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# AGENDA

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## COMMUNITY AND CORPORATE SERVICES COMMITTEE

**Tuesday 12 May 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  
AGENDA – 12/05/2026

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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	L MacLaren
Councillor	C McKinley
Councillor	M Lionetti
Councillor	R Stephens (Chair)
Councillor	I Clarke
Councillor	T Brough

**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:**

Councillor	P Terry (Deputy Chair)
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COMMUNITY AND CORPORATE SERVICES COMMITTEE  
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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 14 April 2026, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.**

**8. PRESENTATIONS Nil.**

**9. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil.**

**CCS790: MONTHLY FINANCIAL REPORT – MARCH 2026**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Monthly Financial Report – March 2026
<b>Report Prepared By</b>	: Manager Finance
<b>Authorising Officer:</b>	: 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 March 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 March 2026 is preliminary and has not yet been audited.

**RECOMMENDATION**

**CCS790: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Monthly Financial Report for the period ending 31 March 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 March 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.

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

**CCS791: LIST OF ACCOUNTS FOR PAYMENT – MARCH 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**

**CCS791: AUTHORISING OFFICER RECOMMENDATION**

**THAT the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 March 2026 totalling \$10,567,579.34 be RECEIVED.**

**DISCUSSION**

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

Fund	Transaction Type	Amount (\$)	%
Municipal	Electronic Funds Transfer	\$8,137,417.93	77.0
Municipal	Payroll	\$2,386,372.87	22.6
Municipal	Credit Cards	\$43,788.54	0.4
Municipal	Cheques	\$0.00	0.0
Trust	N/A	\$0.00	0.0
<b>TOTAL</b>		<b>\$10,567,579.34</b>	<b>100.0%</b>

- 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: \$6,410.19.
- The table below summaries the total outstanding creditors as at 31 March 2026.

Aged Creditors	Amount (\$)
Current	\$3,743,141.01
30 Days	\$1,942,850.86
60 Days	\$410,232.45
90 Days	\$51,555.65
<b>TOTAL</b>	<b>\$6,147,779.97</b>

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

**FINANCIAL IMPLICATIONS**

Expenditure for the period to 31 March 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.

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

**CCS792: DELEGATED AUTHORITY REPORTS – 16 MARCH 2026 TO 15 APRIL 2026**

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Executed Document and Common Seal Report
<b>Report Prepared By</b>	: PA to Mayor and Councillors
<b>Authorising Officer:</b>	: 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**

**CCS792: AUTHORISING OFFICER RECOMMENDATION**

**THAT the Delegated Authority Reports 16 March 2026 to 15 April 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)

## CCS793: COMMUNICATIONS AND ENGAGEMENT STRATEGY PROGRESS REPORT

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: City of Albany Communications & Engagement Strategy 2024-2027 Progress Report 2026 Quarter One) City of Albany Engagement Register (2026 Quarter One) Revised Action Plan
<b>Report Prepared By</b>	: Community Development Coordinator
<b>Authorising Officer:</b>	: 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 One 2026 progress report.

### RECOMMENDATION

#### CCS793: AUTHORISING OFFICER RECOMMENDATION

**THAT the City of Albany Communications & Engagement Strategy progress report for Quarter One 2026 and its endorsement by the Communications and Engagement Advisory Group be NOTED.**

### BACKGROUND

2. Council adopted the revised Communications and 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 2026 Quarter One following its meeting on Monday, 20 April 2026.
5. The Advisory Group also noted the Engagement Register Report.
6. This current action plan includes 31 actions, with 6 actions complete, 25 in progress or on track.
7. The group also provided feedback on two Communications and Engagement projects for staff to consider in their planning and approved an updated action plan.

### 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 Communications and Engagement Advisory Group, whose members 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 &amp; 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. Council may choose to continue to receive quarterly updates on the Communications and Engagement Strategy informally, such as through a briefing note.

### CONCLUSION

18. The Communications and Engagement Strategy is overseen by an Advisory Group comprising of community representatives, Elected Members and City staff.
19. Community representation on the Advisory Group ensures that community needs and priorities remain central to implementing the Communications and Engagement Strategy.

20. Regular progress reports of achievements against the Strategy are endorsed by the Advisory Group and submitted to Council for information. The progress report against the Strategy's Action Plan for 2026 Quarter One is submitted to Council for noting.

<b>Consulted References</b>	:	City of Albany Communication and Engagement Strategy 2024-2027 Council Policy – Community Engagement
<b>File Number (Name of Ward)</b>	:	All Wards
<b>Previous Reference</b>	:	OCM 24 March 2026 CCS781

## CCS794: HEALTH AND WELLBEING PLAN

<b>Proponent / Owner</b>	: City of Albany
<b>Attachments</b>	: Health & Wellbeing Plan 2026-2031 Health & Wellbeing Action Plan
<b>Report Prepared By</b>	: Community Development Coordinator & Manager Public Health & Safety
<b>Authorising Officer:</b>	: 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:** People.
    - **Outcome:** Improve access to quality health facilities, services and programs to achieve good general and mental health in the community.
    - **Outcome:** Improve access to sport, recreation and fitness facilities and programs.
    - **Outcome:** Grow community capacity and belonging through volunteering.
    - **Outcome:** Improve community safety.
  - **Pillar:** Planet.
    - **Outcome:** 5 Shared responsibility for climate action.
    - **Outcome:** Increased community readiness and resilience to bushfires and floods.
  - **Pillar:** Place.
    - **Outcome:** Improve road safety, connectivity and traffic flow.
    - **Outcome:** Encourage more people to use active transport (walking and cycling).

### In Brief:

- This report seeks Council adoption of a Health and Wellbeing Plan to meet mandatory requirements under section 45 of the Public Health Act 2016, as well as to guide coordinated local action to improve community wellbeing.
- Implementation of Stage 5A of the Public Health Act 2016 requires each local government to prepare and publish a public health plan by 4 June 2026.
- The City's new public health plan has been developed to incorporate the Safer Albany Plan and will be known as the City of Albany Health and Wellbeing Plan.

### RECOMMENDATION

#### CCS794: AUTHORISING OFFICER RECOMMENDATION

1. **THAT Council ADOPT the City of Albany Health and Wellbeing Plan 2026-2031 for the purposes of section 45 of the Public Health Act 2016, to enable publication by the statutory deadline, subject to a public comment period for feedback, with any material amendments arising from public comment to be reported back to Council for consideration.**
2. **NOTE the Health and Wellbeing Action Plan as a supporting document.**

### BACKGROUND

2. The purpose of public health planning is to improve and promote public health and wellbeing in the community. This enables a flexible, proactive and integrated risk-based approach to provision of facilities, programs and services that address not only environmental health, but chronic disease, mental health, and communicable diseases.
3. Council adopted the City of Albany's first Public Health Plan at its June 2016 Ordinary Council Meeting. The City was among the first local governments to implement a Public Health Plan.

4. Several key legislative changes and a partnership with WA Country Health Service led to the plan being reviewed, with an updated plan adopted by Council in April 2019.
5. Stage 5A of the implementation of the State Public Act required all local governments to have a public health plan prepared and published by 4 June 2026.

### **DISCUSSION**

6. The City's draft Health and Wellbeing Plan is a high-level strategy, supported by a delivery action plan which aligns with both the City's Community Strategic Plan and the State Public Health Plan.
7. The data used to inform the plan came from multiple sources, primarily the Epidemiology Directorate, Department of Health, Injury Matters, Social Health Atlas of Australia, the Australian Bureau of Statistics, and WA Police.
8. The priority areas were identified in consultation with key stakeholders, and based on the demographic, health profile and population risks unique to Albany.
9. The new Health and Wellbeing Plan will replace the City of Albany Public Health Plan 2018-2022 and the Safer Albany Plan 2020-2023, acknowledging the strong connection between safety, social connection and overall wellbeing.
10. A safe community environment supports people to feel confident, included, and able to participate fully in community life. By bringing these plans together, the City can take a more holistic and coordinated approach to strengthening mental and physical health, ensuring that safety, connection, and wellbeing are addressed as interconnected foundations for a thriving community.
11. The Plan is an opportunity to not only demonstrate the diverse range of activities undertaken every day to keep Albany residents and visitors safe, but also provides an opportunity to identify new actions, partnerships and approaches which can help create a more healthier community.
12. The plan acknowledges the community's growing concern in relation to social isolation and loneliness, and the direct impact that has on mental health and identifies housing as a major risk factor for our community.
13. Access to affordable housing and homelessness has been a priority issue for respondents across the MARKYT survey, the Youth Friendly Albany Survey, and the Health & Wellbeing Plan Survey, which were used to inform the plan.

### **GOVERNMENT & PUBLIC CONSULTATION**

14. The City conducted workshops with stakeholders, ran a community survey and had 1:1 meetings where there had been low engagement from specific stakeholder groups.
15. Community feedback from the MARKYT Survey and Youth Friendly Albany Review consultation was also considered in the development of the plan.
16. While the 139 community responses to the Health and Wellbeing survey were less than anticipated but significantly higher than the 55 responses for the previous plan. A breakdown of participation in consultation activities informing this plan is provided at Table 1.

**Table 1 – Consultation**

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	MARKYT Survey	March 2025	2524	N/A
Engage	Workshop with stakeholders	18 September 2025 10 February 2026	32	N/A
Engage	Workshop with indigenous stakeholders	18 February 2026	4	N/A
Consult	Survey (online & hardcopy)	7 November 2025 – 31 January 2026	139	N/A
Consult	Survey – Youth	7 November – 28 February 2026	121	N/A
Engage	1:1 meetings with teams	February – March 2026	53	N/A
Engage	1:1 meetings with key stakeholders	February – March 2026	7	N/A

17. As there is insufficient time to put the plan out for public comment and still meet the legislative deadline, it is proposed that an opportunity for community and stakeholders to provide comment will be provided after the plan is adopted.
18. Following the public comment period, officers will review all submissions received and provide a summary of key themes and any proposed material amendments to Council through a further report, where required.

### STATUTORY IMPLICATIONS

19. Section 45 of the Public Health Act 2016 sets out the requirements for all local governments to prepare a health plan for its district that is consistent with the State Public Health Plan.
20. Implementation of Stage 5A of the Public Health Act in June 2024 required a State Public Health Plan to be developed, and a Public Health Plan to be prepared by each local government by 4 June 2026.
21. Adopting this plan will meet the Statutory Requirement under the Public Health Act 2016.
22. For the purposes of section 45 of the Public Health Act 2016, Council adoption enables the Plan to be published by the statutory deadline, noting that if any subsequent material amendments arising from the public comment period are required, a further report will be presented to Council.

### POLICY IMPLICATIONS

23. The Health and Wellbeing Plan complies with the Regulatory Compliance Policy and the Customer Service Commitment and Complaints Resolution Policy.

### RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Legal and Compliance</b> <i>Risk: Failure to meet the requirements of the State Public Health Act</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Low</i>	<i>Plan has been developed using Department of Health guidance and aligns with the State Public Health Plan. Council adoption enables publication by the statutory deadline.</i>

<b>Community &amp; Reputation</b> <i>Risk: Feedback on the plan is negative from the community &amp; stakeholders</i>	Possible	Moderate	Medium	All the actions have been derived from the data, and within the scope of the City's activities. Feedback from the public comment period will be carefully considered and adjustments made if required.
<b>Community &amp; Reputation &amp; Operational</b> <i>Risk: Plan is not able to be delivered due to unforeseen circumstances (i.e. budget constraints, major incident requiring recovery etc)</i>	Possible	Moderate	Medium	The plan will be reviewed annually, so adjustments can be made to allow the City to adjust deliverables as required or add new actions to reflect any identified new trends that the City needs to respond to.
<b>Organisational Operations and Reputation.</b> <i>Risk: Failure to endorse may impact City operations</i>	Likely	Moderate	High	Failure to endorse a compliant plan may limit the City's ability to justify public health interventions or attract external funding.
<b>Governance &amp; Reputation.</b> <i>Risk: Endorsing the Plan prior to receiving public comment or feedback.</i>	Possible	Moderate	Medium	Public comment will be undertaken following adoption, with any material amendments to be reported back to Council for consideration if required.
<b>Opportunity:</b> Strengthening of existing partnerships and creation of new partnerships with stakeholders to deliver the actions within the plan.				

## FINANCIAL IMPLICATIONS

25. The majority of the actions within the action plan will be delivered within existing staff and budget allocations.
26. Any actions not covered by normal operational allocations will be subject to securing grant funding or additional budget.

## LEGAL IMPLICATIONS

27. Section 45 of the Public Health Act 2016 sets out the requirements for all local governments to prepare a local Public Health Plan that applies to its local government district. It is a requirement of the Public Health Act 2016 that local governments publish a Public Health Plan by 4 June 2026.

## ENVIRONMENTAL CONSIDERATIONS

28. The Health and Wellbeing Plan has been developed with consideration of environmental factors that influence public health outcomes, including the built environment, access to green space, climate change, air and water quality, and exposure to environmental hazards.
29. Many of the actions identified in the Plan support positive environmental outcomes, particularly those related to active transport, emergency preparedness, and community access to safe and healthy public spaces.
30. The Plan adopts a prevention-focused approach which recognises the interconnection between environmental sustainability and community health and wellbeing. No adverse environmental impacts are anticipated as a result of adopting the Plan.

## ALTERNATE OPTIONS

31. Council can choose not to adopt the Health and Wellbeing Plan. This is not recommended as State Government legislation mandates local governments to adopt public health plans.
32. Council can opt to modify the Health and Wellbeing Plan. If Council chooses this option, it is recommended the Health and Wellbeing Plan return to the Corporate and Community Services Committee for updating and further review, however this would result in the City not meeting the legislative deadline of 4 June 2026.

**CONCLUSION**

- 33. Council adopted its first Public Health Plan in 2016. Since then, legislative changes have mandated public health planning for all local governments.
- 34. The Health and Wellbeing Plan has identified further opportunities to align the City’s Plan with the State Health Plan, as well as provide a greater focus on vulnerable populations and community mental health issues.
- 35. The updated Health and Wellbeing Plan includes measurable objectives that have a clear intent and assign responsibility to relevant Directorates. The Plan also provides strategic guidance to Council.

<b>Consulted References</b>	:	Public Health Planning Guide for Local Government State Public Health Plan for Western Australia 2025-2030 City of Albany Health Profile ABS Census Data Profile Id.
<b>File Number</b>	:	PH.PLA.2
<b>Previous Reference</b>	:	CCS143 23/04/2019 OCM

**CCS795: ALBANY AGRICULTURAL SOCIETY SERVICE LEVEL AGREEMENT - ALBANY SHOW**

<b>Proponent / Owner</b>	: City of Albany
<b>Business Entity Name</b>	: Albany Agricultural Society
<b>Attachments</b>	: AAS Statistics for the Show AAS Annual Profit & Loss Summary ( <b>CONFIDENTIAL</b> )
<b>Report Prepared By</b>	: Executive Director Community Services
<b>Authorising Officer:</b>	: 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:** People
  - **Outcome:** Grow Participation in art, culture and community events.

**In Brief:**

- To seek Council approval for a revised Service Level Agreement (SLA) with the Albany Agricultural Society (AAS) for delivery of the Albany Show.

**RECOMMENDATION**

**CCS795: AUTHORISING OFFICER RECOMMENDATION**

1. **THAT Council AUTHORISE the CEO to renew the Service Level Agreement (SLA) with the Albany Agricultural Society (AAS) to support the Albany Show for a period of 5 years (2026-2030), inclusive of the following financial support:**
  - a. **Annual cash sponsorship of \$30,000; and**
  - b. **In-kind services that support the delivery of the show to an estimated value of \$20,800.**
2. **NOTE that any material variation to the financial value or scope of the SLA during the term will be subject to Council approval.**

**BACKGROUND**

2. The City of Albany (City) and the Albany Agricultural Society (AAS) have held a Service Level Agreement (SLA) to support delivery of the annual Albany Show. This SLA is required under a legally binding Deed of Agreement established in 2015.
3. The incumbent SLA was for a three-year term and provided:
  - Annual cash sponsorship of \$25k; and
  - In-kind services including the supply of marquees, waste management, traffic management, and pre/post event ground works including minor damage repair.
4. The SLA expired in 2024 and was carried over for 2025 while the CoA and AAS reviewed the existing agreement.

**DISCUSSION**

5. Through this review the AAS requested a range of operational changes and an increase in financial support. COA officers have met with AAS on multiple occasions to discuss these proposed changes.
6. The operational matters raised by AAS, including access to facilities and grounds, and maintenance responsibilities do not materially impact costs and have been supported where possible by the Reserves, Events and Recreation Services teams.

7. The matters relating to financial support include:
  - The annual cash sponsorship provided to AAS; and
  - The scope and cost of discretionary in-kind services included in the SLA.

Financial Assistance

8. The incumbent SLA committed the City to providing cash sponsorship to the Albany Agricultural Society for the Albany Show of \$25,000 annually.
9. AAS has requested the City to consider an increase in annual cash sponsorship.
10. AAS has cited increasing costs and revenue pressures as challenges and provided annual profit and loss statements which are summarised in the confidentially attached for information.

In-Kind Services

11. Under the incumbent SLA, the City also provides a range of in-kind services to support delivery of the Albany Show.
12. Costs associated with these in-kind services have increased and, in most cases, now represent direct cash costs. These include:
  - CoA marquees (\$6,000 – unchanged from previous, primarily transport and labour)
  - Waste bins (\$2,600 up from \$1,500)
  - Traffic management (\$7,000 up from \$4,000)
  - Pre and post event on-ground works, including minor damage (currently capped at \$3,000).
13. The changes in cost of these in-kind services reflects an increase from approximately \$14,500 to \$20,800.
14. Operational ground works (mowing, spraying, top-dressing) will continue to be delivered as routine maintenance using annual operational budgets as per the incumbent SLA.

Other

15. The CoA has requested recognition from the AAS as a major sponsor through complimentary tradespace and entry passes for staff and Councillors, noting that prior to 2025 the City has been charged for these.
16. AAS has offered a 50% discount on tradespace, with up to two complimentary passes per tradespace booked. Power usage would continue to be charged at cost.
17. The City booked 12 trade stalls for 9 teams in 2025, and these sponsorship benefits were provided in good faith.

Economic Impact

18. Based on the City’s Profile ID Event Economic Impact calculator, an estimate of Economic Impact is provided at Table 1 as an indicator only of the potential economic impact of the Albany Show.

**Table 1 – Economic Impact Assessment A**

The proposed Albany Show event is planned to start on November 13th, 2026, and to run for 2 days. It is an event of Local significance and is estimated to attract 9000 visitors per day over the 2 days, with an (estimated) average spend per person per day of \$120. This equals a total visitor spend of \$2,160,000 attributed to this event. Assuming the event will be held in the City of Albany, it is calculated to have the following potential impact:

<b>Event Impact Summary</b>			
City of Albany - Modelling the effect of \$2,160,000 from a Sports and Recreation Activities event with Local significance			
	<b>Output (\$)</b>	<b>Value-added (\$)</b>	<b>Local Jobs (annual jobs)</b>

<b>Direct impact</b>	1,965,168	996,357	21.9
<b>Industrial impact</b>	774,512	362,296	3.5
<b>Consumption impact</b>	479,752	266,472	2.9
<b>Total impact on City of Albany economy</b>	3,219,432	1,625,126	28
Source: National Institute of Economic and Industry Research (NIEIR) ©2025. Compiled and presented in economy.id by.id (informed decisions). <i>Note: All \$ values are expressed in 2022/23 base year dollar terms.</i>			

19. SpendMapp tracks consumer spending data and is another tool used by the City to provide insight on economic trends. This tool reports direct spend only and does not calculate flow-on economic benefit from that spend.
20. SpendMapp data analysed for 2024 and 2025 by the City’s Manager Economic Development reveals a meaningful and concentrated benefit to our local hospitality and entertainment sectors on the weekends of the Albany Show.
21. These businesses, which often struggle with seasonal variability, see a measurable increase in patronage during the show period, supporting local employment and keeping revenue circulating within the community.

Community participation

22. The show also serves functions that are difficult to quantify in economic terms alone: it strengthens regional identity, connects our agricultural community, and helps maintain Albany’s profile as a hub for the Great Southern region.
23. As well as attracting an audience of approximately 18,000, various specialist sections including animals, craft, cooking, photography and more attract out-of-region participation as well as supporting juniors and local special interest groups and associations.
24. Trade stalls provide exposure for businesses and schools to a large audience, attracting more than 80 local businesses and more than 90 regional businesses from a variety of industries.
25. Statistics for the show have been provided by the AAS and are attached for information.

**GOVERNMENT & PUBLIC CONSULTATION**

26. Nil.

**STATUTORY IMPLICATIONS**

27. This item has been assessed for compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.
28. The recommendation seeks Council’s approval for the CEO to enter a new service level agreement for a period of five years with a small increase in sponsorship.
29. Should Council approve the recommendation, the agreement will be administered in accordance with the Act and Regulations, the City’s relevant policies, budget processes, and delegated authorities.
30. There are no statutory impediments to Council supporting the recommendation.

**POLICY IMPLICATIONS**

31. This item aligns with the City of Albany Sponsorship Policy and Guideline.

**RISK IDENTIFICATION & MITIGATION**

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

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<b>Legal and Compliance.</b> <i>Risk: Not having an agreed SLA would constitute a breach of the Deed of Agreement and could trigger dispute resolution provisions.</i>	<i>Almost Certain</i>	<i>Minor</i>	<i>High</i>	<i>Enter a new Service Level Agreement with the AAS that meets the requirements of the Deed of Agreement.</i>
<b>Reputation.</b> <i>Risk: Not providing support to the show could affect relationships with show stakeholders and create negative feedback and media attention.</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Continue providing support to the AAS to deliver the Albany Show through an agreed SLA, consistent with the City’s Sponsorship Policy.</i>
<b>Reputation.</b> <i>Risk: Withdrawing or limiting support for the Albany Show while continuing to fund other events could be perceived to be inconsistent.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<i>Continue providing support to the AAS to deliver the Albany Show through an agreed SLA.</i>
<b>Community.</b> <i>Risk: Withdrawing or limiting support for the Albany Show could result in fewer participation opportunities for local community groups, special interest groups, services and businesses.</i>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<i>Continue providing support to the AAS to deliver the Albany Show through an agreed SLA.</i>
<b>Financial / Strategic Risk:</b> <i>Entering a 5-year SLA with indexed or rising in-kind costs may constrain future budget flexibility or create precedent expectations from other event partners.</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<b>Mitigation:</b> <i>Ensure cash sponsorship is fixed for the term of the SLA, subject to Council approval for any material variation. Review in-kind service costs annually through the City’s budget and business planning processes. Clarify that future sponsorship requests will be assessed on a case-by-case basis in line with adopted policy and available resources.</i>
<b>Opportunity:</b> <i>To continue supporting the Albany Show as a major community and regional event that delivers participation opportunities for community and special interest groups, volunteers, local businesses and industries, and contributes to social cohesion and economic activity within the City.</i>				

**FINANCIAL IMPLICATIONS**

- 33. Officers are recommending a small \$5k increase in sponsorship for the Albany Show, which would take the City’s cash contribution to \$30k if supported by Council.
- 34. The recommended amount is comparable to other events sponsored by the City (refer to Table 1).

**Table 1 – Event Sponsorships**

Event	Term	Days	Attendance	Cash	In-Kind	Total	
Albany Car Classic	2022-2027	1	10,000 (approx.)	\$25,000	\$15,000	<b>\$40,000</b>	Comparable to AAS current total.
Taste Great Southern	2025-2027	4	2,500-3,000 (approx.)	\$20,000	-	<b>\$20,000</b>	Much smaller audience than AAS.
Albany Film Festival (Cinesfest OZ)	2023-2025	2-3	2,300 (2024)	\$50,000	\$4,000	<b>\$54,000</b>	High value for modest Audience.
Albany RSL (Anzac & Remembrance Day)	2025-2028	1	9,000 approx. (Dawn & Memorial Services)	\$3,000 (previously \$25k)	\$15,000	<b>\$18,000</b> (previous \$40k)	Large community event, low direct cash due to Lotterywest sponsorship.
Southern Art & Craft Trail	Annual	16	12,000 (2024)	\$20,000	-	<b>\$20,000</b>	Long duration, strong economic impact
Perth Glory	2024	1	3,000 plus	\$50,000	-	<b>\$50,000</b>	High-profile one-off sports event.
Folk & Shanty Festival	2025-2027	3	3,000 (2024)	\$30,000	\$4,000	<b>\$34,000</b>	Smaller audience

35. There is also an approximate \$6k increase in the cost of the in-kind services included in the SLA, taking the total cost of these in-kind services to \$20,800 as at March 2026.
36. The combined value of the recommended cash sponsorship amount and the in-kind services is \$50,800.
37. Currently \$40,000 is included annually in the City’s long-term financial plan to cover the cash sponsorship and in-kind costs for the Albany Show. Should the increase in sponsorship be supported as recommended, this amount will be adjusted in the 2026-2027 draft Budget to reflect the revised value of the SLA.
38. The SLA requires that the costs of in-kind services are reviewed annually as part of the City’s annual budget processes, noting that there may be minor changes in City and contractor costs associated with these services.
39. The Albany Show is distinguished by scale, frequency, community breadth, and Deed obligations, which justifies a multi-year agreement.

**LEGAL IMPLICATIONS**

40. The City of Albany and AAS entered a legally binding Deed of Agreement in 2015 that set the terms of financial and leasing arrangements between the parties, with minor variations to the Deed agreed by both parties in 2016 and 2021.
41. Condition 4.5b) ix) of the Deed requires that “the parties shall negotiate a Service Level Agreement that reflects this Deed and provides for an annual contribution by the City towards the annual show.”
42. The current SLA has expired and under the terms of the Deed, a new SLA is required to be agreed between the parties.
43. If a new SLA cannot be agreed, this would constitute a breach of the Deed and could trigger dispute resolution provisions that may involve legal costs.

**ENVIRONMENTAL CONSIDERATIONS**

44. Nil

**ALTERNATE OPTIONS**

- 45. Council may choose to amend the recommendation to provide a different cash sponsorship amount for the Albany Show.

**CONCLUSION**

- 46. The Albany Show is a long-standing and highly valued community event delivering economic, cultural, and social benefits to the City of Albany.
- 47. This year the Albany Show also has an important role to play in the Bicentenary in recognising and celebrating the contributions of agriculture and volunteer organisations. The AAS is considering ways its Show can tie-in with the Albany 2026 program.
- 48. AAS has requested a substantial increase in cash sponsorship.
- 49. There is merit in considering an increase in recognition of rising costs, the scale of the event in terms of community and industry engagement, and its economic impact.

<b>Consulted References</b>	:	Deed of Agreement between the City of Albany and the Albany Agricultural Society Incorporated Service Level Agreement (2021) between City of Albany and Albany Agricultural Society
<b>File Number</b>	:	PRO024
<b>Previous Reference</b>	:	OCM 15/12/2015 – CSF214

**CCS796: LICENCE FINAL APPROVAL – VIRGIN AUSTRALIA  
REGIONAL AIRLINES PTY LTD – PORTION OF ALBANY AIRPORT**

<b>Land Description</b>	: 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
<b>Proponent / Owner</b>	: Virgin Australia Regional Airlines Pty Ltd (ACN 008997662)
<b>Attachments</b>	: Schedule of Submissions
<b>Report Prepared By</b>	: Property and Leasing Team Leader
<b>Authorising Officer:</b>	: 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.
  - **Outcomes:** A strong, diverse and resilient economy with work opportunities for everyone.

**In Brief:**

- Virgin Australia Regional Airlines Pty Ltd (Virgin) has operated weekly FIFO charter flights from Albany Airport since 2016 for Rio Tinto employees.
- Virgin occupies non-exclusive airline reception, office and baggage handling areas within the Airport terminal under a licence arrangement.
- The previous licence expired on 26 February 2026 with Virgin currently operating under holding over provisions on the same terms.
- Council, at its meeting on 24 March 2026 supported a new five-year non-exclusive licence proposal, subject to public advertising and consideration of submissions.
- The proposed licence was advertised for public comment for two weeks closing on 21 April 2026, with one submission received.
- Council is requested to consider the submission and determine whether to grant final approval of the licence to Virgin.

**RECOMMENDATION**

**CCS796: AUTHORISING OFFICER RECOMMENDATION**

**THAT Council GRANTS final approval of 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 in line with the previous Council resolution of 24 March 2026 as outlined in Section 6 of this report. This decision has taken into consideration the submission received during the public advertising period.**

**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 FIFO charter flights since February 2016, supporting Rio Tinto employees travelling to and from regional and remote worksites. To facilitate this service, Virgin utilises defined areas within the Airport terminal for airline reception, office administration and baggage handling.
4. Virgin previously held a non-exclusive licence for use of these terminal areas, which expired on 26 February 2026. Since that date, Virgin has continued operating under holding over provisions in accordance with the terms of the previous licence.

5. Council considered a request for a new licence at its meeting on 24 March 2026 and resolved to support the grant of a new five-year non-exclusive licence, subject to compliance with statutory advertising requirements.
6. The key terms of the new licence are summarised below.

Item	Details
Tenant	Virgin Australia Regional Airlines Pty Ltd
Land Description	Lot 5643 on Deposited Plan 157458 the subject of Certificate of Title Volume 2088 Folio 492, Drome
Licence Area	Approx 272.3m <sup>2</sup> (counter space, office and baggage handling areas)
Land Ownership	City of Albany
Permitted Use	Airline reception, transfer terminal baggage handling and associated airline activities
Term of Lease	5 years, commencing 27 February 2026
Rent	\$10.00 plus GST per annum
Outgoings	Tenant responsible for all outgoings, including insurance
Special Conditions	Consistent with the current licence, including termination if charter services cease

7. One submission was received during the advertising period objecting to the proposed licence, particularly the nominal annual rental. The submission has been reviewed and summarised in the Schedule of Submissions (Attachment).

## DISCUSSION

8. The nominal licence rental for Virgin's access to terminal facilities recognises that Virgin already contributes through passenger and aircraft landing fees paid as part of its charter operations.
9. Council has previously acknowledged that this broader airport fee structure contributes to the recovery of operational costs associated with terminal use. Council also recognised the regional and economic value of maintaining FIFO charter services operating from the Airport when it resolved to waive market rental under the previous and proposed licence arrangements.
10. Virgin provides a dedicated weekly charter service that supports ongoing FIFO employment opportunities for local residents and contributes to the utilisation and operational viability of the Airport.
11. Having regard to the history of the arrangement, the non-exclusive nature of the licence, the broader airport revenue framework and Council's previous resolution of 24 March 2026, it is considered appropriate to proceed with final approval of the licence to Virgin.

## GOVERNMENT & PUBLIC CONSULTATION

12. The provisions of Section 3.58 of the *Local Government Act 1995* (Act) require that public advertising be undertaken for the disposal of property. For the purposes of this section, a licence is considered a disposal.
13. The proposed licence was advertised for public comment for a two-week period closing on 21 April 2026, with notices placed in the local newspaper and on the City's website.

Type of Engagement	Method of Engagement	Engagement Dates	Participation (Number)	Statutory Consultation
Consult	Advertising of proposed licence in local newspaper and City's website inviting submissions from the public	A two-week period of advertising closed on 21 April 2026	One submission received as a result of advertising	Section 3.58 of the <i>Local Government Act 1995</i>

14. One submission was received and acknowledged, with the submitter advised that the matter would be presented to Council for consideration.

### STATUTORY IMPLICATIONS

15. Section 3.58 of the *Local Government Act 1995* allows for the disposal of property such as licensed land and buildings, including advertising requirements. These requirements have been met.

### POLICY IMPLICATIONS

16. Council’s Property Management (Leases and Licences) Policy supports equitable access and effective management of City owned and managed properties in line with statutory requirements.
17. Council has previously resolved to waive market rental for Virgin’s terminal use, recognising that the arrangement aligns with the Airport’s operational and revenue framework, noting Virgin terminal use is covered by Airport passenger and landing fees and delivers broader economic benefit.
18. All other terms of the licence agreement are consistent with the policy.

### RISK IDENTIFICATION & MITIGATION

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<b>Reputation:</b> new licence not approved – disruption to FIFO charter services	Unlikely	Moderate	Medium	Seek to negotiate and formalise terms to Council satisfaction.
<b>Reputation:</b> Confusion between airline services operating at the Airport	Unlikely	Moderate	Medium	Clear signage and communication
<b>Opportunity:</b> The licence supports the City’s Strategic Community Plan 2032 by attracting and retaining businesses, growing the economy and creating local jobs.				

### FINANCIAL IMPLICATIONS

20. Virgin is responsible for all costs associated with the occupation and operation of the licence area.
21. The City continues to recover revenue through passenger and aircraft landing fees.

### LEGAL IMPLICATIONS

22. The Deed of Licence will be prepared by City’s lawyers and include appropriate terms and conditions to manage risk.
23. The licence does not grant exclusive use or occupation rights over the premises.

### ENVIRONMENTAL CONSIDERATIONS

24. No environmental impacts have been identified.

### ALTERNATE OPTIONS

25. Council may:
- Approve the licence; or
  - Approve the licence with amendments; or
  - Decline the licence request.
26. If the licence is declined, Virgin would be required to seek alternative arrangements for charter operations, which may disrupt existing FIFO services operating from the Airport.

### CONCLUSION

27. Virgin has operated FIFO charter flights from Albany Regional Airport since 2016 and has held a licence allowing use of Airport terminal facilities for that purpose.

28. Council previously supported the grant of a new non-exclusive licence at its meeting of 24 March 2026, subject to public consultation. That process has now been completed, with one submission received and considered.
29. Having regard to the submission, the existing operational arrangements, Council policy and the strategic importance of maintaining FIFO charter flight services, it is recommended that Council grant final approval of the licence to Virgin Australia Regional Airlines Pty Ltd.

<b>Consulted References</b>	:	<ul style="list-style-type: none"> <li>• Property Management (Leases and Licences) Policy</li> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Land Administration Act 1997</i></li> </ul>
<b>File Number</b>	:	PRO414, A64802
<b>Previous Reference</b>	:	OCM 15.12.2015 Item ED029 OCM 22.03.2016 Item CSF228 OCM 24.03.2026 Item CCS780

11. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN – Nil.**
  
12. **MEETING CLOSED TO THE PUBLIC**
  
13. **CLOSURE**