



ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 25 March 2024 at 6pm**

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

**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

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

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

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

WRITTEN CONFIRMATION

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

Signed: Virginia Miltrup
Virginia Miltrup - Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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AGENDA

1. OFFICIAL OPENING

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

2. PUBLIC QUESTION TIME

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

Councillors:

- Cr Daniel Scott [Mayor]
- Cr Gillian Furlong
- Cr Brenton Johannsen
- Cr Pablo Miller
- Cr Travis McNaught
- Cr Kelly Nunn
- Cr Sarah Roots
- 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
	Henry Eaton	Manager Governance & Organisational Strategy
	Jodie Swaffer	Minute Secretary

Apologies: Cr Daiva Gillam [Deputy Mayor]

Absent:

Leave of Absence:

Members of Public:

Members of Media:

4. REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATIONS OF INTEREST

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

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

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday, 12 February 2024, be confirmed as a true and correct record of proceedings.

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

9. CORPORATE & COMMERCIAL REPORTS

9.1. FINANCIAL STATEMENTS FOR PERIOD ENDED 31 JANUARY 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	19 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity2. Variance Commentary – Statement of Financial Activity by Nature and Type3. Statement of Financial Position4. Net Current Funding Position

PURPOSE

To provide a summary of Council's financial position for the period ending 31 January 2024.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Financial Statements for the financial period ending 31 January 2024 as shown in Attachments 1 to 4.

BACKGROUND

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

DISCUSSION

The attached Monthly Financial Report for January 2024 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations.

The following table is a summary of the Financial Activity Statement compared to the Budget as of 31 January 2024:

2023/24	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surplus
Operating Activities							
Revenue (incl. Rates)	131,228,517	135,634,749	102,342,947	106,605,653	4,262,706	4.2%	↑
Expenditure	(114,822,455)	(115,008,304)	(68,764,557)	(67,376,115)	1,388,442	-2.0%	↑
Investing Activities							
Inflows	7,903,088	5,331,034	3,150,515	2,365,968	(784,547)	-24.9%	↓
Outflows	(41,258,084)	(37,137,617)	(13,172,367)	(6,998,530)	6,173,837	-46.9%	↑
Financing Activities							
Inflows	6,969,982	5,964,442	0	0	0	0.0%	
Outflows	(26,254,084)	(30,899,018)	(6,326,105)	(2,109,383)	4,216,722	-66.7%	↑
Non Cash Items	31,470,521	31,360,445	17,758,429	17,129,965	(628,464)	-3.5%	↓
Restricted PUPP Surplus BFWD 1 July	62,129	62,129	62,129	62,129	0	0.00%	
Unrestricted Surplus BFWD 1 July	4,739,380	4,739,380	4,739,380	4,739,380	0	0.00%	
Restricted PUPP Surplus CFWD	31,064	31,064	31,064	31,064	0	0.00%	
Surplus/(Deficit) 23/24	7,929	16,175	39,759,307	54,388,002	14,628,695	36.79%	↑

This table represents a surplus position of:

- \$54.4m to 31 January 2024, a positive variance of \$14.6m compared to the budgeted surplus position of \$39.7m. This reflects the timing of transactions associated with projects and grant funding.
- 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.

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.

Revenue - Operating Activities			
Amount	Timing/Permanent		Comments
1,340,064	Permanent	▲	Waste Management - Increase in Commercial & Industrial, Construction & Demolition and Liquid Waste streams will be amended in Budget Review
620,586	Permanent	▲	General Revenue - Interest received exceeded expectations due to high interest rates and higher bank balance due to rates receipts and low capital expenditure
448,016	Permanent	▲	Airport - Growth in passengers with 12% increase in Flights will be amended at Budget Review.
365,650	Timing	▲	Community Programs - Rio Program Partnership contributions for Red Earth Arts Festival, Cossack Art Awards, FeNaCIng, Arts Development to be addressed at Budget Review.
253,265	Timing	▲	Airport - Lagardere annual rent adjustment based on PAX/Sales \$238k occurred earlier than planned.
208,457	Timing	▲	Airport - Continuance of Virgin Freight building Lease and awaiting processing of journal \$80k to investments for Offshore Hangar

178,254	Permanent	▲	REAP - Increase in income due to high frequency of Venue Hire bookings will be updated at Budget Review
167,000	Permanent & Timing	▲	Fleet & Plant -Waste Management - Sale of Water Cart during the month and Loader will be disposed in March Auction.
157,380	Permanent	▲	Community Facilities - WRF- Rio funding received greater than budget for Wickham Recreational Facility addressed at Budget Review.
71,500	Timing	▲	Fleet & Plant - Parks & Gardens - 3 x Light Vehicles Sales delayed, disposals will now happen at March Auction.
3,810,173		▲	Positive Variances
(1,492,360)	Timing	▼	Community Facilities - WCH and DCH - Rio funding yet to be allocated for Wickham Community Hub & Dampier Community Hub, addressed at Budget Review.
(137,880)	Timing	▼	Town Planning - Anticipate Development Fees not received
(54,470)	Timing	▼	Waste Service - Waste Management - There has been a delay in commencing Scrap Metal RFT
(1,684,710)		▼	Negative Variances
2,125,464		▲	Net Positive Variances Attributable to Material Items

Expenditure - Operating Activities			
Amount	Timing/Permanent		Comments
1,668,176	Permanent	▲	Depreciation – adjustment of depreciation allocations
736,730	Timing	▲	Operations - Footpaths & Road Reseals - works had been delayed, have since commenced and awaiting invoices to be submitted.
736,187	Timing	▲	Parks & Gardens - Karratha Open Spaces, Streetscapes, Cemetery Enhancement & Reticulation works delayed due to Aboriginal & Cultural Heritage (ACH) Restrictions and contractor availability.
600,000	Timing	▲	Operations - Coolawanyah & Dewitt Rd Intersection Reconstruction - works have been delayed.
577,220	Timing	▲	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)
275,000	Timing	▲	Community Facilities - Delays in small infrastructure projects relating to new Equipment and Oval Lighting replacement at Karratha Leisureplex.
210,258	Permanent	▲	Insurance - Invoices less than anticipated for performance-based adjustments, will be adjusted at budget review.
203,038	Timing	▲	City Growth - Economic Development Grant - KDCCI 2023/24 grant not yet being paid as awaiting acquittal of 2022/23 grant; Various other grants being approved but not yet fully acquitted and paid out.
96,462	Timing	▲	Engagement & Partnerships - Community Grants - Timing with Large Grants to be awarded in April
5,103,072		▲	Positive Variances
(2,597,290)	N/A	▼	Timesheet allocation to overheads error has overstated employee allocations to works. To be corrected in Feb/Mar. Issue has been flagged and steps to be taken to improve the interface using “out of parameter” warnings.
(187,848)	Permanent	▼	Parks & Gardens - Water usage higher than expected
(183,876)	Permanent	▼	Building Maintenance - Karratha Leisureplex - Expenditure due to investigative works for shade sails
(191,325)	Permanent	▼	Building Maintenance - Karratha Airport - Unforeseen reactive works to hydraulic and electrical services
(62,326)	Permanent	▼	Building Maintenance - Karratha Youth Shed - Urgent works were required to address safety issue on basketball courts
(3,222,664)		▼	Negative Variances
1,880,408		▲	Net Positive Variances Attributable to Material Items

Inflows - Investing Activities			
Amount	Timing/Permanent		Comments
(394,245)	Timing	▼	Operations - Footpath & Kerb Maintenance grant not yet received
(274,955)	Timing	▼	Proceeds on Asset Disposal - Waste Management and Parks & Gardens - Vehicles awaiting auction to realise assets, expected Mar-2024
(669,200)		▼	Negative Variances
(669,200)		▼	Net Negative Variances Attributable to Material Items

Outflows - Investing Activities			
Amount	Timing/Permanent		Comments
1,849,980	Timing	▲	Footpaths, Stormwater & Road Reseals - works have since commenced, and awaiting invoices to be submitted.
935,120	Timing	▲	Information Technology Hardware Refresh - Procurement delays for hardware and CCTV
577,220	Timing	▲	Karratha Airport – pump and watermain replacement works delayed due to materials and contractor availability – set to commence 22.1.24
487,110	Timing	▲	Parks & Gardens - Cemetery, Streetscapes, Wickham Oval & Reticulation works delayed due to initial unsuccessful procurement and Aboriginal & Cultural Heritage (ACH) Restrictions
461,769	Timing	▲	Karratha Airport - An accrual journal was processed in FY22/23 to recognise the balance of the Carpark Equipment project, and this credit will be offset against future invoices once practical completion is achieved.
339,192	Timing	▲	KLP Oval & Outdoor Courts - Lighting for cricket oval and shading for outdoor courts delayed
301,201	Timing	▲	Lot 7020 Development - Design documentation – paid on achievement of milestone
187,036	Timing	▲	Parks & Gardens - Delays in Purchases
175,000	Timing	▲	Community Facilities - KLP - Karratha Lesuireplex project delayed until April due to contractor availability.
160,000	Timing	▲	Tech Services - Delays in procurement of replacement plant.
149,205	Timing	▲	CBD Bus Shelters - Project delays
132,129	Timing	▲	Kevin Richards Club Room - Project delayed due to contractor delivery and defective work
83,650	Timing	▲	Millars Well Oval - Redevelopment Project delay
76,199	Timing	▲	Hancock Way Housing Construction – Delay in receiving design documentation
65,085	Timing	▲	Community Facilities - KLP - Karratha Lesuireplex project delayed until April due to contractor availability.
57,503	Timing	▲	Karratha Leisureplex - works delayed due to materials availability
6,037,399		▲	Positive Variances
6,037,399		▲	Net Positive Variances Attributable to Material Items

Outflows - Financing Activities			
Amount	Timing/Permanent		Comments
4,799,320	Timing	▲	Partnership Reserve - Allocations adjusted based on updated reserve balances. \$4M received from RTIO to be transferred from Municipal funds to Partnership Reserve
4,799,320		▲	Positive Variances
4,799,320		▲	Net Positive Variances Attributable to Material Items

FINANCIAL MANAGEMENT UPDATE

Local Government Financial Ratios

Period End 31 January 2024	Target Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio Current Assets less Restricted Assets ÷ Current Liabilities less liabilities associated with Restricted assets	≥ 1	N/A	18.63
Asset Sustainability Ratio Capital Renewal and Replacement Expenditure ÷ Depreciation	≥ 0.90	0.80	0.32
Operating Surplus Ratio Operating Surplus (excl. capital grants & contributions) ÷ Own Source Revenue	≥ 15%	15.1%	42.0%
Own Source Revenue Ratio Own Source Operating Revenue ÷ Operating Expenses	≥ 0.90	0.97	1.39
Debt Service Cover Ratio Operating surplus before interest expense and depreciation ÷ Principal and interest Expense	≥ 2	40.4	39.3

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

	Jan-24	Dec-23	% Change
Current			
Assets	145,129,187	153,196,544	-5.27%
Liabilities	8,765,516	9,706,404	-9.69%
Non Current			
Assets	752,892,982	756,902,090	-0.53%
Liabilities	7,676,762	7,676,762	0.00%
Net Assets	881,579,891	892,715,468	

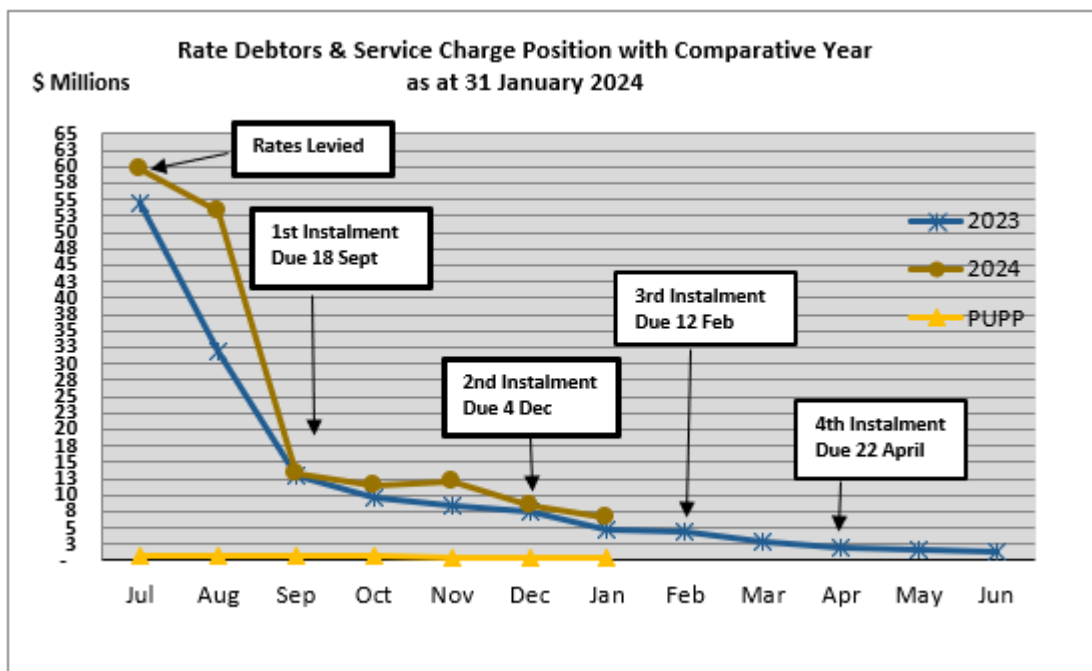
Current Assets decreased by 5.27% from December to January, which was attributable to the decrease in Unrestricted Cash and Cash Equivalents offset by the increase of Trade and Other Receivables. Current Liabilities decreased by 9.69% due to decrease in Trade and Other Payables. Non-Current Assets decreased by 0.53% which was attributable to a decrease in Infrastructure and Property Plant & Equipment. 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 January 2024. The table also includes total Rates and PUPP Service Charges outstanding. The \$13.4 mil balance in the statement of Financial Position is also including loans receivable, accrued revenue and GST receivable.

Debtors Schedule				
	January	December	Change %	% of Current Total
Sundry Debtors				
Current	4,462,574	4,458,488	0%	76.9%
> 40 Days	310,094	407,088	-24%	5.3%
> 60 Days	277,490	492,871	-44%	4.8%
> 90 Days	756,158	474,511	59%	13.0%
Total	5,806,315	5,832,958	0%	100%
Rates Debtors				
Total	6,588,775	8,299,995	-21%	100%
PUPP Debtors				
Total	575,373	578,193	-0.5%	100%

A total of \$55.8 mil of Rates (including ESL and waste charges) has been paid to end of January 2024, representing a collection rate of 89.4% to date (comparative to 91.7% to 31 January 2023).



There was no material change in January in the PUPP Debtors balance. PUPP payments have now been received on 99.71% of properties and of those paid, 98.55% have paid in full, with 1.15% paying by instalments.

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
L006	CHC Helicopters (Australia)	39,500.88	61,132.77	502.19	Relates to aircraft landings, lease at Karratha Airport and Utilities. Reminder email sent 05/02/24
N204	Lagardere/AWPL Pty Ltd ATF Lagardere/AWPL Trust	0.00	0.00	262,767.97	Relates to Annual Rent adjustment invoice for lease at Karratha Airport. Invoice currently in dispute and under legal review.

Collection of outstanding debts greater than 40 days is continuing in line with Council policy.

The table highlights outstanding balances for each ageing period for Trade Debtor balances in excess of \$5,000.

Capital Expenditure

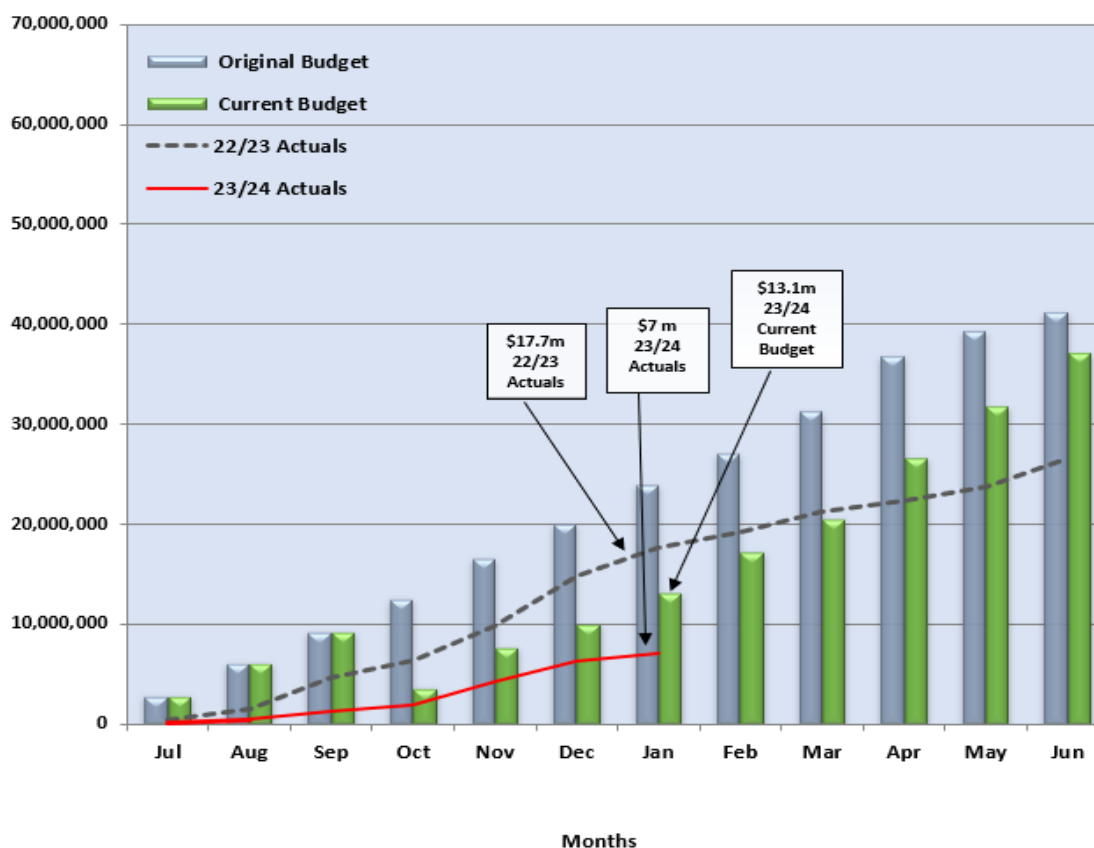
Council's current 2023/24 Capital Expenditure budget is \$41.2m which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, KRMO Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan.

The City spent \$7 million on its capital program to the end of January, representing an underspend of \$3.6 million (46.9%) against YTD budget (up from 35.6% in December).

The following table shows the budget performance by asset class:

CAPITAL EXPENDITURE						
	YTD			ANNUAL		
Asset Class	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Amend Budget	% of Annual Budget
	31-Jan-24			30-Jun-24		
Land	35,000	15,073	-56.9%	20,000	120,000	-87.4%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	5,226,697	4,103,217	-21.5%	8,499,135	8,842,526	46.4%
Equipment	340,680	(87,230)	-125.6%	767,500	869,859	-10.0%
Furn & Equip	1,061,469	(155,505)	-100.0%	1,467,000	1,467,000	-10.6%
Plant	1,768,727	1,404,602	-20.6%	1,964,000	2,666,727	52.7%
Inv Property	0	0	0.0%	0	120,000	0.0%
Infrastructure	4,739,794	1,717,551	-63.8%	28,515,947	23,027,003	7.5%
Totals	13,172,367	6,997,709	-46.9%	41,233,582	37,113,115	18.9%

Capital Expenditure YTD Actual v Budget 2023/24 (excl Reserve Transfers)



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 January 2024.

January 2024 has a year-to-date budget surplus position of \$39,759,307 (comprising \$39,666,113 of unrestricted surplus and \$62,129 restricted surplus) and a current surplus position \$54,388,002 (comprising \$54,294,808 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.

Council's adopted budget amendments from the minor review of the 2023/24 Budget which results in a proposed surplus of \$16,175 as at 30 June 2024 which maintains a balance budget. This reflects the intent on the delivery of City services and approved community infrastructure projects.

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 January 2024; and
2. APPROVE the following actions:
 - a) _____
 - b) _____

Option 3

That Council NOT RECEIVE the Financial Report for the financial period ending 31 January 2024.

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.

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

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	22 March 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Payments January 2024 2. List of Credit Card Payments (January 2024)

PURPOSE

To advise Council of payments made for the period from 1 January 2024 to 31 January 2024.

OFFICER'S RECOMMENDATION

That Council **ACCEPT** payments totalling \$7,982,638.62 as detailed in Attachments 1 and 2 being made up of:

1. Trust Vouchers: nil;
2. EFT 416 to 439 and 79968 to 80429 (Inclusive): \$3,849,006.07;
3. Cheque Voucher: 78739: \$468.15;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (January 2024): \$6,971.84;
7. Payroll Cheques: \$4,126,192.56

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.

DISCUSSION

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

Payments for the period 1 January 2024 to 31 January 2024 (including credit card transactions – January 2024) totalled \$7,982,638.62, which included the following payments:

- Pilbara University – PUC Funding, Yr2 - \$110,000
- NWMC Mining & Civil – Footpath Strategy Works, Claim - \$151,892
- Major Motors – Replacement Isuzu Truck - \$171,774
- Colin Wilkinson Develop – Housing Development, Claim #12 - \$110,927
- Damel Cleaning – Premium Cleaning Services - \$163,847

Consistent with CG-11 Regional Price Preference Policy, 67% of the value of external payments reported for the period were made locally. This result is in line with the September to December Quarter local spend average of 67%.

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 Significant Decision-Making Policy, this matter is of low 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

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 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 \$7,982,638.62 submitted and checked with vouchers, being made up of:

1. Trust Vouchers: nil;
2. EFT 416 to 439 and 79968 to 80429 (Inclusive): \$3,849,006.07;
3. Cheque Voucher: 78739: \$468.15;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (January 2024): \$6,971.84;
7. Payroll Cheques: \$4,126,192.56;

with the EXCEPTION OF (as listed).

CONCLUSION

Payments for the period 1 January 2024 to 31 January 2024 and credit card payments for the period 28 December 2023 to 25 January 2024 totalled \$7,982,638.62. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

9.3. INVESTMENTS FOR PERIOD ENDED 31 JANUARY 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Financial Analyst
Date of Report:	21 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide a summary of Council's investment position for the period ending 31 January 2024.

OFFICER'S RECOMMENDATION

That Council RECEIVE the Investment Report for the financial period ending 31 January 2024.

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 January 2024.

Institution	Accounts	Principal Investment \$	Balance 31 January 2024 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		2,066,194	2.15	At Call		Reserve at Call
CBA	Reserve Term Deposit	6,000,000	6,288,833.04	4.95	12 months	Feb-24	Reserve TD
CBA	Reserve Term Deposit	20,000,000	20,723,076.08	5.21	12 months	May-24	Reserve TD
BOQ	Reserve Term Deposit	10,000,000	10,335,177.46	5.15	12 months	Jun-24	Reserve TD
CBA	Reserve Term Deposit	10,000,000	10,251,889.78	5.55	12 months	Aug-24	Reserve TD
NAB	Reserve Term Deposit	12,000,000	12,184,204.83	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,225,761.00	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,065,013.04	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,011,944.11	5.19	12 months	Jan-25	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,154,682.20	5.59	12months	Jul-24	Muni TD
CBA	Municipal Term Deposit	2,500,000	2,616,219.15	5.05	12months	Mar-24	Muni TD
NAB	Municipal Term Deposit	6,000,000	6,091,315.08	5.05	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,087,366.57	5.16	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,077,247.12	5.28	5 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,008,531.51	5.19	12months	Jan-25	Muni TD
WBC	Municipal (Transactional)		14,037,330.08	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,689.00				
N/A	TOTAL	111,500,000	130,233,474				

The balance of all Term Deposits includes interest accrued to 31 January 2024

Table 10.1a. Schedule of Cash and Financial Investments

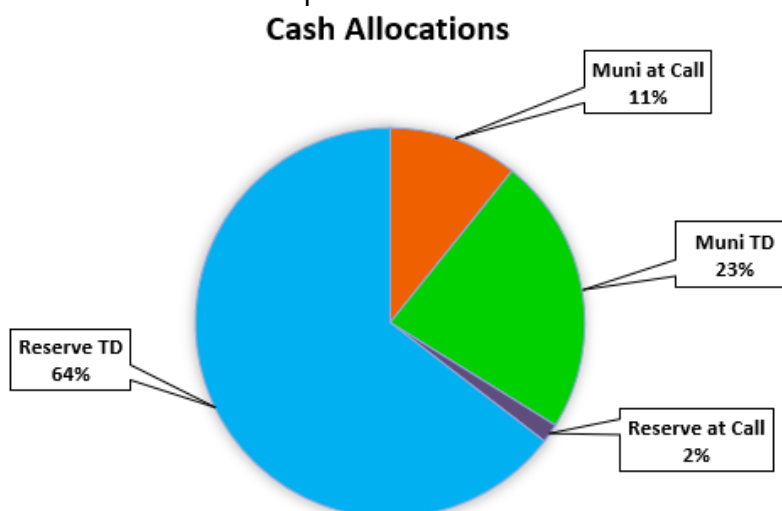
On average, the City is earning 5.22% across Municipal Term Deposits and 5.25% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of January. As a result, the Municipal Funds held in the Westpac transaction account are now earning 4.20% 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 88% 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. 24% of Cash and Financial Investments will mature in the next 3 months, 32% maturing in the next 4-6 months and 44% maturing in the next 7-12 months.

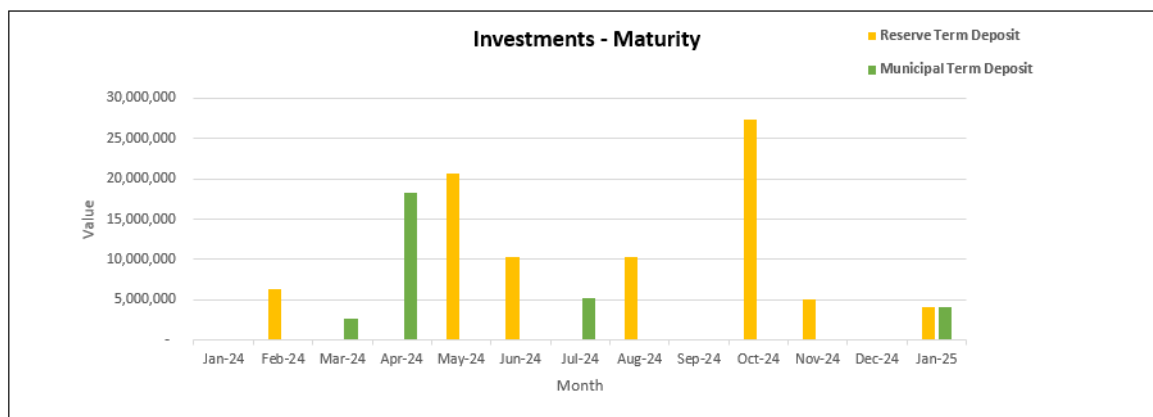


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

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 January forecasts.

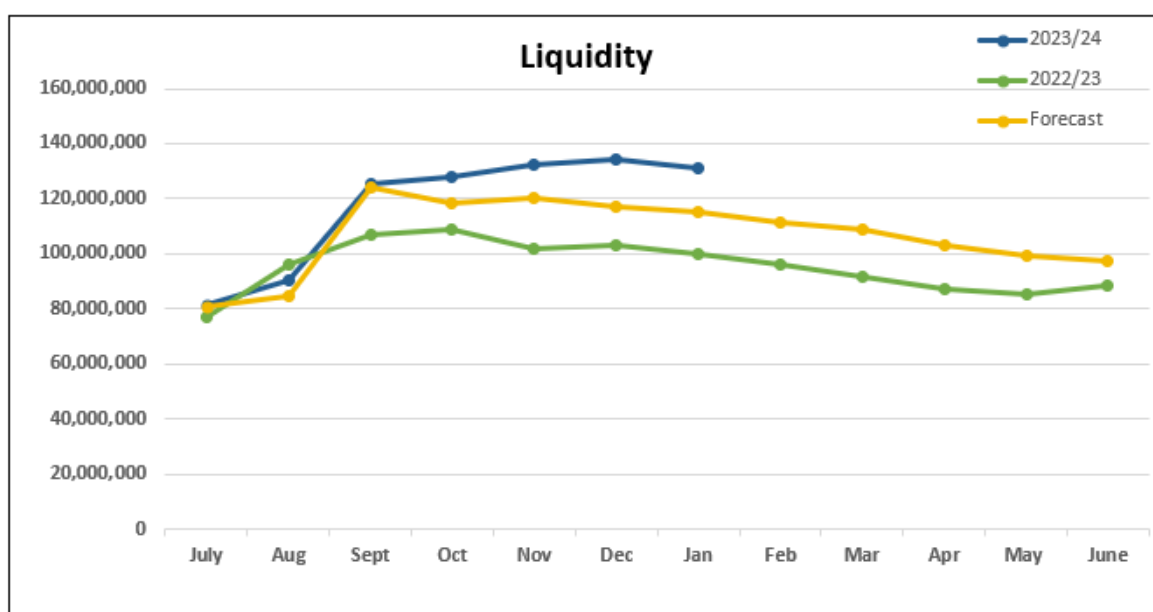


Table 10.1c. Schedule of Liquidity

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 January 2024 \$	Year-to-Date 31 January 2024 \$	Life-to-Date 31 January 2024 \$
Total Income Received	33,250	231,583	2,099,637
Total Expenditure Paid	(888)	(17,306)	(118,289)
Net Income	32,362	214,277	1,981,349
Annualised ROI	12.9%	12.2%	37.9%

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 January 2024 \$	Year-to-Date 31 January 2024 \$	Life-to-Date 31 January 2024 \$
Total Income Received	47,701	330,943	2,294,622
Total Expenditure Paid	-	-	(17,611)
Net Income	47,701	330,943	2,312,233
Annualised ROI	13.5%	13.4%	33.1%

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 January 2024 \$	Year to Date 31 January 2024 \$	Life to Date 31 January 2024 \$
Total Income Received	339,730	2,382,451	21,595,058
Total Expenditure Paid	(206,175)	(1,254,326)	(10,616,984)
Net Income	133,555	1,128,124	10,978,074
Annualised ROI	8.0%	9.7%	8.3%

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 January 2024 by month.

Suite ID	Lessee	Current January 2024	December 2023	November 2023	October 2023 and Prior	Total	Commentary
0003	Weeding, Kat Michelle Trading as Pilbara Weddings & Events	4,684.81	4,125.08	4,408.68	5,961.43	19,180.00	City assisted the tenant to seek financial and business planning advice, resulting in request to exit tenancy. Deed of Surrender actioned 31 January. Bond to be allocated and payment plan being arranged.
0005	Maria Cecelia Walker Trading as Cecil Filipino & Asian Food Pty Ltd	182.70	-	69.96	423,914.49	424,167.15	Lessee is bankrupt. Council resolution to write off debt 12 February 2024.
0006	Cheeditha Energy Pty Ltd	6,945.10	6,773.96	6,877.93	6,876.46	27,473.45	Deed of Surrender being actioned January, taken over by another lessee February 2024. Bond to be allocated and remaining balance of \$3,092.25 being followed up with the tenant.
0009	Onyx Group WA Pty Ltd	5,845.24	5,461.16	5,573.05	-	16,879.45	Company in liquidation, awaiting confirmation from liquidators for bond allocation.

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 January 2024 \$	Year to Date 31 January 2024 \$	Life to Date 31 January 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	-	76,000	275,085
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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

*Interest Charges of \$12,666.67 for January received 1st February

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 5.25%, there is an opportunity cost for the year to date of \$22,145 and a life to date benefit of \$55,704. For the current month of January 2024, the

opportunity cost is \$4,034. 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 January 2024; and
4. APPROVE the following actions:
 - a) _____
 - b) _____

Option 3

That Council NOT RECEIVE the Investment Report for the financial period ending 31 January 2024.

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.

9.4. AUDIT AND ORGANISATIONAL RISK COMMITTEE – MARCH 2024

File No:	FM.1
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	26 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Audit and Organisational Risk Committee Meeting Minutes – 26 February 20242. Compliance Audit Return 20233. Audit and Organisational Risk Committee Draft Terms of Reference

PURPOSE

To receive the minutes of the Audit and Organisational Risk Committee (AORC) meeting held on 26 February 2024 and endorse the Compliance Audit Return (CAR) for 2023.

THE COMMITTEE'S RECOMMENDATION

That Council:

1. **NOTE** the Draft Minutes of the Audit and Organisational Risk Committee meeting held on 26 February 2024;
2. **NOTE** the 2024 Audit and Organisational Risk Committee meeting dates of Monday 10 June 2024 and Monday 11 November 2024;
3. **ADOPT** the amended Audit and Organisational Risk Committee Terms of Reference with the following amendments;
 - a. **Committee Membership** to incorporate a maximum of two (2) external independent members with voting powers; and
 - b. **APPROVE** the CEO to commence a selection process for two external independent members, with the independent members to be approved by Council.
4. **APPROVE** the 2023 Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.

BACKGROUND

With delays in the finalisation of the annual financial audit for 2022/23, the main focus of the Audit and Organisational Risk Committee that met on 26 February 2024 was to consider the following matters:

- Appointment of a Chairperson

The Mayor was appointed presiding officer to the Audit and Organisational Risk Committee for a two year term.

- **Committee Terms of Reference**
Confirming the terms of reference for the Committee and proposing the appointment of up to 2 persons appropriately qualified and independent of Council to sit on the audit committee to add greater transparency and integrity to audit reporting. These persons will be eligible for a sitting fee and any applicable reimbursements.
- **Audit and Organisational Risk Committee Meeting Dates for 2024**
Confirming scheduled dates of 10 June and 11 November 2024 to deliberate on internal and external audits, progress on resolving outstanding findings, risk management and regulation 17 reviews.
- **Compliance Audit Return for 2023**
This is a self-assessment by the CEO required by the Act to evaluate the efficiency of systems and compliance to regulatory requirements. From 95 questions in the 2023 CAR, the City as at 31 December 2023 had identified 8 instances of non-compliance representing a 91.6% compliance rate.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

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

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

Section 7.1A of the Act also indicates that appointments to the Audit and Organisational Risk Committee require approval of the Council.

COUNCILLOR/OFFICER CONSULTATION

The Audit and Organisational Risk Committee, Chief Executive Officer and the Executive Team, Finance staff, other impacted areas and Governance staff have been consulted.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

There are no 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.e.1.2	Organisational Risk Management
Projects/Actions:	4.e.1.2.21.2	Complete the annual Compliance Audit Return

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of the Minutes of the 26 February 2024 Audit and Organisational Risk Committee meeting pending further review, noting that submissions for the 2023 Compliance Audit Return are due to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.

CONCLUSION

The primary focus of the 26 February 2024 AORC meeting was to consider the Compliance Audit Return for 2023. Results of the Compliance Audit Return confirm that internal controls continue to provide assurance that the City maintains high levels of compliance. Areas of non-compliance have been identified and addressed.

9.5. 2023/2024 KEY PERFORMANCE MEASURES FOR Q2

File No:	CM.89
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	26 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide Council with an update on corporate performance against the Operational Plan 2023-24 for Quarter 2 (1 October 2023 – 31 December 2023).





OFFICER'S RECOMMENDATION

That Council RECEIVE the Quarter 2 Performance Report for 2023/24.

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
TOTAL	147	284	102

A process 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 2 is included in this report. It uses a traffic light system to represent the following benchmarks:

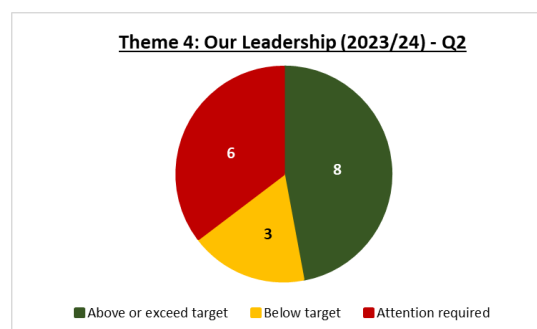
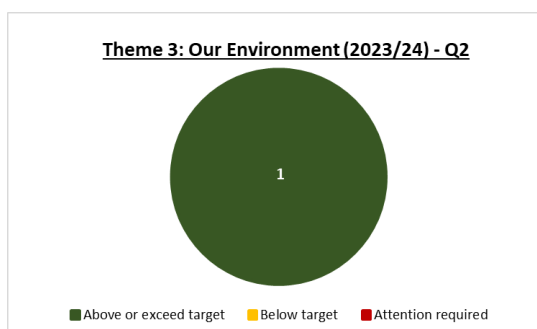
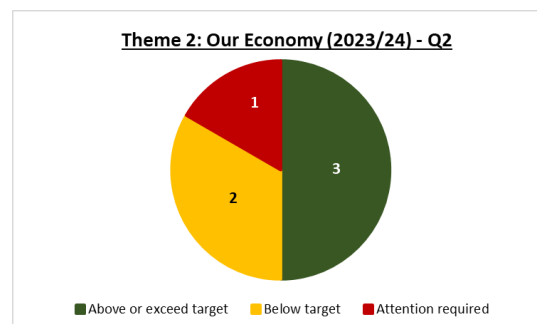
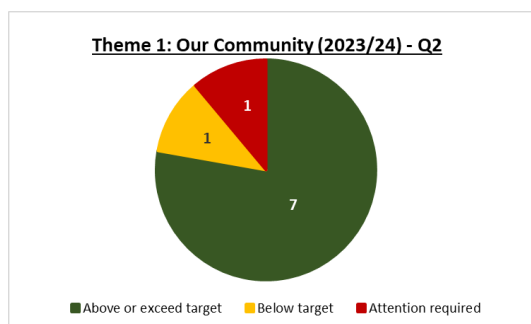
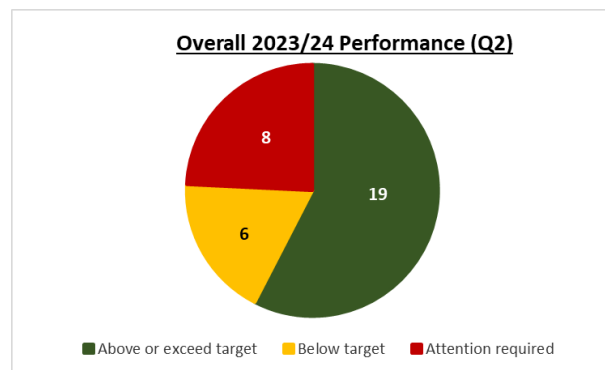
	Attention Required	Below the lower tolerance applied to the KPI.
	Within Tolerance	Between the target and lower tolerance applied to the KPI.
	On Target	Either on or above target.

DISCUSSION

Quarter 2 Performance Measures

Out of a total of 102 performance measures established for the year, 33 KPIs are measured this quarter.

The results for Quarter 2 are indicated below:



'On Target' or 'Within Tolerance' outcomes for Q2

25 (75.8%) of the Quarter 2 performance measures exceeded the target or were within tolerance levels. Of particular note for the period are:

Measure	Q2 Target	Q2 Actual	This time last year	Comments
Our Community				
1.a.1.7.a Maintain total attendance at Karratha Leisureplex, Wickham recreation Precinct and Aquatic Centre and Roebourne Aquatic Centre.	179,182 patrons	191,722 patrons	173,490 patrons	Attendances up at KLP with 200 new memberships and school holiday programs up 600. Numbers were down marginally in Wickham for the same period by 3% and a 35% drop in Roebourne from estimated targets partially attributable to reduced services in stakeholder programs and visits. Targets to be reviewed for Roebourne for 2024/25 reporting period.
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	7,700	8,584	6,751	The attendance for IPC was up compared with Q2 22-23 with a 27.15% increase. The increase may be due to the lack of shade at KLP, parents are looking for another option for their children. Laser tag parties have also become more popular & IPC held a successful Halloween party.
1.c.1.3.b Maintain or improve Library memberships as a percentage of the population	45%	47.4%	43.7%	There were approximately 100 new members in both October and November, with many new members signing up to access eResources and members Wi-Fi/PC access.
1.c.1.3.d Number of visits recorded at City Libraries	27,500	31,125	18,802	The door count across the City of Karratha Libraries was up compared with Q2 22-23, in particular at Wickham Library. 5727 visits in Q2 were recorded between the 10-12 October when the Karratha Library was closed for the Pilbara Summit.
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	150	237	170	Adult Digital Help and eSafety sessions have had low but steady attendance. The Seniors Week Mini Museum had 91 participants.
1.d.1.1.d Number of REAP visitations	14,500	17,386	14,426	The team successfully navigated the challenges posed by Christmas on the Green, local performances, and blockbuster movie screenings. Achieving a slightly higher attendance than the target.
1.d.1.6.a Inspect 33 public health premises per month	99	112	122	Inspections targets had laddered due to staff vacancies. Targets are now being exceeded with a stable team of environmental health officers engaging with businesses.
Our Economy				
2.b.1.2.a Percentage of dollar spend paid to local businesses	50%	74%	45.7%	\$11M spent amongst 2,587 supplier payments across the local community. Payments cover local infrastructure projects with \$7.6M being paid in the month of December.
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	300 Ha	341.6 Ha	352.4 Ha	No new lots created this quarter, however clearance of two stages of subdivision at Madigan Estate are imminent.
2.c.1.1.c Area of undeveloped industrial lots available for sale	70 Ha	73.3 Ha	67.7 Ha	No new Lots created in this period.

Our Environment				
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	5,000kgs	6,060 kgs	2,294kgs	Removal in October of 3.38t and in November of 2.68t. No HHW was removed from site in December.
Our Leadership				
4.a.2.3.b Reduce number of lost time injuries (LTIFR)	9.7	3.0	8.1	3 Injuries resulting in loss time. No correlation between the 3 incidents.
4.a.2.5.a Process incoming correspondence into the Electronic Records Management System (ERMS) within 24 hours of receipt	95%	100%	100%	All incoming correspondence is processed within 24 hours of receipt.
4.b.1.1.a Percentage of documented processes in Process Manager that are overdue in their reviews	10%	7.1%	9.0%	52 processes are out of date with 737 processes in place and available across the organisation for staff to access.
4.b.3.1.a Number of indigenous staff employed	24	24	25	13 Permanent, 2 Fixed Term and 9 Casual
4.e.1.1.d Assess all building applications within the statutory time frames	100%	100%	100%	Targets are being met

'Attention Required' outcomes for Q2

8 (24.2%) of the Quarter 2 performance measures require attention. The table below highlights the areas of attention:

Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
Our Community – Diverse and Balanced			
1.c.1.3 Library Services	1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	Target: 3,500 Q2 Outcome: 2,127 22/23 Q2: 3,174	Children's programs remained well attended, however exact attendance numbers for drop-in activities like Family Funday and Christmas Crafts can be hard to capture. Wickham Library has seen an increase in attendance to their Story Time and Rhyme Sessions. STEAM themed activities in the School Holidays were fully booked.
Our Economy – Well managed and diversified			
2.a.2.2 Tourism Engagement and Promotion	2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitors Centre (KTVC)	Target: 3,000 Q2 Outcome: 2,422 22/23 Q2: 3,410	Visitor numbers lower than anticipated. This may be attributed to several different factors including early onset of summer weather affecting drive market travel patterns and visitors generally having more travel options such as interstate and international travel than previous years.
Our Leadership – Responsive and Accountable			
4.b.3.2 Management of Employee Relations	4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum.	Target: 15 Q2 Outcome: 23.3 22/23 Q2: 17.7	A total of 23.34 unplanned hours was accounted from a total of 7541.62 hours worked by 323 permanent employees.
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% Q2 Outcome: 66.7% 22/23 Q2: 78.8%	Total sundry debtor invoices due in Q2 were 1,632 worth \$20.8m. Total paid invoices = 1,493 (91.5%) Overdue invoices are routinely followed up by the Finance Officer - Accounts Receivable.
	4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	Target: 90% Q2 Outcome: 81% 22/23 Q2: 65.0%	In line with last qtr 81% of suppliers paid within 30 days. With average days to payment of 21.9 days. 3854 total payments made across 266 suppliers for the qtr. Team impacted by staff leave during the quarter which did impact on this quarter's results.
4.e.1.1 Customer Service	4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	Target: 60% Q2 Outcome: 44% 22/23 Q2: 61%	The Main Admin CS Team answered an average of 21% of the overall incoming City calls for the quarter. The reduced percentage of calls serviced by CS continue to be for the same reasons noted in the previous quarter. Lower call volumes in Dec are due to the holiday season and Christmas closure.

	Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
		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 Q2 Outcome: 1,141 22/23 Q2: 1,257	Numbers have increased from last quarter, although numbers are down from the target due to staff absences during November and December.
		4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	Target: 95% Q2 Outcome: 80% 22/23 Q2: 80%	Total number of Customer Requests taken this quarter - 1633 CLOSED - 1306 25% relate to the release of verge bonds and 8% relate to ongoing Ranger matters specifically related to cyclone and fire property hazards. Average number of days taken to close our Customer Requests - 1.15 days

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 reporting has been provided to Council since the 2013/14 financial year.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of the Quarter 2 Performance Report for 2023/24.

CONCLUSION

The Quarter 2 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 75.8% of the 33 performance measures were achieved or substantially achieved in the period 1 October 2023 – 31 December 2023.

9.6. FEBRUARY 2024 BUDGET REVIEW

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Management Accountant
Date of Report:	28 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Detailed List of Budget Amendments by Account

PURPOSE

For Council to consider the second quarter review of the 2023/24 budget and the allocation of surplus funds.

OFFICER'S RECOMMENDATION

That Council ADOPTS the 2023/24 February Budget Review which results in a proposed surplus of \$9,490 as at 30 June 2024.

BACKGROUND

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

DISCUSSION

This year, budget modifications for items that were expected to have a material or confirmed variance compared to the adopted 2023/24 budget were reviewed in November 2023 and presented to Council at the Ordinary Council Meeting held 11 December 2023.

In compliance with legislation, a secondary budget review was conducted in February 2024. Budget modifications recommended forecast the most likely financial position, in delivery City services and operating City facilities, as at 30 June 2024.

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
Operating Revenue		
General Rates	(\$2,300,000)	Adjusted to reflect YTD actuals. Camp expansion completed earlier than expected.
Waste Management - Fees & Charges	(\$940,484)	Adjusted to reflect YTD actuals, higher than expected revenue.
KTA Airport - Aviation Revenue	(\$637,677)	Adjusted to reflect YTD actuals, 12% increase in flights.
General Interest	(\$560,558)	Adjusted due to increase in investment and higher interest rates.
Woodside Contribution	(\$550,000)	Adjusted to reflect the receipt of Woodside contribution Yr. 1 payment.

KTA Airport - Passenger Services	(\$202,232)	Adjusted to reflect current schedules and actual load factors. Bechtel and Aviair flights are included.
Rio Tinto Contributions	\$5,500,000	Adjusted to reflect timing of project; Dampier Land Transfer is unlikely to progress this Financial Year.
Road Maintenance – Grant Funding	\$1,544,593	Adjusted due to delay in project, to be carried forward to 2024/25
Operating Expenditure		
Consolidated Depreciation	\$2,511,435	Adjusted due to recalculation from FY23 movements.
Wickham Rec – Upgrades	\$335,000	Adjusted due to delay in project, to be carried forward to 2024/25
Information Services IT - Materials & Services	\$211,500	Adjusted to reflect timing of projects delay; planned network security and WRP access control upgrade. To be carried forward to 2024/25
Legal Fees	(\$236,000)	Adjusted to reflect YTD actuals and anticipated future costs.
Karratha Leisureplex	(\$257,771)	Additional costs for retractable shade investigations.
Non-Operating Revenue		
Infrastructure Roads - Transfer from Reserve	\$2,071,634	Adjusted to reflect reserve transfer for Hillview Balmoral Project.
Infrastructure Finance- Transfer from Reserve	\$1,322,689	Adjusted to reflect reserve transfer for Warrior St and Strategic Housing and Land initiatives.
Medical Services Assistance Package - Transfer from Reserve	\$114,500	Anticipated transfer from MSIS reserve to use balance of funds.
Economic Development - Transfer from Reserve	\$100,000	Anticipated reserve transfer for Red Rock Run Sponsorship.
Non-Operating Expenditure		
Roebourne Streetscape Master Plan	\$1,550,000	Adjusted due to delay in project, to be carried forward to 2024/25
Bulgarra Oval Lighting Replacement	\$1,400,000	Adjusted due to delay in project, to be carried forward to 2024/25
Kevin Richards Memorial Oval Playing Surface Lighting Upgrade	\$1,225,000	Adjusted due to delay in project, to be carried forward to 2024/25
Kevin Richards Memorial Oval Multi-Use Hardcourts and Lighting	\$1,200,000	Adjusted due to delay in project, to be carried forward to 2024/25
Karratha Airport – Airside Upgrade	\$1,000,000	Adjusted due to delay in project, to be carried forward to 2024/25
Hancock Way – Six Houses	\$893,600	Adjusted due to delay in project, to be carried forward to 2024/25
Coolawanyah & Dewitt Rd Intersection	\$810,000	Adjusted due to delay in project, to be carried forward to 2024/25
Stormwater Structure Projects	\$700,000	Adjusted due to delay in project, to be carried forward to 2024/25
Depot – Building Improvements	\$450,000	Adjusted due to delay in project, to be carried forward to 2024/25

The Quarter	(\$227,000)	Adjusted to reflect strata levies and maintenance works required
Infrastructure - Transfer to Reserve	(\$3,497,944)	Adjusted to reflect additional interest and transfers for projects carried forward

As a result of the February budget review, a surplus of \$9,490 is now projected as at 30 June 2024.

Due to delays in the completion of current projects, \$9.5m is forecast to require to be carried forward to the 2024/25 budget.

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 budget review process and 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 report considers the financial position of the City and proposes various amendments as determined by management to ensure the budget represents the most current reflection of Council's activities for the remainder of the 2023/24 financial year.

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	Current Budget 2023/24	Proposed Amended Budget 2023/24	Proposed Budget Amendments
Operating Expense	(114,822,454)	(115,068,295)	(115,008,304)	(811,823)
Operating Revenue	139,106,857	140,941,027	139,300,973	(1,640,063)
Non Operating Exp	(67,512,168)	(67,976,635)	(66,382,550)	1,654,085
Non Operating Rev	6,994,729	5,989,189	9,663,012	3,673,823
Non Cash Items	31,470,521	31,360,445	28,477,738	(2,882,707)
Restricted PUPP				
Surplus BFWD	62,129	62,129	62,129	0
Unrestricted Surplus				
BFWD	4,739,380	4,739,380	4,739,380	0
Restricted PUPP				
Surplus CFWD	31,065	31,065	31,065	0
Surplus/ (Deficit) 23/24	7,929	16,175	9,490	(6,685)

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 variance to the current 2023/24 budget surplus.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	This review meets the City's statutory obligation to carry out a review of its annual budget.

IMPACT ON CAPACITY

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 2023/24 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

RESOLVES to ADOPT the Proposed 2023/24 Budget Amendments presented in the Budget Review subject to the following changes:

1. _____
2. _____

CONCLUSION

The proposed amendments from the statutory review of the 2023/24 Budget reflect the City's operations for the remainder of the financial year, resulting in an expected surplus of \$9,490 as at 30 June 2024.

10. COMMUNITY EXPERIENCE REPORTS

There are no items for Community Experience.

11. DEVELOPMENT SERVICES REPORTS

There are no items for Development Services.

12. STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS

12.1. KARRATHA AIRPORT SECURITY SCREENING AND FRONT OF HOUSE SERVICES

File No:	CM.601
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager Airport Services
Date of Report:	29 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential Evaluation & Recommendation Report

PURPOSE

For Council to consider the tender for Karratha Airport Security Screening and Front of House Services offered under RFT 11 – 23/24.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by MSS Security Pty Ltd ABN 29 100 573 966 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT 11-23/24; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with MSS Security Pty Ltd, SUBJECT to any variations of a minor nature.**

BACKGROUND

Karratha Airport is a regulated security-controlled airport, which is classified and required to provide full baggage and passenger screening services. Such a service is regulated through an approved screening agent.

The current service agreement with MSS Security for the provision of Security and Screening Services, was awarded by Council at its meeting in May 2019 and is due to expire on 30 June 2024. The contract was for an initial term of three (3) years with two (2) x 1 (one) year extension options which have now been exercised. The current tender is for the same contract period.

DISCUSSION

The alternate to contracting security service is to directly employ staff to provide the services. in-house. This approach does not provide any tangible security outcomes or financial benefits to the City as in-house processing is likely to:

- Reduce the competitive pricing opportunity (economies of scale purchase).

- Increase staff resourcing pressure and timeframe to delivery.
- Potentially reduce reliability and compliance with regulations; and
- Increase management, training and regulatory costs.

The service also requires a high level of specialised manpower with specialised training which is not available with the City. Security screening is not a core business for the airport and there is no financial benefit to be gained by the City, as the screening service costs are budget neutral and recovered through passenger security charges.

In October 2023 Council approved the scope of works for the tender, which included:

- Maintaining security screening of people and baggage during scheduled operating hours which can be amended from time to time.
- Provision of services for operating security screening points, checked bag security screening system, explosive trace detection, body scanners, screening of unattended items and security sweeps of the terminal; and
- Manage and control of vehicular and pedestrian traffic flow at kerbside, in front of terminal and in airport's carparks.

The Tender was advertised on 17 January 2024 with submissions closing on 14 February 2024. The Evaluation Panel Members as listed in the table below assessed the submission in full:

Organisation	Position Title
City of Karratha	Manager Airport
City of Karratha	Director Strategic Projects & Infrastructure
City of Karratha	Airport Commercial & Terminal Coordinator

The tender was first assessed for compliance with the submitted documents. The submissions were then assessed against the Council approved qualitative criteria that was weighted as follows:

Criteria	Weighting
Relevant Airport Experience	15%
Capacity to Deliver	15%
Respondents Resources	10%
Price	60%

A copy of the Evaluation Report is contained within the confidential section of the agenda.

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

LEVEL OF SIGNIFICANCE

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of high significance in terms of economic and functional ability for the Council to maintain the airports operational capability.

STATUTORY IMPLICATIONS

In terms of the Aviation Transport Security Act 2004 Karratha Airport is classified as a Security Controlled airport. Under Section 16(2) of this Act, the City of Karratha as owner/operator of Karratha Airport, has a Transport Security Plan (TSP) aimed at ensuring the security integrity of the aviation network at Karratha Airport.

Tenders were called in accordance with Section 3.57 of the Local Government Act 1995 and Part 4, Division 2 – Tenders for providing goods or services of the Local Government (Functions and General) Regulations 1996.

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

The proposal is in accordance with Council's CG 12 Purchasing Policy and CG11 – Regional Price Preference is applicable to this matter.

FINANCIAL IMPLICATIONS

Council has allocated \$2.8M in the 2023/24 financial year for the cost of providing security services. The preferred tenderers submission is in line with the budget. The total cost of the tender over the five year contract period is approximately \$14.8M including an assumed annual 3.5% CPI increase.

Screening costs are budget neutral and are recovered from Airlines through Security Screening Fees and Charges once approved by Council. The airlines will ultimately on charge the costs to the passenger.

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: 1.a.1.4 Airport Facility Management

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	Screening costs are budget neutral and will be recovered from airline charges.
Service Interruption	Extreme	Lack of security screening services will shut down all passenger and airline operations at the airport.
Environment	N/A	Nil
Reputation	High	Closure of the airport terminal due to unavailability of security services will have a high reputational risk for the City.
Compliance	Low	Conducting a tender process to contract an airport security screening provider is expected to ensure security integrity of the aviation network at Karratha Airport.

IMPACT ON CAPACITY

There is no impact on capacity or resourcing to carry out the Officer's recommendation. The contract will be managed in-house by the Airport team.

RELEVANT PRECEDENTS

The current service agreement with MSS Security for the provision of Security Screening and Front of House Services, as awarded by Council at its May 2019 meeting is due to expire on 30 June 2024.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council NOT SUPPORT the officer's recommendation and PROPOSE a substitute tenderer.

CONCLUSION

In terms of the *Aviation Transport Security Act 2004*, Karratha Airport is classified as a Security Controlled airport and to maintain the classification having security screening at the airport is mandatory.

With the current security screening contract due to expire at the end of June 2023, Officers recommend the City to award the tender and commence the new Screening Services contract at Karratha Airport.

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

File No:	CP.1710, CM.596
Responsible Executive Officer:	Director Strategic Projects and Infrastructure
Reporting Author:	Manager Infrastructure Projects
Date of Report:	27 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential - Tender Evaluation Report

PURPOSE

For Council to consider the tender for the Roebourne Streetscape Master Plan (Construction) Tender, Number RFT 09-23/24.

OFFICER'S RECOMMENDATION**That Council:**

1. **ACCEPT** the tender submitted that The Artisan Co WA Pty Ltd ABN 41 638 826 301 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered for under RFT 09-23/24 Roebourne Streetscape Master Plan (Construction); and
2. **AUTHORISE** the Chief Executive Officer to execute a contract with The Artisan Co WA Pty Ltd for the delivery of the Phase One and Two together with all associated works as contained in this report, **SUBJECT** to any variations of a minor nature.

BACKGROUND

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

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

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

- b) Phase Two delivery of the Roebourne Streetscape includes infilling between the intersections of Roe Street with Wellard and Padbury streets, and Padbury and Withnell streets.

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

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

Tenders were advertised on 10 January 2024 and closed 14 February 2024.

Four (4) tenders were received by the closing date from:

- BCP Contractors Pty Ltd
- LIGNA Construction
- MG Group WA
- The Artisan Co. WA Pty Ltd

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

- Parks and Gardens Coordinator
- Project Manager
- Manager Infrastructure Projects

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

The criteria and associated weightings were:

Criteria	Weighting
Price	50%
Methodology	20%
Capacity to Deliver	15%
Relevant Experience	10%
Sustainability	5%

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

A copy of the Evaluation Report is contained within the confidential section of the agenda.

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

The Roebourne Streetscape Master Plan has regularly been the subject of Councillor Briefing Sessions during 2021, 2022, 2023 and again in March 2024, following the procurement process.

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

COMMUNITY CONSULTATION

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

The City acknowledges that there has been limited engagement over the past 12 months, since the masterplan was approved and during recent procurement processes.

The City has received feedback from Yandi for Change that the Elders Council would appreciate the opportunity for further engagement with the Roebourne community. This will be included in the schedule.

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

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

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

POLICY IMPLICATIONS

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

Council adopted the Roebourne Streetscape Master Plan (Option Three) in June 2022, and advertised the Concept Design Report for public comment with limited feedback received.

FINANCIAL IMPLICATIONS

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

In adopting the 2023-24 Operational Plan, Council supported the Officers proposal to include Phase One and Two in the initial tender on the basis that economies of scale and cost efficiencies may be realised in awarding a larger package of works. The strategy proposed

that the 23/ 24 Budget would be cash flowed to meet construction commitments in 23/ 24 FY with further funding required in 24/ 25 FY to complete the Phase One and Phase Two works.

Council had initially allocated \$3,050,000 (excluding GST) in its original 23/24 Budget to implement Phase One of this project.

Based on the previous evaluation process, in September 2023 the Council increased the allocated budget to \$6,100,000 (excluding GST) reflective of its commitment to facilitate the delivery of the combined two phases of work instead of one.

Mindful of the significance of the project, it is recommended that the Council initially not reduce the current budget allocation, cognizant of the potential risks identified in the Tender Evaluation and partly due to the Aboriginal Heritage within the precinct and the opportunity to consider associated activities within the scope of work.

All costs exclude the public art component of the project and any construction contingency.

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

STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025.

In particular, the Operational Plan 2023-2024 provided for this activity:

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Aligns with the City's commitment to plan appropriate infrastructure and services to support good health and wellbeing.
Financial	Moderate	Implementation of the Roebourne Streetscape Master Plan involves an ongoing financial commitment from Council in response to available funding and suitable progressive staging of the works. The project has significant external funding that is at risk should the work not proceed.
Service Interruption	Low	Should works proceed there will be an impact on road access and power provision for a period during the works including coordination with Main Roads WA. The Contractor is responsible for Management Plans development and implementation, including the Communication and Traffic Management Plan.

Category	Risk level	Comments
Environment	Low	Construction will be in accordance with all statutory and relevant standards. Noise output and dust pollution throughout construction, will be managed by the contractor. Tenders included a Sustainability criterion in the evaluation for which Tenderer are to outline initiatives their organisation uses to reduce the environmental impacts of their organisation and how those translate into day-to-day operations. Overall, the addition of significant street trees and planting should have a positive effect on the environment.
Reputation	Moderate	The Streetscape Master Plan has been developed from a mixture of sourced information, developed, and known data and community feedback. Failure to commit to identified staged delivery and improvements to a suitable level is likely to attract a negative impact on reputation. Improvement in the townsite activation and streetscape is likely to deliver positive reputational impact for Council.
Compliance	Low	Detailed design documentation has been undertaken by qualified design consultants and civil engineers to ensure compliance with current and relevant standards. Tenders were called and administered in accordance with the <i>Local Government Act 1995</i> and associated regulations. Any works are expected to comply with relevant standards.

IMPACT ON CAPACITY

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

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

RELEVANT PRECEDENTS

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

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

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

VOTING REQUIREMENTS

Simple Majority.

OPTIONSOption 1

As per Officer's recommendation.

Option 2

That Council:

1. ACCEPT the tender submitted that The Artisan Co WA Pty Ltd ABN 41 638 826 301 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT 11-22/23 Roebourne Streetscape Master Plan (Construction); and
2. EXECUTE a contract with The Artisan Co WA Pty Ltd ABN 41 638 826 301 for the delivery of the Phase One Works only SUBJECT to any variations of a minor nature.

Option 3

That Council:

1. REJECT all tenders under RFT 09-23/24 Roebourne Streetscape Master Plan (Construction) as no tenderer offered an advantageous outcome to the City; and
2. READVERTISE the tender.

CONCLUSION

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

Should Council support the Officer's recommendation, the contract period is anticipated to commence on the 22 April 2024, subject to contract negotiations. On the basis that the combined Two Phases proceed as a rolling staged delivery, all associated work under the Contract is anticipated to be delivered within eight (8) months from the agreed commencement on site, including approvals and management plans from the date of contract award.

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

File No:	CP.1741, CM.587
Responsible Executive Officer:	Director Strategic Projects and Infrastructure
Reporting Author:	Manager Infrastructure Projects
Date of Report:	27 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential Evaluation & Recommendation Report

PURPOSE

For Council to consider the tender for the Kevin Richards Memorial Oval Redevelopment, Playing Surface Lighting and Pole Upgrade, Tender Number RFT 04-23/ 24.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by that MNT Electrical Pty Ltd t/a BLU Electrical ABN 20 638 110 139 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT 04 23/ 24 Kevin Richards Memorial Oval Redevelopment, Playing Surface Lighting and Pole Upgrade.**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with MNT Electrical Pty Ltd t/a BLU Electrical ABN 20 638 110 139, SUBJECT to any variations of a minor nature.**

BACKGROUND

The City currently operates and maintains sports lighting in thirty (30) facilities. In this context, sports lighting is defined as any lights that facilitate sporting activity, whether indoors or outdoors. It encompasses all electrical infrastructure, poles, and luminaires as part of each sports lighting system. Following an audit undertaken by Focus WA Consulting, the City has planned the replacement the existing lighting system at the Kevin Richard Memorial Oval Precinct, including some rectifications to general lighting required due to non-compliances and existing assets reaching the end of their practical life.

An initial upgrade of the existing luminaires occurred in 2020 following damage from the impact of the event of Tropical Cyclone Damien. This resulted in the existing halogen luminaires being replaced with the significantly more efficient light emitting diode (LED) proprietary luminaires, from the manufacturer Musco Sporting Australia (Model LCD-TLC-1500). This initial upgrade significantly increasing the lux level to some 300 lumen utilising the existing light poles on site.

In parallel, the redevelopment of the Kevin Richard Memorial Oval Precinct has since progressed, and the sports lighting upgrade has been integrated within this larger sporting and recreation project. The Precinct redevelopment included the completion of Stage One,

which included the design and construction of the new play space in 2022, the northern car park and the recent Change and Club Room Facility completed in 2023. The playing surface lighting and pole upgrade is identified as Stage Two of the Kevin Richard Memorial Oval Redevelopment Master Plan endorsed by Council in September 2020.

The proposed staged upgrade of the Precinct sports lighting is a long-term strategy including:

- (a) Phase One Floodlighting (Completed) – An average horizontal illuminance of 310 lux (e.g. Completed because of the damage caused by Cyclone Damien).
- (b) Phase Two Floodlighting - An average horizontal illuminance of 500 lux requiring 4 new poles, each 38-metre high with cross arms, reuse of stage 1 floodlights and additional floodlights.

The works proposed will bring the sports lighting infrastructure in line with the recommended illuminance level for regional competition level of play. An additional allowance consistent with the Master Plan has been made to illuminate the future cricket net locations, additional lighting for the playground and for the area adjacent to the older changerooms.

To date no detailed design has been undertaken for the lighting modelling, lighting pole, lighting control or power infrastructure and the existing power supply is assumed to be sufficient for the new works. All lighting design and performance shall be in accordance with the relevant requirements and recommendations of the Australian Standards AS 2560 Sports Lighting Suite and the specific sporting code industry bodies such as the Australian Football League (AFL) Preferred Community Facility Guidelines 2024 and Cricket Australia Guidance Note 2021 guidelines.

The Design and Construct Request for Tender was advertised on the 29 November 2023 and closed 16 February 2024.

Three (3) submissions were received by the closing date from:

- Ausolar Pty Ltd
- MNT Electrical Pty Ltd t/a BLU Electrical
- DCI Electrical Services (WA) Pty Ltd

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

- Project Manager
- Manager Community Facilities
- Manager Infrastructure Projects

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

The criteria and associated weightings were:

Criteria	Weighting
Price	50%
Methodology	20%
Capacity to Deliver	15%
Relevant Experience	10%
Sustainability	5%

The Regional Price Preference Policy was applied to one of the tenderers.

A copy of the Evaluation Report is contained within the confidential section of the agenda.

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

The Kevin Richards Memorial Oval Redevelopment has regularly been the subject of Councillor Briefing Sessions during 2021, 2022, and 2023.

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

COMMUNITY CONSULTATION

The Precinct currently has approximately 900 people utilising the oval and supporting infrastructure each month, participating primarily in Australian Rules football (AFL), cricket and other community-based sporting activities. Mindful of this and the potential impact of any work onsite, the City's Request outlined a comprehensive strategy to ensure that access and functionality, including the existing lighting at the Precinct, remained uninterrupted.

Whilst tenders have submitted varying work programs in an attempt to minimise disruption, the extent of work required to remove existing assets and construct new is significant and will require a period of time where functionally the oval would not be in use. Officers have explored these issues in detail with tenderers to clarify cost and time impacts associated with a variety of scenarios.

Together with relevant Departments, Officers have proposed an alternative delivery program that would potentially involve closing the Precinct to community sports and recreation from September 2024 to February 2025 and not being available for a majority of the West Pilbara Cricket Association Summer 2024/ 25 Season.

Accordingly and based on Councils determination of the tender outcome, Officers shall continue facilitating community engagement activities following the iap2 public participation spectrum process to ensure the Department of Education, sporting groups and the public are informed, consulted, and empowered during the critical planning of this work.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Council has allocated \$2,500,000 (excluding GST) in the 23/ 24 Budget to commence the Playing Surface Lighting and Pole Upgrade, which is Stage Two of the endorsed Master Plan for the Precinct.

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:	1.a.2.6	Infrastructure Project Management
Projects/Actions:	1.a.2.6.23.1	Construct the KRMO Outdoor Courts and Lighting
Projects/Actions:	1.a.2.6.23.2	Construct new Oval Lighting at KRMO

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	Aligns with the City's commitment to providing appropriate public open spaces to support good health and wellbeing within our communities.
Financial	Moderate	Implementation of the next stage involves an ongoing financial commitment from Council in response to available funding and suitable progressive staging of the works.
Service Interruption	Moderate	The existing facilities may not be available for competition level community sport during the six (6) month construction period and alternative facilities scheduling will be required to minimise disruption to the stakeholders.
Environment	Low	Noise output and dust pollution throughout construction will be managed by the contractor.
Reputation	Moderate	An upgraded facility is likely to deliver positive reputational impact for Council.
Compliance	Low	Works are expected to comply with relevant standards.

IMPACT ON CAPACITY

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

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

RELEVANT PRECEDENTS

Bulgarra Sporting Precinct, Wickham Sporting Precinct and Kevin Richards Memorial Oval Precinct are all considered District Level facilities within the City, with similar plans proposed for Windy Ridge in Dampier.

The new sports lighting is similar to those plans proposed for the Karratha Leisureplex football and cricket oval. It is also in line with upgrading the provision at the site to those expected at a District Level facility site.

VOTING REQUIREMENTS

Simple Majority.

OPTIONSOption 1

As per Officer's recommendation.

Option 2

That Council:

1. AWARD the tender for Ausolar Pty Ltd under ABN 24 334 202 509 to form a contract, under RFT 04 23/ 24 for the Kevin Richards Memorial Oval Redevelopment, Playing Surface Lighting and Pole Upgrade.
2. EXECUTE a contract with for Ausolar Pty Ltd, SUBJECT to any variations of a minor nature; and
3. NOTE that the Project Budget would be adjusted as part of Council's next Budget review.

Option 3

That Council REJECT all tenders for the Kevin Richards Memorial Oval Redevelopment, Playing Surface Lighting and Pole Upgrade under RFT 04 23/ 24 and READVERTISE the tender.

CONCLUSION

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

Should Council support the Officer's recommendation, the contract period is anticipated to commence on the 29 April 2024, subject to contract negotiations. If the alternative program is implemented, all work under the Contract is anticipated to be completed within ten (10) months, contingent upon the closure of the Kevin Richards Memorial Oval playing surface to community sporting groups for a maximum of six (6) months. The initial contract period will prioritise the procurement of materials and lead times for the new poles, and construction activities will commence onsite following the conclusion of the West Pilbara Football Association Home and Away Season in early September 2024.

13. CHIEF EXECUTIVE OFFICER REPORTS

13.1. HOUSING DEVELOPMENT EXPRESSION OF INTEREST

File No:	CM.599
Responsible Executive Officer:	CEO
Reporting Author:	Manager, Corporate Development
Date of Report:	25 March 2023
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider the publication of an Expression of Interest (EOI) inviting proposals for housing developments on city-owned, undeveloped, development-ready, residential lands. This EOI also invites proposals on privately owned, undeveloped, development-ready residential lands where the landowner has determined the city could play an enabling role.

OFFICER'S RECOMMENDATION

That Council ENDORSE the call of the Expressions of Interest for the Housing Development EOI.

BACKGROUND

The City is seeking expressions of interest from developers and builders to partner with the City of Karratha to address the current shortfall in housing stock through construction of residential dwellings on development-ready, residential lands that the city has aggregated. Additionally, the city invites similar expressions from landowners of undeveloped, development-ready residential lands within the Karratha town centre where the landowner has determined the city can play an enabling role to support the development of new housing stock. The City's objective is to provide developers with an opportunity of scale.

DISCUSSION

Australia is in the grip of a housing crisis. Karratha is no exception, though its circumstances are uncommon. The City of Karratha is a thriving city of the north, with approximately 25,000 residents and an additional 5,000 FIFO workers at any given time. The city's attachment to mining and resources means its housing market is more volatile than a capital city. It also means that approximately 66% of the private rental market in Karratha is consumed by industrial and public sector demand, groups that can tolerate, and therefore exacerbate, rental inflation.

There are over 8,500 rateable residential properties within the City of Karratha. This number has been relatively stable for the last six years. While the stock of housing was relatively unchanged, rental stock contracted when renters took advantage of discounted housing prices (2016-2020) and became owner-occupiers. With the onset of another construction boom in the City, over the past 12 months there has been a significant decrease in the number of properties available to rent due to high growth in local employment. Today, less than 0.5% of the total housing stock within the City of Karratha is available to rent.

It is wonderful more people are choosing to live and work in Karratha, Australia's most liveable regional city. However, it is proving difficult for housing to keep apace. Housing is becoming a significant impediment to sustainable regional development and growth within the City of Karratha – a wicked problem.

One of the largest barriers to the creation of new, affordable dwellings in the City of Karratha is the cost of the build, or the *Pilbara premium*, an estimated 60% on top of the price for the same product in Perth. The premium derives from skills shortages, cost of freight, and high input costs due to cyclonic specifications, among other things. Thus, new house builds in Karratha currently have a negative yield - the cost of the build is higher than the value of the asset when completed. Additionally, a house in Karratha has relatively high operating expenses, largely due to the cost of utilities and insurance.

The above assumes an investor can finance the cost of building a house, an unreliable assumption given finance scarcity in Karratha following a market downturn from 2012 to 2018. When rents collapsed so too did the credibility of many mortgagees. Banks foreclosed on investors and fled Karratha's risk environment thereafter. Banks that remain utilize rigorous, localized criteria (e.g., 30% minimum down payment). Thus, the barriers for willing and able investors are substantial.

With continued resource related growth expected in coming years, housing availability has become a critical issue. The City will require an additional 1,200 dwellings in the next five years. Failure to address this will negatively impact middle-income workers and the community in general.

The City has engaged with a range of stakeholders about the housing problem and potential solutions. While there is a general understanding of the issue at hand, there are few traditional strategies to assist given limited financial capital and a low-risk appetite when it comes to Pilbara property. Creative solutions, at a large scale, are required to impact this wicked problem.

The City's Housing EOI will invite creative proposals from the market that deliver housing solutions across the City's supply of undeveloped, development-ready, residential lands in the Karratha town centre. Aspirational deliverables include:

- Provide the market with details pertaining to an aggregate of undeveloped, development-ready, residential, city-owned lands within the Karratha town centre. These are lands for which native-title and environmental constraints are not barriers.
- Individually, the City is committed to investing in the provision of new dwellings (e.g., build to rent and/or private sales). Ideally, these dwellings will comprise of a mix of affordable housing (e.g., service/essential worker accommodation), government housing (local, state), and/or private rentals/sales.
- Aggregate demand: The aggregation of city-owned, undeveloped, development-ready, residential lands may support scale economies and improve investment yields.
- Invite proposals, ideas, and interest in the development of additional housing on the sites featured in the City's inventory.
- Provision of 'sweeteners' that boost the feasibility of housing projects in the City of Karratha
 - Discounted lands
 - Rates incentives
 - Facilitation of long-term leases
 - Subsidy in the form of joint investment, project enablement grant, etc.

- Other areas/actions where the proponent sees the City can play a key role in ensuring project completion/viability

In addition to City-owned lands, the City also invites expressions of interest from other landowners in relation to their undeveloped, development-ready residential lands. These submissions should specify a role the City can play to support/enable the delivery of a new housing project.

We will be facilitating information sessions for proponents as follows:

- Virtual Session 1: 10:00am Wednesday 10 April 2024
- Karratha Session: 6:00pm Thursday 11 April 2024
- Perth Session: 2:00pm Wednesday 17 April 2024
- Virtual Session 2: 10:00am Wednesday 01 May 2024

LEVEL OF SIGNIFICANCE

[{See Council Policy CG8 - Significant Decision Making Policy.}](#)

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of high significance in terms of social/economic issues.

STATUTORY IMPLICATIONS

There are no statutory implications.

COUNCILLOR/OFFICER CONSULTATION

[{See Council Policy CS24 – Community Engagement Policy}](#)

Consultation has taken place between August 2023 and February 2024 via monthly Council briefing sessions which have led the City to this point.

COMMUNITY CONSULTATION

[{See Council Policy CS24 – Community Engagement Policy}](#)

No community consultation is required for this Expression of Interest process.

POLICY IMPLICATIONS

The purpose of the EOI is to solicit proposals/ideas from the market for the development of new dwellings. Project proposals will be evaluated and put forward to Council on a project-by-project basis. As such, there are no immediate policy implications with the EOI process per se given it will not produce a committed a project.

The above said, the EOI may produce proposals that, if pursued, will have policy implications. The following policies may become salient should the city receive viable proposals:

- CF- 04: Investment Policy – Property
- CG-12: Purchasing Policy

All submissions will be evaluated according to the criteria outlined in each policy featured above. Key criteria considered as part of the evaluation include:

- Quantity of dwellings proposed
- Request contribution from the City of Karratha
- Cost per dwelling
- Proposed utilisation of dwellings (e.g., affordable housing, Service Worker, etc.)
- Partner organisation type (e.g., not for profit, private developer, etc.)
- Local capability
- Potential reputational impact
- Project readiness (e.g., how quickly the solution can be deployed)

FINANCIAL IMPLICATIONS

There are no financial implications for this Expression of Interest process. Granted, there may be financial implications should a submission be evaluated and selected. That proposal will be submitted to Council separately, as a stand-alone Council Report.

STRATEGIC IMPLICATIONS

This item is relevant to the City's approved [Strategic Community Plan 2020-2030](#), the [Corporate Business Plan 2020-2025](#) and the [Operational Plan 2023-2024](#). The following provisions are applicable to this activity:

- Strategic Community Plan 2020-2030:
 - o 2a. Diverse industry
 - 2.a.1 Partner with key industry and business groups to advocate for investment
 - o 2c. Quality Infrastructure to support business investment:
 - 2.c.1 Land and infrastructure is available for a variety of business investment purposes
 - 2.c.2 Public private partnerships are in place for the development of key infrastructure
- Corporate Business Plan 2023-2024 Programs/Services:
 - o 2.a.1.1 Small and medium enterprise support
 - o 2.c.1.2 Land development and management
 - o 2.c.2.3 Treasury and investment management
- Operational Plan Projects/Actions:
 - o 2.a.1.1.20.2 Advocate for partnerships to increase housing supply
 - o 2.c.1.2.20.5 Implement Residential Housing Investment program
 - o 2.c.2.3.19.1 Generate returns from property investment

RISK MANAGEMENT CONSIDERATIONS

There is one risk management consideration applicable.

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	The EOI unto itself will not result in property investment. Specific investments, where applicable, will be subject to their own Council Agenda Report.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	There may be negative public reaction to any foray by the City into housing investment and/or development.
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 REJECT the publication of the housing EOI, having determined that there are no housing development proposals it would consider in the foreseeable future on City-owned residential lands.

CONCLUSION

It is recommended that council approve the publication of its housing EOI to determine its options given current market conditions relative to the development of housing/dwellings on development-ready, undeveloped, city-owned residential lands.

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13.2. ITEMS FOR INFORMATION ONLY

Responsible Officer: Chief Executive Officer

Reporting Author: Minute Secretary

Disclosure of Interest: Nil

PURPOSE

To advise Council of the information items for February 2024.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

13.2.1 Community Experience update

13.2.2 Concession on Fees and Charges

13.2.3 Record of Tender Outcome under Delegation

13.2.4 Development Services update

13.2.1. COMMUNITY EXPERIENCE INFORMATION JANUARY 2024

File No:	CS.23
Responsible Executive Officer:	Director Community Experience
Reporting Author:	EA Community Experience
Date of Report:	26 February 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s)	Nil

PURPOSE

To provide Council with an update on Community Experience services for January 2024.

Attendance & Utilisation Summary

Facility Attendance	Jan 2023	Jan 2024	%
The Youth Shed	489	566	+ 16%
The Base	596	804	+ 35%
Total Library	6,129	6,450	+ 5%
Karratha Leisureplex	37,476	35,925	- 4%
Wickham Recreation Precinct	5,442	5,025	- 8%
Roebourne Aquatic Centre	710	984	+ 39%
Red Earth Arts Precinct	2,986	2,538	- 15%
Arts Development & Events	1,600	1,769	+ 12%
Indoor Play Centre	3,166	3,554	+ 14%

Community Liveability Programs	Dec 2023	Jan 2024	%
Security Subsidy Scheme properties	8	19	+ 138%
Meet the Street Parties	7	0	- 100%

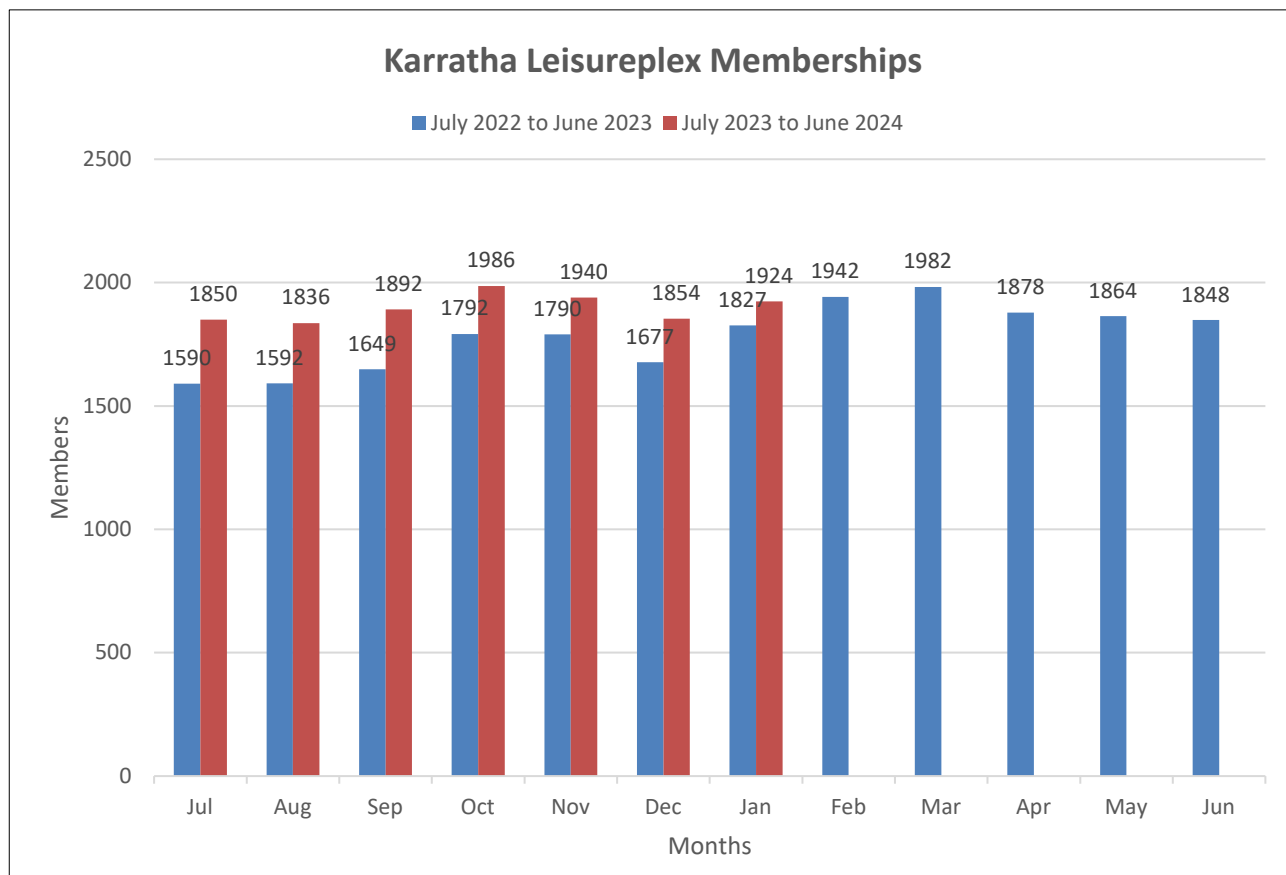
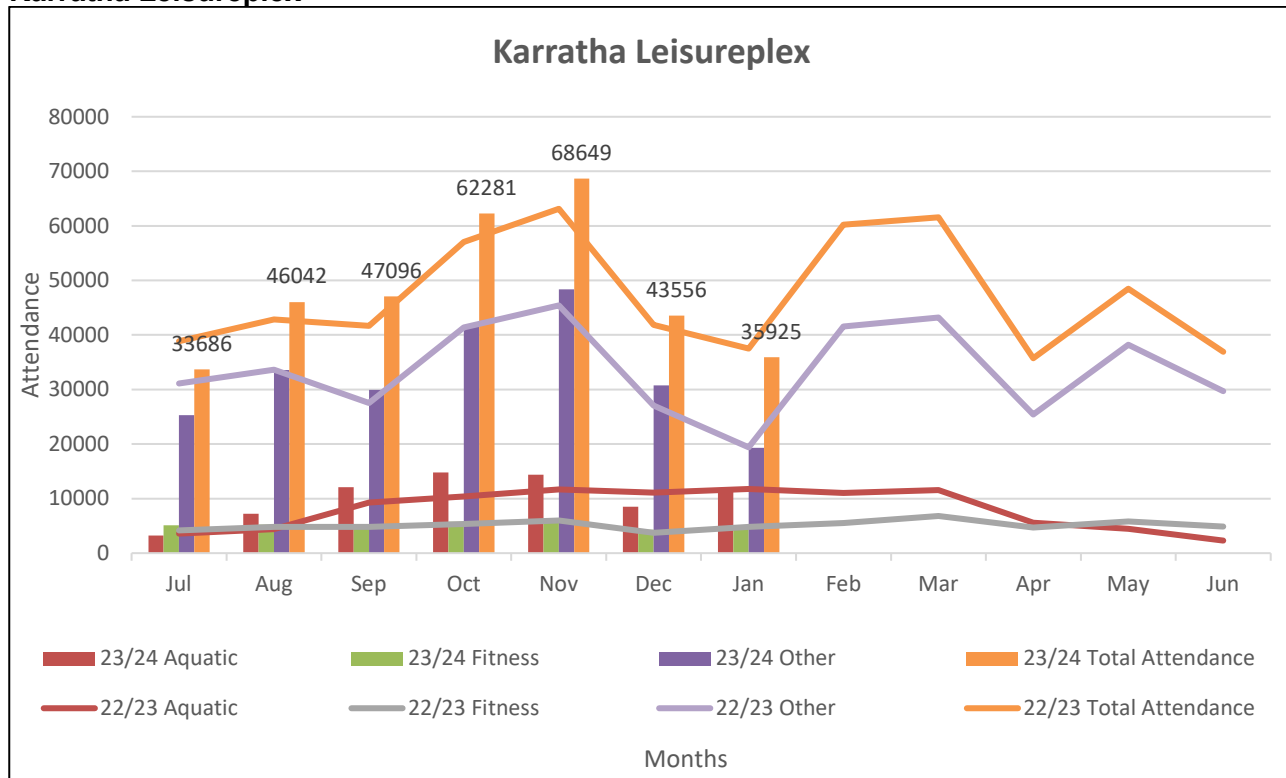
Small Community Grants

The following Small Community Grants were awarded for January 2024. The total contribution is \$4,710.

JANUARY 2024

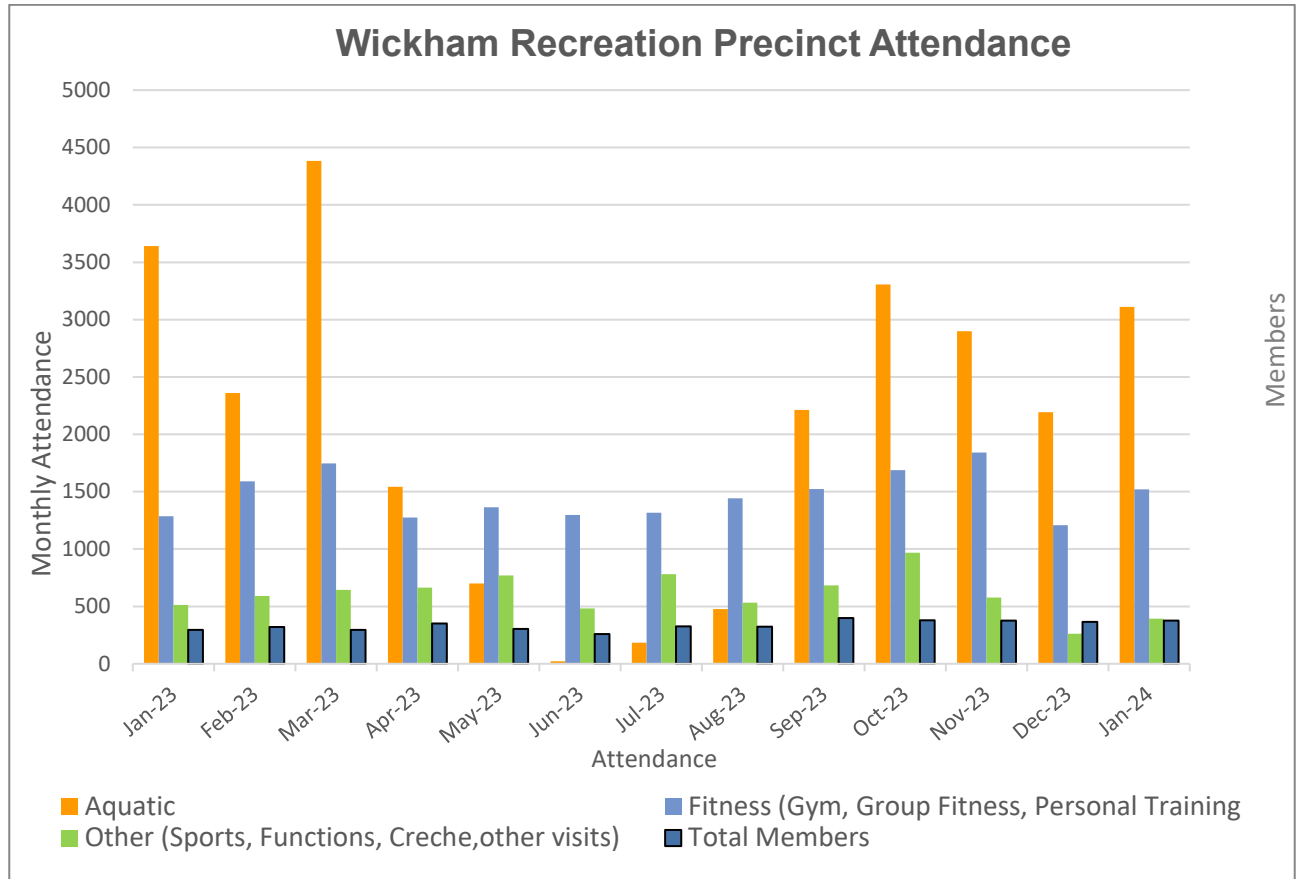
Town	Who	What	Awarded
Karratha	Karratha Community House	Mural Fundraiser – 20 year celebration	\$4,710 ex GST

Karratha Leisureplex



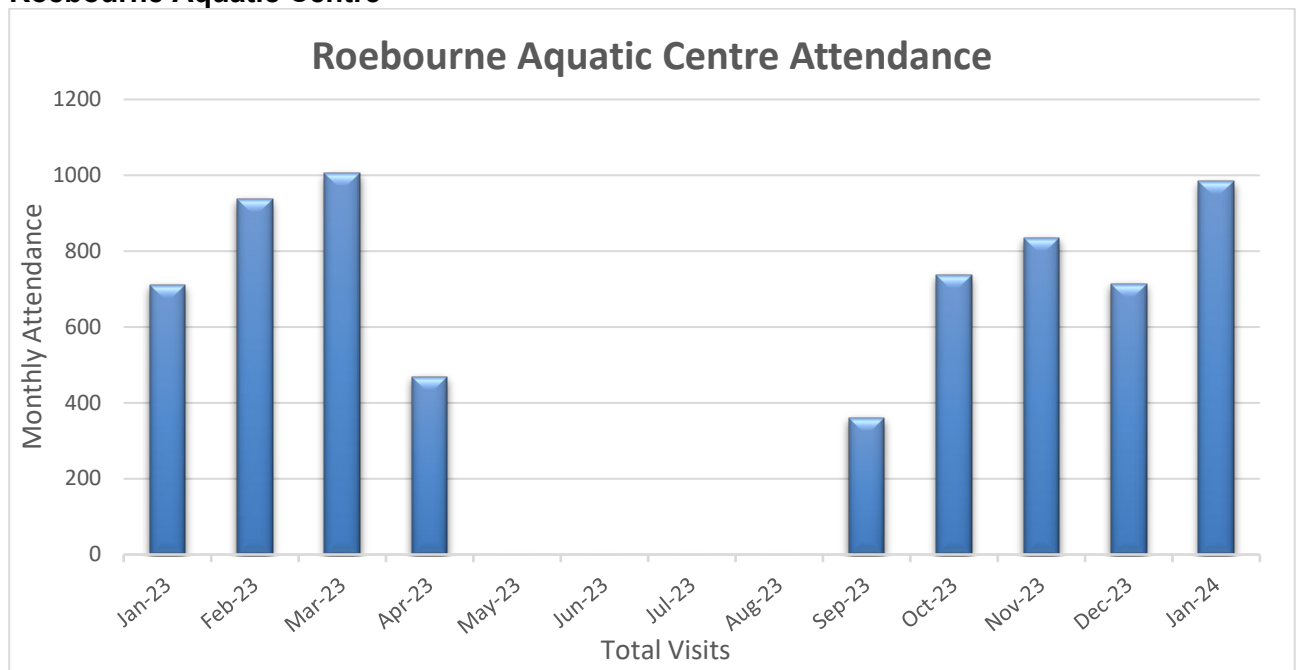
Approximately 97 more memberships compared to January 2023. Approximately 100 less aquatic patrons compare with January 2023. Our successful January 2024 holiday program had 1,342 in attendance vs 938 in January the previous year.

Wickham Recreation Precinct



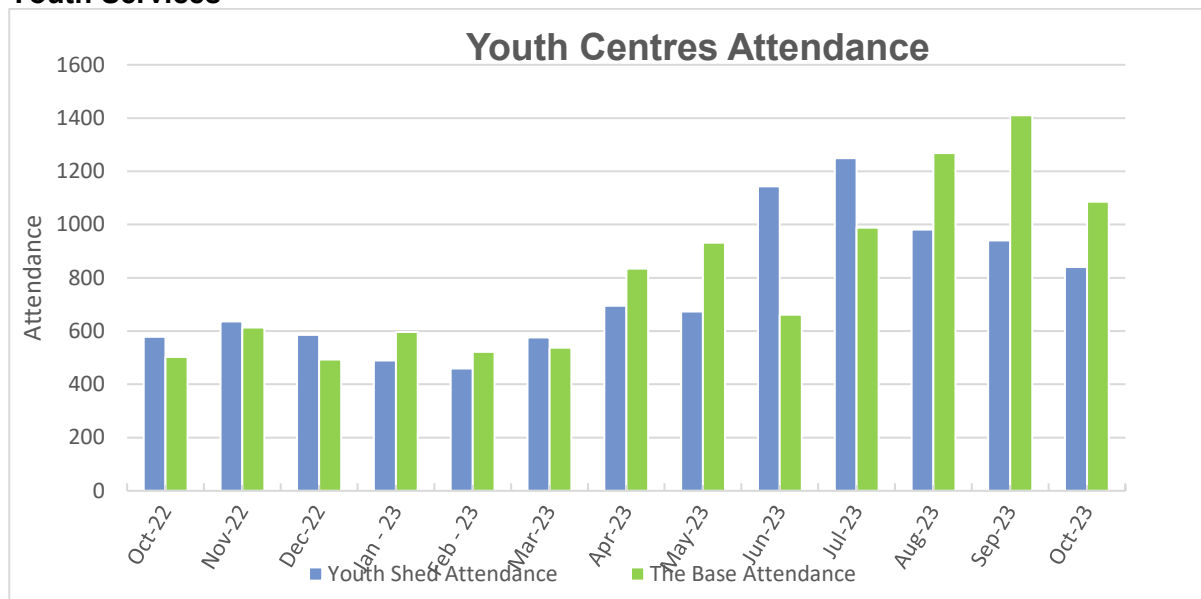
Total attendances are down slightly from last year (5,385 vs 4,744). This is influenced by WRP memberships being up by 28 percent from January last year and group fitness attendance is down significantly from January 2023, reduced number of classes offered (30 vs 19). Staffing constraints and reduced number of people in Wickham throughout January.

Roebourne Aquatic Centre



RAC total visits increased by 28%. The increase appears to be in adult entries and under 5 attendances, as the January child free entries are on par with January 2023 numbers.

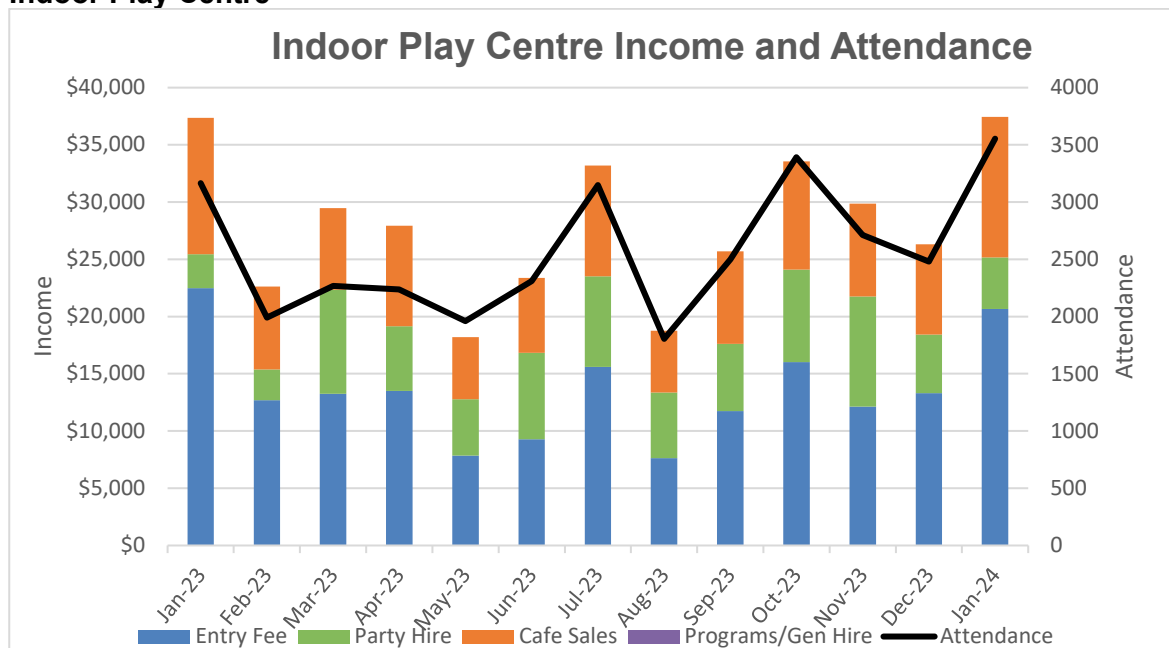
Youth Services



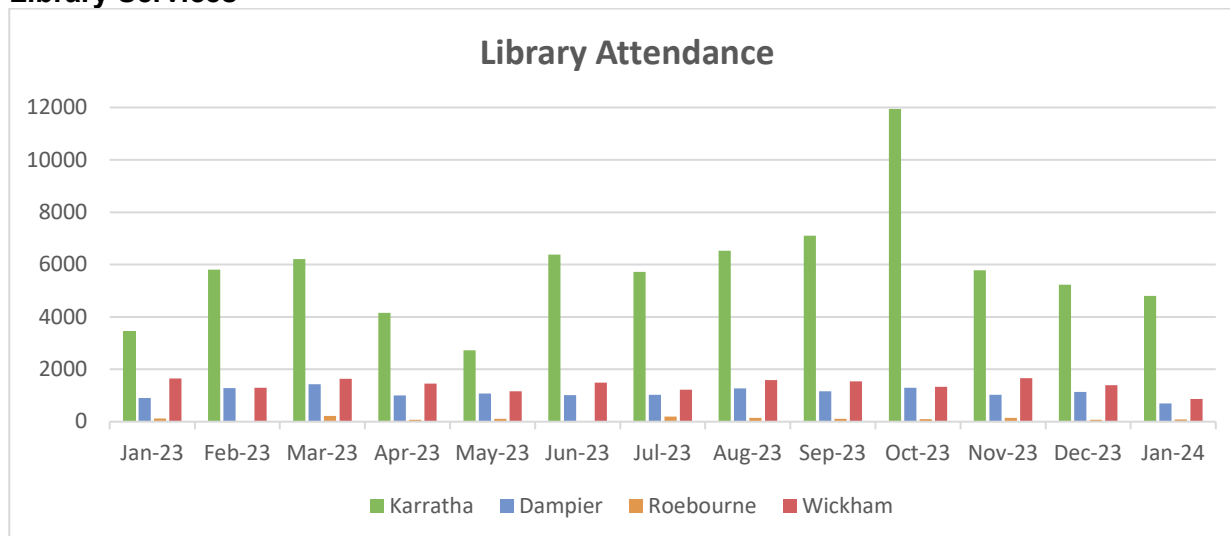
The Base continues to have steady numbers for the month. 2023 recorded 596 youths in attendance compared to 804 for January 2024. This can be attributed to our programming tailored to suit our youth's needs and holiday programs in collaboration with the Swans and other stakeholders in the Eastern corridor. This has created a safe, supportive, inclusive space for all.

The Youth Shed

As predicted the month of January has shown to be our least busy month for the year with 566 youth attending. This was due to a number of reasons such as families leaving town for the school holidays, hotter weather and transport restrictions for young people living outside of The Youth Shed's proximity. However, through programming, promoting, and positive youth and community engagement, we have managed a 16% attendance increase in comparison to January 2023 attendance statistics. During this month, we also found that many new families who were in town during the holidays attended regularly after finding out about our scheduled programs through social medial advertising and positive word of mouth. We also found a higher than regular number of young people utilise the centre during public holiday opening hours.

Indoor Play Centre

Attendance had an increase by 12% compared to 2023. Party Hire income was up by 34% due to Laser Tag parties being available. Weather was cooler for a January with many mid 30 degree days may have contributed to entry totals being slightly lower than last year.

Library Services

10,988 Total memberships (107 new members signed up in October).

2,274 Physical items and **1198** eResources borrowed.

675 Individual computer log ins by members and guests (excludes Wi-Fi).

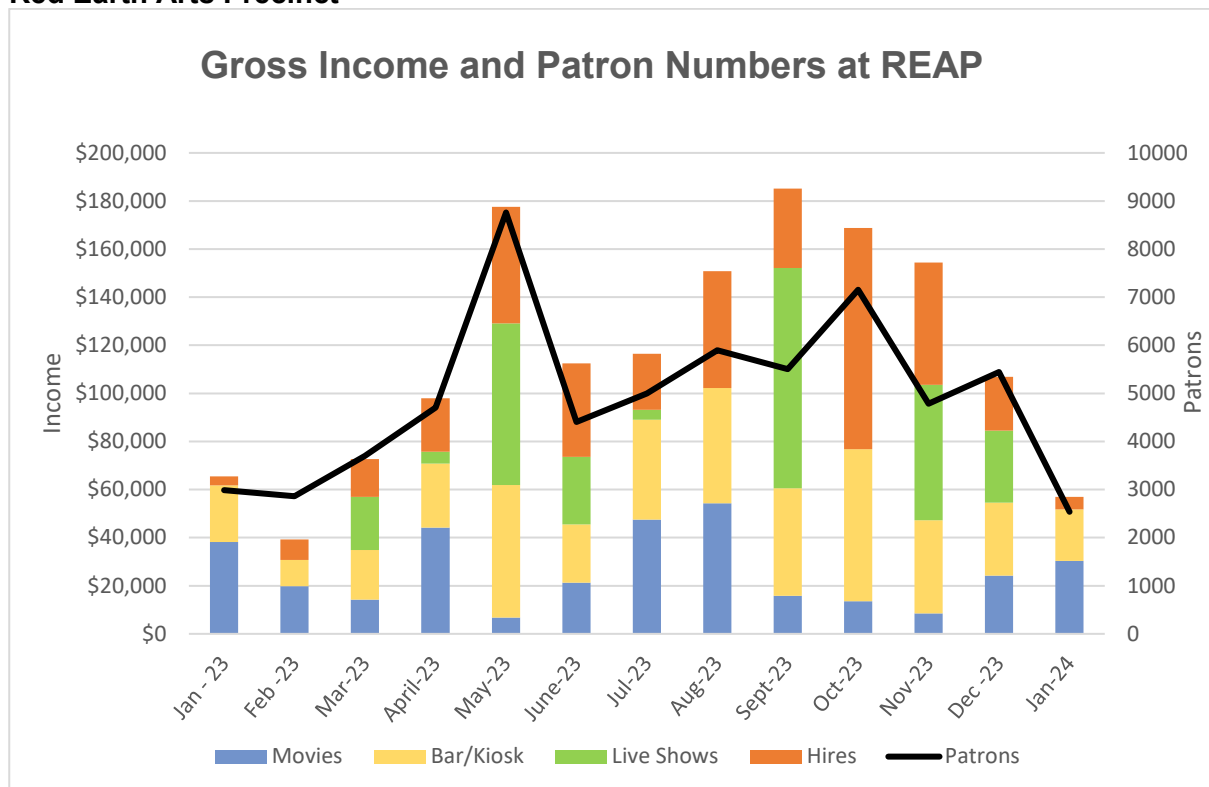
2 External requests for local history information.

482 Program participants at **36** programs, (including the Escape the Heat School Holiday Programs).

30 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.

645 Technical enquiries (including assistance with Computers, Wifi, Printing and Scanning).

Over the past 12 months, there has been an 100% increase in eBook lending.

Red Earth Arts Precinct

In January 2024, The Red Earth Art Precinct observed a downturn in its overall performance compared to the same period in the previous year. This decline is primarily attributed to the holiday season and a noticeable delay in the return of locals to the town, which notably affected movie attendance.

Movies: The cinema showcased a total of 38 films during the month. The standout performer was the blockbuster 'Wonka' which attracted a significant audience of 629 attendees, contributing \$8,405 to revenue. As January progressed, the latest offering from Disney, 'Wish' showed promising results, earning \$4,565 over four showings. Despite presenting a varied selection of films, the total revenue generated from movie screening fell short of the figures achieved in January of the previous year.

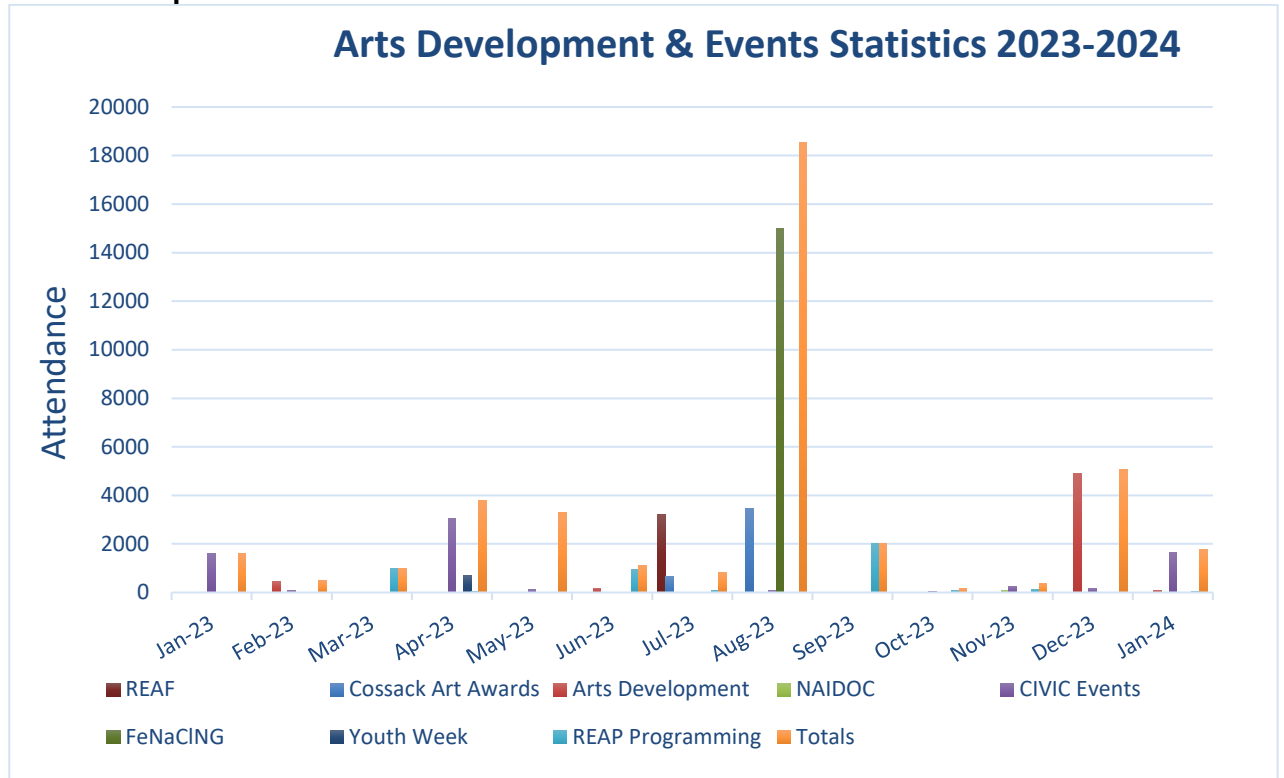
Bar/Kiosk: Sales at the Bar/Kiosk experienced a 9% drop, totalling \$21,424. This figure is in line with the revenue generated in January 2023. A notable trend was observed where the majority of the revenue came from screenings of kids PG-rated films, as opposed to M-rated ones where alcohol sales are typically higher.

Live Shows: The precinct did not host any live shows in January 2024. However, anticipation is building for the first show of the year, 'Wayfinder' which is scheduled to commence on Friday 2 February.

Venue Hires: In a positive turn, the income from venue hires in January 2024 saw a substantial increase of 38% compared to January 2023. This growth is largely due to the availability of studio rooms, which were out of commission in late January the previous year for scheduled painting. A significant portion of January's venue hire revenue came from the Pilbara Regional TAFE, which used the main venue for a lecturer development day.

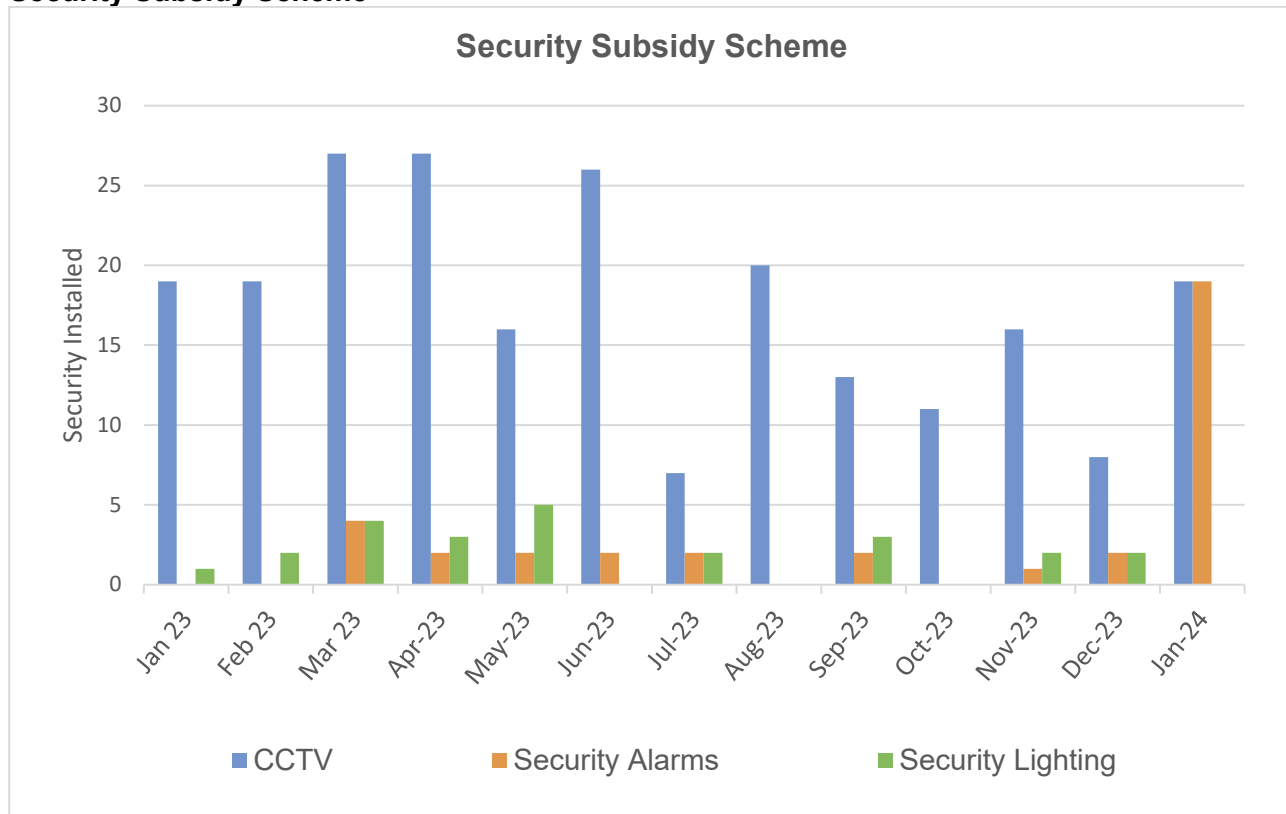
Patrons: Throughout January, the precinct welcomed a total of 2,538 patrons.

Arts Development & Events



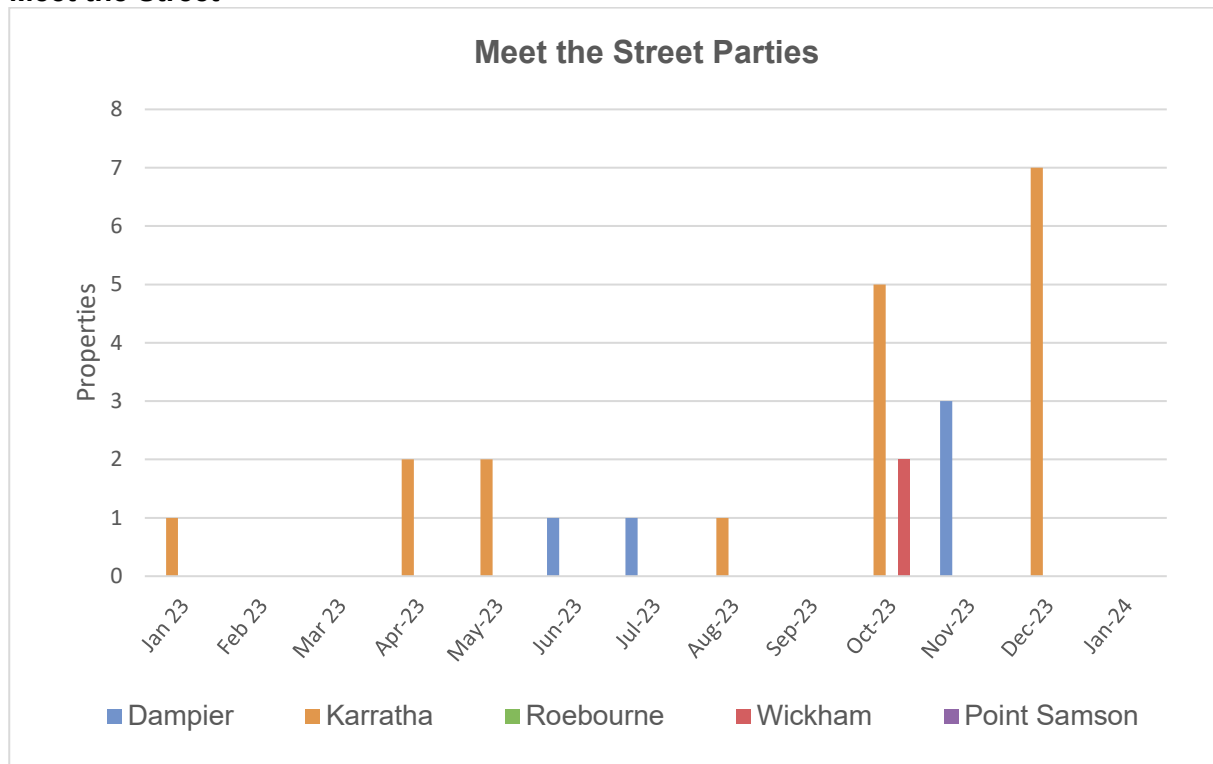
January kicked off with the opening of the 'Master of Monochrome' Exhibition opening with 80 people in attendance to view and purchase the artworks. Attached to the exhibition the Animal Portrait Drawing Workshop with Kertu Ehala was an early sell out. Australia Day celebrations commenced with 153 people attending the Australia Day breakfast, community awards and Citizenship ceremony. The evening was celebrated with free live music, food vans, art activities and a fireworks display which was enjoyed by over 1,500 people. Rounding out a jam-packed January, 'Wayfinder: the Body as Nature Workshop' was well attended by 24 dance enthusiasts.

Security Subsidy Scheme



19 Security Subsidy applications which is the same number as last year. The difference is that not everyone claimed the full subsidy reimbursement, therefore the submission paid is less than this month in 2023.

Meet the Street



There were no Meet the Street parties held in January 2024.

13.2.2. CONCESSION ON FEES FOR CITY FACILITIES

File No: CR.38

Responsible Executive Officer: Director Community Experience

Reporting Author: EA Community Experience

Date of Report: 26 February 2024

Disclosure of Interest: Nil

PURPOSE

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

Organisation	Reason	Authorised Officer	Amount (excl. GST)
Triple M Radio, ABC Radio, Ngaarda Radio	12 adult tickets to 'Barracking for the Umpire' Performance by Black Swan State Theatre for promotional purposes.	Acting Director Community Experience	\$600.00
Triple M Radio, ABC Radio, Ngaarda Radio	6 adult tickets to 'Bruce' Performance by CircuitWest for promotional purposes.	Acting Director Community Experience	\$190.91
Triple M Radio, ABC Radio, Ngaarda Radio	6 adult tickets to 'Momenta' Performance by Arts on Tour for promotional purposes.	Acting Director Community Experience	\$300.00
Triple M Radio, ABC Radio, Ngaarda Radio	3 Family Pass's to 'Weedy Seadragon' Performance by Breaksea for promotional purposes.	Acting Director Community Experience	\$125.45

13.2.3. RECORD OF TENDER OUTCOME UNDER DELEGATION

File No: CM.595

Responsible Executive Officer: Director Strategic Projects & Infrastructure

Reporting Author: Contract Administrator

Date of Report: 26 February 2024

Disclosure of Interest: Nil

Attachment(s) Nil

PURPOSE

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

BACKGROUND

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

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

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

Tender No:	RFT08-23/24	Project Budget:	\$500,000 excl. GST
Tender Title:	Installation of Solar Pedestrian Lighting		
State-wide Advertising Commenced:	6/12/2023	Tender Closing Date/ Time:	17/01/2024
Scope of Works:	<p>Installation of a solar lighting system along the public pathways located within the City of Karratha district for a period of up to 4 years.</p> <p>The footpath lighting installation is an annual works program delivered as part of the City of Karratha's 10 year implementation of the Footpath Lighting Strategy.</p>		
Selection Criteria:	Relevant Experience		15%
	Methodology		10%
	Capacity to Deliver		15%
	Price		60%
Submissions Received:	West Pilbara Enterprises P/L t/a Profix; TDB Electrical P/L t/a Bennco		
Tender Awarded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Decision:	26/02/2024
Reason:	Both tenders were rejected by the CEO Under delegation. Neither tender deemed advantageous to the City. Alternative procurement methods are being investigated.		
Contract Term:	Two (2) years	Contract Options:	Two (2) x One (1) year options

Tender No:	RFT06-23/24	Project Budget:	\$300,000 excluding GST
Tender Title:	Seven Mile Waste Facility and Transfer Station – Workshop Shed		
State-wide Advertising Commenced:	27/09/2023	Tender Closing Date/ Time:	2pm AWST, 3/11/2023
Scope of Works:	Design and construction of a workshop shed structure at the Seven Mile Waste Facility and Transfer Station at Gap Ridge Industrial Estate, Karratha.		
Selection Criteria:	Price	60%	
	Relevant Experience	10%	
	Capacity to Deliver	10%	
	Methodology	20%	
Submissions Received:	Red Rock Engineering WA Pty Ltd Trasan Contracting Pty Ltd		
Tender Awarded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Decision:	8/02/2024
Reason:	The CEO rejected all tenders. Despite post tender discussions occurring to clarify scope and price, no tender was seen as advantageous to the City. Officers are giving consideration to other procurement methods.		

13.2.4. DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Statutory Planning Coordinator
Date of Report:	27 February 2024
Disclosure of Interest:	Nil
Attachment(s)	List of current decisions subject of State Administrative Tribunal Review and List of current Joint Development Assessment Panel applications

PURPOSE

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

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

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

As of 12 January 2024

APPLICATION (Name, No., City File Reference &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
SAT					
Nil					
JDAP					
DA19120-AMD1 DAP/19/01624	No. 166 (Lot 77) De Witt Road, STOVE HILL WA 6714	20/11/2023	<ul style="list-style-type: none"> Proposed amendment to previously approved JDAP application for Worker's Accommodation. Application proposes amendments to development approval conditions 1 & 2 which relates to: <ul style="list-style-type: none"> Extending the validity period of the application to allow for an additional four (4) years to substantially commence the approval; and Amending the time limiting condition from a period of 10 years from the date of approval to 10 years from the date of occupation. Responsible Authority Report (RAR) was originally due to the JDAP on 14 February 2024 however, with the agreement of the applicant, an extension for to the RAR due date was approved. RAR is now due with the JDAP by 5 March 2024. JDAP Meeting will be held on 21 March 2024. 	Manager Planning Services	Ongoing

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17. MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

Also included is the following:

**ATTACHMENT TO ITEM 12.1 RFT11-23/24 KARRATHA AIRPORT SECURITY
SCREENING AND FRONT OF HOUSE SERVICES**

**ATTACHMENT TO ITEM 12.2 RFT 09-23/24 ROEBOURNE STREETSCAPE MASTER
PLAN (CONSTRUCTION)**

**ATTACHMENT TO ITEM 12.3 RFT 04-23/24 KEVIN RICHARDS MEMORIAL OVAL
REDEVELOPMENT, PLAYING SURFACE LIGHTING AND POLE UPGRADE**

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

18. CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The next meeting is to be held on Monday, 29 April 2024 at 6pm at Council Chambers - Welcome Road, Karratha.