



Public Agenda Briefing Session
18 March 2024

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OFFICIAL OPENING

The meeting was officially opened by the Mayor at 6.08pm on Monday 18 March 2024.

PUBLIC QUESTION TIME

There were no questions from the public.

RECORD OF ATTENDANCE

Councillors: Cr Daniel Scott [Mayor]
Cr Davia Gillam [Deputy Mayor]
Cr Gillian Furlong
Cr Brenton Johannsen
Cr Pablo Miller (Remotely via Teams)
Cr Travis McNaught
Cr Kelly Nunn
Cr Sarah Roots (Remotely via Teams)
Cr Tony Simpson
Cr Joanne Waterstrom Muller

Staff: Virginia Miltrup Chief Executive Officer
Emma Landers Director Community Experience
Alistair Pinto Director Corporate & Commercial
Lee Reddell Director Development Services
Simon Kot Director Strategic Projects & Infrastructure
Jodie Swaffer Minute Secretary

DECLARATIONS OF INTEREST

There were no declarations of interest.

QUESTIONS ARISING FROM THE AGENDA

9.2 LIST OF ACCOUNTS – 1 JANUARY 2024 TO 31 JANUARY 2024

COUNCILLOR QUESTION:

Payment 080396 to Ausolar Pty Ltd for invoice 12062 relating to Sharpe Ave Christmas Light installation for \$31,576.14. Does the City usually use contractors for this work or do we normally use our own staff? Is this how much it costs to do the Christmas Lights each year?

CITY RESPONSE:

Yes, the City engages contractors for the installation of Christmas lights and this is an annual expense. We do not have appropriately qualified people to undertake the work inhouse.

The Sharpe Ave Christmas Light installation is \$28,705 plus GST (this payment). A summary of total costs for Christmas lights is included. While the overall cost has reduced by 7%, the City did not install banners on this occasion, so the scope of work was reduced.

Item	2022/23 (Excludes GST)	2023/24 (Excludes GST)	Variance Year-on-year
Sharpe Ave Christmas Light install	\$25,637.54	\$28,705.00	+12%
Fairy lights and banners	\$30,375.00	\$23,895.00 (No banners in 23/24)	-21%
TOTAL	\$56,012.54	\$52,600.00	-7%

COUNCILLOR QUESTION:

Regarding payment 080034 to Civica Pty Ltd for Spydus LMS ext. What was this for?

CITY RESPONSE:

This is the annual subscription to the City's Library Management System.

COUNCILLOR QUESTION:

Regarding payment 080395 to Nice Monday Pty Ltd for City "engagement" brand dev. Is this for the Strategic Community Plan and is this the full amount? Were quotations received?

CITY RESPONSE:

Yes, this is payment for the brand development of the City's community engagement approach. This payment is 50% of the contracted service. The balance will be invoiced and paid this month when the scope of work is complete.

Yes, the City undertook an RFQ process and received 3 quotations in accordance with our procurement policy.

9.3. INVESTMENTS FOR PERIOD ENDED 31 JANUARY 2024

COUNCILLOR QUESTION:

Following from February's Agenda Item, regarding the Write Off of Outstanding Debt and Interest for Cecel Filipino and Asian Food Pty Ltd - When does this get written off? When will the other Councillor resolutions occur?

CITY RESPONSE:

As this report is for the period ending 31 January 2024, the write-off will be reflected in the appropriate month in which the financial adjustment occurred, that is, in the February 2024 financial reporting period.

At the 12 February 2024 it was resolved that Council:

REQUESTS the CEO review the policies and procedures relevant to leasing at The Quarter to minimise the risk of this issue reoccurring in the future and provides a report back to the Audit and Risk Committee in July 2024, and

REQUESTS the CEO to undertake a valuation of the assets within the lease hold and report back to Council.

This information will be reported to the Audit and Risk Committee on 10 June 2024.

9.4. AUDIT AND ORGANISATIONAL RISK COMMITTEE – MARCH 2024

COUNCILLOR QUESTION:

In relation to the selecting an independent member, when will the process to recruit take place?

CITY RESPONSE:

Assuming Council approves the recommendation to appoint independent members at the 25 March 2024 Ordinary Council meeting, the CEO will progress to advertise the vacancy and undertake a selection process.

A shortlist of candidates will be presented to the Audit and Organisational Risk Committee on 10 June 2024.

9.5 2023/2024 KEY PERFORMANCE MEASURES FOR Q2

COUNCILLOR QUESTION:

How do we capture the number of Tourists as per 2.8.2.2?

CITY RESPONSE:

KPI 2.a.2.2 measures the number of tourists that come through the KTVC doors, with visitor numbers captured by a door counter. These figures deal with the KTVC only and not the broader tourist numbers to the region which would be difficult to capture or estimate.

COUNCILLOR QUESTION:

What is the definition of unplanned hours as per 4.b.3.2?

CITY RESPONSE:

Unplanned absences refers to sick leave and personal leave. It does not include hours lost that are covered under workers compensation.

COUNCILLOR QUESTION:

Is it possible to better flag the trend of the KPIs? If its green, yellow or red.

CITY RESPONSE:

We will adjust this in future reports. The second table in the report titled “Attention Required” highlights all those KPIs that are red and do not meet our minimum tolerance limits. The first table in the report indicates all those KPIs that exceed our targets.

9.6. FEBRUARY 2024 BUDGET REVIEW

COUNCILLOR QUESTION:

[Relating to the increase in employee costs] Given we have requested the CEO to increase staff and contractors to deliver the 2024/25 business plan, will those requests impact the February 2024 Budget Review?

CITY RESPONSE:

No. Resourcing requirements arising from last weekend's Councillor Workshop and will be considered at the time of approving the 2024/25 Annual Budget.

Current increases to employment costs include new roles created in the following functions:

- (a) Community Engagement – reflects community expectations and contemporary local government practice, deliver the Strategic Community Plan and better embed community engagement in Business-As-Usual activities
- (b) Strategic Town Planning – to manage technical activities in land use, precinct planning and master planning
- (c) Building Maintenance – to deliver maintenance on increased volume of residential housing, including service worker accommodation
- (d) Occupational Health and Safety – to improve business practices and regulatory compliance due to changes in legislation

12.1. KARRATHA AIRPORT SECURITY SCREENING AND FRONT OF HOUSE SERVICES

COUNCILLOR QUESTION:

Is MSS the current contractor?

CITY RESPONSE:

Yes, MSS is the current contractor.

COUNCILLOR QUESTION:

The Workbook is missing.

CITY RESPONSE:

The workbook will be added to the confidential attachments.

12.2. RFT09-23/24 ROEBOURNE STREETScape MASTER PLAN (CONSTRUCTION)

COUNCILLOR QUESTION:

How do we hold the contractor accountable to deliver community engagement activities?

CITY RESPONSE:

The contractor is responsible for management of the construction site. This includes liaising with any adjoining owners or tenants as work progresses. The City discusses these requirements, processes and protocols with the contractor at the contract start up meeting.

The City holds regulator construction meetings, which monitors communication activity and issues.

Administration will continue to provide its own project communications and engagement as required.

The City has met with Elders in the Roebourne community and at their request will present the Roebourne Streetscape project to the community in the near future. An engagement plan is to be developed and presented to Elders for their input.

COUNCILLOR QUESTION:

Has the lack of parking beside the supermarket been addressed?

CITY RESPONSE:

There is an impact to parking in the first 2 phases of works, as up to 10 bays will be removed to enable the public amenity area to be constructed. In phase 3, which is subject to MRWA construction of the Heavy Haulage route and Council progressing this phase of works, 5 angled parking bays will be reinstated.

Post the tender award the City will re-engage the community and business owners to discuss the plans and timing of the proposed works including any short and long term impacts.

COUNCILLOR QUESTION:

The Roebourne community prefer parallel parking not angle parking especially for tourists with caravans. Will any of the angle parking accommodate caravans? Is there parking for caravans?

CITY RESPONSE:

The plan does not include parallel parking for caravans in front of the current Supermarket site. Caravan parking is past the Ganalli Centre or on Padbury St. These locations are within 100m of the Supermarket.

COUNCILLOR QUESTION:

There is an empty block next to the art studio, at the corner of Roe and Withnall. Could we look to utilise this for the caravan parking?

CITY RESPONSE:

This land is currently privately owned by local Aboriginal Corporation.

13.1 HOUSING EXPRESSION OF INTEREST (PROJECT DOROTHY)

COUNCILLOR QUESTION:

Is it appropriate to call it Project Dorothy in the public domain. Could we rename the project?

CITY RESPONSE:

Yes, we can provide a more descriptive title. Housing Expression of Interest. (Project Dorothy).

COUNCILLOR QUESTION:

Are we intending to promote the EOI? Is there a plan to go to Perth?

CITY RESPONSE:

Yes, we are intending to do that. We have a working group tomorrow to map that out.

13.2.3 RECORD OF TENDER OUTCOME UNDER DELEGATION

COUNCILLOR QUESTION:

Installation of Solar Pedestrian Lighting – are we still suffering from cost escalations as to why we are not accepting these tenders?

CITY RESPONSE:

Prices received during the tender are significantly higher than what Officers had forecast, even allowing for escalation. Alternate options are being considered on how to deliver the works at a more affordable rate.

13.2.1 COMMUNITY EXPERIENCE INFORMATION JANUARY 2024

COUNCILLOR QUESTION:

The Community Liveability statistics are comparing the Dec 2023 to Jan 2024 – is that an error?

CITY RESPONSE

Yes, this will be fixed in the main report.

COUNCILLOR QUESTION:

What is the current balance remaining for small grants?

CITY RESPONSE:

The current balance for our community grants program is as follows:

LARGE GRANTS BALANCE

23/24		
Budget	\$	500,000.00
MOU Committed	\$	110,501.00
Awarded Round 1	\$	183,676.00
Awarded Round 2	\$	-
Funds Returned	\$	24,622.00
Left to award	\$	230,445.00

SMALL GRANTS

23/24 Budget	\$	100,000.00
23/24 Total Requested	\$	105,233.12
23/24 Total Awarded	\$	94,771.13
23/24 Funds Returned	\$	2,739.16
23/24 Actual Total Expended	\$	92,031.97
23/24 BUDGET REMAINING TO AWARD	\$	7,968.03

13.2.1 DEVELOPMENT SERVICES UPDATE

COUNCILLOR QUESTION:

Have we heard back from JDAP regarding the registration of new members?

CITY RESPONSE:

We currently have trained members in Cr Nunn & Cr McNaught. While they were appointed in October 2023 the end date for their term was January 2024 and their appointment has lapsed.

Administration is addressing this with the relevant regulator.

16.1. RFT 04-23/24 KEVIN RICHARDS MEMORIAL OVAL REDEVELOPMENT, PLAYING SURFACE LIGHTING AND POLE UPGRADE

COUNCILLOR QUESTION:

Can we review the design?

CITY RESPONSE:

This RFT is for the design and installation therefore we are unable to provide the design at this time.