



AGENDA

COMMUNITY AND CORPORATE SERVICES COMMITTEE

Tuesday 10 March 2026

5.30pm

Council Chambers

The Five Strategic Pillars



Community & Corporate Services Committee
Terms of Reference

Function:

This Committee is responsible for:

- Community Services: Achieving the outcomes outlined in the Strategic Community Plan, focusing on a diverse and inclusive community, happiness, health, and resilience, and community engagement.
- Corporate & Commercial Services: Delivering the outcomes outlined in the Strategic Community Plan, emphasizing safety, resilience, economic strength, tourism, visionary leadership, and workplace culture.
- Monitoring the City's financial health and strategies.
- Conducting internal reviews of service complaints.

It accomplishes this by:

- Developing policies and strategies.
- Creating progress measurement methods.
- Receiving progress reports.
- Considering officer advice.
- Debating current issues.
- Offering advice on effective community engagement and progress reporting.
- Making recommendations to Council.

Chairperson: City of Albany elected member, elected from the Committee.

Membership: Open to all elected members

Meeting Schedule: Monthly Meeting Location: Council Chambers

Directorates: Corporate & Commercial Services and Community Services

Executive Officer(s):

- Executive Director Corporate & Commercial Services
- Executive Director Community Services

Delegated Authority: None

COMMUNITY AND CORPORATE SERVICES COMMITTEE
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COMMUNITY AND CORPORATE SERVICES COMMITTEE
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1. **DECLARATION OF OPENING**

2. **PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**

“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
Councillor	R Sutton
Councillor	P Terry (Deputy Chair)
Councillor	L MacLaren
Councillor	M Lionetti
Councillor	R Stephens (Chair)
Councillor	I Clarke
Councillor	T Brough
Councillor	C McKinley

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate & Commercial Services	M Gilfellow
Executive Director Community Services	N Watson

Meeting Secretary	C Crane
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Apologies:

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4. DISCLOSURES OF INTEREST

Name	Committee/Report Item Number	Nature of Interest
Nil.		

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

PUBLIC QUESTION TIME

In accordance with *City of Albany Standing Orders Local Law 2014* (as amended) the following points apply to Public Question Time:

- Clause 5) The Presiding Member may decide that a public question shall not be responded to where—*
- (a) the same or similar question was asked at a previous Meeting, a response was provided and the member of the public is directed to the minutes of the Meeting at which the response was provided;*
 - (b) the member of the public asks a question or makes a statement that is offensive, unlawful or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to rephrase the question or statement in a manner that is not offensive, unlawful or defamatory.*

6. PETITIONS AND DEPUTATIONS Nil.

7. CONFIRMATION OF MINUTES

DRAFT MOTION

THAT the unconfirmed minutes of the Community and Corporate Services Committee meeting held on 10 February 2026, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

8. PRESENTATIONS Nil.

9. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.

CCS777: MONTHLY FINANCIAL REPORT – JANUARY 2026

Proponent / Owner	: City of Albany
Attachments	: Monthly Financial Report – January 2026
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 January 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 January 2026 is preliminary and has not yet been audited.

RECOMMENDATION

CCS777: AUTHORISING OFFICER RECOMMENDATION

THAT the Monthly Financial Report for the period ending 31 January 2026 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 January 2026 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

CCS778: LIST OF ACCOUNTS FOR PAYMENT – JANUARY 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

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/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

CCS778: AUTHORISING OFFICER RECOMMENDATION

THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 January 2026 totalling \$8,159,322.22 be RECEIVED.

DISCUSSION

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$5,591,859.49	68.6
Municipal	Payroll	\$2,539,515.68	31.1
Municipal	Credit Cards	\$27,947.05	0.3
Municipal	Cheques	\$0.00	0.0
Trust	N/A	\$0.00	0.0
TOTAL		\$8,159,322.22	100.0%

- 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: \$7,902.68.
- The table below summaries the total outstanding creditors as at 31 January 2026.

Aged Creditors	Amount (\$)
Current	\$1,792,166.62
30 Days	\$595,798.50
60 Days	\$437,639.94
90 Days	\$62,033.60
TOTAL	\$2,887,638.66

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

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

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

9. Nil

ENVIRONMENTAL CONSIDERATIONS

10. Nil

ALTERNATE OPTIONS

11. Nil

CONCLUSION

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

CCS779: DELEGATED AUTHORITY REPORTS – 16 JANUARY 2026 TO 15 FEBRUARY 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

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

CCS779: AUTHORISING OFFICER RECOMMENDATION

THAT the Delegated Authority Reports 16 January 2026 to 15 February 2026 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)

CCS780: NEW LICENCE – VIRGIN REGIONAL AIRLINES PTY LTD – PORTION OF ALBANY REGIONAL AIRPORT

Land Description	: Lot 5643 on Deposited Plan 157458 and Lot 4861 on Plan 157338, the subject of Certificate of Title Volume 2088 Folio 492 at 35615 Albany Highway, Drome
Proponent / Owner	: Virgin Australia Regional Airlines Pty Ltd (ACN 008997662)
Report Prepared By	: Property and Leasing Team Leader
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 2032:
 - **Pillar:** Prosperity.
 - **Outcome:** A strong, diverse and resilient economy with work opportunities for everyone.

In Brief:

- Council is requested to consider a new non-exclusive licence to Virgin Australia Regional Airlines Pty Ltd (Virgin) to continue operating charter flight reception and baggage handling within the Airport terminal.
- Virgin currently provides a weekly charter flight service for the Rio Tinto FIFO employees.
- The airline occupies counter, office and baggage transfer areas under an existing licence that expired on 26 February 2026.
- The proposed licence term is five years.
- It is recommended that Council approve a new licence on similar terms to ensure continuity of service for FIFO operations.

RECOMMENDATION

CCS780: AUTHORISING OFFICER RECOMMENDATION

THAT Council APPROVE a non-exclusive licence to Virgin Australia Regional Airlines Pty Ltd over allocated areas within the Albany Regional Airport terminal, located at 35615 Albany Highway, Drome subject to the terms and conditions outlined in section 12 of this report.

BACKGROUND

2. The City of Albany owns and operates the Albany Regional Airport located at 35615 Albany Highway, Drome, Western Australia.
3. Virgin has operated weekly charter flights since February 2016, primarily servicing Rio Tinto FIFO passengers.
4. To support these operations, Virgin occupies counter, office and baggage handling facilities within the terminal under a current licence that expired on 26 February 2026.
5. The existing licence area is approximately 272.3m², comprising:
 - Counter space: 4.8m²
 - Office space: 7.5m²
 - Baggage handling areas
6. These areas include a customer service desk, exit gate counter, office and shared baggage handling facilities with conveyor belts for incoming and outgoing luggage.

7. Virgin has requested a new licence for five years to continue the service for FIFO operations.

DISCUSSION

8. Airlines using the Albany Airport pay Landing Fees, which provides access to airport facilities, including non-exclusive licence areas.
9. Under Council’s Property Management – Leases and Licences Policy, commercial licence rent is normally based on market valuation. However, as Virgin already contributes through Landing Fees, it is proposed that market rent be waived in this instance. Virgin will continue to meet all operating expenses associated with its occupation.
10. The proposed licence includes a 6-month termination clause for either party, ensuring flexibility.
11. The charter services by Virgin will not impact Rex Airlines’ regular public transport service between Albany and Perth.
12. The table below summaries the essential terms of the proposed licence:

Item	Details
Licensee	Virgin Australia Regional Airlines Pty Ltd (ACN 008997662)
Land Description	Lot 5643 on Deposited Plan 157458 and Lot 4861 on Plan 157338, the subject of Certificate of Title Volume 2088 Folio 492 at 35615 Albany Highway, Drome
Licence Area	Approx. 272.3m ² (including counter space of approx. 4.8m ² , office space of approx. 7.5m ² and baggage handling areas)
Land Ownership	City of Albany
Permitted Use	Airline reception, transfer terminal baggage handling and associated airline activities
Term of Licence	5 years, commencing 27 February 2026
Rent	\$10.00 plus GST per annum
Insurance	Public Liability \$50 million, fixtures/fittings, plate glass and workers compensation
Outgoings	Payable by tenant
Special Conditions	Same as current licence, including termination if charter services cease

13. Virgin has agreed in principle to the above terms, subject to Council approval.

GOVERNMENT & PUBLIC CONSULTATION

14. Section 3.58 of the *Local Government Act 1995* prescribes the process by which the City can dispose of property. For the purposes of this section, a licence is considered a disposal.

15. Community Engagement

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Advertise proposed licence in local newspaper and on the City's website, inviting public submissions.	A two-week period following Council endorsement of this agenda item.	Open	Section 3.58 of the <i>Local Government Act 1995</i> .

STATUTORY IMPLICATIONS

16. Section 3.58 of the *Local Government Act 1995* allows for the disposal of property, including leased/licenced land and buildings, including advertising requirements.

POLICY IMPLICATIONS

17. Council's Property Management (Leases and Licences) Policy supports equitable access and efficient management of City owned and managed properties in line with statutory procedures.
18. The policy requires annual rent reviews, market valuations every three years and CPI adjustments for in between years for a commercial licence.
19. Council has previously waived licence rent for Virgin in recognition of the Landing Fees already paid.
20. It is recommended that Council continue to waive the market rent, as the existing fees already cover use of the non-exclusive licence areas.
21. All other terms of the licence agreement will comply with the policy.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputation: new licence not approved.	Unlikely	Moderate	Medium	Seek to negotiate terms to Council satisfaction.
Reputation: new licence not approved – service disruption.	Unlikely	Moderate	Medium	Seek to negotiate terms to Council satisfaction.
Reputation: Confusion of the services being delivered between Rex Airlines and Virgin.	Unlikely	Moderate	Medium	Clear publication of which airline is responsible for which service.
Opportunity: The licence supports the City's Strategic Community Plan 2032 by attracting and retaining businesses, growing the economy and creating local jobs.				

FINANCIAL IMPLICATIONS

23. All costs associated with the development and ongoing operations of the licence area will be met by Virgin.

LEGAL IMPLICATIONS

24. The Deed of Licence will be prepared by City's lawyers with enforceable terms and conditions to mitigate risk to the City.
25. The licence does not grant exclusive use or occupation rights over the premises.

ENVIRONMENTAL CONSIDERATIONS

26. No environmental impacts have been identified.

ALTERNATE OPTIONS

27. Council may:

- Approve the new licence;
- Approve with amendments; or
- Decline the licence request.

28. If the licence is declined, Virgin will need to find an alternative location for charter flight reception and baggage handling, which may disrupt existing operations.

CONCLUSION

29. Virgin Australia has operated charter flights for FIFO passengers from Albany since 2016 and requires continued access to terminal space to support these services.

30. The current licence expired on 26 February 2026. The proposed new licence provides a five-year term, ensuring operational continuity.

31. The licence aligns with the City’s strategic objectives to grow the economy, attract and retain businesses and create local employment opportunities.

32. It is recommended that Council approve the new licence and waive market rent, allowing a peppercorn rent of \$10 plus GST pa, given Virgin already pays Landing Fees.

Consulted References	:	<ul style="list-style-type: none"> • Property Management (Leases and Licences) Policy • <i>Local Government Act 1995</i> • <i>Land Administration Act 1997</i>
File Number	:	PRO414, 160418
Previous Reference	:	OCM 15.12.2015 Item ED029 OCM 22.03.2016 Item CSF228

CCS781: COMMUNICATIONS & ENGAGEMENT STRATEGY PROGRESS REPORT

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

STRATEGIC IMPLICATIONS

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

In Brief:

- Note the City of Albany Communications & Engagement Strategy Quarter Four 2025 progress report.

RECOMMENDATION

CCS781: AUTHORISING OFFICER RECOMMENDATION

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

BACKGROUND

2. Council adopted the revised Communications & Engagement Strategy at the June 2025 OCM. The Strategy sets a clear direction for communication and engagement activities by the City. An Action Plan underpins the Strategy.
3. A Communications and Engagement Advisory Group comprising community representatives, Elected Members, and City officers oversees the Strategy implementation and annual action plan. The Advisory Group meets quarterly to review and endorse the progress report.

DISCUSSION

Progress Report

4. The Communications and Engagement Advisory Group endorsed the progress report for 2025 Quarter Four at its meeting on Monday, 2 February 2026.
5. The Advisory Group also noted the Engagement Register Report.
6. This current action plan includes 31 actions, with 4 actions complete and 27 in progress or on track.
7. The group also provided feedback on five Communications & Engagement projects for staff to consider in their planning.

GOVERNMENT & PUBLIC CONSULTATION

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

STATUTORY IMPLICATIONS

11. Nil

POLICY IMPLICATIONS

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

RISK IDENTIFICATION & MITIGATION

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

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

FINANCIAL IMPLICATIONS

14. Nil.

LEGAL IMPLICATIONS

15. Nil.

ENVIRONMENTAL CONSIDERATIONS

16. Nil.

ALTERNATE OPTIONS

17. Nil.

CONCLUSION

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

Consulted References	:	City of Albany Communication and Engagement Strategy 2024-2027 Council Policy – Community Engagement
File Number (Name of Ward)	:	All Wards
Previous Reference	:	OCM 16 December 2025 CCS761

CCS782: GOVERNANCE ASSURANCE REVIEW – CODE OF CONDUCT, BEHAVIOURAL BREACH DETERMINATION PATHWAY AND COMPLAINTS FRAMEWORK (2026 REFORMS)

Proponent / Owner	:	City of Albany
Business Entity Name	:	City of Albany
Attachments	:	<ul style="list-style-type: none">• Attachment 1 – Code of Conduct for Council Members, Committee Members and Candidates (Amended, fully revised, proposed)• Attachment 2 – Complaint About Alleged Behaviour Breach Form (Approved form – cl. 11(2)(a))• Attachment 3 – Policy 1.72: Alleged Breaches of Behaviour Complaints Management Policy (Renamed, Amended, fully revised, proposed)• Attachment 4 – Policy 1.04: Attendance at Events and Functions Policy (Amended, fully revised, proposed)• Attachment 5 – Complaint Management Framework (LGA Part 8A Policy & Procedures (New Council Policy Position – proposed)• Attachment 6 – Implementation Plan (to 30 June 2026)
Report Prepared By	:	Manager Governance & Risk
Authorising Officers	:	Chief Executive 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:** 5. Leadership. A well-governed city that uses resources wisely to meet local needs.
 - **Outcome:** 5.3 A well-informed and engaged community.

In Brief:

- The Committee is requested to review and provide governance assurance on the amended Code of Conduct and associated complaints documents required to implement the 2026 local government governance reforms.
- The Local Government Act 1995 requires local governments to adopt the amended Code of Conduct by 31 March 2026.
- The amended Code confirms that behavioural breach complaints under Division 3 must be determined by Council unless Council resolves, by absolute majority, to authorise either a Council member-only committee or an eligible external person.
- Updated Council policy positions and complaint management documents are required to support compliance with the revised Part 8A complaints framework.
- Committee review assures Council that the proposed framework is coherent, compliant, and implementation-ready, and highlights key governance considerations for Council determination.
- Service complaints and existing misconduct reporting processes will continue, supported by the proposed Complaint Management Framework (LGA Part 8A Policy & Procedures – Attachment 5), which assists officers to triage complaints and allegations and determine the appropriate statutory or referral pathway.

RECOMMENDATIONS

CCS782: AUTHORISING OFFICER RECOMMENDATION 1

THAT:

- (1) Council, by absolute majority, ADOPTS the Code of Conduct for Council Members, Committee Members and Candidates (Attachment 1) in accordance with section 5.104 of the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021, as amended.**
- (2) The Chief Executive Officer PUBLISH the adopted Code of Conduct on the City's website as soon as practicable following adoption.**

CCS782: AUTHORISING OFFICER RECOMMENDATION 2

THAT Council APPROVES the Complaint About Alleged Behaviour Breach Form (Attachment 2) as the approved form required under clause 11(2)(a) of the Code of Conduct.

CCS782: AUTHORISING OFFICER RECOMMENDATION 3

THAT Council, in accordance with clause 11(3) of the Code of Conduct, APPOINTS IN WRITING the following positions as authorised receiving officers for the receipt of behavioural breach complaints and withdrawals of complaints:

- Chief Executive Officer**
- Manager Governance & Risk**
- Executive Officer Governance**

CCS782: AUTHORISING OFFICER RECOMMENDATION 4

THAT Council DETERMINES that the City's functions under clauses 12 and 13 of the Code of Conduct (behavioural breach findings and dismissal decisions) will be performed by Council, and that no authorisation under clause 14B is made at this time.

CCS782: AUTHORISING OFFICER RECOMMENDATION 5

THAT Council ADOPTS Policy 1.72 – Alleged Breaches of Behaviour Complaints Management Policy (Attachment 3) as a Council Policy.

CCS782: AUTHORISING OFFICER RECOMMENDATION 6

THAT Council ADOPTS Policy 1.04 – Attendance at Events and Functions (Attachment 4) as a Council Policy.

CCS782: AUTHORISING OFFICER RECOMMENDATION 7

THAT Council ADOPTS the Complaint Management Framework (LGA Part 8A Policy & Procedures (Attachment 5) as a new Council Policy Position, that will guide and complement the City's overarching governance framework for statutory and integrity-related complaints.

CCS782: AUTHORISING OFFICER RECOMMENDATION 8

THAT Council NOTES the Implementation Plan (Attachment 6) and SUPPORTS the proposed sequencing of reforms to 30 June 2026 as a risk-managed approach to statutory compliance.

BACKGROUND

2. Amendments commencing on 1 January 2026 introduced a new governance and complaints framework, including revised behavioural breach processes, enhanced confidentiality requirements, and expanded Inspector oversight.

DISCUSSION

Code of Conduct – Key Governance Matters

3. The amended Code incorporates the updated Model Code of Conduct and establishes compliant processes for receiving, assessing and determining behavioural breach complaints.
4. The Code confirms that behavioural breach complaints must be:
 - a. lodged in writing on an approved form;
 - b. lodged within one month of the alleged breach; and
 - c. given to an authorised receiving officer appointed under clause 11(3).
5. **Attachment 1 – Code of Conduct for Council Members, Committee Members and Candidates:** The amended Code of Conduct has been fully revised to align with the Model Code of Conduct and legislative amendments commencing on 1 January 2026. While the behavioural standards themselves remain unchanged, the revised Code strengthens governance and compliance by removing outdated delegations, clarifying lawful responsibility for the receipt and determination of behavioural breach complaints, embedding mandatory referral and monitoring provisions, and clearly distinguishing between behavioural breaches and conduct breaches under Part 8A. The amendments ensure the City's Code of Conduct is compliant, current and provides a clear and defensible framework for decision-making.

Determination of Behavioural Breach Complaints

6. Clause 3.5 of the Code provides that the City's functions under clauses 12 and 13 must be performed by Council.
7. Council may depart from this default position only by resolution carried with an absolute majority to authorise:
 - a. a committee of Council comprising Council Members only; or
 - b. an eligible external person, in accordance with clause 14B.
8. Where an eligible external person is authorised, the resolution must expressly state that Council is satisfied the person is suitably qualified and experienced, impartial, and has no close association with Council Members or employees.
9. Sector guidance indicates that authorising an eligible external person may be appropriate where:
 - a. there is a heightened risk of actual or perceived bias;
 - b. multiple Council Members are involved in, or affected by, the alleged conduct; or
 - c. the matter is contentious or likely to impact public confidence.

10. Determining the authorisation model is a key governance decision for Council and forms part of implementation readiness.

Behavioural Breach Complaint Form

11. The Complaint About Alleged Behaviour Breach Form has been prepared to meet clause 11(2)(a) requirements and includes statutory time limits, declaration requirements, and authorised receiving officer details.
12. **Attachment 2 – Complaint About Alleged Behaviour Breach Form:** The Complaint About Alleged Behaviour Breach Form has been prepared as the approved form required under clause 11(2)(a) of the Code of Conduct. The form reflects the statutory requirements for lodgement, including the one-month time limit, declaration requirements and authorised receiving officers. It is intentionally limited to complaint intake and does not pre-determine assessment or outcomes, supporting lawful, procedurally fair and consistent handling of behavioural breach complaints.

Attendance at Events and Functions – Policy 1.04

13. Policy 1.04 is a Council policy position referenced in the Code and supports transparency and compliance in relation to invitations, hospitality and event attendance.
14. **Attachment 4 – Policy 1.04: Attendance at Events and Functions:** Policy 1.04 has been updated to clarify and modernise the City's approach to attendance at events and functions. The amendments strengthen legislative alignment, clearly distinguish event attendance from travel and accommodation, and provide clearer guidance on disclosure, conflicts of interest and participation in decision-making. The revised policy does not expand entitlements, but improves consistency, transparency and compliance for Council Members, the CEO and employees.

Alleged Breaches of Behaviour Complaints Management Policy – Policy 1.72

15. Policy 1.72 establishes the City's statutory process for managing behavioural breach complaints, including assessment, referral to an independent assessor, Council notification, and determination processes.
16. The policy operates in conjunction with the Code and must be applied consistently with Council's chosen authorisation model under clause 14B.
17. **Attachment 3 – Policy 1.72: Alleged Breaches of Behaviour Complaints Management Policy:** Policy 1.72 has been renamed and fully revised to reflect the amended legislative framework applying from 1 January 2026. The revised policy removes outdated terminology, clearly embeds mandatory referral requirements to the Local Government Inspector, clarifies Council's lawful role in behavioural breach determinations, and strengthens confidentiality and procedural safeguards. The policy operates in conjunction with the amended Code of Conduct and provides a compliant and consistent process for managing behavioural breach complaints under Division 3.

Complaint Management Framework (LGA Part 8A Policy & Procedures) - NEW

18. The Complaint Management Framework (LGA Part 8A Policy & Procedures) establishes the City's overarching governance framework for managing statutory and integrity-related complaints under the revised Part 8A of the Local Government Act 1995.
19. The policy does not replace or duplicate the City's Customer Service Charter or customer service complaint processes, which continue to govern service requests, feedback and general service complaints.
20. This policy operates alongside, but separately from, Policy 1.72 – Alleged Breaches of Behaviour Complaints Management Policy, which applies only to behavioural breach complaints under Division 3 of the Code of Conduct.

21. Maintaining this separation ensures that:
 - a. service complaints are managed consistently through established customer service processes;
 - b. behavioural breach complaints are managed strictly in accordance with the Code and Model Code requirements; and
 - c. statutory and integrity-related complaint categories (including conduct breaches, specified breaches and Inspector referrals) are managed lawfully and consistently under the Part 8A framework.
22. The two policies are complementary rather than duplicative, with Policy 1.72 giving effect to the Code-mandated behavioural breach process, and the Complaint Management Policy & Procedures providing the governance controls required for statutory complaint categories under Part 8A.
23. **Attachment 5 – Complaint Management Framework (LGA Part 8A Policy & Procedures) – New Policy Position:** The Complaint Management Framework (LGA Part 8A Policy & Procedures) is a new Council Policy Position that establishes the City’s overarching governance framework for managing statutory and integrity-related complaints under Part 8A of the Local Government Act 1995. There is no equivalent policy currently published by the City; this framework addresses a governance gap by introducing mandatory complaint triage, clarifying the City’s interface with the Local Government Inspector, and ensuring complaints are directed to the correct statutory pathway. The framework complements, but does not replace, the Code of Conduct, Policy 1.72 or customer service complaint processes, and strengthens whole-of-City compliance and risk management.

Implementation

24. The Implementation Plan identifies key actions, training, templates and system changes required to support compliance by statutory deadlines, including Council resolutions required under the Code.

GOVERNMENT & PUBLIC CONSULTATION

25. The report reflects recent guidance and implementation resources issued by the Department of Local Government and the Western Australian Local Government Association (WALGA) regarding the 2026 legislative reform package.
26. No external public consultation has been undertaken or is required, as the proposed changes implement mandatory statutory amendments and prescribed regulatory requirements rather than discretionary policy reform.

STATUTORY IMPLICATIONS

27. Local governments must adopt an amended Code of Conduct consistent with the Model Code by 31 March 2026 and publish it as soon as practicable.
28. Council must approve the behavioural breach complaint form and determine the lawful decision maker for clauses 12 and 13 functions.
29. Complaint management policies must comply with Part 8A of the Local Government Act 1995 and associated regulations.

POLICY IMPLICATIONS

30. Adoption of the amended Code and associated policies will replace previous local governance and complaints arrangements to the extent of any inconsistency.
31. Adoption of the amended Code and associated policies will replace previous local governance and complaints arrangements to the extent of any inconsistency, while noting existing customer service complaint and misconduct reporting processes.

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Legal & Compliance: Non-compliance with the Code adoption deadline.	Possible	Moderate	Medium	Council adoption by 31 March 2026.
Reputation: Perceived bias in behavioural breach determinations.	Possible	Moderate	Medium	Council resolution on clause 14B authorisation model.
Legal & Compliance: Complaints mishandled under new framework.	Possible	Major	High	Adopt policies, training and templates.
Reputation: Governance transparency non-compliance.	Possible	Moderate	Medium	Updated procedures and monitoring.

FINANCIAL IMPLICATIONS

33. Implementation will be delivered within existing governance resources. External decision-maker costs, if adopted, would be managed within approved budgets.

LEGAL IMPLICATIONS

34. Ensures compliance with the amended Local Government Act 1995 and associated Regulations, including:
- a. lawful adoption and publication of the Code of Conduct;
 - b. compliance with statutory requirements for the receipt and determination of behavioural breach complaints under Division 3 of the Code; and
 - c. clarification of Council’s obligations to determine, by absolute majority resolution, whether behavioural breach functions under clauses 12 and 13 are to be performed by Council or by an authorised decision-maker under clause 14B, thereby reducing exposure to procedural fairness, apprehended bias and judicial review risks.

ENVIRONMENTAL CONSIDERATIONS

35. Not applicable.

ALTERNATE OPTIONS

36. Council may determine one of the following authorisation models for Clause 14B, being:
- a. **OPTION A – COUNCIL RETAINS DETERMINATION FUNCTION (DEFAULT)**
RESOLUTION: THAT Council DETERMINES that the City’s functions under clauses 12 and 13 of the Code of Conduct (behavioural breach findings and dismissal decisions) will be performed by Council, and that no authorisation under clause 14B is made at this time.
 - b. **OPTION B – AUTHORISATION OF COUNCIL ONLY COMMITTEE**
RESOLUTION: THAT Council, by absolute majority, in accordance with clause 14B(2) of the Code of Conduct, AUTHORIZES a committee of Council comprising Council Members only to perform the City’s functions under clauses 12 and 13 of the Code of Conduct on behalf of the City.

AND
THAT the committee’s Terms of Reference be approved by Council and applied consistently with the Code of Conduct and Policy 1.72.

c. **OPTION C – AUTHORISATION OF ELIGIBLE EXTERNAL PERSON**

(Use only if Council is appointing an external decision maker)

RESOLUTION: THAT Council, by absolute majority, in accordance with clause 14B(3) of the Code of Conduct, AUTHORISES [insert full name] as an eligible external person to perform the City's functions under clauses 12 and 13 of the Code of Conduct on behalf of the City.

AND THAT Council RESOLVES THAT:

1. Council is satisfied that [name] is suitably qualified and experienced to perform the functions under clauses 12 and 13, having regard to [brief statement of qualifications/experience].
 2. Council is satisfied that [name] is impartial and has no close association with any Council Member or employee of the City of Albany.
 3. The authorisation applies subject to compliance with the Code of Conduct, Policy 1.72, and any applicable procedural fairness and confidentiality requirements.
37. If OPTION C is the recommended pathway, that OPTION A is retained until an appropriate persons is considered and appointed by Council.
38. If this is the considered approach, a suitable worded recommendation to Council would be:
"Council notes that, where appropriate, it intends to utilise an eligible external person under clause 14B(3) of the Code of Conduct to perform behavioural breach determination functions, subject to a separate Council resolution authorising a specific person in accordance with the Code."

CONCLUSION

39. Committee review provides governance assurance that the amended Code of Conduct, behavioural breach complaint form, updated Council policy positions and complaint management documents are compliant and ready for Council consideration.
40. Council determination of the behavioural breach authorisation model is a critical implementation step to ensure lawful, impartial and confidence-building decision-making under the new framework.

Consulted References	:	Local Government Act 1995
File Number	:	GO.CLS.23
Previous Reference	:	AR181: Local Government Reform Progress Report

CCS783: HARRY RIGGS ALBANY REGIONAL AIRPORT STRATEGIC INTENT

Land Description	: Albany Airport, Drome WA 6330
Proponent / Owner	: City of Albany
Attachments	: Draft Strategic Intent Document Current Project Gantt Chart
Report Prepared By	: Executive Director Corporate and Commercial Services
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:** 3.4 Place. A safe, sustainable and efficient transport network.
 - **Outcome:** 3.4.5 Improve access to marine, rail and aviation transport to support population growth, tourism and economic development.

In Brief:

- The Harry Riggs Albany Regional Airport is currently classified as Code 3C.
- Engineering advice in 2022 confirmed the need for renewal of the main runway.
- Council adopted the Albany Airport Masterplan 2043 in April 2024.
- The City has secured approximately \$28.7M in combined Federal and State funding.
- Total project value is approximately \$42M.
- The proposed works renew and strengthen existing Code 3C infrastructure.
- The project does not alter the airport's operational code classification.
- Adoption of the Strategic Intent is required to formalise the City's position and satisfy funding expectations.

RECOMMENDATION

CCS783: AUTHORISING OFFICER RECOMMENDATION

THAT Council:

- (1) **ENDORSE the Strategic Intent Document for the Harry Riggs Albany Regional Airport Enhancement Project.**
- (2) **NOTE that the project maintains the Airport's existing Code 3C operational classification.**
- (3) **NOTE that any future proposal to alter operational classification or materially expand capacity will be subject to separate business case assessment and Council consideration.**
- (4) **NOTE the Project Gantt Chart and staged delivery approach.**
- (5) **NOTE that project risks will be managed in accordance with the City's Enterprise Risk & Opportunity Management Framework.**

BACKGROUND

2. In 2022, engineering assessments identified that the main runway required renewal to maintain operational safety, compliance and service continuity.
3. Subsequently, the City:
4. Prepared a Business Case.

- a. Adopted the Albany Airport Masterplan 2043 (April 2024).
 - b. Endorsed a staged development pathway.
 - c. Participated in a socio-economic analysis in partnership with the Great Southern Development Commission and Tourism WA.
 - d. Secured \$14.69M under the Commonwealth Growing Regions Program (January 2025).
 - e. Secured \$14M in State Government funding.
5. Detailed design work is progressing, with construction targeted for the 2026/27 summer construction window.

DISCUSSION

Current Operational Position

6. The Harry Riggs Albany Regional Airport is currently a Code 3C airport.
7. The proposed enhancement project:
 - a. Renews the runway pavement.
 - b. Strengthens underlying pavement structure.
 - c. Addresses compliance matters.
 - d. Improves taxiway and apron infrastructure.
 - e. Enhances terminal and landside functionality.
8. The project does not seek to change the operational code classification.

Community Aspiration and Interstate Connectivity

9. Community discussion has increasingly referenced the opportunity for direct interstate services.
10. Council acknowledges this aspiration and recognises the potential economic, tourism and connectivity benefits such services may provide.
11. However, it is important to clarify that:
 - a. Airport code classification alone does not determine airline route decisions.
 - b. Interstate services depend on sustained passenger demand, airline commercial modelling, aircraft availability and route risk allocation.
 - c. Infrastructure capability is necessary but not sufficient to guarantee services.
12. Experience across regional Australia demonstrates that route development can take many years and often involves complex commercial arrangements.
13. The Strategic Intent therefore adopts a balanced approach:
 - a. Renewing critical infrastructure.
 - b. Strengthening resilience.
 - c. Avoiding speculative overcapitalisation.
 - d. Preserving future expansion optionality where feasible.
14. This ensures Council responds to community ambition while maintaining prudent financial stewardship.

Strategic Position

15. The City's position can be summarised as:

Maintain capability. Strengthen resilience. Preserve future options.

16. This approach:

- a. Protects the rate base.
- b. Aligns with the Long-Term Financial Plan.
- c. Avoids stranded or sacrificial works.
- d. Maintains flexibility should market conditions justify further expansion in the future.

GOVERNMENT & PUBLIC CONSULTATION

17. Engagement has occurred with:

- a. WA Department of Transport – Aviation;
- b. Great Southern Development Commission;
- c. Tourism WA;
- d. Australia's South West;
- e. Development WA;
- f. Airline representatives;
- g. General Aviation community; and
- h. RFDS and DBCA.

18. Ongoing stakeholder engagement will continue throughout delivery.

STATUTORY IMPLICATIONS

19. Nil direct statutory implications arise from endorsement of the Strategic Intent.

20. All proposed works will comply with:

- a. Civil Aviation Safety Authority (CASA) requirements;
- b. Funding agreement conditions; and
- c. Relevant State and Commonwealth legislation

POLICY IMPLICATIONS

The proposal aligns with the City's

- Strategic Community Plan
- Corporate Business Plan
- Long-Term Financial Plan
- Asset Management Plans
- Enterprise Risk & Opportunity Management Framework

RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial Management. Risk: Overcapitalisation beyond demonstrated demand increasing lifecycle costs and ratepayer exposure.	Likely	Moderate	High	<ul style="list-style-type: none"> Retention of Code 3C baseline. Staged development approach. Lifecycle modelling integrated into design. LTFP scenario testing. Avoidance of speculative infrastructure.
Reputation. Risk: Community Expectation Risk. Perception that runway renewal will directly result in immediate interstate services.	Possible	Moderate	Medium	<ul style="list-style-type: none"> Clear communications distinguishing infrastructure capability from airline commercial decisions. Publication of staged pathway. Transparent reporting to Council and community. Continued engagement with tourism and economic development partners.
Service Delivery/Financial Management. Risk: There is a risk that global events effect the cost of works, negatively affecting how much work can be achieved.	Likely	Major	High	<ul style="list-style-type: none"> Early market engagement. Contingency allowances. Staged procurement strategy. Ongoing cost benchmarking.
Funding & Compliance. Risk: Failure to meet funding milestones or reporting obligations.	Possible	Major	Medium to High	<ul style="list-style-type: none"> Dedicated project governance structure. Milestone tracking dashboard. Grant compliance schedule. Executive oversight.
Reputation. Risk. Strategic Positioning. Perception that Albany is not pursuing growth opportunities comparable to other regional centres.	Likely	Moderate	High	<ul style="list-style-type: none"> Evidence-based decision making. Reference to socio-economic analysis. Periodic strategic review (3–5 years). Ongoing airline engagement.
Opportunity: There is an opportunity that through the correct strategy and community engagement, that there is the most beneficial outcome for the city achieved. Noting: The project presents opportunities including Economic stimulus during construction. Increased regional aviation resilience. Support for tourism growth. Strengthened emergency and health service access. Incremental passenger growth.				

FINANCIAL IMPLICATIONS

22. Total project value: approximately \$42M.
23. Funding contributions:
- Commonwealth: ~\$14.69M
 - State Government: ~\$14M
 - City of Albany: balance contribution
24. Ongoing operational and lifecycle costs will be incorporated into:
- Long-Term Financial Plan
 - Annual Budget process
 - Asset Management Plans
25. Any future proposal to materially expand infrastructure or alter operational classification would require separate business case assessment and Council approval.

LEGAL IMPLICATIONS

26. Nil beyond standard contractual, procurement and aviation regulatory compliance. I

ENVIRONMENTAL CONSIDERATIONS

- 27. Construction will involve temporary environmental impacts which will be managed through:
 - a. Environmental Management Plans.
 - b. Regulatory compliance.
 - c. Appropriate construction controls.
- 28. Future operational impacts remain consistent with current Code 3C classification.

ALTERNATE OPTIONS

- 29. Council may decide to:
 - a. Proceed with a more ambitious redevelopment pathway (higher financial exposure and speculative demand risk).
 - b. Defer renewal works (increasing asset failure and compliance risk).
 - c. Not endorse the Strategic Intent (potential funding implications)..

CONCLUSION

- 30. The proposed Strategic Intent provides a balanced and responsible pathway for the Harry Riggs Albany Regional Airport. It:
 - a. Maintains the existing Code 3C classification.
 - b. Renews critical infrastructure.
 - c. Strengthens compliance and resilience.
 - d. Preserves future expansion optionality.
 - e. Protects long-term financial sustainability.
 - f. Officers recommend endorsement.

Consulted References	:	<ul style="list-style-type: none">• Albany Airport Master Plan 2043• Department of Transport (State) to develop a Strategic Intent Document (Draft)
Previous Reference	:	OCM 23 April 2024 Report CCS619

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN – Nil.**

12. **MEETING CLOSED TO THE PUBLIC**

13. **CLOSURE**