



ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 18 September 2023 at 6pm**

A handwritten signature in black ink, appearing to read "VMiltrup", is positioned above a horizontal line.

**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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AGENDA

1 OFFICIAL OPENING

Cr Nunn acknowledges the traditions of the Ngarluma people, on whose land we are gathered here today.

2 PUBLIC QUESTION TIME

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 Pablo Miller
Cr Travis McNaught
Cr Daniel Scott
Cr Joanne Waterstrom Muller

Staff: Emma Landers Director Community Experience
Henry Eaton A/Director Corporate & Commercial
Lee Reddell Director Development Services
Simon Kot Director Strategic Projects & Infrastructure
Jodie Swaffer Minute Secretary

Apologies: Virginia Miltrup Chief Executive Officer

Absent:

Leave of Absence: Cr Peter Long [Mayor]

Members of Public:

Members of Media:

4 REQUESTS FOR LEAVE OF ABSENCE

5 DECLARATIONS OF INTEREST

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

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

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday, 28 August 2023, be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	MAYOR MEETINGS	Location
09/08/2023	WALGA State Council Joint People & Place and Infrastructure Policy Team meeting	Online
09/08/2023	Meeting with Flinders-RedHawk Mining	Karratha
10/08/2023	Yindjibarndi - FMG Federal Court Hearing	Roebourne
10/08/2023	CME Karratha Event	Karratha
11/08/2023	Meeting with Regional Development Australia Pilbara	Karratha
14/08/2023	WA Bush Summit	Karratha
16/08/2023	Meeting with University of Liverpool	Karratha
16/08/2023	St Luke's STEM Expo - Projects Judging	Karratha
17/08/2023	Arts Development & Events Advisory Group Meeting	Karratha
19/08/2023	Pilbara Regiment Dinner	Karratha
21/08/2023	CEO KPI's Benchmarking Workshop	Karratha
21/08/2023	Council Briefing Session	Karratha
22/08/2023	Pilbara Country Zone meeting	Online
22/08/2023	National Economic Development Conference 2023 Welcome Function	Karratha
23/08/2023	National Economic Development Conference 2023	Karratha
23/08/2023	Meeting with Business Foundations	Karratha
23/08/2023	Meeting with Mayor Huon Valley	Karratha
23/08/2023	Meeting with the office of the Hon. Minister Punch, Member for Mining & Pastoral, Local Member and Pilbara Development Commission	Karratha
24/08/2023	National Economic Development Conference 2023	Karratha
23/08/2023	National Economic Development Conference 2023	Karratha
26/08/2023	Indonesia 78th Independence Day Event	Karratha
28/08/2023	Ordinary Council Meeting	Karratha
31/08/2023	Cooperative Research Centre for Developing Northern Australia Board Meeting	Online
31/08/2023	Cossack Art Awards Winners Exhibition Event	Karratha

9 CHIEF EXECUTIVE OFFICER

9.1 CEO PERFORMANCE CRITERIA

File No:	PF10794
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	15 September 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. Summary Report – Development CEO Performance Criteria

PURPOSE

For Council to consider and adopt the Chief Executive Officer's Performance Criteria for 2023/24 as prepared by Price Consulting Group on September 2023.

OFFICER'S RECOMMENDATION

That Council ADOPT the Chief Executive Officer's Performance Criteria for 2023/24 as prepared by Price Consulting Group dated September 2023.

BACKGROUND

The *Local Government Act 1995* requires that an annual review be conducted into the performance of the CEO. The CEO's employment contract is to specify contract performance criteria. High level KPIs for last year were established by Council at the March 2023 OCM with further action to engage a consultant to develop performance criteria for 2023/24. Price Consulting Group were appointed to undertake the review and through a workshop engaged the Mayor and Councillors in the determination of meaningful performance measures in consultation with the CEO. Works were commissioned in August and a final report was submitted in September 2023.

11 key performance measures have been determined under three key result areas with outcomes scheduled over the 2023/24 period:

1. Role of the CEO
2. City Performance, and
3. Key Focus Areas defined by Council.

LEVEL OF SIGNIFICANCE

In accordance with Council policy *CG-8 Significant Decision Making* policy, this matter is considered to be of high significance in terms of compliance to legislative obligations and Council's ability to perform its role.

STATUTORY IMPLICATIONS

Provision for CEO performance reviews is specifically required under section 5.39(3) and section 5.39A of the *Local Government Act 1995*.

Model standards have also been adopted by the Council in accordance with regulation 18FA of the *Local Government (Administration) Regulations 1996* in the form of *CG19 – Standards for CEO Recruitment, Performance and Termination*. This standard indicates how a performance review process ought to be conducted between the Council and the CEO.

COUNCILLOR/OFFICER CONSULTATION

The Mayor and Councillors have been engaged with the Consultant throughout the review process to determine a set of measures that are considered appropriate.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There is no specific policy related to the form and content of a CEO's performance measures however *CG19 – Standards for CEO Recruitment, Performance and Termination* has been established to provide a process by which a performance review should be conducted between parties.

FINANCIAL IMPLICATIONS

Contracted works from Price Consulting Group was estimated to be \$4,000 + GST plus any travel costs that maybe applicable.

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 2023-2024 provided for this activity:

Programs/Services: 4.b.3.5 Performance Management

RISK MANAGEMENT CONSIDERATIONS

There following risk management considerations are 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	Moderate	It is a statutory requirement for the CEO to have a set of performance measures to be assessed annually by the Council.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Annual performance reviews are conducted with the Chief Executive Officer based on predetermined key performance measures.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council DEFER the Chief Executive Officer's Performance Criteria for 2023/24 as prepared by Price Consulting Group dated September 2023 to the October OCM.

CONCLUSION

This is a statutory process to established the CEO's performance measures. The Mayor and Councillors have had opportunity to develop the measures for the 2023/24 period with the Consultant. The measures form a sound basis for building onto in the future.

10 CORPORATE & COMMERCIAL

10.1 FINANCIAL STATEMENTS FOR PERIOD ENDED 31 JULY 2023

File No: FM.19

Responsible Executive Officer: Acting Director Corporate & Commercial

Reporting Author: Corporate Accountant

Date of Report: 23 August 2023

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s):

1. Statement of Financial Activity
2. Variance Commentary – Statement of Financial Activity by Nature and Type
3. Statement of Financial Position
4. Net Current Funding Position

PURPOSE

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

OFFICER'S RECOMMENDATION

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

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.

DISCUSSION

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

2023/24	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surplus
Operating Revenue (incl. Rates)	131,228,517	131,228,521	58,087,555	59,488,190	1,400,635	2.4%	↑
Operating Expense	(114,792,455)	(114,792,459)	(9,774,926)	(9,748,038)	26,888	-0.3%	↑
Non Operating Revenue	14,973,905	14,973,905	206,025	11,471,494	11,265,469	5468.0%	↑
Non Operating Expense	(67,643,003)	(67,643,003)	(5,070,991)	(12,688,140)	(7,617,149)	150.2%	↓
Non Cash Items Included	31,470,521	31,470,521	2,667,638	2,226,138	(441,500)	-16.6%	↓
Restricted PUPP Surplus BFWD 1 July	62,129	62,129	62,129	62,129	0	0.00%	
Unrestricted Surplus BFWD 1 July	4,739,380	4,739,380	4,739,380	4,739,380	0	0.00%	
Restricted PUPP Surplus CFWD	31,064	31,064	31,064	31,064	0	0.00%	
Surplus/(Deficit) 23/24	7,929	7,929	50,885,746	55,520,088	4,634,343		

This table shows a surplus position of \$55.5m, a positive variance of \$4.6m compared to the budgeted surplus position of \$50.9m, which is subject to consideration of year-end accruals and accounting 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. The brought forward unrestricted surplus position prior to finalisation of prior year transactions is \$4.7m.

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		
3,870,047	▲	Waste Management - Income received earlier than anticipated, \$3M budgeted for August
330,000	▲	Ovals & Hardcourts - Timing adjustment EOY Accrual journals
170,000	▲	Roebourne Aquatic Centre - Timing adjustment EOY Accrual journals
4,370,047	▲	Positive Variances
(199,201)	▼	Rates - Timing adjustment of interim rates
(264,034)	▼	Karratha Airport - Rental revenue - Timing adjustment EOY Accrual journals
(367,397)	▼	Karratha Airport - Timing adjustment EOY Accrual journals
(59,850)	▼	FeNaCINg - Timing adjustment EOY Accrual journals
(89,500)	▼	Cossack Art Awards - Timing adjustment EOY Accrual journals
(1,946,879)	▼	General Revenue - Income received 2022/23 to be processed against Carry forward budget reserve
(2,926,860)	▼	Negative Variances
1,443,187	▲	Net Positive Variance

Operating Expenses		
723,063	▲	Information Services IT - Project delays, expected expenditure on ERP, software and network delayed
516,521	▲	Building Maintenance, Fleet 7 Plant, 7 Mile Waste and Parks & Gardens - Timing adjustment of ABC allocations
438,705	▲	KLP, WRP & REAP - Timing adjustment ABC allocations
285,524	▲	Information Technology Hardware Refresh - Delayed delivery of equipment
278,612	▲	Sanitation, Works & Technical Services - Timing adjustment ABC allocations
250,000	▲	Hillview/Balmoral Upgrade - Contract awarded, pending receipt of contractors management plans, contracts, etc
209,138	▲	Liveability & Community Engagement - Timing adjustment ABC allocations
199,336	▲	Health, Ranger & Town Planning - Timing adjustment ABC allocations
161,573	▲	Cossack Art Awards and Arts Development Activities - Timing adjustment EOY Accrual journals
159,887	▲	FeNaCINg - Timing adjustment EOY Accrual journals
127,400	▲	Governance & HR - Timing adjustment ABC allocations
120,000	▲	Lot 7020 Development - Delays to engagement of consultant team for next design phase
102,741	▲	Information Services IT - Timing adjustment ABC allocations
100,000	▲	7 Mile Waste - Shade Dome project to be re-tendered pending unsuccessful procurement process
100,000	▲	Dampier Road Stage 7 Footpath - Contract award delayed due to external funding

99,546	▲	KTA Airport - Timing adjustment ABC allocations
88,150	▲	Economic Development - NEDC Conference expenditure delayed until August
75,000	▲	CBD Bus Shelters - Pending tender closure deadline
74,192	▲	KLP Outdoor Court Shading - Project currently tendered, pending evaluation to award
60,493	▲	Hillview/Balmoral Upgrade - Timing adjustment ABC allocations
57,928	▲	Jingarri Sites Housing Construction - Ongoing construction due to delays around materials and labour
56,431	▲	KTA Airport - Monthly invoices not received
55,335	▲	Economic Development - Timing adjustment ABC allocations
50,000	▲	Roebourne Streetscape Masterplan - Pending completion of design documentation milestone
50,000	▲	KLP Oval - Indoor cricket light design delayed by two months
50,000	▲	Parks & Gardens - Roundabout upgrades, RFT awarded and works expected to start soon
75,688	▲	Parks & Gardens - Water Usage, invoices not yet received
54,742	▲	KTA Airport - Timing - Solar Power charges processed in August
49,500	▲	KLP & REAP - Electricity charges, invoices not yet received
455,109	▲	Depreciation - Timing adjustment depreciation allocations
5,124,613	▲	Positive Variances
(73,018)	▼	OECD Conference - Pending verification of expenditure
(112,236)	▼	Parks & Gardens - Works completed earlier than expected for kerbing works
(158,765)	▼	KTA Airport - Security screening expenses incurred earlier than anticipated
(292,507)	▼	KTA Airport - Water main replacement. Invoice budgeted for June received July
(298,270)	▼	Kevin Richards Club Room - Project delayed due to contractor delivery and defective work
(2,368,836)	▼	Corporate Services Admin - Timing adjustment ABC allocations
(1,825,711)	▼	Insurance - Timing adjustment insurance allocations
(61,088)	▼	Community & Economic Development Grants - Timing adjustment EOY Accrual journals
(5,190,431)	▼	Negative Variances
(65,818)	▼	Net Negative Variance

Non Operating Revenue		
11,257,620	▲	Reserves - Timing adjustment journals and transfers
118,094	▲	Reserves - Timing adjustment journals and transfers
11,375,714	▲	Positive Variances
(81,250)	▼	Liveability - Grant - Timing adjustment EOY Accrual journals
(81,250)	▼	Negative Variances
11,294,464	▲	Net Positive Variance

Non Operating Expenses		
120,000	▲	Lot 7020 Development - Delays to engagement of consultant team for next design phase
57,928	▲	Jingarri Sites Housing Construction - Construction ongoing with delays due to materials & labour
285,524	▲	Information Technology Hardware Refresh - Delayed delivery of equipment, installation delayed beyond July
288,000	▲	Landfill Operations - Delays to replacement of P1102 & P8824
88,000	▲	Ranger Services - RFQ in process
60,000	▲	Liveability - Delays in purchase of additional vehicle for new manager, commencing September
250,000	▲	Hillview/Balmoral Upgrade - Contract awarded, pending receipt of contractors management plans, contracts, etc

100,000	▲	7 Mile Waste - Shade Dome project to be re-tendered pending unsuccessful procurement process
100,000	▲	Dampier Road Stage 7 Footpath - Contract award delayed due to external funding
75,000	▲	CBD Bus Shelters - Pending tender closure deadline
74,192	▲	KLP Outdoor Court Shading - Project currently tendered, pending evaluation to award
50,000	▲	Roebourne Streetscape Masterplan - Pending completion of design documentation milestone
50,000	▲	Parks & Gardens - Playground upgrades, RFT being evaluated
50,000	▲	Parks & Gardens - Roundabout upgrades, RFT awarded and works expected to start soon
50,000	▲	KLP Oval - Indoor cricket light design delayed by two months
61,590	▲	Reserves - Timing adjustment journals and transfers
57,046	▲	Reserves - Timing adjustment journals and transfers
1,817,279	▲	Positive Variances
(298,270)	▼	Kevin Richards Club Room - Project delayed due to contractor delivery and defective work
(112,236)	▼	Parks & Gardens - Works completed earlier then expected for kerbing works
(10,366,304)	▼	Reserves - Timing adjustment journals and transfers
(842,124)	▼	Reserves - Timing adjustment journals and transfers
(80,673)	▼	Reserves - Timing adjustment journals and transfers
(11,699,607)	▼	Negative Variances
(9,882,328)	▼	Net Negative Variance

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

Period End 31 July 2023	Target Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio Current Assets less Restricted Assets ÷ Current Liabilities less liabilities associated with Restricted assets	1 or above	N/A	6.12
Asset Sustainability Ratio Capital Renewal and Replacement Expenditure ÷ Depreciation	≥ 0.90	0.80	0.22
Operating Surplus Ratio Operating Surplus (excl. capital grants & contributions) ÷ Own Source Revenue	0 – 15%	15.1%	83.8%
Own Source Revenue Ratio Own Source Operating Revenue ÷ Operating Expenses	0.40 or above	0.97	6.08
Debt Service Cover Ratio Operating surplus before interest expense and depreciation ÷ Principal and interest Expense	> 2	40.5	48.9

Statement of Financial Position

	Jul-23	Jun-23	% Change
	Current		
Assets	144,935,695	98,058,255	47.81%
Liabilities	19,690,600	23,618,602	-16.63%
	Non Current		
Assets	761,381,614	762,353,153	-0.13%
Liabilities	4,216,484	4,216,484	0.00%
Net Assets	882,410,224	832,576,322	

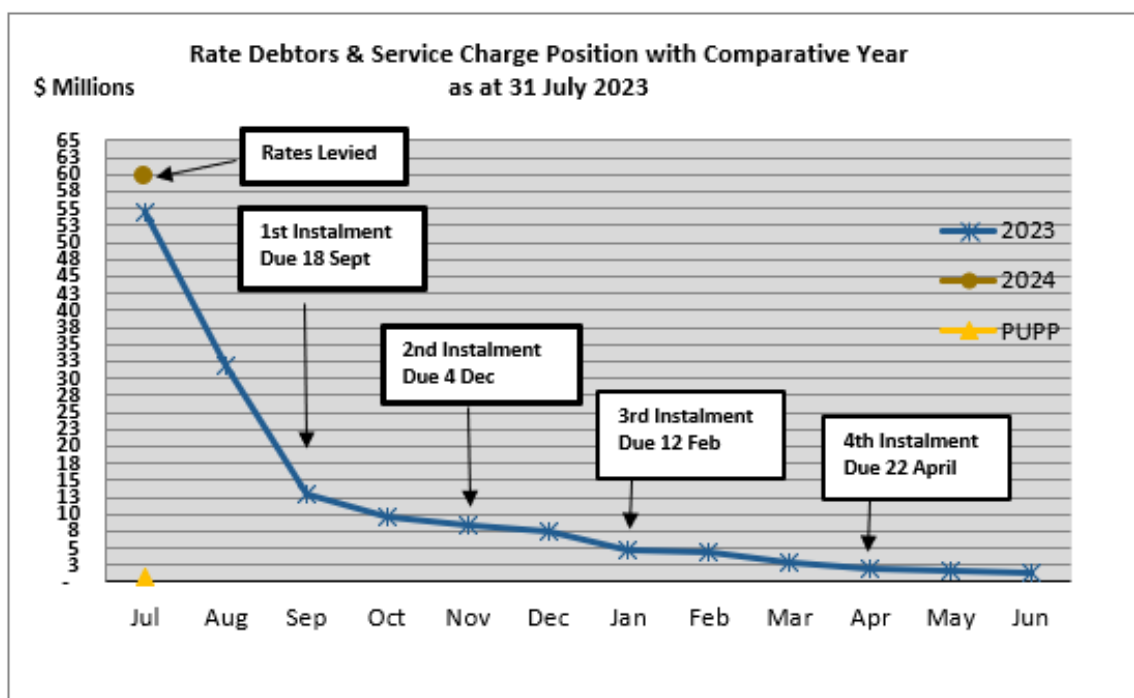
Current Assets increased by 47.81% from June to July, which was attributable to an increase in Trade and Other Receivables due to the annual rates strike, partially offset by a decrease in Unrestricted Cash and Cash Equivalents reflecting the settlement of year invoices received in June. Current Liabilities decreased by 16.63% due to decrease in Trade and Other Payables. Non-Current Assets decreased by 0.13% which was attributable the depreciation of Property, Plant and Equipment and Infrastructure assets. No movement was recorded in 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 of July. The table also includes total Rates and PUPP Service Charges outstanding.

Debtors Schedule				
	July	June	Change %	% of Current Total
	Sundry Debtors			
Current	5,888,899	6,435,102	-8%	104.3%
> 40 Days	207,733	114,056	82%	3.7%
> 60 Days	111,091 -	268,494	-141%	2.0%
> 90 Days -	559,820	149,876	-474%	-9.9%
Total	5,647,903	6,430,540	-12%	100%
	Rates Debtors			
Total	59,648,095	1,505,492	3862%	100%
	PUPP Debtors			
Total	659,573	629,754	4.7%	100%

A total of \$379k of Rates (including ESL and waste charges) have been paid to end of July, representing a collection rate of 0.6% to date.



There was no material change from July in the PUPP Debtors balance, with the increase in balance reflecting interest charges. PUPP payments have now been received on 99.85% of properties and of those paid, 98.48% have paid in full, with 1.37% paying by instalments.

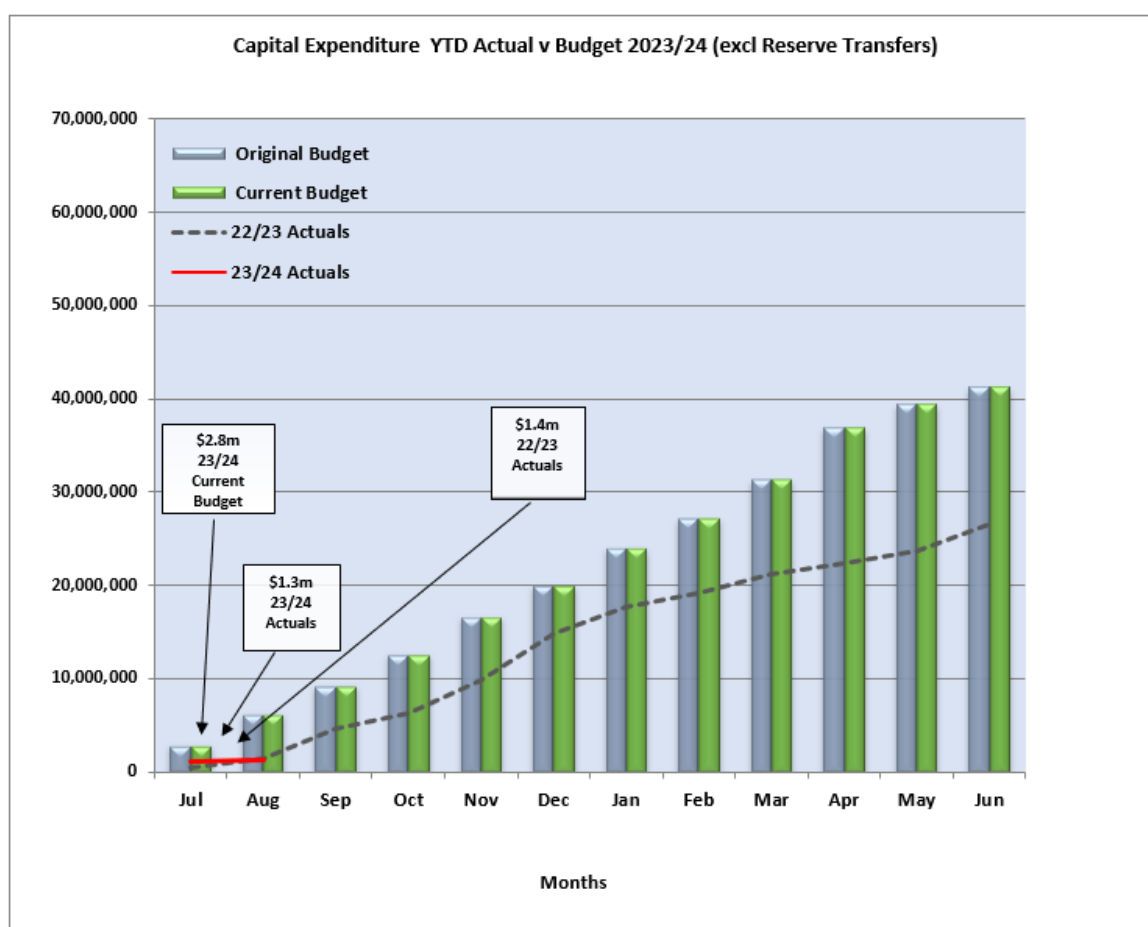
Collection of outstanding debts greater than 40 days is continuing in line with Council policy. The following table highlights outstanding balances for each ageing period for Trade Debtor balances in excess of \$5,000.

Debt or Code	Name	40 Days	60 Days	Over 90 Days	Commentary
C491	Cleanaway Co Pty Ltd	29,929.33	5,499.99	866.69	Relates to waste disposal June 23 and sponsorship. Reminder email sent 18/08/23.
L006	CHC Helicopters (Australia)	39,744.55	55,084.37	-	Relates to April & May 23 aircraft landings, July lease at KTA Airport & May 2023 electricity charges. Reminder emails sent 30/06/23 & 14/08/23. Payment received early September (post report).
N256	William John Newcombe	-	15.12	5,338.38	Relates to clean up work undertaken at property due to non-compliance of direction notices in 2020 & 2023.
R262	Rambla Pty Ltd	-	28,385.71	1,515.77	Credit of \$14,424.07 has since been applied and payments. Balance now \$20,153.85. Relates to lease at Rambla. Payment plan in place.

Capital Expenditure

Council's current 2023/24 Capital Expenditure budget is \$41.2m which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, KRMO Oval Lighting and Pole Upgrade, and the KLP Oval Lighting Replacement. The following table shows capital expenditure is 55.3% below budget for the year to date.

CAPITAL EXPENDITURE						
	YTD			ANNUAL		
Asset Class	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Amend Budget	% of Annual Budget
	31-Jul-23			30-Jun-24		
Land	0	0	0.0%	20,000	20,000	-100.0%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	378,802	448,075	18.3%	8,499,135	8,499,135	5.3%
Equipment	0	0	0.0%	942,500	942,500	0.0%
Furn & Equip	386,000	65,476	-100.0%	1,292,000	1,292,000	5.1%
Plant	867,000	279,009	-67.8%	1,964,000	1,964,000	14.2%
Infrastructure	1,173,331	462,037	-60.6%	28,515,947	28,515,947	1.6%
Totals	2,805,133	1,254,598	-55.3%	41,233,582	41,233,582	3.0%



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

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

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 July 2023 with a year-to-date budget surplus position of \$50,885,746 (comprising \$50,792,552 of unrestricted surplus and \$62,129 restricted surplus) and a current surplus position \$55,520,088 (comprising \$55,426,895 unrestricted surplus and \$62,129 restricted surplus) subject to consideration of year-end adjustments, and the annual financial audit. The restricted balance comprises PUPP service charges levied in 2014/15.

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 2023-2024 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 to:

1. RECEIVE the Financial Reports for the financial period ending 31 July 2023; and
2. APPROVE the following actions:
 - a) _____
 - b) _____

Option 3

That Council NOT RECEIVE the Financial Report for the financial period ending 31 July 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.

10.2 LIST OF ACCOUNTS – 1 AUGUST 2023 TO 23 AUGUST 2023

File No:	FM.19
Responsible Executive Officer:	Acting Director Corporate & Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	18 September 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Payments August 2023 2. List of Credit Card Payments (July 2023)

PURPOSE

To advise Council of payments made for the period from 1 August 2023 to 23 August 2023.

OFFICER'S RECOMMENDATION

That Council **ACCEPT** payments totalling **\$5,369,449.48** submitted and checked with vouchers, detailed in Attachments 1 and 2 being made up of:

1. Trust Vouchers: nil;
2. EFT 310 to 326 and 6386 to 6754 (Inclusive): \$2,902,797.77;
3. Cheque Voucher 78736: \$17.65;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (July 2023): \$15,918.58;
7. Payroll Cheques: \$2,450,715.48;

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.

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 August 2023 to 23 August 2023 (including credit card transactions - July 2023) totalled \$5,369,449.48, which included the following payments:

- Corps Pavement – Road Reseal Program, MOF Rd - \$261,129
- Major Motors Pty Ltd – Purchase Isuzu Truck - \$262,090
- MSS Security – Airport Security Services - \$202,011
- ITVision – Synergy Licence 23/24FY - \$184,118

Consistent with CG-11 Regional Price Preference Policy, 35% 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 2023-2024 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 ACCEPT payments totalling \$5,369,449.48 submitted and checked with vouchers, being made up of:

1. Trust Vouchers: nil;
2. EFT 310 to 326 and 6386 to 6754 (Inclusive): \$2,902,797.77;
3. Cheque Voucher 78736: \$17.65;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (July 2023): \$15,918.58;
7. Payroll Cheques: \$2,450,715.48;

with the EXCEPTION OF (as listed).

CONCLUSION

Payments for the period 1 August 2023 to 23 August 2023 and credit card payments for the period 1 July 2023 to 31 July 2023 totalled \$5,369,449.48. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

10.3 INVESTMENTS FOR PERIOD ENDED 31 JULY 2023

File No:	FM.19
Responsible Executive Officer:	Acting Director Corporate & Commercial
Reporting Author:	Financial Analyst
Date of Report:	17 August 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council RECEIVE the Investment Report for the financial period ending 31 July 2023.

BACKGROUND

In accordance with section 6.14 of the *Local Government Act 1995* and Regulation 19C of the *Local Government (Financial Management) Regulations 1996*, 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 July 2023

Institution	Accounts	Principal Investment \$	Balance 31 July 2023 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		21,007	2.35	At Call		Reserve at Call
WBC	Reserve Term Deposit	12,000,000	12,471,580.29	4.11	12 months	Aug-23	Reserve TD
WBC	Reserve Term Deposit	6,500,000	6,757,766.85	4.22	12 months	Aug-23	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,169,328.75	4.70	12 months	Nov-23	Reserve TD
BOQ	Reserve Term Deposit	4,000,000	4,111,682.20	4.30	12 months	Dec-23	Reserve TD
CBA	Reserve Term Deposit	6,000,000	6,147,279.46	4.95	12 months	Feb-24	Reserve TD
CBA	Reserve Term Deposit	20,000,000	20,199,835.62	5.21	12 months	May-24	Reserve TD
BOQ	Reserve Term Deposit	10,000,000	10,077,602.74	5.15	12 months	Jun-24	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,013,783.56	5.59	10 months	Jul-24	Muni TD
WBC	Municipal Term Deposit	2,500,000	2,552,575.33	5.05	12 months	Mar-24	Muni TD
CBA	Municipal (Transactional)		10,511,357.76	3.95	At Call		Muni at Call
TOTAL		71,000,000	83,033,799				
The balance of all Term Deposits includes interest accrued to 31 July 2023							

Table 10.1a. Schedule of Cash and Financial Investments

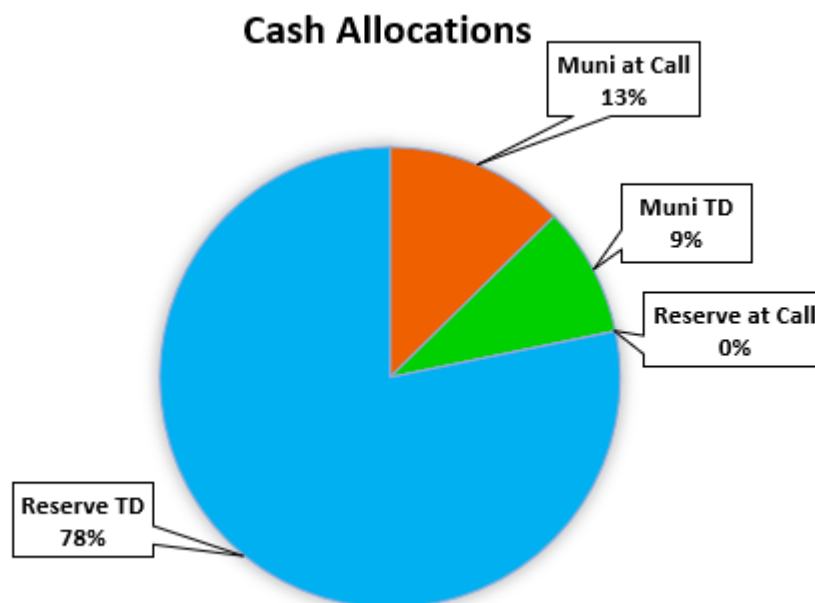
On average, the City is earning 4.86% across Municipal Term Deposits and 4.66% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 410 basis points during the month of July. As a result, the Municipal Funds held in the Westpac transaction account are now earning 3.95% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 2.35% in interest over balances of \$1m.

Allocations of Cash 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 73% of our Cash and Financial Investments are invested in Reserve Term Deposits.



Graph 10.1a. Percentage of Cash Allocations

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. 27% of Cash and Financial Investments will mature in the next 3 months, 13% maturing in the next 4-6 months and 61% maturing in the next 7-12 months.

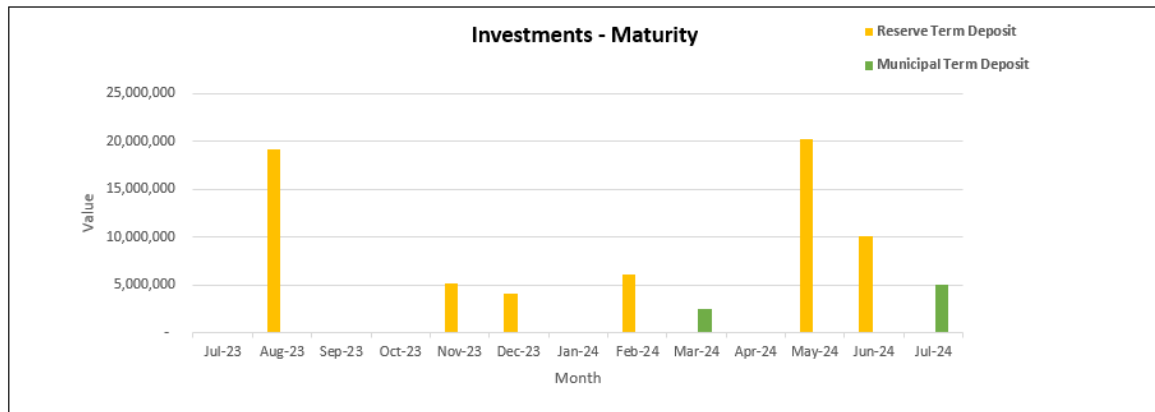


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

Schedule of Liquidity

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

The liquidity graph for 2023/24 demonstrates a slight decrease compared to July forecasts.

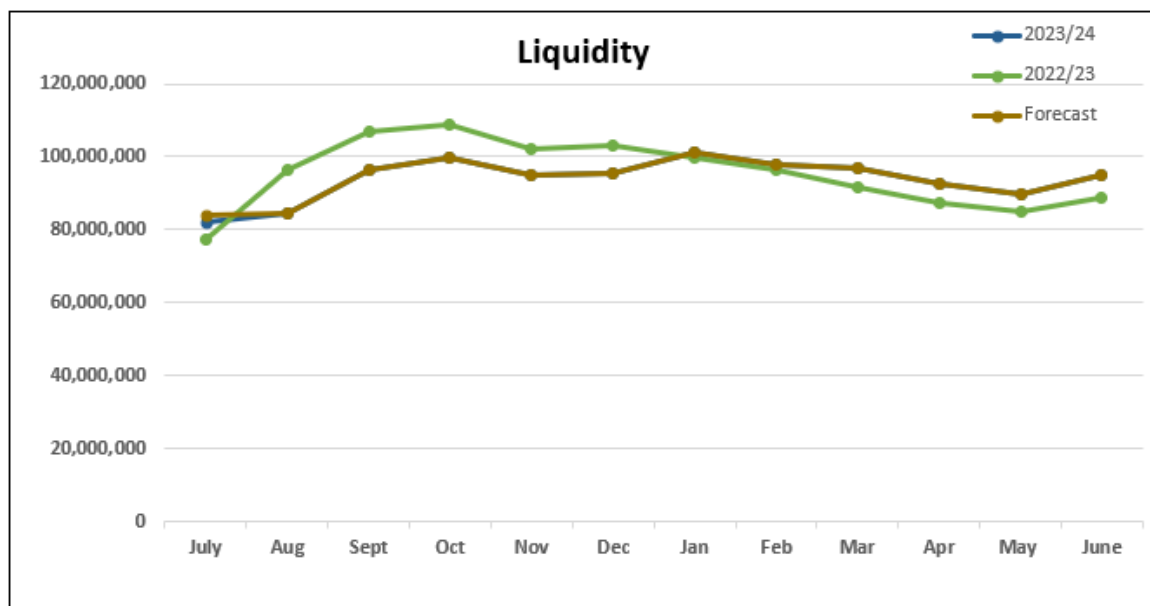


Table 10.1c. Schedule of Liquidity

Schedule of Other Investments

Hangar Lease – Aspen Medical

On 1 November 2018, a Lease agreement was entered into with Aspen Medical for the use of a newly built Hangar in relation to their provision of emergency medical services. The lease agreement was for an initial term of seven (7) years with two extensions of two (2) years each. Rent increases approximately every two years, as per the schedule set out in the lease agreement. The performance of the hangar lease is shown in the table below.

	Month 31 July 2023 \$	Year to Date 31 July 2023 \$	Life to Date 31 July 2023 \$
Total Income Received	35,933	35,933	1,903,987
Total Expenditure Paid	(15,180)	(15,180)	(116,162)
Net Income	20,753	20,753	1,787,825
Annualised ROI	8.3%	8.3%	35.2%

Table 10.1d. Aspen Medical – Hangar Lease Performance

Ground and Hangar Lease – Babcock Offshore

In March 2019, an agreement was entered into with Babcock Offshore in relation to the construction, purchase, lease and buy-back of a Hangar. The initial lease agreement, including the ground and hangar, covered a term of nine (9) years and no further terms, with rent increases annually at 4.5%. The option is available to repurchase the Hangar for a fixed price, plus a new Ground Lease for a five (5) year term at a pre-determined rate, increasing annually by 4%. The performance of the hangar and ground lease is shown in the table below.

	Month 31 July 2023 \$	Year to Date 31 July 2023 \$	Life to Date 31 July 2023 \$
Total Income Received	50,211	50,211	2,098,972
Total Expenditure Paid	-	-	(17,611)
Net Income	50,211	50,211	2,116,583
Annualised ROI	14.2%	14.2%	30.0%

Table 10.1e. Babcock Offshore – Ground & Hangar Lease Performance

The Quarter HQ

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 July 2023 \$	Year to Date 31 July 2023 \$	Life to Date 31 July 2023 \$
Total Income Received	245,715	245,715	19,871,275
Total Expenditure Paid	(142,296)	(142,296)	(9,637,651)
Net Income	103,418	103,418	10,233,624
Annualised ROI	6.2%	6.2%	8.4%

Table 10.1f. The Quarter HQ Performance

Aging of Outstanding Lessees Balances

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

Suite ID	Lessee	Current	June 2023	May 2023	April 2023 and Prior	Total	Commentary
0003	Weeding, Kate, Michelle Trading as Pilbara Weddings & Events	4,126.36	4,181.48	3,845.18	-	12,153.02	Payments being made exceed monthly charges. Arrears cleared in August
0005	Maria Cecelia Walker Trading as Cecil Filipino & Asian Food Pty Ltd	93.42	79.06	-	460,669.65	460,842.13	Discussions with Lessee are occurring.
0009	Onyx Group WA Pty Ltd Trading as Onyx Events / Archipelago Adventures	5,374.21	4,899.43	5,243.99	1,190.97	16,708.60	\$13.8K security deposit held; Notice Issued; arrears cleared in August

Table 10.1g. Aged Debtors of The Quarter

Schedule of Loan Agreement

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 July 2023 \$	Year to Date 31 July 2023 \$	Life to Date 31 July 2023 \$
Funded Amount	-	-	3,800,000
Interest Charges*	-	-	199,085
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

*Interest Charges of \$12,666.67 for July were received on 1st August

Total loan approved of \$4.1M, with a 10-year repayment period, to be repaid by 2030

Table 10.1h. Scope Property Group Loan Agreement Schedule

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 10.1a, there is an opportunity cost for the year to date of \$2,130 and a life to date benefit of \$75,719. For the current month of July 2023, the opportunity cost of \$2,130 matches the year-to-date amount as only one month has passed in the current year. This is reflective of current market rates and represents the Dampier community benefit in offering the loan.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 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

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 implications 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 2023-2024 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:

3. RECEIVE the Investment Report for the financial period ending 31 July 2023; and
4. APPROVE the following actions:
 - a) _____
 - b) _____

Option 3

That Council NOT RECEIVE the Investment Report for the financial period ending 31 July 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.

10.4 2022/23 KEY PERFORMANCE MEASURES

File No:	CM.89
Responsible Executive Officer:	Acting Director Corporate & Commercial
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	17 August 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide Council with an update on performance against the Operational Plan 2022-23 for Quarter 4 (April 2023 – June 2023) and the full year 2022-23.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Quarter 4 and End of Year Performance Report for 2022/23.

BACKGROUND




There are four strategic themes in the Strategic Community Plan 2020-2030, which are delivered through 151 Programs and Services outlined in the Corporate Business Plan. These are in turn delivered through 304 ongoing projects and actions, which are measured by 101 performance measures that are introduced at periodic intervals throughout the year as certain triggers are reached.

Each theme outlines a set of programs delivered through a number of projects and services as follows:

Strategic Theme	Programs & Services	Projects & Actions	Performance Measures
Our Community	53	130	37
Our Economy	20	59	16
Our Natural & Built Environment	38	50	14
Our Leadership	40	65	34
TOTAL	151	304	101

One of the processes supporting the Integrated Strategic Planning (ISP) Framework is quarterly reporting against the performance measures to monitor performance and respond to changing priorities.

A snapshot of the overall performance during Quarter 4 and for the year is included in this report. It uses a traffic light system to represent the following benchmarks:

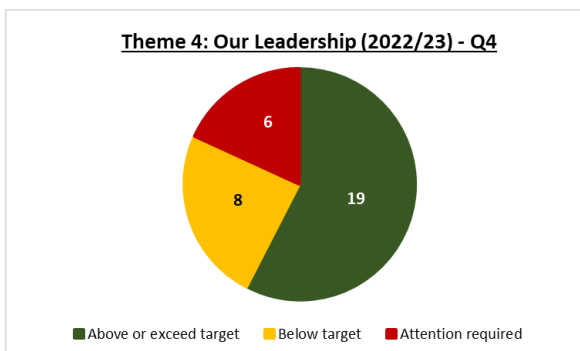
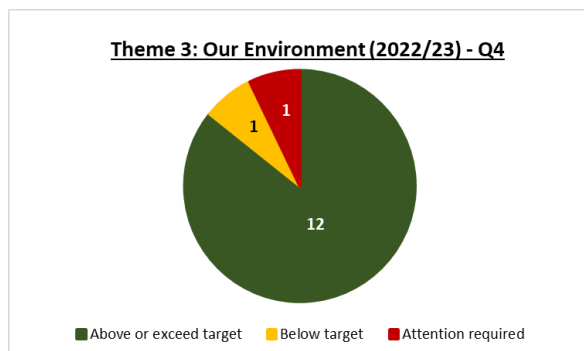
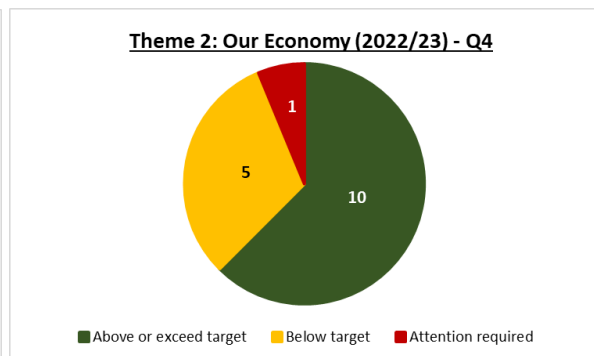
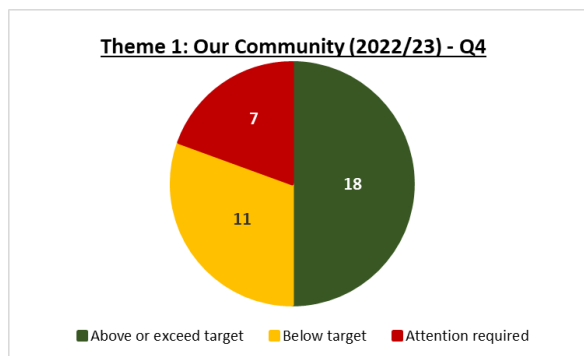
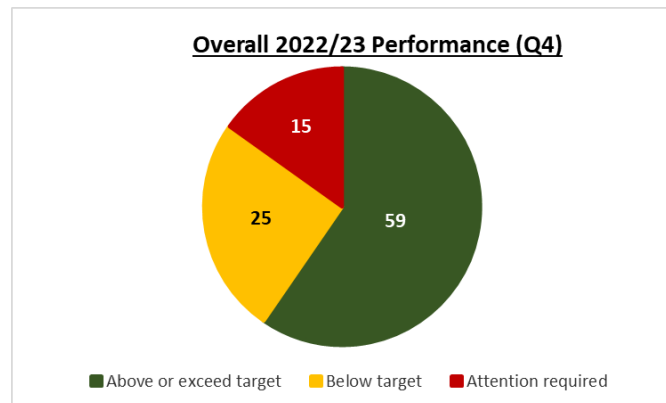
	Attention Required	Below the lower tolerance applied to the KPI.
	Within Tolerance	Between the target and lower tolerance applied to the KPI.
	On Target	Either on or above target.

DISCUSSION

Quarter 4 Performance Measures

Out of a total 102 performance measures, 100 KPIs are measured this quarter with only one KPI unable to be measured “1.d.1.4.a Percentage of City managed works including hazard reduction burns and firebreaks completed or maintained as identified in the Bush Fire Risk Management Plan” where DFES are mapping the mitigation area and this was not completed.

The results for Quarter 4 are indicated below:



'On Target' or 'Within Tolerance' outcomes for Q4

84 (84.8%) of the Quarter 4 performance measures exceeded the target or were within tolerance levels, including:

Measure	Q4 Target	Q4 Actual	Previous Outcome	Comments
1.a.1.7.a Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre.	125,848	129,631	100,351 (Q4 2022)	Attendances are normalising with KLP gym attendances increasing and continuing to be very popular. WRP aquatic attendances have dropped for the quarter due to pool rectification works and the RAC pool was open longer and picked up attendances from Wickham.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	2,300	2,460	N/A	Most Rhyme Time sessions were fully booked. Numbers have been slowly increasing for the Monday Funday program. April School holiday programs were well attended.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	150	262	N/A	The new Local History Memory Preservation Station Information Station sessions were well attended. Other programs include Tai Chi and the Sydney Writers' Festival streaming.
1.d.1.1.d Number of REAP visitations	13,500	17,613	14,500 (Q4 2022)	Total visitations are up due to large scale events and productions such as REAF, OECD, MICF, Mutual Trust, Possum Magic, movies and much more.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	50,000	60,586	57,137 (Q4 2022)	School holidays / youth content performed well this quarter. High engagement on Monday Memory local history content and regular updates to a post on the tip fire attributed to slightly higher engagement. Postponing of NAIDOC post had high engagement.
2.a.2.2.a Tourist visitations to Karratha Tourism and Visitors Centre (KTVc)	7,500	8,959	1,840 (Q3 2023)	Strong last quarter visitation to the KTVc, attributed to peak tourist season, school holidays and closure of Fitzroy Crossing resulting in tourists spending more time in the Pilbara awaiting re-opening of the roads North. Traditionally Q2 and Q3 are the quieter periods for tourism traffic due to harsher seasonal weather conditions in the north.
2.c.1.1.a Supply of undeveloped residential land available for subdivision	300Ha	342.0Ha	352.4Ha (Q3 2023)	Small decrease in area due to subdivision of a portion of the Tambrey Neighbourhood Centre. Over 15% of this total figure is in the Ngarluma Aboriginal Sustainable Housing Structure Plan area on the northern side of NWCH. However, 67% comprises the balance of Madigan Estate and Mulataga.
2.c.1.1.b Average commercial lease cost per square metre of advertised retail and office space in Karratha	\$350	\$360	\$400 (Q2 2023)	Anecdotal evidence from local real estate agent is that current commercial property rates range from \$300 - \$450 depending on

Measure	Q4 Target	Q4 Actual	Previous Outcome	Comments
				the property being leased, the size of the tenancy and term of the lease. There is a trend of increasing commercial lease rates, which is a concern if there is no new supply.
2.c.1.1.c Area of undeveloped industrial lots available for sale	70Ha	56.3Ha	58.5Ha (Q3 2023)	Further reduction in industrial lot availability due to a number of lots being developed in Gap Ridge Industrial Estate. Number should go up before end of 2023 once lots in next stage of Gap Ridge Industrial Estate have been created.
4.b.1.1.a Percentage of documented processes in Promapp that are overdue in their reviews	10%	8.7%	6.1% (Q3 2023)	92% of system processes and resources used by the City staff are maintained within pre-determined review periods. Outstanding processes are contained within Finance and HR teams of which have been impacted by resourcing limits and priority audit work. It is anticipated that these works will be addressed once resource return to normality in the next 6 months.
4.b.2.2.c Minimise unscheduled down time for all public interfacing telephone systems	98%	99.9%	100% (Q3 2023)	26th April networking issue caused an 8 hour phone system outage (8:30am - 4:30pm) - Community was advised via Facebook.

'Attention Required' outcomes for Q4

15 (15.2%) of the Quarter 4 performance measures require attention. The table below highlights the areas of attention:

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
Our Community – Diverse and Balanced	1.a.1.5 Building Maintenance Services	1.a.1.5.a Percentage of renewal projects delivered to agreed timeline and budget	Target: 90% Q4 Outcome: 77% <i>2022 Outcome: 90%</i>	Substantial price increases vs estimates and contractor availability were major contributing factors
	1.a.1.10 Waste and Sanitation Services	1.a.1.10.a Minimise the gap between performance and importance in the Annual Community Survey for Public Toilets	Target: 0 Q4 Outcome: -7.5 <i>2022 Outcome: -5.8</i>	Gap reduced. Enquiries being made to have artwork on public toilets to help discourage graffiti and improve overall visual impression.
		1.a.1.10.a Minimise the gap between performance and importance in the Annual Community Survey for Street Litter Cleanup	Target: 0 Q4 Outcome: -7.7 <i>2022 Outcome: -9.8</i>	Issue has been addressed with contractors. Inspections/Audits to be performed more regularly. Eastern Corridor Hot Spots and frequency under review to ensure adequate

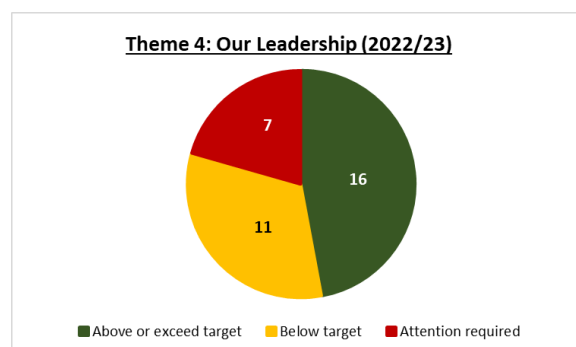
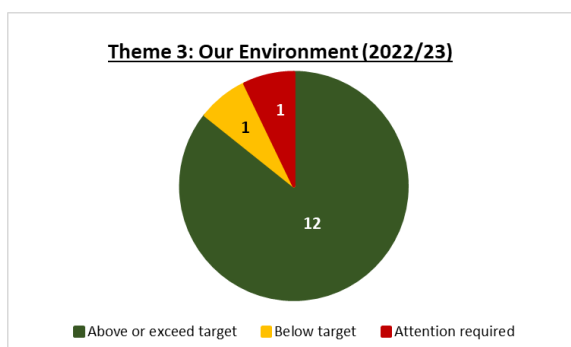
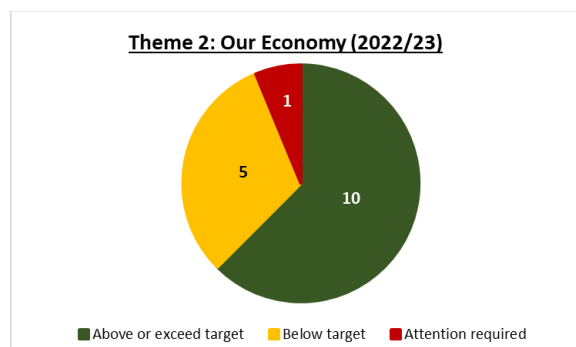
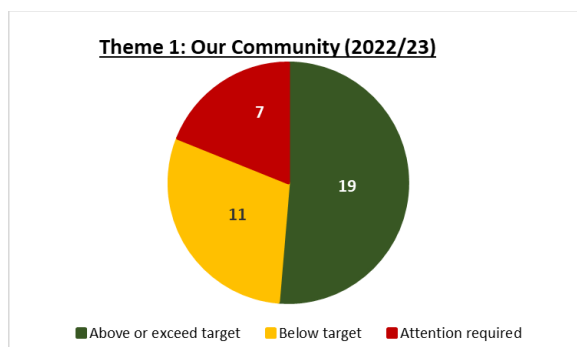
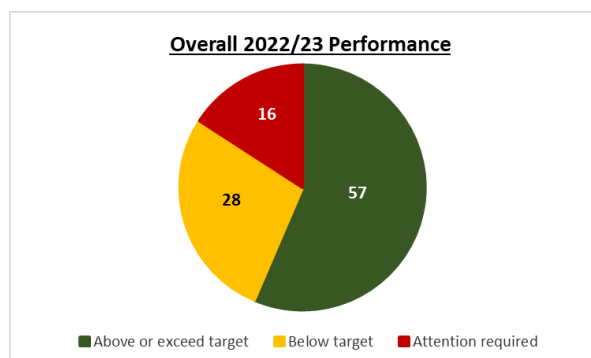
Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
				litter picking in high focus areas. Litter signage at parks and open spaces under review.
	1.b.3.1 Liveability	1.b.3.1.a Minimise the gap between performance and importance in the Annual Community Survey for Safety, Security and Policing	Target: 0 Q4 Outcome: -23.5 <i>2022 Outcome: -38.4</i>	We continue to roll out Safety Initiatives, including Security Subsidy Scheme (20-30 applications each month), Lock or Lose It, Meet the Street, Tear Drops, Ready Set Grow, Report It and Graffiti Removal. Each month 75-80% of Security Subsidy applicants are installing CCTV cameras, which has increased over the last two years. June 22 - 203 reported offences across City of Karratha compared to 178 offences reported in May 23. Highest incidence of crimes relate to non-family assault, Burglary or theft from dwellings, Damage, Drug Possession, vehicle related theft and unsafe driving. Recommend need to review effectiveness of other safety initiatives and engage with community to either improve current or develop new initiatives.
	1.c.1.3 Library Services	1.c.1.3.d Number of visits recorded at City Libraries	Target: 38,000 Q4 Outcome: 23,657 <i>Q3 (2023): 24,058</i>	Slight decrease in physical lending compared with Q4 21-22, however increases in PC Use and Program attendance. Roebourne Library was only open six hours per week, down on forecasted 50 hours under the former caretaking agreement.
	1.d.1.1 Arts Development and Events Programs	1.d.1.1.b Number of attendances at paid events in REAP Theatre	Target: 20,000 Q4 Outcome: 13,230 <i>2022 Outcome: 12,268</i>	REAP Theatre paid events and attendance were down but the overall REAP visitations have increased due to popular venue hires such as the amphitheatre space, studio rooms, green room and other event spaces.

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
		1.d.1.1.c Number of paid events in REAP Theatre	Target: 20,000 Q4 Outcome: 13,230 <i>2022 Outcome: 12,268</i>	As in 1.d.1.1.b above.
Our Economy – Well managed and diversified	2.a.2.2 Tourism Engagement and Promotion	2.a.2.2.d Identify value of tour bookings made by the KTVC	Target: \$150,000 Q4 Outcome: \$57,092 <i>2022 Outcome: \$234,000</i>	<p>In 2021/2022 we had a lucrative year with bookings due to part of the City's Covid Recovery Plan (until Dec 2021) whereby COK waived commission fees to operators and gave a 20% off discount to locals to go on tours. City paid the 20% and took no commission.</p> <p>Main reason for lower bookings is due to the lack of popular tour operators. Archipelago Adventures is investing in the Broome Market. There has then been no fishing charters, diving charters boats available for those tours either.</p> <p>Improvement in communication is required between operators despite the City's best efforts of wanting to have tourism product to offer.</p> <p>Helispirit were not available for the 2022 tourist season despite being a very popular product.</p>
Our Natural and Built Environment – Thriving and Sustainable	3.c.1.1 Waste Facility Management	3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	Target: 5,000 kgs Q4 Outcome: 4,120kgs <i>Q3 (2023): 3,280kgs</i>	Communication campaign continues to raise awareness of HHW .
Our Leadership – Responsive and Accountable	4.b.3.2 Management of Employee Relations	4.b.3.2.a Percentage reduction in staff turnover	Target: 10% Q4 Outcome: 28% <i>2022 Outcome: 38%</i>	87 resignations across a workforce of 310 (FT + PT) employees. Whilst an improvement from last year, the results remain relatively high due to cost of living pressures and a tight recruitment market.

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
	4.c.1.4 Accounts Receivable and Accounts Payable	4.c.1.4.a Collect payment from all invoices within Council's terms of trade of 40 days (excluding grants, contributions, donations and sponsorship)	Target: 85% Q4 Outcome: 62.2% Q3 (2023): 83.3%	Total sundry debtor invoices due in Q4 were 1,489 worth \$10.4m. Total paid invoices = 1,301 Overdue invoices are routinely followed up by Finance.
		4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	Target: 90% Q4 Outcome: 80% Q3 (2023): 53.7%	Significant improvement this period with 80% of suppliers paid within 30 days, up from 54% last period. With average days to payment of 24.4 days, a total of 3,810 payments were made to 261 suppliers for the qtr.
	4.e.1.1 Customer Service	4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	Target: 60% Q4 Outcome: 49% Q3 (2023): 57%	The percentage of calls serviced by the Customer Service Team has decreased between 8-12% over the last year. Direct callings to external facilities such as KLP & REAP have increased since the new website was launched. Increase incoming calls also noted at the Karratha Visitors Centre.
		4.e.1.1.c Complete 500 Action requests (resident generated and self generated) per month, averaged over a 3 month KPI reporting period	Target: 1,500 Q4 Outcome: 837 Q3 (2023): 779	Ongoing staff shortages have affected the ability to meet targets. The Ranger team should become stable in August as all positions will be occupied, and it is expected that KPI's will be met once this occurs.
	4.e.2.2 Communication Services	4.e.2.2.b Statistically relevant number of participants in annual community survey	Target: 1,500 Q4 Outcome: 909 2022 Outcome: 1,023	Suggested that audience has survey fatigue - potentially due to the time of year. Ever changing social media algorithms have made it harder to be visible in a flooded environment. Community content have no strong feelings on improvements and not driven to participate.

End of Year Performance Measures:

Out of a total 102 performance measures identified for the 2022/23 period, 101 were able to be measured. One KPI could not be measured as explained in the Quarter 4 overview above.



'On Target' or 'Within Tolerance' Outcomes for the 22/23 year

85 (84.2%) of the performance measures exceeded the target or were within tolerance levels, including:

Measure	22/23 Target	22/23 Actual	21/22 Result	Comments
Annual Community Survey improvements (difference between performance and importance):				
- Karratha Leisureplex	0pts	2.4pts	4.4pts	General satisfaction of facilities and high level of service.
- Wickham Recreation Precinct	0pts	5.8pts	7.8pts	Ongoing satisfaction of use of pool and gym facilities
- Indoor Play Centre	0pts	5.2pts	8.2pts	Services and satisfaction very high reflective of staff interaction with patrons. Very popular during the warmer months.
- Red Earth Arts Precinct	0pts	10.4pts	8.8pts	Performance improved on last year with greater variety of events.

Measure	22/23 Target	22/23 Actual	21/22 Result	Comments
- Roebourne Aquatic Centre	0pts	5.3pts	7.2pts	Venue continues to be a positive service and important asset to the community.
- Sports Fields	0pts	2.8pts	2.6pts	Satisfaction and importance closely matched. Improvements have been made to turf renovations, quicker repairs to irrigation and tree planting to offer greater shade.
- Library Services	0pts	9.7pts	11.8pts	Gap reducing with ongoing strong service delivery at all sites.
- Local History and Heritage	0pts	3.3pts	3.6pts	Gap reduced and service delivery almost on par with importance. Engagement positive through Monday Memories on social media and the introduction of the Memory Preservation Stations.
- Youth Shed The Base	0pts 0pts	5.9pts 7.1pts	4.2pts 9.4pts	Gap has widened at Youth Shed and reduced at The Base with greater and engaging offering of services to the Youth in our community.
1.a.1.7.a Attendances at KLP and Aquatic Facilities	606,764	628,135	578,231	Increases in gym memberships and use of aquatic facilities the main drivers of increased attendances across sites. Enhancements to the Wickham Aquatic Centre have ensured ongoing good attendances. This is the highest record in the past 8 years.
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	24,666	26,364	N/A	School holiday programs continue to attract patrons to events like Lazer Tag Party Hire. Operations tend to be quieter during the cooler months when patrons choose outdoor activities.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	10,000	11,779	N/A	Holiday programs continue to be well attended by children and parents. Rhyme Time and Storytime very popular at all centres.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	525	638	N/A	Attendances boosted by the Memory Preservation initiative, Tai Chi, Sydney Writer's Festival, Youth job skills, author talk, IT for Seniors and an after dark book launch.
1.c.2.2.a Number of Regular Passenger Transport (RPT) passengers using the Karratha Airport Terminal	525,000	554,310	460,606	A 20% recovery in passenger numbers has been better than expected with greater number of ticket sales and a changing configuration of airplanes to fly a larger number of passengers with minimal change to flight services.
1.d.1.1.d Number of REAP visitations	50,900	56,413	62,844	Large scale events, movies and conferences continues to be based on demographics and interests amongst the community.

Measure	22/23 Target	22/23 Actual	21/22 Result	Comments
1.d.1.5.a Number of complaints received from residents reporting nuisance mosquitos	15	8	20	Number of mosquito complaints are below the target. This is due to favourable conditions but also sound management practices.
1.d.1.6.a Inspect 33 public health premises per month.	396	424	226	The annual total (424) is higher than previous years and well above the annual requirement of 396 inspections. Key public health sites are the main focus on inspections.
2.a.1.1.b Increase the value of business grants that are approved by the City	\$250,000	\$264,000	\$302,000	Grants include take your business online (\$93K), economic development grant (\$60K) and business development support programs (\$111K).
2.a.1.1.c Number of vacancies in City managed service worker accommodation	0%	6%	N/A	6% in vacancies. Approved by Management Panel for opening of a new round of applications in July 2023
2.a.2.1.b Number of members signed up to the National Energy Resources Australia (NERA) Hydrogen Technology Cluster	5	5	59	Commonwealth funding to NERA has been withdrawn and NERA will wind up in July - City will work with RDA Pilbara and the PDC to determine how the Pilbara Hydrogen Cluster will continue to function.
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre (KTVC)	22,000	28,660	27,000	Tourist numbers continue to build post Covid pandemic attributed by the temporary closure of the Fitzroy Bridge crossing at start of the 2023 tourist season, growth in some retail sales of local products and a longer tourist season in 2022 due to milder weather conditions and assertive state government promotion of WA regions.
2.a.2.4.a Ensure all leases managed by the City are current	90%	93.4%	86.5%	Only 7 expired leases or licences that are pending third party approvals. This is a huge improvement on previous years results. Proactive engagement with Airport users and steady resourcing levels has enabled a positive outcome.
2.d.2.1.a Number of businesses registered with an ABN within the City	960	1,162	1,042	Data sourced from REMPLAN and the Australian Bureau of Statistics Business Register (ABSBR). This count only includes businesses which actively traded in goods or services during the Financial Year. An 11% increase on last year.
Annual Community Survey improvements (difference between performance and importance): - Tracks and Trails	Opts	2.2pts	5.2pts	Service levels nearing community importance. Ongoing focus on annual weeding of tracks through Volunteering WA and rectification works to the Yaburara Trail that that had been washed out or damaged from recent weather events.

Measure	22/23 Target	22/23 Actual	21/22 Result	Comments
- Graffiti Removal	0pts	6.3pts	6.8pts	We have maintained momentum with the graffiti kits issued to our facilities, utilising 100% of stock of 22/23 graffiti removal kits by the end of June 23. We contracted Brida to remove reported graffiti throughout 22/23. Incidence of reported graffiti from the community through the Report It App declined by 50% during 22/23. There was also at 70% reduction in reported graffiti from 21/22 to 22/23.
- Bin Collection	0pts	3.1pts	5.2pts	Maintaining positive gap for bin collection by providing continual communication between contractor and community. Community sentiment supports ongoing community activation to recycle waste.
- Waste Facilities	0pts	2.2pts	1.2pts	Servicing remains positive and not excessive in what is offered at 7 Mile and Wickham Transfer Station. Tip shop is a popular destination to patrons.
3.a.2.2.b Identify the number of projects implemented from the Environmental Sustainability Strategy	3	11	3	Progress being made against the Environmental Sustainability Strategy. 30% of projects completed and a further 50% are in progress.
3.a.2.4.a Maintain or improve the number of eco tourism providers	2	2	1	The City had Helispirit last year however they were inactive for most of 2022/23. Ngurranga Tours and Murujuga Tours commenced this year to support and promote local Aboriginal tourism products.
3.c.2.3.d Percentage of e-waste received at the 7 Mile Waste Facility diverted from landfill	80%	100%	100%	All e-waste has been stockpiled until sufficient to economically freight to recycler.
3.d.2.1.a Number of subscriptions taken up through the Climate Clever Program	20	29	29	100% of subscriptions are home based. No uptake by businesses or schools. Greater promotion to be undertaken in 2023/24,.
4.a.2.3.a Number of OHS inspections completed per annum	165	168	166	Consistently meeting OHS inspection targets across City facilities.
4.b.3.3.a Increase in induction and refresher training on Governance systems to all permanent staff	20%	35.1%	28.8%	109 employees completed various Governance training programs either as refresher or as part of their mandatory probationary requirements. Given the high turnover in staff this FY, training has continued to be offered frequently to ensure staff are kept informed of City practices.
4.c.1.1.a Improve Financial Health Indicator as reported on the state government's MyCouncil website	90	96	81	DLGSC MyCouncil reported the FHI for 2020/2021 as 96, an increase of 15 from the prior year score of 81.

Measure	22/23 Target	22/23 Actual	21/22 Result	Comments
				It is anticipated that the 2021/22 FHI will be published later in 2023 which was delayed by the finalisation of OAG LG audits.
4.e.1.1.h Minimise the gap between performance and importance in the Annual Community Survey for Town Planning and Building Approvals	0pts	0pts	0pts	The planning and building services provided by the City appear to be continuing to meet the expectations of the community based on the results of the Community Survey.
4.e.2.2.a Increase in overall community satisfaction score through the annual community survey	76	76	75	Up from 75 in 2022. Officers have used the data to inform the annual budget and operational plan to address areas that require improvement.

Attention Required - Outcomes for the 22/23 year

16 (15.8%) of the set 2022/23 performance measures require attention. The Table below highlights the areas of attention:

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
Our Community – Diverse and Balanced	1.a.1.5 Building Maintenance Services	1.a.1.5.a Percentage of renewal projects delivered to agreed timeline and budget	Target: 90% 22/23 Outcome: 77% <i>2022 Outcome: 90%</i>	As reported above.
	1.a.1.10 Waste and Sanitation Services	1.a.1.10.a Minimise the gap between performance and importance in the Annual Community Survey for Public Toilets	Target: 0pts 22/23 Outcome: -7.5pts <i>2022 Outcome: -5.8pts</i>	As reported above.
		1.a.1.10.b Minimise the gap between performance and importance in the Annual Community Survey for Street Litter Clean Up	Target: 0pts 22/23 Outcome: -7.7pts <i>2022 Outcome: -9.8pts</i>	As reported above.
	1.b.3.1 Liveability	1.b.3.1.a Minimise the gap between performance and importance in relation to Community Safety as per the Liveability Pillar Survey	Target: 0pts 22/23 Outcome: -23.5pts <i>2022 Outcome: -38.4pts</i>	As reported above.

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
	1.c.1.3 Library Services	1.c.1.3.d Number of visits recorded at City Libraries	Target: 130,000 22/23 Outcome: - 96,508 2022 Outcome: - 127,234	Technical issues associated with people counters for the first two quarters of the reporting year impacted the accuracy of counts. Roebourne Library was also temporarily closed until leasing arrangements were resolved and then had restricted opening hours. Lending was down as members gravitate to other mediums. Use of public computers remained popular.
	1.d.1.1. Arts Development and Events Programs	1.d.1.1.b Number of attendances at paid events in REAP Theatre	Target: 20,000 22/23 Outcome: - 13,230 2022 Outcome: -12,268	As reported above.
		1.d.1.1.c Number of paid events in REAP Theatre	Target: 220 22/23 Outcome: -139 2022 Outcome: -190	As reported above.
Our Economy – Well managed and diversified	2.a.2.2 Tourism Engagement and Promotion	2.a.2.2.d Identify value of tour bookings made by the KTVC	Target: \$150,000 22/23 Outcome: - \$57,092 2022 Outcome: - \$234,000	As reported above.
Our Natural and Built Environment – Thriving and Sustainable	3.c.1.1 Waste Facility Management	3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW Program	Target: 20,000kgs 22/23 Outcome: 14,194kgs 2022 Outcome: 20,100kgs	Forecasting of public usage over estimated Volume of HHW items collected such as paints, batteries, gas cylinders, chemicals and spray cans are down on estimates. Communications campaign to be developed to raise community awareness.
Our Leadership – Responsive and Accountable	4.b.3.2 Management of Employee Relations	4.b.3.2.a Percentage reduction in staff turnover	Target: 10% 22/23 Outcome: 28% 2022 Outcome: 38%	As reported above.
	4.c.1.4 Accounts Receivable and Accounts Payable	4.c.1.4.a Collect payment from all invoices within Council's Terms of Trade of 40 days (excluding Grants, Contributions, Donations & Sponsorship)	Target: 85% 22/23 Outcome: 72.4% 2022 Outcome: 78.2%	There was steady improvement on collection rates for the first three quarters from 65.3% to 83.3% however the last reporting quarter resulted in backward trend. The Finance team are actively pursuing overdue collections.

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
		4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	Target: 90% 22/23 Outcome: 60.7% <i>2022 Outcome: 90.6%</i>	The last reporting quarter recognised that 80% of invoices were paid within the City's terms of trade. This is a vast improvement from the start of the financial year with 44% compliance when a new software solution was introduced that required a change in workflows and approvals that previously did not exist. After staff familiarised themselves with the change in process, the speed in processing creditor payments improved.
	4.e.1.1 Customer Service	4.e.1.1.c Complete 500 Action requests (resident generated and self generated) per month, averaged over a 3 month KPI reporting period	Target: 6,000 22/23 Outcome: 4,365 <i>2022 Outcome: 5,820</i>	Staffing shortages were a major contributor towards achieving targets. Re-prioritising of staff resourcing to other ranger service areas was essential such as fire and cyclone inspections prior to December. Staff numbers should improve in 2023/24.
		4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	Target: 95% 22/23 Outcome: 88.3% <i>2022 Outcome: 92%</i>	Action has been taken throughout the year to improve the closure of customer requests by various service areas. With high turnover of staff in key service areas, new staff have not understood proper processes to follow which has resulted in lower completion rates. Fire inspections, verge inspections and building maintenance were some of the areas impacting the annual results.
	4.e.1.2 Organisational Risk Management	4.e.1.2.b Measure the percentage of compliant responses to the annual Compliance Audit Return	Target: 100% 22/23 Outcome: 91.5% <i>2022 Outcome: 90.8%</i>	8 instances of non-compliance were identified against 94 questions in relation to delegation of duties, disclosure of interest, finance, local government employees, optional questions and tenders for providing goods and services. Action has been taken to redress issues of non-

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
				compliance. The outcome is a better result on the past two years compliance rates.
	4.e.2.2 Communication Services	4.e.2.2.b Statistically relevant number of participants in annual community survey	Target: 1,500 22/23 Outcome: 909 2022 Outcome: 1,023	As reported above.

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 *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

Section 5.56(1) of the *Local Government Act 1995*, and Regulations 19CA, 19C and 19DA of the *Local Government (Administration) Regulations 1996* establish requirements for Strategic Community Plans and Corporate Business Plans.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with all departments and relevant officers to ascertain and report on progress towards the desired performance measures.

COMMUNITY CONSULTATION

No community consultation is required, however progress against the Strategic Community plan will be reported to the community through the Annual Report and Annual Electors Meeting.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Projects detailed in the Operational Plan have been included in Council's budget.

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 2023-2024 provided for this activity:

Our Programs/Services: 4.a.2.1 Integrated Strategic Planning
Our Projects/Actions: 4.a.2.1.19.1 Develop, Maintain, Monitor and Report on the Strategic Community Plan, Corporate Business Plan, Operational Plan, informing strategic documents and Key Performance Measures.

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	Moderate	Projects not delivered within the FY have been included in budget carry forwards for 2023/24.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Council's reputation may be impacted if the City fails to deliver on commitments in the Strategic Community Plan and Corporate Business. An overall measure is the annual community survey where 76% of respondents indicated satisfaction with the services of the City.
Compliance	Low	Legislation requires that there is a system for monitoring performance of the City's activities through pre-determined measures to identify alignment to the Strategic Community Plan and the Corporate Business Plan.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Quarterly and Annual Performance Reports have been provided to Council since the 2013-2014 financial year.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of the Quarter 4 and End of Year Performance Report for 2022/23.

CONCLUSION

The Quarter 4 and End of Year Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 84.8% of the 99 performance measures were achieved or substantially achieved in Quarter 4 and 84.2% of 101 measures were achieved or substantially achieved as of 30 June 2023.

11 COMMUNITY EXPERIENCE

11.1 AWARD OF LARGE COMMUNITY GRANTS

File No: GS.76

Responsible Executive Officer: Director Community Experience

Reporting Author: A/Manager Liveability

Date of Report: 4 September 2023

Applicant/Proponent: Local Community Organisations

Disclosure of Interest: Nil

Attachment(s): Confidential Summary of Applications

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council **APPROVE** the following applicants to receive funding under the Large Community Grant Scheme:

Applicant	Project	Amount Recommended
Pilbara Trailblazers	Equipment Trailer Upgrade	\$14,531
Swan Districts Football Club	Community Events Trailer	\$15,000
Indigenous Emerging Business Forum	Community Concert	\$45,000
North West Multicultural Association	Annual Program	\$30,000
Karratha Districts Teeball Association	Fundraising Trailer	\$12,000
Nickol Bay Speedway Club	Sprintcar Stampede	\$10,000
Nickol Bay Sports Fishing Club	Billfish Shootout	\$20,000
Roebourne Volunteer Fire & Rescue Service	Fundraising Equipment Upgrade	\$12,523
Karratha Family Centre	Indigenous Outdoor Creation	\$24,622
TOTAL		\$183,676

That Council **DECLINE** the following applicants to receive funding under the Large Community Grant Scheme:

Applicant	Project	Amount Recommended
Nor West Jockey Club	Infrastructure Modifications	\$0
Karratha Adult Riding Club	Ranch Sorting Event 2024	\$0
Wirrawandi Aboriginal Corporation RNTBC	Ranger Program Vehicle	\$0

Karratha Falcons Football & Sporting Club	Security Access Project	\$0
Enterprise Hub Karratha	Roof Repairs	\$0
Port Walcott Yacht Club	Improvement to Caretaker Area Phase 2	\$0
TOTAL		\$0

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 for Large Community Grants per annum, to be awarded through two rounds. Council had pre-committed \$110,501 via three-year Memorandums of Understanding (MOU's). This has left \$389,499 available to be awarded over the next two rounds.

Current MOU commitments:

Applicant	Project	Committed 2023/2024 Budget
Dampier Community Association	Dampier Beachside Markets (expires June 2024)	\$31,629
Dampier Community Association	Dampier Sunset Movies (expires June 2024)	\$7,666
Dampier Community Association	Dampier Art Awards (expires June 2025)	\$10,000

Ngarliyarndu Bindirri Aboriginal Corporation	Yirramagardu Crew (Y-Crew), Yard Maintenance Program (expires March 2025)	\$5,206
Karratha City Co.	Karratha Eats (expires June 2024)	\$15,000
Hampton Harbour Boat and Sailing Club	Guy Fawkes (expires October 2024)	\$26,000
Northern Swimming Association	Pilbara Championships (expires June 2025)	\$15,000
TOTAL		\$110,501

DISCUSSION

Summary of current round:

- Total applications received 15
- Total Project Value \$1,246,171
- Total Requested \$507,423

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
RECOMMENDED				
Pilbara Trailblazers	Equipment Trailer Upgrade	\$19,531	\$14,531	\$14,531
Swan Districts Football Club	Community Events Trailer	\$83,100	\$50,000	\$15,000
Indigenous Emerging Business Forum	Community Concert	\$282,658	\$50,000	\$45,000
North West Multicultural Association	Annual Program	\$92,000	\$50,000	\$30,000
Karratha Districts Teeball Association	Fundraising Trailer	\$17,827	\$17,827	\$12,000
Nickol Bay Speedway Club	Sprintcar Stampede	\$57,500	\$20,000	\$10,000
Nickol Bay Sports Fishing Club	Billfish Shootout	\$79,248	\$49,935	\$20,000
Roebourne Volunteer Fire & Rescue Service	Fundraising Equipment Upgrade	\$14,523	\$12,523	\$12,523
Karratha Family Centre	Indigenous Outdoor Creation	\$94,622	\$24,622	\$24,622
SUBTOTAL		\$741,009	\$289,438	\$183,676

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
NOT RECOMMENDED				
Nor West Jockey Club	Infrastructure Modifications	\$48,860	\$48,860	\$0
Karratha Adult Riding Club	Ranch Sorting Event 2024	\$20,752	\$15,125	\$0
Wirrawandi Aboriginal Corporation RNTBC	Ranger Program Vehicle	\$55,893	\$50,000	\$0
Karratha Falcons Football & Sporting Club	Security Access Project	\$21,360	\$12,000	\$0
Enterprise Hub Karratha	Roof Repairs	\$298,611	\$45,000	\$0
Port Walcott Yacht Club	Improvement to Caretaker Area Phase 2	\$59,686	\$47,000	\$0
SUBTOTAL		\$505,162	\$217,985	\$0

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

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, 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 2023/2024 FY Budget.

Total Budget (23/24 FY)	\$500,000
Committed to MOU's	\$110,501
Remaining	\$389,499
Recommended	\$183,676
Total Remaining	\$205,823

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 2023-2024 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 23/24 budget. Should Council resolve to support the full amount of funding there will be \$205,823 remaining in this financial year's budget for the second round in February 2024.
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 MODIFY the supported applications:

Recommended Applicant	Project	Amount	Council Determination

Option 3

That Council REJECT 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 \$183,676 be awarded from this round.

12 DEVELOPMENT SERVICES

12.1 BUSINESS DEVELOPMENT SUPPORT GRANT SCHEME APPLICATION – INDIGENOUS EMERGING BUSINESS FORUM

File No:	GS.65
Responsible Executive Officer:	Director Development Services
Reporting Author:	Business Engagement Officer
Date of Report:	23 August 2023
Applicant/Proponent:	Indigenous Emerging Business Forum
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Grant Application2. Assessment

PURPOSE

For Council to consider an application from the Indigenous Emerging Business Forum Aboriginal Corporation (IEBF) for grant funding under Policy DE-02: Business Development Support Grant Scheme (BDSG Policy).

OFFICER'S RECOMMENDATION

That Council **APPROVE** the application included as **Attachment 1** under the **Business Development Support Grant Scheme** in accordance with the below:

Organisation Name	Project Name	Grant Amount
Indigenous Emerging Business Forum Aboriginal Corporation	Indigenous Emerging Business Forum Karratha 2023	\$20,000 (excl GST)
TOTAL		\$20,000 (excl GST)

BACKGROUND

The City's BDSG Policy was developed in 2016 to provide a competitive, open, and fair process for local collaborators and organisations to apply for grant funding to develop and deliver innovative projects that result in economic benefits in the City of Karratha. It was also designed to ensure Council's investment in business support services provides efficient and best value for money for the improvement of local business conditions.

The Indigenous Emerging Business Forum Aboriginal Corporation (IEBF) is a not-for-profit organisation providing employment and business development opportunities to First Nations peoples.

IEBF advocates for Indigenous entrepreneurs and assists in addressing the unique challenges indigenous businesses face. IEBF works with government agencies and industry organisations, to increase access to funding and resources as well as shape policies that promote the success of Indigenous businesses.

IEBF is delivering a forum event in Karratha on 13 October 2023. This event aims to showcase Pilbara Aboriginal owned businesses to Industry and Tier 1 businesses through a

forum and tradeshow. This event has previously been delivered in Karratha on 6 December 2022 with 240 attendees with the support of the KDCCI's Pilbara Indigenous Business Networking Group (PIBNG). IEBF will deliver a similar event in Perth on 8 September 2023. This event has run for the past three years in Perth with over 1,200 people attending the 2022 event including a number of Pilbara based business owners.

DISCUSSION

Funding Request

Organisation Name	Funding Year	Funding Amount
Indigenous Emerging Business Forum Aboriginal Corporation	2023/24	\$30,000 (excl GST)
	TOTAL	\$30,000 (excl GST)

Proposal

The IEBF funding application requests sponsorship from the City of Karratha under the BDSG Policy for \$30,000 (excl GST) for the purpose of delivering the Indigenous Emerging Business Forum in Karratha on 13 October 2023. Whilst the event was run in Karratha in 2022, no application for funding was submitted for that event.

A full copy of the BDSG application is included as **Attachment 1**.

Similar events to the forum have been previously funded through the City's BDSG Policy and through the City's Major Events Sponsorship Attraction Policy (MESAP). The Indigenous Emerging Business Forum Aboriginal Corporation is a not-for-profit organisation whose primary purpose is to support indigenous business. The initiative would meet policy requirements through both MESAP and BDSG for funding. Officers consider the funding application to be more closely aligned to a business support initiative, rather than a major event given the inclusion of a local trade show, and measures of success aligning to improved capacity and the value of contacts won by local indigenous businesses. As such officers recommended that an application should be made under the BDSG Policy.

IEBF are also intending to run a free outdoor community concert in Karratha following the Forum event on 13 October 2023 with a national artist and local musicians. IEBF have applied for a City of Karratha Large Community Grant as per Item 11.1 Award of Large Community Grants. The Officers recommendation is to support the concert in the amount of \$45,000 (excluding GST). The concert event is targeted at a different audience to that of the forum, and the two events will be delivered and any approved funding acquitted separately. The Large Community Grant application for the concert event has not been considered as part of the Business Development Support Grant evaluation. Separate budgets have been provided and a copy of the budget for the Forum event is included in the BDSG application.

Officers have confirmed with the applicant that IEBF intends to recognise the City's support through:

- Display of City branding on all forum media, marketing, and promotional material, including website, attendee lanyards, advertising flyers and media backdrop;
- Acknowledgement of support through radio promotion;
- City access to the trade show;
- Verbal acknowledgement on stage during the opening and closing of the forum; and
- Future acknowledgement as a foundation partner in the Pilbara.

The acknowledgment of the City's support will be managed through the funding agreement should the application be supported by Council.

Assessment

The IEBF funding application has been assessed in accordance with the BDSG guidelines using the criteria below:

1. *Strategic Alignment* - Contribution to Council's Vision and Strategic Themes with particular focus on Council's Economic Development Strategy.
2. *Demand / Need* - Demonstrated demand and need for the project.
3. *Economic Development Impact* - Significance of the potential direct economic impact and return benefit of the project in the City of Karratha and how these results will be measured. Extent to which the application leverages the strategic advantages and existing assets. Potential benefits for local suppliers, businesses and/or engagement with local stakeholders.
4. *Value for Money* - Identify all funding sources, both confirmed and sought, and contributors and/or partners to the project, and the extent that the funding is leveraged. Likelihood of the project being utilised by other organisations to create further economic development activities in the City of Karratha.

The application has been evaluated against the Assessment Criteria in the BDSG Policy. A summary of the evaluation against the Assessment Criteria and Administration's recommendation is provided below. Noting the City has approved funding for comparable events through both MESAP and BDSG Policy, officers have, where appropriate, compared the IEBF application to funding approved through both policies for the purpose of assessing value and providing a recommendation. A full break down of the evaluation is included as **Attachment 2**.

The IEBF provides a business support service that is strategically aligned to Council's goal to attract diverse and sustainable business and employment opportunities. It is understood that the forum will proceed irrespective of the City's decision to support the event through the BDSG Policy. IEBF have indicated the event budget is estimated at \$151,462 (excl. GST). IEBF receives support from Rio Tinto, Woodside, FMG, Atlas Iron, ISS, Chevron, South32 and NAIDOC, although it is not clear whether support is financial. IEBF have advised that approximately \$80,000 of sponsorship revenue is directly attributed to the event, with \$60,000 committed from Roy Hill, however IEBF project that they will be required to utilise some of their own cash to cover event costs.

There is some duplication of business support services between IEBF and the KDCCI's PBING program – both aim to connect indigenous business with industry and corporates to drive an increase in procurement through indigenous business. A well attended 2022 IEBF by indigenous business in Karratha indicates demand and value for the support services provided by IEBF. Based on the strong support for the event, it is apparent that the event is satisfying demand which PIBNG does not directly address.

The evaluation identified the requested contribution for the forum exceeded the funding provided for comparable events recently funded through both MESAP and BDSG Policy.

For comparison:

- Pilbara Summit 2022 was supported through MESAP for \$20,000. The event was attended by 531 delegates in person (over 70 additional delegates attended through virtual means). The event was delivered over two days. The City was also

acknowledged through seven electronic mail campaigns reaching over 28,000 contacts in each instance. The City was also provided an exhibition booth and a speaking opportunity for the Mayor.

- Destination Pilbara's Warlu Way Tourism Conference was funded through MESAP for \$20,000 and had over 100 delegates attend across two days, the City was provided a speaking opportunity and branding through its sponsorship benefits.
- The KDCCI's PBING program was funded through the BDSG Policy for \$15,000 in 2022/23 and delivered three networking events and workshops to support local indigenous small business, along with a dedicated Karratha based program manager.

Based on the evaluation of the application against the BDSG Policy criteria, it is recommended that the application be supported for only \$20,000 which reflects a similar level of funding previously provided for comparable initiatives and is considered to provide the City with value for money. If approved by Council, the City will enter into a Funding Agreement in line with the BDSG Policy.

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 economic issues with the BDSG Policy providing funding assistance in order to benefit the local economy.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between the Communities Engagement Officer and Economic Development department Business Engagement Officer. An application for a Large Community grant has been received from the applicant for a Community Concert following the Forum, the events are not inter-dependent, as such officers concluded the Large Community Grant and Business Development Support Grant applications should be considered independently.

COMMUNITY CONSULTATION

Community engagement was undertaken as follows:

Who	How	When	What	Outcome
KDCCI	In Person	14 June 2023	Discussions with KDCCI, IEBF and City Staff regarding proposed forum and concert	Date confirmed, and IEBF advised their intention to apply for City funding.

POLICY IMPLICATIONS

The City's BDSG Policy applies.

FINANCIAL IMPLICATIONS

The 2023/24 Budget has allocated \$120,000 (excl GST) towards BDSG applications. If Council adopts the Officers recommendations it will be committing to \$170,000 (excl. GST) in total against allocated budget. This includes support to the KDCCI of \$130,000 and the Business Centre Pilbara of \$20,000 approved in August 2023. If Council approves funding as per the recommendation, an adjustment to the budget will be required.

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 2023-2024 provided for this activity:

Programs/Services: 2.a.1.1 Small and Medium Enterprise Support
Projects/Actions: 2.a.1.1.19.1 Implement Business Support Grants

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	Requested funding will exceed the 2023/24 budget should Council resolve to support the full recommended level of funding.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Low reputational risk of Council providing funding to projects that cannot be delivered or are delivered to an inadequate standard.
Compliance	Low	Low compliance risk if projects are not acquitted. Risk will be managed through funding agreements and the City will work with organisations to ensure each 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.

RELEVANT PRECEDENTS

In the last five years, Council has endorsed applications for funding under the BDSG Policy as follows:

Year	Applicant	No. of Projects Funded	Total Funding Awarded	Actual Expenditure (Total)
2018/2019	• KDCCI • The Inspired Mark • Pilbara Aboriginal Corporations and Enterprises Inc (PACE)	8 1 1	\$112,000 \$12,500 \$30,000	\$92,500
2019/2020	• Pilbara Tourism Association • KDCCI	1 5	\$20,000 \$61,500	\$52,500
2020/2021	• Pilbara Tourism Association • KDCCI • KDCCI – FBT Reform	1 6 1	\$15,000 \$112,500 \$30,000	\$154,227
2021/2022	• KDCCI • Business Centre Pilbara	6 1	\$113,000 \$10,000	\$119,377
2022/2023	• Pilbara Tourism Association • KDCCI	1 7	\$9,000 \$102,000	TBC
2023/24	• KDCCI • Business Centre Pilbara	8 1	\$130,000 \$20,000	TBC
Total		48	\$777,500	

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council APPROVE funding to the Indigenous Emerging Business Forum Aboriginal Corporation in accordance with the below:

Organisation Name	Project Name	Grant Amount
Indigenous Emerging Business Forum Aboriginal Corporation	Indigenous Emerging Business Forum Karratha 2023	
TOTAL		

Option 3

That Council DECLINE funding to the Indigenous Emerging Business Forum Aboriginal Corporation

CONCLUSION

The Indigenous Emerging Business Forum Aboriginal Corporation has requested funding under the BDSG Policy for the delivery of the Indigenous Emerging Business Forum on 13 October 2023.

The request has been evaluated against the City's BDSG Policy and is considered to meet the requirements of this Policy. It is recommended that the application be supported for a reduced amount of funding, being \$20,000 (excl. GST).

13 STRATEGIC PROJECTS & INFRASTRUCTURE

13.1 RFT 11-22/23 ROEBOURNE STREETScape MASTER PLAN

File No:	CP.1710; CM.575
Responsible Executive Officer:	Director Strategic Projects and Infrastructure
Reporting Author:	Manager Infrastructure Projects
Date of Report:	4 September 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential - Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Roebourne Streetscape Master Plan (Construction) Tender, Number RFT 11-22/23.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT** the tender submitted by Menchetti Consolidated t/a MG Group WA, ABN ABN 24 602 859 405 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered for under RFT 11-22/23 Roebourne Streetscape Master Plan (Construction);
2. **EXECUTE** a contract with Menchetti Consolidated t/a MG Group WA for the delivery of the Phase One and Two together with all associated works as contained in this report, **SUBJECT** to any variations of a minor nature;

BACKGROUND

The Roebourne Streetscape Master Plan proposes a vision for the long-term goal of invigorating the town centre streetscape to encourage an attractive, vibrant, and usable space. The City's vision is to enhance Roebourne's identity by increasing the quality of the streetscapes to North West Coastal Highway, Roe Street and Sholl Street. Strengthening links to existing natural assets such as the (Nguni) Harding River enhances amenity and provides opportunities for cultural, community voice and expression within the town.

In June 2022, Council endorsed the proposed penultimate design and approach to proceed advertising the draft Master Plan for public comment and the implementing of the Streetscape Master Plan as a staged delivery over multiple years. The Master Plan discussed three implementation strategies based on future outcomes, including consideration of a future Heavy Haulage Vehicle Route. The initial stage agreed by Council involves the construction of the documented soft and hard landscaping elements in accordance with the design documentation including:

- a) Phase One delivery of the Roebourne Streetscape includes the rejuvenation of the intersections to Wellard and Roe Streets, Padbury, and Roe Streets, Withnell and Roe Streets, and Queen Street and Carnarvon Terrace.
- b) Phase Two delivery of the Roebourne Streetscape includes infilling between the intersections of Roe Street with Wellard and Padbury streets, and Padbury and Withnell streets.

The tender documentation was structured so the project could be either let as a full package with Phase One and Two awarded to a single Contractor, or as a smaller package with Phase One and Two to a separate Contractor depending on the economies of scale afforded by the procurement process.

The proposed works include a twenty-four (24) month establishment period for the general appearance and quality of the landscape, plant material, irrigation, and reticulation during this period with the work warrant by the Contractor, who will be liable for rectifying any failure or faults that arise.

Tenders were advertised on 21 June 2023 and closed 10 August 2023.

Two (2) tenders were received by the closing date from:

- a) BCP Contractors Pty Ltd
- b) MG Group WA

The tenders were evaluated by a three (3) person panel comprising of:

- Project Officer
- Project Manager
- Manager Infrastructure Projects

The tenders were first assessed for compliance with the tender documents. The tenders were then assessed against the qualitative criteria that were weighted.

The criteria and associated weightings were:

Criteria	Weighting
Price	50%
Methodology	15%
Capability to Deliver	15%
Relevant Experience	10%
Key Personnel Skills and Experience	5%
Sustainability	5%

The Regional Price Preference Policy was applied to none of the tenderers.

A copy of the Evaluation Report is contained within the confidential section of the agenda (attachment 1).

The Director Strategic Projects and Infrastructure and the Chief Executive Officer have endorsed the recommendation.

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 issues and economic issues.

STATUTORY IMPLICATIONS

Section 3.57 of the *Local Government Act 1995* and associated regulations are applicable.

COUNCILLOR/OFFICER CONSULTATION

The Roebourne Streetscape Master Plan has regularly been the subject of Councillor Briefing Sessions during 2021, 2022 and again in August 2023, following the procurement process.

Officers have undertaken consultation across all Departments to draft the tender documents and update the accumulated project knowledge.

COMMUNITY CONSULTATION

During the design phase, Officers and the Consultants had extensive community consultation with key stakeholders; including a period of advertised public comment for the Master Plan to inform the staging.

A detailed project communication plan will be prepared to identify all key stakeholders and implement strategies to inform each stakeholder of the works and any impacts on traffic movement. Further community and stakeholder consultation will occur following the Council's determination and before the Contractor's mobilisation to ensure that key stakeholders, local businesses, and all neighbouring properties around the traffic management strategy for the project.

Current consultation with the Ngarluma Aboriginal Corporation (NAC) is also ongoing to review any potential heritage impacts and monitor the changes in legislation. The possible delaying of the significant planting later in the calendar year could also facilitate the pending review associated with the Aboriginal Cultural Act and the potential of a heritage survey.

The Contractor will also be responsible for establishing a detailed communication plan to provide regular updates to stakeholders, including businesses and neighbouring properties.

POLICY IMPLICATIONS

Council Policies CG12 - Purchasing, CG11 - Regional Price Preference and CG12 - Public Art Policy is applicable to this matter.

Council Policy CG-14 – Election Caretaker Period Policy has been considered in determining the Officers recommendation.

The Caretaker period commenced on the 7th September 2023. Due to the value of the proposed contract award being greater than Councils current Budget allocation, consideration is given to 2.1.2 of the Policy being the definition of Major Policy Decision part d) whereby awarding the tender could be deemed *“an irrevocable decision that commits the City to substantial expenditure or significant actions.”*

The Policy defines 'Extraordinary Circumstances' to mean a situation that requires a Major Policy Decision of the Council because:

- (a) in the CEO's opinion, the urgency of the situation is such that it cannot wait until after the election;
- (b) of the possibility of legal and/or financial repercussions if a decision is deferred; or
- (c) in the CEO's opinion, it is in the best interests of the Council and/or the City of Karratha for the decision to be made as soon as possible

Where Extraordinary Circumstances prevail, the Chief Executive Officer may submit a Major Policy Decision to the Council in accordance with section 2.3 of this policy.

In this instance the recommendation could be considered a 'Major Policy Decision' within the context of Council Policy CG-14 'Election Caretaker Policy' however; the Chief Executive Officer proposes an exemption should be made due to;

- Council has adopted the Roebourne Streetscape Masterplan
- Councils 2023/24 Operational Plan includes commence construction of Phase One and Two of the tendered works.
- Council has made a provision in the 2023 /24 Budget to commence construction of the tendered works noting that further funding would be required in subsequent financial years
- There are proposed additional costs associated with not awarding the full contract for Phase One and Two works at this time.
- Award of the contract sooner minimises consideration to future cost escalation.
- The City has secured external funding to progress the works

FINANCIAL IMPLICATIONS

In July 2022 Council adopted the Roebourne Streetscape Masterplan (Option 3) as the preferred long-term plan to inform the overall direction for the streetscape development. In doing so Council acknowledged it could result in significant investment (potentially up to \$21m) in the Roebourne streetscape and townscape and provision would be required in the City's Long Term Financial Plan. It was further noted at the time that Council would review its ongoing commitment to this project as part of the annual budget review process and pending the tender outcome of the initial phase of construction works.

In adopting its 2023-24 Operational Plan, Council supported the Officers proposal to include Phase One and Two in the initial tender on the basis that economies of scale and cost efficiencies may be realised in awarding a larger package of works. The strategy proposed that the 23/24 Budget would be cash flowed to meet construction commitments in 23/24 FY with further funding required in 24/25 FY to complete the Phase One and Phase Two works.

Council allocated \$3,050,000 (excluding GST) to commence construction Phase One and Phase Two of this project in the 23/24 Budget. In June 2023 Officers had forecast that the costs of Phase One and Phase Two would be \$5.0m (excluding GST).

The preferred tenderer has submitted a price that has exceeded the initial pretender estimate however represents a good offer in the current construction market. Officers have considered value management options however there is little value management available that will achieve the scope of work and design outcome proposed. If the Officers recommendation is supported Council will be required to budget the balance of the contract sum in 2024/25 Budget to complete the works.

The City has secured funding of \$1,000,000 (excluding GST) through the Rio Tinto Community Partnership Agreement. In addition, a further \$550,000 (excluding GST) through the Woodside Community Development Partnership has been identified with an in principal agreement pending its formal execution. While the City has already secured funding through its community partnerships for Phase One works, there is a significant potential for securing additional external funding for costs attributed to Phase Two works.

The evaluation process has also validated the benefits of delivering two phases of work as opposed to one. A premium cost would be required in delaying the award of Phase Two due to uncertainty in future material and labour costs and remobilisation to site. Further an option

of negotiating a delayed contract start date has been contemplated. A delayed mobilisation capitalising on the cooler weather with the significant planting occurring later in the calendar year may be beneficial to the project's outcomes and is proposed to be negotiated with the preferred tenderer.

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 2023-2024 provided for this activity:

Projects/Actions: 1.a.2.2.19.2 Commence the construction of the Roebourne Streetscape Master Plan Phase One and Two for the Town Centre.

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Aligns with the City's commitment to plan appropriate infrastructure and services to support good health and wellbeing.
Financial	Moderate	Implementation of the Roebourne Streetscape Master Plan involves an ongoing financial commitment from Council in response to available funding and suitable progressive staging of the works. The project has significant external funding that is at risk should the work not proceed.
Service Interruption	Low	Should works proceed there will be an impact on road access and power provision for a period during the works including coordination with Main Roads WA. The Contractor is responsible for Management Plans development and implementation, including the Communication and Traffic Management Plan.
Environment	Low	Construction will be in accordance with all statutory and relevant standards. Noise output and dust pollution throughout construction, will be managed by the contractor. Tenders included a Sustainability criterion in the evaluation for which Tenderer are to outline initiatives their organisation uses to reduce the environmental impacts of their organisation and how those translate into day-to-day operations. Overall, the addition of significant street trees and planting should have a positive effect on the environment.
Reputation	Moderate	The Streetscape Master Plan has been developed from a mixture of sourced information, developed, and known data and community feedback. Failure to commit to identified staged delivery and improvements to a suitable level is likely to attract a negative impact on reputation. Improvement in the townscape activation and streetscape is likely to deliver positive reputational impact for Council.
Compliance	Low	Detailed design documentation has been undertaken by qualified design consultants and civil engineers to ensure compliance with current and relevant standards. Tenders were called and administered in accordance with the <i>Local Government Act 1995</i> and associated regulations. Any works are expected to comply with relevant standards.

IMPACT ON CAPACITY

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

Management of the potential successful tenderer and future maintenance programs are afforded within existing resources.

RELEVANT PRECEDENTS

The City has previously undertaken infrastructure works, including major road construction to enhance aesthetics and improve infrastructure and safety for road users, delivering a statement gateway to the City Centre.

Council has previously endorsed other strategies, master and streetscape plans through the construction or implementation stage phase, including the Karratha Revitalisation Strategy, the Karratha Planning Strategy, and the Roebourne Structure Plan.

The City's most recent major road reconstruction completed in December 2022 included the Reconstruction of Coolawanyah Road Stage Three under RFT 24-21/22.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS

Option 1

As per Officer's recommendation.

Option 2

That Council:

1. ACCEPT the tender submitted by Menchetti Consolidated t/a MG Group WA, ABN 24 602 859 405 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT 11-22/23 Roebourne Streetscape Master Plan (Construction); and
2. EXECUTE a contract with Menchetti Consolidated t/a MG Group WA for the delivery of the Phase One Works only SUBJECT to any variations of a minor nature; and

Option 3

That Council:

1. REJECT all tenders under RFT 11-22/23 Roebourne Streetscape Master Plan (Construction) as no tenderer offered an advantageous outcome to the City; and
2. READVERTISE the tender.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer has the capacity to deliver the works to the standard expected by the City and has provided the most advantageous outcome for the project.

Should Council support the Officer's recommendation, the contract period would commence on 6 October 2023, subject to contract negotiations. On the basis that the combined Two Phases proceed as a rolling staged delivery, with Phase One and all associated work under the Contract anticipated to be delivered within nine (9) months and Phase Two to follow within a further seven (7) months, including approvals and management plans from the date of Award.

13.2 SCRAP METAL AND LEAD ACID BATTERIES

File No:	CM.579
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager Waste, Fleet and Depot
Date of Report:	30 August 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Scrap Metal and Lead Acid Batteries Tender, Number DOP01-22/23.

OFFICER'S RECOMMENDATION

That Council:

- 3. ACCEPT the tender submitted by Sims Group Australia Holdings Pty Ltd (ABN 37 008 634 526) as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under DOP 01-22/23 Disposal of Scrap Metal and Lead Acid Batteries; and**
- 4. EXECUTE a contract with Sims Group Australia Holdings Pty Ltd, SUBJECT to any variations of a minor nature.**

BACKGROUND

Resource recovery and minimising waste to landfill is a key strategy in operating the City's 7 Mile Waste Facility. The City's Waste Operations have separated the scrap metal on site for a period for resource recovery purposes.

In December 2020, following a previous contract engagement from 2017-2020, the City invited tenders for the Disposal of Scrap Metal and Lead Acid Batteries from its Waste Facilities for a period of two (2) years, in accordance with the requirements of Disposal of Property under Section 3.58 of the *Local Government Act 1995*. The contract was awarded to the Sims Group Australia Holdings Pty Ltd (Sims) on 1 February 2021 for a period of one (1) year with a further one-year extension option which has now expired.

At its meeting on 30 June 2023, Council resolved to call tenders for DOP 01-22/23 Disposal of Scrap Metal and Lead Acid Batteries.

The tender is for the purchase and removal of all scrap metal and lead acid batteries from its 7 Mile Waste Facility and car and caravan bodies from Wickham Transfer Station for a three-year (3) period. There are two (2) x one (1) year extension options exercisable at the absolute discretion of the Principal.

The Scope of Work included:

- a) Sorting/Processing, Loading, removal and recycling of ferrous and non-ferrous scrap metal, car bodies and lead acid batteries from the 7 Mile Waste Facility.
- b) Sorting/Processing, Loading, removal and recycling of car and caravan bodies from the Wickham Transfer Station.

All scrap is to be removed from both sites at the Contractors expense and risk, with all required equipment and machinery to be supplied by the Contractor.

Tenders were advertised on 26 July 2023 and closed 15 August 2023.

5 tenders were received by the closing date from:

1. AMC Metal Recyclers
2. Dodd & Dodd Group
3. Marrarra Group
4. Sell and Parker
5. Sims Group

The tenders were evaluated by a 3-person panel comprising of:

- Director Strategic Projects & Infrastructure;
- Manager Waste, Fleet & Depot; and
- Waste Landfill & Technical Coordinator.

The tenders were first assessed for compliance with the tender documents. The tenders were then assessed against the qualitative criteria that were weighted. The criteria and associated weightings were:

Criteria	Weighting
Price	50%
Capacity to Deliver/Methodology	30%
Relevant Experience	20%

A copy of the Evaluation Report (Attachment 1) is contained within the confidential section of the agenda.

The Director Strategic Projects & Infrastructure and the Chief Executive Officer have endorsed the recommendation.

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 economic issues, environmental issues impacting Council's ability to perform its role.

STATUTORY IMPLICATIONS

Tenders were called in accordance with 3.58 of the Local Government Act.

Further, *Section 55 of the Waste Avoidance and Resource Recovery Act 2007* states that all waste received by a local government.

- a) becomes the property of the local government; and
- b) may be destroyed, sold, or otherwise disposed of by the local government

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 City has received income of approximately \$200,000 for the disposal of scrap metal and lead acid batteries in the 2022/23 financial year.

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 2023-2024 provided for this activity:

Programs/Services:	3.c.2.3	Resource Recovery
Projects/Actions:	3.c.2.3.19.3	Support Implementation of the State Waste Strategy 2030

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	Possible increase / decrease to income with trends in commodity price.
Service Interruption	N/A	Nil
Environment	Low	Gases removed from refrigeration units including air conditioners before removal from site
Reputation	Low	Promotes reputation as a sustainable Council.
Compliance	Low	Recycling Compliance

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 REJECT all tenders for SCRAP METAL AND LEAD ACID BATTERIES under DOP 01-22/23 and READVERTISE the tender.

CONCLUSION

The Evaluation Panel believes that the recommended tenderer as a local company has the experience and capacity to deliver the works to the standard expected by the City and has provided the most advantageous outcome for the contract.

14 ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for August 2023.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

- 14.1 Community Experience update**
- 14.2 Record of Tender Outcome under Delegation**
- 14.3 Development Services update**

14.1 COMMUNITY EXPERIENCE UPDATE

File No: CS.23

Responsible Executive Officer: Director Community Experience

Reporting Author: Manager Community Facilities

Date of Report: 4 September 2023

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s) Nil

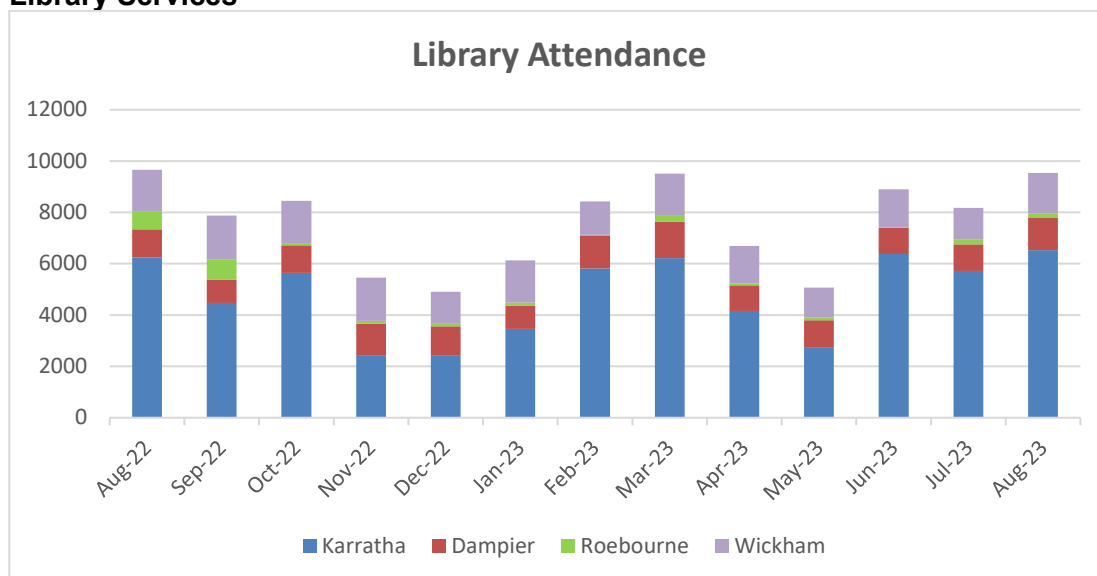
PURPOSE

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

Community Facility Attendance Summary

Facility Attendance	Aug 2022	Aug 2023	%
The Youth Shed	546	981	↑80%
The Base	732	1269	↑73%
Total Library	9658	9537	↓1%
Karratha Leisureplex	42823	46042	↑8%
Wickham Recreation Precinct	1874	2451	↑31%
Roebourne Aquatic Centre	Closed		
Red Earth Arts Precinct	5092	5896	↑16%
Indoor Play Centre	1198	1805	↑51%
Community Liveability Programs	Aug 2022	Aug 2023	%
Security Subsidy Scheme properties	9	20	↑
Meet the Street parties	4	1	↓

Library Services



10565 Total memberships (**82** new members signed up in June)

3443 physical items and **1051** eResources borrowed.

1016 individual computer log ins by members and guests (excludes Wi-Fi).

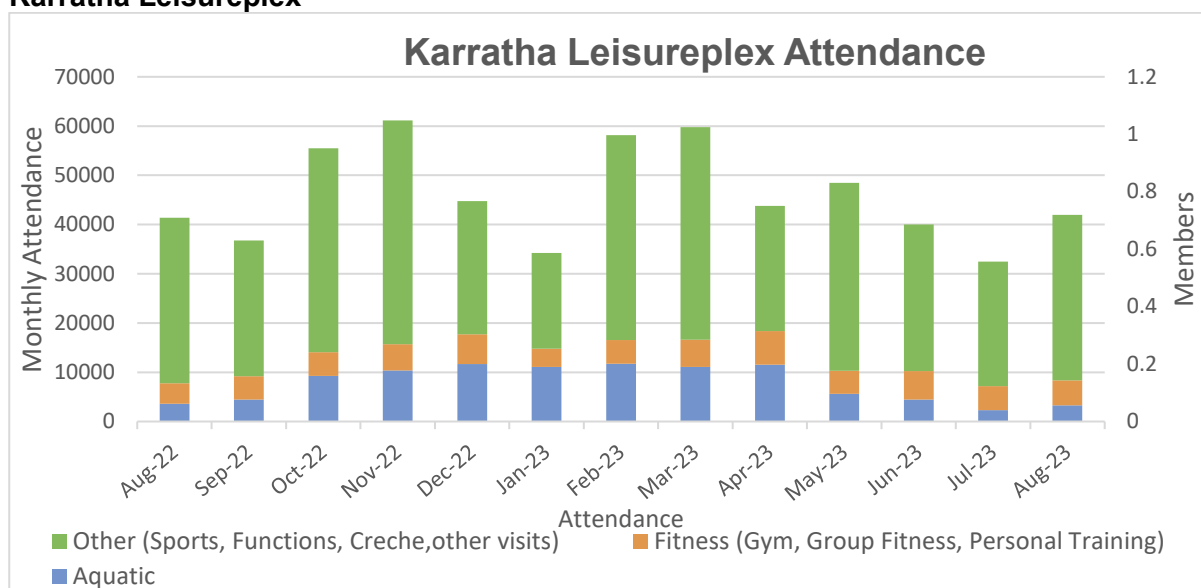
7 external requests for local history information.

890 program participants at **35** programs, (including Rhyme Time, Story Time, Family Funday and Special Science Week and Book Week Programs)

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

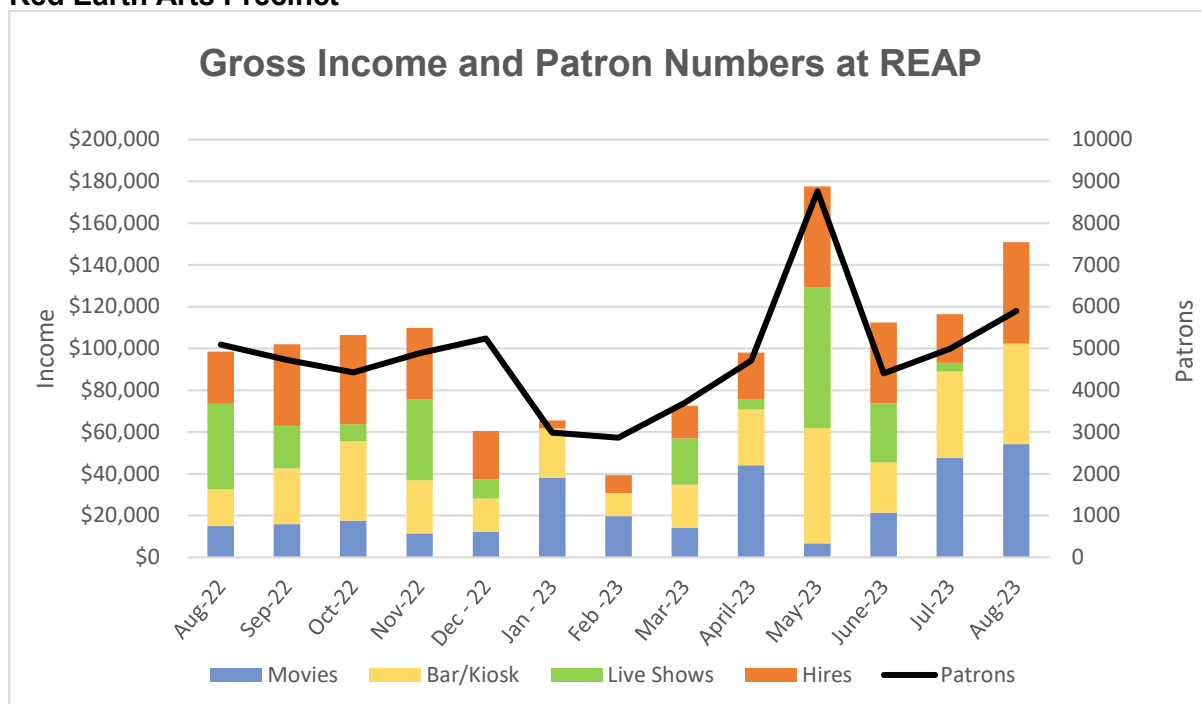
846 Technical enquiries (including assistance with Computers, Wifi, Printing and Scanning)
 Roebourne Library has reopened within limited operating hours (six hours per week compared with 50 hours per week under the former caretaking agreement)
 Almost 400 children and adults participated in our Special Science Week and Book Week programs this month

Karratha Leisureplex



An overall **8%** increase in attendance is attributed to an increase of **10%** in gym, group fitness, and personal training participation. Sports events remained steady **0%** from August 2022 to August 2023. Attendance in aquatics increased by **63%**.

Red Earth Arts Precinct

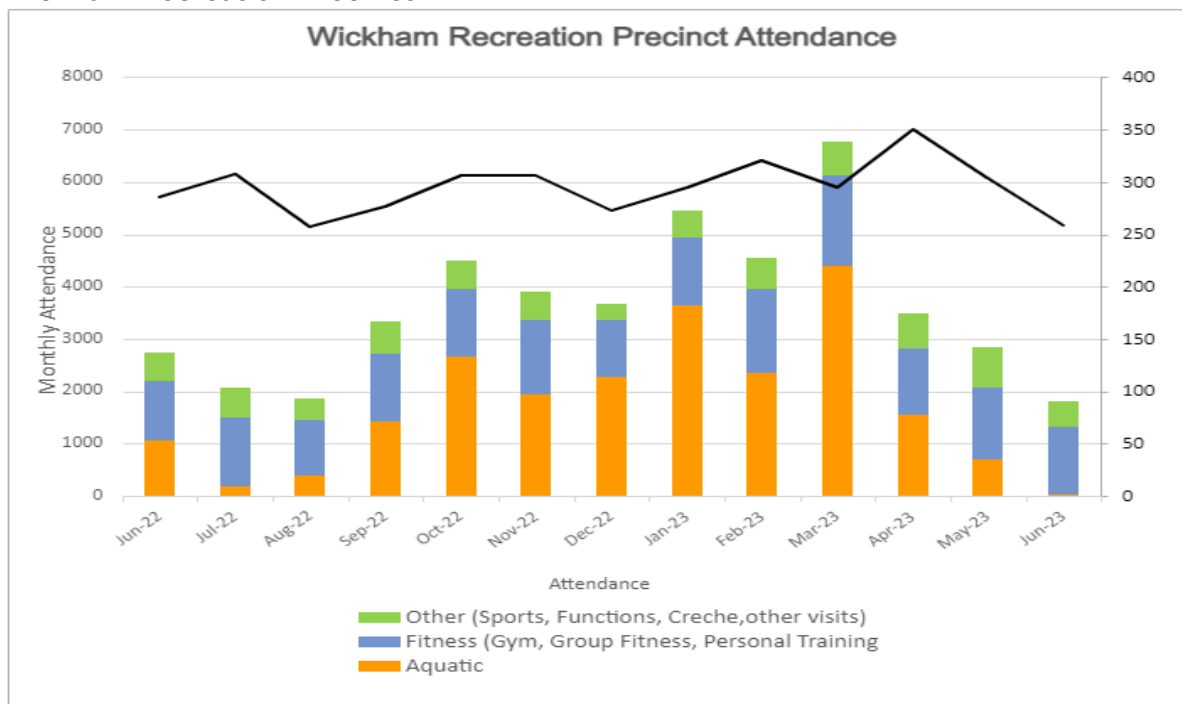


Red Earth Arts Precinct:

Venue hire increase by 94% in August. Nevertheless, the OECD Conference was a success bringing together delegates from all over Australia and the world. The City's hosting of this conference was notable.

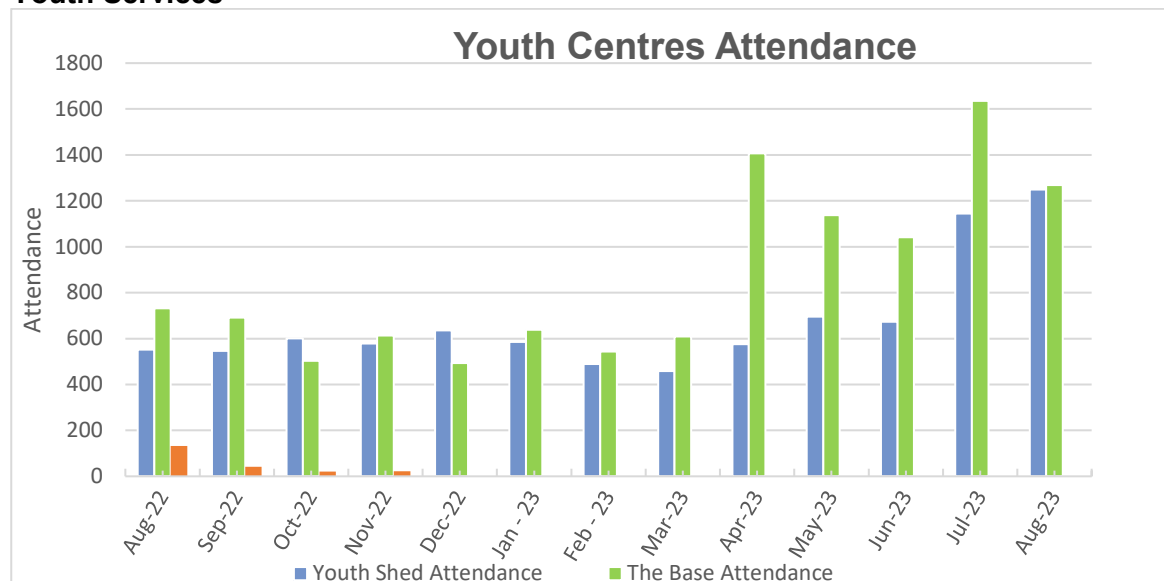
Movie sales has a substantial increase by 263% from last year. It was expected that this increase would occur since the release of the popular Barbe Movie. Bar & kiosk sales also increase **173%**.

Wickham Recreation Precinct



Return to Spring weather resulting in a 32% increase in overall patrons from August 2022. There was an increase in aquatic attendance of 21% and fitness areas 35%.

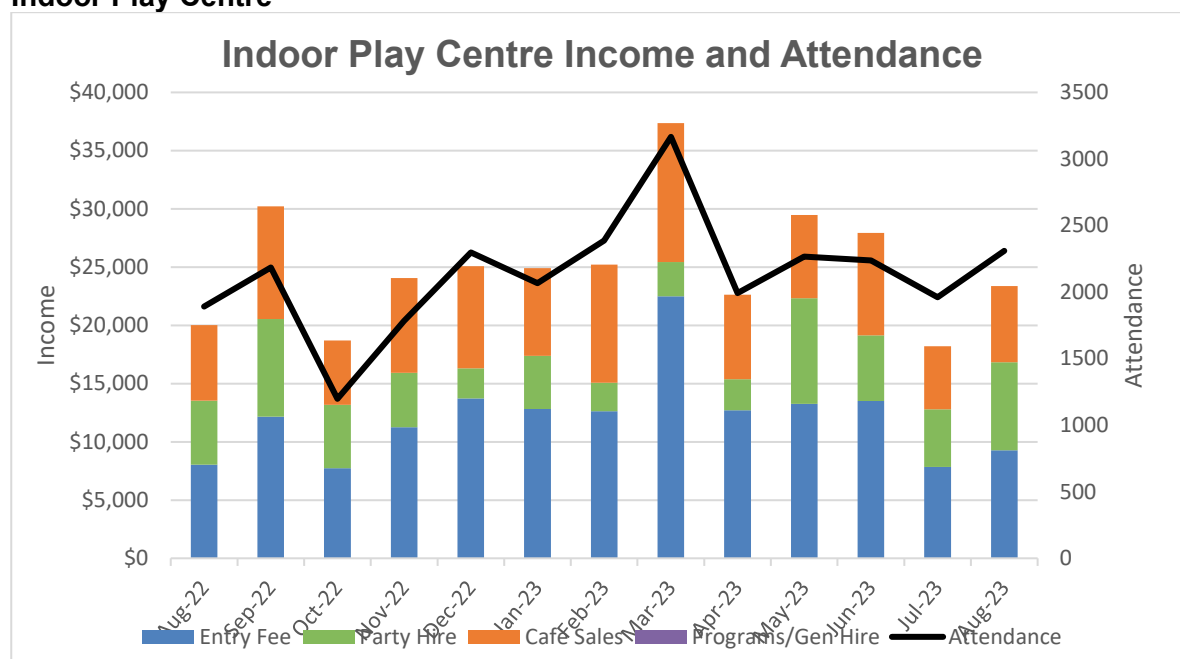
Youth Services



The Base and Youth Shed:

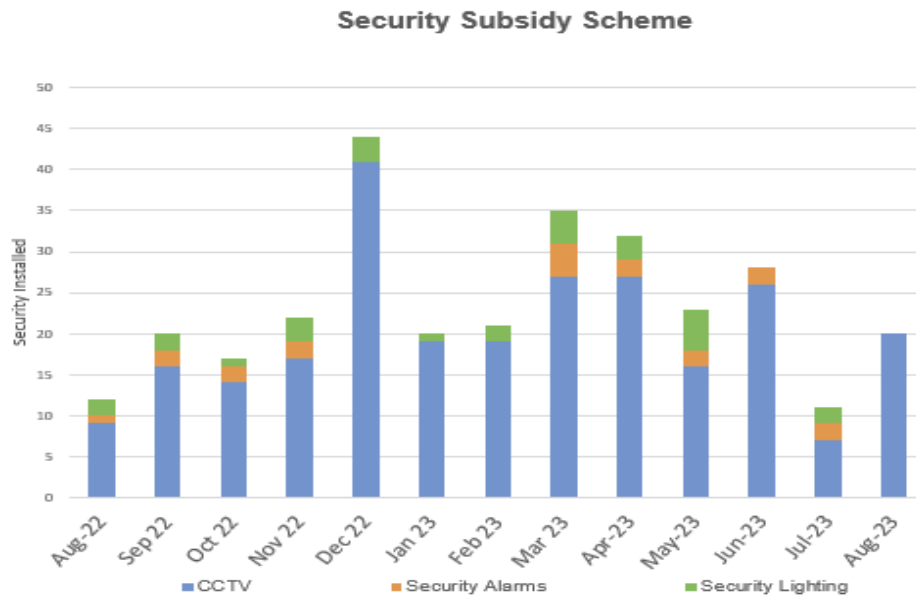
There has been an increase in attendance at the Base by **73%** from this time last year and the Karratha Youth shed of **80%**. The Youth Shed has still managed to retain high attendance numbers for the month of August through consistent scheduled programming and youth and community engagement. Although the numbers are not as high as the months of June and July, this can be explained by the additional opening hours for school holidays in July that attracted a large number of youths and families throughout the day opposed to being reduced to 3PM - 6PM opening hours for the whole of this month. We found a total of 3 youths attend the centre on the Saturday and Sunday of FeNaCING Festival weekend. The Base has had an exceptional month in attendance and programming run in house for the month of August. Worthy of attention is the increase number of Youths who have turned 10 years of age and now find the Base the best facility to socialise and engage. A few new families have moved into town and have registered their children with us.

Indoor Play Centre



The number of children attending is up 51% from the previous August 2022 period. The start of some warmer weather has parents returning to the air conditioned comfort.

Liveability



Security Subsidy:

20 applications this month, **more** than this time last year. Continues to be a popular Safety Initiative. The timeliness of the processing of applications has been impacted by staff capacity limitations in the last quarter, however, this will be resolved in the coming weeks.



Meet the Street:

1 MtS party this month, which is **3 less** than this time last year. Uptake continues to be relatively low. The team is working on refreshing the marketing and promotional material.

QUARTERLY SMALL COMMUNITY GRANTS SUMMARY

JULY 2023

Town	Who	What	Awarded
Karratha	Karratha Country Club	Junior PGA Development Sessions	\$5,000
Dampier	Dampier Squash Club	FeNaCING Competition	\$2,900
Karratha	Karratha & King Bay Horse & Pony Club	FeNaCING Event	\$1,000
Dampier	Dampier Sports Club	CCTV – Windy Ridge Club House	\$4,500
Roebourne	Ngarluma Bindirri Aboriginal Corp	NAIDOC Celebrations	\$1,370
Karratha	Karratha District Teeball Assoc	Coaching & Umpiring Clinics	\$2,000
Karratha	North West Multicultural Assoc	Various Workshops	\$2,000
All	Karratha Districts Junior Soccer Association	Line Marker	\$3,944
Karratha	WA Police Legacy	Pearl Legacy Ball	\$3,000
Wickham	Wickham Softball Association	North West Championships	\$5,000
Total			\$ 30,714

AUGUST 2023

Town	Who	What	Awarded
Wickham	Port Walcott Yacht Club	Pilbara Fishing Extravaganza	\$4,954
Kta/Dampier	Karratha Bikers Association	Father's Day Car, Bike & 4WD Show	\$5,000
Karratha	Hindu Association Pilbara	Doll Exhibition – Krishna Janmashtami	\$4,877
Karratha	Salvation Army Karratha	Youth Housing Bedroom Revitalisation Project	\$3,983
Total			\$18,814

COMPUTERS FOR COMMUNITIES SUMMARY

Date	Who	What
31/08/2023	Karratha Basketball Association	1 x PC
Total x1 PC		

14.2 RECORD OF TENDER OUTCOME UNDER DELEGATION

File No: CM.569

Responsible Executive Officer: Director Strategic Projects & Infrastructure

Reporting Author: Infrastructure Services Officer

Date of Report: 28 August 2023

Disclosure of Interest: Nil

Attachment(s) Nil

PURPOSE

To inform Council of the outcome of tenders that have been determined under delegation since the last Ordinary Council Meeting.

BACKGROUND

Under Delegation 1.1 'Tenders & Expressions of Interest', the Chief Executive Officer (CEO) is able to award a tender where the consideration does not exceed \$500,000 and Directors \$250,000 (excluding GST) on the provision there is an approved budget.

Alternatively, under section 5.42 of the *Local Government Act 1995*, Council may specifically delegate to the CEO the authority to award a particular tender up to a specific value limit.

Policy CG-12 'Purchasing Policy' requires that on each occasion a tender is determined under delegated authority a report is to be provided to Council at its next ordinary meeting that provides the information as detailed below:

Tender No:	RFT08-22/23	Project Budget:	\$509,000
Tender Title:	Playground Revitalisation		
State-wide Advertising Commenced:	5/07/2023	Tender Closing Date/ Time:	2/08/2023
Scope of Works:	This project is for the construction of all hard and soft landscaping, including the installation of playground equipment, at Miles Loop Park and Smith-Delambre Park Playgrounds in line with the Playground Strategy (2023) and the 10 Year Playground Renewal Program.		
Selection Criteria:	Relevant Experience	15%	
	Methodology	15%	
	Capacity to Deliver	15%	
	Sustainability	5%	
	Price	50%	
Submissions Received:	Forpark Australia; Landscape Australia Construction; Ligna Construction		
Tender Awarded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Decision:	28/08/2023
Tender Awarded to:	Forpark Australia		
Contract Value:	\$412,449.00		
Contract Term:	18 months	Contract Options:	Nil

14.3 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Statutory Planning Coordinator
Date of Report:	29 August 2023
Disclosure of Interest:	Nil
Attachment(s)	List of current decisions subject of State Administrative Tribunal Review and List of current Joint Development Assessment Panel applications

PURPOSE

To provide information relating to current State Administrative Tribunal (SAT) Reviews and development applications to be determined by the Joint Development Assessment Panel (JDAP).

This information is provided to keep Council informed of major development applications within the City of Karratha that will be determined by the JDAP rather than the City, and decisions made under planning legislation within the City that are being challenged in SAT.

These matters may also be of interest to members of the local community. The attached summaries also make information publicly available on major development applications and decisions that are being challenged.

As of 1 August 2023

APPLICATION (Name, No., City File Reference &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
SAT					
Nil					
JDAP					
DA23-003 DAP/23/02422 Construction of Solar PV Farm (Renewable Energy Facility) and Ancillary Infrastructure	Lot 1502 North West Coastal Highway, MAITLAND WA 6714	25/01/2023	<ul style="list-style-type: none"> Extension of Time Request (EOTR) approved by JDAP for the RAR to be provided to the JDAP by 30 November 2023. EOTR sought and granted as the proposal is still being determined by the EPA under Section 38G(1)(b) of the <i>Environmental Protection Act 1986</i>. The assessment under this act prevents the development application being determined by the JDAP until a statement is published under the Act by the relevant minister. 	Statutory Planning Coordinator	N/A

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

17 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17.1 COMMUNITY LEASING OF LAND POLICY – KARRATHA COMMUNITY HOUSE

17.1 COMMUNITY LEASING OF LAND POLICY – KARRATHA COMMUNITY HOUSE

File No: CS.22

Responsible Executive Officer: Director Community Experience

Reporting Author: Acting Community Infrastructure Coordinator

Date of Report: 29 August 2023

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Community Leasing of Land Policy

PURPOSE

For Council to re-consider proposed lease terms for Karratha Community House (KCH) at the Pam Buchanan Family Centre (PBFC).

OFFICER'S RECOMMENDATION

That Council:

1. **By at least one-third of the number of members, REVOKE Resolution No 155132 Part 1 from the January 2023 Ordinary Council Meeting: and**
2. **AGREE to enter into a lease with Karratha Community House for an amount of \$2,942.55 ex GST per annum, plus CPI and outgoings, for the lease at the Childcare Module at Pam Buchanan Family Centre for a period of 5 + 5 years.**

BACKGROUND

The requirements for support of a motion for revocation or change of a council decision are dealt with in the Local Government Act 1995 (Act) and Local Government (Administration) Regulations 1996 (Regulations).

Regulation 10 requires that:

'10 (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported –

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
- (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.'*

At its June 2022 meeting Council resolved to advertise a new Draft Community Leasing of Land Policy (CS.25). The draft policy was advertised for public consultation and sent to all existing and prospective tenants before being returned to Council in August 2022. Council resolved to adopt the new policy at the August Ordinary Council Meeting (OCM) after minor modifications were made, responding to feedback from four submissions.

The aim of the Policy was to:

- establish a consistent, transparent, and fair approach to the City's leasing of sites and facilities.
- ensure uniformity and fairness in matters such as lease terms, rental rates, fees and maintenance obligations.
- clearly outline criteria for the selection of tenants.
- provide guidance to City Officers during lease and license negotiations and interpretations.
- generate an appropriate return for the City of Karratha.
- promote responsible and efficient use and management of City property, consistent with the City's strategic Community Plan and Corporate Business plan.
- ensure compliance with all applicable legislation.

The Policy was written to capture and resolve anomalies that exist in a number of long-standing Community agreements written over many years. It is based on the principles of equity, transparency and consistency as well as suitable return on disposal.

The current Policy considers a Tenant's Category and their gross annual revenue to inform their allocated Lease fee, as demonstrated by the below table.

Category 1	Category 2		Category 3	Category 4
An incorporated small Community Group, NFP and sporting clubs, staffed by unpaid members and volunteers, locally based	Incorporated larger Community Groups, NFP, sporting clubs, and small businesses (Community Purpose) with few employees		Medium-large Commercial Enterprises, retail shops, franchisees, all tenants at Karratha Airport	Government Departments
With a gross annual revenue of less than \$250,000.	With a gross annual revenue of \$250,000 - \$1,000,000.	With a gross annual revenue of more than \$1,000,000.		
Peppercorn rate	50% of full market rent – in keeping with Policy CS – 04 City's Community Facilities Hire and Use Charges	Full market rent	Full market rent	Full market rent

Karratha Community House (KCH) are a local not-for-profit Community organisation. KCH have been tenants of the Play Group Module (590.71m²) at Pam Buchanan Family Centre (PBFC) since 2012. The initial lease agreement between KCH and the City of Karratha was for a term of 10 years (5 + 5) and expired 31 January 2022. In early January 2022, Officers notified KCH via letter that reviews were underway into the granting of leases and licences and Officers were working to establish a new leasing policy. The City confirmed with KCH that until the new Policy was implemented, their current lease would remain on a holding over arrangement, to which KCH agreed.

As previously outlined, Council resolved to formally adopt the new policy in August 2022.

Due to Officer's receiving formal interest in the leasing of space currently occupied by KCH and given the market had not been tested since 2012, Officers recommended advertising the playgroup module disposal of property via public tender.


The disposal tender opened 26 October 2022 and closed 11 November 2022.

KCH were the sole applicants and after internal reviews were complete, the City partially accepted their application (late November 2022) with the intention to enter lease negotiations regarding the nominated lease fee.

KCH's application was assessed in accordance with the new policy. KCH were identified as a Category Two Tenant (incorporated larger community group) with a gross annual revenue between \$250k - \$1 million.

This category two identification resulted in a lease fee at the commercial community rate (50% of the market rental value) of \$54,836.50 ex GST, plus outgoings. The market rental value was determined during the tender disposal stage, at \$300/m2 per annum for the internal space and \$100/m2 per annum for the external area.

KCH subsequently appealed this assessment/offer in December 2022. A counteroffer of \$3,318.62 ex GST, per annum, plus outgoings, for a 5 + 5 year term was instead proposed by KCH. Forecasted CPI percentages were used to inform an overall 'average' lease fee across a 10-year period. The workings (provided by KCH) for this counteroffer are demonstrated in the image below



Appendix B: Counteroffer workings

	Inc GST	Ex GST
Playgroup areas	\$ 11.00	\$ 10.00
Shared office	\$ 632.50	\$ 575.00
Director's office	\$ 2,402.91	\$2,184.46
Current lease fees	\$ 3,046.41	\$2,769.46

Inflation projections	2023FY	2024FY	2025FY onwards
Source	RBA (1)	RBA (1)	RBA (2)
	6.25%	3.25%	2.50%

Proposed lease fees	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ex GST, for calendar year	\$ 2,942.55	\$3,038.18	\$3,114.14	\$3,191.99	\$3,271.79	\$3,353.59	\$3,437.43	\$3,523.36	\$3,611.45	\$3,701.73
Total lease fees over 10 years	\$ 33,186.21									
Average lease fee (ex GST)	\$ 3,318.62									
Proposed annual lease fee (ex GST)	\$ 3,318.62									

Sources:

[RBA 1 \(November 2022 forecast\)](#)

[RBA 2 \(average of long term target inflation rates\)](#)

Image 1 - KCH Counteroffer workings

The appeal was made on the following grounds:

- Increases in operating costs (rent, insurance, inflation etc.) is significantly impacting their financial position.
- Changing their business model to cater for increase costs this quickly is not feasible.
- The Policy's income assessment model does give consideration to funding payments (e.g. grants) which have significant equal expenditure and therefore should not be considered as "revenue".

Council were presented with the appeal at the January 2023 OCM. At this meeting, Council resolved to:

1. *UPHOLD the appeal by Karratha Community House and ACCEPT the counteroffer of \$3,318.62 excluding GST pa plus outgoings for the PBFC Playgroup Module, for a period of 1 year.*
2. *REQUEST Administration to review Policy CS-25 Community Leasing of Land Policy and REPORT to Council on industry models of applying a discount method to Community Leases that considers:*
 - a) *the broader range of community benefits provided.*
 - b) *alignment to the City of Karratha's strategic priorities.*
 - c) *normalised comparison of organisational financials, considering abnormal items such as grant funding and pass through of fees.*
 - d) *pros and cons of a sliding scale or matrix that applies criteria to calculate a discount method*

This revision is underway, and the reviewed Draft policy will be put to Council in October 2023.

DISCUSSION

A lease agreement has been drafted for KCH in line with the terms outlined in the January resolution. KCH have since indicated a preference for an increased lease term with a request for this to be considered prior to the presentation of the revised Policy to Council in October. The basis of this request is to provide them with some certainty of operations and assist in the planning phase of their Organisation and the ability to do this beyond one year.

Under the current proposed lease term of one year, the City is legislated to complete another Disposal of Property process at the end of the lease. A Local Public Notice (LPN) outlining the City's intent to dispose of the property to KCH rather than invite public tenders is the preferred disposal method under this current arrangement.

While a LPN does not invite applications from market, objections to the disposal may still be provided to Council for consideration. The one-year term offered to KCH thus still presents a risk and a lack of security for their operations beyond the one-year term.

The one-year lease drafted in accordance with the January 2023 resolution for KCH remains unsigned. Consequently, negotiations between KCH and the City regarding the mutually agreed-upon term are ongoing. Given the ongoing negotiation phase, Council retains the flexibility to review and potentially amend its previous resolution to permit a longer lease term.

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 Councils future revenue streams and optimising use of City owned facilities.

STATUTORY IMPLICATIONS

The requirements relating to a Motion to revoke are detailed in section 5.25(1)(e) of the Local Government Act 1995, Regulation 10 of the Local Government (Administration) Regulations 1996

Sections 3.58 and 3.59 of the Local Government Act 1995 are applicable to disposal by way of lease or licence of property.

COUNCILLOR/OFFICER CONSULTATION

Council have previously considered this matter at the June and August 2022 Council Meetings as well as the January 2023 OCM.

KCH also presented questions to Council at the August 2023 OCM.

COMMUNITY CONSULTATION

The City has been in ongoing discussion with Karratha Community Hub.

POLICY IMPLICATIONS

Community Leasing of Land Policy CS-25 applies with requirement to submit all appeals to Council for consideration.

Officer's recommendation to this report does not align with section 4.6 - *Rental Consideration* of the above policy.

FINANCIAL IMPLICATIONS

The following shows the various annual Lease Fees that could be applied to KCH following consideration by Council on the grounds of their appeal excluding GST:

Community rate	\$54,836.50
Peppercorn rate	\$10.00
Current Counteroffer rate	\$3,318.62

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 2023-2024 provided for this activity:

Programs/Services:	2.a.2.4	Lease Management
Projects/Actions:	2.a.2.4.20.1	Management commercial and community leasing arrangements
Projects/Actions:	2.a.2.4.20.2	Promote competitive leasing opportunities for City property and land through commercial and community use

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	The PBFC Playgroup Module has been leased to KCH at a Peppercorn rate since February 2012.
Service Interruption	Moderate	Whilst there is no risk to the City's service operations, a one-year lease does not provide KCH security for their operations and makes future strategic planning difficult.
Environment	N/A	Nil
Reputation	Moderate	KCH is highly regarded in the community for providing an essential service for families. There is some reputational risk associated with Council not providing KCH a reliable lease and/or charging full market rent.
Compliance	Moderate	Officer's recommendation does not align with the rental consideration flow chart outlined within the Community Leasing of Land Policy.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council previously considered an appeal from KCH and accepted a counteroffer lease fee. Additionally, Council considered an appeal to this policy from Clontarf Foundation in August 2022 and applied a lower community rate (Category 2).

VOTING REQUIREMENTS

Absolute Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council UPHOLD original Resolution No 155132 from the January 2023 Ordinary Council Meeting.

Option 3

That Council:

1. By at least one-third of the number of members, REVOKE Resolution No 155132 from the January 2023 Ordinary Council Meeting: and
2. ACKNOWLEDGE the appeal by Karratha Community House and OFFER a Peppercorn lease at \$1 ex GST, plus outgoings for a period of one (1) year.

Option 4

That Council:

1. By at least one-third of the number of members, REVOKE Resolution No 155132, Part 1 from the January 2023 Ordinary Council Meeting: and
2. ACKNOWLEDGE the appeal by Karratha Community House and OFFER a Peppercorn lease at \$1 and outgoings for a term of 5 + 5 years.

CONCLUSION

Karratha Community House (KCH) have been long term tenants of the Pam Buchanan Family Centre since 2012. The expiration of their lease in January 2022 led to a holding over arrangement while Council formulated a new Community Leasing of Land Policy and the disposal tender process was complete.

KCH applied for a new lease and were categorised as a group with a gross annual revenue of between \$250k - \$1 million, resulting in a lease fee of \$54,836.50 per annum ex GST plus outgoings.

KCH subsequently appealed this assessment and provided a counteroffer of \$3,318.62 (ex GST) plus outgoings for a 5 + 5 year term. Their appeal was based on concerns about rising operational costs, inability to adapt their business model quickly to mitigate increased costs, and the policy not accounting for grant funding income requiring equal expenditure and no profiting.

In response, Council in January 2023 resolved a modified counteroffer for a one year period at \$3,318.62, while also requesting Administration examine the policy's aspects including community benefits, alignment with strategic priorities, normalised financial comparisons, and the feasibility of a sliding scale for discounts.

The reviewed draft policy will come before Council in October 2023. KCH however is seeking a longer lease term to secure their operations. Given negotiations on the lease term are still ongoing and the current drafted lease is not yet signed, Council has the opportunity to amend their previous resolution and propose a longer lease term for KCH.

18 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

In accordance with Section 5.23 (2) (e) (iii) of the *Local Government Act 1995*, that Council move in camera to discuss item:

ATTACHMENT TO ITEM 11.1 SUMMARY OF APPLICATIONS

ATTACHMENT TO ITEM 13.1 RFT 11-22/23 ROEBOURNE STREETSCAPE MASTERPLAN - TENDER EVALUATION REPORT

ATTACHMENT TO ITEM 13.2 SCRAP METAL AND LEAD ACID BATTERIES - TENDER EVALUATION REPORT

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 _____.

The next meeting is to be held on Monday, 30 October 2023 at 6pm at Council Chambers - Welcome Road, Karratha.