



## **ORDINARY COUNCIL MEETING**

# **MINUTES**

**Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 11 December 2023 at 6pm**

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



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

**WRITTEN CONFIRMATION**

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

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

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

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

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

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

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

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

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

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

### **INTERESTS AFFECTING IMPARTIALITY**

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

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

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

### **IMPACT OF AN IMPARTIALITY CLOSURE**

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

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

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# MINUTES

## 1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Monday, 11 December 2023 was declared open at 6.00pm. Cr Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

## 2 PUBLIC QUESTION TIME

No public questions received.

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

<b>Councillors:</b>	Cr Daniel Scott [Mayor] Cr Daiva Gillam [Deputy Mayor] Cr Brenton Johannsen Cr Pablo Miller Cr Travis McNaught Cr Kelly Nunn Cr Tony Simpson Cr Joanne Waterstrom Muller	
<b>Staff:</b>	Virginia Miltrup Lee Reddell Alistair Pinto Angela McDonald Amol Virkar Henry Eaton Jodie Swaffer	Chief Executive Officer Director Development Services Director Corporate & Commercial A/Director Community Experience A/Director Strategic Projects & Infrastructure Manager Governance Minute Secretary
<b>Apologies:</b>	Emma Landers Simon Kot	Director Community Experience Director Strategic Projects & Infrastructure
<b>Absent:</b>	Nil	
<b>Leave of Absence:</b>	Cr Gillian Furlong, Cr Sarah Roots	
<b>Members of Public:</b>	Nil	
<b>Members of Media:</b>	Nil	

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

No requests for leave of absence.

#### **5 DECLARATIONS OF INTEREST**

No declarations of interest.

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

No petitions/deputations/presentations.

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

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##### **COUNCIL RESOLUTION**

Res No : 155278  
 MOVED : Cr Simpson  
 SECONDED : Cr Waterstrom Muller

That the Minutes of the Ordinary Meeting of Council held on Monday, 20 November 2023, be confirmed as a true and correct record of proceedings.

**CARRIED 8/0**

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FOR : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson,  
 Cr Waterstrom Muller  
 AGAINST : Nil

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

No announcements by person presiding without discussion.



## **9 CHIEF EXECUTIVE OFFICER**

No Chief Executive Officer reports.

## 10 CORPORATE & COMMERCIAL

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

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	13 November 2023
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Statement of Financial Activity</li> <li>2. Variance Commentary – Statement of Financial Activity by Nature and Type</li> <li>3. Statement of Financial Position</li> <li>4. Net Current Funding Position</li> </ol>

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#### PURPOSE

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

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#### OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : 155279  
**MOVED** : Cr Nunn  
**SECONDED** : Cr McNaught

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

**CARRIED 8/0**

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<b>FOR</b>	:	Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson, Cr Waterstrom Muller
<b>AGAINST</b>	:	Nil

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#### 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 application of funds, as compared to the budget.

#### DISCUSSION

The following table is a summary of the Financial Activity Statement compared to the Budget as of 31 October 2023:

2023/24	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surplus
<b>Operating Activities</b>							
Revenue (incl. Rates)	131,228,517	131,228,521	77,369,464	84,440,127	7,070,663	9.1%	↑
Expenditure	(114,822,455)	(114,822,459)	(41,656,334)	(37,508,417)	4,111,183	-10.0%	↑

<b>Investing Activities</b>							
Inflows	7,903,088	7,903,088	2,589,840	994,369	(1,595,484)	-61.6%	↓
Outflows	(41,258,084)	(41,258,084)	(12,635,930)	(2,037,336)	10,599,101	-83.9%	↑
<b>Financing Activities</b>							
Inflows	7,100,817	7,100,817	0	0	0	0%	
Outflows	(26,384,919)	(26,384,919)	(3,179,581)	(1,051,093)	2,064,147	-66.9%	↑
<b>Non Cash Items</b>							
Restricted PUPP Surplus BFWD 1 July	62,129	62,129	62,129	62,129	0	0%	
Unrestricted Surplus BFWD 1 July	4,739,380	4,739,380	4,739,380	4,739,380	0	0%	
Restricted PUPP Surplus CFWD	31,064	31,064	31,064	31,064	0	0%	
<b>Surplus/(Deficit) 23/24</b>	<b>7,929</b>	<b>7,929</b>	<b>37,781,313</b>	<b>59,691,173</b>	<b>21,809,279</b>	<b>58.0%</b>	<b>↑</b>

This table shows a surplus position of \$56.7m, a positive variance of \$21.8m compared to the budgeted surplus position of \$37.8m, which reflects timing of transactions associated with projects and grant funding and carried forward budget. The brought forward unrestricted surplus position of \$4.7m 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. The brought forward unrestricted surplus position prior to finalisation of prior year transactions is \$4.7m.

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

<b>Revenue - Operating Activities</b>		
3,150,000	▲	Partnerships - Dampier Land Transfer agreement not executed
1,790,570	▲	Waste Management - Increase in Commercial & Industrial, Construction & Demolition and Liquid Waste streams
1,212,935	▲	Financial Services - Timing adjustment EOY Accrual journals for Grant income received in advance
609,012	▲	General Revenue - Interest received to bank account exceeded expectations due to high interest rates and high bank balance due to rates receipts
274,097	▲	Karratha Airport Leases - Timing - Annual Adjustment of Lagardere rent, invoiced in October, budgeted in February
265,608	▲	Karratha Airport - RASI Grant extended to November 2023
162,383	▲	REAP - Increase in income due to high frequency of Venue Hire bookings such as Pilbara Summit, IEBF, KDCCI Awards, high schools, and corporate bookings
142,612	▲	Karratha Airport Leases - Timing adjustment EOY Accrual journals and adjustment for Babcock Lease to Investment account
87,000	▲	Waste Management - Awaiting replacement plant P8020. RFQ due December 2023
83,880	▲	Karratha Airport - Timing - Annual Service Charges raised earlier than anticipated
81,979	▲	Karratha Airport - F100s have been swapped out with larger B737-300
<b>7,860,075</b>	<b>▲</b>	<b>Positive Variances</b>

(609,048)	▼	Rates - Rates timing due to raising of interims, plus rates levied pending adjustment for additional exemptions
(357,057)	▼	Reserve Interest - Allocation adjustments made based on FY23 updated balances
(297,644)	▼	Karratha Airport - Decrease in passenger screening revenue resulting from credits issued to airlines following RASI grant requirements
<b>(1,263,749)</b>	▼	<b>Negative Variances</b>
<b>6,596,326</b>	▲	<b>Net Positive Variance</b>

Expenditure - Operating Activities		
4,941,471	▲	Strategic Projects - Projects delayed - KRMO Playing Surface, KLP Outdoor Shading, 7MWF Workshop Shed, Murujuga Access Road, CBD Bus Shelters, Hillview/Balmoral Upgrade, Dampier Road Stage 7 Footpath, Roebourne Streetscape, Hancock Way Housing Construction. Adjusted in November review
1,038,975	▲	Depreciation - Timing adjustment depreciation allocations
923,407	▲	Karratha Airport - Delays to FIDS (Flight Information Display Screens) project (Jan-24), BHS (Baggage Handling System) Software project (4th quarter), security invoice processing and Airside Drain & Roadworks (May-24)
654,980	▲	Operations - Kerbs, Footpaths, & Road Reseals - works had been delayed, have since commenced and awaiting invoices to be submitted. Boat Ramp RFQ to be readvertised
613,791	▲	Waste Services - Delays in vendor invoicing
415,818	▲	Economic Development - Final invoices for NEDC, Cumulative Impact Plan and Pilbara University Centre are still being processed. Delay in commencement of Dampier Tourist Park Feasibility study
341,490	▲	Strategic Projects - Madigan Road Homemaker Centre - no longer proceeding
257,827	▲	Parks & Gardens - Karratha Open Spaces delayed due to Aboriginal & Cultural Heritage (ACH) Restrictions, works now commenced. Roundabout Upgrade delays, works now commenced and awaiting invoices. ERS Upgrade delays, works yet to commence as still in design phase
217,995	▲	Employment Costs - Timing - Overheads allocation to be processed
204,665	▲	Parks & Gardens - Karratha Open Spaces delayed due to Aboriginal & Cultural Heritage (ACH) Restrictions, works now commenced. Roundabout Upgrade delays, works now commenced and awaiting invoices. ERS Upgrade delays, works yet to commence as still in design phase
143,890	▲	City Growth - Economic Development Grant - KDCCI grant agreement still being processed
33,542	▲	Parks & Gardens - Timing delay with October invoices yet to be received
<b>9,787,851</b>	▲	<b>Positive Variances</b>
(2,506,112)	▼	Corporate Services Admin - Timing adjustment ABC allocations
(1,472,146)	▼	Insurance - Timing adjustment insurance allocations. Invoice for second instalment received earlier than expected
(404,559)	▼	Kevin Richards Club Room - Project delayed due to contractor delivery and defective work
<b>(4,382,817)</b>	▼	<b>Negative Variances</b>
<b>5,405,034</b>	▲	<b>Net Positive Variance</b>

Inflows - Investing Activities		
862,466	▲	Liveability - Kevin Richards Memorial Oval & Changerooms - Final payment received above expected amount
<b>862,466</b>	▲	<b>Positive Variances</b>
(2,027,200)	▼	Strategic Projects - Road Maintenance - Projects delayed, adjustment occurring in November review
(87,000)	▼	Proceeds on Assets Disposal - Waste Management - Awaiting replacement plant P8020 to realise asset
<b>(2,114,200)</b>	▼	<b>Negative Variances</b>
<b>(1,251,734)</b>	▼	<b>Net Negative Variance</b>

Outflows - Investing Activities		
2,666,258	▲	Hillview/Balmoral Road Upgrade - Project delayed pending submission of the Contractors Management Plans, Contract, Aboriginal Heritage, Security etc
1,056,055	▲	Information Technology Hardware Refresh - Procurement delays for hardware and CCTV
814,105	▲	Lot 7020 Development - Contract awarded, pending design documentation milestone
784,333	▲	Footpath Dampier Road Stage 7 - Project delayed, construction due to commence
618,000	▲	Landfill Operations - Delays to replacement of P1102, P8824 & P8020
545,385	▲	Karratha Airport - Delays to FIDS project (Jan-24) and BHS Software project (4th quarter)
537,062	▲	Kerb Renewals & Road Reseal Program - Works commenced, awaiting initial invoices to be submitted
513,705	▲	Parks & Gardens - Footpath Lighting Program, reactive works are ongoing. Roundabout Upgrades awaiting final invoices. ERS Upgrade delays, works delayed, included in November review
474,766	▲	KLP Outdoor Court Shading - Project delayed, pending contract negotiation and commencement
349,205	▲	CBD Bus Shelters - Project delayed, pending design & construction commencement
299,580	▲	7 Mile Waste Shade Dome & Pad - Project re-tendered, closing November 2023
258,821	▲	Playground Replacements - Works delayed to May-24
250,000	▲	KRMO Playing Service - Project delayed, to be adjusted at November review
218,794	▲	Hancock Way Housing Construction - Project delayed, to be adjusted in November review
175,000	▲	Roebourne Streetscape Masterplan - Payment pending completion of design documentation milestone
160,000	▲	Tech Services - Delays in procurement of replacement plant. Carried forward amount from 2022/23 for P8822
132,816	▲	Streetscape Enhancement & Reticulation Upgrades - Project delayed due to ACH (Aboriginal Cultural Heritage) Restrictions
102,241	▲	Jingarra Sites Housing Construction - Construction ongoing with delays due to materials & labour
88,000	▲	Cemetery Enhancement - Delays to receiving designs from consultant RFQ advertising
74,700	▲	Murujuga Access Road - Project delayed due to site investigations and pending "remobilisation" of design team
60,000	▲	Liveability - Delays in purchase of additional vehicle for new manager, commenced September
<b>10,178,826</b>	▲	<b>Positive Variances</b>
(404,559)	▼	Kevin Richards Club Room - Project delayed due to contractor delivery and defective work
<b>(404,559)</b>	▼	<b>Negative Variances</b>
<b>9,774,267</b>	▲	<b>Net Positive Variance</b>

Inflows - Investing Activities		
1,946,879	▲	Carry Forward Budget Reserve - Transfer to Reserve carried forward from prior year which did not occur due to changes in income recognition requirements
198,250	▲	Aerodrome Reserve - Allocations adjusted based on updated reserve balances
158,807	▲	Partnership Reserve - Allocations adjusted based on updated reserve balances
19,545	▲	Waste Management Reserve - Allocations adjusted based on updated reserve balances
<b>2,323,481</b>	▲	<b>Positive Variances</b>
(264,020)	▼	Infrastructure Reserve - Allocations adjusted based on updated reserve balances
<b>(264,020)</b>	▼	<b>Negative Variances</b>
<b>2,059,461</b>	▲	<b>Net Positive Variance</b>

## FINANCIAL MANAGEMENT UPDATE

### Local Government Financial Ratios

Period End 31 October 2023	Target Ratio	Original Annual Budget Ratio	YTD Actual Ratio
<b>Current Ratio</b> Current Assets less Restricted Assets ÷ Current Liabilities less liabilities associated with Restricted assets	≥ 1	N/A	4.66
<b>Asset Sustainability Ratio</b> Capital Renewal and Replacement Expenditure ÷ Depreciation	≥ 0.90	0.80	0.29
<b>Operating Surplus Ratio</b> Operating Surplus (excl. capital grants & contributions) ÷ Own Source Revenue	≥ 15%	15.1%	61.6%
<b>Own Source Revenue Ratio</b> Own Source Operating Revenue ÷ Operating Expenses	≥ 0.90	0.97	2.03
<b>Debt Service Cover Ratio</b> Operating surplus before interest expense and depreciation ÷ Principal and interest Expense	≥ 2	40.6	39.6

This table shows the YTD actual financial ratios meet the target ratio, except for Asset sustainability ratio due to delays in project expenditure renewals.

### Statement of Financial Position

	Oct-23	Sep-23	% Change
<b>Current</b>			
<b>Assets</b>	150,881,702	163,059,037	-7.47%
<b>Liabilities</b>	19,552,112	35,654,196	-45.16%
<b>Non Current</b>			
<b>Assets</b>	752,903,019	751,467,795	0.19%
<b>Liabilities</b>	4,163,293	4,163,293	0.00%
<b>Net Assets</b>	880,069,316	874,709,343	

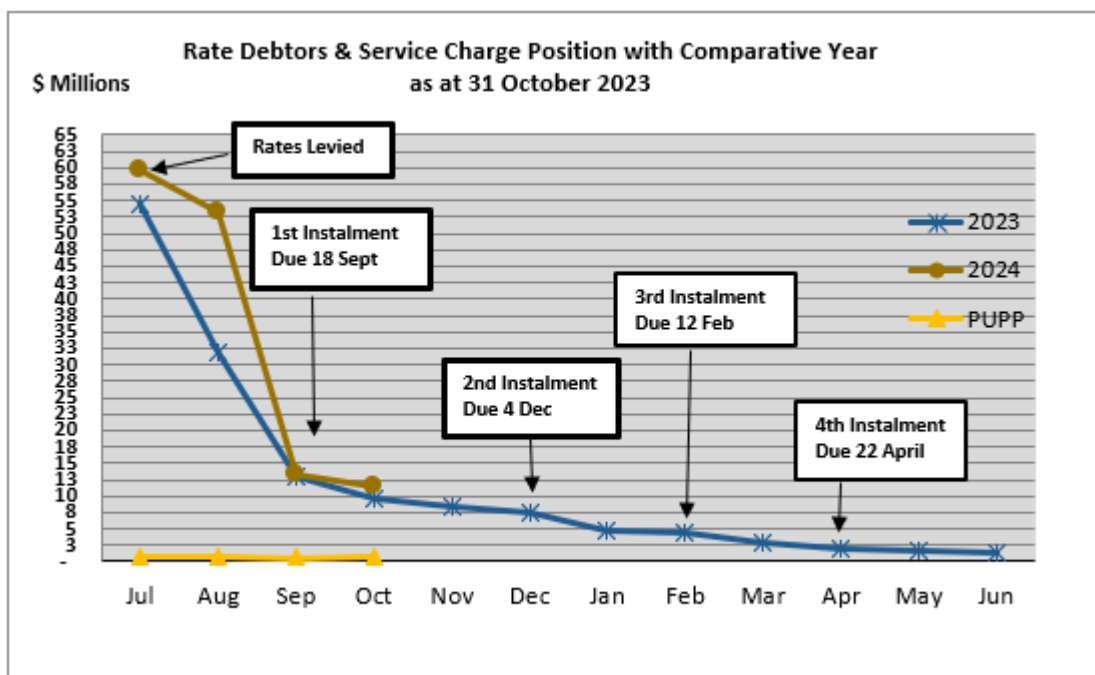
Current Assets decreased by 7.47% from September to October, which was attributable to the decrease in Unrestricted Cash and Cash Equivalents offset by the increase of Trade and Other Receivables. Current Liabilities decreased by 45.16% due to decrease in Trade and Other Payables. Non-Current Assets increased by 0.19% which was attributable to an increase in Investment Property due to end of financial year 22/23 value adjustment. No movement in Non-current liabilities.

**Debtors Schedule**

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

Debtors Schedule				
	October	September	Change %	% of Current Total
<b>Sundry Debtors</b>				
Current	9,010,883	5,772,551	56%	82.1%
> 40 Days	1,148,761	1,412,811	-19%	10.5%
> 60 Days	348,431	26,752	1202%	3.2%
> 90 Days	469,176	500,052	-6%	4.3%
<b>Total</b>	<b>10,977,250</b>	<b>7,712,167</b>	<b>42%</b>	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>11,289,018</b>	<b>13,411,700</b>	<b>-16%</b>	<b>100%</b>
<b>PUPP Debtors</b>				
<b>Total</b>	<b>618,507</b>	<b>618,177</b>	<b>0.1%</b>	<b>100%</b>

A total of \$48.7 mil of Rates (including ESL and waste charges) have been paid to end of October, representing a collection rate of 81.2% to date.



There was no material change in October in the PUPP Debtors balance. PUPP payments have now been received on 99.71% of properties and of those paid, 98.75% have paid in full, with 1.25% 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.

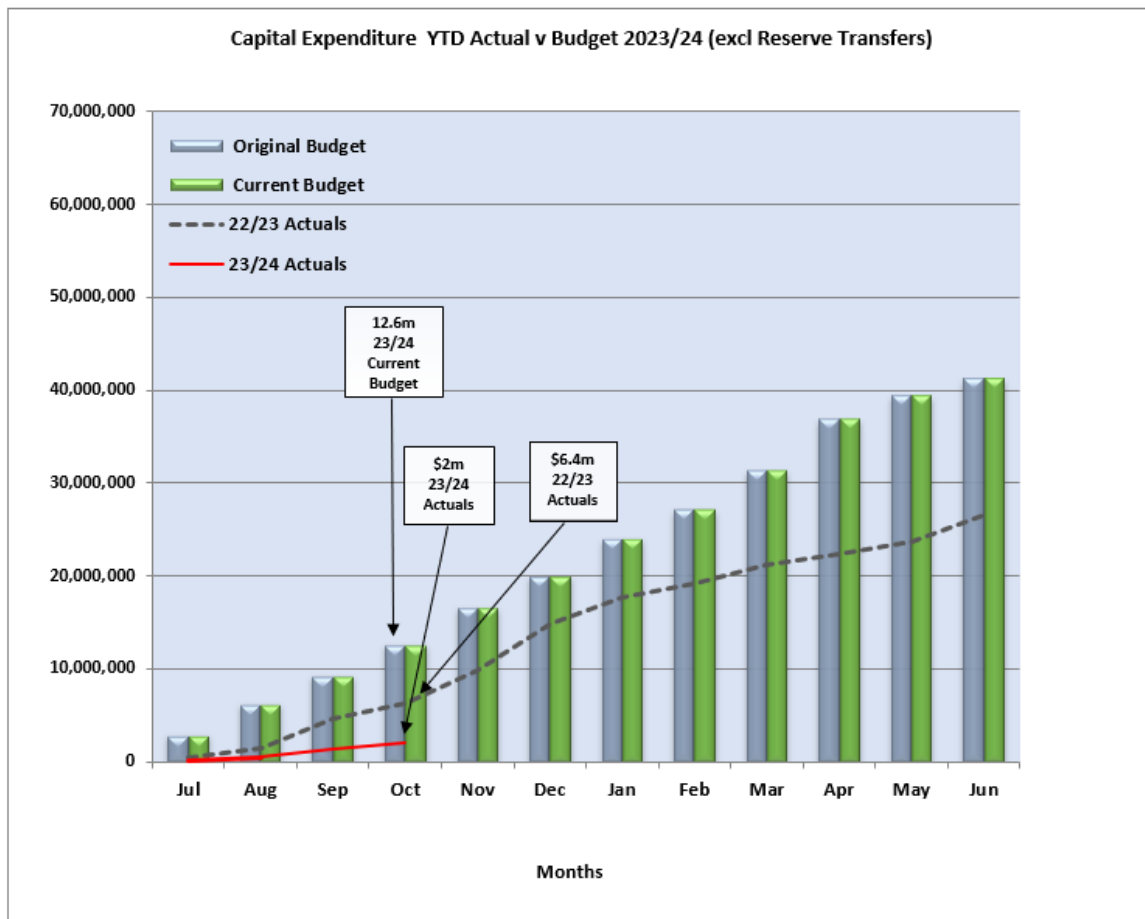
Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
B233	Bhagwan Marine	10,960.58	-	-	Waste charges August 2023. Reminder email sent 06/11/23
C525	Cedrent Enterprises (WA) Pty Ltd	-	95,557.10	-	Paid \$35,557.10 03/11/23. Balance \$60,000. Car Rental Lease at Karratha Airport. Reminder email sent 12/10/23
B366	Offshore Services Australasia Pty Ltd	16,571.41	79,278.06	0.01	Balance is made up of July & August 2023 Aircraft landings, October 2023 Lease & July & August 2023 Utility Charges. Reminder email sent 07/11/23
V026	Virgin Australia Airlines Pty Ltd	-	-	525,321.38	Advice received from Deloitte 19/10/23 - Final Dividend due around Mid December 2023
N256	William John Newcombe	-	29.83	5,408.93	Clean up work undertaken at property due to non-compliance of direction notices in 2020 & 2023. Advice received that property has sold. Debt anticipated to be recovered from settlement.

### Capital Expenditure

Council’s current 2023/24 Capital Expenditure budget is \$41.2m which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, KRMO Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan. The following table shows capital expenditure is 83.9% 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-Oct-23			30-Jun-24		
Land	0	0	0.0%	20,000	20,000	-100.0%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	2,845,071	2,020,787	-29.0%	8,499,135	8,499,135	23.8%
Equipment	391,000	(186,158)	-147.6%	767,500	767,500	-24.3%
Furn & Equip	912,000	(265,257)	-100.0%	1,467,000	1,467,000	-18.1%
Plant	1,285,000	327,092	-74.5%	1,964,000	1,964,000	16.7%
Infrastructure	7,202,859	140,365	-98.1%	28,515,947	28,515,947	0.5%
<b>Totals</b>	<b>12,635,930</b>	<b>2,036,829</b>	<b>-83.9%</b>	<b>41,233,582</b>	<b>41,233,582</b>	<b>4.9%</b>





**Financial Statements**

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

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

**LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision Making, this matter is considered to be of high significance in terms of Council's ability to perform its role. Financial integrity is essential to the operational viability of the City but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels of comfort.

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

**STATUTORY IMPLICATIONS**

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

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

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

**COUNCILLOR/OFFICER CONSULTATION**

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

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

The report represents the financial position of the Council at the end of October 2023 with a year-to-date budget surplus position of \$37,781,313 (comprising \$37,688,119 of unrestricted surplus and \$62,129 restricted surplus) and a current surplus position \$59,691,173 (comprising \$59,597,980 unrestricted surplus and \$62,129 restricted surplus) subject to consideration of year-end adjustments, and the annual financial audit. The restricted balance comprises PUPP service charges levied in 2014/15.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

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

**RISK MANAGEMENT CONSIDERATIONS**

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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council to:

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

Option 3

That Council NOT RECEIVE the Financial Report for the financial period ending 31 October 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 – 24 OCTOBER 2023 TO 14 NOVEMBER 2023**

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Senior Creditors Officer
<b>Date of Report:</b>	14 December 2023
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. List of Payments October 2023 & November 2023 2. List of Credit Card Payments (October 2023)

**PURPOSE**

To advise Council of payments made for the period from 24 October 2023 to 14 November 2023.

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : 155280  
**MOVED** : Cr Simpson  
**SECONDED** : Cr Miller

That Council **ACCEPT** payments totalling \$7,661,149.63 submitted and checked with vouchers, detailed in Attachments 1 and 2 being made up of:

1. Trust Vouchers: nil;
2. EFT 374 to 389 and 78737 to 79128 (Inclusive): \$5,065,684.70;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (October 2023): \$23,633.89;
7. Payroll Cheques: \$2,571,831.04

**CARRIED 8/0**

**FOR** : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson,  
Cr Waterstrom Muller  
**AGAINST** : Nil

**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 24 October 2023 to 14 November 2023 (including credit card transactions - October 2023) totalled \$7,661,149.63, which included the following payments:

- LGIS – Insurances, Instalment 2 - \$2,009,494.77
- Turf Guru – Roundabout Relandscaping - \$242,061
- Dampier Plumbing – Wickham Rec Precinct Capital Works - \$174,818
- Colin Wilkinson Developments – City Housing, Jingarra - \$165,404
- Damel Cleaning – Premium Cleaning Services - \$163,847

Consistent with CG-11 Regional Price Preference Policy, 80% of the value of external payments reported for the period were made locally.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

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

**RISK MANAGEMENT CONSIDERATIONS**

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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council ACCEPT payments totalling \$7,661,149.63 submitted and checked with vouchers, being made up of:

1. Trust Vouchers: nil;
2. EFT 374 to 389 and 78737 to 79128 (Inclusive): \$5,065,684.70;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (October 2023): \$23,633.89;
7. Payroll Cheques: \$2,571,831.04;

with the EXCEPTION OF (as listed).

**CONCLUSION**

Payments for the period 24 October 2023 to 14 November 2023 and credit card payments for the period 29 September 2023 to 29 October 2023 totalled \$7,661,149.63. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

**QUESTIONS RAISED AT BRIEFING**

- Q: Line 329 – Comtec Data Structured Cabling \$46k – why was this so expensive? KLP is a relatively new structure was the data cable at end of life and needing replacement?
- A: Required to integrate network with KLP infrastructure including plant rooms, Waste Treatment Control Board and allow for CCTV expansion and infrastructure upgrades.
- Q: Line 529 – Garrett Hospitality Rates Refund – what is this about and did we refund them \$24k in rates?
- A: Garrett Hospitality is part of the Prindiville Group (Karratha International) who own a complex of Strata 1x1 Apartments in Bulgarra. They paid the rates amount twice in error.
- Q: Line 1505 – Turf Guru Roundabout Landscaping – query was whether this amount \$242k was for the Galbraith round about only or for more than one roundabout?
- A: This is for the Galbraith Roundabout, as budgeted and approved by Council (RFT06 22/23; Resolution 155221 on 31 July 2023). The roundabout landscape has had ongoing issues mainly due to a lack of drainage in each roundabout. The cause is the retention of the original road base under the roundabouts, not removed when the road was duplicated by Main Roads WA. As a result, when irrigation systems were functioning, water could not drain causing damage to adjacent kerbs and road pavement. Works are consistent with the Dampier Highway Streetscape Plan and works include:
- Earthworks and clearance;
  - Subsoil drainage, under boring and head wall works;
  - Irrigation and power connection and installation;
  - Soil works and final grading;
  - Soft landscaping;
  - Complete aftercare and maintenance of all Landscape and construction works (including irrigation) throughout the thirteen (13) week consolidation period;

Traffic management is also a significant part of the works.

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

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Financial Analyst
<b>Date of Report:</b>	13 November 2023
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

**PURPOSE**

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

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : 155281  
**MOVED** : Cr Simpson  
**SECONDED** : Cr McNaught

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

**CARRIED 8/0**

**FOR** : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson, Cr Waterstrom Muller  
**AGAINST** : Nil

**BACKGROUND**

In accordance with section 6.14 of the *Local Government Act 1995* and Regulation 19C of the *Local Government (Financial Management) Regulations 1996*, the City will invest excess funds not required for any specific purpose in authorised deposit taking institutions as defined in the *Banking Act 1959* (Cth) Section 5 and/or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*, for a term not exceeding 3 years.

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

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

**DISCUSSION**

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 October 2023.

Institution	Accounts	Principal Investment \$	Balance 31 October 2023 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		2,055,004	2.35	At Call		Reserve at Call
WBC	Reserve Term Deposit	5,000,000	5,228,561.62	4.70	12 months	Nov-23	Reserve TD
BOQ	Reserve Term Deposit	4,000,000	4,155,035.63	4.30	12 months	Dec-23	Reserve TD
CBA	Reserve Term Deposit	6,000,000	6,220,098.00	4.95	12 months	Feb-24	Reserve TD
CBA	Reserve Term Deposit	20,000,000	20,462,476.72	5.21	12 months	May-24	Reserve TD
BOQ	Reserve Term Deposit	10,000,000	10,207,410.97	5.15	12 months	Jun-24	Reserve TD
CBA	Reserve Term Deposit	10,000,000	10,114,041.10	5.55	12 months	Aug-24	Reserve TD
NAB	Reserve Term Deposit	12,000,000	12,030,476.71	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,026,284.93	5.33	12 months	Oct-24	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	5,000,000	5,084,232.88	5.59	12months	Jul-24	Muni TD
CBA	Municipal Term Deposit	2,500,000	2,584,397.24	5.05	12months	Mar-24	Muni TD
NAB	Municipal Term Deposit	6,000,000	6,014,942.47	5.05	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,009,330.41	5.16	6 months	Apr-24	Muni TD
WBC	Municipal (Transactional)		22,746,150.49	3.95	At Call		Muni at Call
N/A	Cash on Hand		8,765.00				
N/A	<b>TOTAL</b>	<b>101,500,000</b>	<b>127,947,208</b>				

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

Table 10.1a. Schedule of Cash and Financial Investments

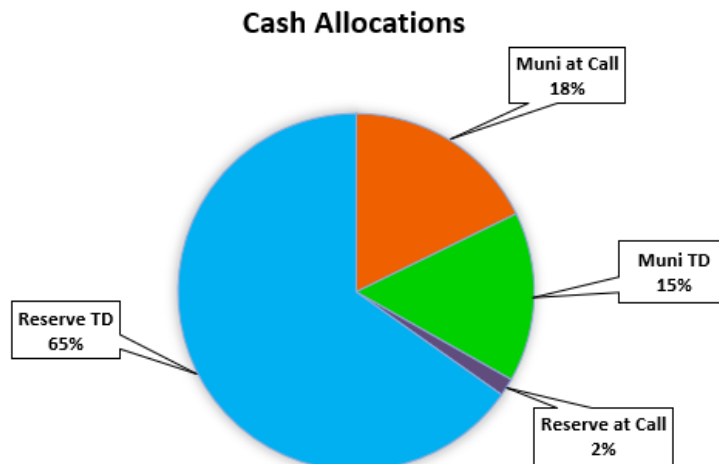
On average, the City is earning 5.21% across Municipal Term Deposits and 5.04% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of October. As a result, the Municipal Funds held in the Westpac transaction account are earning 3.95% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 2.15% in interest on balances over \$1m.

**Allocations of Cash and Financial Investments**

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

The following graph depicts the allocation of our Cash and Financial Investments to maximise return on investment which shows that over 80% of our Cash and Financial Investments are invested in Term Deposits. Graph 10.1a. Percentage of Cash Allocations



**Schedule of Maturity of Cash and Financial Investments**

In accordance with the City’s Investment Policy (CF3), in respect to liquidity of funds, the following schedule shows the maturity of our various investments. 9% of Cash and Financial Investments will mature in the next 3 months, 20% maturing in the next 4-6 months and 71% maturing in the next 7-12 months.

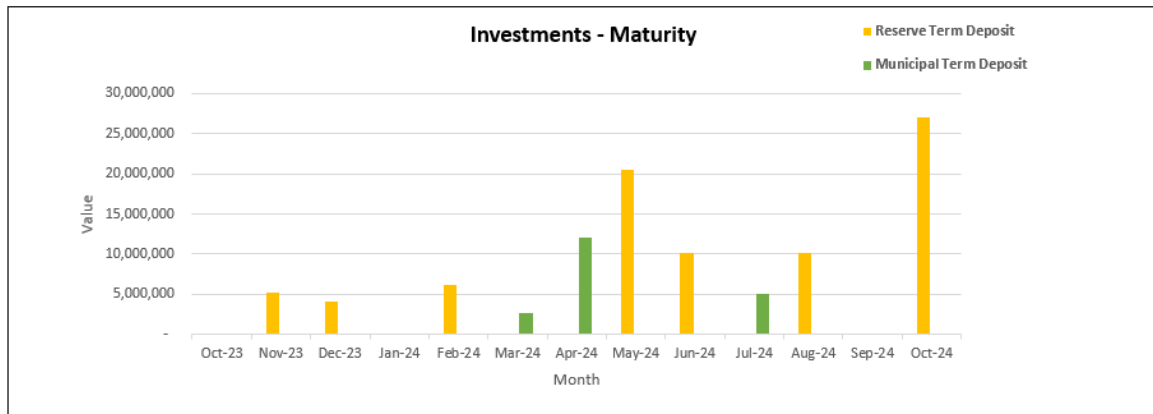


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

**Schedule of Liquidity**

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

The liquidity graph for 2023/24 demonstrates an increase compared to October forecasts.

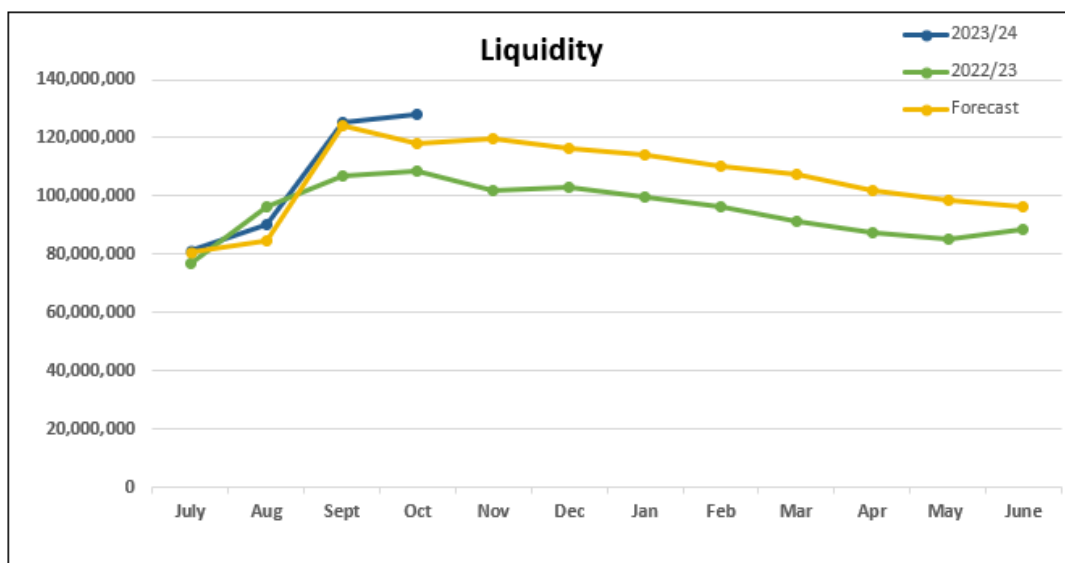


Table 10.1c. Schedule of Liquidity

**Schedule of Other Investments**

*Hangar Lease – Aspen Medical*

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

	Month 31 October 2023 \$	Year-to-Date 31 October 2023 \$	Life-to-Date 31 October 2023 \$
Total Income Received	33,250	131,833	1,999,887
Total Expenditure Paid	(195)	(16,206)	(117,189)
<b>Net Income</b>	<b>33,055</b>	<b>115,627</b>	<b>1,882,699</b>
<b>Annualised ROI</b>	<b>13.2%</b>	<b>11.5%</b>	<b>35.6%</b>

Table 10.1d. Aspen Medical – Hangar Lease Performance

*Ground and Hangar Lease – Babcock Offshore*

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

	Month 31 October 2023 \$	Year-to-Date 31 October 2023 \$	Life-to-Date 31 October 2023 \$
Total Income Received	47,701	187,840	2,194,872
Total Expenditure Paid	-	-	(17,611)
<b>Net Income</b>	<b>47,701</b>	<b>187,840</b>	<b>2,212,483</b>
<b>Annualised ROI</b>	<b>13.5%</b>	<b>13.3%</b>	<b>30.7%</b>

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

*The Quarter HQ*

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

	Month 31 October 2023 \$	Year to Date 31 October 2023 \$	Life to Date 31 October 2023 \$
Total Income Received	339,730	1,480,640	20,693,247
Total Expenditure Paid	(206,175)	(845,181)	(10,207,839)
<b>Net Income</b>	<b>133,555</b>	<b>635,458</b>	<b>10,485,408</b>
<b>Annualised ROI</b>	<b>8.0%</b>	<b>9.5%</b>	<b>8.3%</b>

Table 10.1f. The Quarter HQ Performance

**Aging of Outstanding Lessees Balances**

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

Suite ID	Lessee	Current October 2023	September 2023	August 2023	July 2023 and Prior	Total	Commentary
0005	Maria Cecelia Walker Trading as Cecil Filipino & Asian Food Pty Ltd	37,294.12	60.71	192.52	386,367.14	423,914.49	Partial recovery due to Bank Guarantee drawn down. Received notice of bankruptcy, noting the City, as a Creditor dated 10 Nov 2023

Table 10.1g. Aged Debtors of The Quarter

**Schedule of Loan Agreement**

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

	Month 31 October 2023 \$	Year to Date 31 October 2023 \$	Life to Date 31 October 2023 \$
Funded Amount	-	-	3,800,000
Interest Charges*	-	38,000	237,085
<b>Remaining Loan Amount</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

\*Interest Charges of \$12,666.67 for October received 1st November

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

Table 10.1h. Scope Property Group Loan Agreement Schedule

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 10.1a of 5.04%, there is an opportunity cost for the year to date of \$10,484 and a life to date benefit of \$67,366. For the current month of October 2023, the opportunity cost is \$3,356. This is reflective of current market rates and represents the community benefit to Dampier and the broader community.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

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

**COUNCILLOR/OFFICER CONSULTATION**

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

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

This item is relevant to Council’s approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

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

**RISK MANAGEMENT CONSIDERATIONS**

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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

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

Option 3

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

**QUESTIONS RAISED AT BRIEFING**

- Q: Cecelia Walker – what does the current October 2023 figure of \$37,294.12 relate to? Should this account stop accruing any more interest charges now that we are aware she is bankrupt?
- A: Is the way Knight Frank have displayed the transactions relating to the drawdown of the security deposit. The total owing of \$423,914.49 is correct. Administration will prepare a report for Feb Ordinary Council Meeting to recommend the total debt \$423k to be written off.

**10.4 NOVEMBER 2023 BUDGET REVIEW**

**File No:** FM.19  
**Responsible Executive Officer:** Director Corporate & Commercial  
**Reporting Author:** Management Accountant  
**Date of Report:** 15 November 2023  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** 1. Detailed List of Budget Amendments by Account  
 2. November 2023 Budget Review Overview

**PURPOSE**

For Council to consider the first quarter review of the 2023/24 budget.

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : 155282  
**MOVED** : Cr Nunn  
**SECONDED** : Cr Waterstrom Muller

**That Council:**

1. **ADOPT the 2023/24 First Quarter Budget Review which results in a proposed surplus of \$16,175 as at 30 June 2024, and**
2. **ADOPT the addition of the following new fees and charges effective 1 February 2024:**

Description	Amount	GST	Total
<b>Red Earth Arts Precinct</b>			
<b>2-hour Drinks Package (per person)</b>	<b>\$44.54</b>	<b>\$4.46</b>	<b>\$49.00</b>
<b>3-hour Drinks Package (per person)</b>	<b>\$53.63</b>	<b>\$5.37</b>	<b>\$59.00</b>
<b>4-hour Drinks Package (per person)</b>	<b>\$62.73</b>	<b>\$6.27</b>	<b>\$69.00</b>
<b>Tea &amp; coffee service (per person)</b>	<b>\$5.91</b>	<b>\$0.59</b>	<b>\$6.50</b>

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**FOR** : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson, Cr Waterstrom Muller  
**AGAINST** : Nil

**BACKGROUND**

Council ordinarily elects to undertake two budget reviews each year, with the first review conducted in November 2023 and the second (statutory review) to be conducted in March 2024.

**DISCUSSION**

This year, a minor review of Council's budget was conducted by City Officers in November 2023. Budget modifications have been recommended to forecast the most likely financial outcomes. The following table identifies items that are expected to have material or confirmed variances compared to the current budget and therefore require amendment:

Item	Savings/(Cost)	Explanation
<b>Operating Revenue</b>		
Government Grants - Road Maintenance	\$3,289,818	Grant funding adjusted to reflect timing of project, balance of funding to be received in FY24/25
General Rates	\$603,120	Adjusted to reflect additional waivers and interim revaluations
General Interest	(\$674,435)	Adjusted due to higher interest rates
Reserve Interest	(\$740,714)	Adjusted due to higher interest rates and balance adjustments
Government Grants – Infrastructure	(\$862,466)	Adjusted to reflect final funding expected for KRMO
Government Grants – General Revenue	(\$932,935)	Adjusted to reflect actual FAGS grant received
7 Mile – Waste Disposal	(\$1,995,269)	Adjusted due to higher than expected income
<b>Operating Expenditure</b>		
7 Mile Maintenance	\$250,000	Adjusted due to Request for Quote - estimates for works
Town Planning Salaries	\$226,911	Adjusted to reflect additional resources required to complete work
Fleet Repairs & Maintenance	\$220,000	Adjusted due to major repairs to equipment at 7 Mile
NEDC Conference	(\$100,000)	Reduced budget as actual costs were less than anticipated
Depreciation – Plant	(\$110,076)	Adjusted to reflect YTD actuals
Madigan Road Design	(\$1,477,300)	Project not proceeding
<b>Non-Operating Expenditure</b>		
Depot Building Improvements	\$450,000	Adjusted due to significant price increase from original estimates
Kevin Richards Club Room	\$425,859	Adjusted to reflect additional works required
Dampier Road Stage 7 Footpath	\$255,000	Adjusted to reflect updated scope of works and offset by grant funding
Town Centre Upgrade	\$250,000	Adjusted to reflect town centre landscaping and activation works
Karratha Leisureplex Equipment	\$130,000	Adjusted to reflect increased cost of equipment
KRMO Oval Lighting & Pole Upgrade	(\$1,075,000)	Adjusted due to delay in project, to be completed next financial year
Roebourne Streetscape	(\$1,350,000)	Adjusted due to delay in project, to be completed next financial year
Hancock Way - 6 houses	(\$2,477,750)	Adjusted due to delay in project, to be completed next financial year
Hillview/Balmoral Road	(\$2,907,000)	Adjusted due to delay in project, to be completed next financial year

As a result of this review, a surplus of \$16,175 is projected as at 30 June 2024.



**Fees & Charges**

The following new fees are proposed, effective from 1 February 2024:

Description	Amount	GST	Total
<b>Red Earth Arts Precinct</b>			
2-hour Drinks Package (per person)	\$44.54	\$4.46	\$49.00
3-hour Drinks Package (per person)	\$53.63	\$5.37	\$59.00
4-hour Drinks Package (per person)	\$62.73	\$6.27	\$69.00
Tea & coffee service (per person)	\$5.91	\$0.59	\$6.50

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG08 Significant Decision Making, this matter is considered to be of moderate significance in terms of Council's ability to perform its role.

**STATUTORY IMPLICATIONS**

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

**COUNCILLOR/OFFICER CONSULTATION**

The Executive and Management officers have been involved in regular reviews of operational and capital budgets as part of ongoing financial management and variance reporting to Council.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The City's Budget Review is completed in accordance with CF16 Budget Review Policy, CF01 Local Government Accounting Directions, and the Australian Accounting Standards.

**FINANCIAL IMPLICATIONS**

The following table summarises the overall adjustments required to the budget as a result of the Budget Review and Ordinary Council Meetings for 2023/24:

	Original Budget 2023/24	Proposed Amended Budget 2023/24	Budget Movements
Operating Expense	(114,822,454)	(115,008,295)	(185,841)
Operating Revenue	139,106,857	140,941,027	1,834,170
Non Operating Exp	(67,512,168)	(68,036,635)	(524,467)
Non Operating Rev	6,994,729	5,989,189	(1,005,540)
Non Cash Items	31,470,521	31,360,445	(110,076)
Restricted PUPP Surplus BFWD	62,129	62,129	0
Unrestricted Surplus BFWD	4,739,380	4,739,380	0
Restricted PUPP Surplus CFWD	31,065	31,065	0
<b>Surplus/ (Deficit) 23/24</b>	<b>7,929</b>	<b>16,175</b>	<b>8,246</b>

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

Programs/Services: 4.c.1.1 Management Accounting Services  
 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	The budget review identified a minor variance to the Original 2023/24 Budget surplus.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	The City’s first budget review is not a legislative requirement.

**IMPACT ON CAPACITY**

Impact on capacity or resourcing has been factored into the evaluation of each of the proposed change.

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council ADOPT the Proposed 2023/24 Budget Amendments and new Fees & Charges presented in the Budget Review subject to the following changes:

1. \_\_\_\_\_
2. \_\_\_\_\_

**CONCLUSION**

The proposed amendments from the minor review of the 2023/24 Budget reflect the City’s operations for the remainder of the financial year, resulting in an expected surplus of \$16,175 as at 30 June 2024.

**10.5 COUNCIL MEETING DATES 2024**

**File No:** GV.1  
**Responsible Executive Officer:** Director Corporate & Commercial  
**Reporting Author:** Executive Assistant Corporate & Commercial  
**Date of Report:** 16 November 2023  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

**PURPOSE**

For Council to consider the schedule of dates for Council meetings from February 2024 to December 2024.

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : 155283  
**MOVED** : Cr Gillam  
**SECONDED** : Cr Simpson

**That Council:**

- 1. ADVERTISE** the following schedule for the 2024 Ordinary Council Meeting dates, noting the meeting times will be 6pm to be held in the Council Chambers at Karratha:

<b>Briefing Session Date</b>	<b>Ordinary Council Meeting Date</b>
No briefing session	No Council Meeting
Monday 5 February 2023	Monday, 12 February 2024
Monday 18 March 2023	Monday, 25 March 2024
Monday 22 April 2023	Monday, 29 April 2024
Monday 20 May 2023	Monday, 27 May 2024
Monday 17 June 2023	Friday, 28 June 2023
Monday 22 July 2023	Monday, 29 July 2024
Monday 12 August 2023	Monday, 19 August 2024
Monday 9 September 2023	Monday, 16 September 2024
Monday 21 October 2023	Monday, 28 October 2024
Monday 11 November 2023	Monday, 18 November 2024
Monday 2 December 2023	Monday, 9 December 2024

**CARRIED 8/0**

FOR : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson,  
Cr Waterstrom Muller  
AGAINST : Nil

**BACKGROUND**

Council Meetings

At the end of each calendar year, Council is required to consider arrangements for each Ordinary Council Meeting (**OCM**) for the next year in order to provide public notice of dates, times and venues for meetings.

In 2023 Council scheduled its OCMs to be held in Karratha on the fourth Monday of each calendar month with the exception of the following:

Month	Timing
January	Held on the last Monday in January owing to the holiday period and the Australia Day public holiday.
April	Held on the last Wednesday owing to the ANZAC Day public holiday.
June	Held on the last working day of June in order to have the budget approved to commence the new financial year.
July	Held on the last Monday in July due to Councillors attending DNA Conference in Darwin.
September	Held on the third Monday owing to the school holiday period.
October	Held on the last Monday in October to allow for the Swearing in Ceremony to be held on Monday 23 October.
November	Held on the third Monday to allow a buffer between the November and December meetings.
December	Held on the second Monday owing to the holiday period.

A similar schedule of meetings is proposed for 2024, with meetings commencing at 6pm to strike a balance between work and family commitments, and to maximise opportunity for elected members and the public to attend.

General Meeting of Electors

A general meeting of electors is to be held once every financial year not more than 56 days after Council accepts the annual report for the previous financial year. Council has historically held this meeting immediately prior to the December OCM. More recently the Annual Electors' Meeting has been delayed to allow for the annual audit to be finalised by the Office of the Auditor General (**OAG**). This will be the case again in 2024.

Councillor Briefing Sessions

In addition to the OCMs, briefing sessions are held each month. Currently briefing sessions are held on the Monday a week prior to the OCM so that Councillors can be briefed on current activities, future initiatives, strategic issues, the forthcoming agenda and any contentious issues. These sessions are considered extremely valuable in terms of allowing staff and external parties to brief Councillors and ensuring that Councillors have an opportunity for input early in the deliberative process. It is proposed to continue the current arrangements for Briefing Sessions, with no Briefing Session scheduled in January 2024 owing to the Christmas - New Year break.

**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 5.3 of the *Local Government Act 1995* requires local governments to hold no less than four Council meetings per year. In accordance with Regulation 12 of the *Local Government (Administration) Regulation 1996*, at least once each year a local government is to give local public notice of the dates on which and the time and place at which the Ordinary Council Meetings are to be held in the next 12 months.

Section 5.27 of the Act provides for electors’ general meetings.

**COUNCILLOR/OFFICER CONSULTATION**

This matter has been discussed with Councillors at the December briefing session.

**COMMUNITY CONSULTATION**

Community engagement activities in accordance with the iap<sup>2</sup> public participation spectrum process to inform are proposed as follows:

Who	How	When	What	Outcome
Community	Advertise in the local newspaper and on the City’s website and on noticeboards.	Dec/Jan 2023	Approved schedule of Council Meeting dates for 2024	Give 12 month’s local public notice of Council meeting dates

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The proposed meeting schedule presents no significant financial implications.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

Programs/Services: 4.a.2.6 Minutes and Minutes Preparation

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable.

**IMPACT ON CAPACITY**

Any variations to the meeting frequency will have an impact on the staff resourcing the Council meeting function, though this is not considered to be significant.

**RELEVANT PRECEDENTS**

Council adopted the 2023 meeting dates at the November 2023 OCM.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

1. ADVERTISE the following alternate meeting schedule for the 2024 Council Meetings:

Date	Time	Location
__ January 2024		
__ February 2024		
__ March 2024		
__ April 2024		
__ May 2024		
__ June 2024		
__ June 2024		
__ July 2024		
__ August 2024		
__ September 2024		
__ October 2024		
__ November 2024		
__ December 2024		

2. SCHEDULE the 2024 Annual Electors’ Meeting for \_\_\_ am/pm on \_\_\_\_\_.

**CONCLUSION**

In order to maintain a balance between timely decision making and the impact on resources, and to maximise opportunity for elected members and the public to attend, it is proposed to hold Ordinary Council Meetings in 2024 in the Council Chambers on the fourth Monday of each month at 6pm with the exception of:

- January and February meetings, due to the Christmas recess;
- April meeting proposed for 29 April due to conflicting leave of Councillors;
- June meeting scheduled for the last working day of June in order to have the budget approved to commence the new financial year, in lieu of holding a SCM to consider the 2024/25 Budget and the 2024/25 Operational Plan;
- July meeting to be held on 29 July to allow a buffer between June and July meetings;
- August meeting scheduled forward one week to not clash with the DNA Conference;
- September meeting which is proposed to be held on 16 September due to the school holiday period; and
- November meeting to be held on 18 November and December meeting proposed to be held on 9 December to allow a buffer between the November and December meetings, due to the holiday period.

It is proposed to continue the established arrangements for Councillor Briefing Sessions.

**QUESTIONS RAISED AT BRIEFING**

Q: Can we change some of the meeting dates due to conflicting events. April to be moved out one week, August conflicts with DNA Conference and November and December meetings are very close together.

A: Dates updated to reflect conflicting events.

**10.6 2023/24 KEY PERFORMANCE MEASURES FOR QUARTER 1**

**File No:** CM.89  
**Responsible Executive Officer:** Director Corporate & Commercial  
**Reporting Author:** Manager Governance and Organisational Strategy  
**Date of Report:** 15 November 2023  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

**PURPOSE**

To provide Council with an update on performance against the Operational Plan 2023-24 for Quarter 1 (July 2023 – September 2023).

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : 155284  
**MOVED** : Cr McNaught  
**SECONDED** : Cr Simpson

**That Council RECEIVE the Quarter 1 Performance Report for 2023/24.**

**CARRIED 8/0**

**FOR** : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson, Cr Waterstrom Muller  
**AGAINST** : Nil

**BACKGROUND**

There are four strategic themes in the Strategic Community Plan 2020-2030, which are delivered through 147 Programs and Services outlined in the Corporate Business Plan. These are in turn delivered through 284 ongoing projects and actions, which are measured by 102 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	49	113	37
Our Economy	20	58	18
Our Natural & Built Environment	38	43	13
Our Leadership	40	70	34
<b>TOTAL</b>	<b>147</b>	<b>284</b>	<b>102</b>

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 1 is included in this report. It uses a traffic light system to represent the following benchmarks:

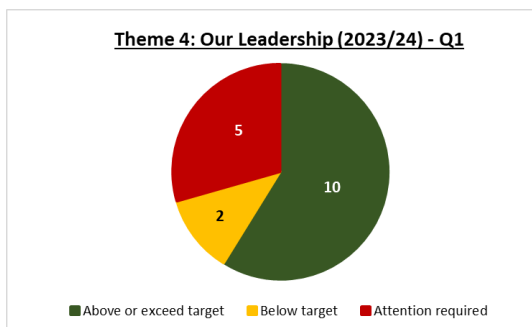
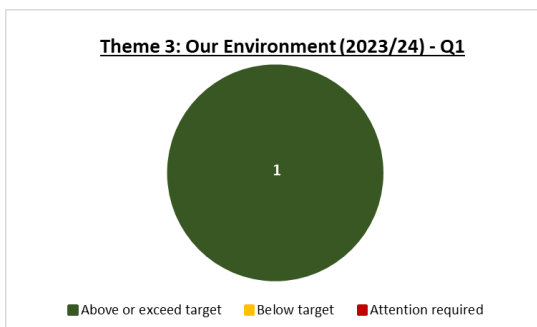
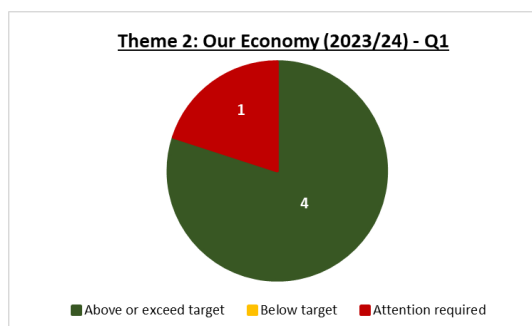
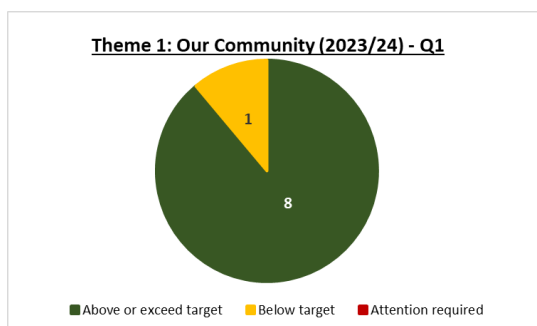
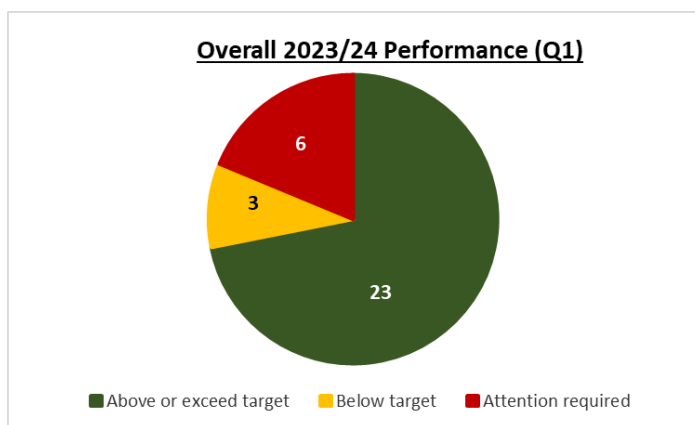
<span style="color: red;">●</span>	Attention Required	Below the lower tolerance applied to the KPI.
<span style="color: yellow;">●</span>	Within Tolerance	Between the target and lower tolerance applied to the KPI.
<span style="color: green;">●</span>	On Target	Either on or above target.

**DISCUSSION**

**Quarter 1 Performance Measures**

Out of a total 102 performance measures, 32 KPIs are measured this quarter.

The results for Quarter 1 are indicated below:



'On Target' or 'Within Tolerance' outcomes for Q1



26 (81.3%) of the Quarter 1 performance measures exceeded the target or were within tolerance levels, including:

Measure	Q1 Target	Q1 Actual	This time last year	Comments
1.a.1.7.a Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct and Roebourne Aquatic Centre.	130,806	136,335	146,213	200 more memberships to KLP and 12% increase in gym attendances. Pool attendances have been strong compared to previous years.
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	7,400	7,454	5,165	Attendances are on target with new programs on offer to the youth.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	125	194	119	Two author talks for adults were well attended this quarter and a new adult program, Digital Drop-In, was launched.
1.d.1.1.d Number of REAP visitations	14,500	16,396	14,822	Total visitations are up 13% from our target due to events such as Drapht, NEDC, Legally Blonde, large scale movies and school programs.
1.d.1.6.a Inspect 33 public health premises per month	99	108	123	Achieving target to ensure community health and safety is monitored.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	50,000	59,734	48,485	Several high performing posts for the period include NEDC conference promotion, Barbie movie promotion, REAF expressions of interest and 7-mile waste facility fire.
2.a.2.2.a Tourist visitations to Karratha Tourism and Visitors Centre (KTVC)	10,000	12,664	14,451	Visitor numbers slightly down from previous year. This may be attributed to several different factors including route closures in the Kimberley and early onset of summer weather affecting drive market travel patterns. In addition to visitors generally having more travel options such as interstate and international travel than previous years.
2.c.1.1.a Supply of undeveloped residential land available for subdivision	300Ha	341.6Ha	352.4Ha	A number of single houses have been built across all towns, slightly reducing the amount of land available for development. It is expected that the next stage of lots in Madigan Estate will be created within the next quarter so this will further reduce the amount of available land. However, none of Mulataga has been subdivided and this area alone has a potential yield of 1,800 dwellings.
2.c.1.1.c Area of undeveloped industrial lots available for sale	70Ha	73.3Ha	67.7Ha	Titles for Stage 5A & Stage 5B of the Gap Ridge Industrial Estate have been created adding additional lots to industrial land supply.
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	5,000kgs	7,661kgs	4,500kgs	Slight increase in Q1 23/24 compared to same period 22/23. Communications campaign having some positive impacts across the community.
4.b.2.2.c Minimise unscheduled down time for all	98%	100.0%	100%	No service interruptions to telephony. Power outages were

Measure	Q1 Target	Q1 Actual	This time last year	Comments
public interfacing telephone systems				experienced at Airport and Stove Hill comm's sites during July and Aug however UPS (battery) and generator backups ensured no impact.
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum	15hrs	13.4hrs	18.0hrs	Total personal leave taken, 4055 hours, FTE 303.

'Attention Required' outcomes for Q1

6 (18.8%) of the Quarter 1 performance measures require attention. The table below highlights the areas of attention:

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
Our Economy – Well managed and diversified	2.d.2.1 Business Attraction and Retention	2.d.2.1.b Number of positions applied under the Pilbara DAMA	Target: 20 Q1 Outcome: 10  22/23 Q1: N/A	The number of positions applied for this quarter is lower than anticipated. It is thought that this is largely due to an expected tapering off of demand after a very strong start when the program opened in May 2022. Despite the lower than expected number of positions applied for, uptake of the program overall has still been strong. An amendment to the Agreement is currently underway that will increase the number of positions that will fall under the DAMA and this is expected to increase uptake once again.
Our Leadership – Responsive and Accountable	4.a.2.3 Occupational Health and Safety	4.a.2.3.b Reduce number of lost time injuries	Target: 9.7 Q1 Outcome: 22.2  22/23 Q1: 8.0	The 4 LTI's this quarter have come from 1 Psychosocial Claim that is still pending by the insurer. 1 staff member performing a task with no risk management in place and not identifying a risk to themselves. 1 staff member not operating a piece of plant as per design/ operating instructions. 1 staff member who under slightly different circumstances and tool placement would not have been injured. There has been a renewed focus for work groups to have Safe Work Method Statements for each

Theme	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
				task completed and a Safe Operating Procedure utilised for every piece of plant and equipment.
	4.c.1.4 Accounts Receivable and Accounts Payable	4.c.1.4.a Collect payment from all invoices within Council's terms of trade of 40 days (excluding grants, contributions, donations and sponsorship)	Target: 85% Q1 Outcome: 72.1%  22/23 Q1: 65.3%	Total sundry debtor invoices due in Q1 were 1,379 worth \$16.5m. Total paid invoices = 1,306 (94.7%)  Overdue invoices are routinely followed up by Finance.
		4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	Target: 90% Q1 Outcome: 44%  22/23 Q1: 65.3%	In line with last qtr 80% of suppliers paid within 30 days. With average days to payment of 23.2 days. 3871 total payments made across 281 suppliers for the qtr. Team impacted by staff leave during the quarter which did impact the results this qtr.
	4.e.1.1 Customer Service	4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	Target: 60% Q1 Outcome: 48%  22/23 Q1: 61%	The City's Customer Service Team have resolved 2,174 telephone enquiries for the month representing on average 48% of the incoming calls through the team and the balance being referred to the Rates team, KVC and Cleanaway.
		4.e.1.1.c Complete 500 Action requests (resident generated and self generated) per month, averaged over a 3 month KPI reporting period	Target: 1,500 Q1 Outcome: 1,015  22/23 Q1: 1,492	Staffing levels only stabilised midway through quarter. Staff training and leave have also contributed to number of jobs attended. Numbers expected to rise in next reporting period.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

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

**COUNCILLOR/OFFICER CONSULTATION**

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

**COMMUNITY CONSULTATION**

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

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

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

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Projects 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 and Annual Performance Reports have been provided to Council since the 2013-2014 financial year.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of the Quarter 1 and End of Year Performance Report for 2023/24.

**CONCLUSION**

The Quarter 1 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 81.3% of the 32 performance measures were achieved or substantially achieved in the period 1 July to 30 September 2023.

## **11 COMMUNITY EXPERIENCE**

No Community Experience reports.

## **12 DEVELOPMENT SERVICES**

No Development Services reports.

## **13 STRATEGIC PROJECTS & INFRASTRUCTURE**

No Strategic Projects & Infrastructure reports.



## 14 ITEMS FOR INFORMATION ONLY

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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### PURPOSE

To advise Council of the information items for December 2023.

### VOTING REQUIREMENTS

Simple Majority.

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### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**Res No** : 155285  
**MOVED** : Cr Gillam  
**SECONDED** : Cr Simpson

**That Council RECEIVE the Quarter 1 Performance Report for 2023/24.**

**That Council note the following information items:**

- 14.1 Woodside Funding Agreements**
- 14.2 Concession on Fees and Charges**
- 14.3 Record of Tender Outcome under Delegation**
- 14.4 Development Services update**

**CARRIED 8/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson,  
Cr Waterstrom Muller  
**AGAINST** : Nil

## 14.1 WOODSIDE FUNDING AGREEMENTS

<b>File No:</b>	CM.328
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Manager Engagement and Partnerships
<b>Date of Report:</b>	28 November 2023
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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### PURPOSE

To inform Council of two funding agreements negotiated with Woodside Energy.

### BACKGROUND

Woodside Energy and its joint venture partners (Woodside) provides opportunities for sustainability of services and/or benefits for communities where Woodside operates or has an interest, through partnerships with key stakeholders. Woodside and the City of Karratha have worked in partnership over many years and have successfully delivered a range of services, programs and projects for the benefit of our communities.

Officers have recently negotiated two funding agreements with Woodside as follows:

#### Community Development Partnership Funding Agreement

This five-year agreement provides \$1.1M ex GST annually over the term (total of \$5.5M) and remains in place until 31 December 2027.

The delivery plan for year one has been agreed and provides funding for activities such as NAIDOC and FeNaCING celebrations, community safety initiatives and also provides contribution to larger infrastructure projects such as Roebourne Streetscape. An annual delivery plan for future years will be jointly agreed by the parties according to identified priorities.

#### Service Worker Refurbishment – Warriar Street Units

This agreement provides \$250,000 ex GST, to be paid on execution of the agreement, to contribute to the refurbishment of Warriar Street Units, which were recently purchased by the City from Woodside for the purpose of service worker accommodation.

The City is responsible for the coordination, management and delivery of the refurbishment program.

### CONCLUSION

Woodside and the City continue to work in partnership for the benefit of our communities and this five year agreement provides certainty of funding to continue to provide a range of services, programs and projects.

**14.2 CONCESSION ON FEES FOR CITY FACILITIES**

**File No:** CR.38  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** Director Community Experience  
**Date of Report:** 31 November 2023  
**Disclosure of Interest:** Nil

**PURPOSE**

To provide Council with a summary of all concessions on fees for the City’s Community Services facilities under Delegation 1.10 of the Delegations Register since the last Ordinary Council Meeting.

<b>Organisation</b>	<b>Reason</b>	<b>Authoriser</b>	<b>Amount (excl. GST)</b>
Salvation Army	Cinema tickets for families living at the Refuge	Director Community Experience	\$189.09
Indoor Play Centre	Halloween colouring in competition - \$20 Indoor Play Centre Admission Voucher	Director Community Experience	\$18.18
Feel Fit at 55+	Seniors Exercise Program – fee reduction to encourage participation	Manager Community Facilities	\$32.73
Clontarf Academy (Carnarvon)	Shower usage fees – West Pilbara Basketball Carnival	Director Community Experience	\$136.36
SEED	Waive REAP venue hire for SEED meeting – 2 November 2023	Director Community Experience	\$356.36

**14.3 RECORD OF TENDER OUTCOME UNDER DELEGATION**

**File No:** CM.575  
**Responsible Executive Officer:** Director Strategic Projects and Infrastructure  
**Reporting Author:** Project Administration Supervisor  
**Date of Report:** 30 November 2023  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

**PURPOSE**

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

**BACKGROUND**

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

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

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

<b>Tender No:</b>	RFT11-22/23	<b>Project Budget:</b>	\$3,050,000 excluding GST
<b>Tender Title:</b>	Roebourne Streetscape Phases One and Two		
<b>State-wide Advertising Commenced:</b>	21/06/2023	<b>Tender Closing Date/ Time:</b>	10/08/2023
<b>Scope of Works:</b>	Delivery of the Roebourne Streetscape Phases One and Two. Phase One includes the introduction of new pavement, trees, planting and seating, improved pedestrian safety, the provision of art and community interpretation opportunities; and Phase Two will activate the area between Jubilee Park and the Yinjaa Barni Art Centre, Old Shire Office, and the General Store, provide partial shade structures to complement existing and future uses, signage and continue with infill areas of pavement, trees, planting and seating.		
<b>Selection Criteria:</b>	Price		50%
	Methodology		20%
	Capacity to Deliver		15%
	Relevant Experience		10%
	Sustainability		10%
<b>Submissions Received:</b>	BCP Contractors Pty Ltd Menchetti Consolidated t/a MG Group WA		
<b>Tender Awarded:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Decision:</b>	29/11/2023
<b>Reason:</b>	Further to Council Resolution No. 155257, the CEO rejected all tenders. The preferred tenderer, post award clarification was deemed not advantageous to the City, noting a new Request to be issued for public tender in accordance with the City’s Purchasing Guidelines.		

**INCLUDED FOLLOWING BRIEFING**

<b>Tender No:</b>	RFT03-23/24	<b>Project Budget:</b>	\$400,000 excluding GST
<b>Tender Title:</b>	Karratha Leisureplex Outdoor Court Shading		
<b>State-wide Advertising Commenced:</b>	5/07/2023	<b>Tender Closing Date/ Time:</b>	4/08/2023
<b>Scope of Works:</b>	Design and construct a new external retractable shading system for both the western and northern elevations of the outdoor courts at the Karratha Leisureplex.		
<b>Selection Criteria:</b>	Price	45%	
	Relevant Experience	10%	
	Capacity to Deliver	10%	
	Methodology	30%	
	Sustainability	5%	
<b>Submissions Received:</b>	Fabritecture Australia Pty Ltd Kempe Engineering Pty Ltd Pilbara Building Company Pty Ltd		
<b>Tender Awarded:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Decision:</b>	24/11/2023
<b>Tender Awarded to:</b>	Fabritecture Australia Pty Ltd		
<b>Contract Value:</b>	\$394,948.46 excluding GST		
<b>Contract Term:</b>	Six (6) months	<b>Contract Options:</b>	N/A

**14.4 DEVELOPMENT SERVICES UPDATE**

<b>File No:</b>	DB.32
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Statutory Planning Coordinator
<b>Date of Report:</b>	24 November 2023
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s)</b>	1. List of current decisions subject of State Administrative Tribunal Review and List of current Joint Development Assessment Panel applications

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**PURPOSE**

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

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

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

**As of 24 November 2023**

APPLICATION (Name, No., City File Reference &/or JDAP File Reference)	APPLICANT	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
<b>SAT</b>						
Nil						
<b>JDAP</b>						
DA23-003 DAP/23/02422  Construction of Solar PV Farm (Renewable Energy Facility) and Ancillary Infrastructure	Rowe Group on behalf of Woodside Energy Ltd	Lot 1502 North West Coastal Highway, MAITLAND WA 6714	25/01/2023	<ul style="list-style-type: none"> <li>• Extension of Time Request (EOTR) approved by JDAP for the RAR to be provided to the JDAP by 30 November 2023.</li> <li>• EOTR sought and granted as the proposal is still being determined by the EPA under Section 38G(1)(b) of the <i>Environmental Protection Act 1986</i>. The assessment under this act prevents the development application being determined by the JDAP until a statement is published under the Act by the relevant minister.</li> <li>• The EPA has finalised its report and recommendation on the proposal on 13 September 2023, with this being sent to the Minister for Environment for final approval.</li> <li>• The appeals period for the proposal close 4 October 2023 with a Ministerial Statement (approval) likely in the coming weeks.</li> <li>• Once the Ministerial Statement has been released, the City is aiming to have its Responsible Authority Report (RAR) to the Regional Joint Development Assessment Panel (JDAP) for consideration within 2-3 weeks of the Ministerial Statement being released.</li> <li>• Ministerial Statement 1212 which is the environmental approval for the development to be undertaken was issued by the Minister for Environment on 3 November 2023.</li> </ul>	Statutory Planning Coordinator	N/A

				<ul style="list-style-type: none"> <li>• The RAR was submitted to the JDAP on 24 November 2023.</li> <li>• The application was approved by the JDAP on 6 December 2023.</li> </ul>		
<p>DA19120-AMD1 DAP/19/01624 Form 2 Application to amend two conditions of original approval for a 1288 bed Workforce Accommodation development. Seeking to extend time period to enable substantial commencement of the development</p>	<p>Element on behalf of Greenvalley Asset Pty Ltd</p>	<p>Lot 77 De Wit Road (immediately to the west of the development known as the Ranges)</p>	<p>20/11/23</p>	<ul style="list-style-type: none"> <li>• Application was formally accepted by JDAP on Friday 24 November 2023.</li> <li>• DAP has set the date of 14 February 2024 for the City to lodge the Responsible Authority Report with DAP.</li> <li>• Application will be publicly advertised by Officers in accordance with the relevant Planning Regulations.</li> </ul>		



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

Nil

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

Nil

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

**17.1 STEP UP/STEP DOWN FACILITY ADVOCACY**

**File No:** LP.322  
**Responsible Executive Officer:** Acting Director Community Experience  
**Reporting Author:** Manager Engagement and Partnerships  
**Date of Report:** 8 December 2023  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

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**PURPOSE**

For Council to consider its position on the progress of the proposed Step Up Step Down Mental Health facility (SUSD) that is funded by the State Government and to be delivered by the Mental Health Commission (MHC).

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**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

**Res No** : **155286**  
**MOVED** : **Cr Miller**  
**SECONDED** : **Cr Waterstrom Muller**

**That Council:**

**REQUEST THE CEO to draft a letter from the Mayor to the Minister for Mental Health, expressing disappointment with the continued delay of the Step Up Step Down project.**

**CARRIED 8/0**

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**FOR** : Cr Scott, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Simpson, Cr Waterstrom Muller  
**AGAINST** : Nil

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**BACKGROUND**

In 2017, the Mental Health Commission (MHC) nominated a site in Gawthorne Ave, Millars Well for the SUSD facility.

At its meeting held 26 June 2017, Council set its position on the facility and resolved, via Resolution 153846, to work with the MHC to find an alternative site, as sections of the local community indicated that the proposed site was not the most appropriate.

At its meeting held 21 August 2017, Council resolved, via Resolution 153881, to forward to the MHC the City's alternative shortlisted sites and the City's evaluation for further consideration.

In January 2018, the MHC advise the City that its preferred site was in Gregory Way, Bulgarra.

At its meeting held 15 April 2019, Council resolved (Resolution # 154320) to dispose of the Gregory Way land to the State for the SUSD facility.

### **DISCUSSION**

In late November 2023, the MHC visited Karratha and hosted a public meeting to discuss the SUSD project. Prior to this, the last time the MHC consulted the community regarding this project was in July 2018. When asked why there was little progress since 2018, the MHC responded that there were legislative reasons for the delay and that they were now resolved.

The Administration have requested from the MHC a timeline for the delivery of the Step Up Step Down however they have advised they unable to provide a timeline as it is pending community and stakeholder consultations and engagement, which will inform the timeline for future design and operational model of the facility. At this point, further community consultation dates have not been set.

### **LEVEL OF SIGNIFICANCE**

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

### **STATUTORY IMPLICATIONS**

There are no statutory implications.

### **COUNCILLOR/OFFICER CONSULTATION**

Officers met with MHC representatives twice in November 2023.

### **COMMUNITY CONSULTATION**

Consultation has taken place between MHC and the community in 2017, 2018 and in November 2023.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provides for this activity:

Programs/Services:	1.d.1.6	Environmental Health Services
Projects/Actions:	1.d.1.6.19.1	Implement Public Health Plan

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Moderate	There are currently no services of a similar nature available to affected members of our communities.
Reputation	Moderate	There may be a level of reputational risk to Council should this facility not be delivered as it has been in planning stages for many years.

**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 NOT TAKE ANY ACTION at this time and await further project updates from the Mental Health Commission.

Option 3

That Council INSTRUCTS THE CEO as follows:

1. \_\_\_\_\_; and
2. \_\_\_\_\_.

**CONCLUSION**

In 2017, the MHC announced plans to develop a Step Up Step Down Mental Health facility in Karratha. In 2018, they identified their preferred site and acquired a lot in Gregory Way, Bulgarra to build the facility.

MHC have recently recommenced consultation with the Karratha community after five years, however have no timeline for the tender to build and launch the facility.

**18 MATTERS BEHIND CLOSED DOORS**

**19 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 6.20pm.

The next meeting is to be held on Monday, 12 February 2024 at 6pm at Council Chambers - Welcome Road, Karratha.

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I, Cr Daniel Scott, Mayor of the City of Karratha, hereby declare on behalf of the Councillors of the City of Karratha that the enclosed Minutes are a true and accurate record of the Special Council Meeting held on Monday, 11 December 2023.

..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_