# AGENDA

**Ordinary Meeting of Council**

**Tuesday 28 July 2026**

**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 28 July 2026 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.

Andrew Sharpe
**CHIEF EXECUTIVE OFFICER**

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## 1. DECLARATION OF OPENING

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

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

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

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

## 3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

| | |
|---|---|
| **Mayor** | G Stocks |
| **Councillors:** | |
| Councillor | P Terry Deputy Mayor |
| Councillor | L MacLaren |
| Councillor | M Lionetti |
| Councillor | I Clarke APM |
| Councillor | R Sutton |
| Councillor | R Stephens |
| Councillor | C McKinley |
| Councillor | T Brough |
| **Staff:** | |
| Chief Executive Officer | A Sharpe |
| Executive Director Community Services | N Watson |
| Executive Director Corporate and Commercial Services | M Gilfellon |
| Executive Director Infrastructure, Development & Environment | P Camins |
| Manager IT | A Catterall |
| Manager Development Services | J Van Der Mescht |
| Meeting Secretary | J Williamson |

**Apologies/Leave of Absence:**

## 4. DISCLOSURES OF INTEREST

| Name | Report Item Number | Nature of Interest |
|---|---|---|
| | | |

## 5. REPORTS OF MEMBERS

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

## 7. PUBLIC QUESTION TIME

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

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

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

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

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

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

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

## 8. APPLICATIONS FOR LEAVE OF ABSENCE

## 9. PETITIONS AND DEPUTATIONS Nil

## 10. CONFIRMATION OF MINUTES

**DRAFT MOTION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the minutes of the Ordinary Council Meeting held on Tuesday 30 June 2026, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

## 11. PRESENTATIONS

## 12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

# CCS806: MONTHLY FINANCIAL REPORT – MAY 2026

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

## COUNCIL PLAN ALIGNMENT

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

## IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 31 May 2026 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 31 May 2026 is preliminary and has not yet been audited.

## RECOMMENDATION

**CCS806: COMMITTEE RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

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

CCS806: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CLARKE
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 6-0

CCS806: AUTHORISING OFFICER RECOMMENDATION

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

**DISCUSSION**

1. To fulfil statutory reporting obligations, the Monthly Financial Report prepared provides a snapshot of the City's year to date financial performance. The report provides the:
   (a) Statement of Financial Activity by nature classifications (satisfying Regulation 34 of the *Local Government (Financial Management) Regulations 1996*);
   (b) Statement of Financial Position (satisfying Regulation 35 of the *Local Government (Financial Management) Regulations 1996*);
   (c) Basis of Preparation;
   (d) Explanation of material variances to year-to-date budget;
   (e) Net Current Asset & Funding Position;
   (f) Investment Portfolio Snapshot;
   (g) Receivables; and
   (h) Capital Acquisitions.
2. Additionally, each year a local government is to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. Under Council item CCS732, Council approved that a variance between actual and budget-to-date of greater than $100,000 is a material variance for reporting purposes in the Statement of Financial Activity for 2025/2026.
3. The Statement of Financial Activity and Statement of Financial Position may be subject to year-end adjustments and have not been audited.
4. It is noted that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The 'errors' may be $1 or $2 when adding sets of numbers. This does not mean that the underlying figures are incorrect."

**STATUTORY IMPLICATIONS**

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

**POLICY IMPLICATIONS**

7. The City's 2025/26 Annual Budget provides a set of parameters that guides the City's financial practices.
8. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

**FINANCIAL IMPLICATIONS**

9. Expenditure for the period ending 31 May 2026 has been incurred in accordance with the 2025/26 budget parameters.
10. Details of any budget variation more than $100,000 (year to date) is outlined in the Statement of Financial Activity. There are no other known events, which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

**LEGAL IMPLICATIONS**

11. Nil.

## ENVIRONMENTAL CONSIDERATIONS

12. Nil.

## ALTERNATE OPTIONS

13. Nil.

## CONCLUSION

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

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

# CCS807: LIST OF ACCOUNTS FOR PAYMENT – MAY 2026

| | | |
|---|---|---|
| **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 |

**COUNCIL PLAN ALIGNMENT**

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

**IN BRIEF**

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

**RECOMMENDATION**

**CCS807: COMMITTEE RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 May 2026 totalling $8,726,248.98 be RECEIVED.**

CCS807: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR CLARKE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS807: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 May 2026 totalling $8,726,248.98 be RECEIVED.

## DISCUSSION

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

| Fund | Transaction Type | Amount ($) | % |
|---|---|---:|---:|
| Municipal | Electronic Funds Transfer | $6,007,219.37 | 68.8 |
| Municipal | Payroll | $2,518,676.29 | 28.9 |
| Municipal | Credit Cards | $50,105.22 | 0.6 |
| Municipal | Other | $150,248.10 | 1.7 |
| Trust | N/A | $0.00 | 0.0 |
| **TOTAL** | | **$8,726,248.98** | **100.0%** |

2. Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: $9,533.81.
3. The table below summaries the total outstanding creditors as at 31 May 2026.

| Aged Creditors | Amount ($) |
|---|---:|
| Current | $3,770,861.14 |
| 30 Days | $174,709.41 |
| 60 Days | $9,622.08 |
| 90 Days | $21,804.39 |
| **TOTAL** | **$3,976,997.02** |

## STATUTORY IMPLICATIONS

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

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

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

## LEGAL IMPLICATIONS

10. Nil

## ENVIRONMENTAL CONSIDERATIONS

11. Nil

## ALTERNATE OPTIONS

12. Nil

## CONCLUSION

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

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

# CCS808: DELEGATED AUTHORITY REPORTS – 16 MAY 2026 TO 15 JUNE 2026

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

## COUNCIL PLAN ALIGNMENT

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

## RECOMMENDATION

**CCS808: COMMITTEE RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the Delegated Authority Reports 16 May 2026 to 15 June 2026 be RECEIVED.**

CCS808: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS808: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 May 2026 to 15 June 2026 be RECEIVED.

## BACKGROUND

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

# CCS809: WRITE-OFF RATES DEBT REPORT AS AT 30 JUNE 2026

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

## COUNCIL PLAN ALIGNMENT

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

## RECOMMENDATION

**CCS809: COMMITTEE RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the Rates Debt Write Off Report as at 30 June 2026 be RECEIVED.**

CCS809: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CLARKE
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS809: AUTHORISING OFFICER RECOMMENDATION

THAT the Rates Debt Write Off Report as at 30 June 2026 be RECEIVED.

# CCS810: TENDERS AWARDED REPORT – JANUARY TO JUNE 2026

| | | |
|---|---|---|
| **Proponent** | : | City of Albany |
| **Attachments** | : | Tenders Awarded – January to June 2026 |
| **Report Prepared by** | : | Manager Finance |
| **Authorising Officer** | : | Executive Director Corporate & Commercial Services |

## COUNCIL PLAN ALIGNMENT

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

**In Brief:**

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

## RECOMMENDATION

**CCS810: COMMITTEE RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the Tenders Awarded Report – January to June 2026 be RECEIVED.**

CCS810: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR CLARKE
SECONDED: COUNCILLOR BROUGH

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS810: AUTHORISING OFFICER RECOMMENDATION

THAT the Tenders Awarded Report – January to June 2026 be RECEIVED.

## BACKGROUND

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

## DISCUSSION

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

## GOVERNMENT CONSULTATION

8. Nil

## PUBLIC CONSULTATION

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

## STATUTORY IMPLICATIONS

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

## POLICY IMPLICATIONS

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

## RISK IDENTIFICATION & MITIGATION

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

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

## FINANCIAL IMPLICATIONS

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

## LEGAL IMPLICATIONS

15. Nil

## ENVIRONMENTAL CONSIDERATIONS

16. Nil

## ALTERNATE OPTIONS

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

## CONCLUSION

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

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

| | | |
|---|---|---|
| **Consulted References** | : | *Local Government Act 1995;*<br>*Local Government (Functions and General) Regulations 1996* |
| **File Number** | : | CM.TEN.7 |
| **Previous Reference** | : | CCS774: OCM 24/02/2025 |

# CCS811: CORPORATE SCORECARD – APRIL - JUNE 2026

| | | |
|---|---|---|
| **Attachments** | : | Corporate Scorecard Report: Q4 2025-26 |
| **Report Prepared By** | : | Business Planning and Performance Officer |
| **Authorising Officer:** | : | Manager Finance |

**COUNCIL PLAN ALIGNMENT**

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

**In Brief:**

- The Strategic Community Plan 2032 (SCP) and the first Corporate Business Plan (CBP) were adopted by Council in August 2021.
- The CBP included a suite of actions that effectively form Council's priority commitments to the community, and was updated annually.
- A Corporate Scorecard has been provided each quarter with an overview of the status of the actions.
- Included within the Corporate Scorecard is an update on the Chief Executive Officer's (CEO) Key Performance Indicators (KPIs) for the 2025/26 financial year.

**RECOMMENDATION**

**CCS811: AUTHORISING OFFICER RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT the Corporate Scorecard Report – April – June 2026 be NOTED.**

**BACKGROUND**

1. The SCP establishes the results the community expects Council to achieve through the City, while the CBP describes the specific actions necessary to achieve those results.
2. In addition, Council has assigned the CEO with KPIs for the 2025-26 financial year, that have been incorporated into the existing corporate framework to improve transparency, efficiency and consistency.

**DISCUSSION**

3. The attached Corporate Scorecard report provides an update on the status of the CBP actions for the April to June 2026 quarter, and an annual summary of the CEO KPIs for the financial year.
4. The CEO KPIs section of the report provides additional information and a summary of the 6 KPIs assigned for the 2025-26 financial year. All of these actions are either On Track or Generally On Track when considered against their respective milestones.
5. The new Council Plan 2026-2036 was adopted by Council at the June Ordinary Council Meeting, with the first quarterly progress report for the July – September quarter due to be presented to Council in November.

## GOVERNMENT & PUBLIC CONSULTATION

6. N/A

## STATUTORY IMPLICATIONS

7. This item has been assessed for compliance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.
8. The Corporate Scorecard is a monitoring and reporting tool that supports the City's obligations under the Integrated Planning and Reporting Framework, including regulation 19DA of the Local Government (Administration) Regulations 1996, which requires the preparation, annual review, and integration of the Corporate Business Plan with the Strategic Community Plan.
9. The report does not constitute the adoption or modification of the Corporate Business Plan under regulation 19DA(6) and does not require an absolute majority decision.
10. There are no statutory impediments to Council noting the report.

## POLICY IMPLICATIONS

11. N/A

## RISK IDENTIFICATION & MITIGATION

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

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

## FINANCIAL IMPLICATIONS

13. N/A

## LEGAL IMPLICATIONS

14. N/A

## ENVIRONMENTAL CONSIDERATIONS

15. N/A

## ALTERNATE OPTIONS

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

## CONCLUSION

17. It is recommended the Corporate Scorecard Report – April to June 2025-26 Quarter and End of Year Summary be noted.

| | | |
|---|---|---|
| **Consulted References** | : | • *Local Government Act 1995, s5.56*<br>• *Local Government (Administration) Regulations 1996, Reg. 19D*<br>• *IPR Framework and Guidelines 2019* |
| **File Number** | : | CM.RVW.9 |
| **Previous Reference** | : | OCM 28/04/2026 – Report Item CC789 |

# CCS812: 2026-27 BUDGET ADOPTION

| | | |
|---|---|---|
| **Proponent** | : | City of Albany |
| **Attachments** | : | Draft 2026/2027 Budget |
| **Report Prepared by** | : | Business Analyst/Management Accountant |
| **Authorising Officer** | : | Chief Executive Officer<br>Executive Director Corporate & Commercial Services |

**COUNCIL PLAN ALIGNMENT**

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

**IN BRIEF:**

- Approve the 2026-27 budget, noting that the proposed budget is a result of a series of elected member and staff workshops.

**RECOMMENDATION**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 1**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council ADOPT the following municipal rates in the dollar on gross rental valuations and unimproved valuations and minimum rate values for the 2026/2027 financial year:**

**(1) <u>Rating Category 1 – GRV General</u>**
- **The General Rate on Gross Rental Values for the 2026/2027 financial year on Rating Category (1) including all GRV rateable land be 9.6422 cents in the dollar.**

**(2) Rating Category 3 – UV**
- **The General Rate on current unimproved values for the 2026/2027 financial year on Rating Category (3) including all UV rateable land be 0.2782 cents in the dollar.**

**(3) Minimum Rate**
- **The Minimum Rate for Rating Category 1 – GRV General rateable properties within the City of Albany will be $1,353.00**
- **The Minimum Rate for Rating Category 3 – UV rateable properties within the City of Albany will be $1,446.00**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 2**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council APPROVES the following Waste Collection charges for the City of Albany (including general waste collection, one bulk green waste collection, collection of recyclables and food organics and garden organics collection) be adopted for the 2026/2027 financial year:**

**(1) <u>Residential Services</u>**

| | |
|---|---|
| • **Full Residential Waste Service** | **$509.00** |
| • **General Waste Collection 140 Ltr MGB** | **Fortnightly** |
| • **Recycling Collection 240 Ltr MGB** | **Fortnightly** |
| • **FOGO Waste Collection 240Ltr MGB** | **Fortnightly (and weekly between mid December and mid February)** |

**(2) <u>Additional Services</u>**

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

| | |
|---|---|
| • **General Waste Collection 140 Ltr MGB (Inc GST)** | **Fortnightly $165.00** |
| • **Recycling Collection 240 Ltr MGB (Inc GST)** | **Fortnightly $ 91.00** |
| • **FOGO Waste Collection 240Ltr MGB (Inc GST)** | **Fortnightly $ 91.00 (and weekly between mid December and mid February)** |

**(3) <u>Waste Facilities Maintenance Rate (Section 66(1) Waste Avoidance and Resource Recovery Act 2007)</u>**

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

**The proposed rates are:**

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

**CCS812: AUTHORISING OFFICER RECOMMENDATION 3**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council ADOPTS:**

**(1) Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Municipal and Trust Fund Budgets as contained in the Attachment to this agenda, for the City of Albany for the 2026/2027 financial year which includes the following:**

- **Statement of Comprehensive Income by Nature and Type on page (v) showing a net result for that year of $45,506,295**
- **Statement of Comprehensive Income by Program on page (vi) showing a net result for that year of $45,506,295**
- **Statement of Cash Flows showing cash & cash equivalents at year-end of $17,492,054 on page (vii)**
- **Rate Setting Statement on page (viii) showing an amount required to be raised from rates of $52,735,608**
- **Notes to and forming part of the Budget on pages (1 to 54)**
- **Fees and Charges and Capital Works Schedule as detailed on pages (55 to 87)**
- **Transfers to / from Reserve Accounts as detailed in pages (43 to 46)**

**(2) Pursuant to section 6.11 of the *Local Government Act 1995*, maintain the following reserves (noting the purpose of each reserve detailed in page 43 to 46 of the budget):**

- **Airport Reserve**
- **Albany's Bicentennial Reserve**
- **Building Restoration Reserve**
- **ALAC Redevelopment**
- **Centennial Park Stadium and Pavilion Renewal Reserve**
- **Parking, Bridges & Marine Infrastructure Reserve**
- **Coastal Management Reserve**
- **Debt Management Reserve**
- **Emu Point Marina Reserve 42964 Reserve**
- **Great Southern Contiguous Local Authorities Group Reserve**
- **Information Technology Reserve**
- **Land Acquisition Reserve**
- **National Anzac Centre Reserve**
- **Parks, Recreation Grounds and Trails Reserve**
- **Plant & Equipment Reserve**
- **Public Open Space Reserve**
- **Refuse Collection & Waste Minimisation Reserve**
- **Roadworks, Drainage & Paths Reserve**
- **Developer Contributions (Non-Current) Reserve**
- **Unspent Grants Reserve**
- **Waste Management Reserve**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 4**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council APPROVES the due dates for payment of Rates and Waste Collection Charges for 2026/2027 be as follows:**

**(1) Pay rates in full 24th September 2026.**

**(2) Pay by two instalments:**
- **(a) First Instalment Payment 24th September 2026; and**
- **(b) Second Instalment: 25th January 2027.**

**(3) Pay by four instalments:**
- **(a) First Instalment Payment 24th September 2026;**
- **(b) Second Instalment: 24th November 2026;**
- **(c) Third Instalment: 25th January 2027; and**
- **(d) Fourth Instalment: 25th March 2027.**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 5**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council IMPOSES the following Rates and Charges to provide for Administration and Interest Charges on Rating, Waste Collection and General Debtor Collection charges during the 2026/2027 financial year:**

**(1) Instalment Plan Administration Fee**
**In accordance with section 6.45(3) of the Local Government Act 1995, an Instalment Plan Administration fee of $6.50 for the second and each subsequent instalment notice issued will apply for rates and rubbish collection charges.**

**(2) Late Payment Interest Charge**
**In accordance with section 6.51(1) of the Local Government Act 1995, a charge on outstanding rates and rubbish collection accounts (including amounts owed on ad hoc Payment Plans) of 7% p.a. will be calculated daily at 0.01918% on a simple interest basis for the number of days from the account due date until the day prior to the day on which the payment is received.**

**(3) Instalment Plan Interest Charge**
**In accordance with section 6.45(3) of the Local Government Act 1995, an interest rate of 5.5% p.a. will be calculated on a daily basis at 0.0151% by simple interest basis from the due date of the first instalment as shown on the rate notice to the due date of each respective instalment.**

**(4) Late Payment Interest Charge (Excluding Rates & Charges)**
**In accordance with section 6.13 of the Local Government Act 1995, a charge of 7% p.a. interest, calculated on a simple interest basis for the number of days outstanding, may apply on unpaid debts (other than rates and rubbish collection charges) outstanding 35 days from the date of invoices raised after 1 July 2026. In respect to the Late Payment Interest Charge on rates and charges, the method of calculating the interest charge is on the daily balance outstanding.**

**(5) Waivers**
**Where a small balance remains on a property assessment due to circumstances such as a delay in the receipt of mail payments or monies from property settlements and additional daily interest has accumulated, amounts outstanding of $2.00 and under will be waived, as it is not considered cost effective or equitable to recover from the new property owner. Estimated loss of revenue from this waiver is $1,100.**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 6**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council APPROVES the AMENDMENTS to the Schedule of Fees and Charges endorsed by Council (CCS805 – 30/06/2026, which forms part of the 2026/2027 Budget) be adopted effective from 29th July 2026, being:**

1. **Law, Order & Public Safety – Parking (Prescribed):**
    a. **Final demand fee: $28.30 inc GST;**
    b. **Fines Enforcement Registry Lodgement Fee: $90.00 inc GST;**
    c. **Lodgement Certificate Fee: $25.00 inc GST;**
2. **Waste – Other Charges:**
    a. **Minimum Fee of $10.00 inserted, relating to Commercial Recyclable Cardboard (per tonne) fee;**
    b. **Minimum Fee of $195.00 inserted, relating to After-hours disposal (additional to waste charge).**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 7**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council APPROVES the payment of superannuation contributions to Elected Members under section 5.99B(2) of the Local Government Act 1995.**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 8**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council SETS the Elected Member Sitting Fees and Allowances as prescribed by the *Local Government (Administration) Regulations 1996* per annum, for 2026/2027 being:**

**(1) Councillor Meeting Attendance Fee: $36,722**
**(2) Mayoral Meeting Attendance Fee: $55,078**
**(3) Councillor & Mayoral Superannuation Payments $54,346**
**(4) Councillor and Mayoral ICT Allowance: $3,500**
**(5) Total Mayoral Allowance is: $104,032**
**(6) Deputy Mayoral Allowance: $26,008 - being 25% of the Mayoral Allowance**

**CCS812: AUTHORISING OFFICER RECOMMENDATION 9**
**VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**THAT Council APPROVES a variance between actual and budget-to-date of greater than $100,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2026/2027.**

**BACKGROUND**

1. Council has considered strategic and operational issues which will impact on the 2026/2027 budget.
2. Under section 6.36 of the Local Government Act 1995, the City is not required to advertise the proposed rates amounts for the 2026/2027 financial year.

**DISCUSSION**

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

**GOVERNMENT & PUBLIC CONSULTATION**

6. The Department of Local Government, Industry Regulation and Safety is not consulted prior to budget adoption. Once the Budget is adopted, a copy is sent to the Department for review.

**PUBLIC CONSULTATION / ENGAGEMENT**

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

**STATUTORY IMPLICATIONS**

8. This item directly relates to, and contributes to achievement of, the strategic priorities within the City's Council Plan 2026 - 2036.

**POLICY IMPLICATIONS**

9. Nil.

**RISK IDENTIFICATION & MITIGATION**

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---|---|---|---|
| ***Financial & Reputation:*** *Council does not endorse the 2026/2027 Budget, with the consequential risk of deferred cash flow, and thus inability to meet financial commitments.* | *Unlikely* | *Extreme* | *Extreme* | *Delegated authority to the CEO to incur expenditure under the Local Government Act 1995 until Budget endorsement.*<br><br>*Reconsideration of the budget paper at a Council meeting prior to 31 August 2026.* |

**FINANCIAL IMPLICATIONS**

11. The 2026/2027 Budget sets the parameters for expenditure of City resources.
12. The City must meet its legislative and debt obligations through endorsement of a budget. Failure to do so incurs considerable financial and other risks to the City.

**LEGAL IMPLICATIONS**

13. Nil.

**ALTERNATE OPTIONS**

14. Council adopt the 2026/2027 Annual Financial Budget with changes.

**SUMMARY CONCLUSION**

15. Endorsement of the budget provides delegated authority to the CEO to incur expenditure from 1 July 2026 until 30 June 2027.

| | | |
|---|---|---|
| **Consulted References** | **:** | • *Local Government Act 1995*<br>• *Local Government (Financial Management) Regulations 1996.* |
| **File Number** | **:** | FM.BUG.12 |
| **Previous Reference** | **:** | • Budget Workshop – 19 May 2026 & 16 June 2026<br>• OCM July 2026 Resolution CCS732 |

# DIS476: DRAFT LOCAL PLANNING POLICY 1.8 ELECTRIC VEHICLE CHARGING INFRASTRUCTURE

| | | |
|---|---|---|
| **Land Description** | : | City of Albany |
| **Proponent / Owner** | : | City of Albany |
| **Business Entity Name** | : | City of Albany |
| **Attachments** | : | Draft Local Planning Policy 1.8 Electric Vehicle Charging Infrastructure<br>DIS440 – Electric Vehicle Charging Infrastructure |
| **Councillor Workstation and Supplementary Information** | : | N/A |
| **Report Prepared By** | : | Senior Planning Officer |
| **Authorising Officer:** | : | Executive Director Infrastructure, Development and Environment |

## COUNCIL PLAN ALIGNMENT

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

## STRATEGIC IMPLICATIONS

1. Council is required to exercise its quasi-judicial function in this matter.
2. In making its decision, Council is obliged to draw conclusion from its adopted *Albany Local Planning Strategy 2019* (the Planning Strategy).

**In Brief:**

- *Draft Local Planning Policy 1.8 Electric Vehicle Charging Infrastructure* (LPP1.8) was advertised for public comment in July and August 2025, following Council's endorsement to advertise at its meeting in May 2025 (refer report item DIS440: Electric Vehicle Charging Infrastructure).
- No *submissions* were received on draft LPP1.8 during the advertising period.
- Staff *recommend* Council resolve to adopt final draft LPP1.8, without modification (refer Attachment 1).

## RECOMMENDATION

**DIS476: COMMITTEE RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council ADOPT Local Planning Policy 1.8 Electric Vehicle Charging Infrastructure, pursuant to Schedule 2, Part 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

| DIS476: COMMITTEE RECOMMENDATION |
|---|
| MOVED: COUNCILLOR CLARKE<br>SECONDED: COUNCILLOR MACLAREN |
| THAT the Authorising Officer Recommendation be ADOPTED. |
| CARRIED 5-0 |

| DIS476: AUTHORISING OFFICER RECOMMENDATION |
|---|
| THAT Council ADOPT Local Planning Policy 1.8 Electric Vehicle Charging Infrastructure, pursuant to Schedule 2, Part 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. |

**BACKGROUND**

3. The draft LPP1.8 seeks to encourage the provision of EV charging infrastructure for certain new development within the City of Albany.
4. Draft LPP1.8 was endorsed for advertising by Council at its May 2025 Ordinary Council Meeting.
5. Refer to previous report item DIS440 for further information and background regarding the draft policy.

**DISCUSSION**

6. Draft LPP1.8 was advertised for public comment between 31 July 2025 and 21 August 2025 via notice in a local newspaper and publication on the City's website. No submissions were received during advertising.
7. No modifications are proposed to the draft policy following the advertising period.
8. It is recommended that Council adopt LPP1.8 without modification.

**GOVERNMENT & PUBLIC CONSULTATION**

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

| Type of Engagement | Method of Engagement | Engagement Dates | Participation (Number) | Statutory Consultation |
|---|---|---|---|---|
| Consult | Notice in Local Paper | 31/07/2025 – 21/08/2025 | No submissions received | No |
| Consult | Public comment – City website | 31/07/2025 – 21/08/2025 | | Yes |
| Consult | Public comment – City offices | 31/07/2025 – 21/08/2025 | | No |

## STATUTORY IMPLICATIONS

11. Voting requirement for this item is **Simple Majority.**
12. In accordance with the Planning Regulations, adoption of a local planning policy requires resolution of Council following completion of the advertising period.
13. Should Council resolve to adopt LPP1.8, a notice must be published in accordance with clause 87 of the Planning Regulations that advises of the adoption of LPP1.8.

## POLICY IMPLICATIONS

14. There are no additional policy implications arising from the adoption of draft LPP1.8.

## RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---|---|---|---|
| ***Reputational:*** *Perception that the City is seeking to add another layer of 'red tape' to the planning process.* | *Possible* | *Minor* | *Low* | *Provision of EV charging infrastructure is not mandatory* |
| ***Opportunity:*** *To encourage the provision of EV charging infrastructure that supports the transition to electric vehicles and assists in future-proofing new development.* | | | | |

## FINANCIAL IMPLICATIONS

16. There are no additional financial implications arising from the adoption of draft LPP1.8.

## LEGAL IMPLICATIONS

17. There are no legal implications arising from the adoption of LPP1.8.

## ENVIRONMENTAL CONSIDERATIONS

18. There are no direct environmental implications arising from the adoption of LPP1.8.

## ALTERNATE OPTIONS

19. Council has the following alternate options available under the Planning Regulations:
    - Adopt LPP1.8 subject to modifications; or
    - Not adopt LPP1.8.

## CONCLUSION

20. Based on the above, staff recommend Council resolve to adopt *Local Planning Policy 1.8 Electric Vehicle Charging Infrastructure* without modification.

| | | |
|---|---|---|
| **Consulted References** | : | 1. City of Albany Local Planning Scheme No. 2<br>2. *Planning and Development (Local Planning Schemes) Regulations 2015*<br>3. *WAPC Position Statement: Electric Vehicle Charging Infrastructure* |
| **Previous Reference** | : | DIS440 – Electric Vehicle Charging Infrastructure |

# DIS477: DRAFT LOCAL PLANNING POLICY 1.12 LOCAL DESIGN REVIEW

| | | |
|---|---|---|
| **Land Description** | : | City of Albany |
| **Proponent / Owner** | : | City of Albany |
| **Business Entity Name** | : | City of Albany |
| **Attachments** | : | Draft Local Planning Policy 1.12 Local Design Review<br>SPP7.0 Design of the Built Environment |
| **Supplementary Information & Councillor Workstation** | : | N/A |
| **Report Prepared By** | : | Senior Planning Officer |
| **Authorising Officer:** | : | Executive Director Infrastructure, Development & Environment |

## COUNCIL PLAN ALIGNMENT

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

## STRATEGIC IMPLICATIONS

1. Council is required to exercise its quasi-judicial function in this matter.
2. In making its decision, Council is obliged to draw conclusion from its adopted *Albany Local Planning Strategy 2019* (the Planning Strategy).

**In Brief:**

- Draft *Local Planning Policy 1.12 – Local Design Review* (LPP1.12) has been prepared to establish a framework for obtaining independent specialist design advice through a Local Design Review Panel (LDRP) to complement the City's formal assessment of significant development proposals.
- *The Planning and Development (Local Planning Schemes) Regulations 2015* (the Planning Regulations) require local governments to have due regard to a range of planning considerations when assessing development applications, including matters relating to design, character and built form, with additional guidance provided by *State Planning Policy 7.0 – Design of the Built Environment* (SPP7.0).
- Draft LPP1.12 identifies the types of development required to undergo review by an LDRP prior to lodgement of a development application.
- Council is requested to resolve to advertise draft LPP1.12 for public comment.

**RECOMMENDATION**

**DIS477: COMMITTEE RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council, pursuant to Schedule 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to advertise draft Local Planning Policy 1.12 – Local Design Review for public comment.**

DIS477: COMMITTEE RECOMMENDATION

MOVED: DEPUTY MAYOR TERRY
SECONDED: COUNCILLOR CLARKE

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 6-0

DIS477: AUTHORISING OFFICER RECOMMENDATION

THAT Council, pursuant to Schedule 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to advertise draft Local Planning Policy 1.12 – Local Design Review for public comment.

**BACKGROUND**

3. While planning officers routinely assess design matters as part of the statutory development assessment process, significant development proposals may benefit from independent specialist design advice to assist in evaluating design quality.
4. Under Part 9, clause 67 of the Planning Regulations, local governments are required to have due regard to a broad range of planning considerations when determining development applications including compatibility of a development within its setting, the desired future character of the locality, the relationship of the development to adjoining land, and the likely effects of height, bulk, scale, orientation and appearance all necessitate an assessment of design outcomes.
5. Matters relating to local amenity, character, community impact and consideration of submissions inherently require planning officers to evaluate the quality and appropriateness of a development's design response within its context. Design quality is also frequently raised by the community during the advertising and consultation process for development applications.

**DISCUSSION**

Design Review Criteria

6. Given the requirement to consider design quality as part of the assessment of development applications, draft LPP1.12 seeks to establish thresholds for high-impact development proposals—being those most likely to result in significant built form or visual impacts—to be referred to an LDRP and subject to independent architectural advice.

7. Draft LPP1.12 identifies the types of preliminary development proposals to be referred to an LDRP for evaluation, prior to submission of a formal development application:

   - Residential development comprising ten (10) or more dwellings.
   - Development of three (3) or more storeys in height.
   - Development located within the Central Business District (CBD), with a total development value at or exceeding $3 million (refer Figure 1 under draft LPP1.12 document).
   - Development applications with a total project value at or exceeding $5 million.
   - A major tourist development.
   - Extensions or amendments to proposals referred to in provisions (a) through (e) above, where in the opinion of the City, the proposal would benefit from further design review.

8. It should be noted that the following development types are proposed to be exempt from the policy provision given their zoning, development types or other referral requirements ensure their anticipated impacts are not expected to be as great as the other listed development types:

   - Single houses.
   - Warehouse/storage developments.
   - Development located within Industrial and Rural Zones.
   - Public works undertaken by a public authority other than the City of Albany.
   - Proposals eligible for referral to the State Design Review Panel or another approved design review panel.

9. Subject to the excluded proposals above, the draft policy also outlines certain circumstances where the City may require preliminary development proposals that do not meet the criteria above to undergo design review by an LDRP, at the discretion of the City based on potential impact of the development on the character of a locality.

10. Feedback to staff from Elected Members and Executive Management Team at a Strategic Workshop to a presentation on the draft policy, recommended the referral criteria for cost thresholds initially identified for preliminary development proposals be updated as follows:

    - Within the CBD: increased from $1.5 million to $3 million
    - Estimated project total cost: increased from $3 million to $5 million (at or above).

Design Review Panel Information

11. An LDRP is an independent panel of design professionals that reviews development proposals with the objective of improving built form and design outcomes.

12. An LDRP typically consists of three (3) or four (4) panel members selected by the City, with membership tailored to the specific needs and design considerations of each proposal.

13. LDRP sessions generally run for approximately one (1) hour, with two (2) review sessions commonly undertaken prior to the panel providing support for the final design outcome.

14. The design review process enables the City to obtain independent expert advice on architectural and urban design matters and provides confidence that major development proposals achieve an appropriate standard of design quality in accordance with the Planning Regulations and SPP7.0.
15. The process also assists in addressing concerns raised through public submissions relating to design quality and built form outcomes.
16. The advice provided by the LDRP is advisory only and is intended to assist the City's assessment of development applications. The statutory responsibility for determining applications remains with the City.
17. The City is able to utilise the existing South West Joint Design Review Panel framework, which has already been established collaboratively by a number of South West local governments, including Bunbury, Busselton, Augusta Margaret River, Capel and Collie. This approach significantly reduces the administrative burden and costs associated with establishing and administering a standalone panel for the City.

<u>Local Context</u>

18. SPP7.0 states that good design should “respond to and enhance the distinctive characteristics of a local area, contributing to a sense of place”.
19. As such, LDRP panel members are required to undertake a comprehensive assessment of the surrounding context and character to ensure that proposals appropriately respond to their local setting.
20. Officers considered including additional wording within the draft policy specifically requiring local character to be considered as part of the design review process.
21. However, this was ultimately considered unnecessary given the matter is already comprehensively addressed through the Design Principles in SPP7.0.
22. The Policy direction was previously discussed at the strategic workshop with feedback from Elected Members suggesting, the value thresholds for CBD and wider town site developments to qualify for design review could be increased.
23. Feedback also emphasised the importance of ensuring that local context is appropriately captured and considered within the design review process.
24. A discussion paper and survey were distributed prior to the strategic workshop. No responses were received on the survey.
25. During the presentation to Elected Members, feedback was provided emphasising the importance of ensuring that local context and character are appropriately considered through the design review process.
26. In this regard, it is noted that the first principle of good design under SPP7.0 is “Context and Character”, which forms a key assessment criterion for the LDRP.
27. Consideration was also given to establishing a standalone City of Albany LDRP. However, given the intention is for only one or two of the City’s largest and most significant development proposals to utilise the panel annually, the associated administrative and financial burden of establishing and maintaining a separate panel was not considered justified.
28. It is also noted that the establishment of a purely local panel may present potential conflicts of interest, given that many local architects and design professionals are likely to have direct or indirect involvement in major local development proposals.

29. Furthermore, many proposals anticipated to be reviewed through the LDRP process are likely to be prepared by local architects and consultants, thereby ensuring local context and understanding are inherently incorporated into the design process.

Benefits of Local Design Review Policy

30. The policy encourages proponents to seek design review prior to lodgement, allowing expert input to inform proposals while designs remain flexible.
31. The policy is intentionally targeted and, based on recent development trends, it is anticipated that only one or two proposals per year will trigger mandatory referral requirements. The policy is therefore intended to apply only to developments likely to have significant design and built form impacts within the City.
32. By addressing design matters early in the process, key built form and design issues have been independently reviewed prior to a proposal being determined, thereby supporting informed decision-making through independent specialist design advice.
33. The City is able to recover the costs associated with design review services in accordance with Regulation 49 of the *Planning and Development Regulations 2009*, enabling the process to operate on a cost-recovery basis.
34. Proponents also benefit from access to multidisciplinary advice from recognised design experts at a comparatively low cost.

Existing Design Review Processes and Comparison with Other Local Governments

35. Within the City of Albany, an LDRP has previously been formed to consider individual development proposals within the Middleton Beach Activity Centre precinct, as required under the *Middleton Beach Activity Centre Structure Plan* and supporting Design Guidelines. In earlier stages, the City initially established one-off LDRPs to consider proposals as they came in. For the most recent proposal, the City utilised the existing South West Joint Design Review Panel framework, which significantly reduced the administrative burden.
36. Outside of the Middleton Beach Activity Centre, there is currently no mandatory requirement for significant development proposals to be referred to a LDRP prior to lodgement.
37. If adopted, LPP1.12 would not be unique to the City of Albany, with approximately 25 other local governments having adopted similar local planning policies within their respective local government areas.

**GOVERNMENT & PUBLIC CONSULTATION**

38. Approval is sought to advertise draft LPP1.12 for public comment.
39. If Council resolves to advertise draft LPP1.12, notice of the proposed policy will be published in a newspaper circulating within the City of Albany Local Planning Scheme No. 2 (LPS2) area for two consecutive weeks and on the City's website for a period of 21 days.
40. During the advertising period, the draft policy will be made available for inspection at the City of Albany and on the City's website, with submissions invited for a period of 21 days from the date the notice is published.

**STATUTORY IMPLICATIONS**

41. Voting requirement for this item is **Simple Majority.**
42. The Planning Regulations and LPS2 enable the City to prepare and adopt local planning policies to provide additional planning guidance on matters relevant to the local context and to support the implementation of the planning framework.
43. In accordance with Schedule 2, clause 4 of the Planning Regulations, a draft local planning policy must be advertised for public comment prior to adoption.

44. Following consideration of submissions received, Council may resolve to adopt the Local Planning Policy, with or without modification, or determine that the policy not proceed.

## POLICY IMPLICATIONS

45. There are no policy implications associated with advertising draft LPP1.12. Policy implications will be considered by Council following completion of the public advertising process and review of submissions received.

## RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---|---|---|---|
| ***Operational*** *Not proceeding with public advertising of draft LPP1.12 may delay the introduction of a policy framework to obtain independent specialist design advice for significant development proposals, potentially affecting the quality of design outcomes for prominent developments within the City.* | *Likely* | *Minor* | *Medium* | *Advertise draft LPP1.12 for public comment in accordance with the Planning Regulations. Following consideration of submissions received, the draft policy may be amended prior to being presented to Council for adoption.* |
| ***Opportunity:*** *Promote high-quality design outcomes for significant development proposals through access to independent specialist design review.* | | | | |

## FINANCIAL IMPLICATIONS

47. There are no financial implications associated with advertising draft LPP1.12 other than the costs of public advertising.

48. Should the policy be adopted, Local Design Review services are intended to operate on a cost-recovery basis.

## LEGAL IMPLICATIONS

49. There are no legal implications relating to advertising draft LPP1.12.

## ENVIRONMENTAL CONSIDERATIONS

50. There are no environmental implications relating to advertising draft LPP1.12.

## ALTERNATE OPTIONS

51. Council has the following alternate options available under the Planning Regulations:

- Resolve to advertise draft LPP1.12 subject to modifications; or
- Resolve not to advertise draft LPP1.12.

## CONCLUSION

52. The Planning Regulations require local governments to consider a broad range of planning matters when assessing development applications, with additional guidance on design quality provided through SPP7.0.

53. Draft LPP1.12 therefore establishes a framework identifying specific development types (generally large-scale developments) that are required to be referred to an independent LDRP for review prior to the lodgement of a development application, to ensure appropriate consideration of design quality outcomes.

54. Council is requested to resolve to advertise draft *Local Planning Policy 1.12 – Local Design Review* for public comment.

| | | |
|---|---|---|
| **Consulted References** | **:** | 1. *City of Albany Local Planning Scheme No. 2*<br>2. *Planning and Development (Local Planning Schemes) Regulations 2015*<br>3. *Planning and Development Regulations 2009*<br>4. State Planning Policy 7.0 – Design of the Built Environment<br>5. *WAPC Local Government Design Review Manual*<br>6. Middleton Beach Activity Centre Structure Plan<br>7. Middleton Beach Activity Centre Design Guidelines Policy<br>8. *Public Works Act 1907* & related WAPC fact sheet |
| **Previous Reference** | **:** | N/A |

# DIS478: PLANNING AND BUILDING REPORTS JUNE 2026

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

**RECOMMENDATION**

**DIS478: AUTHORISING OFFICER RECOMMENDATION**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

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

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

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

**Date and Time Received: Sunday 12 July 2026 at 5.52pm.**

**15.1: NOTICE OF MOTION BY COUNCILLOR BROUGH**
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council REQUEST the Chief Executive Officer to obtain legal advice and provide a briefing to Council on the application of Policy 1.47 to the Great Southern Lime prosecution.**

**Councillor Reasons:**

Policy 1.47 makes a public interest assessment a mandatory precondition to prosecution and requires that the public interest be satisfied not only at commencement but for a prosecution to be continued.

The public interest test is therefore a continuing obligation. Circumstances can change over the life of a matter, and a prosecution that may once have been justified must remain justified on the public interest for it to properly continue.

This prosecution was commenced in February 2026 after the policy took effect. The policy therefore governs both its commencement and its continuation.

The matter concerns a single alleged incident, commenced 361 days after the alleged offence within a 365-day limitation period. Council is entitled to be satisfied that the policy's public interest requirements are met, and remain met.

This motion asks that question and requests a briefing. It does not direct the exercise of delegated authority; it merely seeks to ensure that the City's own policy is being applied.

For clarity, this motion does not go to the legal merits of the prosecution, which are not a matter for Council. It is confined to the governance question of whether Policy 1.47 was applied.

**Officer Comment:**

The proposed motion seeks legal advice and a briefing to Council regarding the application of Policy 1.47 to a current prosecution. Should Council resolve to request legal advice and a briefing to Council, any advice obtained would be provided to Council on a confidential basis, subject to legal professional privilege.

Should Council wish to discuss this motion, it is recommended that the meeting be closed to members of the public in accordance with *Section 5.23(4)(f) of the Local Government Act 1995 – information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law, and 5.23(4)(a) – legal advice, or other information, over which the local government holds legal professional privilege.*

The CEO may then provide any updates on the current prosecution and share any relevant information obtained from the City's legal representative, noting that any such information may be subject to confidentiality and legal professional privilege.

## 16. REPORTS OF CITY OFFICERS Nil

## 17. MEETING CLOSED TO PUBLIC

## 18. CLOSURE