensuring that the development of lots adjacent to the waterfront complies with the minimum residential density applicable to those lots a minimum residential density is applied to lots adjacent the waterfront. • Visual/landscape protection. • Interface with future Albany Ring Road. • Potential impacts of noise and vibration from the railway line and associated environmental buffer requirements. • Coastal planning considerations including a requirement to

		ensure that all development shall be constructed with a minimum finished floor level height of 2.5m AHD. • Potential site contamination. • Development to be connected to reticulated sewer. • Impacts to rare or endangered flora and fauna. • Pedestrian connections for users of the Bibbulmun and Munda Biddi trails. • Water Management.
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(vii) Delete Special Control Area 15 – Princess Royal Harbour Inundation Area from the amendment area, as specified on the Scheme Map.

2. Note the submissions received as detailed in the Schedule of Submissions and Recommendations.
3. Forward the amendment documentation, to the Western Australian Planning Commission with a request that the Minister for Planning grant approval to the amendment.
4. Notify the applicant and submitters of Council's decision.

DIS446: COMMITTEE RECOMMENDATION

MOVED: MAYOR STOCKS
SECONDED: COUNCILLOR BAESJOU

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-1

Record of the Vote:

Against the Motion: Councillor MacLaren

DIS446: AUTHORISING OFFICER RECOMMENDATION

THAT Council, pursuant to Regulation 50(3) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to:

1. SUPPORT, with modifications, Scheme Amendment No. 3 to the City of Albany Local Planning Scheme No. 2 as follows:
 - (i) Rezone Lots 895 and 1209 Woolstores Place, Mount Melville, Lot 1104 on Deposited Plan 165964, Lots 1156 and 1157 on Deposited Plan 171141 from 'Light Industry' to 'Urban Development'
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(vii) Delete Special Control Area 15 – Princess Royal Harbour Inundation Area from the amendment area, as specified on the Scheme Map.

- Note the submissions received as detailed in the Schedule of Submissions and Recommendations.
- Forward the amendment documentation, to the Western Australian Planning Commission with a request that the Minister for Planning grant approval to the amendment.
- Notify the applicant and submitters of Council's decision.

BACKGROUND

Woolstores Structure Plan

3. In February 2024, the Council agreed to recommend that the Western Australian Planning Commission (WAPC) endorse a Structure Plan for the subject area.
4. The Structure Plan was prepared to guide future subdivision and redevelopment coordination across the site, that includes proposed hotel, commercial, retail, permanent residential and short-term tourist accommodation uses, in conjunction with the delivery of public open space and associated infrastructure, whilst the amendment (the subject of this report) facilitates the rezoning and supporting scheme text.
5. The Structure Plan is now with the WAPC for final determination. At the time of writing the Structure Plan is yet to be considered at a meeting of the WAPC.
6. The content of the final Structure Plan, including any required modification is at this stage unknown by officers.
7. In accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, the City is required to consider and forward a recommendation on a standard scheme amendment within prescribed statutory timeframes.
8. While officers would ordinarily wait until the associated Structure Plan is finalised prior to presenting the amendment to Council, the need to comply with these legislated timeframes necessitates that the matter be determined at the August Ordinary Council Meeting.

Amendment No.3

9. At its October 2024 Ordinary Council Meeting, the City endorsed the proposed scheme amendment for advertising.
10. Following council endorsement for advertising, the amendment was referred to the Environmental Protection Authority who determined not to assess the proposed amendment.
11. The application was also referred to the WAPC to seek their approval to advertise. Although approval to advertise was granted by the WAPC, a number of amendments to the accompanying scheme text were required prior to advertising the document.
12. The modification removed the majority of the associated scheme text as it was the opinion of the WAPC that the proposed scheme text duplicated requirements set out elsewhere under the planning framework, including within the Structure Plan and was therefore not required.
13. Following comment from the EPA and WAPC and subsequent modifications to the document as required by the WAPC, the proposed amendment was advertised for public comment.

DISCUSSION

14. Amendment No.3 seeks to rezone the land at the old Woolstores site to the 'Urban Development' zone. The new proposed zoning allows for urban infill development, to foster responsible waterfront development, while managing risk associated with climate change (sea level rise).
15. The amendment proposal includes various associated technical reports to demonstrate the proposed amendment is capable of being supported and is consistent with the applicable planning framework.
16. The proposed amendment is consistent with the draft Local Structure Plan prepared for the site, noting the document is awaiting assessment by the WAPC who may require further modifications to the document.

17. Submissions (both Agency and public) received during the advertising process raised various concerns that the responses they previously provided on the Structure Plan do not seem to have been incorporated into the Scheme Amendment.
18. While it is anticipated that submissions made during consultation on the structure plan have been considered as part of the Structure Plan assessment, and that updates will be made to address relevant matters, the City is currently unable to confirm whether, or how, specific issues have been resolved.
19. This is due to the Structure Plan not yet being approved by the WAPC, and uncertainty around the extent of modifications that may be required. As such, several matters raised during consultation remain unresolved at this stage. These include:
 - Appropriateness of Local Water Management Strategy
 - Requirements for development to connect to a reticulated sewer (relates to environmental outcomes).
 - Measures to address coastal erosion and inundation
 - Provision of an appropriate foreshore to be ceded to the crown (related to environmental, social and development outcomes also a significant burden to future development).
 - Impacts to rare/endangered flora and/or fauna
 - Site contamination
 - Pedestrian connection with the Bibbulmun and Munda Biddi trails.
20. It should be noted that reports prepared to accompany the Structure Plan and scheme amendment may address these matters in some way however, agencies have raised concerns with missing or incorrect information in these associated reports.
21. In light of the concerns raised and the uncertainty surrounding the final content of the Structure Plan, it is recommended that the scheme text be amended to reference all unresolved matters and issues identified during the advertising process, as follows:
 1. *Prior to development, a structure plan is to be prepared to address the following:*
 - *A mixed-use development, with a focus on tourism, optimising its waterfront location.*
 - *Ensuring a minimum residential density is applied to lots adjacent the waterfront.*
 - *Visual/landscape protection.*
 - *Interface with future Albany Ring Road.*
 - *Potential impacts of noise and vibration from the railway line and associated environmental buffer requirements.*
 - *Coastal planning considerations.*
 - *Potential site contamination.*
 - *Development to be connected to reticulated sewer.*
 - *Impacts to rare or endangered flora and fauna.*
 - *Pedestrian connections for users of the Bibbulmun and Munda Biddi trails.*
 - *Water Management.*

22. The above text would replace the following scheme text which was advertised to adjoining landowners:
 1. *All development shall be constructed with a minimum finished floor level height of 2.5m AHD.*
23. Although the requirement for development to be constructed to the specified finished floor level will remain, there are many other development requirements relating to coastal matters, including more significant issues such as the requirement to cede a foreshore and implement protection against erosion and inundation.
24. Given the extent of the unresolved coastal matters it is considered a high level statement notifying of the requirement to address coastal planning consideration is more appropriate than addressing only the resolved matters, which could appear misleading in the absence of further information.
25. It is important to note that Structure Plans are non-statutory documents and are given due regard in decision-making; however, they do not carry the same legal weight as a Local Planning Scheme.
26. By amending to proposed scheme text to reference these matters, even through the preparation of a Structure Plan, these matters will be given more statutory weight to ensure they are sufficiently addressed and less open to dispute.
27. This modified text will also ensure the matters that need to be resolved or addressed are easily accessible to all potential purchasers or developers of the land, which is important particularly given many of the matters are unique and may not be ordinarily expected by potential developers.
28. The City also received submissions from four landowners adjacent to the structure plan/amendment area requesting their properties be included in the scheme amendment.
29. Although officers would be supportive of their inclusion in-principle, the proposed scheme amendment has been informed by detailed structure planning taking into consideration matters such as environmental and physical constraints, coastal hazard and adaptations, land capability and exiting / proposed traffic networks.
30. In the absence of this detail for the properties in question, the City is unable to consider its rezoning at the present time.
31. It was also noted that the landowners contacted the applicants (Rowe Group) to discuss their inclusion in the Structure Plan / Amendment process however the applicants have not requested any updates to their application. The City must therefore assess the proposal as presented.
32. The modified scheme amendment complies with the strategic direction endorsed by the Local Planning Strategy 2019.
33. Council is therefore requested to support the proposed Scheme Amendment No. 3 with modification.

GOVERNMENT & PUBLIC CONSULTATION

34. The proposed scheme amendment No.3 was advertised for a period of 42 days
35. Concerns raised along with officer response can be found in the attached Schedule of Submissions.

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Mail Out	06/03/2025 – 22/04/2025	14	Yes
Consult	City of Albany Website			

STATUTORY IMPLICATIONS

36. A local planning scheme is a statutory document that defines the way land can be used and developed. A local planning scheme amendment proposes to modify the scheme text and/or map.
37. The *Planning and Development (Local Planning Schemes) Regulations 2015* identifies three different levels of amendments – basic, standard and complex. The Amendment No.3 is a standard amendment as it aligns with the City's Planning Strategy.

POLICY IMPLICATIONS

38. There are no local policy implications relating to the proposed Amendment No.3.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Operational Risk: Approving the scheme amendment before the Structure Plan is approved may result in some unaddressed valid community and agency concerns.	Possible	Moderate	Medium	Approving the Scheme Amendment subject to the modifications proposed.
Opportunity: Facilitate the development of vacant land in a key strategic location.				

FINANCIAL IMPLICATIONS

40. There are no financial implications relating to the adoption the scheme amendment.

LEGAL IMPLICATIONS

41. There are no legal implications relating to the adoption of the scheme amendment.

ENVIRONMENTAL CONSIDERATIONS

42. The subject land is likely to contain asbestos contamination and possible rare or endangered flora and fauna.
43. It is recommended that provisions requiring the matters to be addressed are included within the scheme text accompanying the proposed amendment.

ALTERNATE OPTIONS

Council may consider the following alternative options:

44. Support the amendment without modifications, endorsing the proposal as advertised and without changes in response to submissions.
45. Not support the adoption of the amendment, providing clear reasons for refusal or deferral, which may include unresolved concerns raised during advertising, inconsistency with strategic planning objectives, or the need for further information or revisions.
46. Council may choose to support the amendment with further modifications.

CONCLUSION

47. The City has received an application to transfer the land zoning at the old Woolstores site from Rural Smallholding, Light Industry and Local Road Reserve to the Urban Development zone.
48. The Urban Development zone provides an intention of future land use and a basis of structure planning, to provide for a range of residential and commercial uses and to protect the land from noncompatible subdivision or development.
49. The proposal was advertised to surrounding landholders and government agencies.
50. Concerns raised during the advertising period have been addressed through proposed amendments to the accompanying scheme text.
51. It is recommended that Council adopt the proposed amendment, subject to modification.

Consulted References	:	• <i>City of Albany Local Planning Scheme No.2</i> • <i>Planning and Development Act 2005</i> • <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
File Number	:	<i>Synergy File Number – AMD3 (LPS2)</i>
Previous Reference	:	<i>OCM 22/10/2024 Resolution DIS417</i>

DIS447: PROPOSED STRATEGIC LAND ACQUISITION

Proponent / Owner	: City of Albany
Attachments	: Commercial in Confidence - Confidential Briefing Note under separate cover
Report Prepared By	: Manager Operations
Authorising Officer:	: Executive Director Infrastructure, Development and Environment

CONFIDENTIAL ATTACHMENT

It is recommended that if a discussion is required regarding 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:
 - **Pillar:** 5. Leadership. A well-governed city that uses resources wisely to meet local needs.
 - **Outcome:** 5.1 Proactive, visionary leaders who are aligned with community needs and values

In Brief:

- Strategic opportunity to secure long-term gravel, sand, and clay resources.
- Preliminary assessments indicate the site may offer long-term value aligned with strategic infrastructure needs.
- Supports price certainty, project planning, and operational resilience.
- Funded via Property Reserve with a long-term cost recovery pathway.

RECOMMENDATION

DIS447: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

1. **AUTHORISE** the Chief Executive Officer to negotiate the potential acquisition of a strategically located rural property, subject to satisfactory completion of due diligence, valuation, and contract terms, as outlined in the Confidential Briefing Note.
2. **APPROVE** the proposed budget reallocation as per Item 12 in the attached Confidential Briefing Note.

DIS447: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR GRIMMER

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

DIS447: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

1. AUTHORISE the Chief Executive Officer to negotiate the potential acquisition of a strategically located rural property, subject to satisfactory completion of due diligence, valuation, and contract terms, as outlined in the Confidential Briefing Note.
2. APPROVE the proposed budget reallocation as per Item 12 in the attached Confidential Briefing Note.

BACKGROUND

2. City of Albany staff have identified that suitable gravel, sand, and clay are becoming less available for road construction, maintenance, and other civil works in the western region of the municipality.
3. Reliance on private suppliers presents financial and operational risk. The proposed acquisition is in response to this growing strategic need.

DISCUSSION

4. The property, a rural property currently available for sale off-market, identified through internal strategic assessment, presents a strategic opportunity to address this issue. The site has been subject to geotechnical investigations, confirming the presence of gravel, sand and clay resources.
5. Geotechnical investigations confirm the presence of significant extractive resources suitable for long-term infrastructure needs. Detailed volume and valuation estimates are provided under confidential cover. The confirmed volumes represent approximately 20 years of resource supply based on historical and projected usage rates.
6. The site is subject to relevant regulatory considerations, and preliminary assessments indicate operational feasibility. The site's location supports logistical integration with existing City operations.
7. In addition to resource extraction, there is potential for supplementary lease income from non-operational portions of the site, contributing to cost recovery.
8. The proposed acquisition complements the City's existing Lake Warburton quarry, which serves projects in the eastern region, and ensures geographic balance in resource access. This mitigates operational risks and supports consistent pricing across the City's capital works portfolio.

GOVERNMENT & PUBLIC CONSULTATION

9. Due to the commercial and confidential nature of this acquisition, no external consultation has been undertaken.

STATUTORY IMPLICATIONS

10. Local Government Act 1995 – Section 3.58 applies to the disposal and acquisition of property.
11. Local Government Functions and General) Regulations 1996 – Regulation 8A does not apply to this land purchase.
12. Voting Requirement: **Absolute Majority**

POLICY IMPLICATIONS

13. Strategic Asset Management Plans (Transport, Building, Stormwater, Managed Space).
14. Corporate Business Plan

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Strategic Risk: Long-Term Infrastructure Delivery: failure to secure long-term access to civil construction materials (gravel, sand, clay) may impact the City's ability to deliver road and infrastructure projects within time and budget.	Likely	Major	High	Secure access through land acquisition; diversify geographic access to materials (complements Lake Warburton).
Financial Risk: Resource Supply Cost Volatility: Continued reliance on private suppliers may expose the City to escalating costs and uncertain market pricing.	Likely	Moderate	High	Acquire site with proven resources; lock in material pricing stability over 20+ years; generate lease income.
Operational Risk: Resource Availability Constraints: Scarcity of suitable private extraction sites due to environmental constraints, landowner resistance, or regulatory approval difficulties.	Likely	Major	High	Site has existing extractive approvals; City-controlled operations improve certainty and reduce dependency on third parties.
Environmental and Compliance Risk: Extraction activities could lead to environmental impacts if not properly managed (dust, runoff, rehabilitation).	Possible	Moderate	Medium	Preparation of a Site Management Plan including staged extraction, progressive rehabilitation, and environmental controls; compliance with Extractive Industries Licence.
Opportunity: Securing 20 years of material at predictable cost, with additional lease income and capital growth potential. To maintain the City's rural road assets to maximise life, capacity and function.				

FINANCIAL IMPLICATIONS

16. Funding will be sourced from existing reserves and supplemented as required, subject to Council approval.
17. Funding source: Primarily from City of Albany Roadworks, Drainage and Paths Reserve, to be supplemented with a Loan as required.
18. Staged cost recovery as materials are extracted from the property, along with possible agistment lease.

LEGAL IMPLICATIONS

19. Purchase subject to completion of valuation, due diligence, and contract settlement.

ENVIRONMENTAL CONSIDERATIONS

20. Post-acquisition planning will include environmental management aligned with regulatory standards.

ALTERNATE OPTIONS

21. The options are:

- a. Council may elect to approve the purchase of the property; or
- b. The City run an Expression of Interest to any landholders with available resources to provide submissions.
- c. Continue sourcing from private landholders and suppliers.
- d. Seek short-term licences.

CONCLUSION

22. The proposed property purchase offers a strategic opportunity to secure 20 years of naturally occurring construction materials in a high-demand region. The purchase will reduce exposure to external market forces, support operational planning, and generate cost recovery over time.

Consulted References	:	• <i>Local Government Act 1995</i> • <i>Local Government (Functions and General) Regulations 1996</i>
File Number	:	
Previous Reference	:	N/A

DIS448: PLANNING AND BUILDING REPORTS JULY 2025

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

RECOMMENDATION

DIS448: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

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

LEMC038: APPROVE THE CITY OF ALBANY LOCAL RECOVERY PLAN

Proponent / Owner	: City of Albany
Attachments	: City of Albany Local Recovery Plan
Report Prepared By	: Executive Officer Governance
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:** 5. Leadership. A well-governed city that uses resources wisely to meet local needs.
 - **Outcomes:** 5.3 A well-informed and engaged community.

In Brief:

- The Local Emergency Management Committee endorsed the City of Albany Local Recovery Plan at the meeting held 28 November 2024.
- Council is now requested to approve the Plan, which outlines the strategic and operational framework to support the City's recovery from emergency events.
- It should be noted that the Recovery Plan is live document and may be reviewed at any time to ensure contemporary compliance.

RECOMMENDATION

LEMC038: AUTHORISING OFFICER RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the City of Albany Recovery Plan be APPROVED.

BACKGROUND

2. The City of Albany Local Recovery Plan (the Plan) has been developed in consultation with key stakeholders and is consistent with State Emergency Management Policies and State Emergency Management Plans.
3. During, and following, an emergency event a local government is usually in the best position to lead, manage and coordinate recovery efforts in conjunction with specialist government agencies, community and volunteer groups and community service organisations.
4. The Plan has been prepared in accordance with the Act and endorsed by the Local Emergency Management Committee (LEMC), the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).
5. The Plan has been formally endorsed by the LEMC, and Council is now requested to formally approve the Plan.

DISCUSSION

Purpose of the Plan

6. The plan details planning, arrangements and processes to restore as quickly as possible the quality of life in an affected community so it can continue to function as part of the wider community.

Scope of the Plan

7. The Plan is limited to the boundary of the City of Albany municipality and forms part of the Local Emergency Management Arrangements.
8. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

Responsibilities under the Plan

9. The City of Albany Chief Executive Officer will active this Plan on advice from the Local Recovery Coordinator following an emergency event.
10. The Plan sets out the responses required including:
 - Impact Statement and Needs Assessment;
 - Outreach Needs Assessment;
 - Operational Recovery Plan;
 - Long term Recovery Strategy; and
 - Managed Withdrawal.

GOVERNMENT & PUBLIC CONSULTATION

11. This Plan was developed in consultation with external agencies and organisations.

STATUTORY IMPLICATIONS

12. The Plan has been developed in accordance with Section 41(4) of the *Emergency Management Act 2005 (WA)*.

POLICY IMPLICATIONS

13. This Plan is consistent with State Emergency Management Policies and State Emergency Management Plans.
14. This Plan should be read in conjunction with the City's Local Emergency Management Plan and Arrangements.
15. The Plan also details the Memorandum of Understanding in place between GIVIT List Pty Ltd and the City of Albany to manage the donation of goods in times of emergency.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation, Risk: The City of Albany Recovery Plan is not approved.	Unlikely	Moderate	Medium	The Recovery Plan is the subject of a workshop with Council to provide further information and understanding of the Plan prior to adoption.

FINANCIAL IMPLICATIONS

17. In an emergency the *Local Government Act 1995* allows expenditure from municipal funds not included in the annual budget to be authorised by the Mayor at the time of the emergency. That expenditure is then to be reported to Council at the next Ordinary Council Meeting.
18. The Chief Executive Officer and/or nominated senior officers have authority to expend funds in an emergency event.
19. The Act provides that tenders related to emergency expenditure do not have to be publicly invited.
20. Expenditure associated with an emergency event will be allocated to the emergency cost centre.
21. The Plan also details the measures which can be provided through Disaster Recovery Funding Arrangements-Western Australia (DRFAWA).

LEGAL IMPLICATIONS

22. N/A

ENVIRONMENTAL CONSIDERATIONS

23. N/A

CONCLUSION

24. That the City of Albany Recovery Plan be adopted by Council.

Consulted References	:	<i>Local Government Act 1995</i> <i>Emergency Management Act 2005 (WA)</i>
File Number	:	CM.STD.6
Previous Reference	:	Report Item LEMC008 16 April 2016

**LEMC039: RECEIVE THE MINUTES OF THE LOCAL EMERGENCY
MANAGEMENT COMMITTEE MEETING HELD 28 NOVEMBER 2024**

Attachments	: Confirmed Minutes of the LEMC Meeting held 28 November 2024
Report Prepared By	: Executive Officer Governance
Authorising Officer:	: Executive Director Corporate and Commercial Services

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:

- **Pillar:** Leadership.
- **Outcome:** A well informed and engaged community.

In Brief:

- Receive the minutes of the Local Emergency Management Committee meeting held on 28 November 2024.

RECOMMENDATION

**LEMC039: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the confirmed minutes of the Local Emergency Management Committee meeting held on 28 November 2024 be RECEIVED.

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