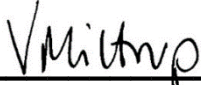




## **ORDINARY COUNCIL MEETING**

# **MINUTES**

**The Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 27 March 2023 at 6pm**

  
\_\_\_\_\_  
**VIRGINIA MILTRUP  
CHIEF EXECUTIVE OFFICER**



No responsibility whatsoever is implied or accepted by the City of Karratha for any act, omission or statement or intimation occurring during Council or Committee Meetings. The City of Karratha disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that persons or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or Officer of the City of Karratha during the course of any meeting is not intended to be and is not taken as notice of approval from the City of Karratha.

The City of Karratha warns that anyone who has any application lodged with the City of Karratha must obtain and should only rely on

**WRITTEN CONFIRMATION**

of the outcome of the application, and any conditions attaching to the decision made by the City of Karratha in respect of the application.

Signed: Virginia Miltrup  
**Virginia Miltrup - Chief Executive Officer**

## DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (updated 13 March 2000)

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

### NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the *Local Government Act*; or
  - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the *Local Government Act*, with or without conditions.

### INTERESTS AFFECTING IMPARTIALITY

**DEFINITION:** *An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.*

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

### IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

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# MINUTES

## 1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Monday, 27 March 2023 was declared open at 6pm. Cr Nunn acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

## 2 PUBLIC QUESTION TIME

No Public Questions.

## 3 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED

### Councillors:

Cr Kelly Nunn [Deputy Mayor]  
Cr Garry Bailey  
Cr Margaret Bertling  
Cr Gillian Furlong  
Cr Daiva Gillam  
Cr Geoff Harris  
Cr Travis McNaught  
Cr Daniel Scott  
Cr Joanne Waterstrom Muller

### Staff:

Virginia Miltrup	Chief Executive Officer
Phillip Trestrail	Director Corporate & Legal Services
Arron Minchin	Director Community Services
Lee Reddell	Director Development Services
Simon Kot	Director Strategic Projects & Infrastructure
Jodie Swaffer	Minute Secretary

### Apologies:

Cr Peter Long [Mayor]  
Cr Pablo Miller

### Absent:

Nil

### Leave of Absence:

Nil

### Members of Public:

Jo Gibellini

### Members of Media:

Nil

## **4 REQUESTS FOR LEAVE OF ABSENCE**

No requests for leave of absence.

## **5 DECLARATIONS OF INTEREST**

Cr Nunn declared an interest in the following item:

- Impartiality interest in 11.1 Award Of Large Community Grants as Cr Nunn is employed by Volunteering WA which has regional affiliate members applying for funding
- Indirect Financial interest in 12.1 Chevron City to Surf for Activ – Proposed Major Sponsorship through Major Events Sponsorship and Attraction Program as Cr Nunn is employed by Volunteering WA of which Activ is a financial member.

## **6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

No Petitions/Deputations/Presentations.

## **7 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

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### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

Res No : 155150  
MOVED : Cr Furlong  
SECONDED : Cr Scott

That the Minutes of the Ordinary Meeting of Council held on Monday, 27 February 2023, be confirmed as a true and correct record of proceedings.

**CARRIED**

FOR : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
AGAINST : Nil

## **8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

02/02/2023	- Bechtel 125th Anniversary Celebration Event
04/02/2023	- SAFE 20th Birthday Celebration Event
06/02/2023	- Meeting with Rio Tinto
07/02/2023	- Meeting with Local Small Business Owner
07/02/2023	- Meeting with Pilbara Development Commission
08/02/2023	- Meeting with Murujuga Aboriginal Corporation (MAC)
09/02/2023	- Cooperative Research Centre for Developing Northern Australia (CRCNA) Board Meeting
10/02/2023	- Murujuga Aboriginal Corporation (MAC) World Heritage Listing Announcement Event
13/02/2023	- Rangelands Audit and Risk Committee Meeting
14/02/2023	- Meeting with Water Corporation
14/02/2023	- Meeting with Rio Tinto Iron Ore Senior Leadership Team
16/02/2023	- Meeting with Santos
16/02/2023	- WALGA Pilbara Country Zone Meeting
21/02/2023	- Prime Minister Community Reception
22/02/2023	- KDCCI Business Breakfast
24/02/2023	- Regional Capitals Australia WA Meeting
24/02/2023	- CaLD Professional Network Program Launch Event
27/02/2023	- Ordinary Council Meeting
27/02/2023	- Special CRCNA Board Meeting



## 9 EXECUTIVE SERVICES

### 9.1 CEO CONTRACT – PERFORMANCE CRITERIA

<b>File No:</b>	<b>PF10794</b>
<b>Responsible Executive Officer:</b>	<b>Chief Executive Officer</b>
<b>Reporting Author:</b>	<b>Manager Human Resources</b>
<b>Date of Report:</b>	<b>8 March 2023</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Virginia Miltrup has an impartiality and financial interest as this paper relates to the CEO's employment contract.</b>
<b>Attachment(s):</b>	<b>Confidential Attachment – Memo CEO KPIs &amp; Performance Review Quotes</b>

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#### **PURPOSE**

For Council to approve performance criteria to be included in the Chief Executive Officer's (CEO) Contract of Employment.

#### **BACKGROUND**

During contract negotiations with the CEO, Virginia Miltrup, performance criteria were not included in the contract of employment. It was agreed that the City would engage a consultant to work with the CEO and Council to formulate the performance criteria for the CEO.

In accordance with section 5.39(3) of the Local Government Act, the CEO Contract must contain performance criteria otherwise it is of no effect.

#### Performance Criteria through to 30 June 2023

It is proposed that the following performance criteria are adopted for the period through to 30 June 2023:

1. Achievement of the Function of the CEO in s5.41 of the Local Government Act
2. Delivery of the Operational Plan 2022/2023
3. Leadership
4. Key Focus Areas defined by Council

#### Appointment of a Consultant

The City has received two proposals from consultants to work with Council and the CEO in setting performance criteria for the 2023/2024 year, as detailed in the confidential attachment.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate Council's ability to perform its role.

**STATUTORY IMPLICATIONS**

Section 5.39(3) of the Local Government Act 1995 requires that contracts for CEO and employees contain specified performance criteria for the purpose of reviewing the person's performance.

Clause 4.1 of the CEO Contract of Employment states 'The Performance Criteria against which the performance of the CEO will be assessed will be developed between the CEO and the City within four (4) weeks of the commencement date'.

**COUNCILLOR/OFFICER CONSULTATION**

The Mayor has been consulted regarding this report.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

A consultant will be engaged to assist with the finalisation of the CEO performance criteria and the CEO performance review. This will be budgeted for in the 2023/2024 budget.

**STRATEGIC IMPLICATIONS**

There are no strategic implications.

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable.

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Put putting KPIs in place, reducing risk

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

The performance criteria in the previous CEO contract were as follows:

- Leadership
- Strategic Planning
- Driving Organisational Performance
- Communication
- Financial Management
- Legislative Compliance
- Innovation
- Character & Attitude.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 5.39 of the *Local Government Act 1995* RESOLVE to:

1. **REJECT** the performance criteria outlined in the Officer's recommendation; and
2. **APPROVE** the following criteria to be added to the CEO Contract of Employment
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.

**CONCLUSION**

The Local Government Act requires that performance criteria are included in the CEO Contract of Employment. The current CEO contract does not contain performance criteria and it is proposed that new criteria is agreed and included in the CEO Contract.

---

**OFFICERS RECOMMENDATION / COUNCIL RESOLUTION**

Res No : 155151  
MOVED : Cr McNaught  
SECONDED : Cr Harris

That Council:

- 1) **APPROVE** the inclusion of the following performance criteria in the CEO Contract of Employment for the period to 30 June 2023, by way of Contract Variation:
  - a) Achievement of the Function of the CEO in s5.41 of the Local Government Act
  - b) Delivery of the Operational Plan 2022/2023
  - c) Leadership
  - d) Key Focus Areas defined by Council.
- 2) **APPOINT** Price Consulting as recommended by the Manager Human Resources in the Confidential Attachment.

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**CARRIED**

FOR : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
AGAINST : Nil

## 10 CORPORATE SERVICES

### 10.1 FINANCIAL STATEMENTS FOR PERIOD ENDED 31 JANUARY 2023

<b>File No:</b>	<b>FM.19</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate and Legal Services</b>
<b>Reporting Author:</b>	<b>Corporate Accountant</b>
<b>Date of Report:</b>	<b>3 March 2023</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li><b>1. Statement of Financial Activity</b></li> <li><b>2. Variance Commentary – Statement of Financial Activity by Nature and Type</b></li> <li><b>3. Statement of Financial Position</b></li> <li><b>4. Net Current Funding Position</b></li> </ol>

#### PURPOSE

To provide a summary of Council's financial position for the period ending 31 January 2023.

#### BACKGROUND

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires the City to prepare a monthly statement of financial activity including the sources and applications of funds, as compared to the budget.

#### SUMMARY

The following table is a summary of the Financial Activity Statement by Nature and Type compared to the Budget as of 31 January 2023:

2022/23	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surplus
Operating Revenue (incl. Rates)	118,747,403	122,798,242	89,569,407	92,660,154	3,090,747	3.5%	↑
Operating Expense	(114,742,587)	(115,263,378)	(72,477,384)	(66,901,821)	5,575,563	-7.7%	↑
Non Operating Revenue	68,558,105	70,243,105	22,114,709	1,242,126	(20,872,583)	-94.4%	↓
Non Operating Expense	(94,772,771)	(99,647,200)	(40,668,409)	(19,786,085)	20,882,324	-51.3%	↑
Non Cash Items Included	20,789,922	20,789,919	11,844,293	17,557,925	5,713,632	48.2%	
Restricted PUPP Surplus BFWD 1 July	124,258	124,258	124,258	124,258	0	0.00%	0
Unrestricted Surplus BFWD 1 July	1,342,418	1,342,418	1,342,418	1,342,418	0	0.00%	0
<b>Surplus/(Deficit) 22/23</b>	<b>46,746</b>	<b>387,364</b>	<b>11,849,292</b>	<b>26,238,974</b>	<b>14,389,682</b>		

This table shows a surplus position of \$26.2m, a positive variance of \$14.4m compared to the budgeted surplus position of \$11.8m, which reflects timing of transactions including superannuation (posted to February financial period) \$2.6m, employment vacancies and

timing of workers compensation second instalment \$1.6m, property and other insurance second instalment \$1.5m, operational projects \$2.6m and grant funding received earlier than anticipated \$3.5m. The brought forward unrestricted surplus position of \$1.3m is a pre-audit position and remains subject to end of financial year accounting and audit adjustments.

The restricted balance referred to in the preceding table and throughout this report comprises Pilbara Underground Power (PUPP) Service Charges levied in 2014/15, which are subject to the 10-year instalment option offered by Council.

In accordance with the materiality threshold adopted by Council for the reporting of variances in Operating Revenue and Expenses, the following comments provide an explanation of material variances which contribute significantly to the total YTD budget variance shown in the above table. Further details are provided later in this report in the Variance Commentary - Statement of Financial Activity by Nature & Type.

Operating Revenue		
3,500,000	▲	RTIO CISP income received earlier than budgeted.
451,865	▲	Waste Management – due to increase demand in contaminated waste disposal, industrial and commercial refuse, and liquid waste.
286,703	▲	The Quarter - Outgoings revenue higher than anticipated.
246,404	▲	Government Grant - Financial Assistance and Local Road Grant higher than anticipated.
238,383	▲	RASI Grant program extended to June 2023. Cashflow will be corrected at budget review.
211,223	▲	Interest rates higher than anticipated at budget time. 2.5%-3.08% compared to actual interest rates of 2.5%-4.70%.
176,000	▲	Youth Services - RTIO Funding received earlier than anticipated.
99,326	▲	Airport Leases - Execution of new agreements with tenants based on higher negotiated rates
90,335	▲	Helicopter Landing - Increase in helicopter movements due to additional drilling, and cashflow will be adjusted in budget review.
84,904	▲	KLP Memberships above budget forecast.
67,151	▲	Karratha Airport Car Parking - Higher car park revenue with increased passengers and industry demand.
66,261	▲	REAP Admissions income higher than anticipated
65,877	▲	KLP Kiosk now run in-house. Allocation will be corrected in budget review.
59,068	▲	Airport Screening & Security - Additional passengers were forecast from Nov 2022 to align with the commencement of the Bechtel project. Cashflow will be corrected in budget review.
53,550	▲	KLP Services - Increase in KLP services e.g., swimming lessons.
<b>5,697,050</b>	▲	<b>Positive Variance</b>
(1,080,000)	▼	Development WA Funding for Madigan Road Works pending receipt.
(500,000)	▼	Shakespeare SWA contribution pending.
(288,303)	▼	Road Maintenance grant funding - Certificate of Completion lodged in August. Awaiting payment of funds.
(248,065)	▼	Rates - There is a timing difference as the December and January interims were posted in February.
(218,977)	▼	Aircraft Landing - Lighter aircraft are being used by Qantas and are impacting estimated revenue. Additional flights were forecast from Nov 2022 to align with the commencement of the Bechtel project, cashflow will be adjusted in budget review
(154,302)	▼	Private works - Have not carried out forecast works for MRWA due to expired MOU.
(74,335)	▼	Fines & Penalties - Less infringements being issued due to resourcing constraints, stronger focus with resources available on achieving community compliance.
(54,922)	▼	Ex Gratia Rates - this balance is included in general rates and pending corrective journal.
(50,816)	▼	Cossack Art Awards - Journals to be completed. Once done variance will be corrected.
(50,601)	▼	Ovals & Hardcourts Hire - Summer sports not yet invoiced.
<b>(2,720,321)</b>	▼	<b>Negative Variance</b>
<b>2,976,730</b>	▲	<b>Net Positive Variance</b>

Operating Expense		
4,227,629	▲	Various vacancies across the city have resulted in reduced employee costs.
1,483,900	▲	Insurance - Second instalment invoice paid in February.
895,280	▲	Madigan Rd (Homemaker Centre Access) Modification - Design - Project delayed. Cashflow to be adjusted in budget review.
620,213	▲	Project Management Admin - ABC's to be done in February.
546,507	▲	Cell 0 Capping / Closure Works - Budget reduction, some timing issues related to flare installation.
474,603	▲	Information Services IT - Delay in ERP and minor projects implementation expenditure due to organisational resourcing constraints.
428,852	▲	Technical Services - ABC's to be done in February.
427,119	▲	Karratha Golf Course/Bowling Club - Incorrect budget allocation. Will be corrected in budget review.
400,000	▲	Karratha Leisureplex Outdoor Court Shading project delayed. Cashflow to be adjusted in budget review.
418,980	▲	Liveability to be allocated - Budget to be updated in budget review
301,746	▲	Liveability - Project schedule changed. Will be updated in budget review.
290,296	▲	Development Services to be allocated - Budget to be updated in budget review
138,716	▲	Waste Service - Hampton Harbour fee waiver and Ganali Stage 2 timing.
130,000	▲	Business Support Contribution - Still processing acquittals from 2021/22 financial year grants so 2022/23 financial year agreements not yet complete.
111,610	▲	Karratha Golf Course/Bowling Club Water - timing of expenditure to be updated at budget review.
85,854	▲	Parks & Gardens Water - ERS water being more regularly allocated to sites instead of potable plus a lower supply of ERS water reducing overall costs.
73,626	▲	Community Funding - Funding aligns to acquitted grants. Will be adjusted at budget review.
53,680	▲	REAP Electricity - YTD actuals less than anticipated, adjusted at budget review.
51,740	▲	Millars Well Oval Water - Reduced amount of water from Watercorp plus some overestimations at beginning of the budget.
<b>11,160,352</b>	<b>▲</b>	<b>Positive Variance</b>
(4,625,252)	▼	Depreciation - Timing variance due to delays in various project completions.
(264,566)	▼	Parks & Garden - Works brought forward earlier than expected.
(224,206)	▼	Kerb Renewals - Delay in delivering kerb program due to expiration of concreting service contract
(129,740)	▼	Pilbara University Centre invoice budgeted in another account. Adjustment to be made at budget review.
(130,830)	▼	Kta Airport - Baggage Handling System - \$108k to be reallocated to Capex.
<b>(5,374,594)</b>	<b>▼</b>	<b>Negative Variance</b>
<b>5,785,758</b>	<b>▲</b>	<b>Net Positive Variance</b>

Non Operating Revenue		
(13,662,013)	▼	Timing variance of transfer from Infrastructure Reserve - Budget to be amended in budget review.
(1,925,064)	▼	Proceeds from disposal of assets less than anticipated due to timing variance of processing asset disposal
(1,786,651)	▼	Grant funding - HSVPP Coolawanyah Road Stage Four, \$1,786,651 in total with 40% at Award, 40% Construction and 20% at progress claim. Initial payment pending receipt from Funding Partner however the City has been advised of processing delays not related to the work.
(1,104,138)	▼	KRMO Phase Two Funding 50% received March 21 & 50% at PC. KRMO Phase Three Funding 50% received June 22, 40% claims quarterly in progress and 10% at PC.
(808,692)	▼	Profit on disposal of assets less than anticipated due to timing variance of processing asset disposal
(833,914)	▼	Hillview/ Balmoral Upgrade project delayed. Cashflow to be adjusted in budget review.
<b>(20,120,472)</b>	<b>▼</b>	<b>Negative Variance</b>

Non Operating Expense		
3,608,913	▲	Timing variance of transfer to Infrastructure Reserve - Transfer to occur in February which relates to TWA rates
2,843,255	▲	Lot 7020 Development project delayed. Cashflow to be adjusted in budget review.
2,509,692	▲	Kevin Richards Club Room project delayed. Cashflow to be adjusted in budget review.
1,522,116	▲	Shakespeare housing units' completion anticipated Feb 23. Cashflow to be adjusted in budget review.
1,400,427	▲	Jinggari Sites project delayed. Cashflow to be adjusted in budget review.
1,237,881	▲	Timing variance to transfer to Waste Management Reserve - Transfer to occur at end of financial year and budget timeline to be amended in budget review
1,129,561	▲	Hillview/ Balmoral Upgrade project delayed. Cashflow to be adjusted in budget review.
865,694	▲	Airport Car Park Equipment - Project delay to replace carpark equipment, FIDS screens and the spectacular screen will arrive on site in Qtr. 4. Cashflow will be adjusted in budget review.
607,698	▲	Waste Services Landfill Operations – Timing variance of expenditures for water truck, vehicle and loader.
520,598	▲	KLP Solar project delayed. Cashflow to be adjusted in budget review.
400,000	▲	KLP Outdoor Court Shading project delayed. Cashflow to be adjusted in budget review.
386,705	▲	Parks & Gardens - Timing variance of expenditure due to delays in arrivals of truck, ATV, excavator and two trailers.
361,228	▲	Kevin Richards Club Room - ABC's to be done in February.
340,399	▲	Information Technology Hardware & Software - Delay to planned asset replacement procurement. Will be adjusted in budget review.
278,387	▲	Stormwater Structure Projects - Delay in finalising payment for Millstream Culvert due to outstanding works.
276,600	▲	Footpaths Major Replace/Renewals - Works not yet completed, works scheduled in April.
259,988	▲	Footpath - Dampier Road Stage 7 - project delayed. Cashflow to be adjusted in budget review.
248,763	▲	Delay in expenditure in excavator, vac trailer and two trucks.
247,153	▲	Kevin Richards Northern car park project delayed. Cashflow to be adjusted in budget review.
240,940	▲	KTA - Water Mains Pipe Replacement - Project for replacement of Mains from Bayley Ave to Storage Tanks to commence in Q4.
191,670	▲	Kerb Renewals - Have not secured Contractor to complete works, works forecast to commence in months ahead.
149,910	▲	Footpath Lighting Program - Project delayed. Cashflow to be adjusted in budget review.
145,891	▲	Airport remediation works forecourt paving off track. Alternate options to be considered for budget review.
120,693	▲	Building Housing project completed. Cashflow to be adjusted in budget review.
88,741	▲	Playground replacement/upgrade - Delays in final invoices for Catrall Park works.
86,800	▲	Karratha Depot Building Improvements - Design specification received, project off track due to delay in procurement.
81,836	▲	Arts & Culture - Relates to carry forward budget for installation of lighting on Watertanks - Timing of works completed against allocated budget. Budget to be reallocated to Plant in next review.
80,477	▲	Replace Park Furniture/Fencing - Delays In arrival of shelters, benches and furniture. Concreting works delayed due to contract expiry.
74,700	▲	Murujuga Nat. Park Access Road (Conzinc Bay) Project delayed. Cashflow to be adjusted in budget review.
72,190	▲	Hsvpp - Coolawanyah Road Project delayed. Cashflow to be adjusted in budget review.
72,000	▲	7MWF Plant Maintenance Shade Dome & Concrete Pad project delayed. Cashflow to be adjusted in budget review.
62,130	▲	Karratha Airport Terminal Air Conditioning - Chiller and VAV installation works completed and scoping of second stage of VAV works to commence in early 2023.
61,233	▲	Reticulation Upgrades - delays in contractor availability due to other commitments. Works to be scheduled April to June.
55,730	▲	\$60k reduction in purchase price for Shakespeare units as agreed between parties.
<b>20,629,998</b>	<b>▲</b>	<b>Positive Variance</b>
(200,000)	▼	Dampier Shopping Centre - Loan drawdown more than anticipated
<b>(200,000)</b>	<b>▼</b>	<b>Negative Variance</b>
<b>20,429,998</b>	<b>▲</b>	<b>Net Positive Variance</b>

## FINANCIAL MANAGEMENT UPDATE

### Local Government Financial Ratios

Period End 31 January 2023	Target Ratio	Original Annual Budget Ratio	YTD Actual Ratio
<b>Current Ratio</b> Current Assets less Restricted Assets ÷ Current Liabilities less liabilities associated with Restricted assets	1 or above	N/A	4.15
<b>Asset Sustainability Ratio</b> Capital Renewal and Replacement Expenditure ÷ Depreciation	≥ 0.90	0.77	0.46*
<b>Operating Surplus Ratio</b> Operating Surplus (excl. capital grants & contributions) ÷ Own Source Revenue	0 – 15%	4.7%	32.7%
<b>Own Source Revenue Ratio</b> Own Source Operating Revenue ÷ Operating Expenses	0.40 or above	0.88	1.22
<b>Debt Service Cover Ratio</b> Operating surplus before interest expense and depreciation ÷ Principal and interest Expense	> 2	73.3	38.2

\* estimated based on capital expenditure YTD

### Statement of Financial Position

	2023 January	2022 December	% Change
<b>Current</b>			
<b>Assets</b>	109,482,142	114,713,990	-4.56%
<b>Liabilities</b>	14,093,553	15,237,405	-7.51%
<b>Non Current</b>			
<b>Assets</b>	955,646,783	970,386,671	-1.52%
<b>Liabilities</b>	4,791,114	4,791,114	0.00%
<b>Net Assets</b>	1,046,244,258	1,065,072,142	

Current Assets decreased by 4.56% from December to January, which was attributable to the decrease in unrestricted cash, partially offset by an increase in restricted cash and decrease in Trade and Other Receivables. Current Liabilities decreased by 7.51% due to payment of Trade and Other Payables. Non-Current Assets decreased by 1.52% which was due to the 7 months of depreciation we took in January. There was no change to non-current liabilities.

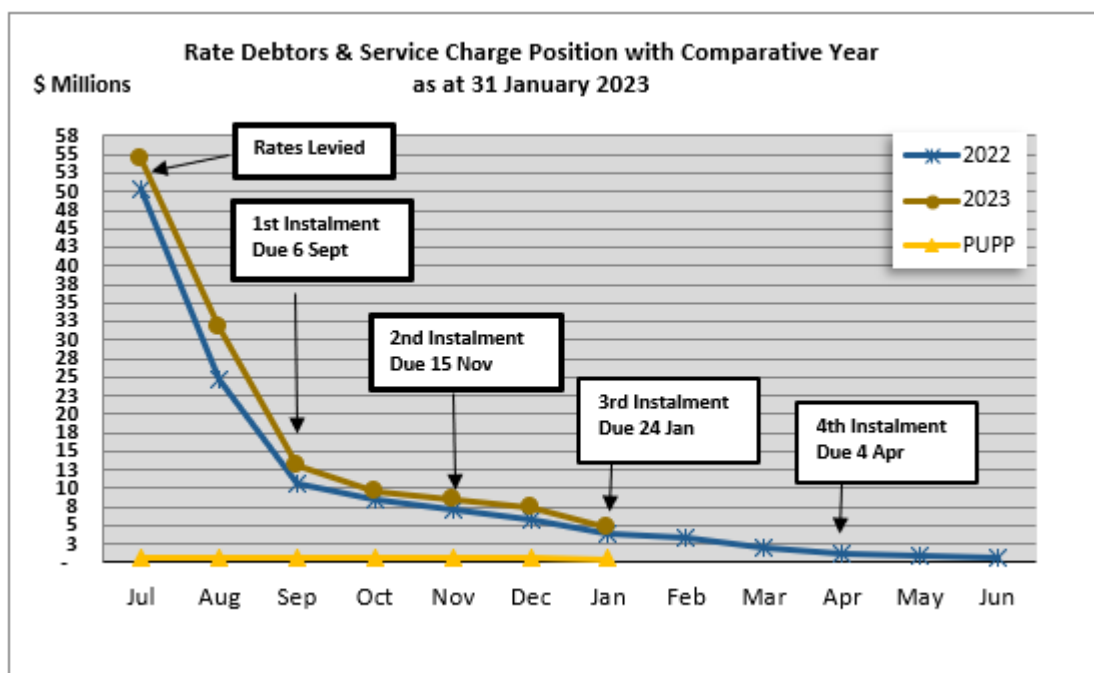


### Debtors Schedule

The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end January. The table also includes total Rates and PUPP Service Charges outstanding.

Debtors Schedule				
	2023 January	2022 December	Change %	% of Current Total
<b>Sundry Debtors</b>				
Current	2,949,118	3,890,590	-24%	62.0%
> 40 Days	668,569	328,306	104%	14.0%
> 60 Days	243,346	152,623	59%	5.1%
> 90 Days	897,684	872,178	3%	18.9%
<b>Total</b>	<b>4,758,716</b>	<b>5,243,697</b>	<b>-9%</b>	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>4,683,599</b>	<b>7,466,306</b>	<b>-37%</b>	<b>100%</b>
<b>PUPP Debtors</b>				
<b>Total</b>	<b>682,913</b>	<b>710,516</b>	<b>-3.9%</b>	<b>100%</b>

A total of \$51.7m of Rates (including ESL and waste charges) have been paid to end of January, representing a collection rate of 91.7% to date.

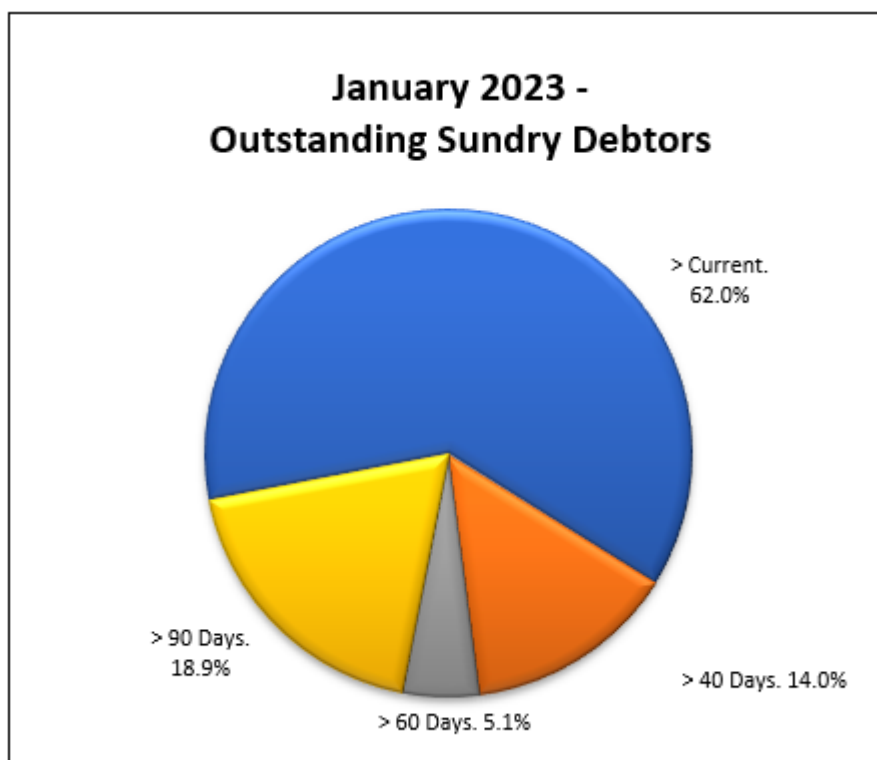


There was no material change from January in the PUPP Debtors balance. PUPP payments have now been received on 98.65% of properties and of those paid, 99.75% have paid in full with 4.24% paying by instalments.

Collection of outstanding debts greater than 40 days is continuing in line with Council policy. The following table highlights outstanding balances for each ageing period for Trade Debtor balances in excess of \$5,000.

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
B424	Noel Bartholomew	-	328.78	64,168.38	Relates to remedial works carried out at residential address and related admin fees. Referred to Debt Recovery Agent 30/11/22. City has received advice from debtor that there is no current capacity to enter arrangement to settle debt due to financial hardship and extraordinary personal circumstances. Debtor has advised they will be making application to Council to provide relief.
F138	Frank Smith	-	-	41,593.20	Demolition costs due to uninhabitable dwelling. At the Feb 2019 OCM Council resolved to take possession and sell the property. Defendant denied liability. Summary Judgement awarded 11/03/22. Next steps for recovery are currently being progressed.
F174	Flex Cafe	-	4,178.09	43,198.05	Relates to monthly rent at KLP Café from Sep 2021 - Nov 2022 and utility fees for Jul 2021 - Oct 2022, grease trap removals, annual food inspection fees and penalty interest. Termination notice issued 18/08/22. Flex vacated 01/10/22. Referred to Debt Recovery Agent 22/11/22. Letter of demand issued with no response. General Procedure Claim in progress via Debt Recovery Agent.
H005	Helicopters (Australia) Pty Ltd	15,605.66	-	-	Relates to November 2022 Aircraft landings at Karratha Airport. Reminder email sent 20/02/23.
H026	Housing Authority	1,053.50	1,064.03	2,912.96	Relates to MGB replacements for Department of Housing. Invoices are dated from June 2022 to December 2022 and penalty interest. Reminder email sent 20/02/23
J101	Karratha Skip Bin Hire Pty Ltd	-	34.09	6,945.50	Waste disposal fees for Oct - Dec 2020 plus interest charges. Account is currently cash only. Most recent payment received in Apr 2021. Referred to Debt Collection and Letter of Demand issued in May 2021. Communication with the debtor indicated balance to be paid by Dec 2021 over multiple instalments, however no payments received. Referred to Debt Recovery Agent 22/11/22. Letter of demand issued with no response. General Procedure Claim served in Jan 2023 and Judgement granted in Feb 2023. Next steps for recovery are currently being assessed.
M379	Move Your Body Studio	-	120.88	21,811.32	Relates to rent for lease at Pam Buchanan Family Centre for Dec 2021 - Aug 2022, utility charges Dec 2021 - Jun 2022. City has received advice from MYB that they will be entering into voluntary administration. No further updates from Move Your Body and email have been disconnected. Referred to Debt Recovery Agent 22/11/22.
O114	Orica Australia Pty Ltd	-	15,983.20	14,675.54	Relates to fees at 7 Mile Waste for October 2022 & November 2022 and penalty interest. To progress to debt recovery.

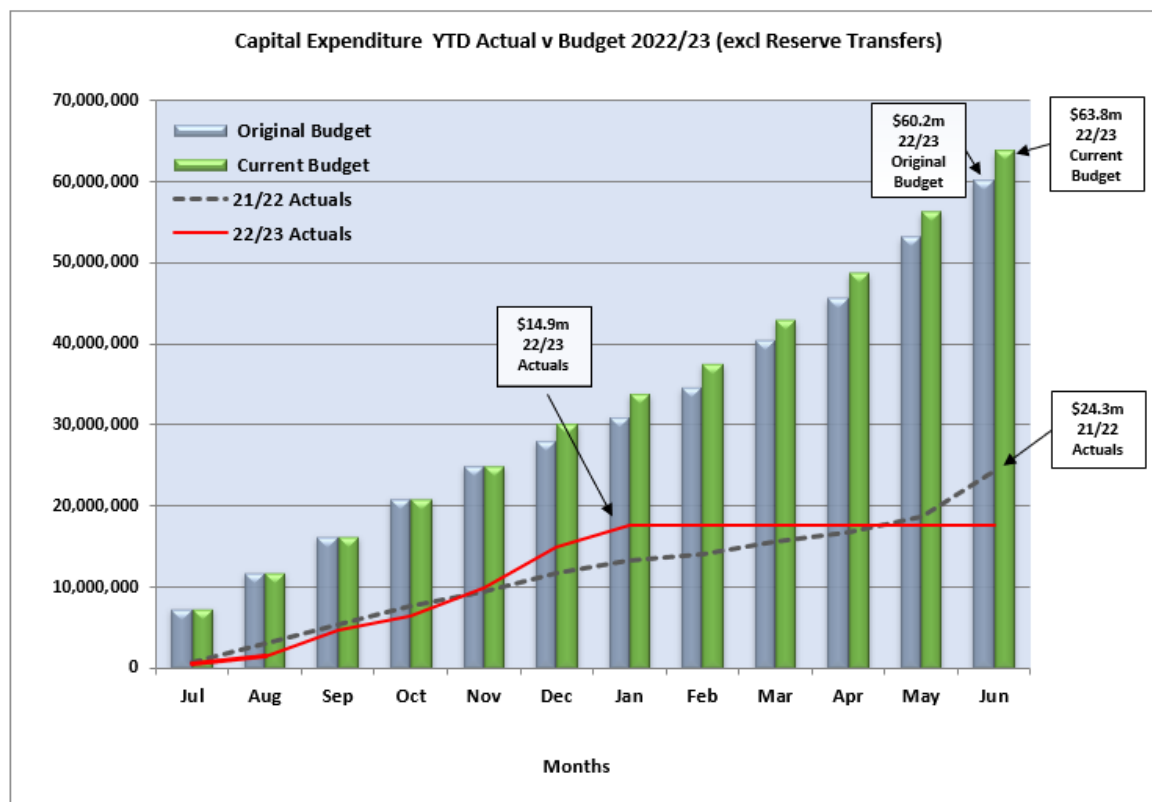
Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
T264	Telstra Corporation Ltd	-	21.00	5,158.89	Relates to annual service charges for electricity connection at Karratha Airport for lease in Power Plant Room and Bayley Ave. Reminder email sent 20/02/23
V026	Virgin Australia Airlines Pty Ltd	-	-	525,321.38	Voluntary Administration as of 20/04/20. City Proof of Debt formally admitted in full 06/08/21. Dividend payment of \$29,511.49 received 15/09/22



### Capital Expenditure

Council's current 2022/23 Capital Expenditure budget is \$63.8m which includes significant projects such as: housing and land development, KLP solar initiative, Murujuga National Park access road, and the Kevin Richards Memorial Oval redevelopment. The following table shows capital expenditure is 47.8% below budget for the year to date.

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Amend Budget	% of Annual Budget
	31-Jan-23			30-Jun-23		
Land	1,860,000	1,804,270	-3.0%	500,000	1,860,000	-3.0%
Artwork	81,836	0	-100.0%	81,836	81,836	0.0%
Buildings	19,771,903	10,066,688	-49.1%	39,579,701	39,868,903	25.2%
Equipment	844,100	(21,594)	-102.6%	713,404	1,038,404	-2.1%
Furn & Equip	398,100	57,701	-100.0%	859,100	859,100	6.7%
Plant	1,990,000	546,348	-72.5%	2,332,000	2,332,000	23.4%
Infrastructure	8,915,520	5,228,417	-41.4%	16,100,287	17,723,788	29.5%
<b>Totals</b>	<b>33,861,459</b>	<b>17,681,830</b>	<b>-47.8%</b>	<b>60,166,328</b>	<b>63,764,031</b>	<b>27.7%</b>



### Financial Statements

The financial statements for the reporting period are provided as an attachment in the form of:

- Statement of Financial Activity by Nature and Type.
- Variance Commentary - Statement of Financial Activity by Nature and Type.
- Net Current Funding Position.
- Statement of Financial Position.

### LEVEL OF SIGNIFICANCE

Financial integrity is essential to the operational viability of the City but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels of comfort.

The ability for the City to remain financially sustainable is a significant strategy for a region that is continually under pressure from the resources industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services

### STATUTORY IMPLICATIONS

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement.

Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$50,000 or 10% whichever is the greater. As this report is

composed at a nature and type level, variance commentary considers the most significant items that comprise the variance.

### **COUNCILLOR/OFFICER CONSULTATION**

Executives and Management have been involved in monthly reviews of their operational and departmental budgets and notifying the Financial Services team of trends and variances arising from their operational areas.

### **COMMUNITY CONSULTATION**

No community consultation is required.

### **POLICY IMPLICATIONS**

The Council's financial reporting is prepared in accordance with Accounting Policy CF12. This is reviewed periodically to ensure compliance with legislative and statutory obligations.

### **FINANCIAL IMPLICATIONS**

The report represents the financial position of the Council at the end of January 2022 with a year-to-date budget surplus position of \$11,849,292 (comprising \$11,725,034 unrestricted surplus and \$124,258 restricted surplus) and a current surplus position \$26,238,974 (comprising \$26,114,716 unrestricted surplus and \$124,258 restricted surplus). The restricted balance comprises PUPP service charges levied in 2014/15.

A technical issue is being experienced in relation to the posting of superannuation payments to the chart of accounts. City staff are currently working with the software vendor to enable the financial allocation of superannuation payments which totalled \$2.624m as at 31 January 2023. Posting for superannuation will be reflected in the February statements which will be reported at the April Ordinary Council Meeting.

### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Our Programs/Services:	4. c.1.1	Management Accounting Services
Our Projects/Actions:	4. c.1.1.19.1	Conduct monthly and annual financial reviews and reporting

### **RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the city is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Completion of the Monthly Financial Activity Statement report is a control that monitors this risk. Strong internal controls, policies and monitoring ensure risks are assessed regularly and managed appropriately. Expenditure and revenue streams are monitored against approved budgets by management and the financial team with material variances being reported.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

This is a monthly process advising Council of the current financial position of the City.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Administration) Regulations 1996*:

1. RECEIVE the Financial Statements for the financial period ending 31 January 2023;  
and
2. APPROVE the following actions:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_

Option 3

That Council by SIMPLE Majority pursuant to Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Administration) Regulations 1996* NOT RECEIVE the Financial Statements for the financial period ending 31 January 2023.

**CONCLUSION**

Council is obliged to receive the monthly financial reports as per statutory requirements. Details in regard to the variances and the commentary provided are to be noted as part of the report.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **155152**  
**MOVED** : **Cr Scott**  
**SECONDED** : **Cr Gillam**

**That Council RECEIVE the Financial Statements for the financial period ending 31 January 2023 as shown in Attachments 1 to 4.**

**CARRIED**

**FOR** : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
**AGAINST** : Nil

**10.2 LIST OF ACCOUNTS – 1 FEBRUARY 2023 TO 27 FEBRUARY 2023**

<b>File No:</b>	<b>FM.19</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate and Legal Services</b>
<b>Reporting Author:</b>	<b>Senior Creditors Officer</b>
<b>Date of Report:</b>	<b>8 March 2023</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>1. List of Payments February 2023 2. List of Credit Card Payments (Oct 2022-Jan 2023)</b>

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**PURPOSE**

To advise Council of payments made for the period from 1 February 2023 to 27 February 2023.

**BACKGROUND**

Council has delegated authority to the Chief Executive Officer (Delegation 1.6) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulations 12 and 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, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

**Credit Card Payments**

There have been delays in the reporting of credit card payments in prior months due to the implementation of new systems and required changes to authorisation processes.

This report contains four months of credit card transactions for October 2022 to January 2023. It is intended that credit card transactions for February 2023 will be reported to the April 2023 Ordinary Council meeting bringing processes back to business as usual.

To provide confidence that these new processes and systems are robust an internal audit of credit card transactions and processes is being undertaken. Additionally, a triannual Financial Management Systems Review (FMSR) is set to occur prior to 30 June 2023. The FMSR will be undertaken by an external consultant.

These processes are reported to the City's Audit and Organisational Risk Committee and subsequently presented to Council.

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision-Making Policy, this matter is of high significance in terms of Council's ability to perform its role.

**COUNCILLOR/OFFICER CONSULTATION**

Officers have been involved in the approvals of any requisitions, purchase orders, invoicing and reconciliation matters.

**COMMUNITY CONSULTATION**

No community consultation is required.

**STATUTORY IMPLICATIONS**

Payments are to be made in accordance with Part 6, Division 4 of the *Local Government Act 1995* and as per the *Local Government (Financial Management) Regulations 1996*. Payments are to be made through the municipal fund, trust fund or reserve funds. Payments are to be in accordance with approved systems as authorised by the CEO.

**POLICY IMPLICATIONS**

Staff are required to ensure that they comply under Council Policy CG12 – Purchasing Policy and CG11 - Regional Price Preference Policy (where applicable) and that budget provision is available for any expenditure commitments.

**FINANCIAL IMPLICATIONS**

Payments are made under delegated authority and are within defined and approved budgets. Payment is made within agreed trade terms and in a timely manner.

Payments for the period 1 February 2023 to 27 February 2023 (including credit card transactions Oct 22 to Jan 23) totalled \$7,392,756.60, which included the following payments:

- Thomas Building – Kevin Richards Memorial Oval Redevel PC#9 - \$624,684
- Trasan Contracting – Shakespeare Unit Refurb Claims #10 - \$364,486
- Ausolar Pty Ltd – KLP Pool LED Upgrade - \$164,194
- MSS Security – Airport Security Screening Services - \$172,223
- Raubex Construction – Cell 0 Capping, Prog Claim - \$161,239
- Damel Cleaning – City Cleaning Services Jan 2023 - \$158,461

Consistent with CG-11 Regional Price Preference Policy, 51% of the value of external payments reported for the period were made locally.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Our Program: 4.c.1.4 Accounts Receivable and Accounts Payable

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Failure to make payments within terms may render Council liable to interest and penalties
Service Interruption	Moderate	Failure to pay suppliers may lead to delays in the future provision of goods and services from those suppliers
Environment	N/A	Nil
Reputation	Moderate	Failure to pay for goods and services in a prompt and professional manner, in particular to local suppliers, may cause dissatisfaction amongst the community
Compliance	N/A	Nil



**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Sections 6.7 and 6.9 of the *Local Government Act 1995* RESOLVES to ACCEPT payments totalling \$7,392,756.60 submitted and checked with vouchers, being made up of:

1. Trust Vouchers: nil;
2. EFT 151 to 186 and 3098 to 3540 (Inclusive): \$4,883,008.41;
3. Cheque Voucher: 78731: \$200.00;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (Oct 2022-Jan 2023): \$111,481.93;
7. Payroll Cheques: \$2,398,066.26;

**CONCLUSION**

Payments for the period 1 February 2023 to 27 February 2023 and credit card payments for the period 1 October 2022 to 31 January 2023 totalled \$7,392,756.60. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **155153**  
**MOVED** : **Cr Scott**  
**SECONDED** : **Cr Harris**

**That Council ACCEPT payments totalling \$7,392,756.60 submitted and checked with vouchers, detailed in Attachments 1 and 2 being made up of:**

1. Trust Vouchers: nil;
2. EFT 151 to 186 and 3098 to 3540 (Inclusive): \$4,883,008.41;
3. Cheque Voucher: 78731: \$200.00;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (Oct 2022-Jan 2023): \$111,481.93;
7. Payroll Cheques: \$2,398,066.26

**CARRIED**

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**FOR** : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
**AGAINST** : Nil

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**10.3 INVESTMENTS FOR PERIOD ENDED 31 JANUARY 2023**

<b>File No:</b>	<b>FM.19</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate and Legal Services</b>
<b>Reporting Author:</b>	<b>Corporate Accountant</b>
<b>Date of Report:</b>	<b>28 February 2023</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>Nil</b>

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**PURPOSE**

To provide a summary of Council's investment position for the period ending 31 January 2023.

**BACKGROUND**

In accordance with section 6.14 of the Local Government Act and Regulation 19C of the Financial Management Regulations, the City will invest excess funds not required for any specific purpose in authorised deposit taking institutions as defined in *the Banking Act 1959* (Cth) Section 5 and/or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*, for a term not exceeding 3 years:

The City's surplus funds are invested in bank term deposits for various terms and Property related investments to facilitate maximum investment returns in accordance with the City's Investment Policy (CF03).

The City also seeks to support Council's strategic goals through investment in property in accordance with the City's Investment Policy – Property (CF04).

**DETAILS**

Details of the investments are included in the report

- Schedule of Cash and Financial Investments
- Allocation of Cash and Financial Investments
- Schedule of Maturity of Cash and Financial Investments
- Schedule of Liquidity
- Schedule of Other Investments
- Aging of Outstanding Lessees Balances
- Schedule of Loan Agreement

**Schedule of Cash and Financial Investments**

The following table indicates the financial institutions where the City has investments as of January 2023:

Institution	Accounts	Principal Investment \$	Balance 31 January 2023 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		3,616	1.95	At Call		Reserve at Call
CBA	Reserve Term Deposit	5,000,000	5,099,490	2.68	9 months	Feb-23	Reserve TD
CBA	Reserve Term Deposit	35,000,000	35,800,378	3.08	12 months	May-23	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,227,007	4.11	12 months	Aug-23	Reserve TD
WBC	Reserve Term Deposit	6,500,000	6,621,744	4.22	12 months	Aug-23	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,052,795	4.70	12 months	Nov-23	Reserve TD
BOQ	Reserve Term Deposit	4,000,000	4,024,975	4.30	12 months	Dec-23	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	4,000,000	4,056,000	3.65	5 months	Feb-23	Muni TD
WBC	Municipal Term Deposit	3,000,000	3,050,020	3.78	7 months	Mar-23	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,068,282	3.87	8 months	Apr-23	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,061,332	4.55	9 months	Jun-23	Muni TD
WBC	Municipal Term Deposit	7,000,000	7,110,351	4.11	10 months	Jul-23	Muni TD
WBC	Municipal (Transactional)		6,753,652	2.95	At Call		Muni at Call
N/A	Cash on Hand		-				Muni
<b>TOTAL</b>		<b>89,500,000</b>	<b>97,929,642</b>				
The balance of all Term Deposits includes interest accrued to 31 January 2022							

Municipal Funds held in the Westpac transaction account continue to earn 2.95% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 1.95% in interest over balances of \$1m.

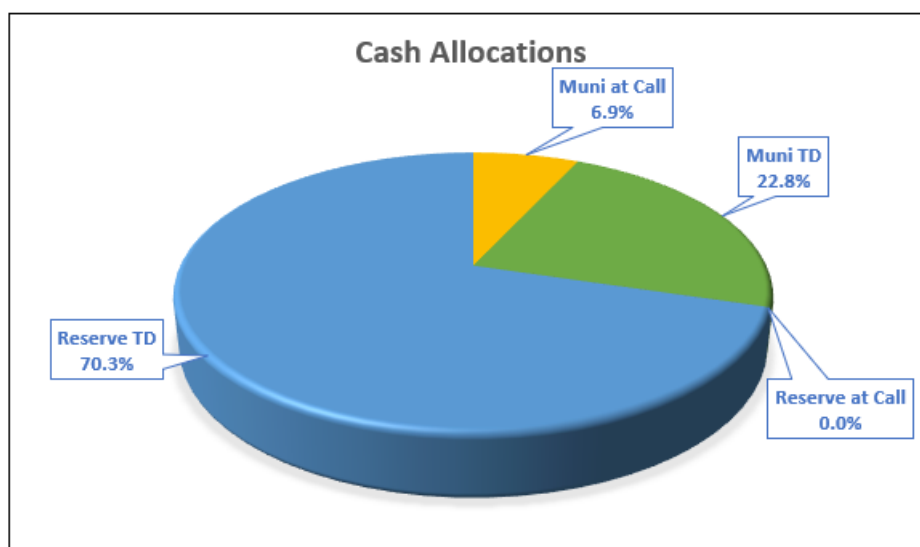
On average, the City is earning 3.99% across Municipal Term Deposits and 3.85% across Reserve Term Deposits above the cash rate.

The RBA official cash rate remains unchanged from December 2022 at 310 basis points during the month of January.

### Cash Allocations and Financial Investments

Council's Municipal and Reserve Bank Accounts are to be maintained so that a maximum return can be achieved from funds required in the short term.

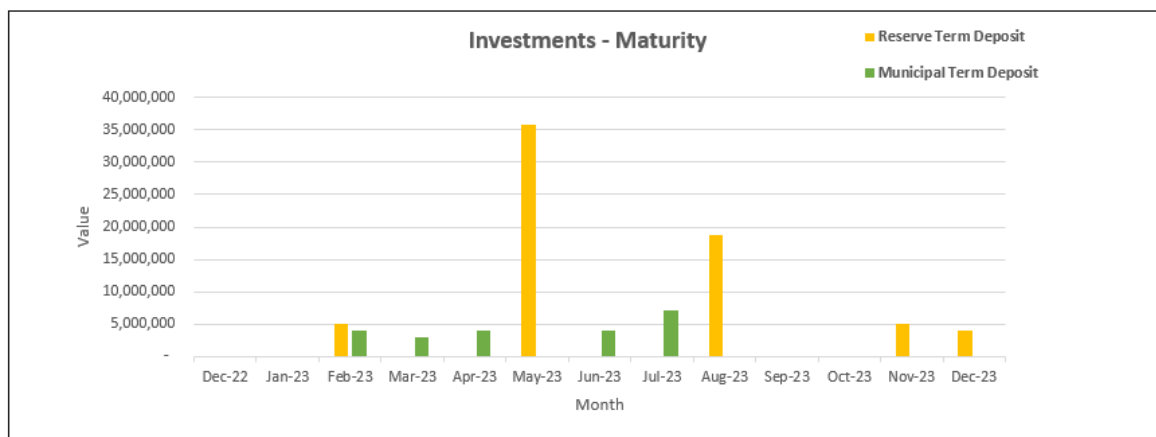
The following graph depicts the allocation of our Cash and Financial Investments to maximise return on investment which shows that over 70% of our Cash and Financial Investments are invested in Reserve Term Deposits.



### Schedule of Maturity of Cash and Financial Investments

In accordance with the City's Investment Policy (CF3), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 18% of Cash and Financial

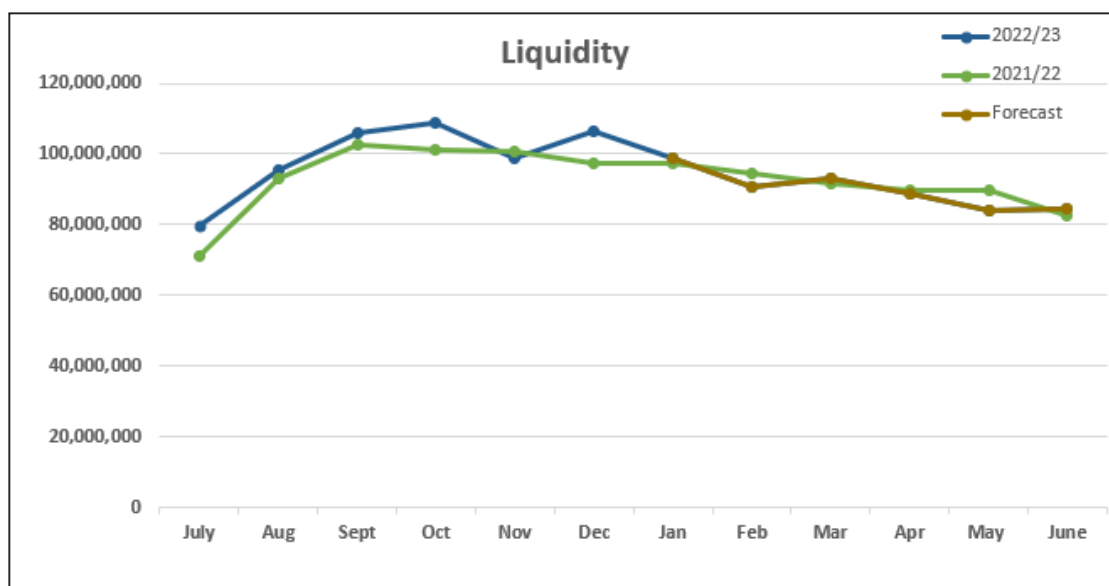
Investments will mature in the next 3 months, 52% maturing in the next 4-6 months and 30% maturing in the next 7-12 months.



### Schedule of Liquidity

Administration reviews funds to ensure there is sufficient liquidity to meet the operational cash flow requirement.

The liquidity graph for 2022/23 demonstrates a slight decrease in liquidity from December. This decrease in liquidity is primarily due to payment of Trade and Other Payables.



### Schedule of Other Investments

As part of Council's investment strategy, reserve funds were used to purchase a commercial property 'The Quarter HQ' in June 2017. The following table provides a summary of all income and expenditure for The Quarter for the current financial year:

	Month 31 January 2023 \$	Year to Date 31 January 2023 \$	Life to Date 31 January 2023 \$
Total Income Received	409,735	2,428,169	17,497,820
Total Expenditure Paid	(85,420)	(855,064)	(8,704,453)
<b>Net Income</b>	<b>324,315</b>	<b>1,573,105</b>	<b>8,793,367</b>
<b>Annualised ROI</b>	<b>19.5%</b>	<b>23.6%</b>	<b>7.9%</b>

**Aging of Outstanding Lessees Balances**

The following table highlights The Quarter lessees with outstanding balances in excess of \$5,000 as of 31 January 2023 by month.

Suite ID	Lessee	Current	December 2022	November 2022	October 2022 and Prior	Total	Commentary
0001	Fiorita Pty Ltd Trading as Fiorita	14,024.04	16,777.21	14,113.79	38,245.71	83,160.75	Entered into payment plan of \$6,000 per week. Payments of \$30,000 made in February.
0005	Maria Cecelia Walker Trading as Cecil Filipino & Asian Food Pty Ltd	22,568.32	25,741.30	23,490.86	332,729.38	404,529.86	The Lease has been terminated and recovery of arrears is under way. Security of the City's position is through fit-out assets, bank guarantee and remaining fit-out contribution.
0009	Onyx Group Wa Pty Ltd	5,320.72	5,587.00	3,600.98	-	14,508.70	No payment has been made in February following the issuing of a breach notice by Knight Frank.
L0306	Programmed Facility Management Pty Ltd	27,637.00	-	-	-	27,637.00	January Balance was paid in February.

**Schedule of Loan Agreement**

Also, as part of Council's investment strategy, Council resolved at its May 2020 meeting to execute a loan agreement with Scope Property Group Pty Ltd for the acquisition and redevelopment of the Dampier Shopping Centre. This loan is to be funded utilising Reserve funds and borrowings from WATC (if required) and is to be for a maximum initial term of ten years. To date, no borrowings from WATC have been required.

	Month 31 January 2023 \$	Year to Date 31 January 2023 \$	Life to Date 31 January 2023 \$
Funded Amount	500,001	1,400,001	4,300,001
Interest Charges	-	68,499	123,085
<b>Remaining Loan Amount</b>	<b>(200,001)</b>	<b>(200,001)</b>	<b>(200,001)</b>

**LEVEL OF SIGNIFICANCE**

Shrewd investment of the City's equity is essential to the operational viability of the City. An ability to monitor and report on the City's investments is imperative to ensure that financial risk is managed at acceptable levels of comfort.

The ability for the City to remain financially sustainable is a significant strategy for a region that is continually under pressure from the resources industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services.

**STATUTORY IMPLICATIONS**

In accordance with section 6.14 of the Local Government Act and Regulation 19C of the Financial Management Regulations, the City will invest excess funds not required for any specific purpose in authorised deposit taking institutions as defined in the Banking Act 1959 (Cth) Section 5 and/or the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986, for a term not exceeding 3 years.

**COUNCILLOR/OFFICER CONSULTATION**

Executives and Management have been involved in monthly reviews of their operational and departmental budgets and notifying the Financial Services team of trends and variances arising from their operational areas.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The Council's financial reporting is prepared in accordance with Accounting Policy CF03, CF04, & CF12. This is reviewed periodically to ensure compliance with legislative and statutory obligations.

**FINANCIAL IMPLICATIONS**

The financial implication of this report are noted in the detail sections of the report. The Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

**STRATEGIC IMPLICATIONS**

This item is relevant to Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Our Programs/Services:	4. c.1.1	Management Accounting Services
Our Projects/Actions:	4. c.1.1.19.1	Conduct monthly and annual financial reviews and reporting

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Administration has developed effective controls to ensure funds are invested in accordance with City's Investment Policy. This report enhances transparency and accountability for the City's Investments.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

This is a monthly process advising Council of the current investment position of the City.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 6.14 of the Local Government Act and Regulation 19C of the Financial Management Regulations RESOLVES to:

3. RECEIVE the Financial Reports for the financial period ending 31 January 2023; and
4. APPROVE the following actions:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_

Option 3

That Council by SIMPLE Majority pursuant to Section 6.14 of the Local Government Act and Regulation 19C of the Financial Management Regulations RESOLVES to NOT RECEIVE the Investment Report for the financial period ending 31 January 2023.

**CONCLUSION**

Council is obliged to receive the monthly investment report (report previously formed part of the monthly financial reports) as per statutory requirements. Details in regard to the variances and the commentary provided are to be noted as part of the report.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : 155154  
**MOVED** : Cr Waterstrom Muller  
**SECONDED** : Cr Harris

**That Council pursuant to Section 6.14 of the Local Government Act and Regulation 19C of the Financial Management Regulations RECEIVE the Investment Report for the financial period ending 31 January 2023.**

**CARRIED**

**FOR** : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
**AGAINST** : Nil

**10.4 2023 LOCAL GOVERNMENT ELECTIONS****File No:** GV.4**Responsible Executive Officer:** Director Corporate and Legal Services**Reporting Author:** Manager Governance and Organisational Strategy**Date of Report:** 1 March 2023**Applicant/Proponent:** Nil**Disclosure of Interest:** Nil**Attachment(s):** Nil**PURPOSE**

For Council to consider:

1. the in-person or postal voting method of conducting the 2023 ordinary local government election for the City; and
2. the appointment of the WA Electoral Commissioner (WAEC) to be responsible for the conduct of the election.

**BACKGROUND**

Local government elections are held on the third Saturday in October every two years to elect approximately 50% of the elected members. The next ordinary local government election will be conducted state wide on 21 October 2023.

This election year, as a result of reform measures being introduced by the State Government, Council has proposed to the Local Government Advisory Board (LGAB) the removal of the current ward system and have one consolidated district. Additionally it has been proposed that the Council membership reduce by one at the 2023 elections with five (5) vacating councillor terms to be replaced by a Mayor directly elected for a four (4) year term and three (3) councillors elected for a four (4) year term expiring in 2027. The LGAB have yet to decide or recommend to the Minister for Local Government, their support of the Council's proposal and its impact on the 2023 elections. This decision is anticipated prior to 30 June 2023.

The current terms of Council's elected members are as follows:

<b>Ward</b>	<b>Representation</b>	<b>Term Expiry</b>	
Dampier Ward	Cr Gillian Furlong	2025	
Karratha Ward	Cr Margaret Bertling		<b>2023</b>
	Cr Daiva Gillam	2025	
	Cr Geoffrey Harris		<b>2023</b>
	Cr Peter Long		<b>2023</b>
	Cr Travis McNaught	2025	
	Cr Pablo Miller	2025	
	Cr Daniel Scott		<b>2023</b>
	Cr Joanne Waterstrom-Muller	2025	
Wickham-Point Samson-Roebourne-Cossack-Pastoral Ward	Cr Garry Bailey		<b>2023</b>
	Cr Kelly Nunn	2025	



In accordance with the *Local Government Act 1995* (the Act), local government elections can be conducted as *postal elections* or *voting in person elections*. The table below summarises the distinctions between the two different options available to Council:

	Postal Election	Voting In Person Election
Returning Officer	WA Electoral Commissioner is the only person eligible to conduct this type of election.  WAEC is completely responsible for the conduct of the election.	CEO or another appointed person.  CEO (or other appointee) is completely responsible for the conduct of the election and count.
Probity	Independent and at arms-length.	City officers and their interaction with council members can be perceived to be not at arms-length with the election process and sitting candidates.
Cost	Estimated to be \$78,000 (GST included) plus additional costs for staffing on polling night and non-statutory advertising and promotion.	Assessed to be 40% of WAEC estimate inclusive of non-statutory advertising and in-house polling officers.  There will be additional costs associated with purchasing a licence for access to the WAEC's CountWA software to facilitate the counting of votes.
Polling Period	Postal packs released late Sept 2023. Delivered to all electors at their nominated address.  Postal packs to be returned by Election night - 6pm 21 Oct 2023.	No packs sent out to electors. Notice is by way of public advertising.  Absent voting closes 17 Oct. Early voting closes 20 Oct.
Election Day	City Chambers is the principal polling station open from 8am-6pm. Other sites not favoured by the WAEC.	In addition to the City Chambers, multiple polling stations can be open in each Ward or town from between 8am – 6pm on election day.
Count	Undertaken at Council Chambers and at the WAEC on election night.  2023 election will be the introduction of the Optional Preferential Voting system that exhausts voting preferences until all vacancies are filled. Count more complex and will require WAEC software to determine the results of the election.	Undertaken at the Council Chambers.  2023 election will be the introduction of the Optional Preferential Voting system that exhausts voting preferences until all vacancies are filled. Count more complex and will require WAEC software to determine the results of the election.
Voter turnout (2021)	30.2% State Wide Average 29.3% Metro average 33.5% Country average 29.0% City of Karratha	27.9% State Wide Average
Participating LGs	92 (67%) – 2021 86 (63%) – 2019 85 (62%) – 2017 82 (60%) – 2015 76 (56%) – 2013	46 (33%) - 2021 51 (37%) – 2019 52 (38%) – 2017 55 (40%) – 2015 61 (44%) – 2013

The City has been regularly conducting postal voting elections and using the services of the WA Electoral Commission as returning officer since 2007. The decision was based on the desire for Council's elected members and City staff to be at arms-length to the process and to improve voter participation for each election. Recent participation rates in the district are as follows:

Year	Dampier Ward	Karratha Ward	Wickham-Point Samson-Roebourne-Cossack-Pastoral Ward	Roebourne-Pastoral Ward	Wickham-Point Samson-Cossack Ward	Total
<b>2021</b>	Elected Unopposed	23.09%	34.86%			<b>28.97%</b>
<b>2021<sup>1</sup></b>	37.34%					<b>37.34%</b>
<b>2019</b>	No Election	26.90%	25.74%			<b>26.30%</b>
<b>2017</b>	Elected Unopposed	31.58%	35.87%			<b>33.90%</b>
<b>2015<sup>2</sup></b>	Elected Unopposed	27.01%	24.87%			<b>26.69%</b>
<b>2013</b>	32.47%	26.09%		No Election	Elected Unopposed	<b>26.64%</b>
<b>2011</b>	Elected Unopposed	29.67%		Elected Unopposed	No Election	<b>29.67%</b>
<b>2009</b>	Elected Unopposed	28.88%		No Election	27.07%	<b>28.62%</b>
<b>2007</b>	Elected Unopposed	25.63%		Elected Unopposed	Elected Unopposed	<b>25.63%</b>
<b>Ave</b>	<b>32.47%</b>	<b>27.18%</b>	<b>28.82%</b>		<b>27.07%</b>	<b>28.21%</b>

### LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of moderate significance in terms of Council's ability to perform its role.

### STATUTORY IMPLICATIONS

The *Local Government Amendment Bill 2023* has been presented to the WA Parliament on 23 February 2023 and proposes a number of amendments to the *Local Government Act 1995* that will impact on the conduct of local government elections taking effect as of the October 2023 elections. Intertwined with these amendments is the City's submission to amend its ward boundary arrangements and the number of elected members that would form Council.

Section 2.11 of the Act made provision for the election of the Mayor to be determined by either the elected members or by the electors. Proposed amendments to the Act take this option away for Band 1 and 2 local governments and forces electors to elect the Mayor. The decision to have a Mayor elected by the electors of the district was resolved by Council on 24 October 2022.

Section 4.61 of the Act provides for the choice of method of conducting the election. If the Council is to continue with postal elections, it needs to make this declaration prior to 2 August 2023 (80 days prior to Election Day).

<sup>1</sup> Extraordinary election held in Dampier Ward and conducted by postal vote by the WAEC.

<sup>2</sup> Ward boundaries were adjusted from 4 wards to 3 wards.

Section 4.20 of the Act provides for the selection of the returning officer. The Electoral Commissioner has written to the City advising of his agreement to be responsible for the conduct of the 2023 elections should this be required by Council.

### **COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

### **COMMUNITY CONSULTATION**

No community consultation is required.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

The WAEC has provided an estimate of \$78,000 (GST included) to conduct the 2023 ordinary election and mayoral election. This will cover all running costs, postage and stationery, statutory advertising, but excludes local government administration and non-statutory advertising through local media outlets. This is based on a response rate of 30% from 12,400 electors filling the mayoral position and three vacancies within the district. Costs exclude any potential legal costs associated with the Court of Disputed Returns, engagement of local government officers (polling officers) and any postage cost increases.

The actual cost for the election is also dependent upon the number of elections that will be called (i.e. more candidate nominations received than vacant seats) and the number of polling stations required. Historically only one polling station is open on Election Day at the main Administration Office in Karratha.

If Council decides to run the election in-house and run an in-person Election, then costs will be significantly less than that quoted by the WAEC. Costs would range between \$25,000 and \$35,000.

### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Programs/Services:	4.a.2.4	Legal and legislative support
Projects/Actions:	4.a.2.4.20.2	Partner with the WA Electoral Commission to conduct the biannual LG elections

### **RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Funding to be allocated in the 2023/24 budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Conducting an election by postal method will increase independence in process and minimise any reputational risks.
Compliance	Low	2 August 2023 (80 days prior to the election day) is the last date a decision can be made to appoint the WAEC to act as returning officer.

**IMPACT ON CAPACITY**

With either option, there is a degree of staff involvement in supporting the electoral process. In the event the WAEC is appointed as Returning Officer to oversee and manage the ordinary election process, local staff involvement is required to support owner/occupier enquiries. Staff also facilitate a basic administration role in terms of issuing replacement packs when an election is underway and staffing the polling station on the day of the election. Staff are also involved in the count after the polls close until a result is determined.

**RELEVANT PRECEDENTS**

Since 2007, Council have utilised the WAEC to run postal voting method elections.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by ABSOLUTE Majority pursuant to Section 4.61 of the *Local Government Act 1995* RESOLVE to CONDUCT the 2023 Ordinary Local Government Election as a *voting in person election*.

**CONCLUSION**

With the term of five elected members due to expire this year and reforms necessitating changes to electoral procedures and representation, Council is required to determine the method of conducting the 2023 local government election and who will be responsible for conducting the election. Apart from costs, there is little benefit to conducting a *voting in person election* whereas a postal election conducted by the WAEC offers significant benefit in terms of independence and voter participation.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

Res No : 155155  
MOVED : Cr McNaught  
SECONDED : Cr Furlong

That Council by ABSOLUTE Majority pursuant to Sections 4.20(4) and 4.61(2) of the *Local Government Act 1995* to:

1. **CONDUCT** the 2023 election as a postal election; and
2. **DECLARE** that the WA Electoral Commissioner is to be responsible for the conduct of the 2023 election.

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**CARRIED**

FOR : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
AGAINST : Nil

**10.5 MARCH 2023 BUDGET REVIEW**

<b>File No:</b>	<b>FM.19</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate &amp; Legal Services</b>
<b>Reporting Author:</b>	<b>Management Accountant</b>
<b>Date of Report:</b>	<b>23 March 2023</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>1. Detailed List of Budget Amendments by Account 2. Budget Amendments to Date March 2023</b>

**PURPOSE**

For Council to consider the second quarter review of the 2022/23 budget and the allocation of surplus funds.

**BACKGROUND**

Council ordinarily elects to undertake two budget reviews each year. This year, budget modifications for items that were expected to have a material or confirmed variance compared to the current budget were reviewed in December 2022. The second (statutory) review was conducted in March 2023. Council's entire budget was reviewed by the management team, with each manager explaining the current status of their department budget. Through this process, budget modifications have been recommended to forecast the most likely financial outcomes. The attached list identifies accounts that are expected to have material or confirmed variances compared to the original or current budget and therefore require budget amendment.

Following is a summary of significant changes:

<b>Project Description</b>	<b>Saving / (Cost)</b>	<b>Explanation</b>
<b>Operating Revenue</b>		
General Revenue - Grants-Comm Govt-Operating	\$502,874	FAG (Federal Assistance Grant) greater than anticipated.
KTA Airport - Grants-Comm Govt-Operating	\$446,299	Increase in RASI (Security Screening) Grant by the Federal Government.
Town Planning - Grants-State Govt-Operating	\$400,000	Department of Planning Grant expected in June.
General Revenue - Interest-General	\$391,709	Interest reprofiled based on actuals and budget review projected cashflows, including an increase in TD interest rates to 3.7-4.55%.
Investment Property - The Quarter - Reimbursements	\$286,703	Adjusted to reflect YTD actuals.
KTA Airport - Aviation Revenue (Landing helicopter: 5701 - 14999kg or more)	\$177,594	Additional revenue generated by increase in helicopter movements due to increased off-shore drilling activity.

Karratha Leisureplex - Fees & Charges - Kiosk / Bar Income	\$150,000	New income source as kiosk is now run in-house, previously leased out.
Liveability - Grants-State Govt-Capital	\$117,187	Forecasting final claim of CSRFF for KRMO being received in 23/24 pending final project acquittal.
KTA Airport - Airport Leases - Outside Terminal	\$108,629	New lease agreements negotiated with higher lease rates.
Rates - Interest-Rates & Debtors	\$100,706	Adjusted to reflect YTD actuals; Reduced instalment interest anticipated for remainder of FY.
Private Works - Miscellaneous - Fees & Charges-Private Works	(\$161,250)	Main Roads works haven't proceeded due to expiry of MOU.
KTA Airport - Fees & Charges-Passenger Service	(\$247,659)	Forecasted Bechtel flights delayed from November 2022 to March 2023.
OECD Conference - Contributions	(\$373,000)	Lower than anticipated uptake of sponsorship. Current sponsorship uptake is at approximately \$150,000. Anticipating a further \$100,000 sponsorship with some major partners still to be individually approached. Anticipated cost to the City to host Conference is now approximately \$150,000 (increased from \$74,000 when approved by Council in 2019).
KTA Airport - Aviation Revenue (Landing Heavy: 15000kg or more)	(\$380,572)	Forecasted Bechtel flights delayed from November 2022 to March 2023.
Staff Housing Improvements - Profit on Sale-Buildings	(\$750,000)	Old housing stock to be retained for staff housing.
Road Maintenance - Grants-Non-Govt	(\$855,000)	Grants Funding from Development WA for Madigan Road Upgrade. Income and Expenditure proposed to be carried forward to the 2023/24 Budget
Partnerships - Contributions	(\$2,220,000)	Delayed receipt of RTIO CISP Yr. 1 payment and Woodside Yr. 1 payment.
<b>Operating Expenditure</b>		
The Quarter Hotel - Contributions	\$10,000,000	Removed (reserve funded).
Consolidated Employment Costs	\$3,773,386	YTD employment costs 9% lower than budget due to vacancies across the City. Increase in vacancy factor to 8% for remainder of the year.
Information Services IT - Materials & Services	\$2,817,459	Original budget \$53k on track. \$2,813,634 budget redistributed across activities, and \$650k of actuals to be journaled (\$300k ERP, \$284k Software, \$66k Network) emanating from 3 original incoming Synergy Journals.

Madigan Rd (Homemaker Centre Access) Modification - Design - Contractors & Consultants	\$757,000	Construction proposed to be carried forward in to the 2023/24 FY including corresponding income from DevWA
KTA Airport - Contractors & Consultants	\$483,513	Budget allocated to Contractors and Consultants however was expended from materials and services. Adjustments made to transfer the funds to the correct accounts thereby showing a deficit.
Human Resources - Employment-Workers Comp Insurance	\$362,635	Updated to reflect YTD actuals (invoice timing)
Karratha Leisureplex - Contractors & Consultants	\$333,796	Costs attributed to Tank replacement capitalised and fertiliser works not contracted out.
Economic Development - Contractors & Consultants	\$256,500	Includes the Tourism Development account (\$155,000 budget for Ganalili Centre contract), Environmental Sustainability Strategy account (\$16,000 budget for utility monitoring and Climate Clever) and NEDC expenses account (\$115,500 budget). New Sustainability Initiatives and NEDC accounts created below.
Wickham Recreation Facility - Contractors & Consultants	\$239,437	The water main replacements are proposed to be carried forward to the 2023/24 Budget.
Investment Property - The Quarter - Contractors & Consultants	\$223,888	Adjusted to reflect YTD actuals.
City Housing - Lazy Lands Bulgarra - Contractors & Consultants	\$200,000	Reduced budget as scope of project now seeking RFP rather than contractor to undertake design work.
Cell 0 Capping / Closure Works - Contractors & Consultants	\$200,000	Project delivered under budget.
Roundabout Mtce - Materials & Services	\$200,000	Works proposed to be carried forward to the 2023/24 Budget.
Karratha Open Spaces & Reserves - P&G - Contractors & Consultants	\$176,369	Decreased demand for services due to reduced staff.
Wickham Recreation Facility - Contractors & Consultants	\$160,000	Deferral to 2023/24 of a number of minor infrastructure upgrades unable to be completed by 30 June.
Community Grants - Community Funding	\$108,791	Proposed budget based on expected acquittals to be received this FY. Does not equate to what has been awarded. \$170k large grants/MOU payments, \$71k

		allowed for next round large grants, \$30k small grants remaining.
Liveability - Contractors & Consultants	\$107,745	\$80k moved to City Growth budget for Dampier Tourist Park Study. Further reduction to reflect actual contracted fees for Windy Ridge Masterplan and Wickham Recreation Precinct improvements study.
Information Services IT - Materials & Services	(\$104,000)	WRP access control upgrade postponed and DC virtualisation budget shifted to capex as part of server refresh.
Wickham Recreation Facility - Contractors & Consultants	(\$115,590)	Reallocation of contract costs across accounts with overall saving of \$26,793 due to fertiliser contract not being awarded.
KTA Airport - Contractors & Consultants	(\$129,868)	Increased expenditure attributed to replacement of Big Ass Fans, back-up generator control system upgrade, repairs to Hangar sliding doors and potable water tanks.
Staff Housing Improvements - Insurance Premiums	(\$154,136)	Adjusted to reflect YTD actuals - second LGIS instalment paid in Feb.
Information Services IT - Materials & Services	(\$230,531)	IT Network - additional \$15k for backup software.
Information Services IT - Contractors & Consultants	(\$257,805)	ERP Data Migration & consulting - additional \$80k for EAM (assets) consulting & migration.
Information Services IT - Materials & Services	(\$988,060)	IT Software - removed \$25k intradas now covered by ERP SAAS licencing and added \$14k for Diligent Boards software.
Information Services IT - Materials & Services	(\$1,015,328)	ERP Project - descope AI implementation this FY, reduce planned T1 consulting days around resourcing constraints, increase implementation and SAAS fee forecasts for 7.4% CPI.
Consolidated Depreciation	(\$8,238,045)	Updated to reflect YTD actuals and increase due to asset revaluation.
<b>Non-Operating Revenue</b>		
Consolidated Transfers From Reserve	(\$19,804,137)	Aligned to timing differences in project expenditure.
Infrastructure Reserve - Loans - Transfers From Reserve	(\$10,000,000)	Transfer from Inf Reserve - Dampier Shopping Centre Loan \$1.7m (Quarter Hotel \$10m funding not required).
Loan - WALGU Development - Income from Loans	(\$16,000,000)	Project delayed.



<b>Non-Operating Expenditure</b>		
Lot 7020 Development - Contractors & Consultants	\$20,778,400	WALGU Construction Budget \$20mil (\$4m reserve backs and \$16m loan funded) to be carried forward.
Consolidated Transfers To Reserve	\$5,192,472	Adjusted to reflect YTD actuals; \$5.4M DLT moved to 2023/24 Budget.
Hillview/ Balmoral Upgrade - Contractors & Consultants	\$2,934,047	Project Budget \$3,127,177 (excl. GST). RFT proposed to be released in Mar 23 with Award May 23 resulting in forecast carry forward of expenditure and income.
Hancock Way - Six Houses Construction - Contractors & Consultants	\$1,326,090	Tender delayed. Forecast carry forward FY 23/ 24 for construction.
City Housing - Shakespeare (30 Units, SWA) - Contractors & Consultants	\$1,079,000	Project completed. Adjustment to budget due to expenditure attributed in 2021/22FY.
Roebourne Streetscape Master Plan - Contractors & Consultants	\$789,500	Anticipate contract award in June 23 with construction budget proposed to be carried forward to 2023/24 FY.
Housing Construction - Jingarri Sites - Contractors & Consultants	\$733,595	Construction commenced later than anticipated. Proposed carry forward to 2023/24 FY to complete the project.
Millars Well Oval (KRMO) Redevelopment - Activity Based Distribution	\$624,642	Adjusted Activity Based Costing to reflect YTD actuals and estimated project allocations.
Kevin Richards Club Room - Contractors & Consultants	\$536,000	Costs attributed to site contaminants and site headworks allocated to a separate account.
Karratha Leisureplex Outdoor Court Shading - Contractors & Consultants	\$300,000	Procurement delayed with part construction proposed to be carried forward to 2023/24 FY.
Leisureplex Solar Initiatives - Contractors & Consultants	\$263,000	Project approaching practical completion and proposed to be delivered under budget.
CBD Bus Shelters - Contractors & Consultants	\$250,000	Proposed carry forward to FY 2023/ 24.
Purchase Plant - Parks & Gardens - Fleet Non Operating Expense	\$215,000	Amended to reflect timing differences in delivery of new fleet items.
Kevin Richards Northern Play Space - Activity Based Distribution	\$192,845	Adjusted to reflect YTD actuals and estimated project allocations.
Playground Replacement/Upgrade - Contractors & Consultants	\$152,180	Proposed carry forward for playground replacements design and due to be procured in coming month.
Stormwater Structure Projects - Capital - Contractors & Consultants	\$121,094	Millstream Culvert Project completed under budget.
Buildings Housing - Contractors & Consultants	\$118,100	Project completed. Reduction in budget expenditure forecast.

Reader Head Lookout - Replacement Shelter - Contractors & Consultants	\$100,000	Project yet to commence. Proposed carry forward to 2023/24.
Kevin Richards Club Room - Activity Based Distribution	(\$106,477)	Adjusted to reflect YTD actuals and estimated project allocations.
Baynton West Irrigation Tank Decommissioning - Contractors & Consultants	(\$129,735)	Increase costs to demolish existing and replace tank based on audit findings.
KTA - Water Mains Pipe Replacement - Contractors & Consultants	(\$199,060)	Allowance made for replacement of main from Bayley Ave to storage tanks.
Purchase Equipment-Airport - Materials & Services	(\$297,336)	Increased Budget for Airport Car Park System as per Council contract award.
Kevin Richards Memorial Oval Redevelopment, Site Contaminants - Contractors & Consultants	(\$305,000)	Costs reallocated from KRMO Club / Changeroom project to reflect site remediation expenses.
Capital-Infrastructure-Leisureplex - Contractors & Consultants	(\$460,000)	Reallocation from operating account to capital account.

As a result of this review a surplus of \$18,182,515 was projected as at 30 June 2023.

To offset this surplus, transfers from reserve have been reduced by \$15,439,368 comprising:

- \$9,160,393 reduction in transfer from Infrastructure Reserve for funding of KRMO capital works; and
- \$6,278,975 for the removal of a transfer from Waste Management Reserve to offset Waste Services deficit for 2022/23.

A surplus of \$2,743,147 is now projected as at 30 June 2023.

Due to delays in the completion of current capital projects, no new initiatives are proposed. A list of options on what Council could choose to do with the projected surplus, includes:

1. Operate a surplus budget;
2. Transfer funds to Reserves;
3. A combination of the above.

A transfer to Infrastructure Reserve of \$2,700,000 is recommended for consideration by Council, which would result in a projected surplus of \$43,147 as at 30 June 2023.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-08 Significant Decision Making policy, this matter is considered to be of high significance in terms of Council's ability to perform its role.

#### **STATUTORY IMPLICATIONS**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides for the annual review of budget.

#### **COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place between the Executive and Managers through regular reviews of operational and capital budgets both as part of the Budget review process and ongoing

financial management and variance reporting to Council. The Budget Review was discussed with Councillors at the March 2023 Briefing Session.

### COMMUNITY CONSULTATION

The results of the Budget Review will be presented to the community in a media release.

### POLICY IMPLICATIONS

The City's Budget Review is completed in accordance with *Budget Review Policy* CF-16, *Local Government Accounting Directions* CF-01, and the Australian Accounting Standards.

### FINANCIAL IMPLICATIONS

The report considers the financial position of the City to the end of January 2023 and proposes various amendments as determined by management to ensure the budget represents the most current reflection of Council's activities for the remainder of the 2022/23 financial year.

If Council approves the allocation of identified surplus funds as indicated above, the following table summarises the overall adjustments required to the budget as a result of the Budget Review and Ordinary Council Meetings for 2021/22:

	Original Budget 2022/23	Current Budget 2022/23	Proposed Amended Budget 2022/23	Budget Movement
<b>Operating Expense</b>	(114,798,588)	(115,478,488)	(108,058,429)	7,420,059
<b>Operating Revenue</b>	125,515,227	129,565,788	127,673,740	(1,892,048)
<b>Non Operating Expense</b>	(93,430,180)	(98,266,961)	(63,782,113)	34,484,848
<b>Non Operating Revenue</b>	58,907,899	60,592,899	14,804,864	(45,788,035)
<b>Non Cash Items Included</b>	23,740,972	23,740,972	31,993,670	8,252,698
<b>Restricted PUPP Surplus BFWD 21/22</b>	124,258	124,258	124,258	0
<b>Unrestricted Surplus BFWD 21/22</b>	49,286	49,286	49,286	0
<b>Restricted PUPP Surplus CFWD</b>	62,129	62,129	62,129	0
<b>Surplus/(Deficit) 22/23</b>	<b>46,745</b>	<b>265,625</b>	<b>2,743,147</b>	<b>2,477,522</b>

### STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Our Programs/Services:	4.c.1.1	Management Accounting Services.
Our Projects/Actions:	4.c.1.1.19.1	Conduct monthly and annual financial reviews and reporting.

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	No dependency on external funding for 2022/23 period.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	This review meets the City's statutory obligation to carry out a review of its annual budget.

**IMPACT ON CAPACITY**

There is no impact on capacity.

**RELEVANT PRECEDENTS**

Two budget reviews were conducted in the 2022/23 financial year in line with statutory provisions and management practices.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council ADOPT the 2022/23 Second Quarter Budget Review (excluding the Reserve transfer) which results in a proposed surplus of \$2,743,147 as at 30 June 2023.

Option 3

That Council:

- ADOPT the 2022/23 Second Quarter Budget Review (excluding the Reserve transfer);  
and
- CONSIDER alternative options for the surplus funds.

Option 4

That Council ADOPT the proposed 2022/23 Budget amendments as attached to this report, subject to the following changes:

- \_\_\_\_\_
- \_\_\_\_\_

**CONCLUSION**

The Budget amendments proposed reflect the City's operations for the remainder of the financial year including proposed Reserve transfers funded from the forecast surplus.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **155156**  
**MOVED** : **Cr Scott**  
**SECONDED** : **Cr Harris**

**That Council ADOPT the 2022/23 Second Quarter Budget Review (incorporating the attached amendments and a transfer of \$2,700,000 to the Infrastructure Reserve) which results in a proposed surplus as at 30 June 2023 of \$43,147.**

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**CARRIED**

**FOR** : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
**AGAINST** : Nil

**10.6 AUDIT AND ORGANISATONAL RISK COMMITTEE – MARCH 2023**

<b>File No:</b>	<b>FM.1</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate &amp; Legal Services</b>
<b>Reporting Author:</b>	<b>Manager Governance &amp; Organisational Strategy</b>
<b>Date of Report:</b>	<b>14 March 2023</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>1. Audit and Organisational Risk Committee Meeting Minutes – 20 March 2023</b> <b>2. Updated Compliance Audit Return 2022</b>

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**PURPOSE**

To receive the minutes of the Audit and Organisational Risk Committee (AORC) meeting held on 20 March 2023 and endorse the Compliance Audit Return (CAR) for 2022.

**BACKGROUND**

With delays in the finalisation of the annual financial audit for 2021/22, the main focus of this Audit Committee was the Compliance Audit Return for 2022 as this is a time sensitive document requiring submission to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 March 2023.

The annual Compliance Audit Return was prepared identifying eight instances of non-compliance against the 94 questions, resulting in a compliance rate of 91.5%. Non-compliances were identified in Delegations of Power/Duty; Disclosure of Interest; Finance (audit); Local Government Employees; and Tenders for Providing Goods and Services.

Since the AORC meeting, the City has received advice from DLGSC that the significant finding from the previous financial audit did not need to be reported to the Minister. This means that there are only seven non-compliances with a compliance rate of 92.6.% as detailed in Attachment 2.

Officers have also become aware of Minor changes to some of the questions in the CAR, however these changes are immaterial in terms of the City's response to the CAR.

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of moderate significance in terms of Council's ability to perform its role.

**STATUTORY IMPLICATIONS**

Part 7 of the *Local Government Act 1995* makes provision for the Audit Committee and the conduct of audits.

Regulations 13-15 of the *Local Government (Audit) Regulations 1996* provide for compliance audits.

The CAR is to be received and accepted by the Audit and Organisational Risk Committee and Council prior to a certified copy being submitted to the DLGSC by 31 March of each year.

**COUNCILLOR/OFFICER CONSULTATION**

The Audit and Organisational Risk Committee, Chief Executive Officer, Director Corporate Services, Finance staff and Governance staff have been consulted.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Programs/Services:	4.e.1.2	Organisational Risk Management
Projects/Actions:	4.e.1.2.21.2	Complete the annual Compliance Audit Return

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The CAR is utilised to inform the DLGSC and is not likely to have significant reputational implications unless major non-compliances are identified through the process.
Compliance	Moderate	The CAR provides an opportunity for self-assessment, to review current practices and identify any areas for operational improvement. Good systems and strong governance are in place to manage this risk.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

The CAR is submitted to the Audit and Organisational Risk Committee and to Council prior to March 31 each year.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of the Minutes of the March 2023 Audit and Organisational Risk Committee meeting and the 2022 Compliance Audit Return pending further review, noting that submissions are due to the Department of Local Government, Sport and Cultural Industries by 31 March 2023.

**CONCLUSION**

The primary focus of the 20 March 2023 AORC meeting was to consider the Compliance Audit Return for 2022. Results of the Compliance Audit Return confirm that internal controls continue to provide assurance that the City maintains high levels of compliance.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No : 155157**

**MOVED : Cr Gillam**

**SECONDED : Cr Harris**

**That Council RECEIVE the:**

- 1. Minutes of the Audit and Organisational Risk Committee meeting held on 20 March 2023; and**
- 2. 2022 Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2023.**

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**CARRIED**

**FOR : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller**

**AGAINST : Nil**



## 11 COMMUNITY SERVICES

Cr Nunn declared an impartiality interest in 11.1 Award of Large Community Grants as Cr Nunn is employed by Volunteering WA which has regional affiliate members applying for funding.

Cr Nunn did not leave the room as the disclosure did not restrict her ability to vote on this matter.

### 11.1 AWARD OF LARGE COMMUNITY GRANTS

<b>File No:</b>	<b>GS.77</b>
<b>Responsible Executive Officer:</b>	<b>Director Community Services</b>
<b>Reporting Author:</b>	<b>Manager Liveability</b>
<b>Date of Report:</b>	<b>1 March 2023</b>
<b>Applicant/Proponent:</b>	<b>Local Community Organisations</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>Confidential Summary of Applications</b>

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#### PURPOSE

For Council to consider providing grants to support a range of community projects/activities under Council Policy CS06 – Community Grants and Contributions Scheme.

#### BACKGROUND

Council supports local community organisations through the provision of funding under the Community Grants and Contributions Scheme.

This report presents funding proposals received under the Large Community Grants category. Proposals have been assessed in accordance with the guidelines using the five criteria below:

1. Strategic Alignment – How well does the project align with and provide outcomes related to the City of Karratha’s Strategic Community Plan and stated vision of being “Australia’s most liveable regional City”?
  2. Income/Other Funding – Will the project be able to generate income from other sources so as not to be 100% reliant on City of Karratha funding?
  3. Project Viability/Feasibility – Is the project underpinned by a well-planned approach that will ensure the project can be delivered as intended, with minimal risks and with sound management? Has the proposal adequately demonstrated a community need/demand is being fulfilled?
  4. Community Benefit – How many community members will be beneficiaries of the project? Is the project inclusive and open to a broad range of community groups/members? If the project is targeting a specific part of the community, has this been demonstrated in the proposal?
-

5. Capacity for Delivery – Can the project be delivered by the applicant? How much of the project is proposed to be outsourced? Will this project help build capacity by way of developing new skills or providing volunteering opportunities?

Council allocates \$500,000 per annum for Large Community Grants, to be awarded over two rounds. Council had pre-committed \$145,501 via three-year Memorandums of Understanding (MOU's) and awarded \$213,320 in the August 2022 round. This has left \$141,179 available in Council's budget to be allocated.

**Current MOU commitments:**

<b>Applicant</b>	<b>Project</b>	<b>Committed 2022/2023 Budget</b>
Dampier Community Association	Dampier Beachside Markets (expires June 2024)	\$31,629
Dampier Community Association	Dampier Sunset Movies (expires June 2024)	\$7,666
Ngarliyarndu Bindirri Aboriginal Corporation	Yirramagardu Crew (Y-Crew), Yard Maintenance Program (expires March 2025)	\$5,206
Karratha City Co.	Karratha Eats (expires October 2023)	\$15,000
Nor West Jockey Club	Roebourne Races (expires March 2024)	\$15,000
King Bay Game Fishing Club	Dampier Classic (expires March 2024)	\$15,000
Nickol Bay Sports Fishing Club	Billfish Shootout (expires March 2024)	\$15,000
Nickol Bay Speedway Club	Annual Sprintcar Stampede (expires March 2024)	\$15,000
Hampton Harbour Boat and Sailing Club	Guy Fawkes (expires October 2024)	\$26,000
<b>TOTAL</b>		<b>\$145,501</b>

**Summary of Current Round:**

- Total applications received 8
- Total Project Value \$677,899
- Total Requested \$278,674

The detailed assessment is attached to this report and is summarised below. Where part funding has been recommended, Officers have engaged with the applicant to check if the project will still be able to be delivered or staged to match funding available:

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>RECOMMENDED</b>				
Nor West Jockey Club	Track remediation	\$100,000	\$50,000	\$40,000
Karratha Sporting & Recreation Club	Solar Installation	\$48,616	\$25,000	\$25,000
Karratha Basketball Assoc.	Host a WA State Basketball Game	\$141,500	\$50,000	\$26,000
Karratha Enduro Motocross Club	Storage Shed	\$153,635	\$35,000	\$25,000
Karratha Falcons & Sporting Club	Solar Installation	\$45,000	\$30,000	\$25,000
<b>SUBTOTAL</b>		<b>\$488,751</b>	<b>\$190,000</b>	<b>\$141,000</b>

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>NOT RECOMMENDED</b>				
Pilbara Party Hire	Karratha Community Festival	\$100,074	\$46,074	Ineligible
Nickol Bay Speedway Club	Burnout Fest 2023 Half Time Show	\$59,074	\$12,600	\$0
Karratha Little Athletics	Synthetic Long Jump Track	\$30,000	\$30,000	\$0
<b>SUBTOTAL</b>		<b>\$189,148</b>	<b>\$88,674</b>	<b>\$0</b>

While all the submissions were worthy community initiatives, they have not been recommended for a range of reasons including budget restrictions, not meeting grant guidelines, or the project was able to be supported through other avenues. Officers will work with unsuccessful applicants to assist them to apply in future rounds of grant funding as eligible.

#### LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is of moderate significance in terms of social, cultural & wellbeing issues due to the Community Grants and Contributions Scheme providing significant financial assistance to the associated organisations.

#### STATUTORY IMPLICATIONS

Section 3.18 of the *Local Government Act 1995*.

#### COUNCILLOR/OFFICER CONSULTATION

Proposals submitted as part of the Large Community Grant Scheme are considered through an internal assessment process by Officers. Councillors are provided with a briefing presentation on the proposals received.

**COMMUNITY CONSULTATION**

Officers have liaised with each of the organisations to offer support and assistance in the completion and submission of their funding proposals. Further consultation with applicants was undertaken to gain an understanding of the purpose and benefit of their projects. Following this report, there will be further consultation with the applicants around the Council decision.

**POLICY IMPLICATIONS**

Policy CS06 Community Grants and Contributions Scheme applies.

**FINANCIAL IMPLICATIONS**

A total of \$500,000 was allocated for Large Community Grants in the 2022/2023 FY Budget.

<b>Total Budget (22/23 FY)</b>	<b>\$500,000</b>
Committed to MOU's	\$145,501
Committed to Large Grants in August 2022	\$213,320
Remaining	\$141,179
Recommended	\$141,000
<b>Total Remaining</b>	<b>\$179</b>

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Programs/Services:	1.c.1.2	Community Engagement
Projects/Actions:	1.c.1.2.1	Provide Grant Funding Opportunities

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Recommended funding is within the 22/23 budget. Should Council resolve to support the full amount of funding there will be \$179 remaining in this financial year's budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Should Council resolve not to support specific community projects, there may be a negative response from organisations.
Compliance	N/A	Officers have applied Policy CS06 – Community Grants and Contributions Scheme during the assessment and subsequent recommendations.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

Council provides funding to community groups through the Community Grants and Contributions Scheme throughout the year.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2**That Council APPROVES the following applicants to receive funding under the Large Community Grant Scheme:**

Recommended Applicant	Project	Amount	Council Determination

Option 3

That Council REJECTS all applications.

**CONCLUSION**

Various community organisations have submitted funding proposals for the Large Community Grant Scheme under Policy CS06 – Community Grants and Contributions Scheme. Officers have recommended an amount of \$141,000 be awarded from this round.

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION****Res No : 155158****MOVED : Cr Scott****SECONDED : Cr Waterstrom Muller****That Council APPROVE the following applicants to receive funding under the Large Community Grant Scheme:**

Applicant	Project	Amount Recommended
Nor West Jockey Club	Track remediation	\$40,000
Karratha Sporting & Recreation Club	Solar Installation	\$25,000
Karratha Basketball Association	Host a WA State Basketball Game	\$26,000
Karratha Enduro Motocross Club	Storage Shed	\$25,000
Karratha Falcons & Sporting Club	Solar Installation	\$25,000
<b>TOTAL</b>		<b>\$141,000</b>

**CARRIED**

**FOR : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller**  
**AGAINST : Nil**

## 11.2 WAIVER OF FEES AND CHARGES FOR CHILDREN AQUATIC CENTRE ENTRIES AND CASUAL SHOOT AROUND

<b>File No:</b>	<b>RC.13</b>
<b>Responsible Executive Officer:</b>	<b>Director Community Services</b>
<b>Reporting Author:</b>	<b>Manager Community Facilities</b>
<b>Date of Report:</b>	<b>22 February 2022</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s):</b>	<b>Nil</b>

### PURPOSE

For Council to consider an extended programme of waiving the entry fees for patrons under the age of 18 years to the Karratha Leisureplex (KLP), Wickham Aquatic Centre (WAC) and Roebourne Aquatic Centre (RAC) as well as the fees associated with Casual Shoot Arouns at the KLP.

### BACKGROUND

Council at the 12 December 2022 Ordinary Council Meeting resolved to waive the fees and charges for the month of January 2023 for Casual Child Swims at its Aquatic Facilities and Casual Shoot Around at the KLP.

The initiative was implemented to assist families with the rising cost of living and remove financial barriers for children and families accessing recreation activities. Due to some unexpected pool closures, the fee waiver period was extended until 5 February 2023 and the following attendances were achieved:

<b>Entry Category</b>	<b>Patrons Jan 2022</b>	<b>Patrons Jan 2023 with fee waiver</b>	<b>Change</b>	<b>% Increase</b>	<b>2023 Amount</b>
Casual Child Swim KLP (\$4.70)	3,683	4,213	530	14%	\$19,801.10
Casual Child Swim WAC (\$2.50)	974	1,919	945	97%	\$4,797.50
Casual Child Swim RAC (\$2.50)	221	417	196	89%	\$1,042.50
Casual Shoot Around KLP (\$5.00)	513	512	-1	0%	\$2,560.00
Casual Shoot Around KLP (\$2.50)	154	54	-100	-65%	\$135.00
<b>TOTAL</b>	<b>5,545</b>	<b>7,115</b>			<b>\$28,336.10</b>

The programme has received positive feedback across the City and resulted in attendances increasing in Karratha (14%), Wickham (97%) and Roebourne (89%).

The cost to Council to provide this waiver was \$28,336.10 in forgone revenue, but this was offset by a significant increase in adult fees (to accompany the children) at Karratha (45%) and Wickham (51%). This resulted in additional income of \$7,746.30 in that category and a net cost to the City of \$20,589.80 over the 5-week period.

Notably, there appeared to be no increase in the number of Indoor Court basketball shoot arounds and in fact a large decrease (100) in the Outdoor basketball shoot arounds, which could be attributed to free pool entry instead.

Should Council wish to consider extending or expanding the program, Officers have investigated the following options for consideration:

**Option 1:** Repeat programme for the same period 1 January 2024 – 5 Feb 2024

Similar results and ratios would be expected as 2023 and a cost of \$20,589 to Council (excluding any fee increase in 2023-2024). Program proved to be popular, provided some financial relief and gave children an active option during a time when most organised sports are in a hiatus.

**Option 2:** Extend the programme to include the April School Holidays

Similar results and ratios would be expected with some remaining warmer weather. The majority of winter sports commence after the April school holidays.

Entry Category	Jan – Feb Estimated attendance	April Estimated attendance	Estimated Amount
Casual Child Swim – KLP	4,213	1,638	\$27,502
Casual Child Swim – WAC	1,919	746	\$6,663
Casual Child Swim – RAC	417	162	\$1,448
Casual Shoot Around – KLP Indoor	512	199	\$3,556
Casual Shoot Around – KLP Outdoor	54	21	\$188
<b>ESTIMATED TOTAL</b>	<b>7,115</b>	<b>2,767</b>	<b>\$39,356</b>
<b>Less Additional Paid Adults</b>	<b>1,406</b>	<b>547</b>	<b>\$11,162</b>
<b>Total Nett Cost</b>			<b>\$28,193</b>

**Option 3:** Extend the programme to include the April, July and October School Holidays.

RAC is closed and cooler weather would result in less of an increase in attendance. Assumptions have been made on achieving 25% of the January increase for July and 50% of January increase for October. Crossover of winter and summer sports would occur during this period.

Entry Category	Jan – Feb Estimated Attendance	April Estimated Attendance	July Estimated Attendance	October Estimated Attendance	Estimated Amount
Casual Child Swim KLP	4,213	1638	555	1657	\$37,898
Casual Child Swim WAC	1,919	746	325	762	\$9,381
Casual Child Swim RAC	417	162	0	250	\$2,073
Casual Shoot Around KLP Indoor	512	199	183	185	\$5,396
Casual Shoot Around KLP Outdoor	54	21	46	46	\$418
<b>ESTIMATED TOTAL</b>					<b>\$55,165</b>
<b>Less Additional Paid Adults</b>	1406	547	200	416	<b>\$14,698</b>
<b>Total Nett Cost</b>					<b>\$40,467</b>

**Option 4:** Return to the standard fees and charges for the whole year.

Officers have reviewed the implementation of fee waivers or “free use” programs throughout the Recreation industry and found that they have had mixed success.

Whilst an initial spike in attendance may be common to begin, attendances can even out over time as the uniqueness of the program wears off and it can result in a devalued product for the remainder of the year.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision-Making policy, this matter is considered to be of moderate significance in terms of social and wellbeing issues.

#### **STATUTORY IMPLICATIONS**

The power to defer, grant discounts, waive or write off debts is required to comply with Section 6.12 of the Local Government Act 1995, requiring an absolute majority decision by Council.

#### **COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place between Councillors and Officers.



**COMMUNITY CONSULTATION**

Should Council support the Officers recommendation, promotional material will be made available to inform the public and patrons of each of the recreation facilities through social media, media and within each of the facilities.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The following shows the estimated cost to Council in forgone fees and charges for the above scenarios

FINANCIAL IMPLICATIONS - PER YEAR	Option 1	Option 2	Option 3
	Jan	Jan / Apr	Jan / Apr / Jul / Oct
Total loss of Income Fees	\$28,336	\$39,356	\$55,165
Offset additional adult attendance	\$7,746	\$11,162	\$14,698
<b>TOTAL cost to council - Per Year</b>	<b>\$20,590</b>	<b>\$28,194</b>	<b>\$40,467</b>
<b>TOTAL cost to council - 3 Years</b>	<b>\$61,770</b>	<b>\$84,582</b>	<b>\$121,401</b>

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030.

Our Outcome: 1.d Healthy Residents  
 Our Response: 1.d.1 Develop and promote programs and services that improve community wellbeing and health

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	The take up of complimentary entries may be higher than estimated. There may be some negative feedback and resentment to re-introducing fees at a future date.
Service Interruption	Low	Any increase in participation should be able to be accommodated by existing facilities and services.
Environment	N/A	Nil
Reputation	Low	Some rate payers may feel this is not the best use of Council funds and does not reward all sectors of the Community.
Compliance	Low	Council sets fees and charges each year where this proposal was not considered.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

Council previously provided complimentary access to all Aquatic and paid basketball casual centre's for the period 1 January 2023 – 5 February 2023.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by ABSOLUTE MAJORITY WAIVES fees and charges for the January and April school holidays for a period of three years for the following programs and services:

- a) Karratha Leisureplex Aquatic – Aquatic Casual Child;
- b) Wickham Recreation Precinct – Aquatic Casual Child;
- c) Roebourne Pool Admission – Aquatic Casual Child;
- d) Indoor Court – Casual Shoot Around Child; and
- e) Outdoor Court – Casual Shoot Around Child.

Option 3

That Council by ABSOLUTE MAJORITY WAIVES fees and charges for all school holidays, for a period of three years for the following programs and services:

- a) Karratha Leisureplex Aquatic – Aquatic Casual Child;
- b) Wickham Recreation Precinct – Aquatic Casual Child;
- c) Roebourne Pool Admission – Aquatic Casual Child;
- d) Indoor Court – Casual Shoot Around Child; and
- e) Outdoor Court – Casual Shoot Around Child.

Option 4

That Council by ABSOLUTE MAJORITY WAIVES fees and charges for the following programs and services:

- a) Karratha Leisureplex Aquatic – Aquatic Casual Child;
- b) Wickham Recreation Precinct – Aquatic Casual Child;
- c) Roebourne Pool Admission – Aquatic Casual Child;
- d) Indoor Court – Casual Shoot Around Child; and
- e) Outdoor Court – Casual Shoot Around Child.

For the period \_\_\_\_\_.

**CONCLUSION**

In December 2022 Council endorsed an initiative to waive fees for Children to the City's Aquatic Facilities and child Casual Shoot Arounds at the Karratha Leisureplex for the month of January 2023. This initiative has resulted in increased attendance at the facilities and has been positively received by the community due to the financial relief and the option of something that is accessible, safe and active for children during a period where there are few structured recreation programs.

Officers have examined the opportunity to continue the program or expand it to include the other school holidays. Based on the recently completed program, extending it would come at a cost of forgone revenue estimated at \$20,589 per year for the January holidays only, \$28,193 per year for January and April holidays and \$40,467 per year for all holidays.

There is the risk that expanding this program may dilute its attraction, resulting in numbers declining over time and the aquatic product becoming devalued. Short term increase in utilisation should be considered against long term financial plans and performance. Officers

recommend that any continuation or expansion of this program be reviewed after a three-year period.

Based off the success of the January program and the role it has provided in offering financial relief and options for children at a traditionally quiet time for recreation, Officers see merit in extending the January program, for a period of three years. This period will allow Officers to continue to monitor the program and assess its popularity and impact over time.

---

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **155159**  
**MOVED** : **Cr Harris**  
**SECONDED** : **Cr Waterstrom Muller**

**That Council:**

**(1) WAIVE fees and charges for January 2024, January 2025 and January 2026, for the following programs and services:**

- a. Karratha Leisureplex – Aquatic Casual Child;**
- b. Wickham Recreation Precinct – Aquatic Casual Child;**
- c. Roebourne Aquatic Centre – Aquatic Casual Child;**
- d. Indoor Court – Casual Shoot Around Child; and**
- e. Outdoor Court – Casual Shoot Around Child**

**(2) REQUEST a report to Council in March 2026 that reviews the waiver of fees and charges for the period January 2024 to January 2026, assessing the effectiveness of this initiative, and whether it should continue, be modified or cancelled.**

**CARRIED**

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**FOR** : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller  
**AGAINST** : Nil

## 12 DEVELOPMENT SERVICES

Cr Nunn declared an indirect financial interest in item 12.1 Chevron City to Surf for Activ – Proposed Major Sponsorship Through Major Events Sponsorship and Attraction Program as Activ is a financial member of Volunteering WA of which Cr Nunn is an employee.

Nominations for the position of Presiding Member for item 12.1 Chevron City to Surf for Activ – Proposed Major Sponsorship Through Major Events Sponsorship and Attraction Program were called.

There was one nomination received, Cr Waterstrom Muller. No further nominations were received.

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### COUNCIL RESOLUTION

**Res No : 155160**  
**MOVED : Cr McNaught**  
**SECONDED : Cr Furlong**

**That Council APPOINT Cr Waterstrom Muller as Presiding Member for item 12.1 Chevron City to Surf for Activ – Proposed Major Sponsorship Through Major Events Sponsorship and Attraction Program.**

**CARRIED**

---

**FOR : Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller**  
**AGAINST : Nil**

At 6.27pm Cr Nunn left the room.

At 6.27pm Cr Waterstrom Muller assumed the role of Presiding Member.

### 12.1 CHEVRON CITY TO SURF FOR ACTIV – PROPOSED MAJOR SPONSORSHIP THROUGH MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM

**File No: RC.116**  
**Responsible Executive Officer: Director Development Services**  
**Reporting Author: Economic Development Project Officer**  
**Date of Report: 3 March 2023**  
**Applicant/Proponent: Activ Foundation Incorporated**  
**Disclosure of Interest: Nil**  
**Attachments:**  
**1. Major Sponsor City of Karratha Proposal**  
**2. Evaluation – Major Sponsorship Request**

---

### PURPOSE

For Council to consider a request from the Activ Foundation Incorporated (Activ) for sponsorship of the 2023 Karratha Chevron City to Surf for Activ (City to Surf) under Policy DE03: Major Event Sponsorship and Attraction Program Policy (MESAP Policy).

## BACKGROUND

The City's MESAP Policy was adopted in 2017 to provide a competitive, open and fair process for organisations to apply for sponsorship to deliver major events that result in economic and social benefits in the City of Karratha. It was also designed to ensure Council's investment in sponsorship provides best value for money for the attraction and support of major events.

Activ submitted a major sponsorship proposal to the City under the MESAP Policy on 17 January 2023. Activ is a community leading not for profit organisation that promotes inclusion and independence outcomes for people with disabilities.

The sponsorship is intended to support the delivery of the City to Surf in Karratha on 30 July 2023, and a date to be confirmed in 2024. The City to Surf is a family-friendly fun run that is accessible for all ages and abilities offering a 4km and 12km course for participants to walk or run in both Karratha and Perth. Karratha is the only regional location in Western Australia to host a City to Surf event, acknowledging the City's status as a preeminent regional centre in North Western Australia. The City to Surf was last held in Karratha in 2019 and attracted over 500 participants. It is expected the 2023 event will attract over 700 participants.

## DISCUSSION

### Proposal

The City has been invited to participate as a Major Sponsor for the event which involves a commitment of \$20,000 (excl. GST) per year for two years, representing a total investment of \$40,000 (excl. GST). It is noted the City's contribution of \$20,000 p.a. represents a reduction of funding when compared to the 2019 event where the City committed \$5,000 of sponsorship alongside \$20,000 of in-kind support for delivery of services to run the event. The proposed sponsorship includes the following benefits:

- Two promotional features on City to Surf social media accounts;
- Two exclusive features in City to Surf official e-newsletters;
- Feature in post event social media post/s;
- Priority access to purchase advertising aligned to the event through media partners publications;
- City logo to appear on:
  - Event website;
  - Posters;
  - Finisher collateral;
  - E-newsletters;
  - Handbooks;
  - Official function invitations;
  - Social media platforms;
- Public announcements and signage on event day;
- Four tickets to the official launch function;
- Four tickets to the official post event function;
- Speaking opportunity at the 12km start line;
- Promotion of the Karratha City to Surf to all registrants of the Perth event in two targeted e-newsletters featuring Karratha as "the most liveable regional City"; and
- 25 complimentary entries in the 12km and 4km courses.

A full copy of the major sponsorship proposal is included as **Attachment 1**.

Assessment

The request has been evaluated against the assessment criteria in the MESAP Policy. The evaluation determined that the proposal:

1. Aligns with the City's strategies and Operational Plan, including the City's Disability Access and Inclusion Plan 2018-2022;
2. Would provide good economic benefit with most of the budget spend being with local businesses;
3. Would directly support activation of the City Centre and local hospitality businesses;
4. Will not have an adverse environmental impact;
5. Will provide good branding and marketing benefits to the City and promotion of the region to a broad audience of participants; and
6. Is unlikely to experience any issues with delivery.

An evaluation, including reasons for the recommendation is included as **Attachment 2**.

Sponsorship Request

Organisation Name	Project Name	Project	Project Total	Requested Amount	Recommended Amount
Activ Foundation Incorporated	Chevron City to Surf for Activ	To deliver the Chevron City to Surf fun run in Karratha.	N/A	\$40,000 (excl. GST)	\$40,000 (excl. GST)

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision-Making policy, this matter is considered to be of low significance in terms of social issues and economic issues as the MESAP Policy provides for funding assistance for major events.

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with relevant internal departments.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The City's MESAP Policy applies.

**FINANCIAL IMPLICATIONS**

The current MESAP budget is \$25,000. Budget review includes an increase of \$60,000 to the MESAP budget due to higher than anticipated demand, taking total available funding to \$85,000. \$30,000 has already been committed for 2022/23, it is also expected funding requests for an additional \$35,000 will be presented to Council for consideration in April. If Council adopts the budget review the officer's recommendation to fund \$20,000 for the Chevron City to Surf for Activ will fall within the 2022/23 budget.

Council has endorsed proposals under the MESAP Policy since 2017 as follows:

Year	Name	Total Funding Awarded (excl. GST)
2017/2018	Brew & the Moo	\$100,000
2018/2019	Australian Performing Arts Conference	\$100,000
	Southern Deserts Conference	\$14,138
	Developing Northern Australia Conference	\$100,000
	WA Regional Tourism Conference	\$125,000
2019/2020	Burrup Classic Open Water Swim	\$60,000
	Chevron City to Surf for Activ	\$25,000
	OECD Conference	\$74,000
	NEDC 22	\$81,620
2021/2022	Town Team Movement Conference 2022	\$10,000
	Pilbara Summit 2022	\$20,000
2022/2023	Warlu Way Tourism Conference	\$20,000

### STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2022-2023 provided for this activity:

Programs/Services:	2.a.2.1	Investment Attraction and Diversification
Projects/Actions:	2.a.2.1.21.4	Deliver Major Events Sponsorship and Attraction Program (MESAP)

### RISK MANAGEMENT CONSIDERATIONS

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil.
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Service Interruption	N/A	Nil.
Environment	Low	Low environmental risk as the event will utilise existing paths, tracks and road networks. Activ have significant experience with traffic planning and management. Proposed routes will maintain separation from residential dwellings to limit impact.
Reputation	Low	Low reputation risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through funding agreement. The City will work with Activ to ensure the project is acquitted to a satisfactory standard.

### IMPACT ON CAPACITY

The capacity to deliver the recommendation will be met through the City's existing operational resources.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority APPROVE sponsorship funding to the Activ Foundation Incorporated in accordance with the below:

Organisation Name	Project Name	Grant Amount
Activ Foundation Incorporated	Chevron City to Surf for Activ	
TOTAL (excl GST)		

Option 3

That Council by Simple Majority REFUSE sponsorship funding to the Activ Foundation Incorporated.

**CONCLUSION**

Activ has requested Sponsorship of \$20,000 per year for two years for the delivery of the Chevron City to Surf for Activ through the City's MESAP Program. The request has been evaluated against the City's MESAP Policy and is considered to meet the requirements of this Policy. It is recommended that the application be supported for the full amount of funding.

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

Res No : 155161  
 MOVED : Cr Scott  
 SECONDED : Cr McNaught

That Council **APPROVE** sponsorship funding to the Activ Foundation Incorporated as follows:

Organisation Name	Project Name	Grant Amount
Activ Foundation Incorporated	Chevron City to Surf for Activ	\$40,000 (excl. GST)
TOTAL		\$40,000 (excl. GST)

**CARRIED**

FOR : Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott,  
 Cr Waterstrom Muller  
 AGAINST : Nil

At 6.28pm Cr Nunn re-entered the room and resumed the role of the Presiding Member.



## 13 STRATEGIC PROJECTS & INFRASTRUCTURE

### 13.1 PLACEMENT OF EARLY ORDERS FOR LONG LEADTIME FLEET ITEMS

File No:	PL.19
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager Waste, Fleet and Depot
Date of Report:	7 March 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

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#### PURPOSE

For Council to consider placing early orders for long lead time plant and fleet items proposed in the 2023/24 Budget.

#### BACKGROUND

Councils Fleet and Plant Policy (TE07) provides guidance to the replacement of the City's fleet and plant including optimum replacement schedules.

The City has a 10-year plant and fleet replacement plan based on these policy principles and annually prepares a replacement schedule that is considered by Council when adopting its Annual Budget. As part of this process the condition, utilisation, optimum replacement value, safety, maintenance costs of plant and fleet are all factored to determine whether to replace or defer purchasing replacement plant and fleet. Furthermore, the City's management team critically reviews the need for replacements on a like for like basis or by providing alternate options to improve efficiency, quality, or cost. On occasion, additional plant and fleet may be required to address improved service levels, accommodate staff increases or to deliver new services.

The draft 2023/24 Fleet and Plant replacement program has been reviewed by the City's executive management team for consideration in the draft 2023/24 Budget. In developing the program Officers are aware of significant delays in delivering specific plant and fleet items, largely attributed to competition for supply placing demands on manufactures, staff and materials shortages.

#### DISCUSSION

In order to ensure the timely delivery of replacement plant and fleet items Officers propose that Council authorise the early acquisition of several items, noting that they will be delivered and accounted for in the 2023/24 Budget. The items proposed for early order placement include;

#### **Ranger Services/ Campground Caretakers vehicle replacement**

The City provides a Quad Bike to caretakers at its recreation camping grounds at 40 Mile and Cleaverville to assist in the management of the area. Further the bikes are used in the camping off season to support City maintenance activities including weed spraying.

The Quad bikes are due for replacement based on age and more recent advice about user safety. A Department of Commerce document titled “Quad bikes in workplaces” states: “Consideration should be given to an alternate vehicle to a quad bike to minimise the risk of injury due to rollover”. This document also references the increased risk of rollover when ridden on slippery surfaces, carrying chemical sprayers, and being ridden in areas with hidden obstacles. Caretakers may drive Quad bikes on slippery surfaces and encounter hidden obstacles and while they don’t have chemical sprayers on the back, they currently do carry a mounted water tank for cleaning purposes, which would have a similar effect.

As a result of the advice, Officers investigated alternate vehicles to service the multiple requirements needed and are recommending a side by side vehicle as replacements. A side-by-side vehicle would be easier for anyone to operate, as they operate much like a normal automatic vehicle. A side-by-side vehicle also has the benefits of being able to accommodate a passenger and has a tray for cleaning equipment. A side-by-side vehicle also has much better safety devices fitted such as full rollover protection bars and seatbelts. A side-by-side vehicle is also four-wheel drive so more suitable for the terrain and conditions

A side-by-side vehicle could be used outside of camp season for a range of other City tasks such as weed spraying and works at the City’s waste facility.

### **Tractor Replacement**

The Tractor is currently used for mowing ovals with a range of attachments for mowing, cutting and picking up grass at the same time as well as fertilising activities. The Tractor travels around Karratha and to Dampier with attachments but is not designed for extensive travel at high speeds. The Tractor is however more efficient in its practices and compliments other mowers in the City’s fleet.

It is proposed to upgrade the current Kubota M100GX Tractor to a larger size of Tractor with more engine power. The current Tractor is due for replacement due to age and ongoing performance issues. Upgrading to a larger sized tractor will allow us the capacity to continue to travel to Dampier for mowing and fertilising works whilst minimising maintenance issues

The following table highlights the estimated written down value of the items proposed to be sold and the replacement value for budget purposes.

<b>Item</b>	<b>Purchased</b>	<b>Written Down Value</b>	<b>Replacement Estimate ex GST</b>
Side by side vehicle/buggies	2012	\$2,000	\$20,000
Side by side vehicle/buggies	2012	\$2,000	\$20,000
Kubota M100 Tractor	2017	\$25,000	\$140,000
<b>Total</b>			<b>\$180,000</b>

If Council supports the Officers recommendation, procurement of these items would be progressed in the coming months and orders placed prior to the new financial year.

### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision-Making Policy, this matter is considered to be of low significance in terms of Council’s ability to perform its role.

### **STATUTORY IMPLICATIONS**

Any tender process is expected to comply with *Section 3.57* of the *Local Government Act 1995* and associated Regulations. Dispositions are required to comply with *Section 3.58* of the *Local Government Act 1995* and associated Regulations.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place between Fleet & Plant Coordinator, Manager Waste, Fleet and Depot and Executive Management Team in developing the 2023/24 Fleet and Plant replacement program and recommendation to place early orders.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

CG12 Purchasing and TE07 Fleet & Plant Policies are applicable to this matter.

**FINANCIAL IMPLICATIONS**

Council has adopted a 10-year plant and fleet replacement program as part of its Long Term Financial Plan and allocates funding when adopting its Annual Budget.

The items listed in this report are due for replacement as per the 10-year plant and fleet replacement program. Officers have risk assessed the replacement items and are recommending early procurement of two side by side vehicle / buggies and a tractor to support the City's operations. Placing early orders will assist to enable timely delivery in support of replacing existing fleet items.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. The Operational Plan 2022-2023 provided for this activity:

Programs/Services: 4.c.1.6 Fleet and Plant Management  
 Projects/Actions: 4.c.1.6.20.1 Monitor and update the Fleet and Plant Replacement Program; Utilisation Report and Maintenance Report

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Procurement and disposal are within draft budget allocations and in accordance with 10-year Fleet and Plant Replacement Program.
Service Interruption	Moderate	Retaining the existing plant items beyond optimum replacement timeframe is likely to increase operating costs (e.g. repairs & maintenance, fuel consumption, tyre wear & tear), potential for critical breakdowns, and associated downtime.
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Moderate	Replacing the Quad Bikes would improve the functionality and minimise safety concerns in their use.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

Council has previously supported the early order placement of long lead time plant and equipment in accordance with the 10 Year Plant and Fleet Replacement program.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council RESOLVE:

3. NOT to support the Officers recommendation; and
4. to CONSIDER replacement of Ranger Services/ Campground Caretakers side by side vehicle/ buggies and Kubota M100GX Tractor as part of the 2023/24 budget.

**CONCLUSION**

The early order placement of Ranger Services/ Campground Caretakers side by side vehicle/ buggies and Kubota M100GX Tractor will provide Council with the appropriate resources to continue services in the safest and most cost-effective manner.

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**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No : 155162**  
**MOVED : Cr Bailey**  
**SECONDED : Cr Gillam**

**That Council APPROVE the early order of the Ranger Services/ Campground Caretakers side by side vehicle/ buggies and replacement Tractor at an estimated cost of \$180,000 excluding GST noting a corresponding budget allocation will be required in the 2023/24 Budget.**

**CARRIED**

**FOR : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught, Cr Scott, Cr Waterstrom Muller**  
**AGAINST : Nil**

## 14 ITEMS FOR INFORMATION ONLY

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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### PURPOSE

To advise Council of the information items for March 2023.

### VOTING REQUIREMENTS

Simple Majority.

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### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : 155163

**MOVED** : Cr McNaught

**SECONDED** : Cr Scott

That Council note the following information items:

**14.1 Concession on Fees for Council Facilities**

**14.2 Community Services update**

**14.3 Development Services update**

**14.4 Waste Services Data**

**14.5 Airport Services Data**

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**CARRIED**

**FOR** : Cr Nunn, Cr Bailey, Cr Bertling, Cr Furlong, Cr Gillam, Cr Harris, Cr McNaught,  
Cr Scott, Cr Waterstrom Muller

**AGAINST** : Nil

**14.1 CONCESSION ON FEES FOR COUNCIL FACILITIES**

**File No:** CR.38

**Responsible Executive Officer:** Director Community Services

**Reporting Author:** Director Community Services

**Date of Report:** 8 March 2023

**Disclosure of Interest:** Nil

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**PURPOSE**

To provide Council with a summary of all concessions on fees for Council facilities and services under Section 1.10 of the Delegations Register since the last Ordinary Council Meeting.

Name	Reason	Amount (ex GST)
Community Services	January free entry to child under 18 Casual Shoot Around and Aquatic centre facilities:	
	KLP Child Swim \$19,801.10	
	WRP Child Swim \$4,797.50	
	RAC Child Swim \$1,042.50	\$25,760.09
	KLP Casual Shoot Around Indoor \$2,560.00	
	KLP Casual Shoot Around Outdoor \$135.00	
	<b>TOTAL (Incl GST) \$28,336.10</b>	

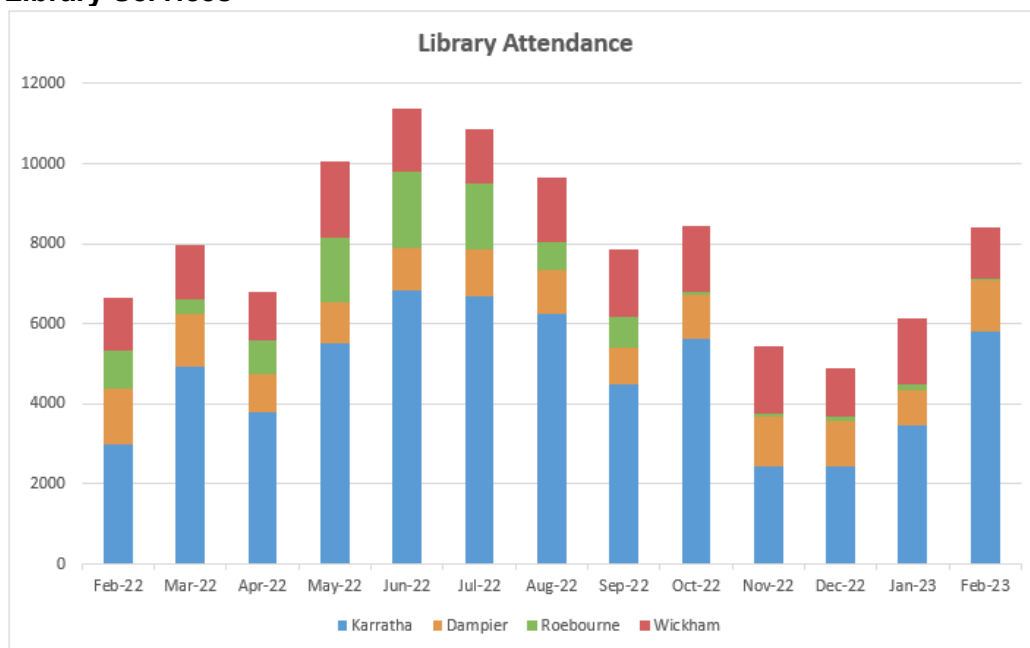
**14.2 COMMUNITY SERVICES UPDATE****File No:** CS.23**Responsible Executive Officer:** Director Community Services**Reporting Author:** EA to the Director Community Services**Date of Report:** 8 March 2023**Applicant/Proponent:** Nil**Disclosure of Interest:** Nil**Attachment(s)** Nil**PURPOSE**

To provide Council with a Community Services update for February 2023.

**Community Facility Attendance Summary**

<b>Facility Attendance</b>	<b>February 2022</b>	<b>February 2023</b>	<b>%</b>
The Youth Shed	247	459	↑86%
The Base	693	543	↓22%
Total Library	6661	8423	↑26%
Karratha Leisureplex	55914	59717	↑7%
Wickham Recreation Precinct	3904	3899	
Roebourne Aquatic Centre	1085	937	↓14%
REAP	1896	2864	↑51%
Indoor Play Centre	2012	2360	↑17%
<b>Community Liveability Programs</b>	<b>February 2022</b>	<b>February 2023</b>	<b>%</b>
Security Subsidy Scheme properties	22	21	↓5%
Meet the Street parties	0	0	

## Library Services



### Total Library:

**2915** physical items and **687** eResources borrowed.

**820** individual computer log ins by members and guests (excludes Wi-Fi).

**880** program participants **43** at StoryTime, Rhyme Time, PAGES, PAGES Junior.

**9759** total memberships (**44** new memberships).

**4** external requests for local history information.

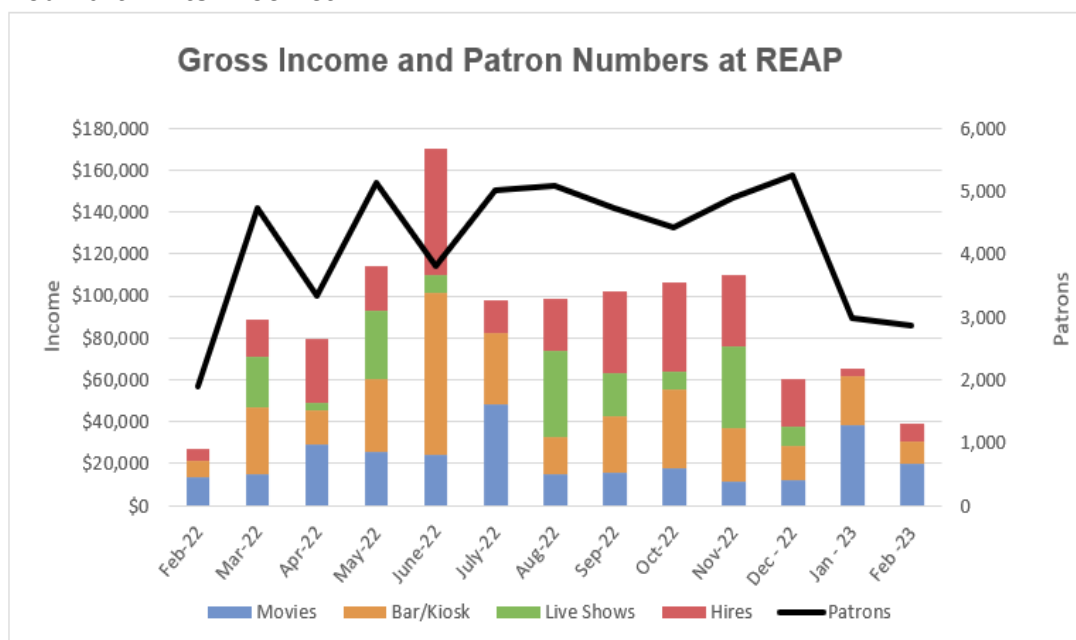
**33** Better beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.

**9875** total Memberships.

There has been an increase in attendance with the successful launch of Monday Funday. Early literacy programs continue to be very popular.

\*Roebourne Library door counter was offline 1-22 February. Karratha Library door counter is now repaired.

## Red Earth Arts Precinct

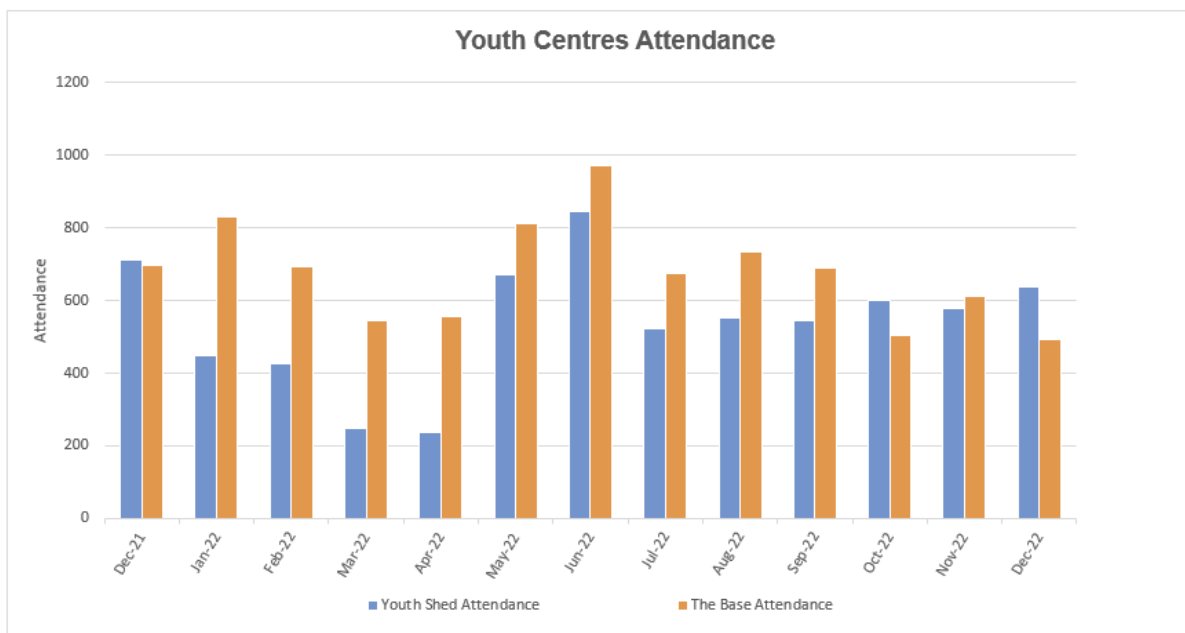




Red Earth Arts Precinct:

**51% increase in attendance from last February. 25 movies were screened in February with a total attendance of 1483 and an average of 59 patrons attending each movie. The value of tickets sold was \$6557 up on last February.**

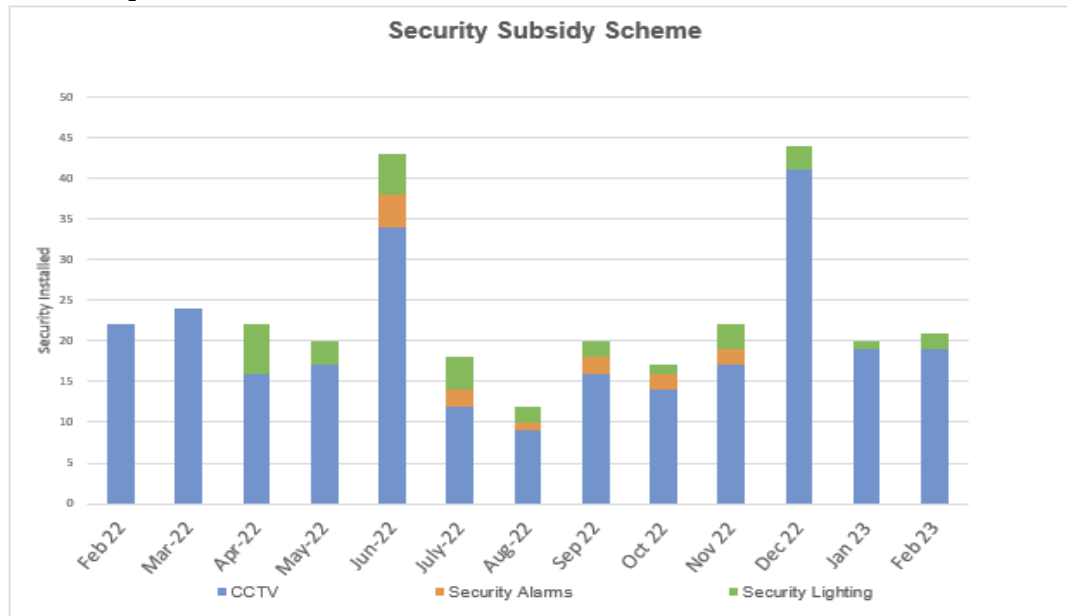
**Venue Hire was up slightly as the Studio Room painting was completed early (in January) and not during the February maintenance period as planned. We were able to take extra bookings.**

**Youth Services**The Base and Youth Shed:

**86% increase at the Youth shed in comparison to this time last year. Last February partial closure due to kitchen redevelopment. Programming such as science activities, pool competitions and healthier food options have seen more attendance and reported less activity on games and computers.**

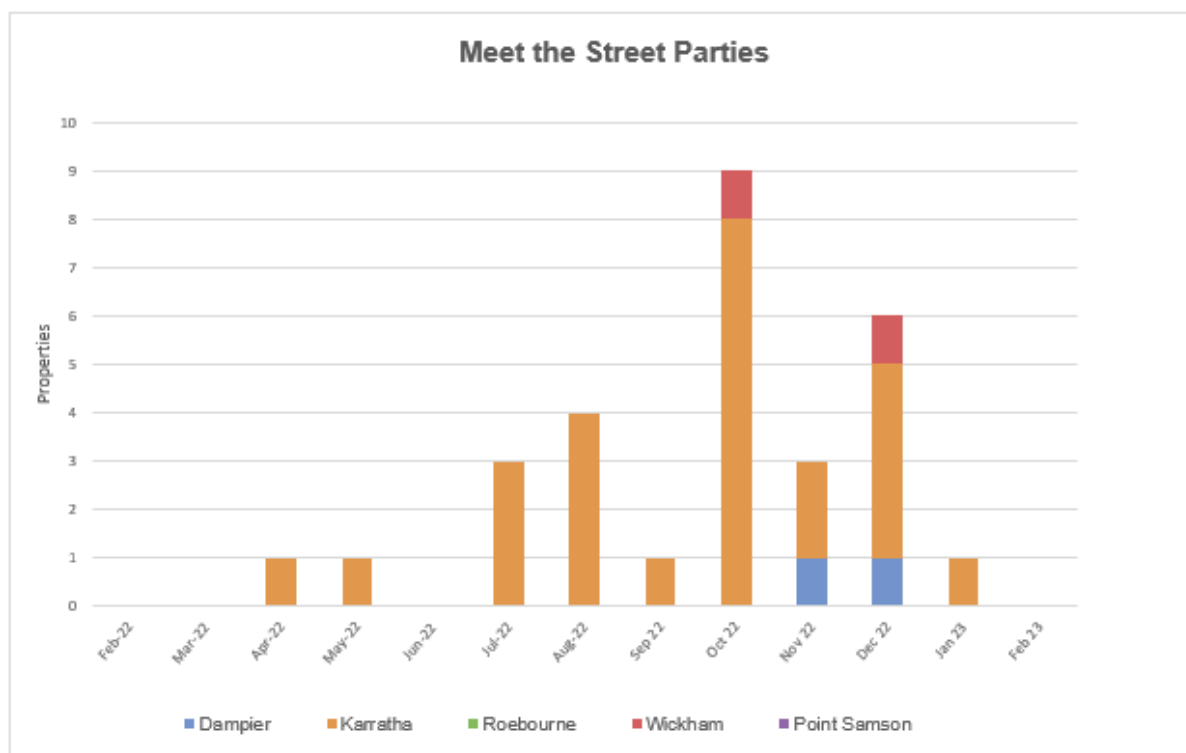
**22% decrease at The Base due to Basketball season. Continuous effort to engage older age groups, through programming. Alarm system fault 25 and 26 February causing temporary closure.**

## Liveability



### Security Subsidy:

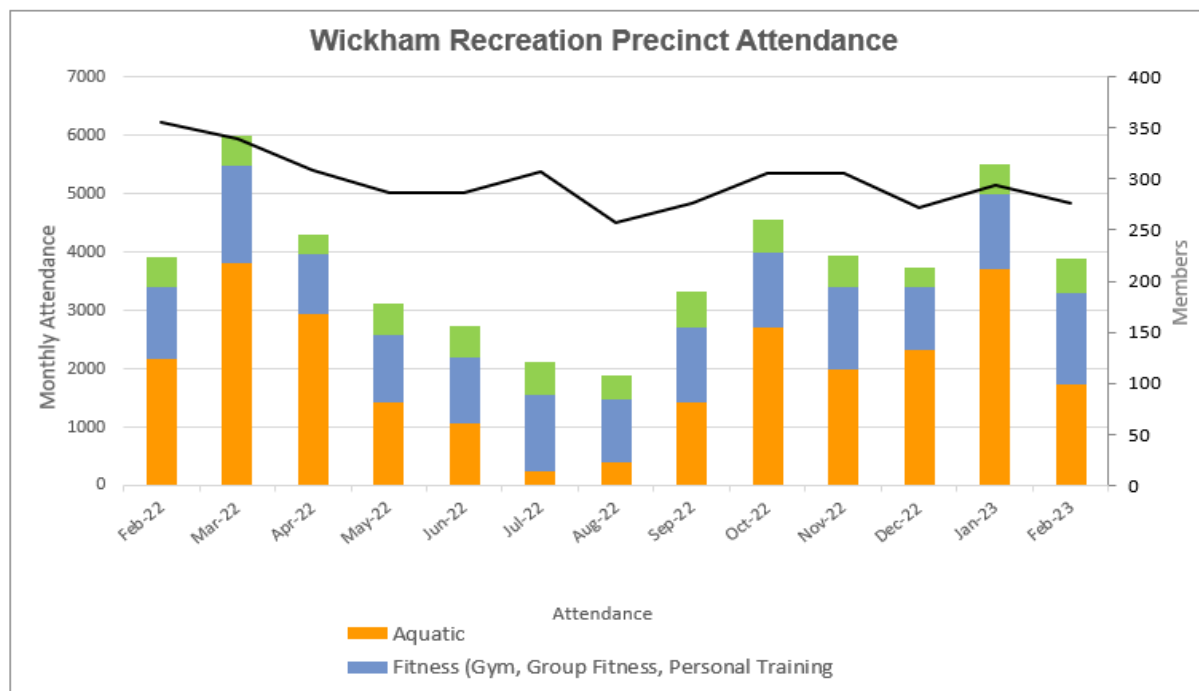
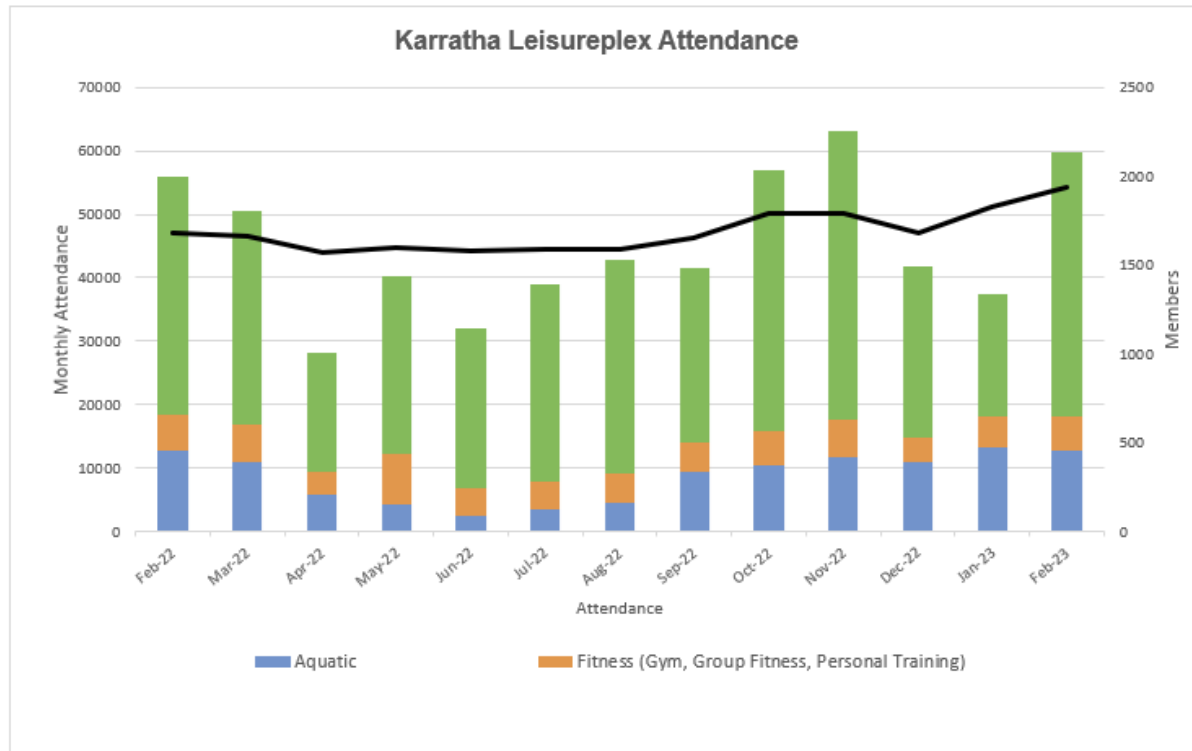
21 applications, similar statistics to last February. Some rejections this month due to not meeting the criteria (buying locally or living in CofK).

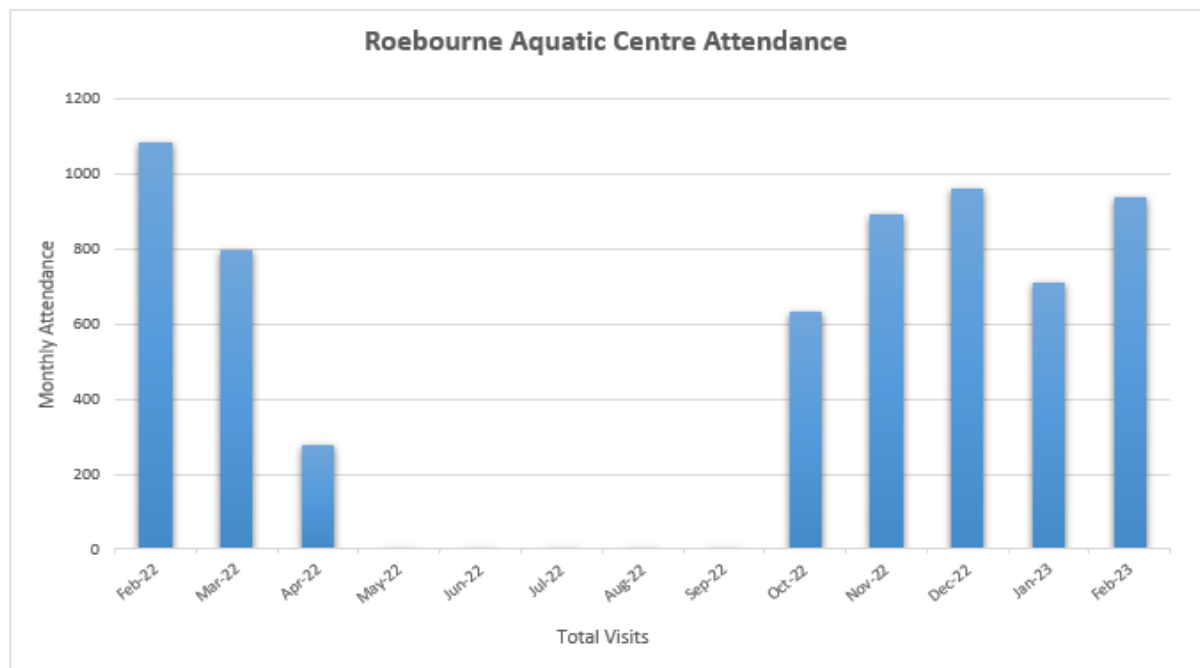


### Meet the Street:

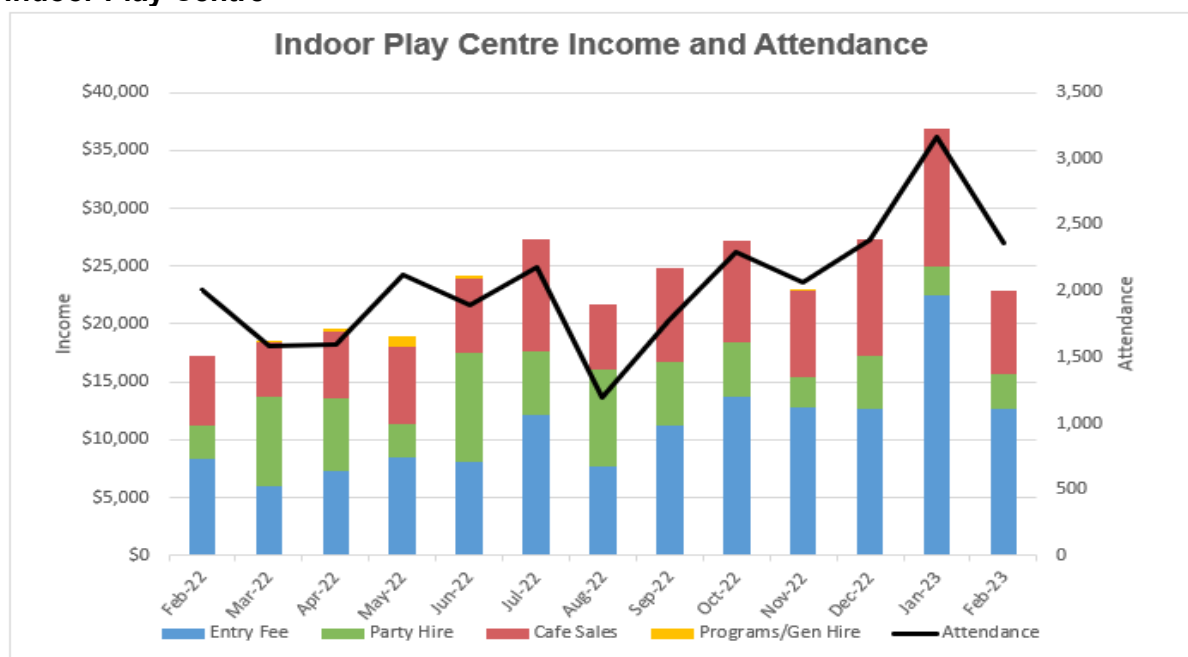
Status quo to this time last year due to the start of the school term. Updated marketing via social media to promote more interest is visible now on the City's Facebook page.

## Recreation Facilities





### Indoor Play Centre



#### Indoor Play Centre:

**17%** Increase in attendance and a **20%** increase in Café sales in comparison to February 2022. Schedule of Fees and Charges contributing to higher entry fee and more patrons due to warmer weather.

**ADVISORY GROUP MEETINGS**

Arts Development and Events Advisory meeting was held 16 February. Items discussed were as follows:

- REAP Programming
- Cossack Awards
- Roebourne Statue Damage
- Karratha Town Teams Rainbow Bridges

The next Arts Development Events Advisory group meeting is scheduled for 18 May 2023.

- The Youth Advisory Group was held 15 February 2023. Items discussed were as follows:
  - Karratha Team Towns
  - Youth Week 2023
  - Point Samson Foreshore Development
  - Community Survey 2023
  - Violence at Community Facilities
  - Youth Inclusion brainstorming activity
  - Format of meeting discussion

The next Youth Advisory Group meeting is scheduled for 29 February 2023.

**CASUAL SHOOT AROUND AND CHILD AQUATIC ENTRY FEE WAIVER**

Entry Category	Patrons 2022*	Patrons 2023	2023 Amount
Casual Child Swim – Karratha Leisureplex (\$4.70)	3,683	4,213	\$19,801.10
Casual Child Swim – Wickham Aquatic Centre (\$2.50)	974	1,919	\$4,797.50
Casual Child Swim – Roebourne Pool Admission (\$2.50)	221	417	\$1,042.50
Casual Shoot Around – Karratha Leisureplex Indoor (\$5)	513	512	\$2,560.00
Casual Shoot Around – Karratha Leisureplex Outdoor (\$2.50)	154	54	\$135.00
<b>TOTAL</b>	<b>5,545</b>	<b>7,115</b>	<b>\$28,336.10</b>

\*2022 casual child swim figures include casual child swims, visit pass entries and child membership entries in order to provide a direct comparison with 2023 entries.

Facility	Overall Admissions 2022	Aquatic Income 2022	Overall Admissions 2023	Aquatic Income 2023	%
KLP	10059	\$83,787	11291	\$88,635	12%
WRP	2744	\$6,079	3051	NA	11%
RAC	873	\$3,801	617	NA	-29%

\*Due to WRP closed for repair – Roebourne had elevated numbers in 2022

**14.3 DEVELOPMENT SERVICES UPDATE**

**File No:** TA/1/1

**Responsible Executive Officer:** Director Development Services

**Reporting Author:** Director Development Services

**Date of Report:** 3 March 2023

**Disclosure of Interest:** Nil

**Attachment(s)**

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**PURPOSE**

To provide statistics from Development Services for Council's information for the period 1 February 2023 to 28 February 2023 (inclusive).

- The City is continuing to assess two development applications that were lodged in January 2023. The first is for Woodside's \$100M+ solar farm in the Maitland Strategic Industrial Area and the second is for Viva Energy's proposed new oil and grease storage, handling and distribution facility in the new stage of the Gap Ridge Industrial Estate.
- As a leading regional local government, the City continues to assist other regional local governments provide essential qualified services. For example, the City processed 15 building permit applications for the Shire of Ashburton in the reporting period.
- 82 private pool inspections were conducted in the reporting period to make sure barrier fencing meets required safety standards under the *Building Act 2011*.
- Development applications processed in an average of 10 days since the start of 2023. The statutory timeframe is 60 days minimum. The reasons for such a quick timeframe include prioritization of this service and a manageable number of applications being received. The number of applications is expected to increase.
- City Environmental Health Officers conducted 37 food premises inspections in the reporting period. Inspections of food premises are required under the *Food Act 2008* and ensure acceptable standards in hygiene and health are met.
- Rangers responded to 139 customer requests relating to dogs and 61 customer requests relating to cats in the reporting period. This resulted in 39 dogs and 44 cats being impounded. Impounded animals are rehomed whenever possible. Feral cats cannot be rehomed.
- There is a continuing trend in February where a higher than usual value of infringements have been paid. This is due to a backlog of unpaid fines being followed up and paid by the State's Fines Enforcement Recovery Service.
- The quarterly Business Breakfast Briefing was held at the Red Earth Arts Precinct on 22 February 2023 with the topic of local procurement. 180 participants registered for the event.
- There were 278 bookings made through the Mobile Trading Roster across 6 sites.
 

- Active Direction Notices (Planning & Development Act):	12
- Direction notices complied with this period	0
- Not complied but within notice period	0
- Outside notice period and not complied	8
- Outside notice period but being complied with	4
- Expired and in Court process	0

Building 2023					Building 2022												
CATEGORY	JAN	FEB	YTD	YTD	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Building Permits</b>					<b>Building Permits</b>												
Dwellings	2	4	6	23	Dwellings	3	5	1	1	2	1	3	0	1	2	3	1
Alterations and Additions	13	1	14	160	Alterations and Additions	12	14	19	10	7	15	14	19	12	16	12	10
Swimming Pools and Spas	4	1	5	103	Swimming Pools and Spas	2	3	11	5	15	4	11	15	10	21	3	3
Outbuildings (inc. signs and shade)	12	22	34	370	Outbuildings (inc. signs and shade)	17	22	37	21	35	25	35	31	36	48	47	16
Group Development	0	0	0	3	Group Development	0	0	1	0	0	2	0	0	0	0	0	0
Number Sole Occpcy Units/GRP Development	0	0	0	2	Number Sole Occpcy Units/GRP Development	0	0	0	0	0	0	0	0	0	0	0	2
Commercial	2	4	6	27	Commercial	1	3	2	1	1	6	2	1	5	4	1	0
Monthly total	33	32	65	688	Monthly total	35	47	71	38	60	53	65	66	64	91	66	32
<b>Building Approval Certificates &amp; Demolition Certificates</b>					<b>Building Approval Certificates &amp; Demolition Certificates</b>												
Demolition Permits	0	0	0	4	Demolition Permits	0	1	0	0	1	0	2	0	0	0	0	0
BAC's	1	1	2	14	BAC's	0	0	1	2	0	2	2	1	1	1	1	3
BAC Strata	0	0	0	0	BAC Strata	0	0	0	0	0	0	0	0	0	0	0	0
Monthly total	1	1	2	18	Monthly total	0	1	1	2	1	2	4	1	1	1	1	3
<b>Occupancy Permits</b>					<b>Occupancy Permits</b>												
Occupancy Permits	0	0	0	20	Occupancy Permits	1	2	1	1	1	0	1	5	3	1	2	2
OP Strata	0	0	0	0	OP Strata	0	0	0	0	0	0	0	0	0	0	0	0
OP Unauthorised	0	0	0	1	OP Unauthorised	0	0	1	0	0	0	0	0	0	0	0	0
Monthly total	0	0	0	21	Monthly total	1	2	2	1	1	0	1	5	3	1	2	2
Total \$'000 Construction Value	0	0	0	246,459	Total \$'000 Construction Value	2,712	5,882	66,007	12,277	3,085	116,641	6,624	7,456	11,433	6,595	4,476	3,271
<b>Applications Processed for Other Councils</b>					<b>Applications Processed for Other Councils</b>												
Shire Of Ashburton	3	15	18	101	Shire Of Ashburton	4	6	10	4	8	18	4	22	10	10	4	1
Shire of Wyndham (East Kimberley)	0	0	0	2	Shire of Wyndham (East Kimberley)	2	0	0	0	0	0	0	0	0	0	0	0
Port Hedland	1	0	1	28	Port Hedland	11	16	0	0	0	0	0	0	0	1	0	0
Monthly total	4	15	19	131	Monthly total	17	22	10	4	8	18	4	22	10	11	4	1
<b>Private Certifications Provided</b>					<b>Private Certifications Provided</b>												
Certificate of Design Compliance	0	0	0	3	Certificate of Design Compliance	0	0	1	1	1	0	0	0	0	0	0	0
Certificate of Building Compliance	0	0	0	5	Certificate of Building Compliance	0	0	1	0	0	1	1	0	0	0	2	0
Certificate of Construction Compliance	0	0	0	2	Certificate of Construction Compliance	0	0	0	0	0	0	0	0	0	1	1	0
Monthly total	0	0	0	10	Monthly total	0	0	2	1	1	1	1	0	0	1	3	0
Total \$'000 Construction Value	0	0	0	255	Total \$'000 Construction Value	0	0	72	0	0	40	35	0	0	0	108	0
<b>Private Swimming Pool Inspections (1 every 4 years)</b>					<b>Private Swimming Pool Inspections (1 every 4 years)</b>												
Monthly total	25	82	107	807	Monthly total	41	92	48	62	96	67	74	75	10	93	100	49

Karratha Tourism and Visitor Centre Statistics 2023				Karratha Tourism and Visitor Centre Statistics 2022												
CATEGORY	JAN	FEB	YTD	YTD	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Visitor Numbers</b>																
Centre Visitors	549	531	1,080	27,333	504	432	582	1191	2668	4095	6219	5336	2896	2035	800	575
Sites Booked Gnoorea Online	25	35	60	1,196	14	21	25	25	144	198	245	253	271	0	0	0
Sites Booked Gnoorea Caretakers	N/A	N/A	N/A	1,289	N/A	N/A	N/A	N/A	327	160	526	388	143	N/A	N/A	N/A
Sites Booked Cleaverville Online	1	11	12	1,933	15	25	28	36	196	341	378	635	279	0	0	0
Sites Booked Cleaverville Caretakers	N/A	N/A	N/A	599	N/A	N/A	N/A	N/A	73	129	248	184	N/A	N/A	N/A	N/A
<b>Consignments</b>																
Contracts	20	20	20	20	18	17	19	19	19	20	20	20	20	20	20	20
<b>Revenue</b>																
KTVC Retail Sales	\$3,943.18	\$3,259.90	\$7,203.08	\$87,783.64	\$916.00	\$1,970.00	\$3,274.00	\$2,473.84	\$3,850.00	\$6,915.00	\$19,155.31	\$14,851.76	\$10,637.73	\$8,730.45	\$6,181.70	\$8,827.85
Bookeasy Sales	\$315.00	\$1,896.00	\$2,211.00	\$47,476.00	\$650.00	\$0.00	\$1,596.00	\$9,161.00	\$3,703.00	\$8,637.00	\$5,568.00	\$9,748.00	\$3,940.00	\$2,361.00	\$1,682.00	\$430.00
Online Booking Sales Cleaverville	\$48.00	\$1,272.00	\$1,320.00	\$81,024.00	\$1,368.00	\$1,508.00	\$2,368.00	\$2,220.00	\$8,716.00	\$15,796.00	\$14,504.00	\$25,824.00	\$8,720.00	\$0.00	\$0.00	\$0.00
Cash Sales Cleaverville	N/A	N/A	N/A	\$38,695.50	N/A	N/A	N/A	N/A	\$1,268.00	\$11,884.00	\$13,872.00	\$11,671.50	N/A	N/A	N/A	N/A
Online Booking Sales Gnoorea	\$8,332.00	\$9,064.00	\$17,396.00	\$60,252.00	\$1,384.00	\$1,472.00	\$1,488.00	\$2,816.00	\$8,136.00	\$14,904.00	\$11,704.00	\$10,600.00	\$7,748.00	\$0.00	\$0.00	\$0.00
Cash Sales Gnoorea	N/A	N/A	N/A	\$75,044.00	N/A	N/A	N/A	N/A	\$4,532.00	\$20,380.00	\$23,600.00	\$19,760.00	\$6,772.00	N/A	N/A	N/A
Overflow Permit	N/A	N/A	N/A	\$19,800.00	N/A	N/A	N/A	N/A	N/A	\$2,510.00	\$10,000.00	\$7,290.00	N/A	N/A	N/A	N/A
<b>Monthly Total</b>	<b>\$12,638.18</b>	<b>\$15,491.90</b>	<b>\$28,130.08</b>	<b>\$410,075.14</b>	<b>\$4,318.00</b>	<b>\$4,950.00</b>	<b>\$8,726.00</b>	<b>\$16,670.84</b>	<b>\$30,205.00</b>	<b>\$81,026.00</b>	<b>\$98,403.31</b>	<b>\$99,745.26</b>	<b>\$37,817.73</b>	<b>\$11,091.45</b>	<b>\$7,863.70</b>	<b>\$9,257.85</b>
<b>Ganallili</b>																
Centre Visitors	0	0	0	4,655	120	390	180	337	657	1378	1033	803	456	N/A	N/A	N/A

Planning 2023				2022												
CATEGORIES	JAN	FEB	YTD	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Lodgement</b>				<b>Lodgement</b>												
Development Applications	8	8	16	89	7	6	12	10	10	9	8	9	5	8	4	1
R-Codes Applications	1	1	2	74	7	7	5	8	7	6	6	7	9	5	5	2
Land Matters	7	8	15	160	13	22	22	12	12	12	7	9	18	10	11	12
Enforcement Matters	0	1	1	30	1	0	1	0	21	2	2	0	0	0	2	1
Scheme Amendments	0	0	0	1		0	0	1	0	0	0	0	0	0	0	0
<b>Monthly total</b>	<b>16</b>	<b>18</b>	<b>34</b>	<b>354</b>	<b>28</b>	<b>35</b>	<b>40</b>	<b>31</b>	<b>50</b>	<b>29</b>	<b>23</b>	<b>25</b>	<b>32</b>	<b>23</b>	<b>22</b>	<b>16</b>
<b>Processing</b>				<b>Processing</b>												
Average Number of Days (DA)	9	11	10	27	36	26	29	51	35	31	29	28	14	9	7	23
Application Fees	4,836	6,563	11,399	221,276	3,187	4,845	6,635	15,020	57,388	23,247	6,361	32,798	33,890	2,061	34,641	1,203
Development Value \$'000	100,913	209,463	310,376	273,773	4,597	1,917	52,304	6,496	29,671	68,509	1,420	40,260	13,082	22,783	16,334	16,400



Environmental Health 2023				2022												
CATEGORY	JAN	FEB	YTD	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Inspections/reinspections/audits</b>				<b>Inspections/reinspections/audits</b>												
Food premises inspection/reinspection	25	37	62	155	11	3	16	5	4	18	31	2	26	18	7	14
Lodging house inspection	0	1	1	35	1	0	0	1	2	3	10	12	3	3	0	0
Camping/caravan park inspection	0	0	0	4	0	0	1	0	0	1	1	0	1	0	0	0
Public building inspection	3	2	5	64	3	0	1	1	2	20	21	5	5	1	3	2
Swimming pool inspection	0	0	0	36	2	0	0	0	0	0	2	0	0	27	5	0
Hairdressers inspection	0	0	0	19	0	1	0	0	0	0	0	2	1	0	10	5
Beauty therapy/skin penetration inspection	1	4	5	39	1	2	4	2	5	0	1	0	0	4	20	0
Septic tank inspections	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3	0
<b>Monthly total</b>	<b>29</b>	<b>44</b>	<b>73</b>	<b>355</b>	<b>18</b>	<b>6</b>	<b>22</b>	<b>9</b>	<b>13</b>	<b>42</b>	<b>66</b>	<b>21</b>	<b>36</b>	<b>53</b>	<b>48</b>	<b>21</b>
<b>Health nuisances/complaints investigated</b>				<b>Health nuisances/complaints investigated</b>												
Air Quality	1	6	7	28	1	3	2	2	0	2	4	4	2	0	4	4
Building & Accommodation	2	1	3	15	0	2	4	0	0	0	3	2	0	1	3	0
Water & Waste Water	1	0	1	20	2	5	4	1	0	0	0	0	4	1	2	1
Food Safety	4	0	4	24	5	3	0	1	2	0	2	3	2	3	2	1
Noise Pollution	4	8	12	91	8	2	8	6	3	4	8	14	5	13	14	6
Public Health	2	0	2	61	0	5	2	4	6	21	5	5	4	4	3	2
Refuse & Litter	3	0	3	17	2	5	1	1	1	2	2	0	2	0	0	1
Skin Penetration	0	0	0	4	1	0	0	0	1	0	1	1	0	0	0	0
<b>Monthly total</b>	<b>17</b>	<b>15</b>	<b>32</b>	<b>325</b>	<b>19</b>	<b>25</b>	<b>21</b>	<b>17</b>	<b>54</b>	<b>51</b>	<b>25</b>	<b>29</b>	<b>19</b>	<b>22</b>	<b>28</b>	<b>15</b>
<b>Notifiable infectious diseases</b>				<b>Notifiable infectious diseases</b>												
Ross River Virus (RRV)	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Barmah Forest Virus (BHV)	0	0	0	2	1	0	0	0	0	0	0	1	0	0	0	0
Salmonellosis	0	0	0	11	1	0	2	3	3	0	1	0	1	0	0	0
Campylobacteriosis	0	0	0	24	7	4	2	3	2	1	1	0	4	0	0	0
Cryptosporidiosis	0	0	0	6	1	1	0	0	1	0	0	3	0	0	0	0
Other	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0
<b>Monthly total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>10</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other health</b>				<b>Other health</b>												
Assess development applications	10	6	16	67	2	6	4	6	11	7	11	6	0	7	3	4
Assess building applications	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Respond to swimming pool positive detections	0	4	4	1	0	0	0	0	0	0	0	1	0	0	0	0
Healthy dog day	0	0	0	3	0	0	0	0	0	0	0	2	0	0	1	0
Chicken bleeding	2	2	4	23	2	2	2	2	2	2	1	2	2	2	3	1
Infringements issued	0	0	0	4	0	1	0	0	0	0	0	1	0	0	1	1
Approvals & Compliance - applications & enquiries	8	10	18	117	12	17	15	9	12	15	10	1	0	13	7	6
<b>Monthly total</b>	<b>20</b>	<b>23</b>	<b>43</b>	<b>215</b>	<b>16</b>	<b>26</b>	<b>21</b>	<b>17</b>	<b>25</b>	<b>24</b>	<b>22</b>	<b>13</b>	<b>2</b>	<b>22</b>	<b>15</b>	<b>12</b>

Rangers 2023				2022												
CATEGORY	JAN	FEB	YTD	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Inspections/reinspections/audits</b>				<b>Inspections/reinspections/audits</b>												
Activities on City Properties	11	17	28	547	26	110	71	28	91	78	62	38	6	20	10	7
Abandoned vehicles	17	6	23	163	22	25	12	13	10	10	9	9	10	16	12	15
Animal (dogs/etc)	113	138	251	1737	139	139	127	135	172	169	180	193	132	117	131	103
Cats	41	61	102	458	30	39	37	32	49	32	43	49	36	27	37	47
Camping	2	0	2	80	0	2	0	8	15	10	21	13	4	6	1	0
Cyclone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bushfire Hazard/Permit to burn	65	4	69	176	0	0	0	0	0	0	0	0	1	5	100	70
Litter	12	11	23	366	65	78	53	43	30	13	19	14	18	12	12	9
Parking	5	9	14	458	76	99	50	30	36	46	56	40	9	6	4	6
Off Road Vehicles	2	1	3	59	5	11	10	2	5	3	7	3	5	2	5	1
Unsigly Properties	3	4	7	121	25	22	16	6	9	17	7	7	4	2	2	4
<b>Monthly total</b>	<b>271</b>	<b>251</b>	<b>522</b>	<b>4,165</b>	<b>388</b>	<b>525</b>	<b>376</b>	<b>297</b>	<b>417</b>	<b>378</b>	<b>404</b>	<b>366</b>	<b>225</b>	<b>213</b>	<b>314</b>	<b>262</b>
<b>Infringements Issued</b>				<b>Infringements Issued</b>												
Bushfire	3	3	6	2	0	0	1	0	0	0	0	0	0	0	0	1
Activities on City Properties	0	0	0	80	0	49	21	0	0	0	4	6	0	0	0	0
Animal Environment & Nuisance	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Animal (dogs/cats/etc)	19	18	37	196	7	13	20	3	19	16	11	33	20	9	20	25
Camping	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0
Litter	0	0	0	7	1	2	0	0	0	0	0	0	2	0	2	0
Parking	1	2	3	90	17	21	13	3	6	15	3	6	0	2	4	0
<b>Monthly total</b>	<b>23</b>	<b>25</b>	<b>48</b>	<b>376</b>	<b>25</b>	<b>85</b>	<b>55</b>	<b>6</b>	<b>25</b>	<b>31</b>	<b>18</b>	<b>46</b>	<b>22</b>	<b>11</b>	<b>26</b>	<b>26</b>
<b>Infringements</b>				<b>Infringements</b>												
Value of Infringements Paid (\$)	16,827.56	13,914.41	30,742	63,327	6,183	6,772	4,586	7,429	6,440	5,525	3,800	6,889	4,800	2,300	5,950	2,653
Infringements withdrawn	4	5	9	10	2	0	2	2	1	3	0	0	0	0	0	0
<b>Impounded Dogs</b>				<b>Impounded Dogs</b>												
Central	11	7	18	82	4	6	10	8	7	3	9	12	8	5	8	2
East	6	7	13	84	11	4	3	3	3	5	5	8	3	2	18	19
West	3	19	22	122	6	15	14	7	11	11	9	11	3	9	14	12
North	2	6	8	49	N/A	N/A	N/A	0	10	15	13	5	2	4	4	4
<b>Monthly total</b>	<b>22</b>	<b>39</b>	<b>61</b>	<b>288</b>	<b>21</b>	<b>25</b>	<b>27</b>	<b>18</b>	<b>31</b>	<b>34</b>	<b>36</b>	<b>36</b>	<b>16</b>	<b>20</b>	<b>44</b>	<b>37</b>
Released to Owner	8	15	23	107	4	5	13	0	7	13	24	14	1	5	12	9
Rehomed to SAFE	11	11	22	104	9	14	4	2	7	15	6	5	1	2	19	20
In pound at present	2	11	13	100	6	4	9	16	16	4	3	9	10	13	8	2
Holding pending court cases	0	0	0	2	0	0	0	0	0	0	0	1	1	0	0	0
Deceased	0	0	0	8	1	0	1	0	2	0	2	0	0	0	2	0
Euthanised	1	2	3	17	1	2	0	0	0	2	0	3	0	0	3	6
<b>Monthly total</b>	<b>22</b>	<b>39</b>	<b>61</b>	<b>338</b>	<b>21</b>	<b>25</b>	<b>27</b>	<b>18</b>	<b>32</b>	<b>34</b>	<b>35</b>	<b>32</b>	<b>13</b>	<b>20</b>	<b>44</b>	<b>37</b>
<b>Impounded Cats</b>				<b>Impounded Cats</b>												
Central	6	6	12	65	3	6	11	3	11	1	2	3	2	4	9	10
East	3	5	8	166	18	22	15	3	7	12	12	5	3	22	38	9
West	14	17	31	123	13	10	5	8	12	8	4	13	26	4	11	9
North	7	16	23	28	N/A	N/A	N/A	4	6	2	0	7	2	0	3	4
<b>Monthly total</b>	<b>30</b>	<b>44</b>	<b>74</b>	<b>354</b>	<b>34</b>	<b>38</b>	<b>31</b>	<b>18</b>	<b>36</b>	<b>23</b>	<b>18</b>	<b>28</b>	<b>33</b>	<b>30</b>	<b>61</b>	<b>32</b>
Released to Owner	0	0	0	14	2	0	2	0	1	3	1	2	0	1	2	0
Rehomed to SAFE	18	19	37	142	23	23	3	2	13	7	1	15	1	17	22	15
In pound at present	3	0	3	64	3	0	1	12	13	1	2	3	4	8	11	6
Euthanised	8	25	33	120	6	15	24	3	8	12	3	7	4	3	24	11
Deceased	1	0	1	9	0	0	1	1	1	0	0	2	1	1	2	0
<b>Monthly total</b>	<b>30</b>	<b>44</b>	<b>74</b>	<b>349</b>	<b>34</b>	<b>38</b>	<b>31</b>	<b>18</b>	<b>36</b>	<b>23</b>	<b>7</b>	<b>29</b>	<b>10</b>	<b>30</b>	<b>61</b>	<b>32</b>
<b>Customer Requests</b>				<b>Customer Requests</b>												
After hours (AH) calls received	35	21	56	621	43	40	49	61	30	56	56	52	90	45	47	52
AH calls requiring an immediate response	14	19	33	307	19	24	29	28	14	35	59	29	15	19	12	24
3 Dog Applications	1	0	1	19	0	0	0	0	2	1	5	4	1	2	2	2
<b>Monthly total</b>	<b>50</b>	<b>40</b>	<b>90</b>	<b>947</b>	<b>62</b>	<b>64</b>	<b>78</b>	<b>89</b>	<b>46</b>	<b>92</b>	<b>120</b>	<b>85</b>	<b>106</b>	<b>66</b>	<b>61</b>	<b>78</b>

#### 14.4 AIRPORT SERVICES DATA

**File No:** TT.42

**Responsible Executive Officer:** Director Strategic Projects & Infrastructure

**Reporting Author:** Manager Airport Services

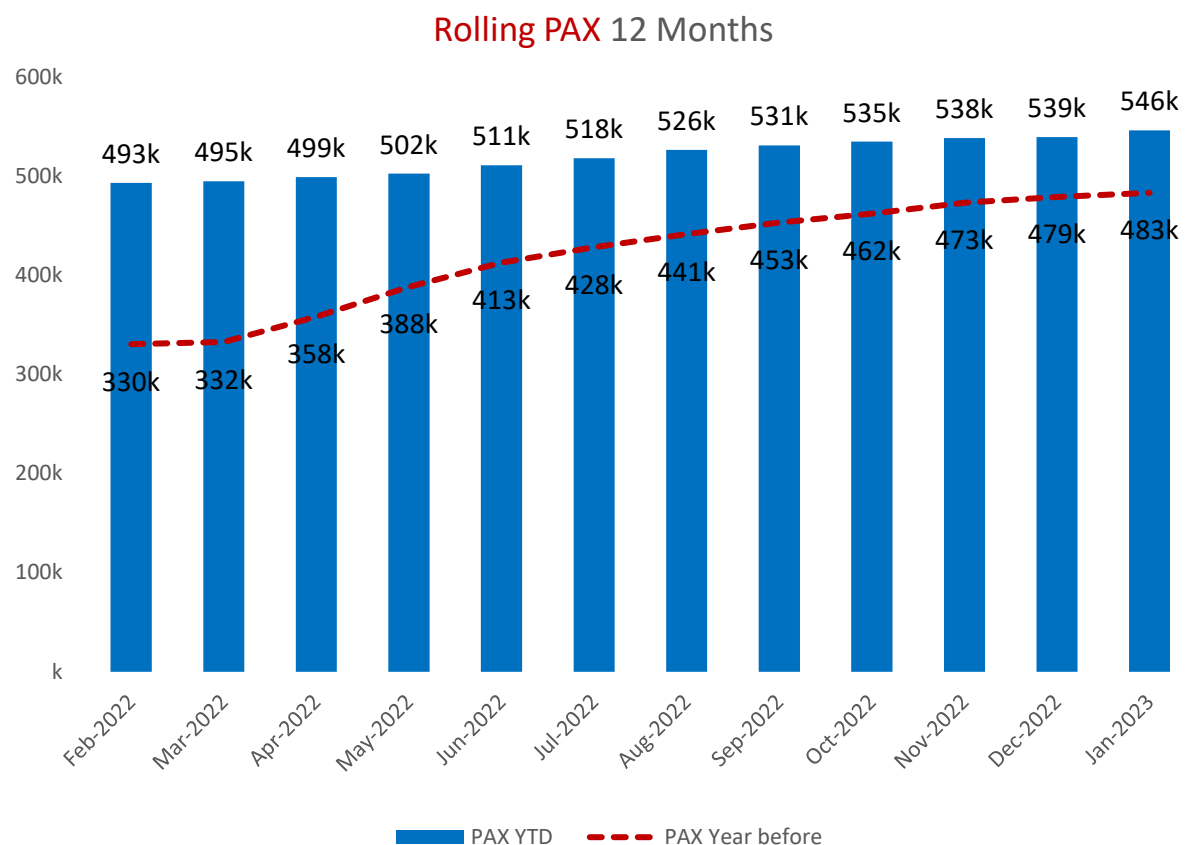
**Date of Report:** 9 March 2023

**Disclosure of Interest:** Nil

**Attachment(s)** Nil

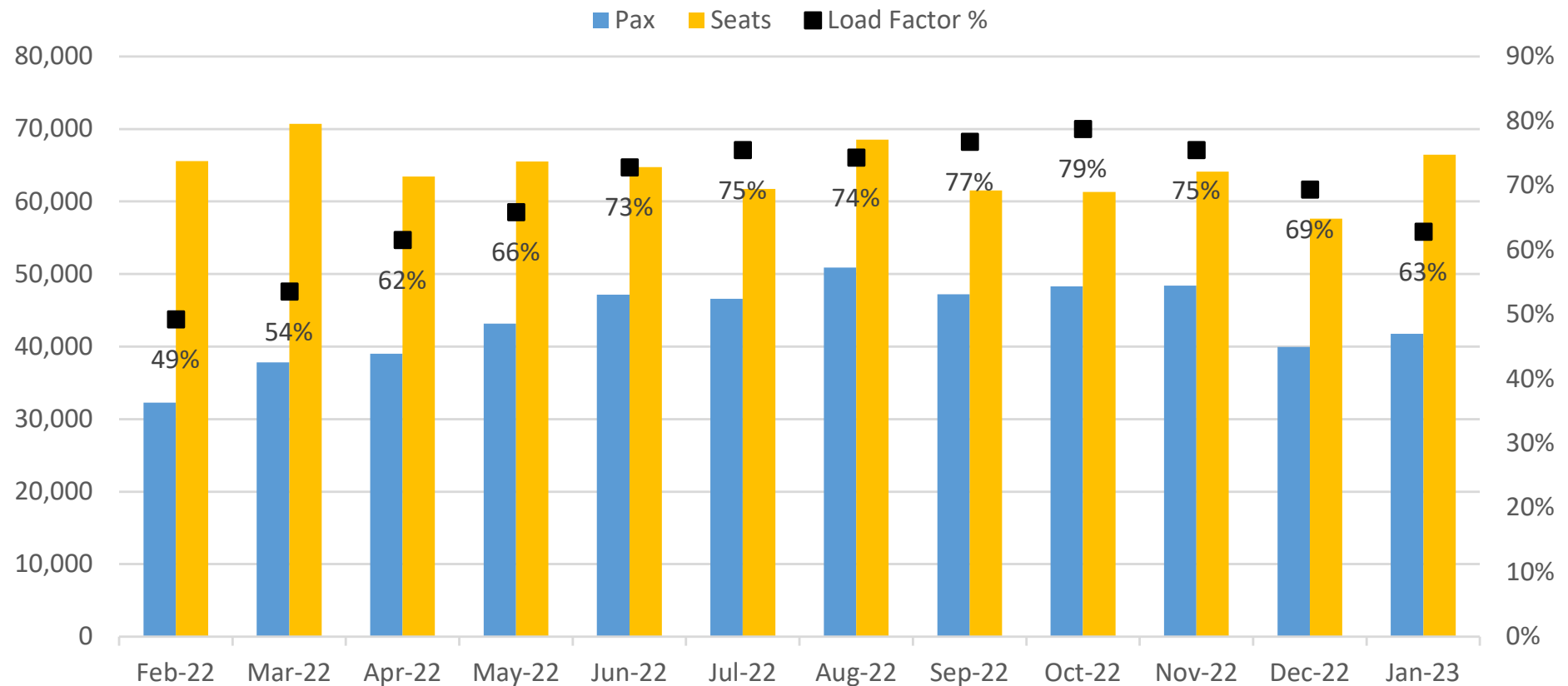
#### PURPOSE

To provide Council with comparative Airport Services data in respect to aircraft movements, passenger movements and car parking volumes.



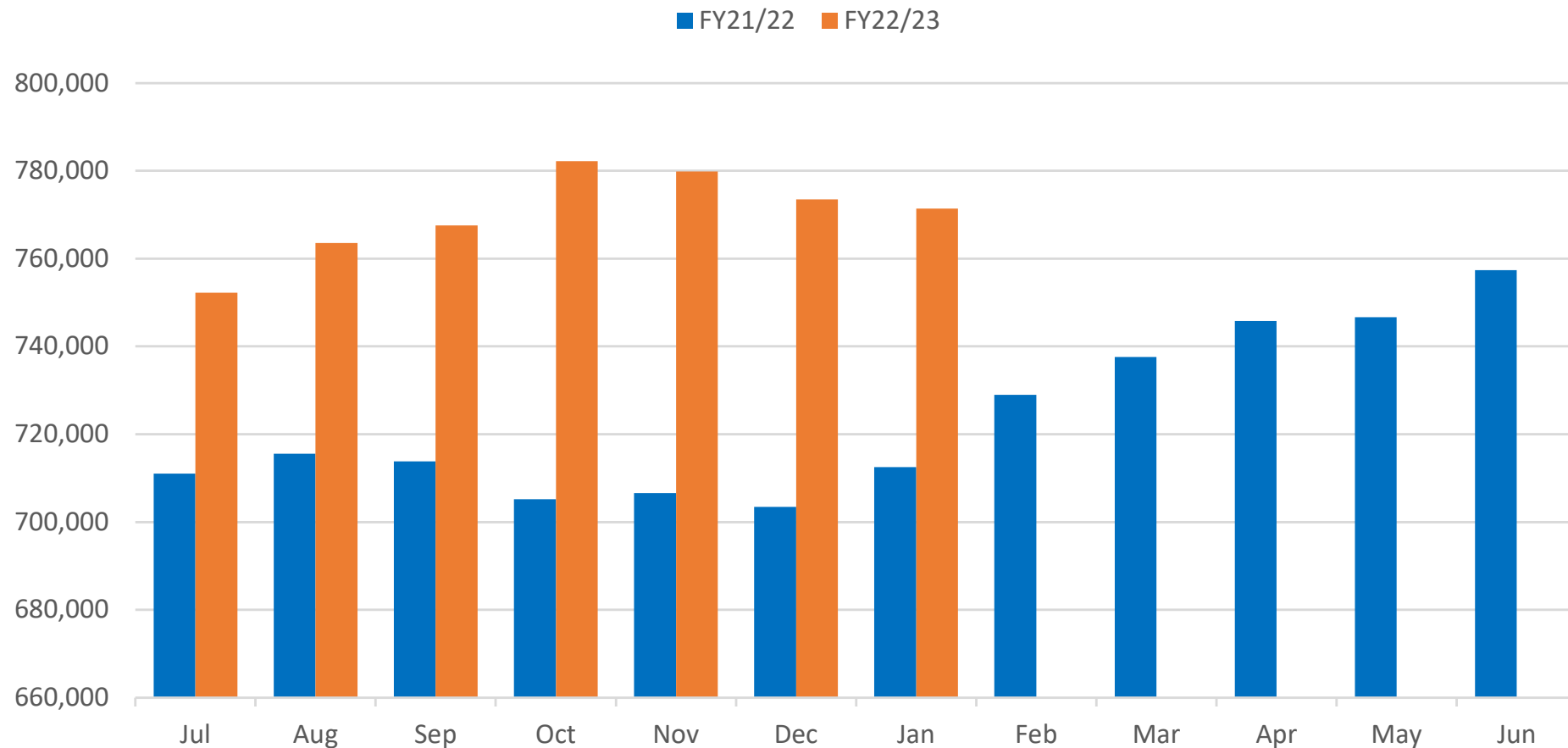
This graph provides monthly total passenger (PAX) numbers over the last twelve months compared with that of the previous year. This includes Regular Public Transport (RPT), Charter, Rotary and General Aviation (GA).

## Traffic Data - 12 Months

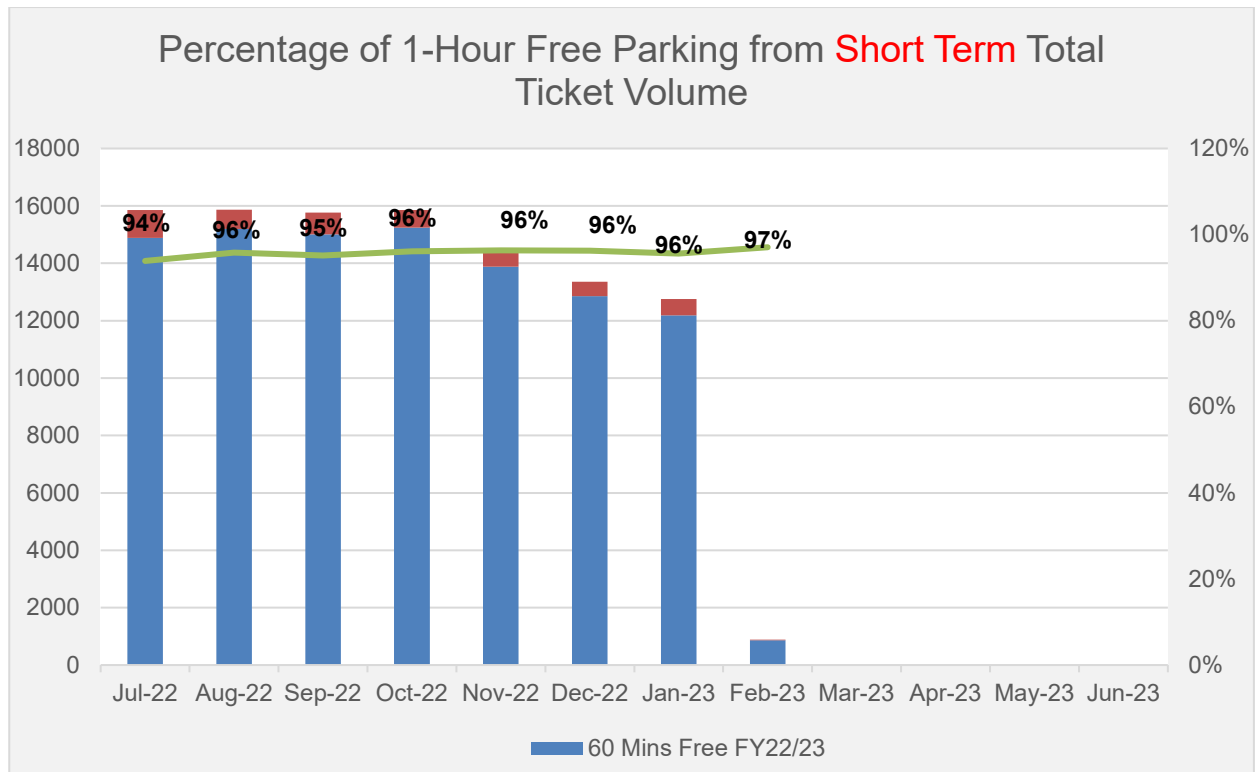


The above graph reflects Airport Traffic Data on a monthly basis for the last 12 months for all Passengers, Seats and Load Factors (%).

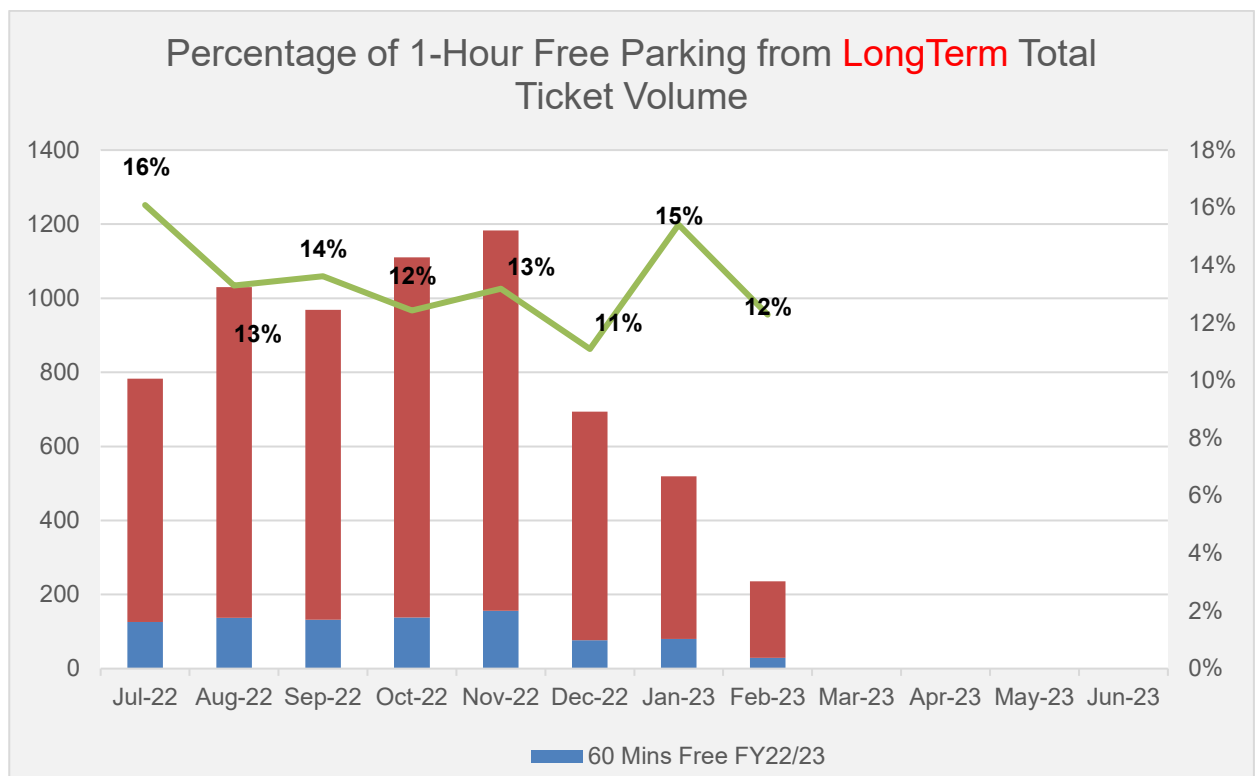
## Seats - FY22/23 compared to FY21/22



The graph above compares Year on Year available seat capacity on return services to/from Karratha.



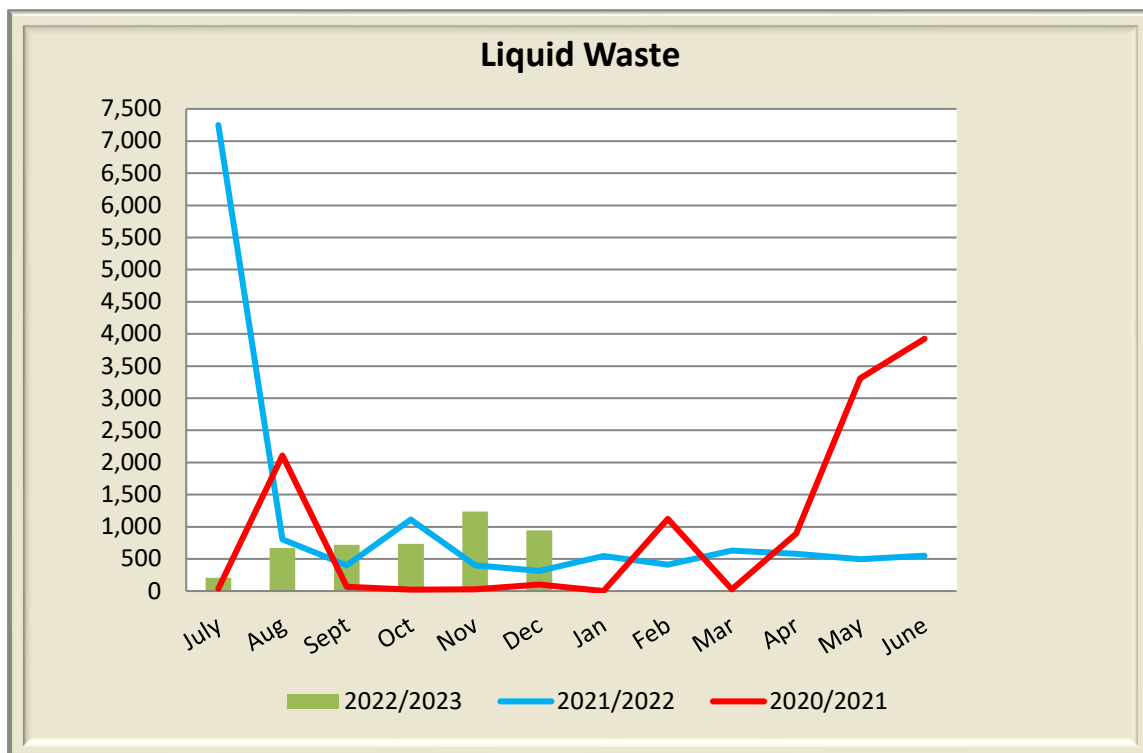
This graph provides total volume of car park short term tickets issued for each month and of the total number of those relating to free and paid parking. The chart also shows free parking tickets issued as a percentage.



This graph provides total volume of car park long term tickets issued for each month and of the total number of those relating to free and paid parking. The chart also shows free parking tickets issued as a percentage.

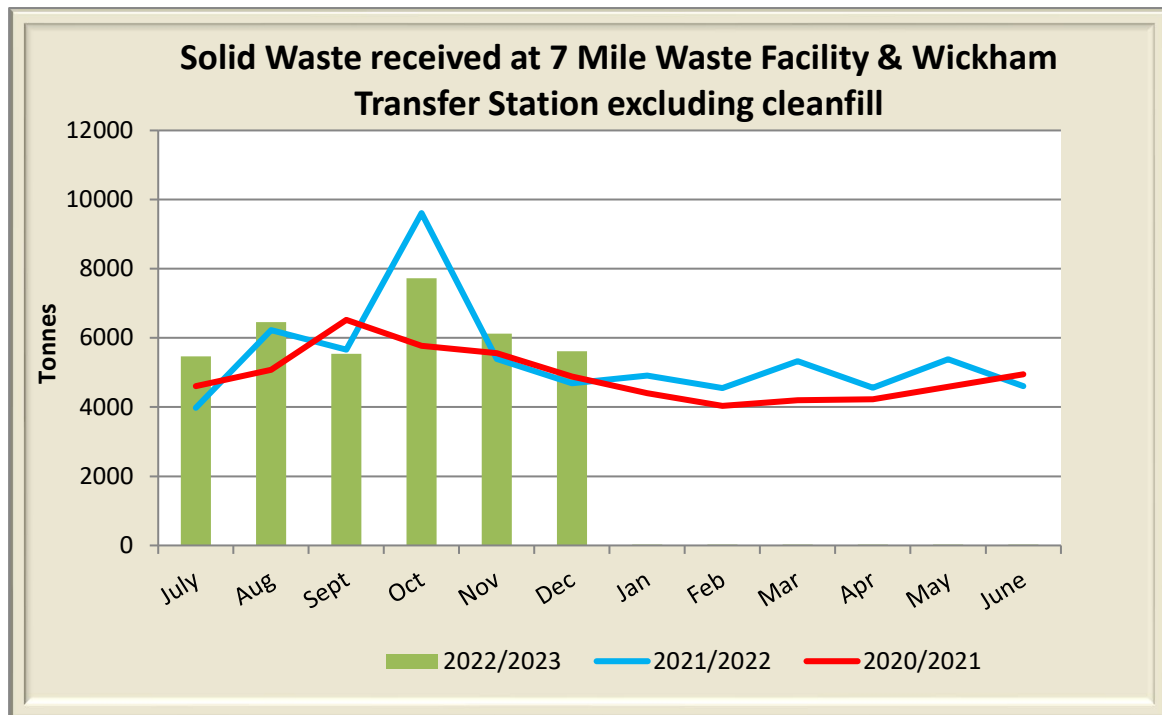
**14.5 WASTE SERVICES DATA****File No:** WM.2**Responsible Executive Officer:** Director Strategic Projects & Infrastructure**Reporting Author:** Waste Services Administration Officer**Date of Report:** 9 January 2023**Disclosure of Interest:** Nil**Attachment(s):** Nil**PURPOSE**

To provide a quarterly update (Q2) and illustration of Waste Services data for the 2022/2023 year and compare to historical trends.

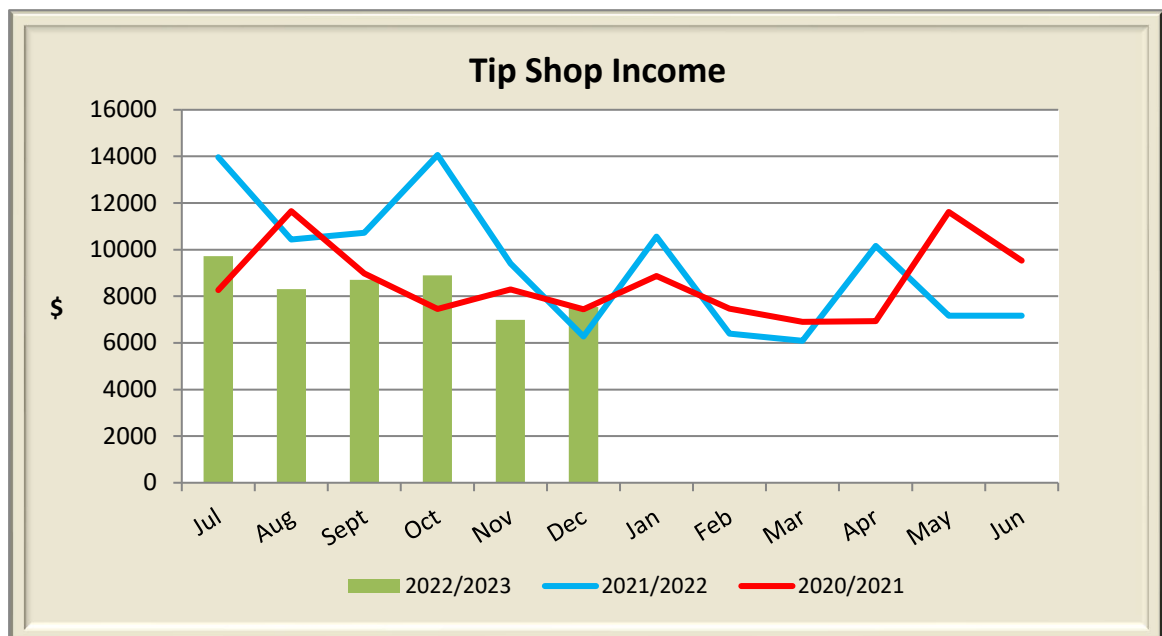


Liquid Waste delivered to the 7 Mile Waste Facility.

Recent increase is due to L150 Industrial Wash Waters received from Cleanaway.

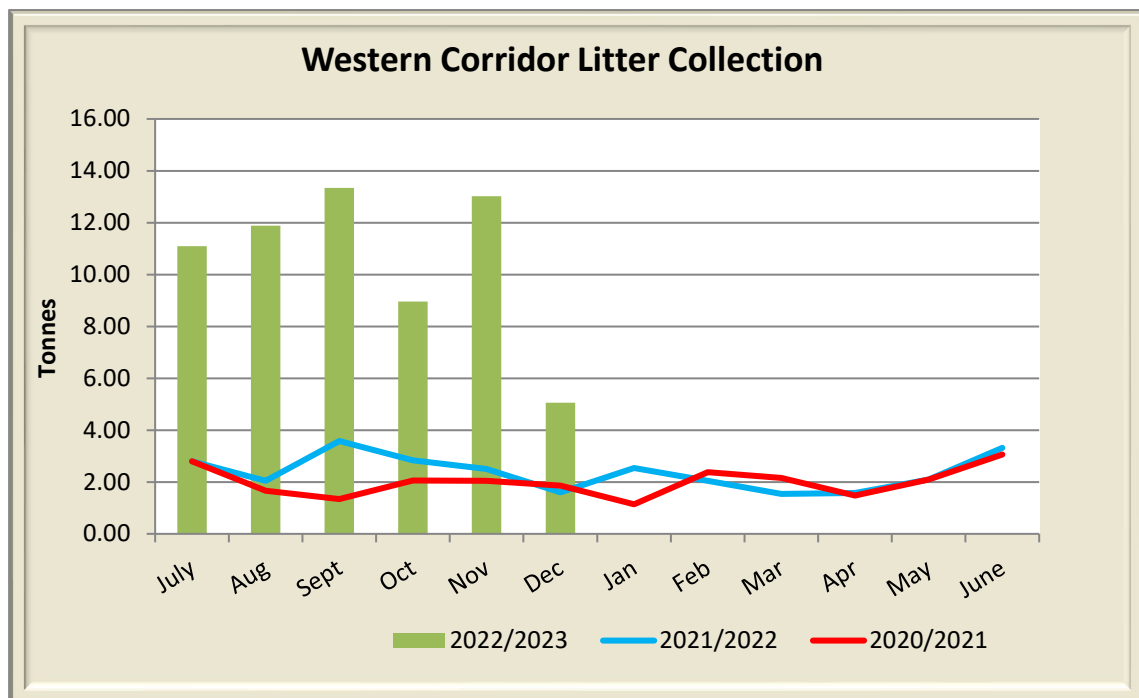


Total waste, excluding liquid and clean fill delivered to the 7 Mile Waste Facility. Solid waste deliveries have remained consistent this quarter.

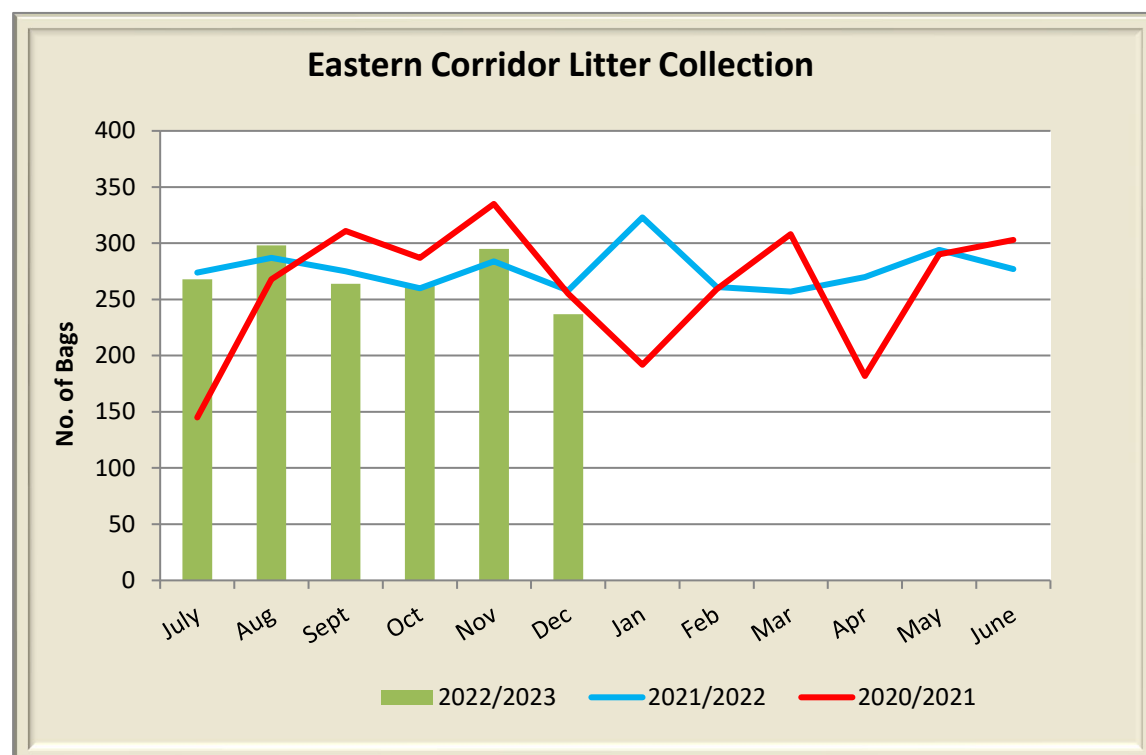


Income received for re-usable items recovered for sale at the Tip Shop.

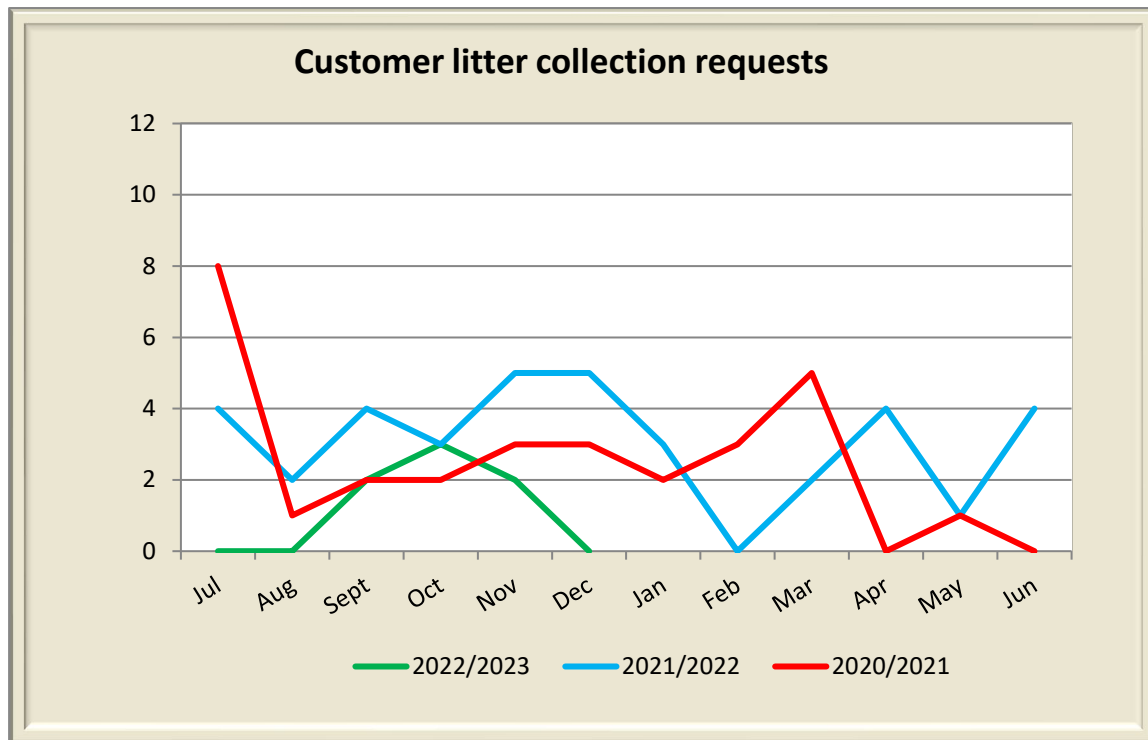




Street litter collected in Karratha and Dampier and delivered to the 7 Mile Waste Facility under contract with Damel.



Number of litter bags collected in Roebourne, Point Samson and Wickham delivered to the Wickham Transfer Station under contract with Brida.



Number of requests received from customers relating to street and footpath litter for Karratha, Dampier, Roebourne, Wickham, and Point Samson.

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

There were no motions of which previous notice was given.

## **16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

There were no questions by members of which due notice was given.

## **17 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

There was no urgent business.

## **18 MATTERS BEHIND CLOSED DOORS**

**ATTACHMENT TO ITEM 9.1 CEO CONTRACT – PERFORMANCE CRITERIA - QUOTES**

**ATTACHMENT TO ITEM 11.1 AWARD OF LARGE COMMUNITY GRANTS -  
CONFIDENTIAL SUMMARY OF APPLICATIONS**

**These matters if disclosed would reveal information about the business, professional, commercial or financial affairs of a person.**

## **19 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 6.34pm.

The next meeting is to be held on Wednesday, 26 April 2023 at 6pm at Council Chambers - Welcome Road, Karratha.