



AGENDA

Ordinary Meeting of Council

Tuesday 30 September 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 30 September 2025 in the Council Chambers, 102 North Road, Yakamia commencing at 6.00pm.

Andrew Sharpe
CHIEF EXECUTIVE OFFICER

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1. DECLARATION OF OPENING

2. PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

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

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

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

3. RECORD OF APOLOGIES AND LEAVE OF ABSENCE

Councillors:

Councillor	L MacLaren
Councillor	P Terry (Deputy Mayor)
Councillor	C McKinley
Councillor	S Grimmer
Councillor	R Sutton
Councillor	M Traill
Councillor	D Baesjou
Councillor	M Lionetti
Councillor	T Brough

Staff:

Chief Executive Officer	A Sharpe
Executive Director Infrastructure, Development & Environment	P Camins
Executive Director Community Services	N Watson
Manager Community Health and Safety	S Reitsema
Meeting Secretary	D Clark

Apologies/Leave of Absence:

Mayor	G Stocks (Leave of Absence)
Councillor	A Cruse (Leave of Absence)
Executive Director Corporate & Commercial Services	M Gilfellon (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

Michelle Kinsella addressed Council at the Ordinary Council Meeting held 26 August 2025 regarding Councillor MacLaren's disclosure of interest in Report Item CCS739: Regional Events and Film Sponsorship 2026. The Mayor responded to Michelle Kinsella's questions and provided some clarification prior to the questions being taken on notice.

The responses to Michelle Kinsella's questions (Ref EF25349773) are as follows:

1. Is this the first time a conflict has been declared despite the Councillor being a member of the community group for many years?

Response: A record of any Disclosures of Interest made by an Elected Member is a matter of public record in the minutes of meetings and in the Disclosure of Interest Register available on the City's website.

Councillor MacLaren became a member of Albany Pride on 08 October 2023. Councillor MacLaren was a member of the Regional Events and Film Sponsorship assessment panel in 2023, 2024 and 2025. A record of disclosure in relation to resolutions of Council is:

*OCM 19/12/2023 did not declare an Impartiality Interest in Report Item CCS589: Regional Events Sponsorship.
OCM 22/10/2024 declared an Impartiality Interest in Report Item CCS670: Regional Events and Film Sponsorship.
OCM 26/08/2025 declared an Impartiality Interest in Report Item CCS739: Regional Events and Film Sponsorship.*

2. Has the councillor approved previous funding or been part of the discussion without declaring a conflict of interest.

See response above.

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 26 August 2025, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

11. PRESENTATIONS Nil

12. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

CCS743: MONTHLY FINANCIAL REPORT – JULY 2025

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

RECOMMENDATION

**CCS743: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

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

CCS743: COMMITTEE RECOMMENDATION

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

That the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS743: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 July 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 July 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

CCS744: LIST OF ACCOUNTS FOR PAYMENT – JULY 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

**CCS744: 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 July 2025 totalling \$9,470,457.14 be RECEIVED.

CCS744: COMMITTEE RECOMMENDATION

**MOVED: COUNCILLOR TRAILL
SECONDED: COUNCILLOR MCKINLEY**

THAT the Authorising Officer Recommendation be ADOPTED

CARRIED 7-0

CCS744: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 July 2025 totalling \$9,470,457.14 be RECEIVED.

DISCUSSION

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer - Datascape	\$859,549.61	9.1%
Municipal	Electronic Funds Transfer - Synergy	\$6,270,932.11	66.2%
Municipal	Payroll	\$2,303,748.61	24.3%
Municipal	Credit Cards	\$36,226.81	0.4%
Municipal	Cheques	\$0.00	0.0%
Trust	N/A	\$0.00	0.0%
TOTAL		\$9,470,457.14	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: \$6,546.72.
4. The table below summaries the total outstanding creditors as at 31 July 2025.

Aged Creditors	Amount (\$)
Current	\$5,157,613.61
30 Days	\$5,852.00
60 Days	\$0.00
90 Days	\$0.00
TOTAL	<u>\$5,163,465.61</u>

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 July 2025 has been incurred in accordance with the 2025/2026 budget parameters.

FINANCIAL IMPLICATIONS

10. Expenditure for the period to 31 July 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

CCS745: DELEGATED AUTHORITY REPORTS – 16 JULY 2025 TO 15 AUGUST 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

CCS745: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

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

CCS745: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR BAESJOU

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS745: AUTHORISING OFFICER RECOMMENDATION

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

**CCS746: ADOPTION OF THE BUDGET REVIEW FOR THE PERIOD
ENDING 31 JULY 2025**

Proponent : City of Albany
Attachments : Budget Review for the period ending 31 July 2025
Report Prepared by : Business Analyst/Management Accountant
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:

- This review is for the period ending 31 July 2025 and therefore is outside the requirements of regulation 33A of the Local Government (Financial Management) Regulations 1996. A further budget review is required to satisfy this regulatory obligation.
- This budget review presents a surplus budget inclusive of the proposed Budget Review amendments of \$191,326.

RECOMMENDATION

**CCS746: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT the Budget Review for the period ending 31 July 2025 be ADOPTED.

CCS746: COMMITTEE RECOMMENDATION

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

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

CCS746: AUTHORISING OFFICER RECOMMENDATION

THAT the Budget Review for the period ending 31 July 2025 be ADOPTED.

BACKGROUND

2. Local Governments are required to conduct a budget review between 1 January and the last day of February each financial year in accordance with regulation 33A(1) of the Local Government (Financial Management) Regulations 1996. The Department recommends a review of the budget early in the financial year to amend carry forward projects from forecast to actual.
3. Council adopted the FY2025/26 budget on 22 July 2025. The total adopted budget of \$200.5m comprised of:
 - a. \$101m capital works;
 - b. \$1.2m debt reduction; and
 - c. \$98.3m in operating expenditure.
4. Included within the \$200.5m budget was \$19.2m of carried forward projects. That is, projects that were not anticipated to be completed by 30 June 2025, and the estimated remaining expenditure relating to these projects was carried forward into the FY2025/26 budget.
5. At the time of preparing the budget, the amount remaining of these carried forward projects was not known, and hence an estimate was provided within the FY2025/26 budget.
6. Now that the financial accounts for FY2024/25 have been completed (although not yet audited), the remaining expenditure relating to the carried forward projects is realised, and the FY2025/26 budget is to be amended to reflect these corrected figures.
7. In addition to the carry forward adjustments this review proposes \$856.4k of variations (exclusive of budget amendments already addressed within the carry forward amendments)

DISCUSSION

8. After the completion of the FY2024/25 financial accounts, the City estimates expenditure of \$33,861,544 required to complete carried forward projects, equating to a increase of \$4,149,583 relative to the figure estimated in the FY2025/26 budget adopted by Council.
9. The funding impact relating to the increase in carried forward project of \$4,149,583 is as follows:
 - a. \$2,385,413 : Increase in Grant Funding required.
 - b. \$934,104 : Increase in Reserves Funding required.
 - c. \$997,366 : Increase in Municipal Funds required (Opening balance adjustment)
 - d. \$(167,300) :Decrease in the Sale of Assets.
10. Key elements of the general works and variations proposed in this budget review include:
 - a. An increase in funds required of \$856k to complete the proposed amendments, sourced as follows:
 - i. \$1.2m: Reduction in expenditure
 - ii. \$0.51m: Reduction in grants and general revenue.
 - iii. \$1.05m: Reduction in reserves funding required.
 - iv. \$0.02m: Utilising \$181k of the Opening Position
 - b. This budget review presents a surplus budget inclusive of the proposed amendments of \$191,326 as at 30 June 2025.
 - c. Total expenditure of \$204.3m in FY2024/25 inclusive of carry forward adjustments, comprised of:
 - i. \$102.7m capital works;
 - ii. \$1.2m debt reduction; and
 - iii. \$100.4m in operating expenditure.

11. A copy of the Budget Review for the period ending 31 July 2025 is attached.
12. Budget adjustments thereafter of an urgent nature will be brought to a Council Meeting as an item to be discussed when required and actioned outside of this review.

GOVERNMENT & PUBLIC CONSULTATION

13. Department of Local Government guidelines were followed in the preparation of this report.
14. City of Albany Executives, Managers and Officers with budget responsibility were consulted in the preparation of the Budget Review.

STATUTORY IMPLICATIONS

15. Under the *Local Government Act 1995*, section 6.8, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:
 - a. is incurred in a financial year before the adoption of the annual budget by the local government
 - b. is authorised in advance by a resolution (absolute majority required) or;
 - c. is authorised in advance by the Mayor in an emergency.
16. If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of 7 days and (a) its intention to do so; and (b) the date from which it is proposed the fees or charges will be imposed.
17. The voting requirement of Council is **Absolute Majority**.

POLICY IMPLICATIONS

18. There are no policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation & Organisation's Operations. Non approval of the budget review may result in significant delays to achieving deliverables.	Unlikely	Moderate	Medium	In the short term the existing Annual Budget would apply and proposed amendments would not apply. Adopt the Budget Review with amendments (as specified by Council).
Opportunity: Provides Council with an additional opportunity to review the City's current budget position				

FINANCIAL IMPLICATIONS

20. Please refer to the attachment: Budget Review for the period ending 31 July 2025.

LEGAL IMPLICATIONS

21. Nil.

ENVIRONMENTAL CONSIDERATIONS

22. Nil.

ALTERNATE OPTIONS

23. For the period ending 31 July 2025, Council may consider to:
- a. Adopt the Budget Review as recommended; or
 - b. Adopt the Budget Review with amendments (as specified by Council)

SUMMARY CONCLUSION

24. It is recommended that the Authorising Officer's Recommendation is adopted.

Consulted References		<ul style="list-style-type: none">• Adopted Budget 2025/2026• Local Government Act 1995
File Number	:	FM.BUG.12
Previous Reference	:	Adopted Budget 2025/2026 – OCM 22/07/2025 Resolution CCS732

DIS449: PLANNING AND BUILDING REPORTS AUGUST 2025

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

RECOMMENDATION

DIS449: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

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

AR182: RECEIVE THE MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD 26 MAY 2025

Proponent / Owner	: City of Albany
Attachments	: Confirmed Minutes of Audit and Risk Committee Meeting held 26 May 2025 - CONFIDENTIAL
Report Prepared By	: 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.
 - Outcome:** Provide strong, accountable leadership.

RECOMMENDATION

AR182: AUTHORISING OFFICER RECOMMENDATION VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the confirmed minutes of the Audit and Risk Committee Meeting held on 26 May 2025 be RECEIVED.

BACKGROUND

- The Audit and Risk Committee meeting is not open to the public and as such the minutes are not required to be published on the City's website, in accordance with section 13 (1) (a) of the *Local Government (Administration) Regulations 1996*.
- Report items requiring a decision of Council will be presented to an Ordinary Meeting of Council for consideration.

Consulted References	: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
File Number	: FM.MEE.3
Previous Reference	: OCM 23/08/2022 Resolution AR123 OCM 28/03/2023 Resolution AR133 OCM 27/06/2023 Resolution AR137 OCM 25/06/2024 Resolution AR154 OCM 25/03/2025 Resolution AR173 OCM 01/07/2025 Resolution AR179

**LEMC040: RECEIVE THE MINUTES OF THE LOCAL EMERGENCY
MANAGEMENT COMMITTEE MEETING HELD 12 JUNE 2025**

Attachments	: Confirmed Minutes of the LEMC Meeting held 12 June 2025
Report Prepared By	: PA to Executive Director Corporate and Commercial Services
Authorising Officer:	: Executive Director Corporate and Commercial Services

STRATEGIC IMPLICATIONS

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

In Brief:

- Receive the minutes of the Local Emergency Management Committee meeting held on 12 June 2025.

RECOMMENDATION

**LEMC040: AUTHORISING OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT the confirmed minutes of the Local Emergency Management Committee meeting held on 12 June 2025 be RECEIVED.

BFAC017: APPOINTMENT OF CHIEF AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS, BUSH FIRE BRIGADE FIRE CONTROL OFFICERS

Proponent / Owner	: City of Albany
Attachments	: Minutes of the Bush Fire Advisory Group Meeting
Report Prepared By	: PA to Executive Director Corporate & Commercial Services Administration Officer Emergency Services
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.
 - **Pillar:** People.
 - **Outcome:** A safe community.
 - **Pillar:** Planet.
 - **Outcome:** A resilient community that can withstand, adapt to, and recover from natural disasters.

In Brief:

- Nominations for essential leadership positions have been received and accepted from Volunteer Bush Fire Brigade members.
- Recommendation to change year term for the Fire Weather Officer, Northeast 1 & 2 and Southwest 1 & 2
- Council is now requested to endorse those appointments.

RECOMMENDATION

BFAC017: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

1. **THAT the following appointments to essential leadership positions in the City of Albany's Volunteer Bush Fire Brigades be ENDORSED:**
 - **Chief Bush Fire Control Officer: Mr Rob Lynn**
 - **Deputy Chief Bush Fire Control Officer: Mr Graeme Poole**
 - **Senior Bush Fire Control Officer Northeast Sector: Mr Kim Lester**
 - **Senior Bush Fire Control Officer Southwest Sector: Mr Darryl Bradley**
 - **Deputy Senior Bush Fire Control Officer Northeast Sector: Mr Tim Metcalf**
 - **Deputy Senior Bush Fire Control Officer Southwest Sector: Mr Simon Whitfort**
 - **Fire Weather Officer: Mr Rob Lynn**
 - **Deputy Fire Weather Officer: Mr Graeme Poole**
 - **City of Albany Bush Fire Control Officers: Brendan Gordon, Brett Tompkin, Michelle Webb, Garry Turner and Derek Jones**
 - **Bornholm Brigade Fire Control Officers: Mr Chris Ayres and Mr Laurie Nissen**
 - **Elleker Brigade Fire Control Officers: Miss Maxine Jones and Mr Wayne van der Heide**
 - **Gnowellen Brigade Fire Control Officers: Mr Scott Moir and Mr Jeffrey Stoney**
 - **Green Range Brigade Fire Control Officers: Mr Mark Plunkett and Mr Clinton North**
 - **Highway Brigade Fire Control Officers: Mr Ben Braun and Mr Juan Hart**
 - **Kalgan Brigade Fire Control Officers: Mr Darryl Bradley, Mr Clayton De Jager**
 - **King River Brigade Fire Control Officers: Mr Simon Whitfort and Mr Malcolm Pearce**
 - **Kojaneerup Brigade Fire Control Officers: Mr Mark Smith and Mr Scott Smith**

- **Manypeaks Brigade Fire Control Officers: Mr Robert Potter and Mr Tim Metcalfe**
- **Napier Brigade Fire Control Officers: Mr Tom Collins and Mr Kim Roberts**
- **Redmond Brigade Fire Control Officers: Mr Pieter Mostert and Mr Troy Mostert**
- **South Coast Brigade Fire Control Officers: Mr Rowan Hardy and Mr Shane Duncan**
- **South Stirling Brigade Fire Control Officers: Mr Graeme Pyle and Mr Reece Curwen**
- **Torbay Brigade Fire Control Officers: Mr Brian Taylor and Mr Keith Smith**
- **Wellstead Brigade Fire Control Officers: Mr Craig Locke and Mr James Gorman**
- **Youngs Siding Brigade Fire Control Officers: Mr Kevin Martin and Mr Martin Peterson.**

BFAC017: COMMITTEE RECOMMENDATION

MOVED: ROB LYNN

SECONDED: DEPUTY MAYOR TERRY

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 8-0

BFAC017: AUTHORISING OFFICER RECOMMENDATION

1. THAT the following appointments to essential leadership positions in the City of Albany's Volunteer Bush Fire Brigades be ENDORSED:

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

BACKGROUND

2. The City of Albany has sixteen Volunteer Bush Fire Brigades, comprising approximately 874 active and auxiliary members who provide bush fire-fighting capacity throughout the municipality.
3. In accordance with the Bush Fires Act 1954, the City must appoint a Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer and Fire Control Officers prior to the commencement of each fire season.
4. Nominations for those positions are called for through the Bush Fire Advisory Group (BFAG), and appointments to those positions are made. If multiple nominations are received for any position a ballot is conducted.
5. Final appointment of those officers is authorised by the City of Albany Chief Executive Officer, exercising his delegated authority by Council.

DISCUSSION

6. Nominations for the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers were received by the Bush Fire Advisory Group (BFAG).
7. The BFAG have recommended the appointments detailed in the Authorising Officer Recommendation of this report.
8. The BFAG have recommended that the appointments of Chief and Deputy Chief Bush Fire Control Officers align with the term of their appointment and will remain in force until the end of the 2026-27 fire season.
9. The BFAG have recommended that the Fire Weather Officers remain in force until the end of the 2026-27 fire season.
10. The BFAG have recommended that the current term of office for NE1 and SW1 is three (3) years while the term for NE2 and SW2 is one (1) year. It is recommended that the terms for NE1, SW1, NE2 and SW2 be standardised at two (2) years.

GOVERNMENT & PUBLIC CONSULTATION

11. N/A

STATUTORY IMPLICATIONS

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

POLICY IMPLICATIONS

14. N/A

RISK IDENTIFICATION & MITIGATION

15. Not applicable to this report.

FINANCIAL IMPLICATIONS

16. Not applicable to this report.

LEGAL IMPLICATIONS

17. Not applicable to this report.

ALTERNATE OPTIONS

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

CONCLUSION

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

Consulted References	:	<i>Bush Fires Act 1954</i>
File Number	:	ES.MEE.12
Previous Reference	:	BFAC016 01/07/2024

BFAC018: BUSH FIRE ADVISORY GROUP STRUCTURE CHANGES

Proponent / Owner	: City of Albany
Attachments	: Bushfire Strategic Plan 2014 -2019 Minutes of the Bush Fire Advisory Group Meeting
Report Prepared by	: Executive Director Corporate & Commercial Services
Authorising Officer:	: Executive Director Corporate & Commercial Services

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcome:** A well-informed and engaged community.
 - **Pillar:** People.
 - **Outcome:** A safe community.
 - **Pillar:** Planet.
 - **Outcome:** A resilient community that can withstand, adapt to, and recover from natural disasters.

In Brief:

- Structure of the Bush Fire Advisory Group to be dissolved.
- Council is now requested to endorse these changes.

RECOMMENDATION

**BFAC018: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT:

1. The Bush Fire Advisory Group be dissolved; and
2. A structure of a Joint Sector Brigade Group to convene on an annual basis for the purpose of making recommendations to BFAC be **ENDORSED**.

BFAC018: COMMITTEE RECOMMENDATION

MOVED: ROB LYNN

SECONDED: DEPUTY MAYOR TERRY

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

CARRIED 8-0

BFAC018: AUTHORISING OFFICER RECOMMENDATION

THAT:

3. The Bush Fire Advisory Group be dissolved; and
4. A structure of a Joint Sector Brigade Group to convene on an annual basis for the purpose of making recommendations to BFAC be **ENDORSED**.

BACKGROUND

2. The City of Albany Strategic Bush Fire Plan 2014-2019, Appendix 4 – BFAG Terms of Reference, the Bush Fire Advisory Group (City of Albany Operational Working Group) was formed in 2019 and operates as a subordinate operational working group to the Bush Fire Advisory Committee (BFAC).
3. The City of Albany covers an area of over 4,800km square and its Volunteer Bush Fire Brigades comprises 16 brigades. The BFAG is a brigade-wide forum that brings together all brigades on common ground for the discussion of operational issues.
4. The BFAG is chaired by an elected member from the group where two (2) meetings are held annually, one pre-season and one post season with operational recommendations from this group put to the Bush Fire Advisory Committee (BFAC).
5. The Act provides for the establishment by local government of a Bush Fire Advisory Committee (Section 67(1)). There is no reference in the Act to establishment of a “Bush fire Advisory Group.

DISCUSSION

6. The BFAG have recommended that the Bush Fire Advisory Group (BFAG) be dissolved and that a new structure comprising separate Northeast and Southwest Sector groups together with a Joint Sector Brigade Group be formalised.
7. The Joint Sector Brigade meeting shall be convened as necessary, but at least annually, to discuss matters impacting both Sectors and shall be Chaired by the Chief Bush Fire Control Officer.
8. The BFAG have recommended that the position of Bush Fire Advisory Group Chair be discontinued and that the Chief Bush Fire Control Officer be appointed a Chair of the Joint Sector Brigade meetings.

GOVERNMENT & PUBLIC CONSULTATION

9. N/A

STATUTORY IMPLICATIONS

10. Nil

POLICY IMPLICATIONS

11. Terms of Reference – Strategic Bush Fire Plan 2014-2019 Bush Fire Advisory Group (City of Albany Operational Working Group) Terms of Reference

RISK IDENTIFICATION & MITIGATION

12. Not applicable to this report.

FINANCIAL IMPLICATIONS

13. Not applicable to this report.

LEGAL IMPLICATIONS

14. The local laws give the power to the local government to develop an appropriate structure to organise brigades.

ALTERNATE OPTIONS

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

CONCLUSION

16. That Council endorse the structure of the Bush Fire Advisory Group to be dissolved and a new structure be implemented.

Consulted References	:	<i>Bush Fires Act 1954</i>
File Number	:	ES.MEE.12
Previous Reference	:	Nil

- 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**