



AGENDA

Ordinary Meeting of Council

Tuesday 28 October 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 28 October 2025 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.

Andrew Sharpe
CHIEF EXECUTIVE OFFICER

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1. DECLARATION OF OPENING

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

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

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

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

In accordance with section 2.29 of the *Local Government Act 1995*, a person elected as a Councillor is to make a declaration in the prescribed form, and before a prescribed person, before acting in office.

DECLARATION OF COUNCILLORS

Councillors Elect will make their Declaration witnessed by WA Police District Superintendent Jon Munday.

Nominations will then be called for the position of Deputy Mayor. If more than one nomination is received a ballot will be conducted. The voting method will be preferential.

DECLARATION OF DEPUTY MAYOR

The Deputy Mayor will then make their Declaration witnessed by WA Police District Superintendent Jon Munday.

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Mayor

G Stocks

Councillors:

Councillor

P Terry

Councillor

L MacLaren

Councillor

M Lionetti

Councillor Elect

R Sutton

Councillor Elect

I Clarke

Councillor Elect

R Stephens

Councillor Elect

T Brough

Staff:

Chief Executive Officer

A Sharpe

Executive Director Infrastructure, Development
& Environment

P Camins

Executive Director Community Services

N Watson

Executive Director Corporate and Commercial Services

M Gilfellon

Meeting Secretary

J Williamson

Apologies/Leave of Absence:

Councillor

C McKinley (Apology)

4. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest

5. REPORTS OF MEMBERS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Council Meeting held on Tuesday 30 September, the following questions from Sarah Taylor were taken on notice.

1. Has there be a reduction in transfer from road reserve?

Yes, there will be a \$1,050,000 reduction in the amount required to be transferred to reserve.

2. 3. How is this underestimation of revenue and carried forward surplus justified under section 6.2 of the Local Government Act?

The Budget has been prepared and adopted in full compliance with Section 6.2 of the Local Government Act 1995. The budget has been prepared, taking into account not just the immediate financial year but also the plan for the future, as is required by Section 6.2, this is why over the past ten years the City has been recognised for its good financial management and improved financial health, allowing the City to plan for a growing population, continue to provide, upkeep and replace critical infrastructure.

3. What plans have you put in place to deal with the UV minimum issue for next year? And, if you are planning on receiving ministerial approval, why could that not have been done in the 25/26 budget year and saved farmers an increase in rates of three times more than town rates and 29 times more than UV minimum rates?

Firstly, it is important to understand that according to Section 6.32 of the Local Government Act, rates are imposed to make up a budget deficiency. It is not the intention for rates levied to be directly related to the services provided in each area of a local government. Then legislation that governs Local Government attempts to prevent this, such as Section 7 of the Local Government (Financial Management) Regulations 1996 which states that the local government is to have regard to the needs of the district as a whole. There are options available to local governments to directly charge for the provision of services, but it is not the legislation's intent for rates to be one of these options.

For the 2025/26 Financial Year there were no issues from an administrative perspective with UV minimum rates. All rating was implemented in line with the Council Decision and in accordance with all relevant legislation. The increase in rates for an individual property will never be equal to the overall increase in rates, particularly so in a year in which property values are revalued by Landgate, which is every year for UV properties.

As per Section 6.35 of the Local Government Act, Minimum Rates are allowed to be imposed by a Local Government when they want to charge an amount greater than the general rate that would otherwise be chargeable. For the 2025/26 Financial Year Budget, those on the minimum rate continued to pay a higher percentage than they otherwise would if they were levied the same as general ratepayers.

Each year, the budget is discussed with Council each year prior to its adoption. This includes the setting of rates. In 2025, a Rating Strategy Review has been undertaken as part of the City's ongoing review of operations. The results of this review will be discussed as part of the Council Budget Workshops that will be undertaken to develop the 2026/27 Financial Year Budget.

7. PUBLIC QUESTION TIME

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

Prevention of Disturbance:

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

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

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

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

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

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

8. APPLICATIONS FOR LEAVE OF ABSENCE

9. PETITIONS AND DEPUTATIONS Nil

10. CONFIRMATION OF MINUTES

DRAFT MOTION

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the minutes of the Ordinary Council Meeting held on Tuesday 30 September 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS747: MONTHLY FINANCIAL REPORT – AUGUST 2025

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

STRATEGIC IMPLICATIONS

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

IN BRIEF

- Under the Local Government Financial Management Regulations, a local government is to prepare monthly a statement of financial activity and statement of financial position that is presented to Council.
- The City of Albany's Monthly Financial Report (inclusive of the statement of financial activity and the statement of financial position) for the period ending 31 August 2025 has been prepared and is attached.
- In addition, the City provides Council with a monthly investment summary to ensure the investment portfolio complies with the City's Investment of Surplus Funds Policy.
- The financial information included within the Monthly Financial Report for the period ended 31 August 2025 is preliminary and has not yet been audited.

RECOMMENDATION

**CCS747: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

CCS747: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR TRAILL**

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

CCS747: AUTHORISING OFFICER RECOMMENDATION

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

DISCUSSION

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

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

12. Nil.

ENVIRONMENTAL CONSIDERATIONS

13. Nil.

ALTERNATE OPTIONS

14. Nil.

CONCLUSION

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

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

CCS748: LIST OF ACCOUNTS FOR PAYMENT – AUGUST 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

CCS748: 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 August 2025 totalling \$12,557,274.98 be RECEIVED.

CCS748: COMMITTEE RECOMMENDATION

MOVED: DEPUTY MAYOR TERRY
SECONDED: COUNCILLOR MCKINLEY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

CCS748: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 August 2025 totalling \$12,557,274.98 be RECEIVED.

DISCUSSION

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$10,264,576.47	81.8%
Municipal	Payroll	\$2,252,794.82	17.9%
Municipal	Credit Cards	\$39,903.69	0.3%
Municipal	Cheques	\$0.00	0.0%
Trust	N/A	\$0.00	0.0%
TOTAL		\$12,557,274.98	100.0%

3. Included within the Electronic Funds Transfers from the City's Municipal account are Purchasing Card transactions, required to be reported under Regulation 13(A), totalling: \$4,232.92.
4. The table below summaries the total outstanding creditors as at 31 August 2025.

Aged Creditors	Amount (\$)
Current	\$1,086,510.46
30 Days	\$556,086.69
60 Days	\$1,200
90 Days	\$0.00
TOTAL	\$1,643,797.15

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

11. Nil

ENVIRONMENTAL CONSIDERATIONS

12. Nil

ALTERNATE OPTIONS

13. Nil

CONCLUSION

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

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

CCS749: DELEGATED AUTHORITY REPORTS – 16 AUGUST 2025 TO 15 SEPTEMBER 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

**CCS749: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the Delegated Authority Reports 16 August 2025 to 15 September 2025 be RECEIVED.

CCS749: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BAESJOU
SECONDED: COUNCILLOR TRAILL

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

CCS749: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 August 2025 to 15 September 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)

CCS751: COMMITTEE NOMINATIONS AND APPOINTMENT

Attachments	: Council Policy: 1.29 Governance & Meetings of Council Framework
Report Prepared By	: Manager Governance & Risk Executive Officer Governance
Authorising Officer:	: Chief Executive Officer

STRATEGIC IMPLICATIONS

- This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan, informing plans or strategies:
 - Pillar:** Leadership.
 - Outcomes:** Provide strong, accountable leadership.

In Brief:

- Committee membership ceases at the time of the local government election held on 18 October 2025.
- Nominations and appointments to the listed Committees are to be made at this meeting.
- Appointments to the Audit, Risk & Improvement Committee (ARIC) will be considered at the November Ordinary Council Meeting, providing newly elected members additional time to consider applications for appointment of independent members.

RECOMMENDATION

CCS751: AUTHORISING OFFICER RECOMMENDATION

VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

- NOTE** that all Elected Members are members of the Development and Infrastructure Services (DIS) Committee and the Community and Corporate Services (CCS) Committee, and that membership of the CEO Performance Review Committee is prescribed by Council Policy.
- RESOLVE** to appoint the Presiding Member and Deputy Presiding Member for each of these committees.
- APPOINT** the nominated elected members to the following Committees:

COMMITTEES OF COUNCIL

Community and Corporate Services Committee

Mayor Stocks	Councillor Elect
Councillor Terry	Councillor Elect
Councillor MacLaren	Councillor Elect
Councillor McKinley	Councillor Elect
Councillor Lionetti	

Presiding Member	
Deputy Presiding Member	

Development and Infrastructure Services Committee

Mayor Stocks	Councillor Elect
Councillor Terry	Councillor Elect
Councillor MacLaren	Councillor Elect
Councillor McKinley	Councillor Elect
Councillor Lionetti	

Presiding Member	
Deputy Presiding Member	

Chief Executive Officer Performance Review Committee (Statutory Requirement)

1. Mayor Stocks	4.
2.	
3.	

Presiding Member	
Deputy Presiding Member	

Bush Fire Advisory Committee (BFAC)

1.	4.
2.	
3.	

Local Emergency Management Committee (LEMC) (Statutory Requirement)

1.
2.

EXTERNAL COMMITTEES

(with Council Appointed, Nominated Elected Members)

Development Assessment Panel (DAP)

1. Councillor Terry (Member 1)
2. Mayor Stocks (Member 2)
3. Vacant (Alternate Member 1)
4. Councillor MacLaren (Alternate Member 2)

Great Southern Regional Road Group

- | |
|----|
| 1. |
| 2. |

South Coast Alliance Inc.

- | |
|-----------------|
| 1. Mayor Stocks |
| 2. |
| 3. |

Great Southern Recreation Advisory Group (GSRAG)

- | |
|----|
| 1. |
| 2. |

Western Australian Regional Capitals Alliance Group

- | |
|-------------------|
| 1. Mayor Stocks |
| 2. Proxy – Vacant |

WA Local Government Association (WALGA) Great Southern Zone

- | |
|--------------|
| 1. |
| 2. |
| 3.(Reserve) |
| 4. (Reserve) |

WALGA Roadwise Advisory Committee

- | |
|----|
| 1. |
| 2. |

INTERNAL & EXTERNAL WORKING GROUPS

(with Council Appointed, Nominated Elected Members)

Albany 2026 Reference Group

- | |
|----------|
| 1. Mayor |
| 2. |

Communications and Engagement Advisory Group

- | |
|----|
| 1. |
| 2. |

National Anzac Centre Advisory Group (NACAG)

- | |
|-------------------------|
| 1. Mayor |
| 2. Deputy Mayor (Proxy) |

Waste Management Working Group

1.

2.

BACKGROUND

2. Under Section 5.11(1)(d) of the *Local Government Act 1995*, a person's membership of a committee ends at the next ordinary local government election.
3. Reports for Council consideration are generally referred through a Council Committee, operating within a transparent and legally compliant meeting framework.
4. Committees have no delegated authority unless specified; they make recommendations for Council consideration at Ordinary Council Meetings.

DISCUSSION

5. At this meeting, Council is required to appoint members to the listed Committees in the Recommendation to Council.
6. These appointments are necessary to ensure the continued operation of Council's core standing committees.
7. Appointments to the Audit, Risk & Improvement Committee (ARIC) will be considered at the November Ordinary Council Meeting. This approach provides newly elected members with additional time to consider their interests and availability before nominating for membership on this committee. It also supports the Council in reviewing the applications for the independent Presiding Member and members of the Committee.
8. The Terms of Reference for each Council Committee will be endorsed by Council following the first meeting of each committee, in accordance with statutory requirements and Council policy.

Terms of Reference for Council Committee and External Committees:

9. The Terms of Reference and purpose of each committee are defined in the attached Governance and Meeting Framework (revised), subject to Council endorsement.
10. All elected members are appointed as members of the Community and Corporate Services (CCS) Committee and the Development and Infrastructure Services (DIS) Committee.
11. Council Committees will appoint a Chair and Deputy Chair at their first meeting.

COMMITTEES OF COUNCIL

Community and Corporate Services Committee

- Legislative basis: Local Government Act 1995 — Sections 5.8 to 5.11A (establishment and operation of committees).
- Type: Non-statutory (discretionary committee of council).
- Purpose: To support Council in oversight of corporate, community, governance, and financial matters.

Development and Infrastructure Services Committee

- Legislative basis: Local Government Act 1995 — Sections 5.8 to 5.11A.
- Type: Non-statutory.
- Purpose: Advisory and review committee for planning, infrastructure, environment, and asset management.

Chief Executive Officer Performance Review Committee

- Legislative basis: Local Government Act 1995, particularly:
 - Section 5.38 – Review of CEO's performance.
 - Section 5.39A – Model standards for CEO recruitment, performance and termination.
- Local Government (Administration) Regulations 1996 – Part 5, Division 2.
Type: Statutory requirement.
- Purpose: To undertake the CEO performance review in line with legislative obligations.

Bush Fire Advisory Committee (BFAC)

- Legislative basis: Bush Fires Act 1954, Section 67(1) – Local government must appoint a Bush Fire Advisory Committee.
- Type: Statutory requirement.
- Purpose: To advise the local government on bushfire prevention, preparedness, response and recovery.

Local Emergency Management Committee (LEMC)

- Legislative basis: Emergency Management Act 2005, Section 38(1) – Local government must establish a Local Emergency Management Committee.
- Type: Statutory requirement.
- Purpose: To ensure effective local emergency management arrangements, including prevention, preparedness, response and recovery.

EXTERNAL COMMITTEES / REPRESENTATIVE BODIES

Development Assessment Panel (DAP)

- Legislative basis: Planning and Development Act 2005, Part 11A.
- Planning and Development (Development Assessment Panels) Regulations 2011.
- Type: Statutory external committee (State Government).
- Purpose: Independent panel to determine certain development applications. Local government nominates members.

Great Southern Regional Road Group (GSRRG)

- Legislative basis: Local Government Act 1995 (general power to collaborate).
- Operates under the State Road Funds to Local Government Agreement between Main Roads WA and WALGA.
- Type: Non-statutory external body.
- Purpose: Regional coordination and prioritisation of road funding and projects.

South Coast Alliance Inc.

- Legislative basis: Incorporated under the Associations Incorporation Act 2015.
- Type: Non-statutory external organisation (regional collaboration).
- Purpose: The Alliance was formed to promote collaborative economic development in the region. Advocacy, Economic Development and Tourism and Resource Efficiency.

Great Southern Recreation Advisory Group (GSRAG)

- Legislative basis: None specific; established by regional agreement under Local Government Act 1995 general powers.
- Type: Non-statutory regional advisory group.
- Purpose: Coordination of regional recreation planning and funding priorities.

Western Australian Regional Capitals Alliance (WARCA)

- Legislative basis: Incorporated under the Associations Incorporation Act 2015.
- Type: Non-statutory external organisation.
- Purpose: Advocacy and collaboration among regional city local governments.

WALGA Great Southern Zone

- Legislative basis: Local Government Act 1995 (enabling general local government cooperation).
- Operates under the WALGA Constitution and Associations Incorporation Act 2015.
- Type: Non-statutory external body (local government association zone).
- Purpose: Coordination and advocacy of member councils within the Great Southern Zone.

WALGA RoadWise Advisory Committee

- Legislative basis: Road Safety Council Act 2002 (provides context for State Road Safety Strategy).
- Administered through WALGA and Main Roads WA partnership.
- Type: Non-statutory external advisory committee.
- Purpose: Supports local road safety initiatives and promotion of the “Towards Zero” strategy.

EXTERNAL INTERNAL & EXTERNAL WORKING GROUPS

(with Council Appointed / Nominated, Elected Members).

12. Membership to these groups is governed by the City's internal policy framework and is designed to enhance governance, transparency, and community engagement.

Albany 2026 Reference Group

- Legislative basis: Operational Working Group under Council Policy 1.29.
- Purpose: To facilitate inter-organisation collaboration and guide the delivery of strategic projects and initiatives for Albany 2026.

Communications and Engagement Advisory Group

- Legislative basis: Operational Working Group under Council Policy 1.29.
- Purpose: The Communications & Engagement Advisory Group supports Council by monitoring and guiding the implementation of the Communications & Engagement Strategy in alignment with best practice public participation principles.

National Anzac Centre Advisory Group (NACAG)

- Legislative basis: Advisory Working Group under Council Policy 1.29.
- Purpose: The National Anzac Centre Advisory Group (NACAG) provides expert advice to ensure the Centre's appeal, visitor experience, and financial sustainability as a premier heritage tourism destination.

Waste Management Working Group

- Legislative basis: Advisory Working Group under Council Policy 1.29.
- Purpose: Supports strategic decisions on waste infrastructure, including Hanrahan landfill decommissioning.

Airport Emergency Committee (Operational Committee)

- There is no specific requirement in the Civil Aviation Act 1988 or CASR for elected members on an Airport Emergency Committee. Membership should reflect operational needs and stakeholder engagement.
- It is recommended that elected members no longer be appointed to this committee.
- Therefore, an appointment has not been recommended.

GOVERNMENT & PUBLIC CONSULTATION

13. The *Local Government Act 1995* (the Act) and supporting legislation, and Local Government Operational Guidelines, are referenced.

STATUTORY IMPLICATIONS

Appointment of Committee Members

14. Council appoints committee members at the first Ordinary Council Meeting following the local government election, by **absolute majority**, in accordance with Section 5.10(1) of the Local Government Act 1995. Membership ceases at the next ordinary local government election (Section 5.11(1)(d)).

Appointment of Presiding Members

15. The presiding member (Chair) and deputy presiding member of each committee are determined by the Committee.
16. Post the first meeting of the Committee, Council, as required by Section 5.12 of the Local Government Act 1995 (**absolute majority** required), endorses the appointment.

Terms of Reference

17. Council endorses the Terms of Reference for each committee after the first committee meeting. Some Terms of Reference are prescribed by legislation (e.g., Audit, Risk and Improvement Committee under Section 7.1A; CEO Performance Review Committee under the Local Government (Administration) Regulations 1996), while others are determined by Council policy and the City's Governance and Meeting Framework.

Committee-Specific Nuances

18. Where a committee's Terms of Reference or membership is prescribed by legislation or regulation, this is noted in the relevant committee report (e.g., Audit, Risk & Improvement Committee, CEO Performance Review Committee).

POLICY IMPLICATIONS

19. The total number of elected members following the 2025 Ordinary Local Government election will be reduced to 9.
20. The Governance and Meeting Framework defines the structure, membership, and purpose of each committee.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Business Operation. <i>Members are not appointed to committees.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>Elected Members are appointed to committees at a future Council meeting. Officer reports and recommendations to be considered by the whole of Council at Ordinary Council Meetings.</i>

FINANCIAL IMPLICATIONS

22. A budget line exists for the cost of administering committees, including representation on external committees.

LEGAL IMPLICATIONS

23. Council is being asked to:

- a. Appoint committee members by absolute majority, as required by Section 5.10(1) of the Local Government Act 1995 (the Act).
- b. The appointment (endorsement) of the Presiding Member and Deputy Presiding Member for each committee will be resolved by the Council at its first Ordinary Meeting, following the committee's appointment and recommendation to Council, as required under Section 5.12 of the Act.
- c. Endorse the Terms of Reference for each committee after the first committee meeting, in accordance with relevant legislation and Council policy.

ENVIRONMENTAL CONSIDERATIONS

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

ALTERNATE OPTIONS

25. Elected members may reserve the right to nominate for committees at a later date, provided vacancies exist.
26. The number of members on a committee is determined by the Committee's Terms of Reference.

CONCLUSION

27. In accordance with the Local Government Act 1995 and the City of Albany Governance and Meeting Framework, it is necessary for Council to appoint elected members to the listed internal, external, and statutory committees following the 2025 local government election.
28. These appointments ensure the effective and compliant operation of Council committees, support good governance, and facilitate the continued oversight of key strategic, operational, and statutory functions.
29. Council's endorsement of committee memberships at this meeting will enable committees to commence their activities promptly, with Chairs, Deputy Chairs, and Terms of Reference to be confirmed at each committee's first meeting.

Consulted References	:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 (as amended by the Local Government Amendment Act 2024)</i> • <i>Local Government (Administration) Regulations 1996</i> • <i>Bush Fires Act 1954</i> • <i>Emergency Management Act 2005</i> • <i>Planning and Development Act 2005</i> • <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> • <i>Road Safety Council Act 2002</i> • <i>Associations Incorporation Act 2015</i> • <i>City of Albany Delegation Register</i> • <i>Council Policy: 1.10 CEO Performance Review Process Policy</i> • <i>Council Policy: 1.29 Governance & Meetings of Council Framework</i> • <i>Department of Local Government, Electoral Affairs and Communities – Operational Guidelines*</i>, formally known as the <i>Department of Local Government, Sport and Cultural Industries (DLGSC)</i> • <i>State Road Funds to Local Government Agreement (Main Roads WA and WALGA)</i> • <i>WALGA Constitution and Governance Framework</i>
File Numbers	:	Multiple
Previous Reference	:	OCM 31/10/2023 Resolution CCS573.

CCS752: TENDERS AWARDED REPORT – JULY TO SEPTEMBER 2025

Proponent	: City of Albany
Attachments	: Tenders Awarded Report – July to September 2025
Report Prepared by	: Manager Finance
Authorising Officer	: Executive Director Corporate & Commercial Services

STRATEGIC IMPLICATIONS

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

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

RECOMMENDATION

CCS752: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the Tenders Awarded Report – July to September 2025 be RECEIVED.

DIS450: PLANNING AND BUILDING REPORTS SEPTEMBER 2025

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

RECOMMENDATION

DIS450: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

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

ORDINARY COUNCIL MEETING
AGENDA – 28/10/2025

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