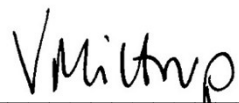




ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 29 May 2023 at 6pm**



**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

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

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

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

WRITTEN CONFIRMATION

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

Signed: VMiltrup
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 Long 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 Peter Long [Mayor]
- 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:

Virginia Miltrup	Chief Executive Officer
Tony Wear	Acting Director Community Services
Lee Reddell	Director Development Services
Amol Virkar	Acting Director Strategic Projects & Infrastructure
Angela McDonald	Acting Director Corporate & Legal Services
Jodie Swaffer	Minute Secretary

Apologies:

Absent:

Leave of Absence:

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 Wednesday, 26 April 2023, be confirmed as a true and correct record of proceedings.

8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Date	Deputy Mayor Meeting	Location
27/03/2023	Meeting with Woodside and the Japanese Ambassador	Karratha
27/03/2023	Honorary Freeman of the City Award Ceremony for Mr John Lally	Karratha
27/03/2023	Ordinary Council Meeting	Karratha
27/03/2023	Youth Advisory Group Meeting	Karratha
30/03/2023	Roebourne Main Roads Community Consultation Session	Roebourne
30/03/2023	Aussie Gold Hunters Screening	Karratha
31/03/2023	Woodside Pluto Train 2 - Project Update Briefing & Breakfast	Karratha
31/03/2023	Joint Development Assessment Panel Meeting	Online
04/04/2023	Warlu Way Tourism Conference	Karratha
06/04/2023	ANZAC Service Wickham Primary School	Wickham
14/04/2023	Special AMCA Board meeting	Online
17/04/2023	Council Briefing Session	Karratha
24/04/2023	Town Teams Movement Meeting	Karratha
25/04/2023	ANZAC Day Ceremony	Karratha
26/04/2023	Perdaman Ground-breaking Ceremony	Karratha
26/04/2023	Australian Airports Association WA State Division Meeting	Karratha
26/04/2023	Ordinary Council Meeting	Karratha
27/04/2023	Citizenship Ceremony	Karratha

9 EXECUTIVE SERVICES

9.1 2023 ANNUAL COMMUNITY SURVEY RESULTS

File No:	CS.65
Responsible Executive Officer:	Chief Executive Officer
Reporting Author:	Manager Marketing & Communications
Date of Report:	5 May 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. 2023 Annual Community Survey - Results Summary 2. 2023 Annual Community Survey - Town Analysis 3. 2023 Annual Community Survey - Open Responses

PURPOSE

For Council to consider the 2023 Annual Community Survey results.

OFFICER'S RECOMMENDATION

That Council:

1. **NOTE the results of the 2023 Annual Community Survey;**
2. **NOTE that the survey results will be used to inform the 2023-24 Operational Plan and 2023-24 Budget; and**
3. **NOTE that the survey results will also be used to inform advocacy with other levels of government to address liveability factors outside of the control of the City.**

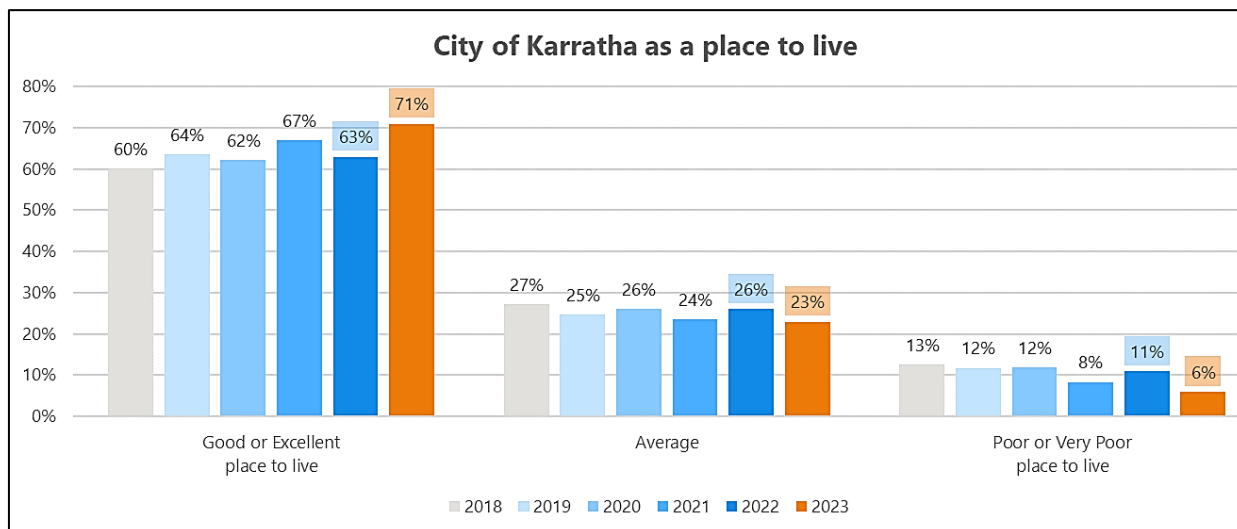
BACKGROUND

The Annual Community Survey is an important tool to understand how the City's services and facilities are performing against community expectations. The survey is also used to measure liveability factors outside the control of the City. The survey has been conducted in the same format since 2012 providing the City with 12 years of consecutive data. Data from the survey is used by the City to inform operational and budget planning. Survey feedback is also used by the City in advocacy efforts with other levels of government and to inform key stakeholders.

DISCUSSION

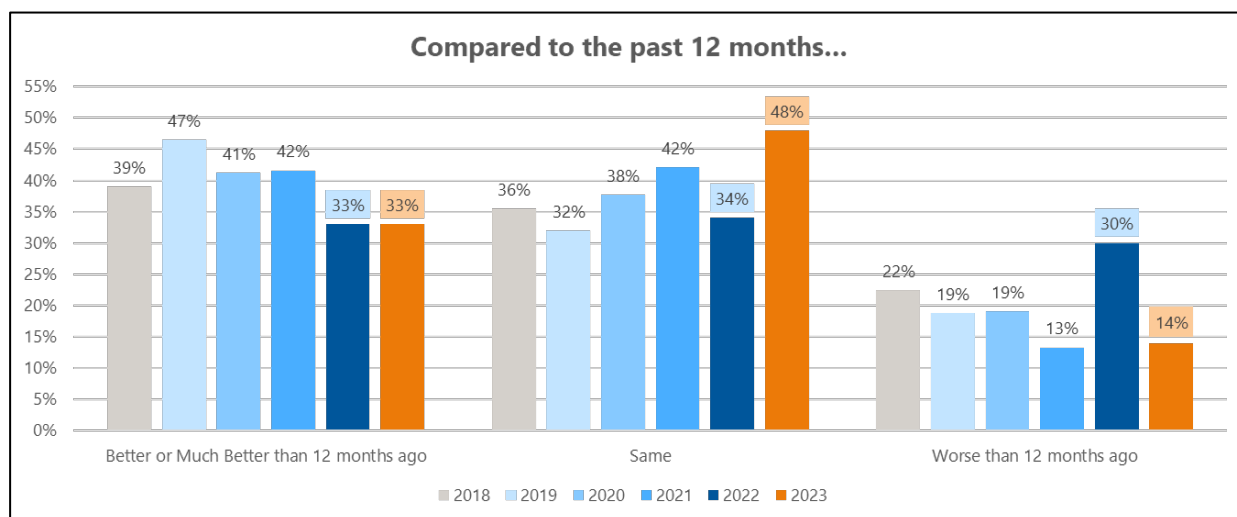
In 2023 the City received 909 completed responses and achieved an overall satisfaction score of 76, the equal highest score since the survey commenced.

The following opinions were expressed about the City as a place to live:

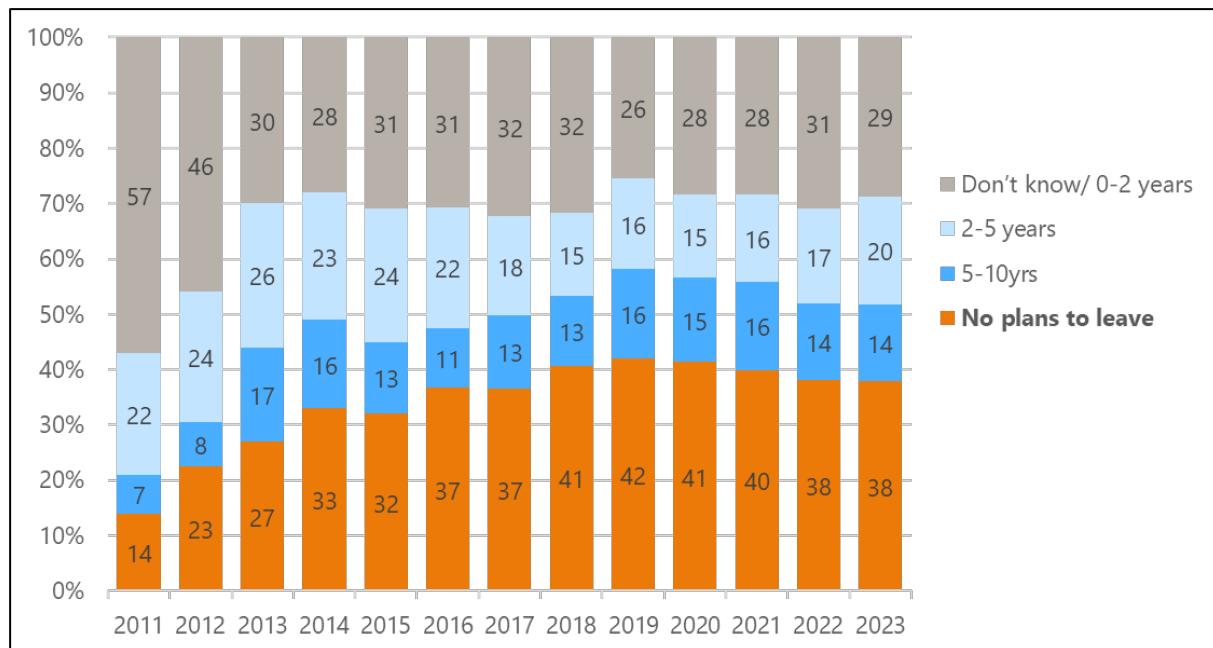


There has been a marked increase in the number of people rating the City as a 'Good' or 'Excellent' place to live (71% in 2023 compared to 63% in 2022) and decrease in the number of people rating the City as 'Poor' or 'Very Poor' place to live (6% in 2023 compared to 11% in 2022).

Another large shift has been how people rate the City as a place to live compared to 12 months ago. People rating the City as 'Poor' or 'Very Poor' has significantly dropped (from 30% in 2022 to 14% in 2023) while the people who rate the City as the 'Same' has increased (from 34% in 2022 to 48% in 2023).



An important measure in the survey is how long people say they intend to continue living in the City. The number of people with 'No plans to leave' has remained on par with the previous year (38% in 2022 and 2023).



Another key measure obtained from the survey is the 'performance gap' of services, facilities and liveability factors. The gap is determined by measuring community perceptions of performance against importance. A positive gap indicates something is performing above community expectations and a negative gap means it is performing below community expectations.

Services

The top three City services performing above community expectations are:

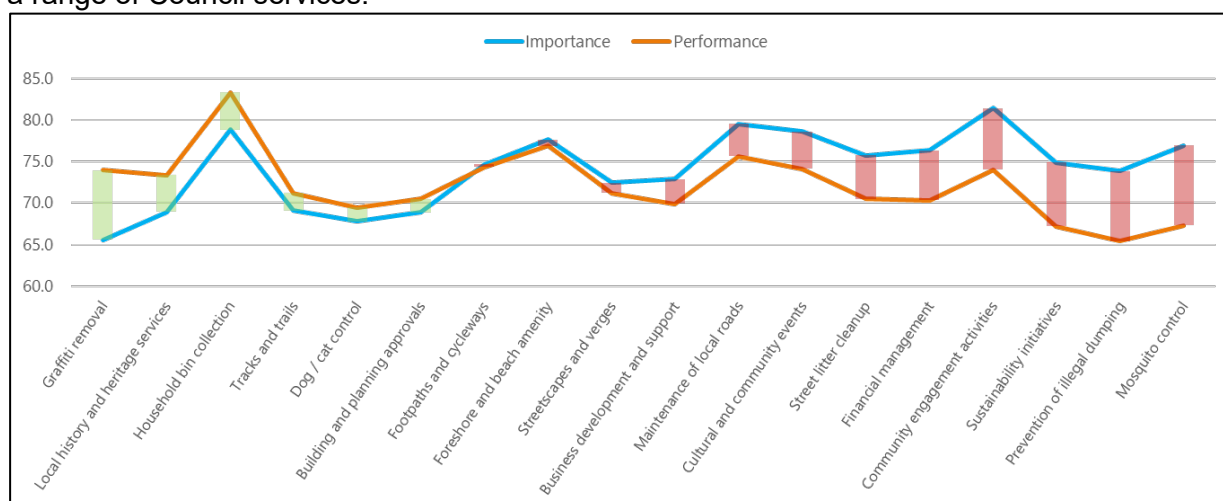
2023	2022
1. Graffiti removal (+8.4)	1. Graffiti removal (+6.8)
2. Local history and heritage services (+4.5)	2. Tracks & trails (+5.2)
3. Household bin collection (+4.5)	3. Household bin collection (+5.2)

The bottom three City services performing below community expectations are:

2023	2022
1. Mosquito control (-9.6)	1. Prevention of illegal dumping (-11.6)
2. Prevention of illegal dumping (-8.5)	2. Mosquito control (-10.6)
3. Sustainability initiatives* (-7.7)	3. Street litter clean-up (-9.8)

*introduced in 2023.

The following graph plots the gap between importance and perception of performance across a range of Council services:



Facilities

The top three City facilities performing above community expectations are:

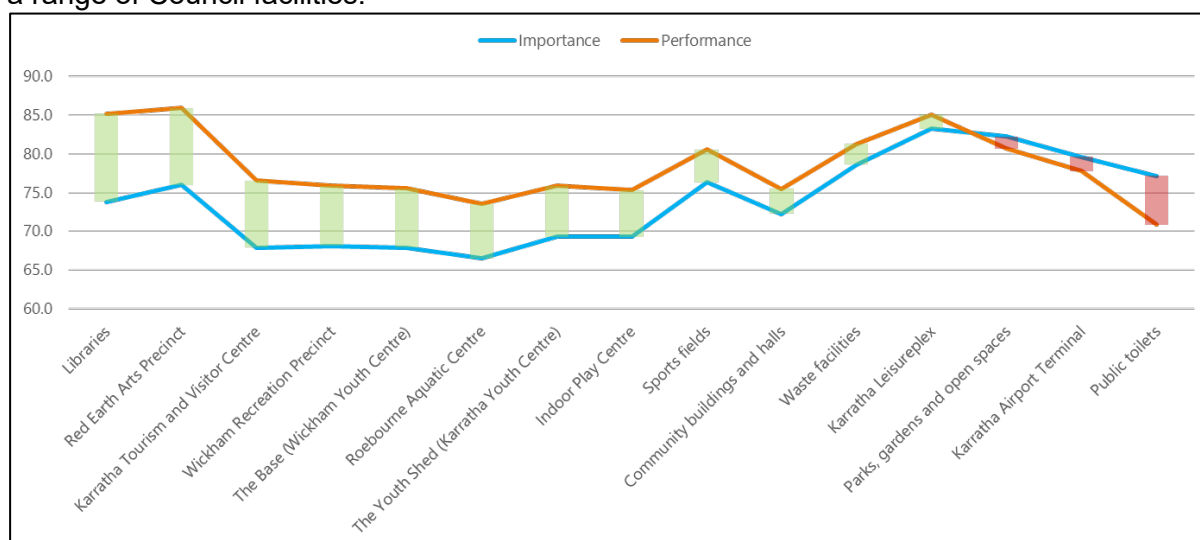
2023	2022
1. Libraries (+11.4)	1. Libraries (+11.8)
2. Red Earth Arts Precinct (+10.0)	2. The Base (+9.8)
3. Karratha Tourism & Visitor Centre (+8.7)	3. Red Earth Arts Precinct (+8.8)

The City facilities performing below community expectations are:

2023	2022*
1. Public toilets (-6.3)	1. Public toilets (-6.6)
2. Karratha Airport Terminal (-1.8)	2. Parks, gardens & open spaces (-2.4)
3. Parks, gardens & open spaces (-1.5)	

**only two facilities performed below expectations in 2022.*

The following graph plots the gap between importance and perception of performance across a range of Council facilities:



All City services and facilities achieved a performance score above 60 per cent.

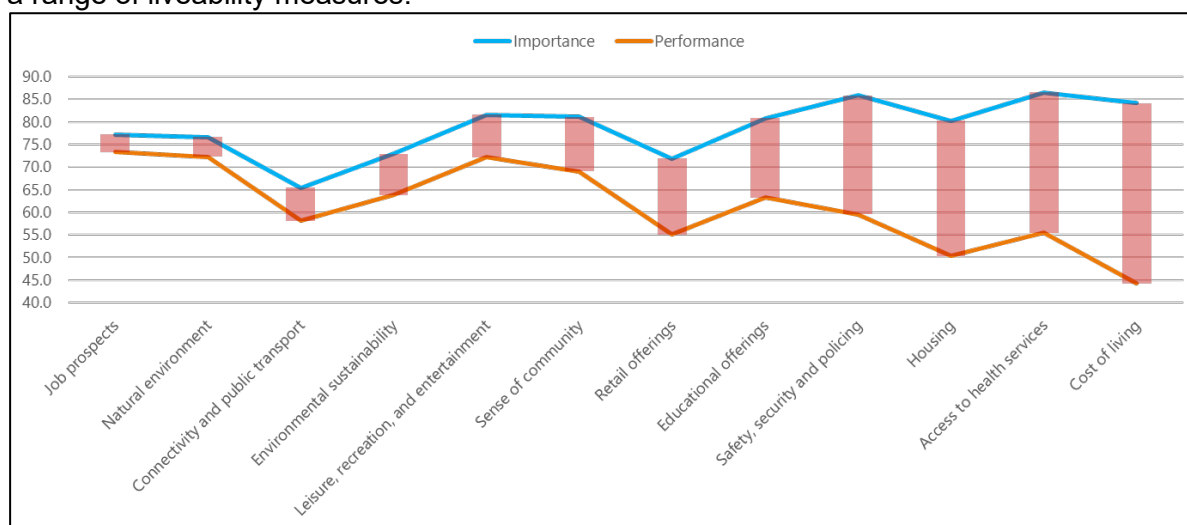
Liveability measures

All liveability measures performed below community expectations again in 2023. While gaps overall are getting smaller compared to 2022, there has been increased negative gaps for Connectivity and Public Transport (-7.3 in 2023 compared to -5.6 in 2022), Cost of Living (-40.0 in 2023 compared to -38.4 in 2022) and Housing (-29.9 in 2023 compared to -29.8 in 2022).

The three liveability factors with the largest performance gaps are:

2023	2022
1. Cost of living (-40.0)	1. Safety, security and policing (-38.4)
2. Access to health services (-31.1)	2. Cost of living (-38.4)
3. Housing (-29.9)	3. Access to health services (-34.0)

The following graph plots the gap between importance and perception of performance across a range of liveability measures:



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

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Councillors were briefed regarding the survey results at the May 2023 Briefing Session.

COMMUNITY CONSULTATION

Community engagement activities in accordance with the iap² public participation spectrum to 'involve' have occurred as follows:

Who	How	When	What	Outcome
Social media users	Targeted Facebook promotion & advertising	Feb	Messaging to promote the survey and encourage participation	Generated 395 responses
Media list subscribers	Media Release	Feb	Key info and dates	Raise awareness of survey being open
Stakeholders and community organisations	Email	Feb	To publicise the survey within their networks	Generated 202 responses
City owned assets and facility users	Website marketing and digital displays	Feb	Messaging to promote the survey and encourage participation	Generated 312 responses

Survey results and highlights will be communicated back to the community via media releases and the City's social media and online platforms.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Survey results are used to inform the 2023-24 Operational Plan and 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 2022-2023 provided for this activity:

Programs/Services:	1.f.3.2	Communication Services
Projects/Actions:	1.f.3.2.20.1	Deliver Annual Community Survey

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Using feedback from the survey to address areas of concern will enhance the community perception of the City. There is a risk reputational damage will be caused if areas of concern are not addressed.
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

The survey has been conducted in the current format each year since 2012.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of this item pending further information.

CONCLUSION

The Annual Community Survey provides a snapshot of community sentiment and perceptions around the performance of City services and facilities. In 2023 the City achieved an overall satisfaction score of 76 out of 100. This is the equal highest score since the survey commenced. The survey provides useful data on what the community would like to see the City improve which is used to inform operational and budget planning. Data from the survey is also used by the City in advocacy efforts with other levels of government on liveability issues outside the control of the City.

10 CORPORATE SERVICES

10.1 FINANCIAL STATEMENTS FOR PERIOD ENDED 31 MARCH 2023

File No:	FM.19
Responsible Executive Officer:	Acting Director Corporate and Legal Services
Reporting Author:	Corporate Accountant
Date of Report:	5 May 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. Statement of Financial Activity 2. Variance Commentaries – 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 March 2023.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Financial Statements for the financial period ending 31 March 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 March 2023:

2022/23	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surplus
Operating Revenue (incl. Rates)	118,747,403	121,490,729	103,628,931	103,595,702	(33,229)	0.0%	↓
Operating Expense	(114,742,587)	(108,002,429)	(83,878,761)	(89,868,580)	(5,989,819)	7.1%	↓
Non Operating Revenue	68,558,105	23,870,257	13,613,510	14,881,362	1,267,852	9.3%	↑
Non Operating Expense	(94,772,771)	(63,734,347)	(28,994,792)	(25,192,087)	3,802,705	-13.1%	↑
Non Cash Items Included	20,789,922	29,729,963	22,295,891	22,404,004	108,113	0.5%	↑

Restricted PUPP Surplus BFWD 1 July	124,258	124,258	124,258	124,258	0	0.00%	0
Unrestricted Surplus BFWD 1 July	1,342,418	1,342,418	1,342,418	1,342,418	0	0.00%	0
Surplus/(Deficit) 22/23	46,746	4,820,849	28,131,455	27,287,077	(844,378)		

At its March meeting, Council resolved to adopt the March 2023 Budget Review. The amendments to budget adopted as part of that review are now reflected in this report and financial statements for the period ending 31 March.

This table shows a surplus position of \$27.3m, a negative variance of \$844k compared to the budgeted surplus position of \$28.1m, which reflects timing of transactions associated with projects and grant funding. The brought forward unrestricted surplus position of \$1.3m is a pre-audit position and remains subject to end of financial year accounting and audit adjustments.

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

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

Operating Revenue		
1,180,970	▲	Waste Management - Increase in waste revenue from Contaminated Waste
825,105	▲	Proceeds on sale of assets and realisation – Largely due to sale of Staff Housing on Walcott Way
373,869	▲	Interest rates higher than anticipated at budget time. 2.5%-3.08% compared to actual interest rates of 2.5%-4.70%.
161,029	▲	Investment Property The Quarter - Additional recovery of outgoings expense.
156,394	▲	KLP Admissions - Increase in patronage and membership numbers.
123,668	▲	Airport Leases Outside Terminal - Execution of new agreements with tenants based on higher negotiated rates.
88,836	▲	Airport - RASI grant claimed early than predicted.
57,623	▲	Airport Passenger Service - Revenue higher than anticipated based on current airline passenger numbers.
57,108	▲	KLP Hire Income - Greater facility hire than budgeted in Feb & March.
3,024,602	▲	Positive Variance
(1,000,000)	▼	Dampier Community Hub - RTIO funding yet to be received.
(500,000)	▼	Wickham Community Hub - RTIO funding yet to be received.
(360,000)	▼	Oval Hardcourts Grants - Education Department invoice to be raised approx. \$360k -expected May 2023.
(275,000)	▼	Community Safety - budget to be reviewed
(236,518)	▼	Aviation Revenue - Smaller aircraft are being used and is impacting estimated revenue.
(187,573)	▼	Ranger Services expects \$150,000 from RTIO for Eastern Corridor. Funds not yet allocated. A contribution to SAFE Animal Rehoming needs transfer to correct account in March Budget Review.
(165,270)	▼	Roebourne Aquatic Centre Grants - Ed Dept contribution to be invoiced.
(144,906)	▼	Rates - Interims for March less than anticipated.
(112,000)	▼	REAF - RTIO funding yet to be received.
(69,144)	▼	Parks & Garden - Awaiting funds from PACPL.
(60,437)	▼	Fines & Penalties - Variance is influenced by backlog of fines only recently referred to Fine Enforcement Recovery Service. Expecting variance to reduce as late payment of fines is received in batches from FERS.
(3,110,849)	▼	Negative Variance
(86,247)	▼	Net Negative Variance

Operating Expense		
616,402	▲	Fuel - \$187k stock issued in CiA, import template now working. \$495k Sept-Mar to be stock issued in CiA \$77k per month forecast spend increased from \$55k.
373,721	▲	General Waste and Recycling Collection - CPI 6.392% reflected.
266,992	▲	Fee Waiver - Timing issue for Roebourne project.
250,013	▲	Street Sweeping - CPI 6.392% reflected.
195,562	▲	Cell 0 Capping / Closure Works - CF to FY23/24 - Flare demob costs and monthly hire flare invoice.
192,224	▲	Information Services IT - Slower than estimated ERP implementation due to organisational resourcing constraints. Delayed minor projects due to local contractor availability and staff turnover.
176,490	▲	Cell 0 Capping / Closure Works - CF to FY23/24 - Flare demob costs and monthly hire flare invoice.
151,571	▲	Information Services IT - Slower than estimated ERP implementation due to organisational resourcing constraints. Delayed minor projects due to local contractor availability and staff turnover.
117,348	▲	Karratha Golf Course/Bowling Club - Course upgrades not completed, late on invoicing.
116,187	▲	Karratha Golf Course/Bowling Club Water - Water consumption to be investigated with P&G team.
104,512	▲	Technical Services - ABC's still to be allocated for Feb & March.
95,474	▲	Building Services - ABC's still to be allocated for Feb & March.
90,531	▲	Information Services IT - ABC's still to be allocated for Feb & March.
89,076	▲	Financial Services - ABC's still to be allocated for Feb & March.
86,015	▲	KLP - ABC's still to be allocated for Feb & March.
68,100	▲	KLP Electricity - On track. Approx. \$53k invoice from 5010-10234 to be transferred to account.
56,250	▲	Ranger Service - Contribution to SAFE for Animal Rehoming Service contract that has been charged to wrong account to be reallocated to this account as part of finalising March Budget Review.
3,046,468	▲	Positive Variance
(8,480,656)	▼	Corporate Services Admin - ABC's still to be allocated for Feb & March.
(509,381)	▼	Plant Op Costs and overheads still to be allocated for Feb & March. Various vacancy across the City.
(80,599)	▼	Airport Potable Water - Increased water use due to leaks and increase in rental car business.
(64,016)	▼	2nd insurance instalment to be journaled in.
(9,134,651)	▼	Negative Variance
(6,088,183)	▼	Net Negative Variance

Non Operating Revenue		
2,974,754	▲	Landfill capping disbursement processed prior to March budget review pending adjustment.
900,000	▲	Pending transfer from Muni to return funds due to amendment to KRMO capital project funding in March budget review.
130,803	▲	RTR roads grant funding received earlier than expected.
4,005,557	▲	Positive Variance
(2,722,300)	▼	Proceeds from disposal of assets less than anticipated due to timing variance of processing asset disposal
(1,665,787)	▼	Road Maintenance Grants - Project funding delayed due to delayed delivery of construction.
(126,484)	▼	Profit/Loss on disposal of assets less than anticipated due to timing variance of processing asset disposal
(4,514,571)	▼	Negative Variance
(509,013)	▼	Net Negative Variance

Non Operating Expense		
731,667	▲	TD interest earned pending receipt.
402,150	▲	Kevin Richards Club Room - ABC's still to be allocated for Feb & March.
345,773	▲	TD interest earned pending receipt.
240,716	▲	Information Technology Hardware Refresh -delayed procurement - 230k awarded, equipment arriving during April, installation May.
216,363	▲	Footpath - Dampier Road Stage 7 project delayed due to procurement and scope complexity.
157,627	▲	Plant - Roads & Streets P8849 Isuzu 4x2 Truck delivery delay.
153,328	▲	RTR Bayview Road Nickol - Waiting for completion of works and final invoice to be submitted,
134,196	▲	RTIO CISP Agreement Tranche 1 Payment.
121,149	▲	Cleaverville Road Gravel Resheeting - Plant Op costs still to be allocated for Feb & March.
116,043	▲	Duplicate line item; Amount included in depreciation.
107,362	▲	Cleaverville Road Gravel Resheeting - Overhead's still to be allocated for Feb & March.
104,840	▲	TD interest earned pending receipt.

98,159	▲	Roebourne Wittenoom Rd-Gravel Resheeting - Overhead's still to be allocated for Feb & March.
96,919	▲	Roebourne Wittenoom Rd-Gravel Re-sheeting - Plant Op costs still to be allocated for Feb & March.
60,542	▲	TD interest earned pending receipt.
58,145	▲	Hampton Oval - Works started in April, slight delay to start date
58,033	▲	Lot 7020 Development - delayed payment of design consultants Invoice pending final receipt of deliverables.
54,912	▲	Cleaverville Road Gravel Resheeting Employment - Works completed March, payroll to amend.
52,768	▲	Hsvpp - Coolawanyah Road - ABC's still to be allocated for Feb & March.
50,205	▲	Roebourne Wittenoom Rd-Gravel Resheeting Employment - Works completed Feb, Payroll to amend.
3,360,897	▲	Positive Variance
(308,841)	▼	Kevin Richards Club Room - Site remediation costs isolated from construction Project expenditure.
(85,955)	▼	Equipment KLP - \$149k journal from 4240-40000-6392-0000 for pool lighting unbudgeted.
(51,499)	▼	Equipment Airport - Timing - \$36k ETD machine purchased earlier than anticipated as the old machine was not functioning properly.
(446,296)	▼	Negative Variance
2,914,601	▲	Net Positive Variance

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

Period End 31 March 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	2.94
Asset Sustainability Ratio Capital Renewal and Replacement Expenditure ÷ Depreciation	≥ 0.90	0.77	0.36
Operating Surplus Ratio Operating Surplus (excl. capital grants & contributions) ÷ Own Source Revenue	0 – 15%	4.7%	15.2%
Own Source Revenue Ratio Own Source Operating Revenue ÷ Operating Expenses	0.40 or above	0.88	1.01
Debt Service Cover Ratio Operating surplus before interest expense and depreciation ÷ Principal and interest Expense	> 2	73.3	32.0

Statement of Financial Position

	2023 March	2023 February	% Change
Current			
Assets	101,675,282	108,517,054	-6.30%
Liabilities	17,776,812	18,189,480	-2.27%
Non Current			
Assets	789,250,920	789,929,730	-0.09%
Liabilities	4,238,362	4,238,362	0.00%
Net Assets	868,911,028	876,018,942	

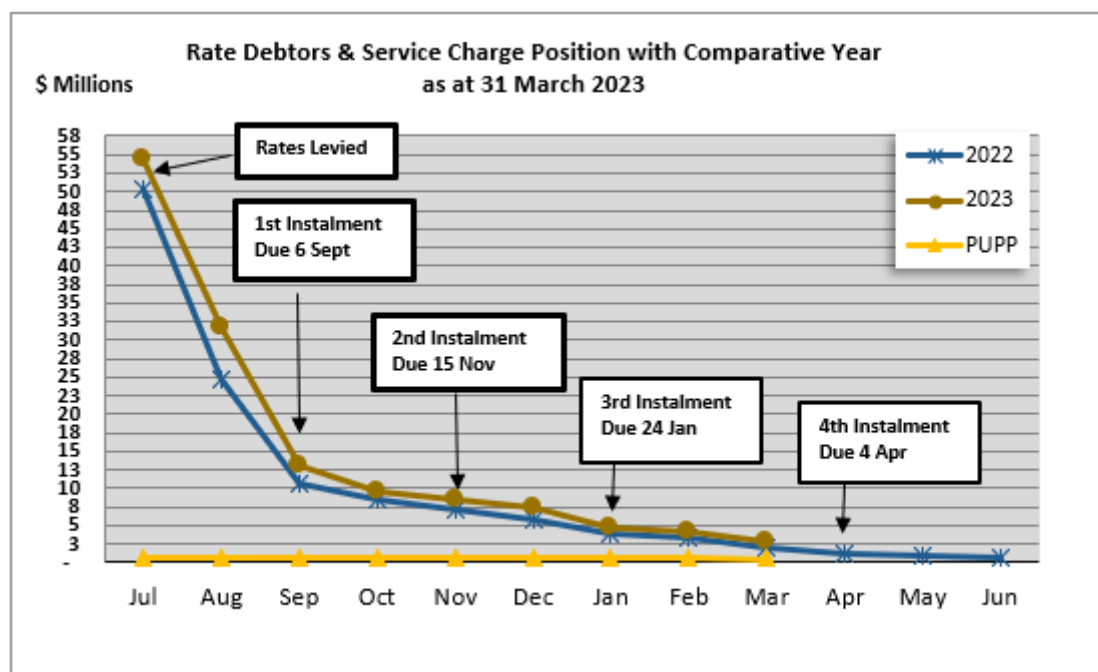
Current Assets decreased by 6.30% from February to March, which was attributable to the decrease in both Restricted and Unrestricted Cash and Cash Equivalents and Trade and Other Receivables. Current Liabilities decreased by 2.27% due to a decrease in Trade and Other Payables. Non-Current Assets decreased by 0.09% due to the decrease in Property Plant and Equipment, partially offset by an increase in Infrastructure related to prior period adjustments for the post closure asset and increase in Investment Property. No changes 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 March. The table also includes total Rates and PUPP Service Charges outstanding.

Debtors Schedule				
	2023 March	2023 February	Change %	% of Current Total
Sundry Debtors				
Current	4,111,411	4,298,524	-4%	77.5%
> 40 Days	309,925	61,515	404%	5.8%
> 60 Days	12,904	44,639	-71%	0.2%
> 90 Days	873,579	935,907	-7%	16.5%
Total	5,307,818	5,340,585	-1%	100%
Rates Debtors				
Total	2,891,885	4,313,697	-33%	100%
PUPP Debtors				
Total	652,956	679,088	-3.8%	100%

A total of \$53.7m of Rates (including ESL and waste charges) have been paid to end of March, representing a collection rate of 94.9% to date.

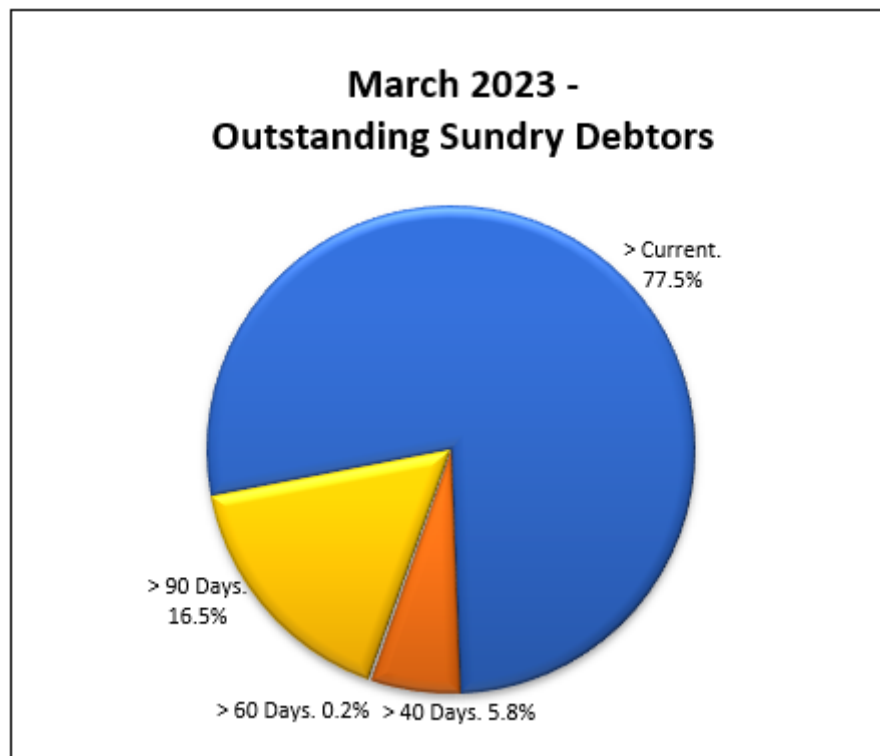


There was no material change from March in the PUPP Debtors balance. PUPP payments have now been received on 99.88% of properties and of those paid, 98.37% have paid in full with 1.51% paying by instalments.

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

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
B424	Noel Bartholomew	39.74	-	64,836.90	Relates to remedial works carried out at residential address and related admin fees. Referred to Debt Recovery Agent 30/11/22. City has received advice from debtor that there is no current capacity to enter arrangement to settle debt due to financial hardship and extraordinary personal circumstances. Debtor has advised they will be making application to Council to provide relief.
F138	Frank Smith	-	-	41,593.20	Demolition costs due to uninhabitable dwelling. At the Feb 2019 OCM Council resolved to take possession and sell the property. Defendant denied liability. Summary Judgement awarded 11/03/22. Next steps for recovery are currently being progressed.
F174	Flex Cafe	268.46	-	47,624.94	Relates to monthly rent at KLP Café from Sep 2021 - Nov 2022 and utility fees for Jul 2021 - Oct 2022, grease trap removals, annual food inspection fees and penalty interest. Termination notice issued 18/08/22. Flex vacated 01/10/22. Referred to Debt Recovery Agent 22/11/22. Letter of demand issued with no response. General Procedure Claim in progress via Debt Recovery Agent.
H026	Housing Authority	1,182.45	526.75	4,205.43	Relates to MGB replacements for Department of Housing. Invoices are dated from June 2022 to December 2022 and penalty interest. Reminder email sent 20/02/23 and 12/04/23
J101	Karratha Skip Bin Hire Pty Ltd	35.22	-	7,014.81	Waste disposal fees for Oct - Dec 2020 plus interest charges. Account is currently cash only. Most recent payment received in Apr 2021. Referred to Debt Collection and Letter of Demand issued in May 2021. Communication with the debtor indicated balance to be paid by Dec 2021 over multiple instalments, however no payments received. Referred to Debt Recovery Agent 22/11/22. Letter of demand issued with no response. General Procedure Claim served in Jan 2023 and Judgement granted in Feb 2023. Property (Seizure and Sale) Order (Goods) issued in April 2023.

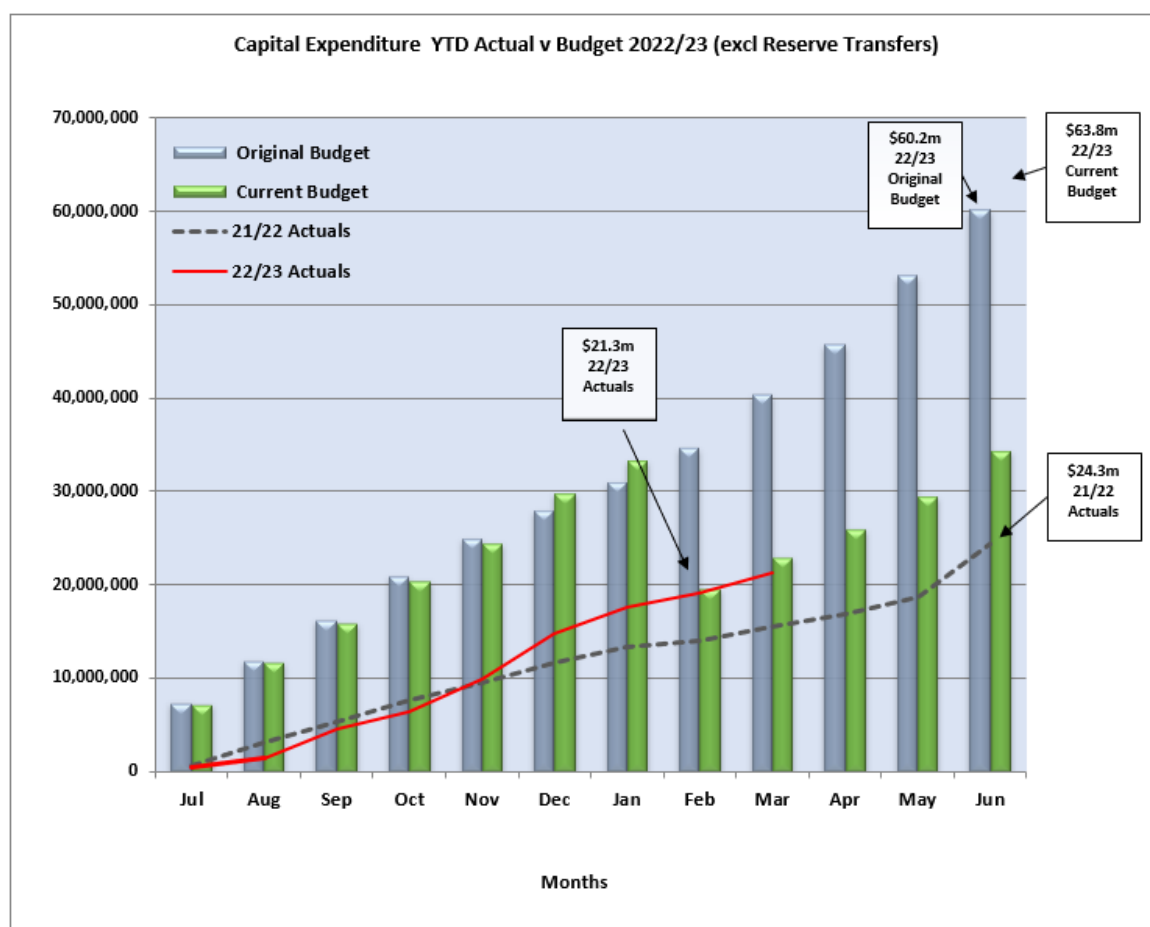
Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
M379	Move Your Body Studio	124.84	-	22,057.04	Relates to rent for lease at Pam Buchanan Family Centre for Dec 2021 - Aug 2022, utility charges Dec 2021 - Jun 2022. City has received advice from MYB that they will be entering into voluntary administration. No further updates from Move Your Body and email have been disconnected. Referred to Debt Recovery Agent 22/11/22.
T264	Telstra Corporation Ltd	28.31	-	5,216.72	Relates to annual service charges for electricity connection at Karratha Airport for lease in Power Plant Room and Bayley Ave. Reminder email sent 20/02/23 & 14/03/23
V026	Virgin Australia Airlines Pty Ltd	-	-	525,321.38	Voluntary Administration as of 20/04/20. City Proof of Debt formally admitted in full 06/08/21. Dividend payment of \$29,511.49 received 15/09/22.



Capital Expenditure

Council's current 2022/23 Capital Expenditure budget is \$34.4m which includes significant projects such as: the Kevin Richards Memorial Oval redevelopment, the HSVPP Coolawanyah Road reconstruction and housing and land development. The following table shows capital expenditure is 9.8% below budget for the year to date.

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Amend Budget	% of Annual Budget
	31-Mar-23			30-Jun-23		
Land	1,804,270	1,804,339	0.0%	500,000	1,804,270	0.0%
Artwork	0	0	0.0%	81,836	20,801	0.0%
Buildings	11,790,049	11,826,199	0.3%	39,579,701	14,929,172	79.2%
Equipment	145,075	303,808	109.4%	713,404	1,331,769	22.8%
Furn & Equip	389,530	94,672	-100.0%	859,100	881,230	10.7%
Plant	904,856	747,229	-17.4%	2,332,000	2,225,856	33.6%
Infrastructure	8,003,690	6,004,399	-25.0%	16,100,287	13,164,757	45.6%
Totals	23,037,470	20,780,647	-9.8%	60,166,328	34,357,855	60.5%



Financial Statements

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

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

LEVEL OF SIGNIFICANCE

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

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

STATUTORY IMPLICATIONS

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

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

In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of \$50,000 or 10% whichever is the greater. As this report is composed at a nature and type level, variance commentary considers the most significant items that comprise the variance.

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The report represents the financial position of the Council at the end of March 2023 with a year-to-date budget surplus position of \$28,131,455 (comprising \$28,007,197 unrestricted surplus and \$124,258 restricted surplus) and a current surplus position \$27,287,077 (comprising \$27,162,819 unrestricted surplus and \$124,258 restricted surplus). 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 2022-2023 provided for this activity:

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council:

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

Option 3

That Council NOT RECEIVE the Financial Report for the financial period ending 31 March 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 APRIL 2023 TO 30 APRIL 2023

File No:	FM.19
Responsible Executive Officer:	Acting Director Corporate and Legal Services
Reporting Author:	Senior Creditors Officer
Date of Report:	26 May 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Payments April 2023 2. List of Credit Card Payments (Mar 2023)

PURPOSE

To advise Council of payments made for the period from 1 April 2023 to 30 April 2023.

OFFICER'S RECOMMENDATION

That Council **ACCEPT** payments totalling **\$7,325,376.48** submitted and checked with vouchers, detailed in Attachments 1 and 2 being made up of:

1. Trust Vouchers: nil;
 2. EFT 216 to 226 and 4204 to 4665 (Inclusive): **\$4,752,319.43**;
 3. Cheque Voucher: 78732-78733; **\$2,515.00**
 4. Cancelled Payments: nil;
 5. Direct Debits: nil;
 6. Credit Card Payments (Mar 2023): **\$38,685.64**;
 7. Payroll Cheques: **\$2,531,856.41**;
-

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 April 2023 to 30 April 2023 (including credit card transactions - March 2023) totalled \$7,327,324.72, which included the following payments:

- Thomas Building – Kevin Richards Memorial Oval Redevelopment #11 - \$528,654
- Datacom Systems – Annual Microsoft Renewal - \$380,425
- MSS Security – Airport Security Services (Feb2023) - \$167,645

Consistent with CG-11 Regional Price Preference Policy, 44% of the value of external payments reported for the period were made locally.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple Majority

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council ACCEPT payments totalling \$7,325,376.48 submitted and checked with vouchers, being made up of:

1. Trust Vouchers: nil;
2. EFT 216 to 226 and 4204 to 4665 (Inclusive): \$4,752,319.43;
3. Cheque Voucher: 78732-78733; \$2,515.00
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (Mar 2023): \$38,685.64;
7. Payroll Cheques: \$2,531,856.41;

with the EXCEPTION OF (as listed).

CONCLUSION

Payments for the period 1 April 2023 to 30 April 2023 and credit card payments for the period 1 March 2023 to 31 March 2023 totalled \$7,325,376.48. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

10.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2023

File No:	FM.19
Responsible Executive Officer:	Acting Director Corporate and Legal Services
Reporting Author:	Corporate Accountant
Date of Report:	5 May 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 March 2023.

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

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

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

DETAILS

Details of the investments are included in the report

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

Schedule of Cash and Financial Investments

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

Institution	Accounts	Principal Investment \$	Balance 31 March 2023 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		21,006	2.15	At Call		Reserve at Call
CBA	Reserve Term Deposit	35,000,000	35,974,630	3.08	12 months	May-23	Reserve TD
WBC	Reserve Term Deposit	12,000,000	12,306,730	4.11	12 months	Aug-23	Reserve TD
WBC	Reserve Term Deposit	6,500,000	6,666,083	4.22	12 months	Aug-23	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,090,781	4.70	12 months	Nov-23	Reserve TD
BOQ	Reserve Term Deposit	4,000,000	4,052,778	4.30	12 months	Dec-23	Reserve TD
CBA	Reserve Term Deposit	6,000,000	6,039,871	4.95	12 months	Feb-24	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	4,000,000	4,093,304	3.87	8 months	Apr-23	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,090,751	4.55	9 months	Jun-23	Muni TD
WBC	Municipal Term Deposit	7,000,000	7,156,856	4.11	10 months	Jul-23	Muni TD
CBA	Municipal Term Deposit	2,500,000	2,510,377	5.05	12 months	Mar-24	Muni TD
WBC	Municipal (Transactional)		3,375,911	3.45	At Call		Muni at Call
N/A	Cash on Hand		-				Muni
	TOTAL	86,000,000	91,379,077				

The balance of all Term Deposits includes interest accrued to 31 March 2023

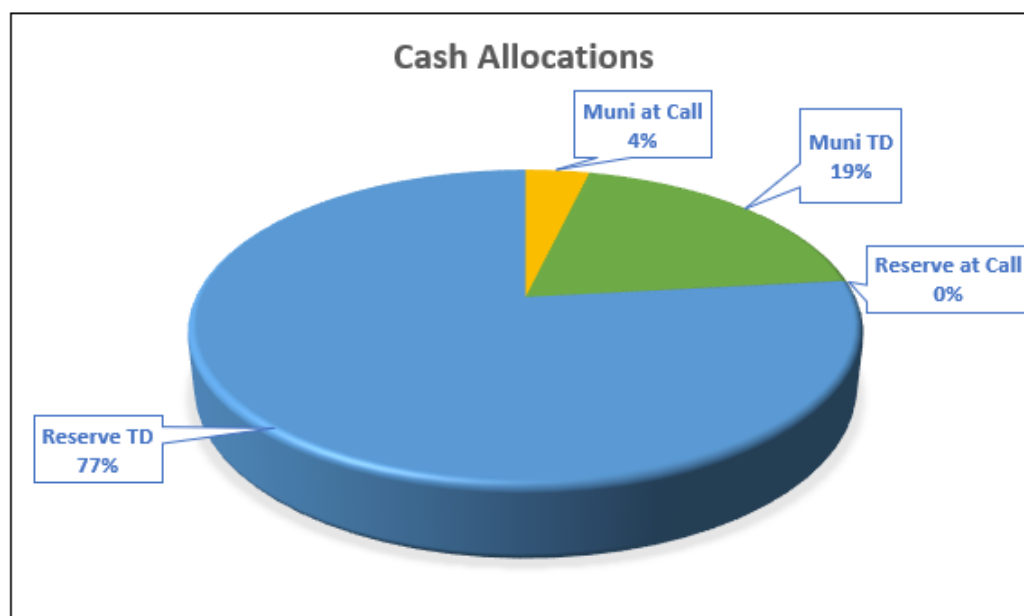
On average, the City is earning 4.40% across Municipal Term Deposits and 4.23% across Reserve Term Deposits above the cash rate.

The RBA official cash rate (overnight money market interest rate) has increased by 25 basis points to 360 basis points during the month of March. As a result, the Municipal Funds held in the Westpac transaction account are now earning 3.45% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 2.15% in interest over balances of \$1m.

Cash Allocations and Financial Investments

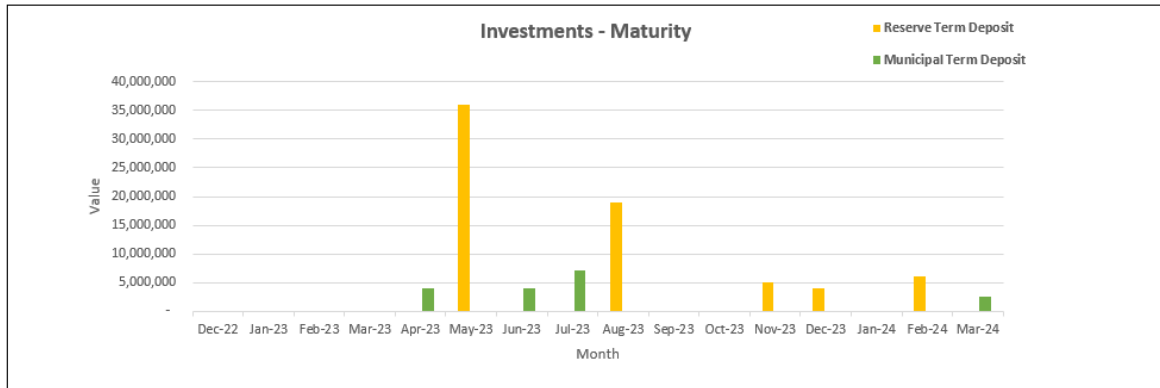
Council's Municipal and Reserve Bank Accounts are to be maintained so that a maximum return can be achieved from funds required in the short term.

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



Schedule of Maturity of Cash and Financial Investments

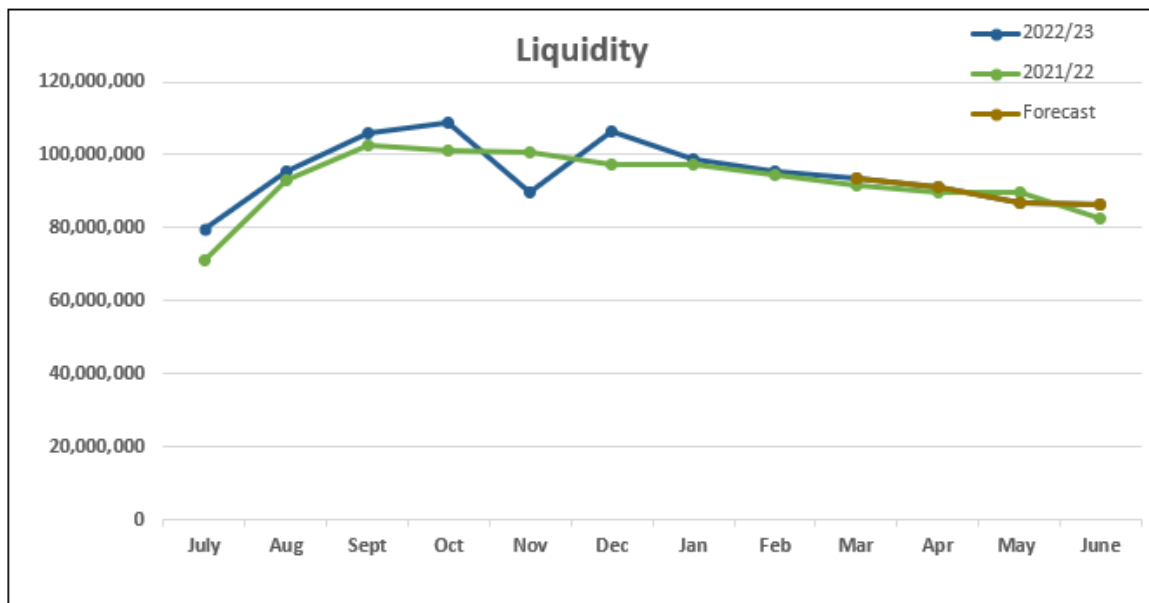
In accordance with the City's Investment Policy (CF3), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 50% of Cash and Financial Investments will mature in the next 3 months, 30% maturing in the next 4-6 months and 20% maturing in the next 7-12 months.



Schedule of Liquidity

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

The liquidity graph for 2022/23 demonstrates a slight decrease in liquidity from February due to decrease in other payables.



Schedule of Other Investments

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

	Month 31 March 2023 \$	Year to Date 31 March 2023 \$	Life to Date 31 March 2023 \$
Total Income Received	485,723	3,301,444	18,371,095
Total Expenditure Paid	(333,735)	(1,333,636)	(9,183,025)
Net Income	151,988	1,967,808	9,188,070
Annualised ROI	9.1%	13.1%	8.0%

Aging of Outstanding Lessees Balances

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

Suite ID	Lessee	Current	February 2023	January 2022	December 2022 and Prior	Total	Commentary
0001	Fiorita Pty Ltd Trading as Fiorita	21,755.02	17,083.19	14,024.04	15,136.71	67,998.96	\$6,000 payment per week - \$24,000 received in April 2023.
0005	Maria Cecelia Walker Trading as Cecil Filipino & Asian Food Pty Ltd	31,045.22	25,874.44	22,568.32	381,961.54	461,449.52	Recovery of debt under review.
0009	Onyx Group WA Pty Ltd Trading as Onyx Events / Archipelago Adventures	6,007.32	5,628.54	5,320.72	9,187.98	26,144.56	\$13.8K security deposit held; Nil payments received for 5 months.
L0103 & L0201	Minister for Works	16,924.46	9,797.71	-	-	26,722.17	Full payment received in April 2023.

Schedule of Loan Agreement

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

	Month 31 March 2023 \$	Year to Date 31 March 2023 \$	Life to Date 31 March 2023 \$
Funded Amount	-	900,000	3,800,000
Interest Charges	25,333	106,499	161,085
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

LEVEL OF SIGNIFICANCE

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

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council:

1. RECEIVE the Investment Report for the financial period ending 31 March 2023; and
2. APPROVE the following actions:
 - a) _____
 - b) _____

Option 3

That Council NOT RECEIVE the Investment Report for the financial period ending 31 March 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 FOR Q3

File No:	CM.89
Responsible Executive Officer:	Acting Director Corporate and Legal Services
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	2 May 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 3 (1 January 2023 – 31 March 2023).

OFFICER'S RECOMMENDATION

That Council RECEIVE the Quarter 3 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.

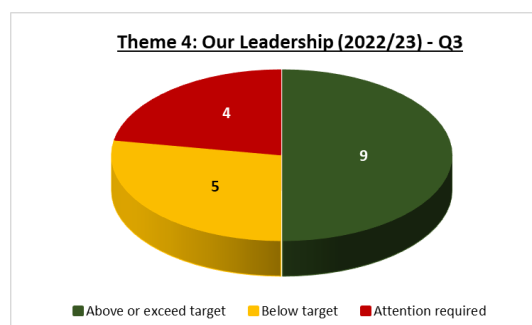
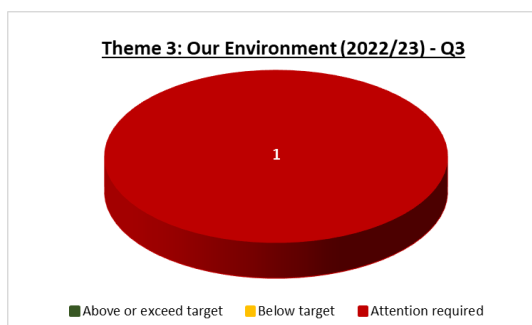
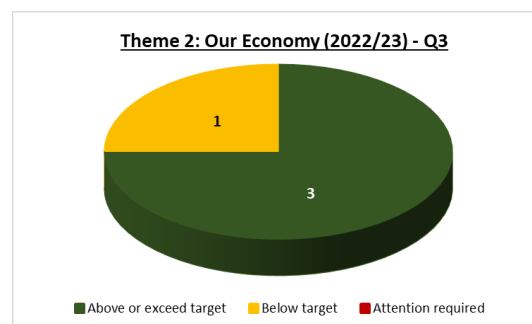
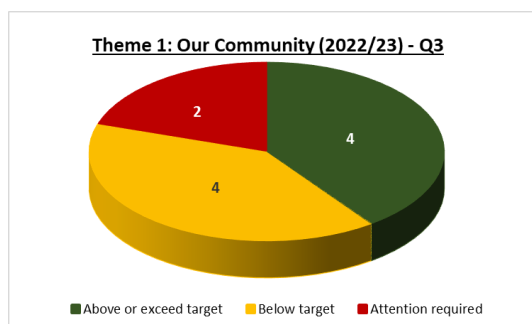
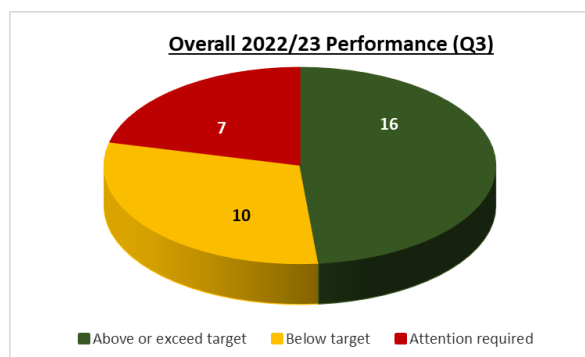
A snapshot of the overall performance during Quarter 3 is included in this report. It uses a traffic light system to represent the following benchmarks:

	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.

Quarter 3 Performance Measures

Out of a total 101 performance measures established for the year, 33 KPIs are measured this quarter.

The results for Quarter 3 are indicated below:



'On Target' or 'Within Tolerance' outcomes for Q3

26 (78.8%) of the Quarter 3 performance measures exceeded the target or were within tolerance levels. Of particular note for the period are:

Measure	Q3 Target	Q3 Actual	This time last year	Comments
Our Community				
1.a.1.7.a Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre	162,159	178,801	157,979	Despite lower attendance figures at Roebourne Aquatic Centre, membership number were at their highest at the KLP. Aquatic and gym visits increased at the KLP and WRP. Kids Swim program and Shoot Free initiatives helped promote attendances.
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	6,768	7,425	Not Recorded	Visits during the hot summer weather is consistently high. Laser Tag parties commenced late March, increasing attendance figures.
1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	2,300	2,385	Not recorded	A new program, Monday Funday, was introduced this quarter with high attendance at both Karratha and Wickham Libraries. Special Story Time sessions including WA Ballet Story Time and Patti the Pig: Nature Warrior at all four libraries were well attended. Most Rhyme Time and Story Time sessions were fully booked.
Our Economy				
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitors Centre (KTVC)	1,500	1,840	Not recorded	Visitor numbers in this period have been higher than predicted. This period is traditionally not a high traffic period due to the hotter temperatures and threat of cyclones. State Government promotion of the north west potentially a contributor towards earlier tourist traffic. Earlier signs suggest that tourism likely to be higher this year.
2.b.1.2.a Percentage of dollar spend paid to local businesses	50%	51%	54%	This quarter is the highest ratio of local spend with the two earlier quarter results of 36%, and 45.7% respectively. This period represented \$8.9M being injected back into the local economy.
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	300Ha	352.4Ha	366.9Ha	This level of supply has remained consistent for this year with some minor change expected next quarter due to creation of additional lots in Madigan Estate and Tambrey.
2.c.1.1.c Area of undeveloped industrial lots available for sale	70Ha	58.5Ha	76.9Ha	Area set aside for industrial lots has been progressively reducing with recent developments in Gap Ridge.
Our Leadership				
4.b.3.1.a Number of indigenous staff employed	24	25	24	1 additional staff member has been engaged as a Maintenance Worker in the Assets Maintenance Team.

Measure	Q3 Target	Q3 Actual	This time last year	Comments
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum.	15	14.6	17.4	Personal leave is down compared to this time last year and for the previous 2 quarters.
4.e.1.1.d Assess all building applications within the statutory time frames	100%	99%	100%	1 application went over time due to payment of receipt not being recorded, otherwise all other applications processed within the required time frames.
4.e.1.1.f Correspondence to be acknowledged within agreed time frames	90%	87.5%	91.2%	624 records are currently awaiting settlement from 5001 pieces of correspondence. Overdue reports flagged with directorates and advice provided to better manage long term actioning.
4.e.1.1.g Percentage of ICSs (including the Report It Function) that are completed.	95%	90%	93%	Total number of requests received this period was 1,168 with 113 still pending actioning or closure. Those requests completed took on average 4.25 days.

'Attention Required' outcomes for Q3

7 (21.2%) of the Quarter 3 performance measures require attention. The table below highlights the areas of attention:

Measure		Shortfall in Performance			Comments/Corrective Action
		Q3 Target	Q3 Actual	This time last year	
	Our Community				
	1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	125	87	Not recorded	Two new programs launched this period – Monday Memories and the Memory Preservation Station Information sessions. A review to be undertaken to increase attendances with other programs previously run.
	1.d.1.1.d Number of REAP visitations	11,500	9,552	11,680	2x conferences catering for about 200 patrons each were cancelled due to impending cyclone. School holidays also contributed towards lower venue bookings.
	Our Environment				
	3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW Program	5,000kgs	3,280kgs	9,575kgs	Overestimated HHW facility utilisation by public in original forecast. KPI updated first quarter and target still too high. Measure and target over ambitious with expected quantity not being received. KPI under review for 2023/24.
	Our Leadership				
	4.a.1.1.a Percentage of media releases picked up by the local media.	80%	58%	70%	17 media releases were issued for this period with 10 picked up by local media. The topics that were picked up ranged from the Cossack Art Awards, the launch of the online camping booking system and REAF to Australia Day awards and the presentation of the Honorary Freeman. Topics that were not picked up included

Measure	Shortfall in Performance			Comments/Corrective Action
	Q3 Target	Q3 Actual	This time last year	
				workshops to guide the City's Aged Care Needs Analysis and Annual Community Survey. The angle of these releases may have not been deemed newsworthy by local media.
4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	90%	53.7%	89.7%	<p>We have paid 54% of our suppliers within 30 days. We have paid 9% of our suppliers within 31-35 days, 9% within 36-40 days, 10% within 41-45 days, 9% within 46-60 days, 5% 61-90 days, 5% 91+ days. Average days across all suppliers paid was 34.62.</p> <p>Contributing factors include: 64 Credit Cards payments back log from July. Payments posted and Housing Bond Direct Debit payments were posted from 3-6 months prior.</p> <p>This occurred due to process issues that have now been resolved.</p>
4.e.1.1.c Complete 500 action requests (resident generated and self generated) per month and averaged over a 3 month KPI reporting period	1,500	779	1,248	Low staffing resources which includes unanticipated leave has impacted Ranger stats over this period. Expecting numbers to pick up when able to operate again at full capacity.
4.e.1.2.b Measure the percentage of compliant responses to the annual compliance return.	100%	91.5%	90.8%	<p>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-compliance.</p> <p>The outcome is a better result on the past two years compliance rates.</p>

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 2022-2023 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 are reported monthly to management and tracked accordingly. Significant variations are reported to Council through budget reviews.
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.
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 reporting has been provided to Council since the 2013/14 financial year.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of the Quarter 3 Performance Report for 2022/23.

CONCLUSION

The Quarter 3 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 78.8% of the 33 performance measures were achieved or substantially achieved in the period 1 January 2023 – 31 March 2023.

10.5 CG-19 COUNCILLOR TRAVEL AND ACCOMMODATION EXPENSES POLICY

File No:	CM.103
Responsible Executive Officer:	Acting Director Corporate and Legal Services
Reporting Author:	Executive Assistant, Corporate and Legal Services
Date of Report:	5 May 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. CG19 – Councillors Travel and Accommodation Expenses Policy 2. Councillor Travel Reimbursement Form 3. Councillor Travel Request to Attend Conference or Course 4. CH-11 – Travel and Accommodation Expenses Policy

PURPOSE

For Council to consider a new Council Policy CG19 specifically tailored for Councillors Travel and Accommodation Expenses.

OFFICER'S RECOMMENDATION

That Council:

1. **ADOPT Council policy CG19 Councillor Travel and Accommodation Expenses as attached to this report; and**
2. **REPEAL Council policy CH11 Travel and Accommodation Expenses with the intent of an operational policy to be implemented by the CEO for Employees.**

BACKGROUND

Officers conducted a review of Council's CH11 Travel and Accommodation Expenses Policy and have proposed to separate its application between Councillors and Employees to specifically tailor the policy for Councillors.

CH11 will subsequently transition to an operational policy whilst CG19 will become the new Council policy.

When comparing the two policies, a summary of proposed changes as related to the new draft Council Policy CG19 is outlined in the table below:

Item	Proposed Amendment	Rationale
Title	CG19 Travel and Accommodation Expenses Policy	New policy to reflect application to Councillors
Overall Application	Removal of references to CEO and Employees	This policy is specific to Councillors. A separate operational

Item	Proposed Amendment	Rationale
		policy will apply to CEO and employees.
3.2 Bookings	Bookings to allow for minimal impact to personal and work commitments of Councillors. Additional travel unrelated to approved travel will be at the personal cost of the councillor.	Councillors have additional roles and duties which need be considered when making bookings. Costs unrelated to approved travel should not be borne by ratepayers. This is further reinforced in subsection 3.3.
3.2.1 Travel	Removed cab charges and taxi vouchers	These forms of transport will now be reimbursed on presentation of receipts.
3.2.2 Accommodation	Maximum commercial accommodation rates have been amended from \$180 to \$220/day at a major City and from \$200 to \$280/day in regional areas. Where the purpose of the travel is being held at a venue that provides for accommodation, the accommodation shall be booked at that venue at the prevailing government rate.	Rates have been adjusted due to current market rates. Where rates exceed the maximums, CEO approval will be required.
3.4 Substantiation of Expenditure	Substantiation of expenditure in the form of receipts is required within 28 days of returning from travel.	The previous period was 14 days. Substantiation of expenditure enables the quick payment of out of pocket expenses and reduces the possibility of receipts being misplaced. The tighter turnaround was also problematic from an audit and compliance perspective.
6. References	Renaming of associated forms	To update related documents for specific use by Councillors.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 2.7(2) (b) of the *Local Government Act 1995* provides that the Council is to determine the local government's policies.

COUNCILLOR/OFFICER CONSULTATION

The Executive Management Team was consulted in relation to the review of these policies and Councillors were consulted at the Briefing Session held in April 2023.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The attached policy is proposed to replace the existing Council Policy CH11 which will transition to an operational policy.

FINANCIAL IMPLICATIONS

There are no financial implications and allocation for use of funds is included in the Annual Budget.

STRATEGIC IMPLICATIONS

There are no strategic implications.

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	To provide guidance as to prevailing market rates for booking accommodation and identifying acceptable constraints associated with travel and accommodation when members are on official council business.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	N/A	Nil

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council Policy CH11 Travel and Accommodation Expenses policy was last adopted by Council in September 2022.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of draft Council policy CG-19 Councillor Travel and Accommodation Policy pending further review.

Option 3

That Council:

- ADOPT Council Policy CG19 Councillor Travel and Accommodation Expenses Policy subject to the following change(s):
- REPEAL Council Policy CH11 Travel and Accommodation Expenses Policy with the intent of an operational policy to be implemented by the CEO for Employees.

CONCLUSION

A new draft policy is proposed that specifically pertains to travel and accommodation for Councillors. It is consistent with the previous policy and has been updated to reflect current costs for booking accommodation and substantiation requirements.

**10.6 CONSIDERATION OF SUBMISSIONS REGARDING ADVERTISED
DIFFERENTIAL RATES 2023/24**

File No: FM.1

Responsible Executive Officer: Acting Director Corporate & Legal Services

Reporting Author: Manager Financial Services/CFO

Date of Report: 30 May 2023

Applicant/Proponent: Nil

Disclosure of Interest: Nil

Attachment(s): Submissions received from Ratepayers

11 COMMUNITY SERVICES

No reports

12 DEVELOPMENT SERVICES

12.1 THE KARIJINI EXPERIENCE 2023 – PROPOSED REGIONAL SPONSORSHIP THROUGH MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM

File No:	RC.119
Responsible Executive Officer:	Director Development Services
Reporting Author:	Economic Development Project Officer
Date of Report:	5 May 2023
Applicant/Proponent:	Campbell Management Services Pty Ltd Trading As CMS Events Western Australia
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none"> 1. The Karijini Experience Regional Sponsor Proposal 2. CONFIDENTIAL The Karijini Experience Background Details 3. Evaluation – The Karijini Experience Regional Sponsor Proposal

PURPOSE

For Council to consider a request from Campbell Management Services Pty Ltd trading as CMS Events Western Australian (CMS) to sponsor 'The Karijini Experience 2023' under Policy DE03: Major Event Sponsorship and Attraction Program Policy (MESAP Policy).

OFFICER'S RECOMMENDATION

That Council APPROVE sponsorship funding to Campbell Management Services Pty Ltd trading as CMS Events Western Australia as follows:

Organisation Name	Project Name	Grant Amount
Campbell Management Services Pty Ltd trading as CMS Events Western Australia	The Karijini Experience 2023	\$10,000 (excl. GST)
TOTAL		\$10,000 (excl. GST)

BACKGROUND

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

CMS submitted a proposal to the City under the MESAP Policy on 20 April 2023. CMS is an event management company which has been engaged by the Banjima Native Title Aboriginal Corporation to deliver The Karijini Experience event in 2023.

The Karijini Experience is an annual event that was established in 2013. The event provides a diverse and inclusive program of authentic, high-quality cultural, art, food and music experiences designed to connect people to the homeland of the Banjima people and the landscape of Karijini National Park. The event has grown over the past 10 years and now attracts a diverse range of visitors from around Australia and the world.

The City provided sponsorship of \$15,000 for the 2021 Karijini Experience. The event did not go ahead in 2022 due to concerns regarding the impact of COVID-19 on remote communities in the region. The 2023 event is being held in Karijini National Park from 5-9 July 2023 alongside NAIDOC Week and is expected to attract approximately 2,000 visitors across the five days of programming.

DISCUSSION

Proposal

CMS Events have invited the City to purchase a Regional Sponsorship for the event which requires a commitment of \$10,000 (excl. GST). The proposed sponsorship includes the following benefits:

- Right to use the title of Regional Sponsor of the Karijini Experience in the City's own marketing;
- City logo included in print advertising and marketing;
- City logo included in online advertising and marketing;
- City logo included in the event program;
- Four invitations to attend the opening event, Welcome to Country and Corrobboree;
- Four invitations to Dreaming the Night Skies;
- Four invitations to Tool Making Workshops, Language Workshops, Bush Walks or Tours;
- Four invitations to the Yurlu Lounge; and
- Karratha to be promoted as the Karijini Experience Holiday Gateway.

A full copy of the Regional Sponsorship Proposal is included as **Attachment 1** and a copy of the Event Background is included as **Attachment 2**.

Assessment

The request has been evaluated against the assessment criteria in the MESAP Policy which can be found at **Attachment 3**.

In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans and specifically aligns with the MESAP Policy which seeks to attract events to the region and the Destination Management Plan which aims to attract events that leverage natural assets and develop the local tourism industry;
2. Would provide economic benefit to local tourism, accommodation and hospitality business, in particular in its promotion of Karratha as the Gateway for the event which would generate an estimated \$35,000 direct spend in Karratha;
3. Has demonstrated appeal to a wide audience with attendance growing from 75 attendees in 2013 to approximately 2,000 in 2021;
4. Will not have an adverse environmental impact;
5. Will provide good branding and marketing benefits to the City and promotion of the region to a broad audience of participants; and
6. Is unlikely to experience any issues with delivery as it is being managed by a reputable event management company with experience in delivering similar events.

The proposed event is being hosted in the Shire of Ashburton. The MESAP Policy provides a definition for an event being "a gathering of people within the City of Karratha...". Objective 4 seeks to encourage events and activities that have a regional focus and the Scope of the Policy states the City is committed to encouraging the attraction and delivery of major events in the

region and providing support for events held in the municipality. The Policy doesn't specifically prohibit the City from supporting events that are held outside the City of Karratha.

The City has supported events through MESAP which have been held outside of the City where there is considered to be a benefit to the broader region and the City's brand, such as the Town Team Movement Conference 2022. Given that there are positive benefits to the City in promoting the region as the gateway to the event and developing the local tourism industry, it is considered appropriate to provide sponsorship for this event.

Administration has considered the sponsorship and is of the view that the branding, promotion, and networking benefits provided through the Regional Sponsorship package provides good value for money, enables the City to be associated with this high profile event and is broadly in line with funding provided in previous years. It is therefore recommended that the City accept the invitation for the Regional sponsorship package.

Sponsorship Request

Organisation Name	Project Name	Project	Project Total	Requested Amount	Recommended Amount
Campbell Management Services Pty Ltd trading as CMS Events Western Australia	The Karijini Experience	Regional Sponsorship of the Karijini Experience	\$786,100 (excl. GST)	\$10,000 (excl. GST)	\$10,000 (excl. GST)

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place with relevant internal departments.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The City's MESAP Policy applies.

FINANCIAL IMPLICATIONS

The current MESAP budget is \$85,000 (excl. GST) with \$70,000 (excl. GST) committed for this financial year. This request is within 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 2022-2023 provided for this activity:

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil.
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Service Interruption	N/A	Nil.
Environment	N/A	Nil.
Reputation	Low	Low reputation risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through funding agreement. The City will work with CMS to ensure the sponsorship 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

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

Year	Name	Total Funding Awarded (excl. GST)
2017/2018	Brew & the Moo	\$100,000
2018/2019	Australian Performing Arts Conference	\$100,000
	Southern Deserts Conference	\$14,138
	Developing Northern Australia Conference	\$100,000
	WA Regional Tourism Conference	\$125,000
2019/2020	Burrup Classic Open Water Swim	\$60,000
	Chevron City to Surf for Activ	\$25,000
	OECD Conference	\$74,000
	NEDC 22	\$81,620
2021/2022	Town Team Movement Conference 2022	\$10,000
	Pilbara Summit 2022	\$20,000
2022/2023	Warlu Way Tourism Conference	\$20,000
	Chevron City to Surf for Activ	\$40,000
2023/2024	Pilbara Summit 2023	\$20,000

The City has previously sponsored 'The Karijini Experience'. Council considered a report to sponsor the event on 20 February 2017 under the previous MESAP Policy. At this time Council resolved to decline the invitation for sponsorship as:

- The event is not located in the City of Karratha;
- The event was not considered to directly contribute to Council's vision and strategic themes; and
- The lead time of approximately two months between Council considering the invitation and the event would not provide sufficient time for the City to cross promote events, tours and activities in the City of Karratha and therefore receive additional economic benefits.

As part of this decision Council also resolved to investigate the potential benefits of supporting 'The Karijini Experience' as part of the destination marketing, tourism development and economic diversification strategies for the City of Karratha in anticipation of a request for sponsorship for the 2018 event.

A subsequent request for sponsorship was received and considered by Council at its meeting on 20 November 2017. At this time the event was assessed on its own merits and approved by Council. It was not considered suitable for the MESAP program as it was being held outside of the City of Karratha, however, it was recognised that there are opportunities for cross promotion so the proposal was approved.

The 2019 and 2020 events were funded through a direct sponsorship agreement with the event organiser and were not assessed against the MESAP Policy or on their own merits. Funding for the events to date is set out as per the table below:

Year	Karijini Experience Sponsorship	Total Funding Awarded (excl. GST)
2018	Silver Sponsorship	\$15,000
2019	Silver Sponsorship	\$15,000
2020	Silver Sponsorship Event Cancelled Due To COVID-19 Sponsorship Deferred To 2021 Event	\$15,000
2021	Silver Sponsorship	Funding Carried Forward From 2020 Event
2022	Event Cancelled Due To COVID-19	N/A

The assessment and determination of sponsorship for 'The Karijini Experience' has been undertaken inconsistently since 2017. When the current application for sponsorship of the 2023 event was received, Administration considered the most appropriate way for it to be assessed and determined. It is considered most appropriate for the City to consider this proposal under the MESAP Policy framework as although the Policy does not provide specific clear guidance on how to consider events being held outside the City it is the most suitable and transparent framework that the City has for assessing the costs and benefits of event sponsorship to the City and is consistent with how we have considered other invitations to sponsor other major events.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council APPROVE sponsorship funding to Campbell Management Services Pty Ltd trading as CMS Events Western Australia as follows:

Organisation Name	Project Name	Grant Amount
Campbell Management Services Pty Ltd trading as CMS Events Western Australia	The Karijini Experience	
TOTAL		

Option 3

That Council DECLINE sponsorship funding to Campbell Management Services Pty Ltd trading as CMS Events Western Australia.

CONCLUSION

CMS has requested Regional Sponsorship of \$10,000 (excl. GST) for the delivery of The Karijini Experience 2023 through the City's MESAP Program. The request has been evaluated against the City's MESAP Policy and is considered to meet the requirements of this Policy. It is recommended that Council support the Karijini Experience through a Regional Sponsorship for \$10,000 (excl. GST).

13 STRATEGIC PROJECTS & INFRASTRUCTURE

No reports.

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 May 2023.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

14.1 Concession on fees for Council Facilities

14.2 Community Services Update

14.1 CONCESSION ON FEES FOR COUNCIL FACILITIES

File No: CR.38

Responsible Executive Officer: Director Community Services

Reporting Author: Director Community Services

Date of Report: 3 May 2023

Disclosure of Interest: Nil

PURPOSE

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

Name	Reason	Amount (ex GST)
City Arts & Development Team	Fee waiver: X 10 double passes - Triple M X 3 double passes - ABC Promoting REAF "Best Coast" Event TOTAL \$910	\$827.27
Ngaarda Media	Fee Waive promotional REAF tickets 2x Lucy Peach - \$60 3x Best Coast - \$105 1x Siren – \$10 3x Seven Sisters - \$45 1x Baddies on Broadway - \$20 1x My Shout - \$30 TOTAL \$270	245.45

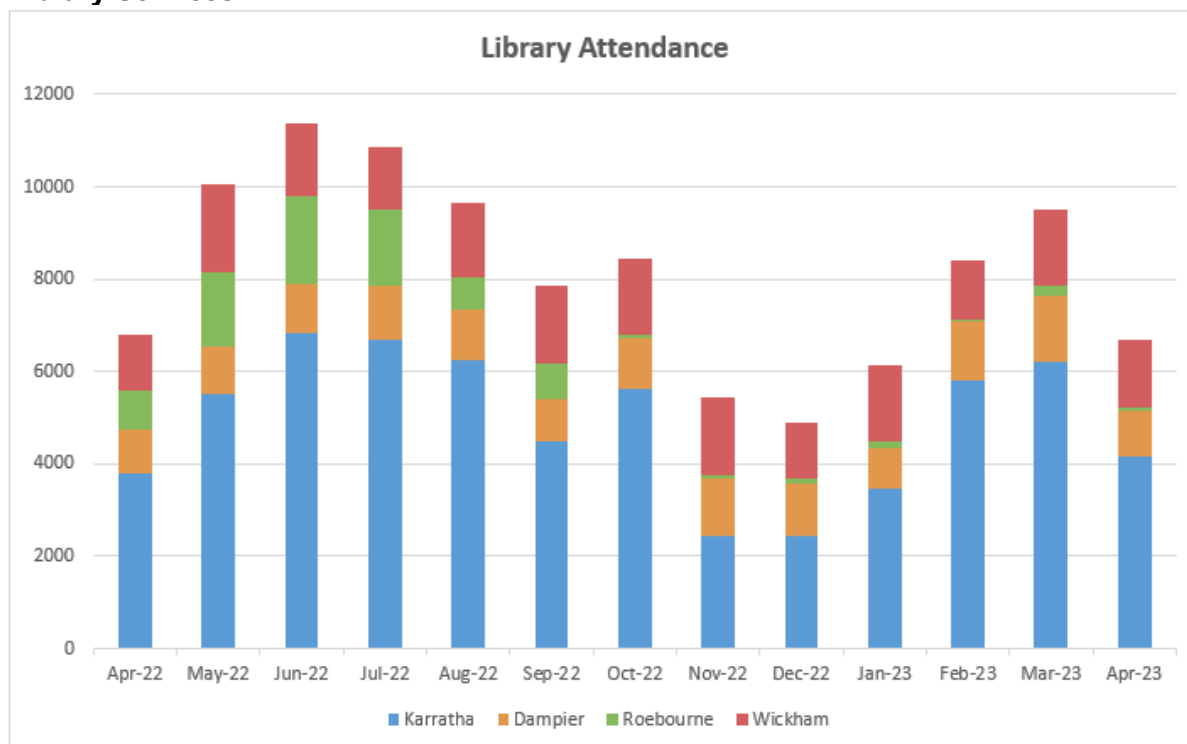
14.2 COMMUNITY SERVICES UPDATE**File No:** CS.23**Responsible Executive Officer:** Director Community Services**Reporting Author:** EA to the Director Community Services**Date of Report:** 2 May 2023**Disclosure of Interest:** Nil**PURPOSE**

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

Community Facility Attendance Summary

Facility Attendance	April 2022	April 2023	%
The Youth Shed	609	695	↑14%
The Base	576	1407	↑144%
Total Library	6797	6691	↓2%
Karratha Leisureplex	28088	35729	↑27
Wickham Recreation Precinct	4304	3480	↓19%
Roebourne Aquatic Centre	278	468	↑68%
Red Earth Arts Precinct	3338	4707	↑41%
Indoor Play Centre	1590	2238	↑41%
Community Liveability Programs	April 2022	April 2023	%
Security Subsidy Scheme properties	17	34	↑100%
Meet the Street parties	1	2	↑100%

Library Services



Total Library:

10184 Total Memberships (**72** new member signed up in April)

2977 physical items and **832** eResources borrowed.

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

551 program participants at Story Time, Rhyme Time, PAGES, PAGES Junior, WA Ballet story and memory preservation

10112 total memberships (**237** new memberships).

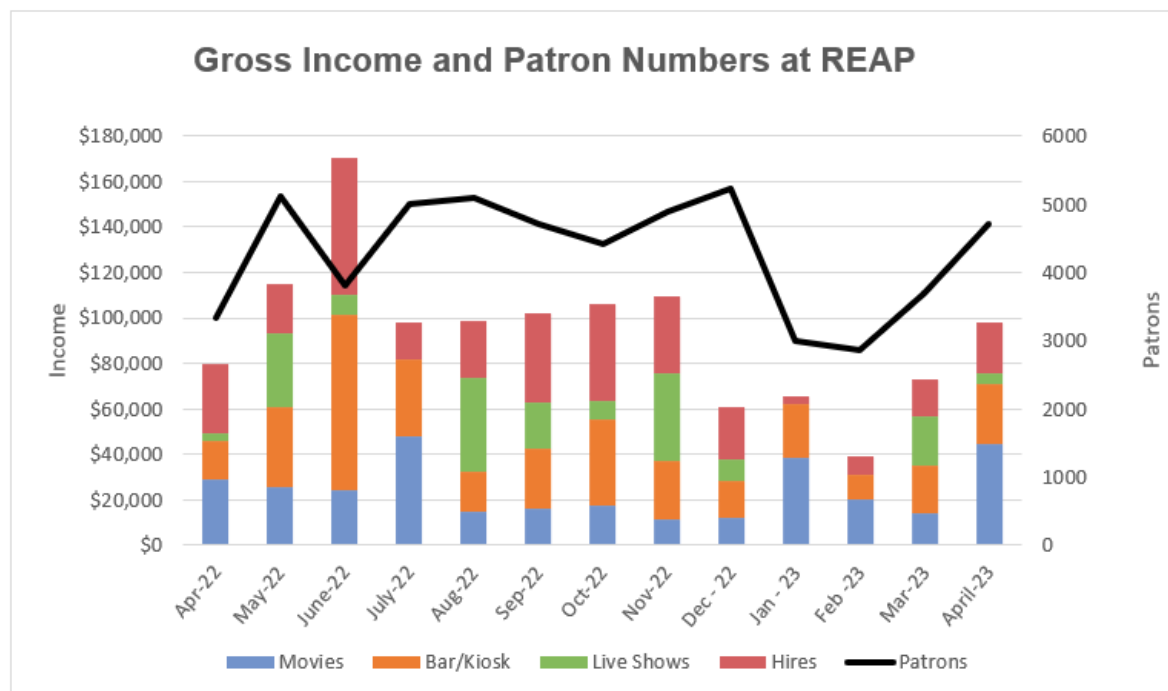
4 external requests for local history information.

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

544 Technical enquiries (including assistance with Computers, Wi-Fi, Printing and Scanning)

*Roebourne Library limited operating hours from this time last year.

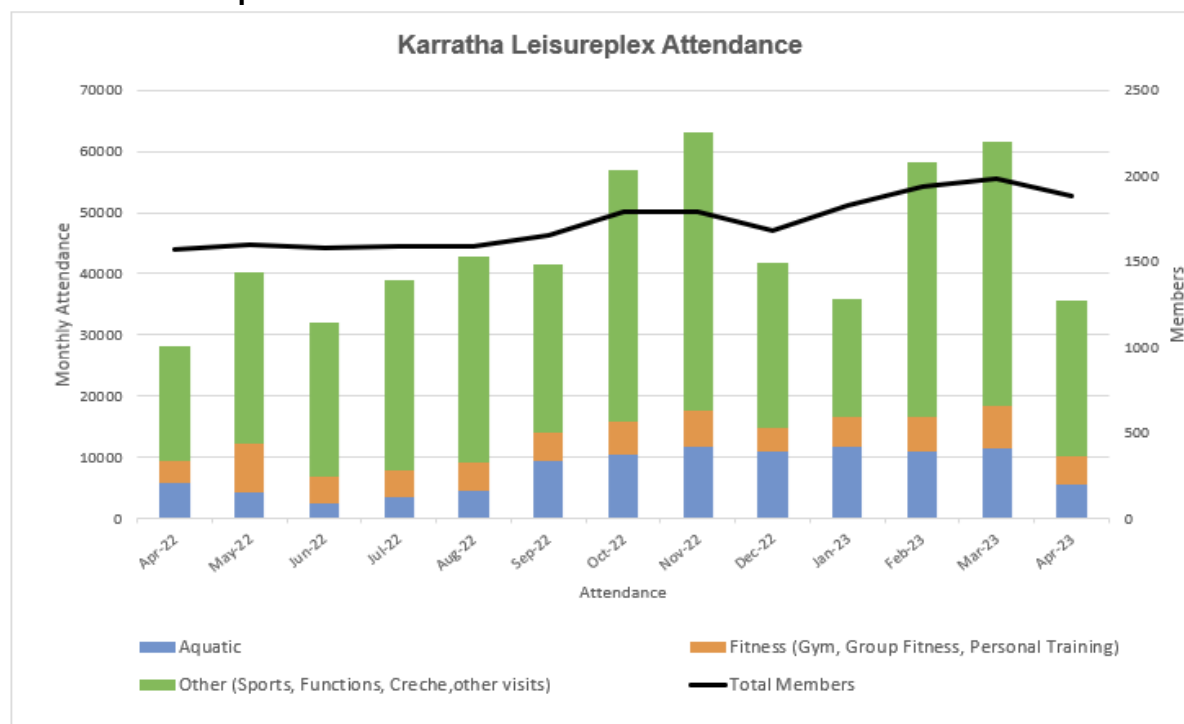
Red Earth Arts Precinct



Red Earth Arts Precinct:

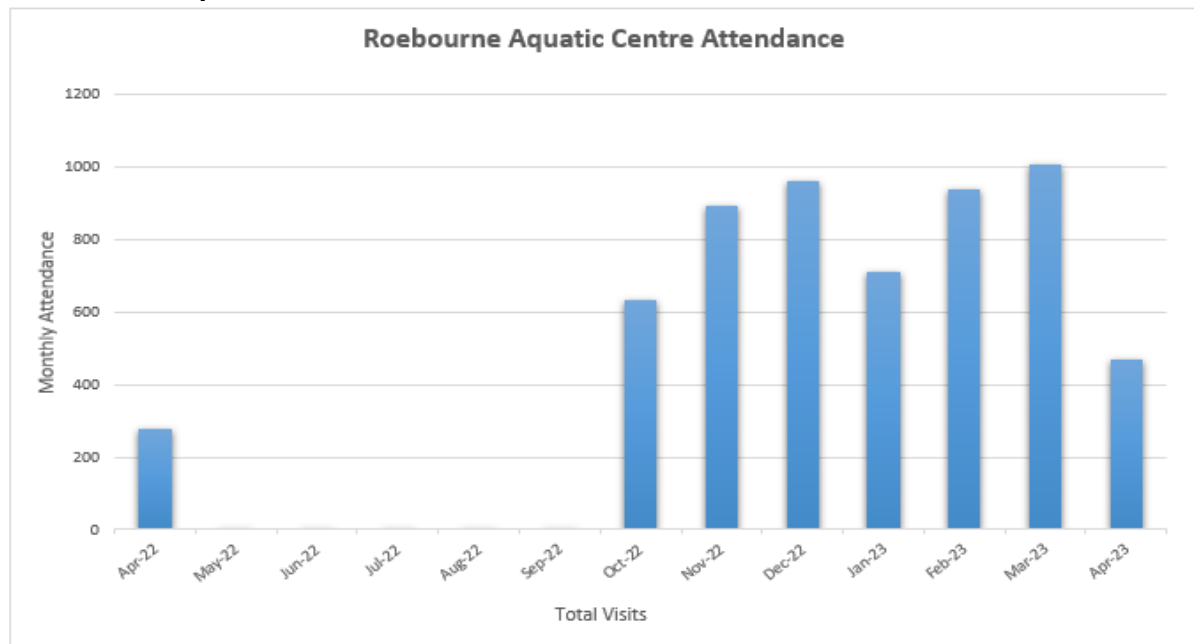
38 movies were screened in April, with an average of 90 patrons per movie. Movie income was up by \$15,000 from last April holidays. This was due to Universal Studios allowing us to show the Mario Bros movie a week early, contributing to a 59% increase in bar/kiosk sales. Due to youth week, Perdaman conference and Cyclone Ilsa, our venue hires dropped 27% compared to this time last year.

Karratha Leisureplex



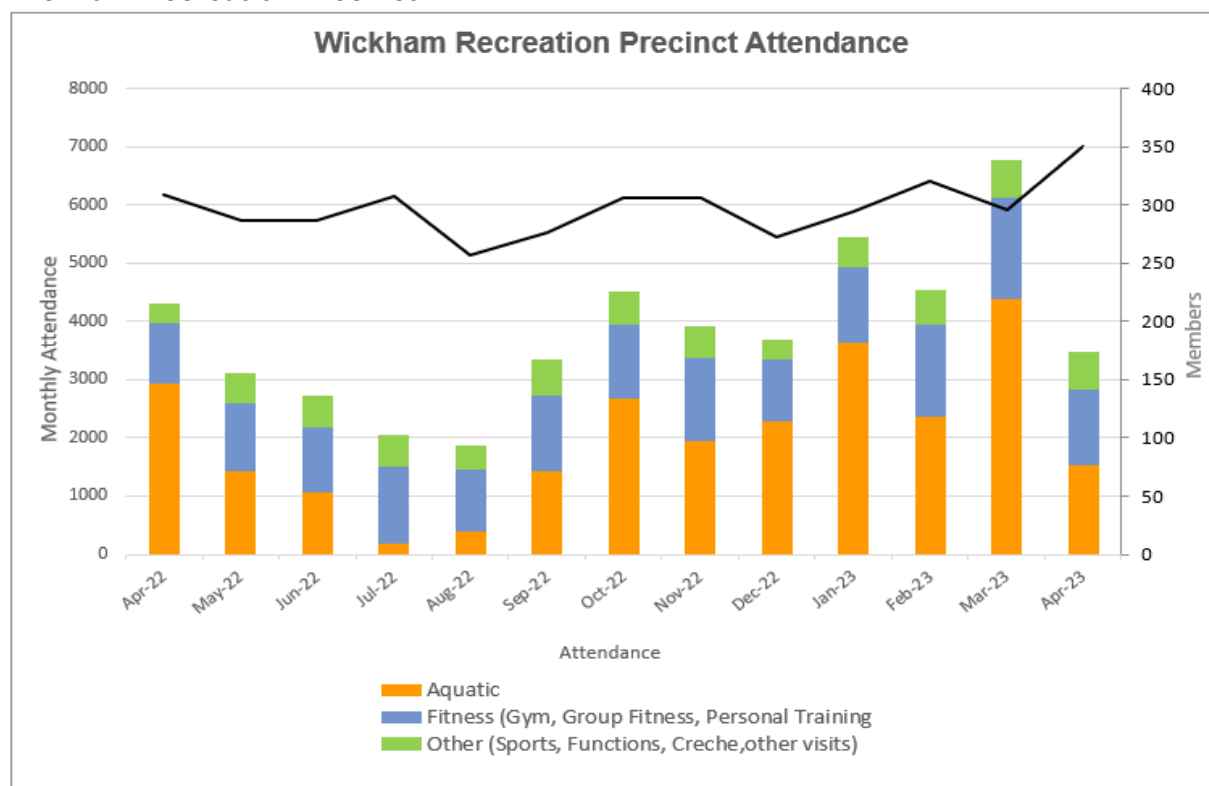
Total attendance in April was **27%** higher than this time last year due to a membership increase of **303** patrons for this period. As anticipated slight decrease in aquatic due to the change in season.

Roebourne Aquatic Centre



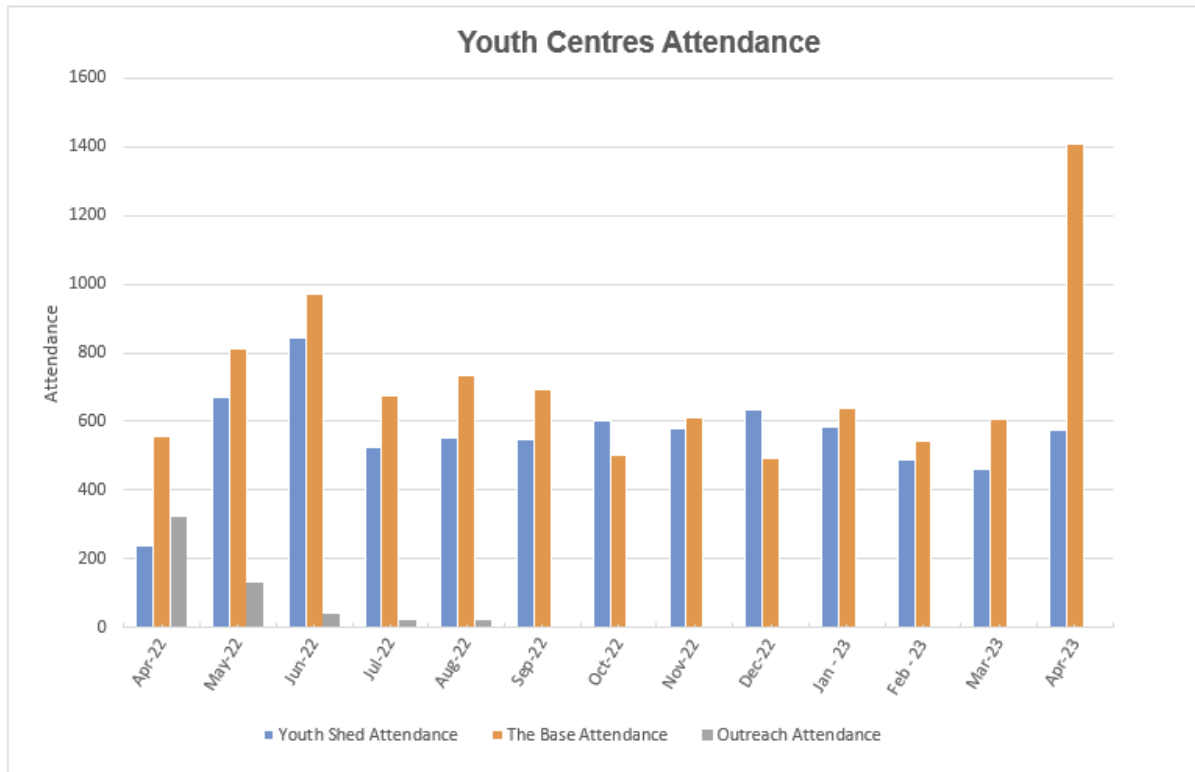
Increase in patrons compared to April 2022 as Covid-19 was active in Roebourne. Swimming lessons were held in March 2023 prior to April 2023 school holidays, where many families headed away for the Solar Eclipse. To cover for the closure of the WRP pool on 8 May for 3-4 days, the RAC will remain open for two weeks longer than usual.

Wickham Recreation Precinct



Fitness numbers have dropped in April due to discontinuation of GBSC contractors in town. There will be a 3- to 4-day closure of WRP Aquatic from 8 May to allow for rectification works to the Concourse. The RAC will remain open for a longer period. Membership has increased by 42 patrons from this time last year.

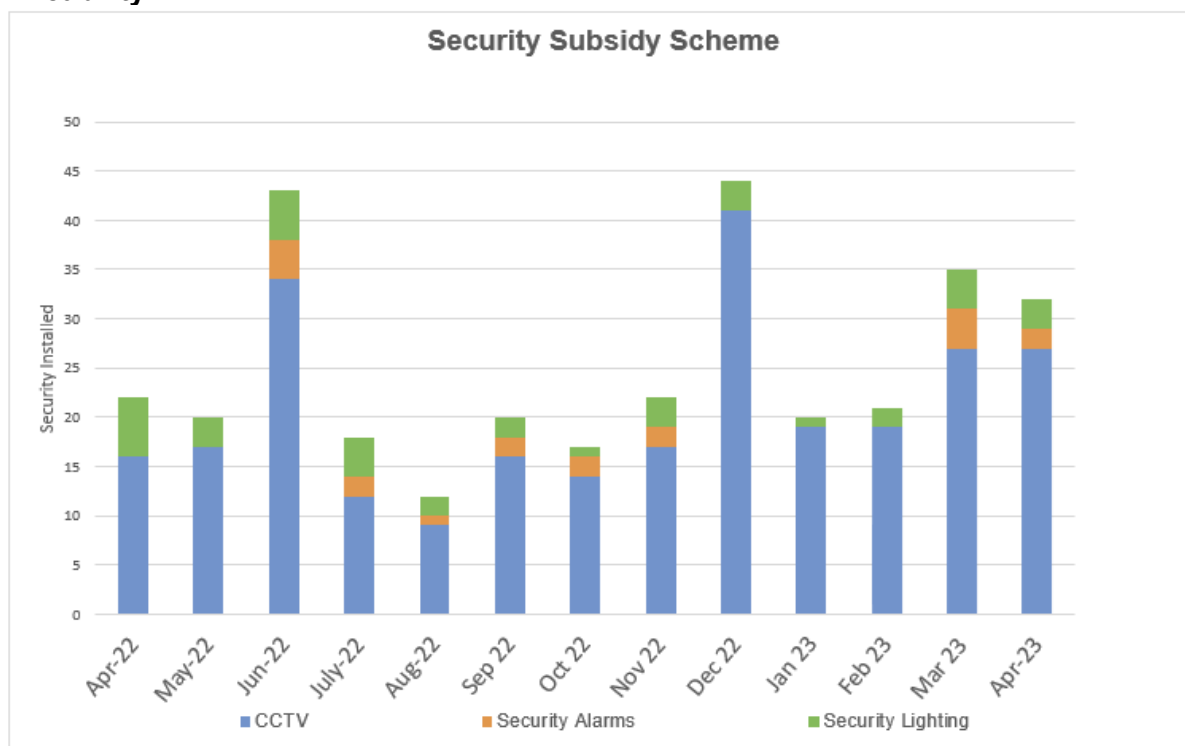
Youth Services



The Base and Youth Shed:

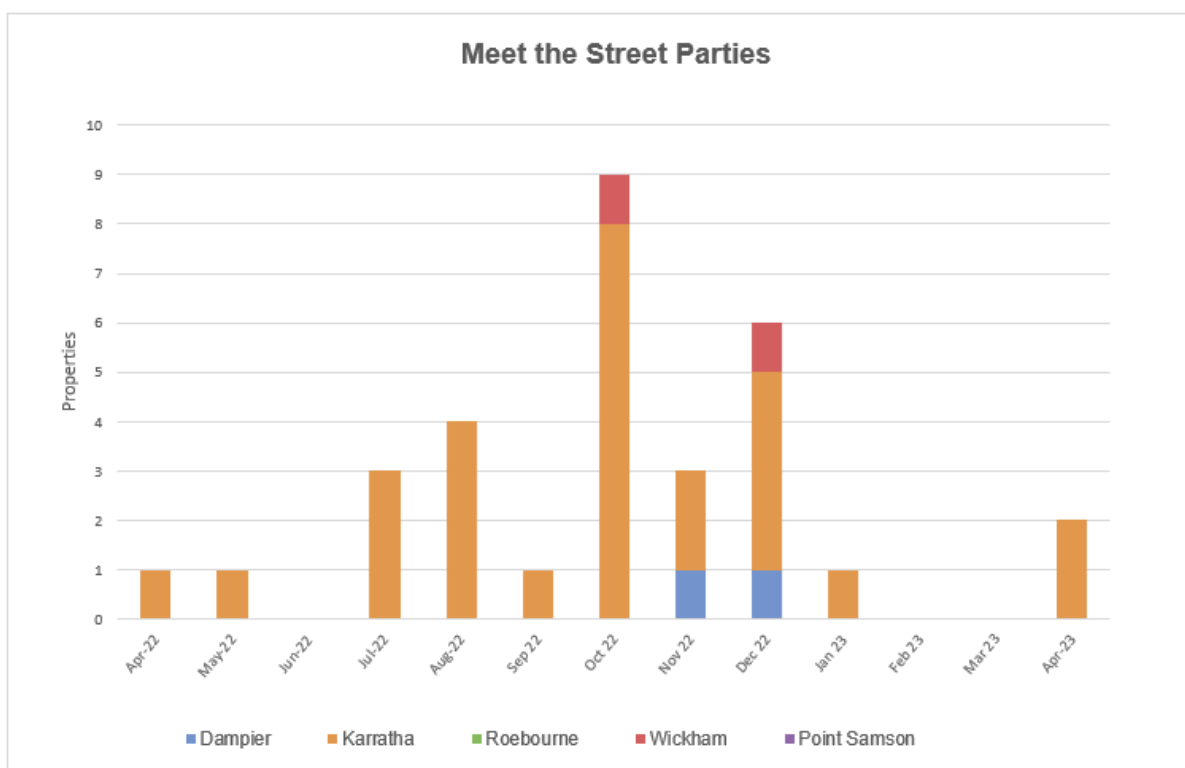
The Base has hit a record high in attendance contributed by Youth Week and other programs that were run during April. Build Up Skateboarding was an integral part of Youth Week celebrations at the Base and Youth Shed in April, attracting many youths due to the events taking place. An open day was held at both centres, which was a great success.

Liveability



Security Subsidy:

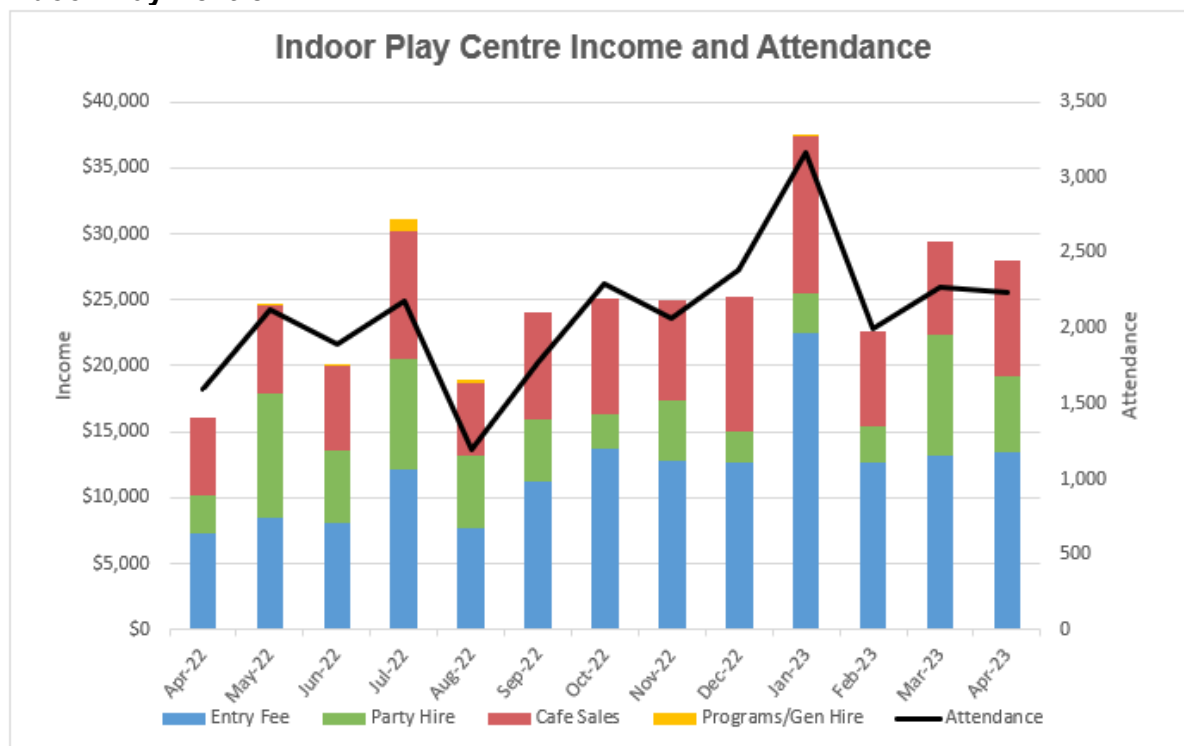
34 applications this month, 17 more than April 2022. Last year applications were for CCTV this year we have seen an increase in sensor lights, alarms and CCTV.



Meet the Street:

2 MTS parties this month as families return from school holidays compared to 1 MTS party last April, anticipate more MTS due to continued campaign.

Indoor Play Centre



Indoor Play Centre:

41% increase in attendance due to families returning from Easter over the school holidays. We also note the Solar Eclipse and Cyclone Ilsa saw tourists from Broome visiting the Indoor play Centre boosting attendance. Due to a lack of senior staff availability, we paused Laser Tag bookings.

ADVISORY GROUP MEETINGS

The Arts Development and Events Advisory and Youth Advisory Group Meetings have been scheduled for May 2023. The meetings will be held on the following dates:

- Arts Development and Events Advisory Meeting: May 18, 2023
- Youth Advisory Group Meeting: 24 May, 2023

We look forward to engaging with all stakeholders at the Arts Development and Events Advisory and Youth Advisory Group Meetings in May 2023.

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

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:

18.1 CONFIDENTIAL ITEM– RAMBLA BAR LEASE FEES

Also included is the following:

ATTACHMENT 2 TO ITEM 12.1 - THE KARIJINI EXPERIENCE BACKGROUND DETAILS

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 Friday, 30 June 2023 at 6pm at Council Chambers - Welcome Road, Karratha.