



## **ORDINARY COUNCIL MEETING**

# **AGENDA**

**Updated version following Public Briefing session  
held on Monday 22 April 2024**

**NOTICE IS HEREBY GIVEN that an  
Ordinary Meeting of Council will be held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 29 April 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 PETITIONS/DEPUTATIONS/PRESENTATIONS

## 4 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
Angela McDonald	A/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:** Emma Landers, Director Community Experience

**Absent:**

**Leave of Absence:**

**Members of Public:**

**Members of Media:**

## **5 REQUESTS FOR LEAVE OF ABSENCE**

## **6 DECLARATIONS OF INTEREST**

Cr Nunn declared an interest in the following Items:

- Impartiality interest in Item 10.2 Large Community Grants as Cr Nunn is employed by Volunteering WA (VWA), and Reach Us Pilbara, Dampier Community Association, NYFL, Norwest Jockey Club, Pilbara for Purpose, Pony Club, Welcome Lotteries House, Little Athletics are regional affiliate members of VWA.
- Indirect Financial interest in Item 10.2 Large Community Grants as Cr Nunn is employed by VWA and Salvation Army is a financial member of VWA.

Cr Johannsen declared an interest in the following Items:

- Impartiality interest in Item 10.2 Large Community Grants as Cr Johannsen is the President of Karratha Little Athletics.

Cr Simpson declared an interest in the following Items:

- Impartiality interest in Item 10.2 Large Community Grants as Cr Simpson is a committee member of Welcome Lotteries House.

Cr Furlong declared an interest in the following Items:

- Impartiality interest in Item 10.2 Large Community Grants as Cr Furlong is the President of Dampier Community Association.

Cr Waterstrom Muller declared an interest in the following Items:

- Indirect Financial interest in Item 10.2 Large Community Grants as Cr Waterstrom Muller is a member of Norwest Jockey Club

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

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### **OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on Monday, 25 March 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 29 FEBRUARY 2024

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	19 March 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Statement of Financial Activity</li> <li>2. Variance Commentary – Statement of Financial Activity by Nature and Type</li> <li>3. Statement of Financial Position</li> <li>4. Net Current Funding Position</li> </ol>

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#### PURPOSE

To provide a summary of Council's financial position for the period ending 29 February 2024.

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#### OFFICER'S RECOMMENDATION

**That Council RECEIVE the Financial Statements for the financial period ending 29 February 2024 as shown in Attachments 1 to 4.**

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#### BACKGROUND

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

This report does not include the budget adjustments approved by Council at the February 2024 Ordinary Council Meeting. Budget adjustments will apply from the March 2024 meeting.

#### DISCUSSION

The attached Monthly Financial Report for February 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 29 February 2024:



2023/24	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surplus
<b>Operating Activities</b>							
Revenue (incl. Rates)	131,228,517	135,634,749	107,670,677	112,449,655	4,778,978	4.4%	↑
Expenditure	(114,822,455)	(115,008,304)	(77,393,033)	(76,177,819)	1,215,214	-1.6%	↑
<b>Investing Activities</b>							
Inflows	7,903,088	5,331,034	3,177,587	2,554,057	(623,530)	-19.6%	↓
Outflows	(41,258,084)	(37,137,617)	(17,244,649)	(9,672,356)	7,572,293	-43.9%	↑
<b>Financing Activities</b>							
Inflows	6,969,982	5,964,442	0	0	0	0.0%	
Outflows	(26,254,084)	(30,899,018)	(6,659,916)	(2,459,884)	4,200,032	-63.1%	↑
<b>Non-Cash Items</b>	31,470,521	31,360,445	20,259,856	19,392,424	(867,432)	-4.3%	↓
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%	
<b>Surplus/(Deficit) 23/24</b>	<b>7,929</b>	<b>16,175</b>	<b>34,580,967</b>	<b>50,856,523</b>	<b>16,275,556</b>	<b>47.07%</b>	<b>↑</b>

\*Refer to variance commentary attachment for material differences.

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 comments provide an explanation of material variances which contribute significantly to the total YTD budget variance shown in the above table. Details are provided in the Attachment - Variance Commentary Statement of Financial Activity by Nature.

## FINANCIAL MANAGEMENT UPDATE

### Local Government Financial Ratios

The following table shows the YTD actual financial ratios meet the target ratio, except for the Asset Sustainability Ratio which is lower than target due to delays in capital renewal projects.

Period End 29 February 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
<b>Current Ratio</b>	≥ 1	N/A	N/A	16.63
The Current Ratio identifies a local government’s liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government is able to cover its immediate cash commitments				
<b>Asset Sustainability Ratio (ASR)</b>	≥ 0.90	0.56	0.80	0.35
The ASR measures how effectively a local governments assets are being replaced or renewed. The City’s ASR is low due to the delays in capital renewal projects. Upgrades, expansions, and new works are not considered for the ASR				
<b>Operating Surplus Ratio (OSR)</b>	≥ 15%	38.5%	15.1%	36.8%

Period End 29 February 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes. The City's ratio is higher than expected due to delays in capital projects, less reliance on capital grant funding, and increased fees & charges and interest income				
<b>Own Source Revenue Coverage Ratio (OSRC)</b>	≥ 0.90	1.34	0.97	1.30
The OSRC ratio outlines a local governments ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an 'advanced' capacity, however it should be noted that each local government has different revenue raising capacities				
<b>Debt Service Cover Ratio (DSCR)</b>	≥ 2	36.7	40.4	39.0
The DSCR measures a local government's ability to repay its debt using cash. As the City has minimal debt, it exceeds the basic standard of greater than 2.0				

**Statement of Financial Position**

	Feb-24	Jan-24	% Change	Comments
<b>Current</b>				
<b>Assets</b>	142,177,127	145,129,187	-2.03%	Decrease in Unrestricted Cash, Cash Equivalents and Trade Receivables.
<b>Liabilities</b>	8,867,633	8,765,516	1.16%	Increase in Trade and Other Payables.
<b>Non-Current</b>				
<b>Assets</b>	753,175,473	752,892,982	0.04%	Increase in Infrastructure and Property Plant & Equipment.
<b>Liabilities</b>	7,676,762	7,676,762	0.00%	No Movement.
<b>Net Assets</b>	878,808,205	881,579,891		

**Debtors Schedule**

The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of February 2024. The table also includes total Rates and PUPP Service Charges outstanding.

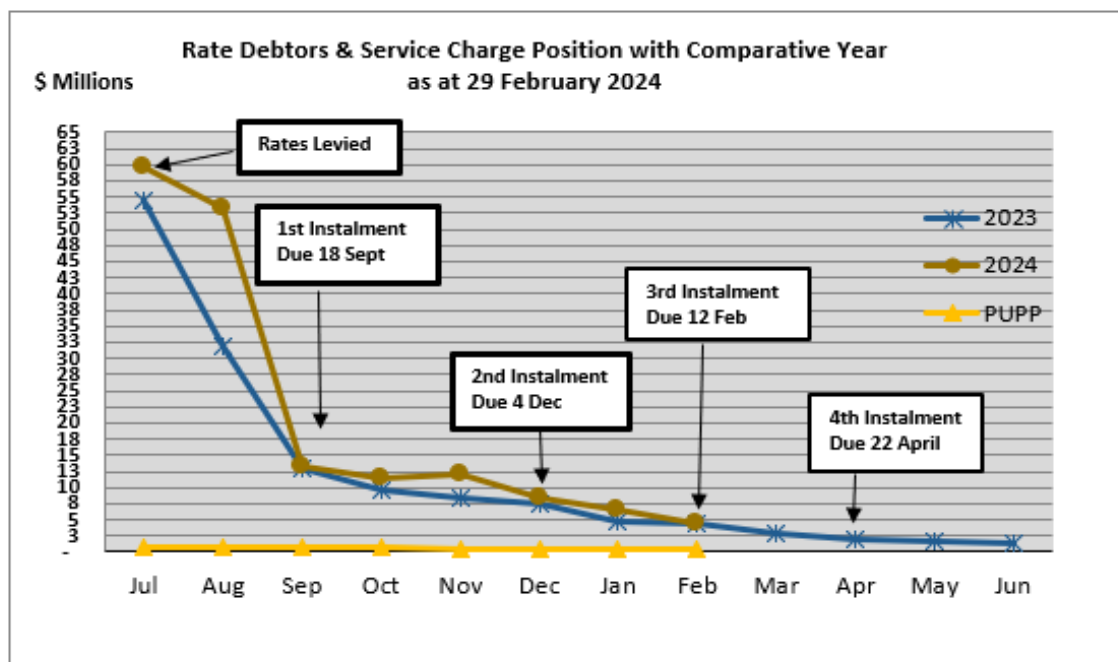
When the following table is compared to Attachment 3, there is a balance sheet difference of \$14.9m, reflecting the loans receivable, accrued revenue and GST receivable.

**Debtors Schedule**

	February	January	Change %	% of Current Total
<b>Sundry Debtors</b>				
<b>Current</b>	4,667,667	4,462,574	5%	72.3%
<b>&gt; 40 Days</b>	958,549	310,094	209%	14.9%
<b>&gt; 60 Days</b>	67,556	277,490	-76%	1.0%
<b>&gt; 90 Days</b>	759,760	756,158	0%	11.8%
<b>Total</b>	<b>6,453,531</b>	<b>5,806,316</b>	<b>11%</b>	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>4,375,966</b>	<b>6,588,775</b>	<b>-34%</b>	<b>100%</b>
<b>PUPP Debtors</b>				
<b>Total</b>	<b>550,985</b>	<b>575,373</b>	<b>-4.2%</b>	<b>100%</b>

A total of \$58 mil of Rates (including ESL and waste charges) has been paid to end of February 2024, representing a collection rate of 93% to date (comparative to 92.4% at 28 February 2023).

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
L006	CHC Helicopters (Australia)		53,438.17	47,373.71	Relates to October 2023 aircraft landings, November 2023 Utilities, and interest. 90-day amount has since been paid. Reminder email sent 13/03/24
C093	Cleanaway Pty Ltd	58,739.38			Relates to Waste Disposal Fees for January 2024. Reminder email sent 13/03/24
B366	Offshore Services Australasia Pty Ltd	95.10	8,042.78		Relates to Utilities at Karratha Airport for December 2023. Reminder email sent 05/03/24
K316	Robe River Kuruma Aboriginal Corporation RNTBC	5,848.31			Reimbursement for Water usage at 15 Teesdale. Reminder email sent 14/03/24



There was no material change in February in the PUPP Debtors balance. PUPP payments have now been received on 99.72% of properties and of those paid, 98.57% have paid in full, with 1.15% paying by instalments.

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.

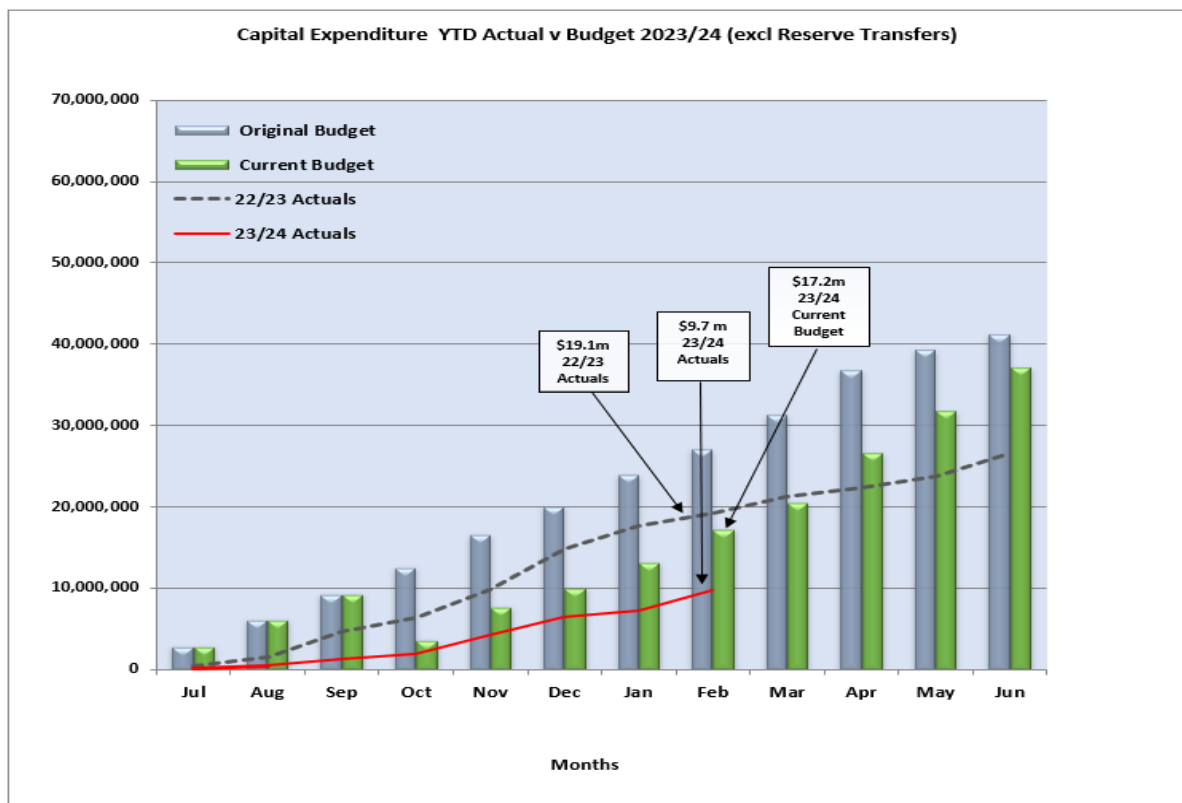
**Capital Expenditure**

Council’s current 2023/24 Capital Expenditure budget is \$37.1m which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan.

The City spent \$9.7 million on its capital program to the end of February, representing an underspend of \$7.5 million (43.8%) against YTD budget (down from 46.9% in January 24).

The following table shows the capital budget performance by asset class:

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Amend Budget	% of Annual Budget
	29-Feb-24			30-Jun-24		
Land	70,000	15,155	-78.4%	20,000	120,000	-87.4%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	5,557,862	4,797,716	-13.7%	8,499,135	8,842,526	54.3%
Equipment	433,180	241,121	-44.3%	767,500	869,859	27.7%
Furn & Equip	1,290,469	341,399	-100.0%	1,467,000	1,467,000	23.3%
Plant	2,516,727	1,503,087	-40.3%	1,964,000	2,666,727	56.4%
Inv Property	0	0	0.0%	0	120,000	0.0%
Infrastructure	7,351,909	2,772,965	-62.3%	28,515,947	23,027,003	12.0%
<b>Totals</b>	<b>17,220,147</b>	<b>9,671,443</b>	<b>-43.8%</b>	<b>41,233,582</b>	<b>37,113,115</b>	<b>26.1%</b>



**Financial Statements**

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

- Statement of Financial Activity by Nature and Type.
- Variance Commentary - Statement of Financial Activity by Nature.
- 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 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 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 29 February 2024; and
2. APPROVE the following actions:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_

Option 3

That Council NOT RECEIVE the Financial Report for the financial period ending 29 February 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.

**QUESTIONS ARISING FROM BRIEFING SESSION****COUNCILLOR QUESTION:**

On the Trade Debtors table, Robe River Kuruma Aboriginal Corporation (RRKAC) show an overdue amount of \$5,484.31. What was the overdue amount for?

---

**CITY RESPONSE:**

RRKAC previously leased the property at 15 Teesdale. This amount was outstanding for water bills over an extended period.

In the period Jan - May 2023 significant water consumption had been charged to the tenant. No credit for the leak was sought from Water Corporation until October 2023 when Governance were made aware of the significant bill and enquired further with the Tenant and Water Corporation. The tenants were previously receiving the water consumption bill. A credit of \$6,999.20 was provided by the Water Corporation against the outstanding charges. In January 2024 the tenants vacated due to the City's need for employee housing. Water Corporation have subsequently billed the City as owner of the property for the outstanding balance which remained unpaid. We are seeking reimbursement from RRKAC for this outstanding amount.

**COUNCILLOR QUESTION:**

Why are we paying money to other Councils, like the City of Geraldton?

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**CITY RESPONSE:**

The Local Government (Long Service Leave) Regulations 2024 allows local government employees to accrue long service across multiple employers (portable long service leave). When an eligible employee leaves the City and starts employment with another Council, we provide a payment that accounts for the value of long service leave accrued. Likewise, we receive payments from Councils for accrued long service leave for the same purpose.

**9.2 LIST OF ACCOUNTS – 1 FEBRUARY 2024 TO 29 FEBRUARY 2024**

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Senior Creditors Officer
<b>Date of Report:</b>	24 April 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. List of Payments - February 2024</li> <li>2. List of Credit Card Payments - February 2024</li> <li>3. BP Fleet Fuel Cards Schedule - January 2024</li> </ol>

**PURPOSE**

To advise Council of payments made for the period from 1 February 2024 to 29 February 2024.

**OFFICER'S RECOMMENDATION**

That Council **ACCEPT** payments totalling **\$8,146,465.48** as detailed in **Attachments 1 and 2** being made up of:

1. **Trust Vouchers: nil;**
2. **EFT 440 to 464 and 80434 to 81130 (Inclusive): \$5,323,142.24;**
3. **Cheque Voucher: nil;**
4. **Cancelled Payments: nil;**
5. **Direct Debits: nil;**
6. **Credit Card Payments (February 2024): \$31,849.19;**
7. **Payroll Cheques: \$2,791,474.05**

**BACKGROUND**

Council has delegated authority to the Chief Executive Officer (Delegation 1.6) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

**LEVEL OF SIGNIFICANCE**

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

**COUNCILLOR/OFFICER CONSULTATION**

Officers have been involved in the approvals of any requisitions, purchase orders, invoicing and reconciliation matters.

**COMMUNITY CONSULTATION**

No community consultation is required.



**STATUTORY IMPLICATIONS**

Payments are to be made in accordance with Part 6, Division 4 of the *Local Government Act 1995* and as per the *Local Government (Financial Management) Regulations 1996*. Payments are to be made through the municipal fund, trust fund or reserve funds. Payments are to be in accordance with approved systems as authorised by the CEO.

**POLICY IMPLICATIONS**

Staff are required to ensure that they comply under Council Policy CG12 – Purchasing Policy and CG11 - Regional Price Preference Policy (where applicable) and that budget provision is available for any expenditure commitments.

**FINANCIAL IMPLICATIONS**

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

Payments for the period 1 February 2024 to 29 February 2024 (including credit card transactions – February 2024) totalled \$8,146,465.48 which included the following payments:

- MSS Security – Airport Security Services, Dec 2023 & Jan 2024 - \$443,745
- NWMC Mining & Civil – Footpath Construction Works, Claim - \$207,293
- Damel Cleaning – Premium Cleaning Services, Jan 2024 - \$229,296
- Mitsubishi Motors – Vehicle Purchases - \$94,160

Consistent with CG-11 Regional Price Preference Policy, 72% of the value of external payments reported for the period were made locally. This result is slightly higher than the September to December Quarter local spend average of 67% and up from the prior month of 67%.

**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 \$8,146,465.48 submitted and checked with vouchers, being made up of:

1. Trust Vouchers: nil;
2. EFT 440 to 464 and 80434 to 81130 (Inclusive): \$5,323,142.24;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (February 2024): \$31,849.19;
7. Payroll Cheques: \$2,791,474.05;

with the EXCEPTION OF (as listed).

**CONCLUSION**

Payments for the period 1 February 2024 to 29 February 2024 and credit card payments for the period 29 January 202 to 28 February 2024 totalled \$8,146,465.48. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

**QUESTIONS ARISING FROM BRIEFING SESSION****COUNCILLOR QUESTION:**

Regarding payment 11868 Department of Planning, Lands and Heritage 12-months Adv Lease, what was that payment for?

---

**CITY RESPONSE:**

This relates to a new Crown Lease to City of Karratha of Lot 501 on Deposited Plan 424275 (previously part of the Airport Reserve), subleased to Rainstorm Dust Control Pty Ltd for the purpose of aquaculture. This entire amount has been reimbursed by Rainstorm to the City.

**COUNCILLOR QUESTION:**

Regarding payment 13609 Escalate Consulting Pty Ltd, what was that payment for?

---

**CITY RESPONSE:**

Business Continuity Planning consulting.

**COUNCILLOR QUESTION:**

Regarding payment to Lock and Load Laser Tag for Youth Week 2024, can we buy our own equipment? And then provide it more often to our community?

---

**CITY RESPONSE:**

Yes, the City can investigate the purchase of its own laser tag equipment to make it more readily available to the community.

**COUNCILLOR QUESTION:**

Why aren't we utilising the Wickham Community Association's equipment?

---

**CITY RESPONSE:**

We can investigate whether the City can hire the laser tag equipment from the Wickham Community Association.

**COUNCILLOR QUESTION:**

Before purchasing our own equipment, can we consider the utilisation of the Wickham Community Association's equipment to support local community organisations?

---

**CITY RESPONSE:**

Yes, this can be taken into consideration.

### 9.3 INVESTMENTS FOR PERIOD ENDED 29 FEBRUARY 2024

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Financial Analyst
<b>Date of Report:</b>	18 March 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

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#### PURPOSE

To provide a summary of Council's investment position for the period ending 29 February 2024.

---

#### OFFICER'S RECOMMENDATION

**That Council RECEIVE the Investment Report for the financial period ending 29 February 2024.**

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#### 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 February 2024.

Institution	Accounts	Principal Investment \$	Balance 29 February 2024 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		2,069,724	2.15	At Call		Reserve at Call
CBA	Reserve Term Deposit	20,000,000	20,807,906.87	5.21	12 months	May-24	Reserve TD
BOQ	Reserve Term Deposit	10,000,000	10,378,137.02	5.15	12 months	Jun-24	Reserve TD
CBA	Reserve Term Deposit	10,000,000	10,298,027.42	5.55	12 months	Aug-24	Reserve TD
NAB	Reserve Term Deposit	12,000,000	12,235,347.95	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,291,324.67	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,088,904.11	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,028,438.36	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,011,852.05	5.15	12 months	Feb-25	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	5,000,000	5,176,889.05	5.59	12months	Jul-24	Muni TD
NAB	Municipal Term Deposit	6,000,000	6,115,389.05	5.05	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,111,964.93	5.16	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,102,417.53	5.28	5 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,025,025.76	5.19	12months	Jan-25	Muni TD
WBC	Municipal (Transactional)		15,345,440.42	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,669.00				
N/A	<b>TOTAL</b>	<b>109,000,000</b>	<b>129,095,458</b>				

The balance of all Term Deposits includes interest accrued to 29 February 2024

Table 10.1a. Schedule of Cash and Financial Investments

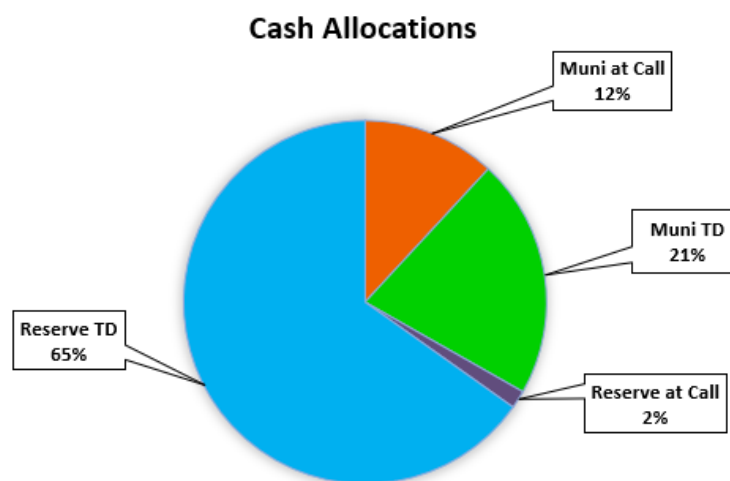
On average, the City is earning 5.25% across Municipal Term Deposits and 5.28% across Reserve Term Deposits.

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 87% 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. 35% of Cash and Financial Investments will mature in the next 3 months, 23% maturing in the next 4-6 months and 42% maturing in the next 7-12 months.

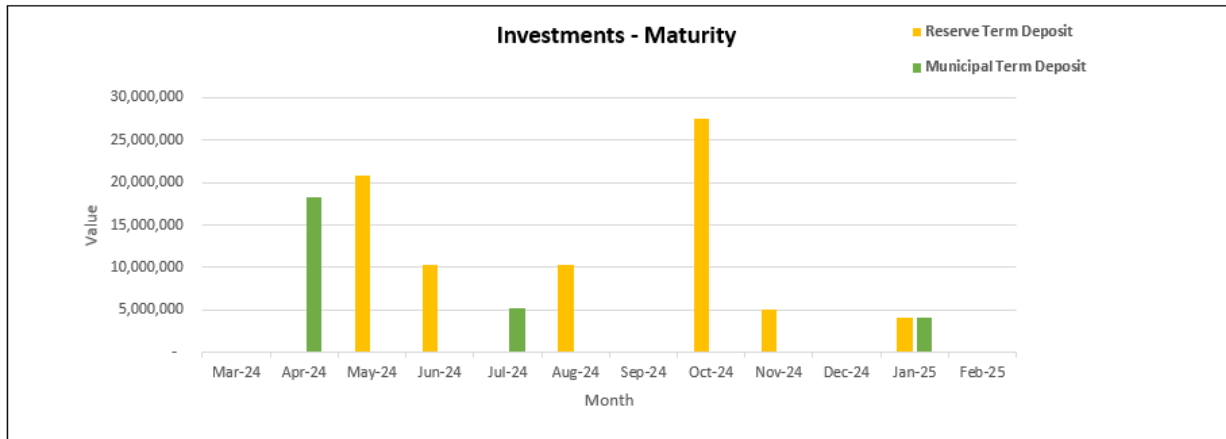


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

**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 February forecasts, and revised cashflow forecasts from March based on the budget review.

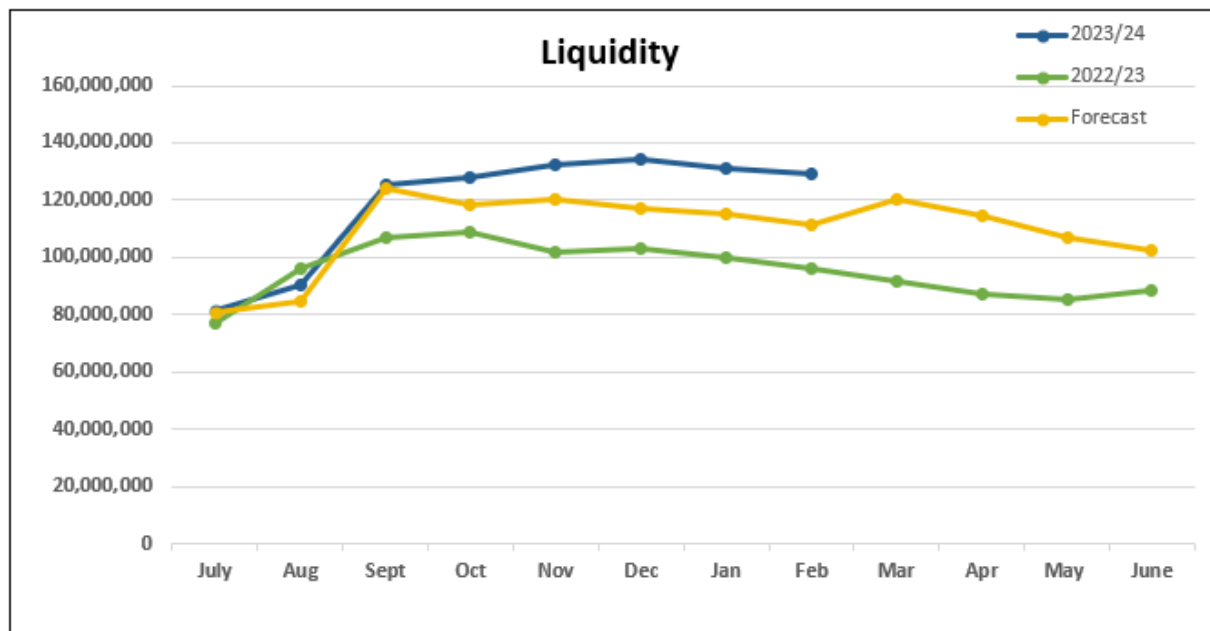


Table 10.1c. Schedule of Liquidity

**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 29 February 2024 \$	Year-to-Date 29 February 2024 \$	Life-to-Date 29 February 2024 \$
Total Income Received	33,250	264,833	2,132,887
Total Expenditure Paid	(286)	(17,592)	(118,574)
<b>Net Income</b>	<b>32,964</b>	<b>247,241</b>	<b>2,014,313</b>
<b>Annualised ROI</b>	<b>13.1%</b>	<b>12.3%</b>	<b>38.5%</b>

Table 10.1d. Aspen Medical – Hangar Lease Performance

*Ground and Hangar Lease – Babcock Offshore*

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

	Month 29 February 2024 \$	Year-to-Date 29 February 2024 \$	Life-to-Date 29 February 2024 \$
Total Income Received	47,701	378,643	2,327,872
Total Expenditure Paid	-	-	(17,611)
<b>Net Income</b>	<b>47,701</b>	<b>378,643</b>	<b>2,345,483</b>
<b>Annualised ROI</b>	<b>13.5%</b>	<b>13.4%</b>	<b>33.8%</b>

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

*The Quarter HQ*

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

	Month 29 February 2024 \$	Year to Date 29 February 2024 \$	Life to Date 29 February 2024 \$
Total Income Received	553,754	2,936,204	22,148,812
Total Expenditure Paid	54,757	(1,309,084)	(10,671,742)
<b>Net Income</b>	<b>608,511</b>	<b>1,627,121</b>	<b>11,477,070</b>
<b>Annualised ROI</b>	<b>36.5%</b>	<b>12.2%</b>	<b>8.7%</b>

Table 10.1f. The Quarter HQ Performance

### Ageing of Outstanding Lessees Balances

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 29 February 2024 by month.

Suite ID	Lessee	Current February 2024	January 2024	December 2023	November 2023 and Prior	Total	Commentary
0001	T0000698 - Fiorita Pty Ltd	15,306.16	10,259.89	-	-	25,566.05	Part payment received towards outstanding balance in March 2024.
0003	T0000699 - Pilbara Weddings & Events	4,368.59	4,684.81	4,125.08	10,370.11	23,548.59	Deed of Surrender actioned 31 January. Bond allocated with payment plan of outstanding amounts currently being negotiated.

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 29 February 2024 \$	Year to Date 29 February 2024 \$	Life to Date 29 February 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	12,667	88,667	287,752
<b>Remaining Loan Amount</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>

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

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

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 5.28%, there is an opportunity cost for the year to date of \$26,010 and a life to date benefit of \$51,840. For the current month of February 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:

1. RECEIVE the Investment Report for the financial period ending 29 February 2024; and
2. APPROVE the following actions:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_

Option 3

That Council NOT RECEIVE the Investment Report for the financial period ending 29 February 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 GUIDELINES FOR COUNCIL MEETINGS, PUBLIC AGENDA BRIEFING SESSIONS AND COUNCIL WORKSHOPS**

<b>File No:</b>	CM.124
<b>Responsible Executive Officer:</b>	Director Corporate and Commercial
<b>Reporting Author:</b>	Manager Governance and Organisational Strategy
<b>Date of Report:</b>	28 March 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Proposed Guidelines for Council Meetings, Public Agenda Briefing Sessions and Council Workshops

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#### **PURPOSE**

For Council to consider a proposed guidelines in relation to the conduct at Public Agenda Briefing Sessions and Council Meetings in so far as delegations and community interaction and the manner to which Council Workshops are to be operated.

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#### **OFFICER'S RECOMMENDATION**

**That Council APPROVE the proposed Guidelines for Council Meetings, Public Agenda Briefing Sessions and Council Workshops.**

---

#### **BACKGROUND**

As Council becomes more strategic and focussed on goal setting, establishing a framework that allows well-structured decision-making processes following community participation and engagement will lead to better outcomes.

Discussion between Councillors and the Administration is necessary, but it important that decisions are not made outside of approved forums and public transparency is encouraged.

Historically, meetings with elected members have been predominantly monthly Council meetings in front of the public, and debate occurs on matters listed on the agenda. Briefing Sessions have been held prior to the Council meeting where information has been shared with Councillors and this meeting has been closed to the public.

It is typical for Local Governments to hold a Public Agenda Briefing Session.

#### **DISCUSSION**

To foster greater public transparency, Council has introduced a Public Agenda Briefing session. This allows the public to observe Council asking questions on the Agenda, and to hear Administration's response. These questions and answers are also provided in writing and published in the public domain.

A Public Agenda Briefing also encourages greater engagement by the public through an additional public question (or deputation/presentation) session.

These Proposed Guidelines detail the three meeting forums and how they will operate:

- Public Agenda Briefing Sessions:
  - A meeting whereby councillors can ask questions and obtain additional information related to Council Agenda items.
  - No decisions can be made.
  - Meeting is open to members of the public, where questions can be asked, and deputations/presentations can be made (time limited) to Council Agenda items only.
  - Standing Orders shall apply.
  - Records to be kept of items covered, attendances and any disclosed interests, questions asked, and a summary of the responses provided. These are then incorporated into the Council Meeting Agenda as additional information to the individual reports.
  
- Council Meetings:
  - A meeting whereby agenda matters are debated amongst Council Members in accordance with standing orders resulting in a Council resolution/decision.
  - A minimum 72 hours notice is provided prior to a meeting.
  - Meeting is open to members of the public where questions can be asked and deputations/presentations may be made (time limited).
  - Questions can include items on the current Agenda and any other matter that affects the City of Karratha.
  - Minutes to be recorded of the meeting.
  
- Council Workshops:
  - A meeting where information and ideas can be exchanged.
  - Input sought in the development of future council reports.
  - No decisions made at this meeting.
  - Not open to the public.
  - Records kept of the workshop and shall include any disclosed interest.

### **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 by maximising its opportunity to receive community feedback prior to any debate and decision making.

### **STATUTORY IMPLICATIONS**

The Procedures are in keeping with the *Local Government Act 1995*, the City's Code of Conduct for Council Members, Committee Members and Candidates, Code of Conduct for Employees and is compliant with the Council's Standing Orders Local Law.

### **COUNCILLOR/OFFICER CONSULTATION**

The Executive have considered the draft Procedures whilst Councillors have not had any early exposure to the draft document.

### **COMMUNITY CONSULTATION**

No community consultation is required on the draft Procedures. Once adopted, the opportunity to engage with the public through public question time forums and through deputations and presentations has increased by 100%.

### **POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

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

Programs/Services: 4.e.1.2 Organisational Risk Management  
 Projects/Actions: 4.e.1.2.20.2 Review and maintain a contemporary set of Council Policies

**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	Moderate	Establishment of Procedures will ensure that the business of Council is transparent and open to the public.
Compliance	Moderate	Establishment of Procedures will ensure that there is no perceived risk that delegations are not being appropriately managed and debate and decisions are made in full disclosure at a Council meeting and the community have the opportunity to listen in and participate by putting forward their concerns/views on agenda matters.

**IMPACT ON CAPACITY**

There will be an impact on an Officer’s time to attend additional sessions where a scribe is required to record discussions.

**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 AMEND the Proposed Guidelines for Council Meetings, Public Agenda Briefing Sessions and Council Workshops with the following:

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

**CONCLUSION**

The Proposed Guidelines for the Council meetings and workshops will provide clarity and understanding of the conduct and purpose for each group that would facilitate improved and transparent decision making outcomes. The meeting structure for when public can address Council members will be clear at the outset as to how questions, presentations and deputations can be delivered.

**9.5 2024/25 DIFFERENTIAL RATES**

**File No:** RV.10  
**Responsible Executive Officer:** Director Corporate & Commercial  
**Reporting Author:** Manager Financial Services/CFO  
**Date of Report:** 10 April 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Objects and Reasons for Differential Rates

**PURPOSE**

For Council to consider the following for the purpose of advertising and seeking public submission on the proposed differential rates model for the 2024/25 financial year:

- Rates in the dollar and minimum rates for each differential rating category.
- Objects and Reasons for Differential Rates.
- Options to encourage the development of vacant residential land.

**OFFICER’S RECOMMENDATION**

**That Council:**

1. **ENDORSE** the proposed **Objects and Reasons for Differential Rates 2024/25** containing a predominant rate in the dollar increase of 3.5%; and
2. **ADVERTISE** and **INVITE** submissions regarding the following proposed differential rates in 2024/25:

GRV/UV	Differential Rates Categories	Proposed Rate in \$	Multiplier Lowest Rate in \$	Minimum Rate
GRV	Residential	0.076119	Lowest GRV	\$1,724
GRV	Commercial / Industrial	0.105689	1.39	\$1,750
GRV	Airport / Strategic Industry	0.152238	2.00	\$1,750
GRV	Transient Workforce Accommodation / Workforce Accommodation	0.305799	4.02	\$1,750
UV	Pastoral	0.117051	Lowest UV	\$367
UV	Mining/Other	0.150100	1.28	\$367
UV	Strategic Industry	0.208808	1.78	\$367

**BACKGROUND**

Development of the 2024/25 Budget is well advanced, with anticipated growth in operating expenditure primarily attributed to the factors outlined below. This increase considers recent community priorities identified through community survey feedback:

- insurance premiums increasing by approximately 10.9% (being an increase of \$368k from \$3.37m to \$3.73m);
- Kevin Richards Memorial Oval sports lighting and pole upgrade Millars Well (\$2.3m)

- construction of multi-purpose courts in Wickham (\$423k) and Millars Well (\$850k)
- expansion of local road and footpath network and associated infrastructure, including reconstruction of Coolawanyah Road stage 3, and Hillview/Balmoral Road upgrades
- construction of public amenities at Saylor Park (\$250k);
- construction of additional storage sheds and renewal works at various sporting precincts (\$450k);
- a continued focus on delivery of City services and the renewal and improvement of facilities; and
- meeting community demands for housing (including service worker accommodation) through encouraging the development of land available for the construction of residential dwellings.

Some of these costs are driven by external factors such as increasing insurance premiums and supply of materials and labour, whereas others reflect increased community expectations for facilities and services.

The City receives approximately 38% of its total funding from rates, 39% from fees and charges, with the remainder coming from grants and contributions, reserves, and other sources. The City’s property investments (including The Quarter HQ, which is currently returning 8.7%) continue to provide a positive alternative revenue source to reduce reliance on rates.

However, with rate increases at less than CPI over recent years, increases in own source revenue (rates, fees and charges) have been unable to keep pace with the additional cost of operating expenditure. A tight labour and housing market in WA, and continuing constraints in the supply of materials, has slowed the completion of capital projects in 2023/24 leading to the carry forward of several capital projects into 2024/25.

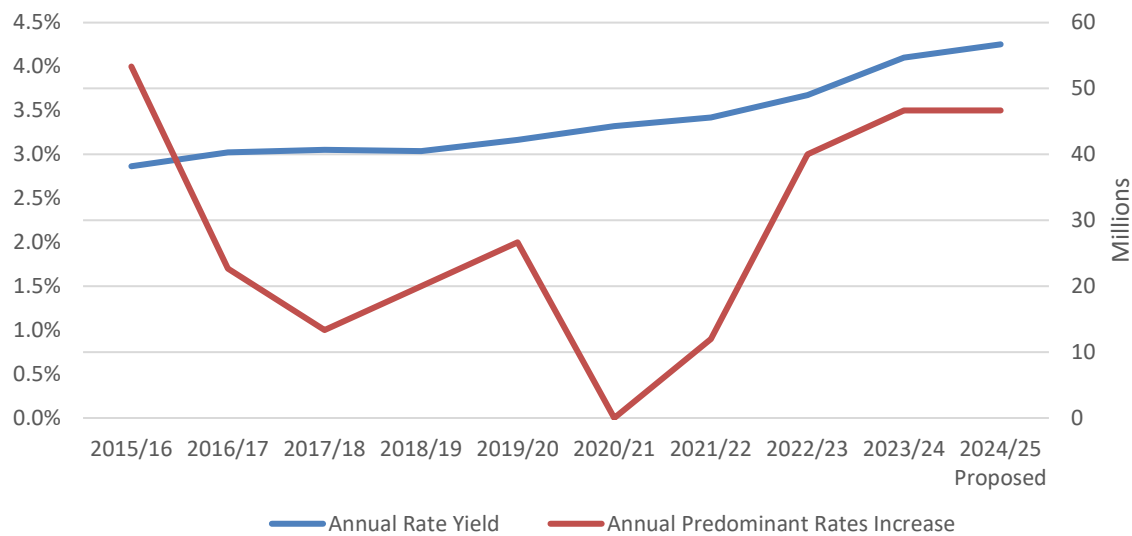
A key component of the budget setting is the establishment of the rates in the dollar (RID). Council has adopted differential rating whereby different rates in the dollar are set for different rating categories. In 2024/25 rate revenue is proposed to be derived from the following differential rating categories:

- Residential properties	38%
- Commercial/Industrial properties	17%
- Airport/Strategic Industry (GRV) properties	4%
- Transient Workforce Accommodation	19%
- Strategic Industry (UV)	19%
- Pastoral & Mining/Other Categories (UV)	3%

Council’s Long Term Financial Plan (2022-2042) forecasts CPI of 3.5% for 2024/25. Annualised Perth CPI was 4.1% in the December quarter of 2023. Similarly, Annualised Perth CPI for the December 2023 quarter was 3.6%. The WA Local Government Cost Index, published by the WA Local Government Association (WALGA) is expected to fall to 3.1% in 2024/25 before declining 2.8% for both 2025/26 and 2026/27.

Based on forecasts for the coming year, a 3.5% increase in the RID is proposed to align with recent market indicators.

The graph below shows historical rate increases and impact on rates yield with a 3.5% increase applied to 2024/25 based on current valuations in addition to growth in rateable properties.



The proposed differential rates, based on a 3.5% increase, are detailed in Table 1 below:

**Table 1**

Rate Type	Rate Category	Rate in \$	Minimum Payment
GRV	Residential	0.076119	\$1,724
GRV	Commercial/Industrial	0.105689	\$1,750
GRV	Airport/Strategic Industry	0.154443	\$1,750
GRV	TWA	0.305799	\$1,750
UV	Pastoral	0.117051	\$367
UV	Mining/Other	0.150100	\$367
UV	Strategic Industry	0.208808	\$367

The proposed differential rates model would raise \$56.9 million in rates in the 2024/25 financial year, compared to \$54.7 million of rates (including interims) levied in 2023/24.

The 2024/25 financial year is not a revaluation year for Gross Rental Valuation (GRV) properties. Properties on Unimproved Values (UV) have their values reviewed annually and GRV properties are normally revalued every 3-4 years. The GRV revaluation was performed by Landgate during the 2021/22 year. Updated UV valuation data is expected to be received by the end of May 2024. Although the proposed 3.5% increase will apply to all rateable property, the impact may be different for any properties subject to interim revaluations by Landgate.

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-08 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 addition to giving public notice and inviting submissions regarding the proposed differential rates, section 6.33 of the *Local Government Act 1995* provides that a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential rate.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place between Councillors and the Executive Management Team via budget workshops and briefing sessions.



**COMMUNITY CONSULTATION**

The proposed differential rates, together with the attached objects and reasons for each category, must be advertised for a minimum of 21 days and no earlier than 1 May 2024. In addition, the City will write directly to every ratepayer in the TWA/WA and UV Pastoral categories, which each have less than 30 ratepayers.

This period of advertising allows ratepayers to consider the proposed rates and make any submissions for Council’s consideration prior to seeking Ministerial approval to impose a differential general rate which is more than twice the lowest differential rate. The advertising process does not prevent Council from amending the differential rates at Budget adoption.

**POLICY IMPLICATIONS**

In accordance with the Department of Local Government Rating Policy – Differential Rates, Council must demonstrate that consideration has been given to the key values of Objectivity, Fairness and Equity, Consistency, Transparency and Administrative Efficiency. The following indicates how these values are satisfied by the proposed differential rates:

**Objectivity:**

- The land on which differential general rates is proposed has been rated according to Zoning and Land Use. Vacant residential land is being reviewed to assess any benefits in establishing a differential rating category for vacant residential land.
- A review of the ward boundaries of the District was completed in 2022/23 and is not anticipated to impact differential rating in 2024/25.
- Two differential general rates have been proposed which is more than twice the lowest differential – being the Transient Workforce Accommodation/Workforce Accommodation and Airport/ Strategic Industry (GRV) differential rating categories.

**Fairness and Equity:**

Council has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. In particular, the following items have been budgeted or undertaken:

Efficiency Measures:

- continued use of local suppliers whenever possible and appropriate;
- implementing energy and water efficiency strategies and actions;
- implementation of GRV rating for capital improvements under the State’s Rating Policy – Valuation of Land – Mining;
- conduct one full budget review and one review of material amendments annually;
- continuing implementation of new modules within the City’s Enterprise Resource Planning system; and
- ongoing investment in property to generate alternative revenue streams and reduce reliance on rates.

Service Improvements:

- expansion of local road and footpath network and associated infrastructure, including reconstruction of Coolawanyah Road stage 3, and Hillview/Balmoral Road upgrades;
- park enhancement including playground replacement and reticulation upgrades;
- Airport terminal and carpark upgrades;
- oval upgrades including Kevin Richards Memorial Oval and Wickham Recreation Precinct multi-purpose courts and various oval lighting projects;
- housing and land initiatives including provision of Service Worker Accommodation;
- Roebourne Streetscape Masterplan for town centre;
- continuing expansion and integration of the City’s footpath network;
- grant funding for community organisations;
- conduct of annual community survey to inform services and priorities;
- increase in indigenous engagement;
- attraction and retention of skilled workers under Designated Area Migration Agreement (DAMA).

- The objects of imposing differential rates and reasons for each rate are set out in the attached document that will be publicly available from 1 May 2024.
- These objects and reasons clearly explain why each differential general rate is proposed to be imposed.
- The objects and reasons clearly explain why it is proposed to set the differential general rate at that particular rate.
- As there are less than 30 ratepayers in the Transient Workforce Accommodation/ Workforce Accommodation and UV Pastoral differential rating groups, each of these ratepayers will be individually informed in writing of:
  - The terms of the DLGSC *Rating Policy: Differential Rates* document;
  - Council’s objects and reasons for proposing to impose the differential general rate;
  - the differential general rate that will apply to the ratepayer’s property; and
  - the previous year’s differential general rate for comparison.
- The closing date for submissions on the proposal will be at least 21 days after this information is provided.
- All submissions from ratepayers will be presented to Council for consideration at a later meeting and the minutes of this meeting, including the responses to ratepayer submissions, will be provided to the Department and the Minister.

**Consistency:**

- All properties with the same land use characteristics have been rated in the same way, with the exception of vacant land which has been rated based on zoning.
- The proposed differential rates increase of 3.5% aligns to the City’s Long Term Financial Plan 2022-2042 projected CPI for 2024/25. Actual Perth CPI for the December 2023 year was 3.6%.
- Consideration has been given to rates proposed in neighbouring or similar local government districts however the Town of Port Hedland and Shire of Ashburton are yet to propose a differential rates model for 2024/25.
- Karratha has a higher revenue from TWAs than other surrounding areas, however this is offset by markedly lower UV mining rates.

**Transparency and Administrative Efficiency:**

- A document has been prepared clearly describing the object of and reason for each differential general rate. This will be made publicly available from 1 May 2024.
- Public notice will be exhibited on a notice board at Council’s offices and at each library within the district from 1 May 2024. This public notice will also be published in state-wide and local newspapers from 1 May 2024.
- The public notice will detail each differential general rate to be imposed, advise ratepayers where to obtain a copy of the objects and reasons, invite submissions from ratepayers on the proposed differential general rates and advise the closing date for submissions of 22 May 2024.
- After the closing date for submissions, each submission received will be presented to Council for consideration prior to resolving to make application to the Minister for approval of the proposed differential general rates.

**FINANCIAL IMPLICATIONS**

Table 3 provides a comparison of rate yield based on rate in dollar increase options.

**Table 3**

Rate in Dollar % increase	2023/24	No increase	2.5%	3.5%
Rate Yield	\$54,757,449	\$55,016,746	\$56,317,623	\$56,941,692,
Difference (% and property growth)	-	\$259,297	\$1,560,174	\$2,184,243

Current subdivision works being undertaken by Development WA within Madigan Estate are anticipated to see some growth in the number of rateable properties through Interim Rating within the City during the 2024/25 financial year.

With the increase in resource sector project activity additional Mining/Other properties is being experienced (additional 4 properties) and anticipated to continue.

Commercial/Industrial property activity has seen development on previously vacant industrial land parcels with associated increase to property valuations.

Table 4 provides a comparison of the proposed rates yield to 2023/24 using current year valuations. The proposed rate yield is reflective of a 3.5% rate in the dollar increase in addition to property growth and improvements:

**Table 4**

Rate Type	Differential Rates Categories	Current Year Valuations				Increase / (Decrease) %
		2023/24 Full Year Interim Rate Yield \$	2023/24 Full Year Interim Rate Yield %	2024/25 Proposed Rate Yield \$	2024/25 Proposed Rate Yield %	
GRV	Residential	20,864,912	38.10%	21,633,768	37.97%	3.68%
GRV	Commercial / Industrial	9,265,539	16.92%	9,713,422	17.05%	4.83%
GRV	Airport / Strategic Industry	1,942,141	3.55%	1,982,810	3.53%	2.09%
GRV	Transient Workforce Accommodation/ Workforce Accommodation	10,644,974	19.44%	11,017,546	19.34%	3.50%
UV	Pastoral	225,892	0.41%	233,798	0.41%	3.50%
UV	Mining/Other	1,350,124	2.47%	1,530,257	2.69%	13.25%
UV	Strategic Industry	10,463,867	19.11%	10,830,091	19.01%	3.50%
	<b>TOTAL</b>	<b>54,757,449</b>	<b>100.00%</b>	<b>56,941,692</b>	<b>100.00%</b>	<b>5.00%</b>

Table 5 provides a comparison of the proposed average rates per property based on a 3.5% increase in the rates in the dollar:

**Table 5**

Rate Type	Differential Rates Categories	2023/24 Average Rate per Property (Current Year Valuations) \$	2024/25 Proposed Average Rate per Property (Current Year Valuations) \$	Increase / (Decrease) \$	Increase / (Decrease) %
GRV	Residential	2,445	2,530	+85	3.48%
GRV	Commercial / Industrial	8,035	8,316	+281	3.50%
GRV	Airport / Strategic Industry	51,143	52,179	+1,036	2.03%
GRV	Transient Workforce Accommodation/ Workforce Accommodation	409,422	423,752	+14,330	3.50%
UV	Pastoral	22,589	23,379	+790	3.50%
UV	Mining/Other	3,580	3,705	+125	3.50%
UV	Strategic Industry	249,140	257,859	+8,719	3.50%
	<b>AVERAGE TOTAL</b>	<b>106,622</b>	<b>110,353</b>	<b>3,731</b>	<b>3.50%</b>

**STRATEGIC IMPLICATIONS**

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

Programs/Services: 4.c.3.1 Property Rating Services

**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	High	Failure to obtain Ministerial approval for the proposed differential rates model may result in an increase in the rates required from other properties or a significant shortfall in rates revenue.
Service Interruption	High	Any budget shortfall or delays in adoption of the rates and annual budget has the potential to impact operations and services.
Environment	N/A	Nil
Reputation	Moderate	Failure to obtain Ministerial approval for the proposed differential rates model may require Council to increase rates on other differential rating categories to make up any shortfall which would not be well received by other ratepayers.
Compliance	High	Council will be in breach of the <i>Local Government Act 1995</i> if it adopts any differential rates more than 2x the lowest rate without having followed the prescribed process, including public consultation and Ministerial approval.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Based on the City’s rating strategy, the City applies annually for Ministerial Approval in order to impose differential rating for all Gross Rental Value properties and Unimproved Value properties.

For the 2016/17 financial year the City was required to provide a concession to a number of properties in the Transient Workforce Accommodation/Workforce Accommodation differential rating category to limit the increase in rates payable to 20%. These concessions were offset by Ministerial Approval being granted for the higher rate in the dollar of \$0.321484 rather than the initially proposed rate of \$0.293013.

Council regularly reviews the proportion of the rate income generated under each category in order to ensure that all property owners make an equitable contribution to rates, and to minimise the impact that rates have on residential, industrial and commercial ratepayers.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

1. ENDORSE the proposed Objects and Reasons for Differential Rates 2024/25 containing a predominant rate in the dollar increase of \_\_\_%; and
2. ADVERTISE and INVITE submissions regarding the following proposed differential rates in 2024/25:

GRV/UV	Differential Rates Categories	Proposed Rate in \$	Minimum Rate
GRV	Residential		
GRV	Commercial / Industrial		
GRV	Airport / Strategic Industry		
GRV	Transient Workforce Accommodation / Workforce Accommodation		
UV	Pastoral		
UV	Mining/Other		
UV	Strategic Industry		

**CONCLUSION**

The differential rates model proposed for public advertising meets the anticipated revenue requirements of the 2024/25 Budget while responding to the changed economic conditions being experienced across the district. The proposed increase to rates in the dollar aligns with Council’s current Long Term Financial Plan as well as broadly aligns with current CPI and economic forecasts, ensuring funding of the forecast budget deficit whilst minimising the impact of changes in economic conditions on ratepayers.

**QUESTIONS ARISING FROM BRIEFING**

**COUNCILLOR QUESTION:**

Can we consider the option of 0% for a residential rate increase?

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**CITY RESPONSE:**

Yes, Council can apply an option of 0% for a residential rate increase. This paper relates to the first step in the process, which is to advertise the intended rate increase to the public, for public comment.

**COUNCILLOR QUESTION:**

Is it possible to add an option to minimise the impact to residential but increase the amount Strategic Industry and TWAs have to pay given the impact they are having on the town?

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**CITY RESPONSE:**

The City has provided some modelling to demonstrate the reduction in residential and increase in industry to result in the same net budget position for council to consider. Please see the attachment – Rates Modelling Table.

As a comparison:

City of Bayswater is proposing a 5.0% rate increase, City of Mandurah 3.98%, City of Armadale 3.9%, Town of Port Hedland 5% rate increase and Shire of Broome 5% rate increase.

**COUNCILLOR QUESTION:**

Council has discussed having owner/occupier discounts at City facilities. Will this still be an option?

---

**CITY RESPONSE:**

Administration is considering these benefits for the general budget paper which will be presented at the June 2024 OCM. Administration will investigate options such as discounted memberships and airport parking discounts for owner occupiers.

**COUNCILLOR QUESTION:**

Can we please get the figures on what it would cost to have free access to the Leisureplex for owner/occupier residents?

---

**CITY RESPONSE:**

Yes, information will be provided for the general budget paper in June.

**COUNCILLOR QUESTION:**

In relation to the revenue from the Quarter, is this something we can share with residents regarding the connection between revenue and reduction in rates?

**CITY RESPONSE:**

Administration has reviewed the net profit of the Quarter and how this assists the City's budget, and the downward impact on rates.

The forecast net operating profit of The Quarter for 2024/25 is \$2,137,215. This reduces the required rate increase in the order of 3.75%. Consequently, if a 3.5% rate increase were proposed without considering The Quarter, the overall rate increase would be 7.25%.

## 10 COMMUNITY EXPERIENCE REPORTS

### 10.1 YOUTH ADVISORY GROUP – TERMS OF REFERENCE REVIEW

<b>File No:</b>	CS.8
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Manager Engagement and Partnerships
<b>Date of Report:</b>	28 March 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Revised Youth Advisory Group Terms of Reference

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#### PURPOSE

For Council to consider the revised Terms of Reference for the City of Karratha’s Youth Advisory Group.

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#### OFFICER’S RECOMMENDATION

**That Council APPROVE the revised Terms of Reference for the Youth Advisory Group.**

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#### BACKGROUND

At the Ordinary Council Meeting held 30 October 2023, Council resolved to review terms of reference of all Advisory groups to ensure that their aims, objectives and key deliverables are clear and up to date, with the revised/updated Terms of Reference to be presented to Council for consideration.

#### DISCUSSION

The Youth Advisory Group (YAG) met on 27 March 2024 and reviewed its terms of reference.

The key recommended changes to the terms are outlined as follows:

CURRENT	PROPOSED/RATIONALE
6. Membership comprises: <ul style="list-style-type: none"> <li>• Up to 12 young people, aged between 11 and 18 with representation from across all townships to be the preference;</li> <li>• Up to 3 Elected Council Members;</li> <li>• Director Community Experience;</li> <li>• Manager Engagement and Partnerships;</li> <li>• Senior Youth Officers; and</li> <li>• Up to 3 co-opted members.</li> </ul>	6. Membership comprises: <ul style="list-style-type: none"> <li>• Up to 12 young people, aged between 11 and 18 with representation from across all townships to be the preference; and</li> <li>• Up to 3 members by invitation.</li> </ul> YAG members agreed that the membership be comprised of young people. City staff to attend as observers/executive support only.  Council will appoint up to three elected members to attend the YAG as observers.
7. The Director Community Experience shall be the Chairperson.	YAG members agreed that the Chairperson be a young person and for the Chairperson

	to be nominated at the end of each meeting for the next meeting.
Overall document	YAG members agreed that the document be written in simpler language, more appropriate to the group. These changes are reflected in the attached terms of reference.

The new draft terms of reference have been supported by the majority of the existing Youth Advisory Group members.

**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 as the group is advisory in nature only.

**STATUTORY IMPLICATIONS**

Nil.

**COUNCILLOR/OFFICER CONSULTATION**

Three Councillors are currently members of the Youth Advisory Group.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

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

Programs/Services:            1.c.1.4                                  Youth Services

**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	Moderate	There may be reputational risk if recommendations from the Advisory Group are not considered.
Compliance	N/A	Nil

**IMPACT ON CAPACITY**

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



**RELEVANT PRECEDENTS**

Reviews of various Terms of Reference have previously been considered by Council.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council AMEND:

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

Option 3

That Council REJECTS the proposed changes to the Youth Advisory Group Terms of Reference.

**CONCLUSION**

Following the first meeting of the Youth Advisory Group of 2024, recommendations to revise the existing Terms of Reference have been made for Council consideration.

**10.2 AWARD OF LARGE COMMUNITY GRANTS**

**File No:** GS.76  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** Manager Engagement & Partnerships  
**Date of Report:** 1 March 2024  
**Applicant/Proponent:** Local Community Organisations  
**Disclosure of Interest:** Nil  
**Attachment(s):** Assessment Summary of Applications

**PURPOSE**

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

**OFFICER’S RECOMMENDATION**

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

<b>Applicant</b>	<b>Project</b>	<b>Amount Recommended</b>
<b>ReachUs Pilbara</b>	<b>Accommodation Project Stage 1</b>	<b>\$19,020</b>
<b>Karratha Touch Association</b>	<b>North West Championships</b>	<b>\$15,000</b>
<b>Karratha Falcons Football &amp; Sporting Club</b>	<b>Install Security Access System</b>	<b>\$21,872</b>
<b>Big hART</b>	<b>Songs for Freedom: Next Generation</b>	<b>\$23,027</b>
<b>Dampier Community Association</b>	<b>Dampier Photography Awards 2024</b>	<b>\$18,186</b>
<b>Ngarluma Yindjibarndi Foundation Ltd (NYFL)</b>	<b>NYFL Office – Street Façade Improvement</b>	<b>\$42,439</b>
<b>Nor West Jockey Club</b>	<b>Roebourne Races 2024</b>	<b>\$30,000</b>
<b>Pilbara For Purpose</b>	<b>Pilbara Community Excellence Awards</b>	<b>\$10,000</b>
<b>Salvation Army – Karratha</b>	<b>Karratha Youth Accommodation Service</b>	<b>\$22,100</b>
<b>Karratha &amp; King Bay Horse &amp; Pony Club</b>	<b>Equipment Upgrade</b>	<b>\$28,264</b>
<b>TOTAL</b>		<b>\$229,908</b>

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

<b>Applicant</b>	<b>Project</b>	<b>Amount Recommended</b>
<b>Welcome Lotteries House (WLH)</b>	<b>Men’s Bathroom Expansion</b>	<b>\$0</b>
<b>Nor West Jockey Club</b>	<b>Facility Improvements</b>	<b>\$0</b>
<b>Karratha Falcons Football &amp; Sporting Club</b>	<b>Mayne Academy Junior Football Development Program</b>	<b>\$0</b>
<b>Karratha Little Athletics Centre</b>	<b>North West Championships &amp; Discus Cage</b>	<b>\$0</b>
<b>TOTAL</b>		<b>\$0</b>

**BACKGROUND**

Council supports local community organisations through the provision of funding under the Community Grants and Contributions Scheme.

This report presents funding proposals received under the Large Community Grants category. Proposals have been assessed in accordance with the guidelines using the five criteria below:

1. *Strategic Alignment* – how well does the project align with and provide outcomes related to the City of Karratha’s Strategic Community Plan and stated vision of being “Australia’s most liveable regional City”?
2. *Income/Other Funding* – Will the project be able to generate income from other sources so as not to be 100% reliant on City of Karratha funding?
3. *Project Viability/Feasibility* – Is the project underpinned by a well-planned approach that will ensure the project can be delivered as intended, with minimal risks and with sound management? Has the proposal adequately demonstrated a community need/demand is being fulfilled?
4. *Community Benefit* – How many community members will be beneficiaries of the project? Is the project inclusive and open to a broad range of community groups/members? If the project is targeting a specific part of the community, has this been demonstrated in the proposal?
5. *Capacity for Delivery* – Can the project be delivered by the applicant? How much of the project is proposed to be outsourced? Will this project help build capacity by way of developing new skills or providing volunteering opportunities?

Council allocates \$500,000 for Large Community Grants per annum, to be awarded through two rounds. Council had pre-committed \$110,501 via three-year Memorandums of Understanding (MOU’s) and awarded \$183,676 in the August 2023 round. This has left \$205,823 available in Council’s budget to be allocated.

**Current MOU commitments:**

<b>Applicant</b>	<b>Project</b>	<b>Committed 2023/2024 Budget</b>
Dampier Community Association	Dampier Beachside Markets (expires June 2025)	\$31,629
Dampier Community Association	Dampier Sunset Movies (expires June 2025)	\$7,666
Dampier Community Association	Dampier Art Awards (expires Sept 2025)	\$10,000
Ngarliyarndu Bindirri Aboriginal Corporation	Yirramagardu Crew (Y-Crew), Yard Maintenance Program (expires March 2025)	\$5,206
Karratha City Co.	Karratha Eats (expires June 2025)	\$15,000
Hampton Harbour Boat and Sailing Club	Guy Fawkes (expires October 2024)	\$26,000
Northern Swimming Association	Pilbara Championships (expires June 2025)	\$15,000
<b>TOTAL</b>		<b>\$110,501</b>

**DISCUSSION**

Summary of current round:

- Total applications received 15
- Total Project Value \$1,361,082
- Total Requested \$468,582

The detailed assessment is attached to this report and is summarised below. Where part funding has been recommended, Officers have engaged with the applicant to check if the project will still be able to be delivered or staged to match funding available:

<b>Applicant</b>	<b>Project</b>	<b>Total Project Cost</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
<b>RECOMMENDED</b>				
ReachUs Pilbara	Accommodation Project Stage 1	\$ 29,190	\$19,020	\$19,020
Karratha Touch Association	North West Championships	\$ 69,169	\$42,364	\$15,000
Karratha Falcons Football & Sporting Club	Install Security Access System	\$ 34,872	\$21,872	\$21,872
Big hART	Songs for Freedom: Next Generation	\$225,668	\$44,973	\$23,027
Dampier Community Association	Dampier Photography Awards 2024	\$ 28,786	\$18,186	\$18,186
Ngarluma Yindjibarndi Foundation Ltd (NYFL)	NYFL Office – Street Façade Improvement	\$ 99,685	\$42,439	\$42,439

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>RECOMMENDED</b>				
Nor West Jockey Club	Roebourne Races 2024	\$403,775	\$43,504	\$30,000
Pilbara For Purpose	Pilbara Community Excellence Awards	\$ 79,488	\$20,000	\$10,000
Salvation Army – Karratha	Karratha Youth Accommodation Service	27,665	\$22,100	\$22,100
Karratha & King Bay Horse & Pony Club	Equipment Upgrade	28,264	\$28,264	\$28,264
<b>SUBTOTAL</b>		<b>\$1,026,562</b>	<b>\$302,722</b>	<b>\$229,908</b>

Applicant	Project	Total Project Cost	Amount Requested	Amount Recommended
<b>NOT RECOMMENDED</b>				
Welcome Lotteries House (WLH)	Men’s Bathroom Expansion	\$125,660	\$50,000	\$0
Nor West Jockey Club	Facility Improvements	\$ 48,860	\$45,860	\$0
Karratha Falcons Football & Sporting Club	Mayne Academy Junior Football Development Program	\$ 72,000	\$20,000	\$0
Karratha Little Athletics Centre	North West Championships & Discus Cage	\$ 88,000	\$50,000	\$0
<b>SUBTOTAL</b>		<b>\$334,520</b>	<b>\$165,860</b>	<b>\$0</b>

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

**LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision-Making policy, this matter is considered to be of moderate significance in terms of social, cultural & wellbeing issues due to the Community Grants and Contributions Scheme providing significant financial assistance to the associated organisations.

**STATUTORY IMPLICATIONS**

Section 3.18 of the *Local Government Act 1995*.

**COUNCILLOR/OFFICER CONSULTATION**

Proposals submitted as part of the Large Community Grant Scheme are considered through an internal assessment process by Officers. Councillors are provided with a briefing presentation on the proposals received.

**COMMUNITY CONSULTATION**

Officers have liaised with each of the organisations to offer support and assistance in the completion and submission of their funding proposals. Further consultation with applicants was undertaken to gain an understanding of the purpose and benefit of their projects. Following this report, there will be further consultation with the applicants around the Council decision.

**POLICY IMPLICATIONS**

Policy CS06 Community Grants and Contributions Scheme applies.

**FINANCIAL IMPLICATIONS**

A total of \$500,000 was allocated for Large Community Grants in the 2023/2024 FY Budget.

Total Budget (23/24 FY)	\$500,000
Committed to MOU's	\$110,501
Awarded in September 2023	\$183,676
Funds Returned	\$24,622
Remaining	\$230,445
Recommended	\$229,908
Total Remaining	\$537

**STRATEGIC IMPLICATIONS**

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

Programs/Services: 1.c.1.2 Community Engagement  
 Projects/Actions: 1.c.1.2.1 Provide Grant Funding Opportunities

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Recommended funding is within the 23/24 budget. Should Council resolve to support the full amount of funding there will be \$537 remaining in this financial year's budget.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Should Council resolve not to support specific community projects, there may be a negative response from organisations.
Compliance	N/A	Officers have applied Policy CS06 – Community Grants and Contributions Scheme during the assessment and subsequent recommendations.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Council provides funding to community groups through the Community Grants and Contributions Scheme throughout the year.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council MODIFY the supported applications:

Recommended Applicant	Project	Amount	Council Determination

Option 3

That Council REJECT all applications.

**CONCLUSION**

Various community organisations have submitted funding proposals for the Large Community Grant Scheme under Policy CS06 – Community Grants and Contributions Scheme. Officers have recommended an amount of \$183,676 be awarded from this round.

**QUESTIONS ARISING FROM BRIEFING**

**COUNCILLOR QUESTION:**

Can you provide an overview of the process for awarding these grants?

---

**CITY RESPONSE:**

The large community grants were assessed by a panel of officers. Each officer undertook their assessment based on a clear criterion and applied a rating to each applicant. Applications were rated and the panel formulated their recommendation for review and acceptance.

If there are any specific requests for further details on individual applications, this can be provided.

**COUNCILLOR QUESTION:**

Is there a cut off on what we can spend on individual applications in connection with MOUs?

---

**CITY RESPONSE:**

The existing policy does not limit the number of grants per organisation, or the total amount of funds awarded to an organisation.

**COUNCILLOR QUESTION:**

Is there a version of the criteria we can review?

---

**CITY RESPONSE:**

The Criteria is available on the assessment sheet and within the grant guidelines.

### 10.3 POINT SAMSON INTERIM PLAN

<b>File No:</b>	NCR165668
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Director Community Experience
<b>Date of Report:</b>	5 April 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Proposed Point Samson Interim Plan

---

#### PURPOSE

For Council to consider the proposed Point Samson Interim Plan which identifies projects and opportunities raised by the Point Samson community, to be progressed while a broader planning process is undertaken to develop a place planning approach and a medium to long-term plan for the town.

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#### OFFICER'S RECOMMENDATION

**That Council APPROVE the proposed Point Samson Interim Plan (Attachment 1), to be progressed while a broader planning process is undertaken to develop a medium to long-term plan for the town of Point Samson.**

---

#### BACKGROUND

The Point Samson jetty was an important historical feature in the development of the northwest region, serving as the primary port for visiting ships and a crucial export facility. The original jetty ceased operation as a working jetty in March 1976 and was later classed as recreational use only. In 1989, the Jetty was severely damaged by Cyclone Orson and completely removed in 1991. Since the loss of the original jetty, discussions have been ongoing within the community about the construction of a replacement fishing jetty.

In 2016, the City entered into a Memorandum of Understanding (MOU) with the Point Samson Community Association (PSCA) for the purpose of the design and construction, and subsequent maintenance of a viewing platform at the site of the original jetty. In 2017, Cardno were engaged to develop a concept design, in consultation with the PSCA and the wider community, for the Viewing Platform (Stage 1) and Fishing Jetty (Stage 2). At the July 2017 Ordinary Council Meeting (OCM), Council endorsed the concept design drawings of the Point Samson Viewing Platform and Fishing Platform and supported progressing the project to detailed design and subsequent construction of the viewing platform.

In 2019, GHD Group were engaged to prepare a brief for the procurement of a consultant for the detailed design and investigations of the Fish Jetty and fishing platform (Stage 2), leading to the award of tender to Wallbridge Gilbert Aztec in November 2020 to complete detailed investigations into site suitability and to complete detailed design documentation. The consultants were also requested to undertake further feasibility estimates and conceptual drawings on potential landside infrastructure. These elements were taken from the Point Samson Foreshore Management Plan 2014 and the Foreshore Design Report 2015. Inclusive of construction costs, all contingencies and a locality allowance, the feasibility estimate came to a total of \$40.3M.



In 2022, the City engaged external contractor ACIL Allen to develop a business case with a cost/benefit assessment to better understand economic and employment outcomes of the project and to support potential future funding applications.

At its meeting held 26 April 2023, Council received the Point Samson Foreshore Redevelopment Business Case (2022). The Business Case identified it was unlikely Council would be able to secure funding from government programs due to the limited net economic benefit of the project and would need to substantially fund the project itself, even if it were able to secure non-government funding. Officers also identified there had been a number of plans, projects and discussions with the Point Samson community over the last decade and an overarching plan should be developed with opportunity for the Jetty project to be further considered as part of that process. Council therefore resolved to:

1. *RECEIVE the Point Samson Foreshore Redevelopment Business Case 2022;*
2. *UNDERTAKE a Master planning process for the whole of Point Samson that consolidates current plans and projects and identifies future opportunities for development in consultation with the Point Samson community, and that adequate funding for this process is included within the 2023/24 budget.*

A budget of \$80,000 was included within the City's 2023/24 budget, however, there have been delays due to the need to undertake recruitment process for critical roles associated with this project, and the changeover of Point Samson Community Association committee members.

## **DISCUSSION**

The purpose of the Point Samson Interim Plan (Attachment 1) is to capture key projects and opportunities identified by the community, which can be progressed as the City develops its approach to place planning, and continues to work with the community to identify the unique characteristics, needs and opportunities of Point Samson.

The Point Samson Interim Plan (the Plan) has been informed by a desktop review of the existing plans and documents relevant to Point Samson, including:

- Point Samson Foreshore Management Plan (2014)
- Draft Point Samson Structure Plan (2015)
- Point Samson Foreshore Redevelopment Business Case (2022)

In addition, during the last 4 months, Officers have captured feedback from the Point Samson Community Association and other members of the community to confirm priority projects and other important issues and concerns for their community.

The City has also recently undertaken its Annual Community Survey (2024) and through that process, Point Samson residents have requested the City focus on the following areas for the next 12 months:

- More focus on the eastern towns of Point Samson and Wickham
- More focus on families and children
- More community input into projects

The Plan is a short-term plan identifying the following priority projects commencing in 2023/24 and 2024/25 financial years:

- Installation of solar lighting along footpath from Honeymoon Cove to The Cove caravan park.
- Design and construct a new BMX / pump track, including the relocation of the half pipe, with additional amenities including BBQ, seating and shade.
- Revitalisation of Honeymoon Cove Carpark.
- Complete a feature survey and review constraints for a proposed footpath from Honeymoon Cove and John’s Creek Boat Harbour.
- Establish a working group consisting of representation from Point Samson Community Association, residents, business, visitors (i.e. representative from Wickham) and City of Karratha Officers.

The Administration’s future approach is proposed to be collaborative with the community and will define each town’s unique sense of place, encourage economic activity, social wellbeing, cultural identity, and ongoing development.

Whilst subject to future Council decisions, the informing stages of this new approach are proposed as follows.

Stage	Deliverable	Purpose	Timeline for completion	Status
1	Desktop review of previous plans and identified projects for consolidation into one plan for Point Samson (Point Samson Interim Plan)	Short-term plan to progress priority projects for Point Samson	April 2024	For Council decision
2	Desktop review of previous plans and identified projects for consolidation into one plan for Wickham (Wickham Interim Plan)	Short-term plan to progress priority projects for Wickham	May/June 2024	Commenced
3	Development of City of Karratha 10-year Strategic Community Plan	Sets strategic priorities.	January 2025	Commenced
4	Development of Place Based Framework	Informs the City’s future approach to business/operational planning.	December 2024	Not commenced
5	Development of Point Samson, Wickham and Roebourne place plans	Responds to the unique character, needs and aspirations for each town.	December 2025	Not commenced

All stages are interrelated and, where possible and appropriate, will be progressed concurrently.

**LEVEL OF SIGNIFICANCE**

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate significance.

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place across the organisation to ensure actions are achievable and incorporated into the 2024/25 budget proposals.

**COMMUNITY CONSULTATION**

Community engagement activities in accordance with the iap<sup>2</sup> public participation spectrum process to consult, involve and collaborate with the Point Samson Community.

It is proposed within the Plan that the City establish a working group consisting of representatives from the Point Samson Community Association, residents, business, visitors and City officers to identify opportunities to work together collaboratively and to provide input into and updates on the delivery of projects and the development of future plans for Point Samson.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

An accurate indication of the financial implications for the life of this plan will not be known until actions are progressed.

An initial amount of \$420,000 is proposed for the 2024/25 financial year to progress actions identified to commence next financial year, with some projects funded partly through existing partnerships.

**STRATEGIC IMPLICATIONS**

There are no strategic implications.

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Initial progress of actions is to undertake concepts and scoping of projects to understand cost to deliver, which will be subject to future Council decisions.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The Plan will enable the progress of projects identified by the community to enable time to complete a comprehensive and collaborative process with the community to develop medium to long term place plans.
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 NOT APPROVE the Point Samson Interim Plan and proceed with undertaking a master planning process for the town of Point Samson.

**CONCLUSION**

The Point Samson Interim Plan is a positive first step on what will be an ongoing journey of working with our community to establish and continually improve the City's relationship with its community; and to enhance, promote and celebrate the City's townships and their unique character, encouraging economic activity, social wellbeing, cultural identity, and their ongoing development.

**QUESTIONS ARISING FROM BRIEFING SESSION****COUNCILLOR QUESTION:**

Having reviewed the timeline, we were anticipating some early successes for the community. Concerns that some of the projects will take time and stretch over multiple years. Could you please provide details on the timing?

---

**CITY RESPONSE:**

A number of these projects will require planning and consultation. The timeline is an indication of when the projects are expected to commence.

The City will work with the Point Samson community to deliver these projects and it is possible some timelines will change; however, any changes will be progressed in consultation with the community; and will be reported back to Council as part of the Administrations quarterly report.

**COUNCILLOR QUESTION:**

Where it refers to an Advocacy Plan – will that sit within our advocacy plan?

---

**CITY RESPONSE:**

Yes, once a position is formed it will sit within our City of Karratha's advocacy plan.

**COUNCILLOR QUESTION:**

Regarding the tap installation, is it really going to cost \$10,000?

---

**CITY RESPONSE:**

This is a budget estimate that includes extending potable water to the proposed location for the tap.

**COUNCILLOR QUESTION:**

Regarding site assessment for the pump track, is there a number of sites in the mix?

---

**CITY RESPONSE:**

We recognise the sand dunes where the informal BMX track is located is not the most suitable site, therefore several sites will be identified and assessed for suitability.

**COUNCILLOR QUESTION**

Have you considered the pump track as a potential tourist attraction too?

---

**CITY RESPONSE:**

Yes, this has been considered.

**COUNCILLOR QUESTION:**

Will the Half Pipe be included as a feature in the pump track?

---

**CITY RESPONSE:**

The community has requested the half pipe be moved and incorporated into the new BMX / pump track design. It will be determined during the design stage whether the existing half pipe or a new design feature is incorporated into the final design.

**COUNCILLOR QUESTION:**

Do you know if the community think the current location is the wrong location of the half pipe?

---

**CITY RESPONSE:**

Yes.

**COUNCILLOR QUESTION:**

Regarding Heritage items, will they be considered?

---

**CITY RESPONSE:**

Yes, the heritage items will be considered within action 1.3 of the interim plan.

## 11 DEVELOPMENT SERVICES REPORTS

### 11.1 PROPOSED SCHEME AMENDMENT NO. 58 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – AMENDMENT TO NORMALISE ZONING OF LAND PARCELS CURRENTLY ZONED URBAN DEVELOPMENT

<b>File No:</b>	AMD58
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Senior Strategic Planner
<b>Date of Report:</b>	29 March 2024
<b>Applicant/Proponent:</b>	Edge Planning & Property on behalf of the City of Karratha
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>Proposed Scheme Amendment No. 58</li> <li>Location Plan</li> <li>Approved Structure Plans</li> </ol>

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#### PURPOSE

For Council to consider preparing Scheme Amendment No. 58 to the City of Karratha Local Planning Scheme No. 8 (LPS8). The proposed amendment is to rezone and reclassify land currently zoned 'Urban Development' throughout the Karratha townsite for the purpose of normalising the zonings provided for under a number of structure plans.

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#### OFFICER'S RECOMMENDATION

That Council:

- PREPARE** Amendment No. 58 to the City of Karratha Local Planning Scheme No. 8 to rezone and reclassify land covered by structure plans in accordance with amendments 1 – 16 listed in Attachment 1.
- CLASSIFY** proposed Local Planning Scheme Amendment No. 58 as a 'Basic Amendment' in accordance with Part 5, Division 1, Regulations 34 and 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it proposes to amend the Scheme maps to be consistent with the zoning and density coding of the relevant approved Structure Plans under the Scheme.
- AUTHORISE** the City to forward proposed Local Planning Scheme Amendment No. 58 to the Environmental Protection Authority pursuant to Section 81 of the *Planning and Development Act 2005*.
- NOTE** the intention to **REVOKE** the following structure plans pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, upon approval of proposed Scheme Amendment No. 58:

Structure Plan Area No.	Structure Plan Area	Endorsement Date
DA1	Millars Well Bathgate Rd: Area E	8 October 2004

<b>DA2</b>	<b>Nickol- Legendre Rd</b>	<b>20 May 2002</b>
<b>DA3</b>	<b>Millars Well – Gawthorne Dr: Area D</b>	<b>8 October 2004</b>
<b>DA4</b>	<b>Baynton Road (East): Area C</b>	<b>12 June 2009 (as amended)</b>
<b>DA5</b>	<b>Nickol (West) – Balmoral &amp; Dampier Roads</b>	<b>19 November 2013 (as amended)</b>
<b>DA6</b>	<b>Nickol (South) – Dampier &amp; Balmoral Roads</b>	<b>16 November 2005</b>
<b>DA8</b>	<b>Baynton (East) – Rosemary Rd</b>	<b>20 May 2002</b>

## **BACKGROUND**

In the ‘Urban Development’ profession, structure plans are a key planning instrument for the coordination of zoning and subdivisions, leading to the development of an area of land.

When the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) were gazetted in August 2015, the Western Australian Planning Commission (WAPC) brought into effect a standardised approval date of 19 October 2015 for all structure plans approved prior to the introduction of the new Regulations. The Regulations also stipulate that all structure plans have an approval period of 10 years, unless approved for a longer period of time by the WAPC.

The proposed scheme amendment removes what is now an unnecessary layer of the planning framework. This will provide greater clarity for landowners and developers, reduce red tape and provide for efficiency in the development assessment process where it relates to residential development.

## **DISCUSSION**

City Officers have undertaken an audit of all structure plans approved under LPS8 prior to 19 October 2015. As a result, the City has identified several structure plans that will lapse on 19 October 2025 unless the City extends, reviews, or normalises these structure plans.

The audit also identified several structure plans where the subject areas have been subdivided and significantly developed and can be normalised under the Regulations.

The process of normalising structure plans involves preparing a scheme amendment that modifies the scheme maps for areas covered by the structure plan to reflect the zoning and density coding.

A ‘basic’ amendment is defined in the Regulations and includes an amendment to the scheme maps that is consistent with a structure plan that has been approved under the Scheme. It is recommended the following structure plans be normalised through a ‘basic’ scheme amendment:

- Development Area (DA)1: Millars Well Bathgate Road: Area E;
- DA2: Nickol - Legendre Rd
- DA3: Millars Well - Gawthorne Dr: Area D;
- DA4: Baynton Road (East): Area C;
- DA5: Nickol (West) - Balmoral & Dampier Roads;
- DA6: Nickol (South) - Dampier & Balmoral Roads; and
- DA8: Baynton (East) - Rosemary Rd.

These sites are all currently zoned ‘Urban Development’. In normalising these structure plans through a scheme amendment, the structure plans must be revoked as they will no longer have any affect over the development areas.

Consequently, part of the proposed amendment to the LPS8 Scheme Text is to delete the relevant corresponding rows in 'Appendix 5 – Structure Plan Areas'.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

In accordance with Part 5, Division 1 of the Regulations 2015, Council can:

- Resolve to prepare the proposed scheme amendment;
- Resolve to prepare a modified proposed scheme amendment; or
- Resolve not to prepare the proposed scheme amendment.

Under Regulation 34 and 35 of the Regulations 2015, the proposed scheme amendment is considered a basic amendment as the proposed Scheme maps will be consistent with the zoning and density coding of relevant structure plan areas approved under LPS 8.

The City is required to provide a copy of the proposed scheme amendment to the Environmental Protection Authority for consideration in accordance with Section 81 of the *Planning and Development Act 2005*.

**OFFICER CONSULTATION**

Consultation between City Officers and the Department of Planning, Lands and Heritage was undertaken at pre-lodgement stage.

**COMMUNITY CONSULTATION**

In accordance with Part 5, Division 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* a basic scheme amendment is not required to undertake community consultation as the proposed amendments are consistent with approved planning instruments under the LPS 8.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Edge Planning and Property consultancy were engaged by the City’s Planning Services to prepare the scheme report presented in Attachment 1.

**STRATEGIC IMPLICATIONS**

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

Programs/Services:            2.a.2.3                                  Strategic Planning Services



**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	N/A	Nil
Compliance	Low	The proposed amendment will normalise approved structure plan areas, ensuring continued compliance with the City’s Local Planning Scheme No. 8.

**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, pursuant to Clause 75 of the *Planning and Development Act 2005*, RESOLVES to DEFER the proposed scheme amendment.

Option 3

That Council, pursuant to Clause 75 of the *Planning and Development Act 2005*, RESOLVES to PREPARE a modified proposed scheme amendment.

Option 4

That Council, pursuant to Clause 75 of the *Planning and Development Act 2005*, RESOLVES to NOT PREPARE the proposed scheme amendment.

**CONCLUSION**

Proposed Scheme Amendment No. 58 to the City of Karratha Local Planning Scheme No. 8 is for the purpose of normalising structure plan areas over currently Urban Development zoned land that have been significantly developed in accordance with these plans.

Scheme Amendment No. 58 will carry forward approved zoning and reservations under the structure plan into the Scheme and as a result will reduce red tape and streamline planning proposals where it relates to residential development.

It is recommended proposed Scheme Amendment No. 58 be prepared as a basic amendment in accordance with the relevant planning legislation.

**QUESTIONS ARISING FROM BRIEFING SESSION****COUNCILLOR QUESTION:**

58 amendments is a lot, has the City looked at doing a review of the planning scheme?

---

**CITY RESPONSE:**

Yes, a full review of the planning scheme is likely to occur in the next few years. It is not unusual to have a large number of scheme amendments as issues are dealt with as they arise allowing for a more timely response to evolving planning requirements.

**COUNCILLOR QUESTION:**

Have owners of this land been consulted?

---

**CITY RESPONSE:**

Landowners have not been consulted as:

- It is not required for a basic amendment under Part 5, Division 4, Regulation 57 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
- It is not considered necessary as the proposed amendment is purely administrative in nature and will have no material impact on the development that would be permitted on the subject land.

**COUNCILLOR QUESTION:**

How long will this take to be approved?

---

**CITY RESPONSE:**

There is no set timeframe for the Minister to determine the amendment but general practice is that a basic amendment such as this may take several months to be approved and come into effect.

If approved by Council the City will refer the amendment to the Environmental Protection Authority (EPA). The EPA will then consider if this amendment needs to be assessed or not. In this instance it is expected that the amendment will not need to be assessed and this advice is expected to be received by the City within several weeks from the referral being received by the EPA.

Once the EPA has confirmed that the amendment does not require assessment the City must refer the amendment to the Western Australian Planning Commission (WAPC) within seven days of receiving that advice.

The WAPC is then required to assess the scheme amendment and make a recommendation to the Minister within 42 days. The Minister is then required to determine the amendment and provide this advice back to the City to act upon to enable the amendment to come into effect.

## 11.2 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM - PROPOSED SPONSORSHIP FOR PILBARA SUMMIT 2024

<b>File No:</b>	RC.119
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Economic Development Project Officer
<b>Date of Report:</b>	28 March 2024
<b>Applicant/Proponent:</b>	Informa Australia Pty Ltd
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>Confidential – Pilbara Summit 2024 Sponsorship Proposal</li> <li>Evaluation – Pilbara Summit 2024 Sponsorship</li> </ol>

### PURPOSE

For Council to consider a request from Informa Australia Pty Ltd (Informa) to sponsor the Pilbara Summit 2024 under Policy DE03: Major Event Sponsorship and Attraction Program Policy (MESAP Policy).

### OFFICER'S RECOMMENDATION

That Council **APPROVE** sponsorship funding to the Informa Australia Pty Ltd as follows:

Organisation Name	Project Name	Grant Amount
Informa Australia Pty Ltd	Pilbara Summit 2024 Platinum Sponsorship	\$33,000 (excl. GST)
<b>TOTAL</b>		<b>\$33,000 (excl. GST)</b>

### BACKGROUND

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

Informa submitted a proposal to the City under the MESAP policy on 7 March 2024. Informa Connect Australia are one of Australia's leading corporate event management companies that aims to connect professionals with knowledge, ideas and opportunities.

The Pilbara Summit is an annual event that was established in 2018. The purpose of the event is to raise the profile of the specific issues and opportunities in the Pilbara region. The Summit was previously held in Perth on three occasions, before being held in Karratha in 2022 and 2023. The 2022 and 2023 Karratha events were both sold out, successful events attracting over 600 delegates each year.

The 2024 Summit will be held at the Red Earth Arts Precinct on 26-27 June 2024. The event aims to provide an opportunity for representatives from the government, business and industry sector to attend.

Key topics to be discussed at the Pilbara 2024 include:

- Strategic development, investment opportunities and emerging industries driving economic growth;
- Clean energy transition and transformation;
- Industrial decarbonisation;
- A diversifying resources powerhouse of WA - growth and new developments;
- Traditional owner engagement and economic development;
- Energy and strategic security in the Northwest of Australia;
- Freight and logistics - growth and opportunities; and
- Creating thriving and diverse communities.

**DISCUSSION**

Proposal

Informa have invited the City to purchase either a Platinum or Gold sponsorship for the event.

The main differences between the two packages are highlighted below and include the number of complimentary tickets included in the package, the discount applied for additional tickets as well as the length of speaking opportunity.

Package	Entitlements	Investment
<b>Platinum</b>	<ul style="list-style-type: none"> <li>• <b>Keynote speaking opportunity (20 minutes on the morning of day one);</b></li> <li>• <b>Opportunity to participate in a panel;</b></li> <li>• Announcement as a sponsor at the start of each day of the event;</li> <li>• Keynote Sponsorship branding and logo placement on all conference promotions and advertising;</li> <li>• Branded one minute advertisement video played during conference;</li> <li>• 3m x 2m display space;</li> <li>• <b>Two speaker passes;</b></li> <li>• <b>10 complimentary delegate passes;</b></li> <li>• <b>15% discount for further registrations;</b></li> <li>• Attendee list provided post event; and</li> <li>• Circulation of company brochures/profile post event.</li> </ul>	<p>\$33,000 (excl. GST)</p>
<b>Gold</b>	<ul style="list-style-type: none"> <li>• Speaking opportunity (15 minutes);</li> <li>• Announcement as a sponsor at the start of each day of the event;</li> <li>• Major Sponsorship branding on all conference promotions and advertising;</li> <li>• Branded one minute advertisement video played during conference;</li> <li>• 3m x 2m display space;</li> <li>• One speaker pass;</li> <li>• Six delegate passes;</li> <li>• 10% discount for further registrations;</li> <li>• Attendee list provided post event; and</li> <li>• Circulation of company brochures/profile post event.</li> </ul>	<p>\$22,000 (excl. GST)</p>

A full copy of the sponsorship proposal is included as **Attachment 1**. Note that in this attachment it states that the platinum sponsorship packages are sold out however the City has written confirmation from Informa that this package is still available should the City wish to purchase it.

#### Assessment

The request has been evaluated against the assessment criteria in the MESAP Policy which can be found in **Attachment 2**.

In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans and aligns with the MESAP Policy to attract conferences to the region, support local business and support the development of new industries by allowing thought leaders to gather and share information;
2. Would provide good economic benefit with most of the event budget expenditure being with local businesses, including an estimated spend of up to \$550,000 on accommodation;
3. Would directly support activation of the City Centre;
4. Will not have an adverse environmental impact;
5. Will provide good branding and marketing benefits to the City and promotion of the region to a broad audience of participants; and
6. Is unlikely to experience any issues with delivery.

The Pilbara Summit is considered to provide an excellent opportunity to facilitate high level discussion on economic development and diversification, support local hospitality businesses and promote Karratha and the Pilbara region more generally.

The Pilbara Summit is an important event for the region and the City is generally represented by a number of delegates. In determining which sponsorship package option is the best value for money the Administration has considered the potential overall cost to the City for the sponsorship package plus the purchase of additional delegate tickets.

In 2022, the City purchased a gold sponsorship package which included:

1. A speaking opportunity;
2. Recognition as a sponsor during announcements at the conference;
3. Branding as a keynote sponsor on all conference promotions;
4. Display table in the exhibition;
5. One speaker pass;
6. 10 delegate passes; and
7. 25% discount on additional passes.

Separate to the sponsorship benefits the City also purchased 10 tickets for the networking event and two additional conference tickets representing a total cost to the City of \$23,348.50 (excl. GST).

In 2023, the City purchased a gold sponsorship package which included:

1. A speaking opportunity;
2. Recognition as a sponsor during announcements at the conference;
3. Branding as a major sponsor on all conference promotions;
4. Display table in the exhibition;
5. One speaker pass;
6. Seven delegate passes;
7. One exhibitor pass;
8. 10% discount on additional passes.

Separate to the sponsorship benefits the City also purchased five additional conference tickets representing a total cost to the City of \$28,775 (excl. GST). In 2023 the City funded

the cost for mayoral candidates to attend resulting in a higher number of tickets than usually anticipated.

It is anticipated that the City will send approximately 15 representatives to the 2024 conference, based on attendance in previous years. To determine which sponsorship package option represents best value for money to the City overall, Administration has compared the estimated total cost to the City for this number of tickets. A summary of this is included below.

<b>Platinum package</b>	<b>Tickets</b>	<b>Cost (excl. GST)</b>
Sponsorship	10 tickets + 2 speaker tickets	\$33,000
Additional tickets @ \$2,200 (excl. GST) – 15% discount	3	\$5,610
<b>Total</b>	<b>15</b>	<b>\$38,610</b>
<b>Gold package</b>	<b>Tickets</b>	<b>Cost</b>
Sponsorship	6 tickets + 1 speaker ticket	\$22,000
Additional tickets @ \$2,200 (excl. GST) – 10% discount	8	\$15,840
<b>Total</b>	<b>15</b>	<b>\$37,840</b>

*NB: The sponsorship investment only is the subject for this report. Tickets purchased in addition to the complimentary tickets included as part of the relevant sponsorship package will be subject to the relevant approvals process.*

Administration has considered the two sponsorship options and is of the view that, although slightly more expensive to the City overall, the Platinum sponsorship package provides good value for money, enables the City to have a higher profile speaking allocation in the conference than the gold sponsorship package and recognises the organisation as a keynote sponsor for only an additional \$770 (excl. GST).

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with relevant internal departments.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The City’s MESAP Policy applies.

**FINANCIAL IMPLICATIONS**

The current MESAP budget for financial year 2023/24 is \$253,600 with \$160,000 committed and \$93,600 remaining available to be allocated. If Council adopts the officer’s recommendation to fund \$33,000 for sponsorship of Pilbara Summit 2024, funding will fall within the allocated budget for 2023/24 and will leave \$60,600 available.

**STRATEGIC IMPLICATIONS**

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

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

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Low	Nil
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Service Interruption	N/A	Nil.
Environment	Low	Low environmental risk as the event will be held at the Red Earth Arts Precinct, with no foreseeable impact on natural environment and no residential noise impact.
Reputation	Low	Low reputation risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through funding agreement. The City will work with Informa to ensure the sponsorship is acquitted to a satisfactory standard.

**IMPACT ON CAPACITY**

The capacity to deliver the recommendation will be met through the City’s existing operational resources.

**RELEVANT PRECEDENTS**

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

Year	Name	Total Funding Awarded (excl. GST)
2017/2018	Brew & the Moo	\$100,000
2018/2019	Australian Performing Arts Conference	\$100,000
	Southern Deserts Conference	\$14,138
	Developing Northern Australia Conference	\$100,000
	WA Regional Tourism Conference	\$125,000
2019/2020	Burrup Classic Open Water Swim	\$60,000
	Chevron City to Surf for Activ	\$25,000
	OECD Conference	\$74,000
	NEDC 22	\$81,620
2021/2022	Town Team Movement Conference 2022	\$10,000
	Pilbara Summit 2022	\$20,000
2022/2023	Warlu Way Tourism Conference	\$20,000
	Chevron City to Surf for Activ	\$40,000
	Pilbara Summit	\$20,000
	The Karjini Experience	\$10,000
2023/2024	Developing Northern Australia Conference 2024	\$142,000

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council APPROVE sponsorship funding to Informa Australia Pty Ltd in accordance with the below:

Organisation Name	Project Name	Amount
Informa Australia Pty Ltd	Pilbara Summit 2024	\$22,000
TOTAL (excl GST)		\$22,000

Option 3

That Council by Simple Majority DECLINE sponsorship funding to Informa Australia Pty Ltd.

**CONCLUSION**

Informa Australia Pty Ltd has requested sponsorship of either \$22,000 (excl. GST) or \$33,000 (excl. GST) for the Pilbara Summit 2023 through the City’s MESAP Program. The request has been evaluated against the City’s MESAP Policy and is considered to meet the requirements of this Policy. It is recommended that Council support the Pilbara Summit through a Platinum Sponsorship for \$33,000 (excl. GST).

**QUESTIONS ARISING FROM BRIEFING SESSION**

**COUNCILLOR QUESTION:**

Are there any other local governments in the Platinum sponsorship group?

---

**CITY RESPONSE:**

The confirmed platinum sponsors are Rio Tinto, BHP, Woodside Energy, Vocus and NextDC. The City understand that the platinum sponsorship opportunities are now sold out so no other local governments will be a platinum sponsor, except for the City if this recommendation is approved by Council.

**COUNCILLOR QUESTION:**

Would you consider it to be expensive?

---

**CITY RESPONSE:**

The sponsorship is considered to be good value for money as it will result in a high return on investment. For every dollar that the City spent on the sponsorship for the 2023 event, \$37.15 was spent in the local economy through both direct and indirect spend and the 2024 event is expected to result in a similar return on investment.



**COUNCILLOR QUESTION:**

The event is in June, why have they not organised this already? Should we be worried?

---

**CITY RESPONSE:**

Organisation for the event is underway and it is understood that the organisers focused their initial efforts on securing a number of other high value sponsors before approaching the City. The organisers have demonstrated capacity to run the event successfully, having done so for a number of years, they have secured high value sponsors, released tickets sales and published the first round of speakers so Administration is confident that there are no issues with the delivery of the event at this stage.

**COUNCILLOR QUESTION:**

How do we secure an MOU for multi-year sponsorship?

---

**CITY RESPONSE:**

The Administration considered recommending a multi-year agreement for this event however decided to opt for a one year sponsorship as this is what was received from the applicant. In addition, the City is currently commencing a review of its Arts Development and Events Strategy and developing a plan to consider the most beneficial type and timing of future events so it was considered premature to enter into a multi year agreement prior to this work being finalised. A multi year sponsorship will be considered for 2025 and beyond.

**COUNCILLOR QUESTION:**

We are proposing a Platinum Package. Are we able to capitalise on the “What we make it” campaign?

---

**CITY RESPONSE:**

Yes, provided that Council approves the officers recommendation Administration can consider how to best incorporate the “What we make it” campaign into the City’s presence at the Conference.

**11.3 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR RED COUNTRY MUSIC FESTIVAL**

<b>File No:</b>	RC.119
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Economic Development Project Officer
<b>Date of Report:</b>	28 March 2024
<b>Applicant/Proponent:</b>	Red Country Management Pty Ltd
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Confidential – Red Country Music Festival 2024 Application</li> <li>2. Evaluation – Red Country Music Festival Sponsorship</li> </ol>

**PURPOSE**

For Council to consider a request from Red Country Management Pty Ltd (Red Country Management) to sponsor the Karratha event as part of the Red Country Music Festival under Policy DE03: Major Event Sponsorship and Attraction Program Policy (MESAP Policy).

**OFFICER’S RECOMMENDATION**

That Council **APPROVE** sponsorship funding to Red Country Management Pty Ltd for the 2024 Red Country Music Festival as follows:

Organisation Name	Project Name	Grant Amount
Red Country Management Pty Ltd	Red Country Music Festival 2024 Karratha Event	\$50,000 (excl. GST)
<b>TOTAL</b>		<b>\$50,000</b> (excl. GST)

**BACKGROUND**

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

Red Country Management submitted a proposal to the City under the MESAP Policy on 13 March 2024. Red Country Management is a for-profit, Nyiyaparli owned event management company responsible for founding and delivering the Red Country Music Festival.

The Red Country Music Festival is an event which was held in Port Hedland between 2014 and 2019. It was then held in 2021 and 2023 in Karratha, with 2020 and 2022 being cancelled due to the impact of COVID19. The 2023 event held in Karratha attracted more than 800 attendees.

The Festival is proposed to be expanded in 2024 to include three events, one in Port Hedland in early June 2024, one in Newman on 14 June 2024 and one in Karratha on 16 June 2024. It is proposed to hold the event in the Amphitheatre of the Red Earth Arts Precinct. The event will include a national country music icon who has been signed to headline the festival in addition to many key support acts.

The Festival aims to deliver an inclusive, family concert while also presenting local and Indigenous vendors across the art, craft and food sectors creating a showcase of Karratha to visitors. Ticket prices are proposed to be heavily subsidised. The event aims to:

- Provide economic opportunities and benefits through engagement with local and Aboriginal businesses and creation of employment opportunities for local and Aboriginal people;
- Nurture Indigenous and local talent and artisans;
- Provide exposure to the highest-grade performing artists; and
- Facilitate social and cultural exchange.

In 2024, the Festival will continue to focus on generating positive cultural and economic outcomes for the broader Pilbara community while also bringing a greater focus to the region and Aboriginal culture through the delivery of an extended program enabling more story telling through music and art. The Karratha event is aiming to attract approximately 1,500 attendees.

The Karratha event was previously funded by the City under the City's Large Community Grants Scheme for \$15,000 (excl. GST) for the 2021 event and \$30,000 (excl. GST) for the 2023 event. The Large Community Grants Scheme is only available to registered not for profit organisations and in the above instances the applicant applied under an auspice arrangement through a not for profit organisation.

The applicant no longer wishes to auspice through another organisation so the application is not eligible for the City's Large Community Grants Scheme. As a result it has been assessed against the City's MESAP Policy.

## **DISCUSSION**

### Proposal

Red Country Management have invited the City to sponsor the Red Country Music Festival Karratha event under a multi-year agreement for events in 2024, 2025 and 2026. The annual sponsorship request is for:

- \$120,000 (excl. GST) for the 2024 Karratha event;
- \$110,000 (excl. GST) for the 2025 Karratha event; and
- \$100,000 (excl. GST) for the 2026 Karratha event.

A total investment of \$330,000 (excl. GST) is requested over the next three years.

The sponsorship entitlements include:

- Complimentary tickets;
- An opportunity for the Mayor to officially open the festival(s);
- State and national branding and advertising opportunities across television, radio, newsprint and online digital platforms; and
- Logo placement and acknowledgement of City of Karratha funding.

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

### Assessment

The request has been evaluated against the assessment criteria in the MESAP Policy and a copy of this evaluation is included as **Attachment 2**.

In summary, the evaluation determined that the proposal:

1. Aligns with the City's strategies and plans and aligns with the MESAP Policy to attract large scale cultural events and festivals to the region, supports local business and supports the development of new, unique festivals to the region;
2. Would provide moderate economic benefit to the region with indications that approximately half of the 2024 event budget expenditure, in excess of \$220,000 (excl. GST), would be with local businesses, plus an estimated visitor spend of up to \$216,000 (excl. GST) from patrons visiting Karratha for the event.;
3. Demonstrates a strong social and community impact;
4. Will not have an adverse environmental impact;
5. Will provide good branding and marketing benefits to the City and promotion of the region to a broad, national audience; and
6. Is unlikely to experience any issues with delivery.

The Red Country Music Festival is considered a good opportunity for the City to support a local event that would complement the City's event offering and bring both economic and social benefit to the City.

The City is planning to review its Destination Management Plan and creating an Arts & Events Plan, therefore it is considered premature to commit the City to a three year funding agreement and a one year agreement is recommended.

In relation to the amount of funding requested for 2024, the economic return on investment has been used as a measure for considering the financial investment provided by the City. The requested amount of \$120,000 is considered to be disproportionate to the economic impact of the event as for every dollar in grant funding provided the event is expected to generate \$3.03 in combined direct and indirect spend. This is comparable to the Karijini Experience, an event which is not held in Karratha and therefore has limited economic benefit. To recognise this the City provides a proportionate amount of funding for the Karijini Experience that aligns more closely to the economic benefit that the event provides.

To improve the return on investment for this event it is suggested that the City reduce the amount of funding provided to \$50,000 (excl. GST). This would generate a stronger economic return on investment of \$7.26 for every dollar the City provides in grant funding which is more comparable to the funding amount and return on investment for other events supported by the City.

A summary of the economic return on investment for a number of recent events that the City has funded is included in the table below for comparison.

Event	City Contribution (excl. GST)	Direct & Indirect Spend (excl. GST)	Return On Investment (excl. GST)
2023 Pilbara Summit	\$20,000	\$743,000	\$37.15
2023 Karijini Experience	\$10,000	\$35,000	\$3.50
2024 Developing Northern Australia Conference	\$142,000	\$802,550	\$5.65
2018 Brew & The Moo	\$50,000	\$311,500	\$6.23
2020 Brew & The Moo	\$10,000	\$117,000	\$11.70
2024 Red Country Music Festival Total Funding Requested	\$120,000	\$363,209	\$3.03
<b>2024 Red Country Music Festival Officer Recommendation</b>	<b>\$50,000</b>	<b>\$363,209</b>	<b>\$7.26</b>

The increase in funding from \$30,000 (excl. GST) for the 2023 event to the recommended amount of \$50,000 (excl. GST) for the 2024 event is in recognition of:

- the 2024 Festival projections indicating a greater direct local expenditure;
- the signing of a tier-one, national artist to headline the event;
- the application demonstrates a strong community and social benefit; and
- demonstrating strong links to the City’s Strategic Community Plan and MESAP Policy.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with relevant internal departments.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

The City’s MESAP Policy applies.

**FINANCIAL IMPLICATIONS**

The current MESAP budget for financial year 2023/24 is \$253,600 with \$160,000 committed and \$93,600 remaining available to be allocated. If Council adopts the officer’s recommendation for Item 11.2 in this agenda there will be \$60,600 remaining available to be allocated.

If Council adopts the officer’s recommendation to fund \$50,000 for sponsorship of Red Country Music Festival, funding will fall within the allocated budget for 2023/24 and will leave \$10,600 available. If Council choose to approve the full funding request, funding will exceed the allocated 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:

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

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Low	Nil
Financial	Low	Low financial risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through a funding agreement.
Service Interruption	N/A	Nil.
Environment	Low	Low environmental risk as the event will be held in the amphitheatre at the Red Eart Arts Precinct, with no foreseeable impacts on the natural environment and no residential noise impact.
Reputation	Low	Low reputational risk of the City providing funding to events that are not able to be delivered or are delivered to an inadequate standard. Risk will be managed through a funding agreement.
Compliance	Low	Low compliance risk of sponsorship not being provided to the agreed standard. Risk will be managed through a funding agreement. The City will work with Red Country Management to ensure the sponsorship is acquitted to a satisfactory standard.

**IMPACT ON CAPACITY**

The capacity to deliver the recommendation will be met through the City’s existing operational resources.

**RELEVANT PRECEDENTS**

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

Year	Name	Total Funding Awarded (excl. GST)
2017/2018	Brew & the Moo	\$100,000
2018/2019	Australian Performing Arts Conference	\$100,000
	Southern Deserts Conference	\$14,138
	Developing Northern Australia Conference	\$100,000
	WA Regional Tourism Conference	\$125,000
2019/2020	Burrup Classic Open Water Swim	\$60,000
	Chevron City to Surf for Activ	\$25,000
	OECD Conference	\$74,000
	NEDC 22	\$81,620
2021/2022	Town Team Movement Conference 2022	\$10,000
	Pilbara Summit 2022	\$20,000
2022/2023	Warlu Way Tourism Conference	\$20,000
	Chevron City to Surf for Activ	\$40,000
	Pilbara Summit 2023	\$20,000
	The Karijini Experience	\$10,000
2023/2024	Developing Northern Australia Conference	\$142,000

The Red Country Music Festival has also been supported through the Large Community Grants Scheme in 2021 for \$15,000 and in 2023 for \$30,000.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council APPROVE sponsorship funding to Red Country Management Pty Ltd for the 2024 Red Country Music Festival’s in accordance with the below:

Organisation Name	Project Name	Grant Amount
Red Country Management Pty Ltd	Red Country Music Festival 2024	
TOTAL (excl GST)		

Option 3

That Council by DECLINE sponsorship funding to Red Country Management Pty Ltd.

**CONCLUSION**

Red Country Management Pty Ltd has requested total sponsorship of \$330,000 for the delivery of the Karratha event as part of the Red Country Music Festival in 2024-2026 through the City’s MESAP Program. The request has been evaluated against the City’s MESAP Policy and is considered to meet the requirements of this Policy. However due to a number of considerations it is recommended that the application be supported for a single year agreement for \$50,000 (excl. GST).

**QUESTIONS ARISING FROM BRIEFING SESSION**

**COUNCILLOR QUESTION:**

How do we get this application assessed in a way that considers the loss of economic impact due to local people needing to travel outside the region to experience country music style events?

**CITY RESPONSE:**

The current Major Event Sponsorship and Attraction Policy does not provide for the City to consider the lost opportunity of not having events in Karratha. This can be considered in the review of the MESAP Policy in the coming year.

**COUNCILLOR QUESTION:**

Could this be a regular event that we support going forward?

**CITY RESPONSE:**

Administration has recommended that a single year event be supported for 2024 as the City is commencing work on a review of its Arts Development and Events Strategy and developing a plan for major events so it was considered to be premature to enter into a multi-year agreement prior to the completion of these projects. It remains open to Council Members to put forward an alternative recommendation if they consider that this is an event that they want to sponsor for multiple years.

**COUNCILLOR QUESTION:**

Will this be held in the REAP amphitheatre?

---

**CITY RESPONSE:**

Yes, the event is proposed to be held in the REAP Amphitheatre. The venue can hold the estimated 1500 attendees.

**COUNCILLOR QUESTION:**

Is it a capacity building opportunity for local artists?

---

**CITY RESPONSE:**

Yes, the application included in the confidential attachment sets out that the festival will provide performance opportunities and pathways for up and coming local, indigenous and non-indigenous talent. The event is intended to incorporate local talent in the lineup and also build capacity in the local arts industry by providing opportunities for businesses in a range of related industries such as staging, lighting and logistics.

**COUNCILLOR QUESTION:**

Can we confirm how much other LGA's are contributing?

---

**CITY RESPONSE:**

The Shire of East Pilbara provided \$120,000 for the 2024 event and accepted the application for 2024-26 events subject to their annual budget deliberations. The Town of Port Hedland provided \$150,000 for the 2024 event, with options for annual extensions for \$125,000 in 2025 and \$100,000 in 2026.

**COUNCILLOR QUESTION:**

Can we ask them about it being scheduled on a Sunday in Karratha?

---

**CITY RESPONSE:**

The organisers are holding the event in Newman on Friday night and will then need to bump out, travel to Karratha and bump in. This means Sunday is the earliest time to hold the event.

**COUNCILLOR QUESTION:**

Is there a possibility to hold the event elsewhere? Could it be done at an oval?

---

**CITY RESPONSE:**

While it could be held at an oval, the event organiser has requested to hold the event at the REAP Amphitheatre.

**COUNCILLOR QUESTION:**

Do we know how many attendees were at the event last year?

---

**CITY RESPONSE:**

We have been advised by the applicant that approximately 800 people attended the 2023 event.



**COUNCILLOR QUESTION:**

Is there a risk we give them \$50,000 and this is not sufficient for them to host the event in Karratha?

---

**CITY RESPONSE:**

Yes, there is a risk that the applicant does not secure sufficient funding from the City, and additional sponsors and the event could not proceed because of this. Even if the City were to sponsor the event for the \$120,000 requested there still remains three additional sponsorship opportunities that Administration has been verbally advised by the applicant have not been filled. The applicant has verbally advised that they have experienced challenges securing corporate sponsorship as they are a for profit business, though it is understood that this event does not make a profit. The applicant has advised that they will reconsider the price of the tickets for the event depending on the sponsorship received to ensure the event in Karratha goes ahead, though this may impact on patron numbers.

**COUNCILLOR QUESTION:**

Do we look bad if we have supported the event with less funding than other LGAs? Given we are the city of the North, should we be leading the way with supporting this type of event?

---

**CITY RESPONSE:**

Administration has assessed the proposed event against the City's MESAP Policy. This Policy focuses on considering the merits of the event, rather than comparing the City's potential contribution to the contribution provided by other local governments. The City's event industry differs from those in other local government areas so the proposal has been considered against the context in the City of Karratha. Council can suggest an alternative resolution to provide funding in addition to the \$50,000 recommended by the Administration. The City has \$10,600 remaining in its MESAP budget for 2023/24. If Council Members were to support sponsorship above the budget it is suggested that a transfer of funding from the Economic Development Reserve would be required to fund the deficit.

## **12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS**

### **12.1 RFT15-23/24 - COSSACK ROAD CULVERT REPLACEMENT**

<b>File No:</b>	CM.608
<b>Responsible Executive Officer:</b>	Director Strategic Projects & Infrastructure
<b>Reporting Author:</b>	Contract Administration Officer
<b>Date of Report:</b>	20 March 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Confidential – Tender Evaluation Report

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#### **PURPOSE**

For Council to consider the Tender for the Cossack Road Culvert Replacement under RFT15-23/24.

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#### **OFFICER'S RECOMMENDATION**

**That Council:**

- 1. ACCEPT the tender submitted by BCP Contractors Pty Ltd ABN 33 601 554 956 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT15-23/24 Cossack Road Culvert Replacement; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with BCP Contractors Pty Ltd subject to any variations of a minor nature.**
- 3. APPROVE by Absolute Majority an allocation across the 2023/2024 and 2024/2025 Budgets to deliver the Cossack Road Culvert Replacement works.**

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#### **BACKGROUND**

An initial observation conducted in 2022 found the Cossack Road culverts to be in poor condition, with severe cracking on the main structures and collapse of the downstream apron slab at one of the locations.

Remediation work was conducted entailing the removal of the collapsed apron slab, grouting and forming a new downstream apron slab.

BPA Consultants were engaged in 2023 to produce detailed design and documentation of two 1800 x 900mm reinforced box culverts to replace the existing structures.

The construction works covered under this Contract include the demolition of the existing culverts, installation of new culverts at the two (2) locations, road, pavement reconstruction and rock protection along the embankments of both culverts in accordance with detailed design and drawings and in compliance with Australian Standards.

Tenders were advertised on 31 January 2024 and closed on 29 February 2024 following receipt of a request to extend the closing date.

Six (6) tenders were received from:

- BCP Contractors Pty Ltd
- Castle Civil
- Comiskey's Contracting
- Corps Earthmoving
- DCI Electrical
- KW Civil

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

- Manager Asset Maintenance
- Technical Services Coordinator
- Engineering Project Technical Officer

The Tenders were assessed initially for compliance with the tender documents. They were then assessed against weighted qualitative criteria:

<b>Criteria</b>	<b>Weighting</b>
Relevant Experience	20%
Methodology	15%
Capacity to Deliver	20%
Sustainability	5%
Price	40%

The Regional Price Preference Policy was applied to three tenderers.

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

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

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

Tenders for the works were called in accordance with Section 3.57 of the *Local Government Act* and associated *Regulations*.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

CG11 – Regional Price Preference and CG12 – Purchasing Policies are applicable to this matter.

**FINANCIAL IMPLICATIONS**

Council originally allocated \$1,200,000 for the 23/24 Financial Year to complete the works. The preferred tender exceeds the Council Budget. Noting the works are likely to be completed in the 24/25 Financial Year, should Council agree to award the contract a further Budget allocation of \$200,000 would be required in 24/25 Financial Year.

**STRATEGIC IMPLICATIONS**

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

Programs/Services:           1.a.1.1                           Civil Infrastructure Works Construction and Maintenance  
 Projects/Actions:           1.a.1.1.20.3                   Implement Storm Water and Culvert Renewals Program

**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	Expenditure will be monitored against approved budgets.
Service Interruption	Low	Traffic Management will be engaged to minimise road traffic disruption during the construction period
Environment	Low	Planning approval obtained.
Reputation	Medium	Failure to maintain infrastructure could lead to community feedback and complaints
Compliance	Low	Works will be undertaken in accordance with relevant Australian Standards, current legislation, OSH provisions and best industry practice.

**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**

Absolute Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council REJECT all tenders for Cossack Road Culvert Replacement and READVERTISE the tender.

**CONCLUSION**

The Evaluation Panel believes that the recommended Tenderer has the required level of skill, knowledge and expertise to perform the contract requirements to the expected level.

**QUESTIONS ARISING FROM BRIEFING SESSION****COUNCILLOR QUESTION:**

What is the likely duration of the work and impact on the Art Awards?

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**CITY RESPONSE:**

The construction final timeline is yet to be agreed with the preferred contractor. This will be determined based on several factors including procurement of replacement culverts, tide movements etc. Officers envisage that works will be completed within 8 weeks of commencement on site. During works there will always be one lane open to facilitate access to Cossack. Whilst the works are likely to occur post the Cossack Art Awards, should they occur concurrent, appropriate traffic management will be in place to ensure safe vehicle movement is always maintained.

**12.2 RFT 14-23/24 COMMUNITY STORAGE SHEDS DESIGN AND CONSTRUCT**

<b>File No:</b>	CM.605
<b>Responsible Executive Officer:</b>	Director Strategic Projects & Infrastructure
<b>Reporting Author:</b>	Manager Infrastructure Projects
<b>Date of Report:</b>	23 April 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Confidential – Tender Evaluation Report

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**PURPOSE**

For Council to consider the tender for the Community Storage Sheds Design and Construct Tender, Number 14-23/24.

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**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. ACCEPT the tender submitted by Trasan Contracting Pty Ltd ABN 94 115 343 345 for Separable Portion One and Two, 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 14-23/24 for the Community Storage Sheds Design and Construct; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Trasan Contracting Pty Ltd, SUBJECT to any variations of a minor nature.**
- 3. APPROVE by Absolute Majority an allocation of \$475,000 (excluding GST) across the 2023/2024 and 2024/2025 Budgets to deliver Separable Portion One and Two.**

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**BACKGROUND**

The City of Karratha is home to over 200 registered sporting clubs, associations, and community and cultural groups.

The City's primary role is to provide community infrastructure, fostering opportunities for residents and visitors to come together, learn, socialise, and engage in sports, recreation, and tourism activities. The City owns various recreational facilities, including Community Hubs, Halls, Ovals, and other assets used by organisations for community purposes.

In 2023/2024 the City responded to the growing community and sporting group needs by prioritising the construction of additional storage spaces and sheds.

The City is also standardising the design of community storage shed structures and concrete pad hardstands. These facilities will include limited electrical and hydraulic services and a fenced washdown concrete pad hardstand area.

The City envisaged the construction of multiple community storage sheds and hardstands, potentially at up to six (6) locations within the calendar year 2024, including:

- Separable Portion One: Nickol West Oval., Karratha
- Separable Portion Two: Karratha Leisureplex, Karratha
- Separable Portion Three: Pegs Creek Oval, Karratha
- Separable Portion Four: Baynton West Oval, Karratha
- Separable Portion Five Tambrey Oval, Karratha
- Separable Portion Six: Wickham Recreation Precinct Oval, Wickham

The tender documentation was structured so that the project could be either awarded as a complete package to a single Contractor or as a smaller package with Separable Portions of One to Six to a separate Contractor, depending on the economies of scale afforded by the procurement process.

Tenders advertised on 7 February 2024 and closed 6 March 2024.

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

- CPC Engineering Pty Ltd
- TDB Electrical Pty Ltd (t/a Bennco Group)
- Trasan Contracting Pty Ltd

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

- Senior Social Planning Officer
- Infrastructure Project Officer
- 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	60%
Methodology	20%
Capacity to Deliver	10%
Relevant Experience	10%

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 & Infrastructure and the Chief Executive Officer have endorsed the recommendation.

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

Tenders were called in accordance with Section 3.57 of the *Local Government Act 1995* and associated regulations.

**COUNCILLOR/OFFICER CONSULTATION**

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

**COMMUNITY CONSULTATION**

A review of existing community storage shed facilities in 2023 included consultation with local community recreation and sporting groups, to inform the City’s draft Community Storage Shed Plan.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Council had initially allocated \$100,000 (excluding GST) in its original 23/ 24 Budget to implement Separable Portion One of this project being a storage shed at Nickol West Oval.

Should Council support the Officer’s recommendation, it is proposed to construct two storage sheds as the initial priority through this tender award. If agreed and noting the works are likely to be completed in the 24/25 Financial Year, a total Budget allocation of \$475,000 would be required in 24/25 Financial Year. Further storage Sheds would become subject to further Budget allocations by Council.

**STRATEGIC IMPLICATIONS**

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

Programs/Services: 1.a.2.5 Community Facility Planning  
 Projects/Actions: 1.a.2.5.22.7 Implement stage 1 of the Community Storage Plan..

**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 provide appropriate public open spaces to support good health and wellbeing within our communities.
Financial	Moderate	Implementation of the Community Shed program involves an ongoing financial commitment from Council in response to available funding and suitable progressive staging of the works.
Service Interruption	Low	Should works proceed there may be minor impact in sporting ground users for the period during the works. The Contractor is responsible for Management Plans and development and implementation, including the Communication and Traffic Management Plan.
Environment	Low	Construction will be in accordance with all statutory and relevant standards. Noise output and dust pollution throughout construction will be managed by the contractor.
Reputation	Low	An upgrade to exiting storage facilities is likely to deliver positive reputational impact for Council.
Compliance	Moderate	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 a variety of community storage options for registered sporting clubs, associations, community, and cultural groups.

This includes various locations such as the Bulgarra Sporting Precinct, Tambrey Oval, Kevin Richards Memorial Oval, Wickham Recreation Precinct, Windy Ridge Oval, Nickol West Oval, Peg Creeks Oval, Roebourne Oval, and the Karratha Leisureplex.

The City's most recent major community infrastructure project, completed in June 2023, was the Kevin Richards Memorial Oval Redevelopment, including the change and club rooms, under RFT 04-21/22.

The City has previously invited market submissions for the construction of community storage shed structures and concrete pad hardstands of various sizes. The most recent example was the seven (7) bay storage sheds and hardstands constructed at the Wickham Recreation Precinct, Carse Street Wickham, Western Australia.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS**Option 1

As per Officer's recommendation.

Option 2

That Council:

1. ACCEPT the tender submitted by Trasan Contracting Pty Ltd ABN 94 115 343 345 for Separable Portion One to Six 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 14-23/24 for the Community Storage Sheds Design and Construct; and
2. AUTHORISE the CEO to execute a contract with Trasan Contracting Pty Ltd, SUBJECT to any further variations of a minor nature.

Option 3

That Council:

1. REJECT all tenders under RFT 14-23/24 for the Community Storage Sheds Design and Construct; and 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 May 2024, subject to contract negotiations. On the basis that the combined Separable Portions One and Two proceed as a rolling staged delivery, all associated work under the Contract is anticipated to be delivered within six (6) months from the agreed commencement on site, including approvals and management plans from the date of contract award.

## QUESTIONS ARISING FROM BRIEFING SESSION

### COUNCILLOR QUESTION:

How do we come up with the prioritisation of the location of sheds?

---

### CITY RESPONSE:

Preliminary work was completed over a year ago. This work indicated that Nickol West and KLP were there priorities initially.

### COUNCILLOR QUESTION:

How will clubs be prioritised for use of the sheds?

---

### CITY RESPONSE:

Nickol West Park was selected due to numerous requests from the community and the absence of storage facilities in Nickol West, coupled with the presence of Baynton United Soccer Club as a tenant.

The Karratha Leisureplex storage facility could cater to multiple sporting associations, in response to the increasing demand aligned with the growth of the sport, including:

- Cricket Association
- AFL Club
- Additional storage for Rugby
- Additional storage for Soccer

### COUNCILLOR QUESTION:

Can we have two contractors building sheds at the same time? Given to multiple contractors? Is there any reason why we can't accept two Tender contractors?

---

### CITY RESPONSE:

The tender documentation was structured so that the project could be delivered by one contractor or multiple contractors depending on the economies of scale afforded in the tender process. This is an option available to Council to consider.

### COUNCILLOR QUESTION:

Can you provide the size of the sheds?

---

### CITY RESPONSE:

9mx6m with 2m verandah is proposed for Nickol West Oval  
12mx6m with 2m verandah is proposed for the Leisureplex Oval

The project costs also include extending power and water services to the proposed sheds location, plus a 3m x 3m washdown facility.

**COUNCILLOR QUESTION:**

Can the Wickham location stated in the report be reviewed? Is this Wickham Oval or the Wickham Rec Precinct?

---

**CITY RESPONSE:**

The shed is intended for the oval and will be part of a larger plan for the Wickham ovals. The Wickham Recreation Precinct encompasses additional storage sheds as part of its concept design for the hardcourt shade, which will be included in the overall project delivery.

**COUNCILLOR QUESTION:**

Is there possibility for other locations for sheds?

---

**CITY RESPONSE:**

Yes, as part of the Community Infrastructure Plan, but not in this process.

**COUNCILLOR QUESTION:**

What's the relevance of progressing these projects sooner rather than later, can we ask Clubs? How has this been scoped?

---

**CITY RESPONSE:**

We are aware from community feedback that there is some urgency. Scope for this work has been primarily on sporting clubs however we know there are other organisations that need support as well. There is more work to be done in the Community Infrastructure Plan.

**COUNCILLOR QUESTION:**

Is there a possibility of Men's Shed?

---

**CITY RESPONSE:**

The Men's Shed have a shed but they need a location. City officers are assisting them.

**12.3 RFT 07-23/24 City Housing, Hancock Way Subdivision (Six Houses) Development (Construction)**

<b>File No:</b>	CP.1701
<b>Responsible Executive Officer:</b>	Director Strategic Projects & Infrastructure
<b>Reporting Author:</b>	Manager Infrastructure Projects
<b>Date of Report:</b>	23 April 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Confidential – Tender Evaluation Report

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**PURPOSE**

For Council to consider the tender for the City Housing, Hancock Way Subdivision (Six Houses) Development, Request for Tender, Number 07-23/24.

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**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. ACCEPT the tender submitted by Timik Developments Pty Ltd ABN 15 124 189 475 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 07 23/24 City Housing, Hancock Way Subdivision (Six Houses) Development; and**
- 2. AUTHORISE the Chief Executive Officer to execute a Contract with Timik Developments Pty Ltd, up to a maximum contract value of \$5.5m (excluding GST) and SUBJECT to any variations of a minor nature;**
- 3. AUTHORISE the Chief Executive Officer to execute a Contract with the next most advantageous tenderer Thomas Building Pty Ltd, up to a maximum contract value of \$5.5m (excluding GST) and SUBJECT to any variations of a minor nature should a contract not be executed with Timik Developments Pty Ltd; and**
- 4. APPROVE by Absolute Majority an allocation of \$5.5m (excluding GST) over the 2023/2024 and 2024/2025 Budgets to deliver the Hancock Way Subdivision (Six Houses) Development to be funded from the City's Infrastructure Reserve.**

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**BACKGROUND**

The City sought a suitably qualified, experienced, and registered low-density residential builder to construct two slab-on-ground low-set dwellings for its proposed six residential buildings located on Hancock Way, Bulgarra, Western Australia. The land, which the City owns, was initially titled Lot 651 and has recently been subdivided into twenty (20) individual residential lots of various dimensions.

Access to housing and the cost of housing are critical issues facing residents in the City of Karratha. They are considered a major factor in achieving the City's vision of becoming Australia's most liveable regional City. To be consistent with this direction, the City is

progressing with a series of developments on City-owned land, including the construction of houses and sub-divisions.

To progress this further, the City has also agreed to construct further residential properties as an investment and economic development activity. This will enable the City to attract and retain a skilled workforce, support organisations to implement services provided to the community and provide economic stimulus to the local construction industry and related home furnishing and finishing outlets.

In July 2022, the City appointed HIA Architects to design six exemplar dwellings located on various Lots at Hancock and Dawn Way, Bulgarra. The overall brief prioritised good-quality design outcomes that provide quality, climate-appropriate, and environmentally sustainable dwellings, with particular attention to the unique wide street frontage available to offer design solutions that suit the local lifestyle.

The tender documentation was structured so that the project could be awarded as a full package to a single Contractor or as a smaller package with Separable Portion One to Three awarded to separate Contractors, depending on the economies of scale afforded by the procurement process.

These were described as follows to ensure that Officers could stage value management:

- Separable Portion One – Lot 1 Hancock Way and Lot 3 Hancock Way, Bulgarra
- Separable Portion Two – Lot 9 Dawn Lane and Lot 11 Dawn Lane, Bulgarra
- Separable Portion Three – Lot 16 Dawn Lane and Lot 17 Dawn Lane, Bulgarra

Critically, the City openly sought alternative construction methodologies and timing from the tenderers that would afford the best outcome in terms of value for money.

Tenders advertised on 29 November 2023 and closed 23 February 2024.

Five (5) tenders were received by the closing date from:

- Timik Developments Pty Ltd
- Thomas Building Pty Ltd
- GBSC Yurra Pty Ltd
- Linker Australia Pty Ltd
- TDB Electrical Pty Ltd t/a Bennco Group

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

- Building Maintenance 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	60%
Methodology	20%
Capacity to Deliver	10%
Relevant Experience	10%

The Regional Price Preference Policy was applied to three (3) of the tenderers.

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

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

**DISCUSSION**

Before inviting tenders, Officers highlighted the premium associated with the current design and the pre-tender estimate for the six dwellings provided by the subconsultant, HW & Associates Quantity Surveyors. Consequently, a series of value management options were provided in the tender documentation for tenderers to cost and further tenderers were encouraged to identify alternate construction methodologies and options that could offer value to the project.

Despite this approach, all tenders received have exceeded the original project budget estimate by some margin. This primarily reflects the cost escalation in the construction industry, the bespoke elements of the design, and the focus on realising an exemplary energy efficiency rating. As a result, this raises questions about the value for money in delivering the houses associated with this project. Indeed, as reported separately by Officers, the design phase was delayed due to the design complexities and the focus on seeking a value-for-money proposition pathway for the procurement.

Several tenderers did identify options and savings in their bids. As a result, and during the tender evaluation process Officers critically reviewed the savings offered from each tenderer and further proposed options for consideration. At the time of preparing this report not all value management options have been fully evaluated however a preferred tenderer has been identified that offers, in Officers opinion, the best opportunity to progress the project should Council agree to the approach of nominating a preferred contractor and establishing a maximum contract value in which to negotiate a contract outcome. If this approach were unsuccessful a further negotiation could occur with the second ranked tenderer to achieve a contract solution.

However, this approach is still significant and, despite the value management outcome potential evaluated to date, would result in an estimate cost for the larger dwellings of approximately \$3,981 a square metre compared to the rate of \$2,347 for the most recent dwellings constructed by the City, As clarification this equates to an average cost for each dwelling of \$912,411 (excluding GST), compared to \$701,890 (excluding GST) for the two comparative projects.

In terms of justifying any investment a long-term view should be considered. When historically proposed, any investment in housing has attempted to satisfy a series of objectives including:

- Provide a financial return;
- Contribute to a Quality Urban Development outcome;

- Ensure City actions are consistent with what we are asking of others (i.e. do not sit on residential land);
- Staff housing rejuvenation and potential ‘churn’ with lower quality properties potentially being made available for sale in the future;
- Provide further stimulus to the local building market; and
- Provide further housing choices for the private rental market in Karratha.

Historically, when the City has constructed houses, it has also been to meet growing staff requirements which is the current situation. In times when houses were surplus to staff needs, properties have been made available to the private market, thus providing a sound investment return. With demand for further staff houses increasing, should more houses be constructed, they would satisfy a range of different objectives.

If the properties were required to be rented privately, evidence from local real estate agents suggests that good standard 4x2 properties on larger lots are in high demand. As of April 2024, a search of the available equivalent 4x2 properties in Karratha identified fourteen (14) properties. These properties varied in age and equally had rental rates ranging from \$1,600 to \$1,100 each week. During the same period, the City does not currently have any standard houses available for private rent, given the current uptake and demand from its personnel.

It is also of note that in the calendar year 2022 and 2023 there were only a total of fifty-six (56) new dwellings constructed within Karratha.

#### **LEVEL OF SIGNIFICANCE**

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

#### **STATUTORY IMPLICATIONS**

Tenders were called in accordance with Section 3.57 of the *Local Government Act 1995* and associated regulations.

#### **COUNCILLOR/OFFICER CONSULTATION**

The City’s Housing and Land Development Initiative has regularly been the subject of Councillor Briefing Sessions since 2019.

#### **COMMUNITY CONSULTATION**

The most recent City of Karratha Business Climate Scorecard received 191 submissions which identified four challenges impacting the ability for businesses to operate or expand. Critical was the access to affordable housing for workers which saw an increase of 22%.

#### **POLICY IMPLICATIONS**

Council Policies CG12 - Purchasing and CG11 - Regional Price Preference was considered and applied during the tender process.

#### **FINANCIAL IMPLICATIONS**

Council had initially allocated a project budget of \$3.9m (excluding GST), and an initial \$3.55m (excluding GST) in its original 23/ 24 Budget to implement this project.

As outlined in the Confidential Evaluation Report if Council seeks to progress the award of this tender Officers recommend a maximum contract value is established for the construction of the six (6) houses.

Equally, should Council look to align the contract value with the existing budget, the tender, as noted, has been structured to allow the separable portions to be awarded to a single or separate contractor. Should this be adopted by the Council, Officers propose that Separable

Portions One and Three be adopted as the four (4) larger dwellings and equate to aligning to the current project budget.

Should the Council support the Officer’s recommendation, any adjustment to the allocated Budget is required to be considered in the 24/ 25 Budget process.

It is proposed that this project is funded through the City’s Infrastructure Reserve that has a forecast balance as at the 30 June 2024 of \$45,765,379 (excluding GST).

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

**STRATEGIC IMPLICATIONS**

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

Programs/Services: 2.c.1.2 Land Development and Management.  
 Projects/Actions: 2.c.1.2.21.3 Complete the design and construction of the six dwellings in the Hancock Way Subdivision.

**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	There is a financial risk in investing in property development, however any anticipated rental yield on the private market would mitigate this risk.
Service Interruption	Medium	Construction of additional housing in the City is seen as a key objective to support labour supply. Future tenancy options for the properties will be contemplated should the development progress.
Environment	N/A	Nil
Reputation	Low	The City currently owns 68 houses excluding the 36 Shakespeare Units provided for service worker accommodation. Construction of a further six properties is consistent with the City’s vision. The development on these six lots further stimulates the residential construction market and demonstrates that the City is leading by example and not land banking for future needs.
Compliance	Low	Tenders were called and administered in accordance with the Local Government Act 1995 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 currently owns sixty-eight (68) residential houses. This number includes the nine (9) houses completed under the housing initiative partnership with GBSC Yurra and excludes the Shakespeare Units' recent redevelopment.

Council made its most recent housing decision in October 2022, when it agreed to construct two (2) new staff houses. Prior to this, in 2011, the Council also agreed to build twelve (12) new staff houses.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council:

1. ACCEPT the tender submitted by Timik Developments Pty Ltd ABN 15 124 189 475 for Separable Portion One and Three only, 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 07 23/24 City Housing, Hancock Way Subdivision (Six Houses) Development;
2. AUTHORISE the Chief Executive Officer to execute a contract with Timik Developments Pty Ltd, up to a maximum contract value of \$3.9m (excluding GST) and SUBJECT to any variations of a minor nature; and
3. AUTHORISE the Chief Executive Officer to execute a Contract with the next most advantageous tenderer Thomas Building Pty Ltd, up to a maximum contract value of \$3.9m (excluding GST) and SUBJECT to any variations of a minor nature should a contract not be executed with Timik Developments Pty Ltd.

Option 3

That Council:

1. REJECT all tenders under RFT 07-23/24 City Housing, Hancock Way Subdivision (Six Houses) Development; and 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 29 May 2024, subject to contract negotiations of a minor nature. On this basis, the combined Separable Portions One to Three shall proceed as a rolling staged delivery inclusive of the building permit application and the onsite construction of the separable portions and a standard twelve-month defect period. All associated work under the Contract

is anticipated to be delivered on or before 26 September 2025, and within sixteen (16) months from the agreed commencement on site.

### **QUESTIONS ARISING FROM BRIEFING**

#### **COUNCILLOR QUESTION:**

Can we not award the tender to 2 contractors to build 12 houses?

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#### **CITY RESPONSE:**

The tender was for construction of six houses, so it is not an option to extend the contract to 12 houses.

The tender documentation was structured so that the project could be delivered by one contractor or multiple contractors depending on the economies of scale afforded in the tender process.

#### **COUNCILLOR QUESTION:**

Do we have clarity on what we are doing with these houses?

---

#### **CITY RESPONSE:**

The six houses are part of a strategy to construct on all vacant City owned residential land.

We also consider our broader housing stock, which includes selling off older stock over time and replacing it with newer stock.

Whilst a final decision has not been made, based on current forecasting it is probable that the houses will be allocated to current and future staff. Should they not be required for this purpose they would be leased to the broader market.

## **13 CHIEF EXECUTIVE OFFICER REPORTS**

### **13.1 2024 ANNUAL COMMUNITY SURVEY RESULTS**

<b>File No:</b>	CS.65
<b>Responsible Executive Officer:</b>	Chief Executive Officer
<b>Reporting Author:</b>	Manager Marketing & Communications
<b>Date of Report:</b>	26 March 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. Annual Community Survey - Results Summary 2. Annual Community Survey - Open ended responses

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#### **PURPOSE**

For Council to consider the 2024 Annual Community Survey results.

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#### **OFFICER'S RECOMMENDATION**

**That Council:**

- 1. RECEIVE the results of the 2024 Annual Community Survey;**
- 2. NOTE that the survey results will be used to inform:**
  - a. the 2024-25 Operational Plan and Budget; and**
  - b. advocacy efforts with other levels of government to address liveability factors outside of the control of the City.**

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#### **BACKGROUND**

The Annual Community Survey is an important tool to understand how the City's services and facilities are performing against community expectations. The survey is also used to measure liveability factors outside the control of the City. The survey has been conducted in the same format since 2012 providing the City with 13 years of consecutive data. Feedback from the survey is used by the City to inform operational and budget planning. Survey feedback is also used by the City in advocacy efforts with other levels of government and to inform key stakeholders.

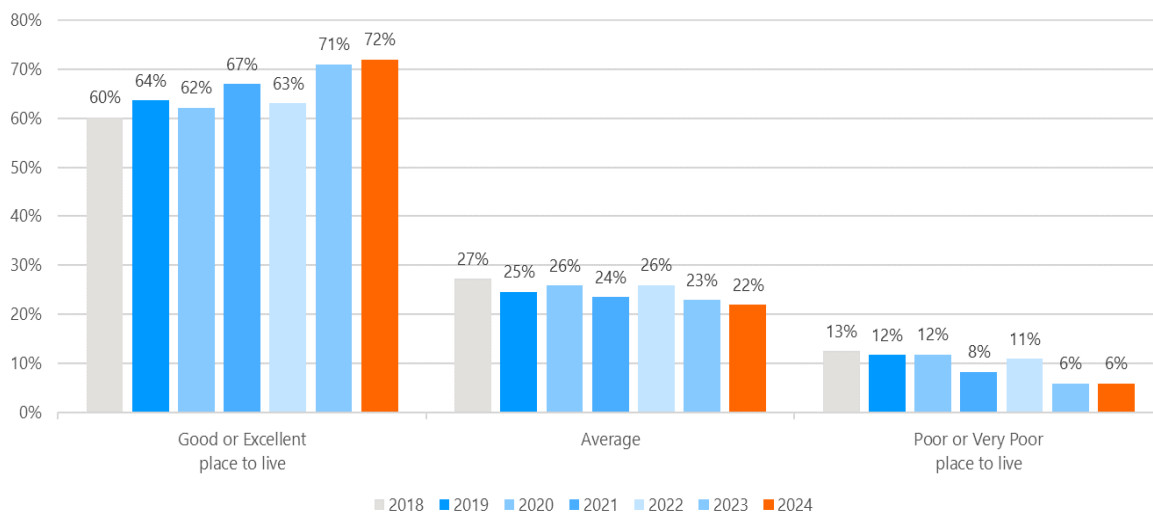
#### **DISCUSSION**

##### Survey Participation and Margin of Error

The City received 2,075 completed responses to the 2024 Annual Community Survey, representing a 228% increase in participation and achieved an overall satisfaction score of 75. The survey was promoted online, on radio and in person with local community groups. This year saw the introduction of a shortened version of the survey in an effort to alleviate some accessibility concerns in the community. For the first time in 2024, the City asked respondents if they were of Aboriginal or Torres Strait Islander descent, and also worked closely with Traditional Owner organisations in promoting the survey for more diversified feedback.

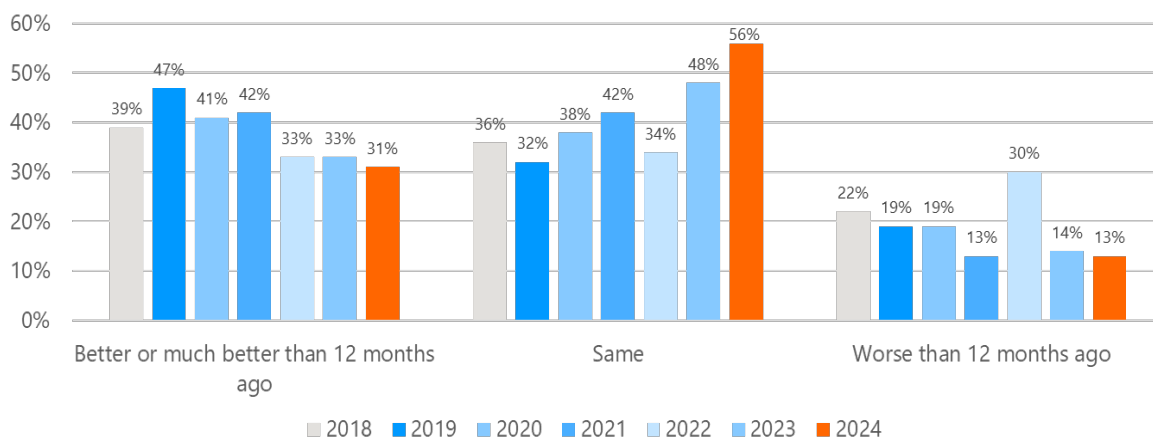
Given a population size of 22,199 (2021 ABS Census, Karratha, LGA54310) there is an expected margin of error of 2%. This means that variances of +/-2% are statistically consistent.

Views about the City as a place to live were relatively consistent with 2023, with 72% of respondents rating the city as ‘Good’ or ‘Excellent’ place to live, 22% ‘Average’ and 6% ‘Poor’ or ‘Very poor’.

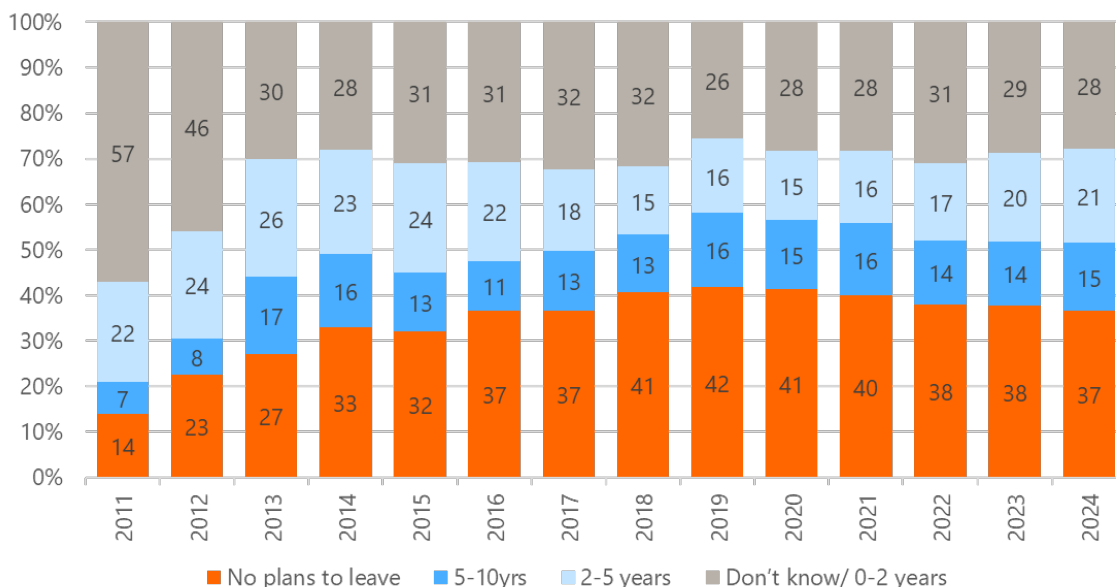


Compared to 12 months ago, 31% of respondents thought the city was a ‘Better or Much Better’ place to live, 56% the ‘Same’ and 13% ‘Worse’ or ‘Much Worse’.

Compared to the last 12 months...



An important measure in the survey is how long people say they intend to continue living here. Across all categories, the results are consistent with 2023. 37% of the population have no plans to leave and a further 15% intend to remain in Karratha for 5 to 10 years.



Another key measure obtained from the survey is the ‘performance gap’ of services, facilities and liveability factors. The gap is determined by measuring the ‘Performance’ of a particular service against its ‘Importance’ to the community. A positive gap indicates the community perceives the category is performing above community expectations and a negative gap means the community perceives the category it is performing below community expectations.

**Services**

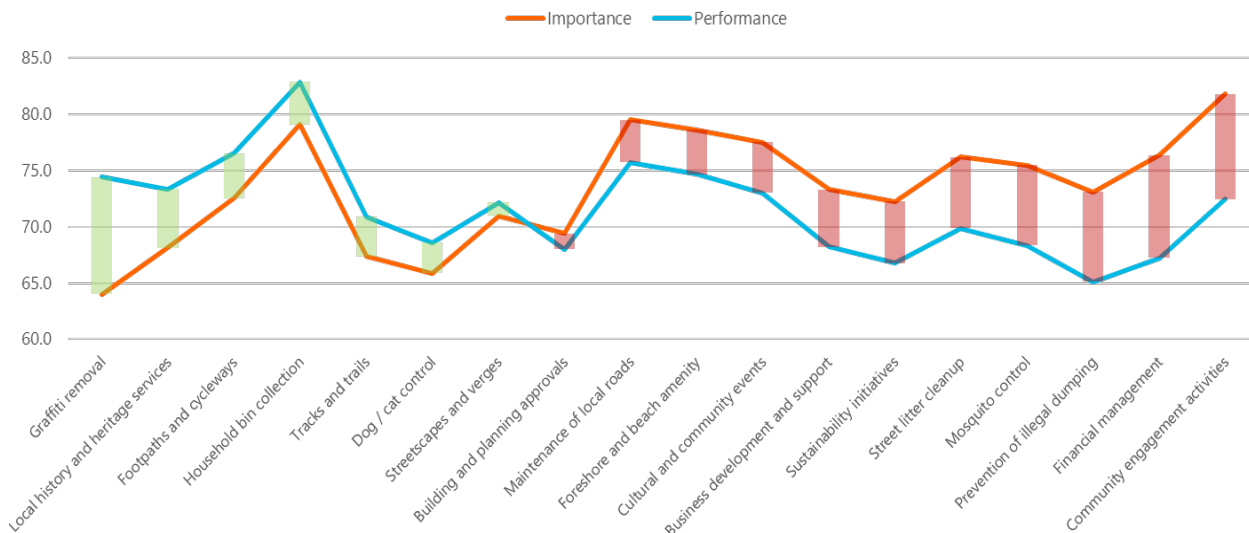
The top three City services performing above community expectations are:

2023	2024
1. Graffiti removal (+8.4)	1. Graffiti removal (+10.4)
2. Local history and heritage services (+4.5)	2. Local history and heritage services (+5.2)
3. Household bin collection (+4.5)	3. Footpaths & cycleways (+4.0)

The bottom three City services performing below community expectations are:

2023	2024
1. Mosquito control (-9.6)	1. Community engagement activities (-9.6)
2. Prevention of illegal dumping (-8.5)	2. Financial management (-9.1)
3. Sustainability initiatives* (-7.7)	3. Prevention of illegal dumping (-7.9)

\*introduced in 2023.



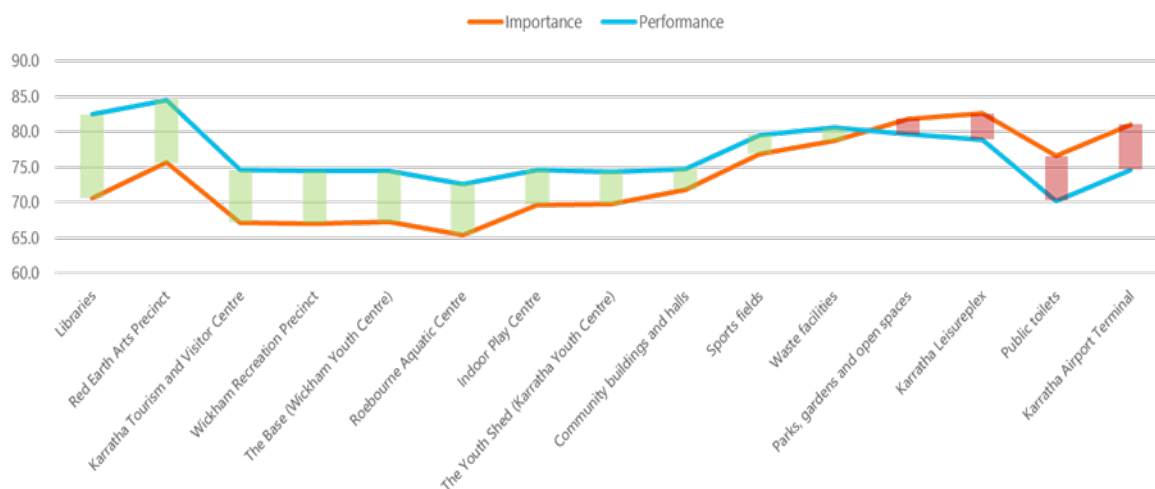
**Facilities**

The top three City facilities performing above community expectations are:

2023	2024
1. Libraries (+11.4)	1. Libraries (+11.8)
2. Red Earth Arts Precinct (+10.0)	2. Red Earth Arts Precinct (+8.9)
3. Karratha Tourism & Visitor Centre (+8.7)	3. Karratha Tourism & Visitor Centre (+7.4)

The City facilities performing below community expectations are:

2023	2024
1. Public toilets (-6.3)	1. Karratha Airport Terminal (-6.4)
2. Karratha Airport Terminal (-1.8)	2. Public toilets (-6.4)
3. Parks, gardens & open spaces (-1.5)	3. Karratha Leisureplex (-3.7)



**Liveability measures**

All liveability measures performed below community expectations again in 2024. The three liveability factors with the largest performance gaps are:

2023	2024
1. Cost of living (-40.0)	1. Cost of living (-43.4)
2. Access to health services (-31.1)	2. Housing (-33.2)
3. Housing (-29.9)	1. Access to health services (-31.7)



**LEVEL OF SIGNIFICANCE**

In accordance with Council policy [CG-8 Significant Decision Making policy](#), this matter is moderate significance in terms of Council’s ability to perform its role.

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

Community engagement activities in accordance with the iap<sup>2</sup> public participation spectrum process to involve have occurred as follows:

Who	How	When	What	Outcome
City of Karratha community members	General marketing & promotion activities	9 Feb – 8 Mar	Messaging to promote survey and encourage participation	2075 responses generated
Ngarluma Yindjibarndi Foundation Ltd	In person	Jan	To discuss survey content and promotion ideas	Shortened version of the survey developed Targeted campaign for Roebourne community including in person and hard copy distribution

Who	How	When	What	Outcome
Ngarliyarndu Bindirri Aboriginal Corporation	Email	Feb	To discuss survey promotion	Survey promoted at NBAC/Centrelink office in Roebourne
Stakeholders and community organisations (inc. industry partners)	Email	Feb	To publicise the survey within their networks	Survey promoted to stakeholders and community groups
City owned assets and facility users	Website marketing and digital displays	Feb	Messaging to promote the survey and encourage participation	Survey promoted to users

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Survey results are used to inform the 2024-25 Operational Plan and Budget.

**STRATEGIC IMPLICATIONS**

This item is relevant with the City’s approved [Strategic Community Plan 2020-2030](#) and the [Corporate Business Plan 2020-2025](#). In particular, the [Operational Plan 2023-2024](#) provides for this activity:

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

**RISK MANAGEMENT CONSIDERATIONS**

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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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



**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of this item pending further information.

**CONCLUSION**

The Annual Community Survey provides a snapshot of community sentiment and perceptions around the performance of City services and facilities. The survey provides useful data on what the community would like to see the City improve which is used to inform operational and budget planning. Data from the survey is also used by the City in advocacy efforts with other levels of government on liveability issues outside the control of the City.

**QUESTIONS ARISING FROM BRIEFING****COUNCILLOR QUESTION:**

Do we know why the KLP Facilities rating is down?

---

**CITY RESPONSE:**

This was due to the shade being out of action.

The old shade structure should be fully removed by the end of the week allowing the commencement of a replacement shade.

## **13.2 ITEMS FOR INFORMATION ONLY**

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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### **PURPOSE**

To advise Council of the information items for April 2024.

### **VOTING REQUIREMENTS**

Simple Majority.

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### **OFFICER'S RECOMMENDATION**

That Council note the following information items:

- 13.2.1 Community Experience information**
- 13.2.2 Development Services update**
- 13.2.3 Record of Tender Outcome under Delegation**
- 13.2.4 Public Briefing Additional Information**

**13.2.1 COMMUNITY EXPERIENCE INFORMATION FEBRUARY 2024**

**File No:** CS.23  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** EA Community Experience  
**Date of Report:** 28 March 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

**PURPOSE**

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

**Attendance & Utilisation Summary**

Facility Attendance	Feb 2023	Feb 2024	%
The Youth Shed	459	635	+ 38%
The Base	522	934	+ 79%
Total Library	8423	9608	+ 14%
Karratha Leisureplex	60,203	55,870	- 7%
Wickham Recreation Precinct	4540	6530	+ 44%
Roebourne Aquatic Centre	937	1061	+ 13%
Red Earth Arts Precinct	38,533	58,775	+ 53%
Arts Development & Events	506	547	+ 8%
Indoor Play Centre	1,992	2,769	+ 39%
Community Liveability Programs	Feb 2024	Feb 2024	%
Security Subsidy Scheme properties	19	18	- 5%
Meet the Street Parties	0	1	+ 100%

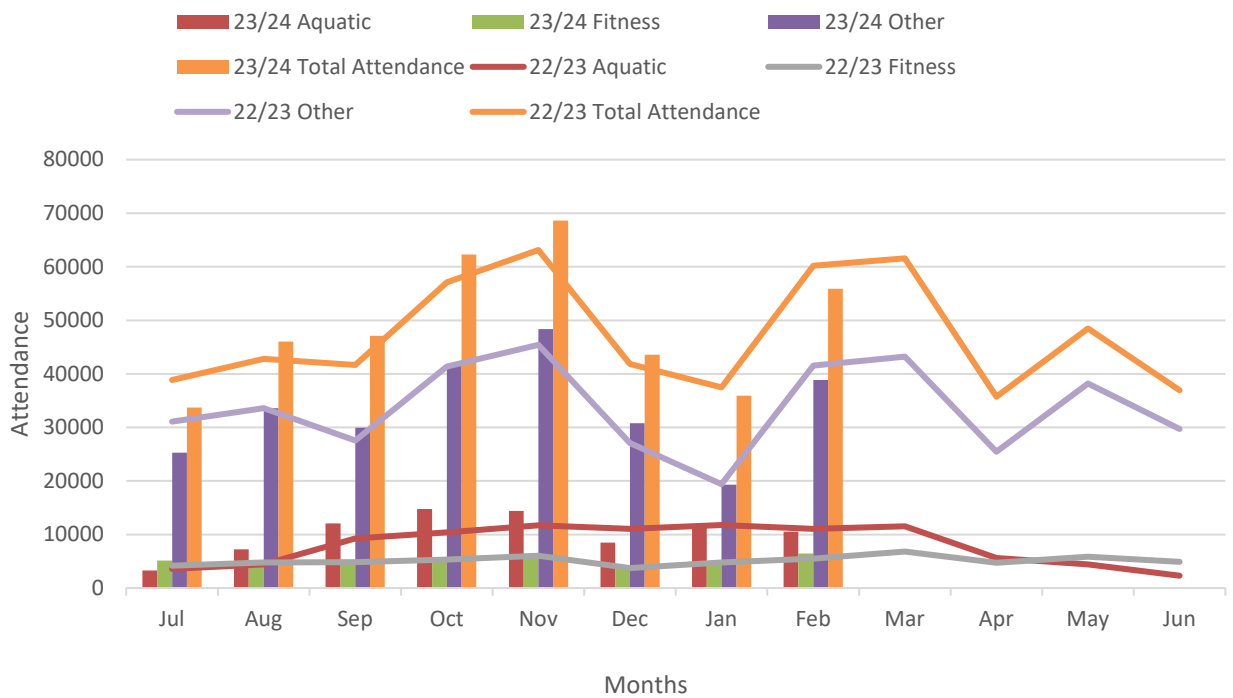
**Small Community Grants**

The following Small Community Grants were awarded for February 2024. The total contribution is \$12,134.36.

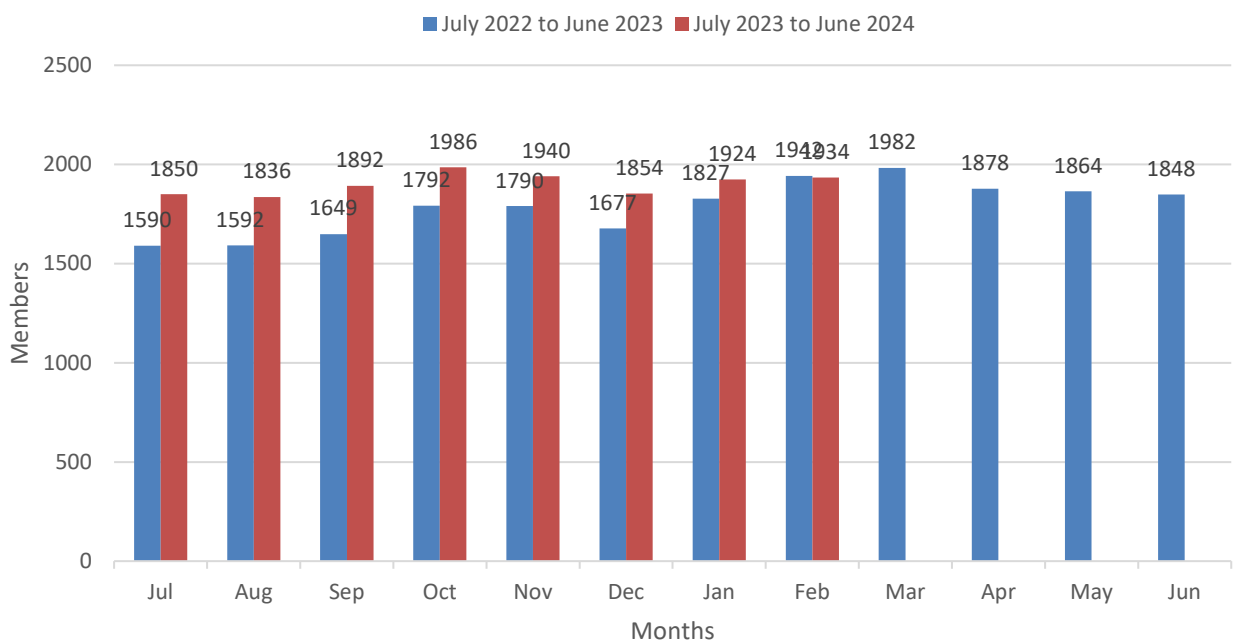
**February 2024**

Town	Who	What	Awarded ex GST
Karratha	IBN Charitable Foundation	Funding to assist with venue hire and catering for the Aboriginal Interagency Forums in 2024 (7 March, 7 June, 16 August & 25 October).	\$5,000
Karratha	Karratha Junior Rugby League Club	Funding to purchase a BBQ	\$908
Karratha	Anglican Parish of the West Pilbara	Children’s play area upgrade	\$4,226.36
Karratha	St Luke’s P&C	Future Female Leaders Program	\$2,000

### Karratha Leisureplex

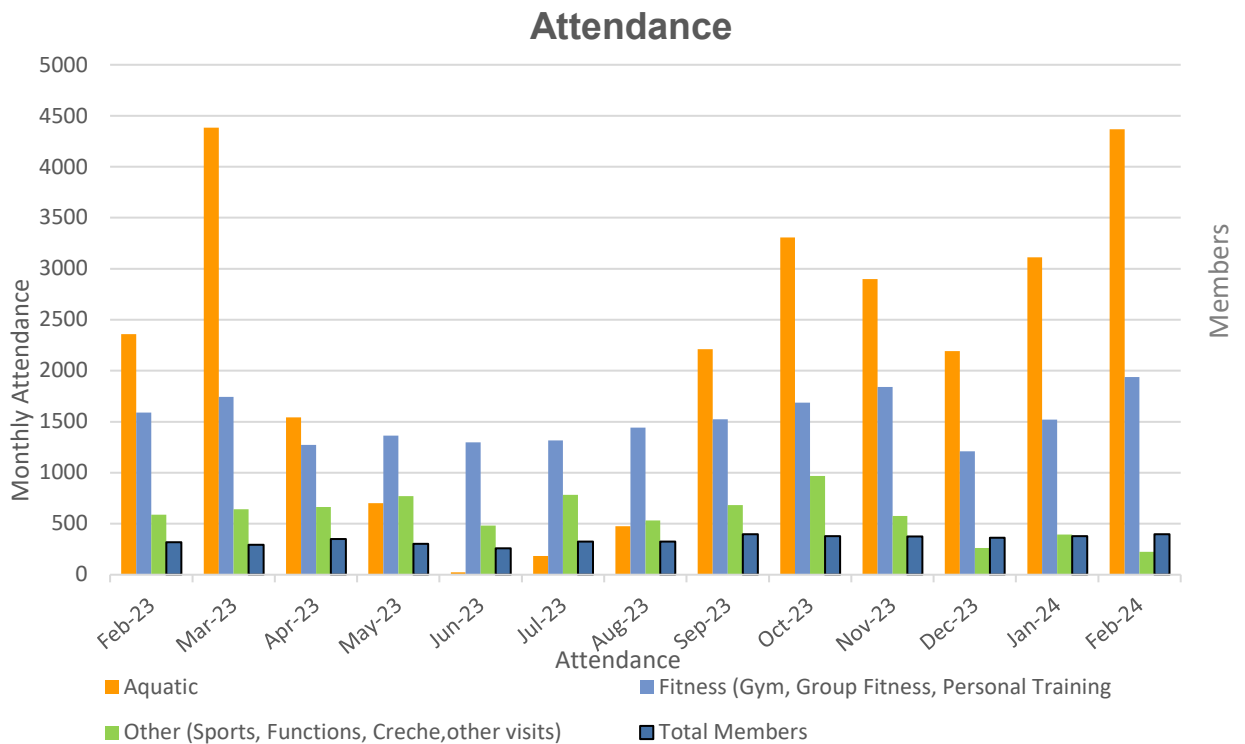


### Karratha Leisureplex Memberships



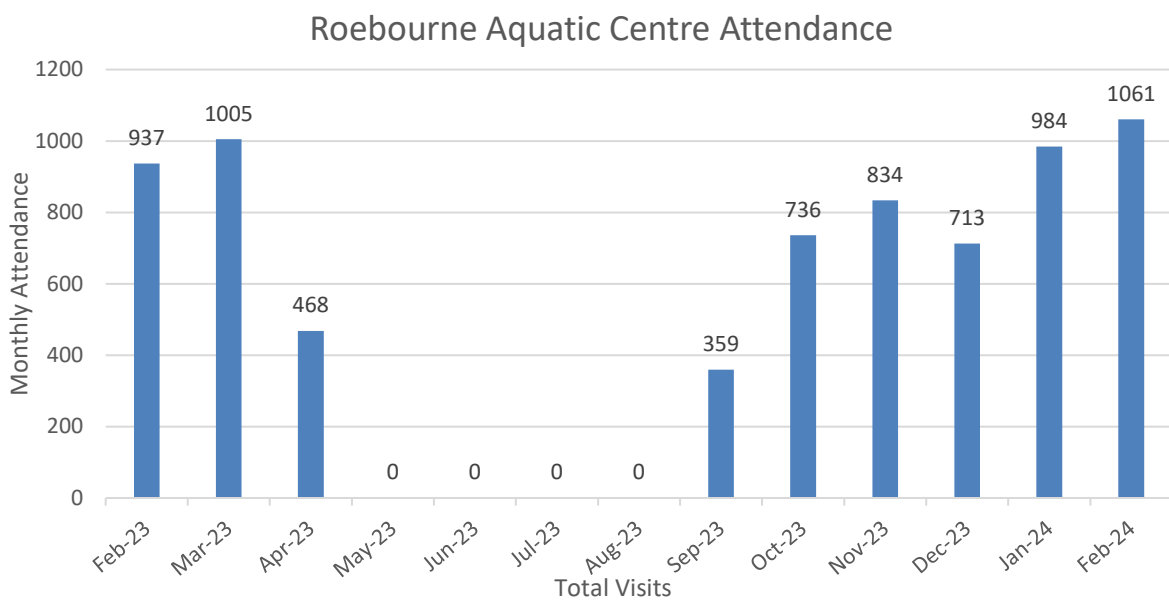
Total attendance was down 7% on February 2023 at 55,870, however last February attendance of over 60,000 has only ever been achieved twice in that month since opening. Memberships continue an upward trend to 1,934 and steady group fitness class numbers are averaging 13 per class. This month, KLP had 681 enrolments in swim school classes.

**Wickham Recreation Precinct**



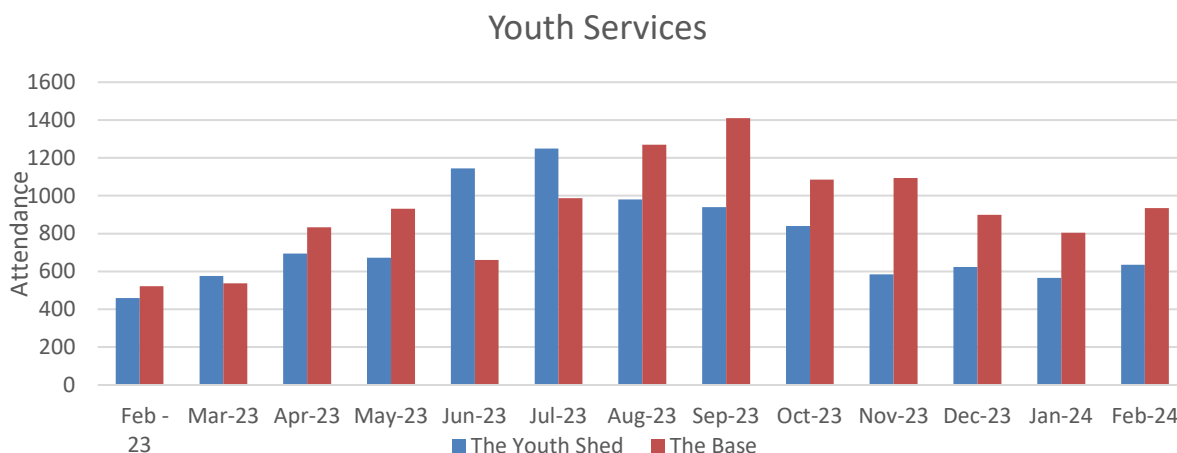
Total Gym attendance has a slight increase from last year. Total attendance for programs has also had a slight increase. There has been a significant jump from last month for group fitness due to the introduction of Yoga and additional Pilates classes. WAC total attendance has a large increase, 2,367 to 4,367 due to Wickham Primary School swimming lessons held in February for 3 weeks.

**Roebourne Aquatic Centre**



Attendance at RAC topped the 1,000 mark for the first time this season.

### Youth Services

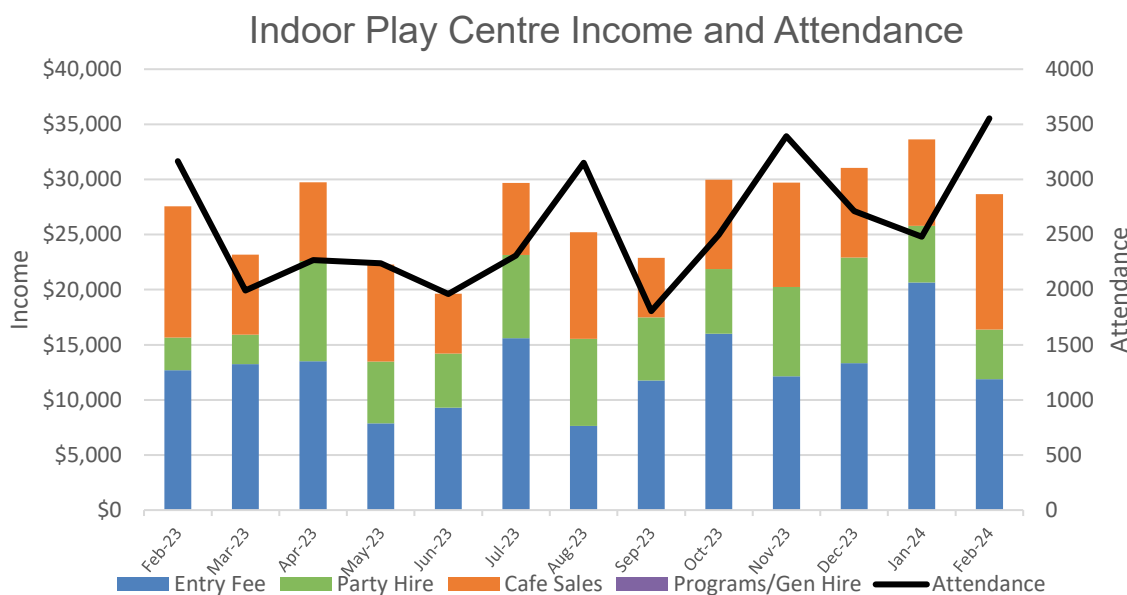


**The Base** The Base continuously performs as seen in the rise of our monthly stats. A 78% surge from February 2023 and a 17% rise from last month attributes to the confidence, participation and effective engagement with youths in the space. Youths help create activities that is of interest to their peers while effectively conveying program content. Base upholds a brave and safe space inclusive for all youths in the community.

### The Youth Shed

With school resuming and families returning to town The Youth Shed has seen a 38% attendance increase from February 2023 and a 12% increase from the previous month of January despite being a shorter month of 29 days, hotter weather decreasing foot traffic and organised sports and trainings. This can be contributed once again to consistent programming on offer and positive community engagement and promotion. February has been a very successful month in regards to promoting a safe, fun and engaging space for young people with no negative social issues and plenty of positive engagement.

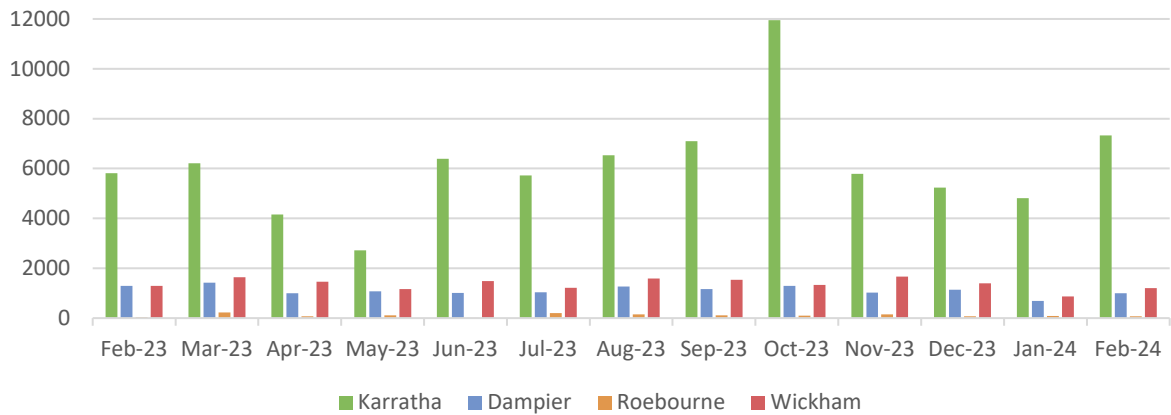
### Indoor Play Centre



Party hire had an increase by 235% due to Laser tag not being available last February. The Indoor Play Centre also held our first program for 2023 and 2024 – a Valentine’s Date Night, which allowed parents to drop their children off and enjoy some child free time.

**Library Services**

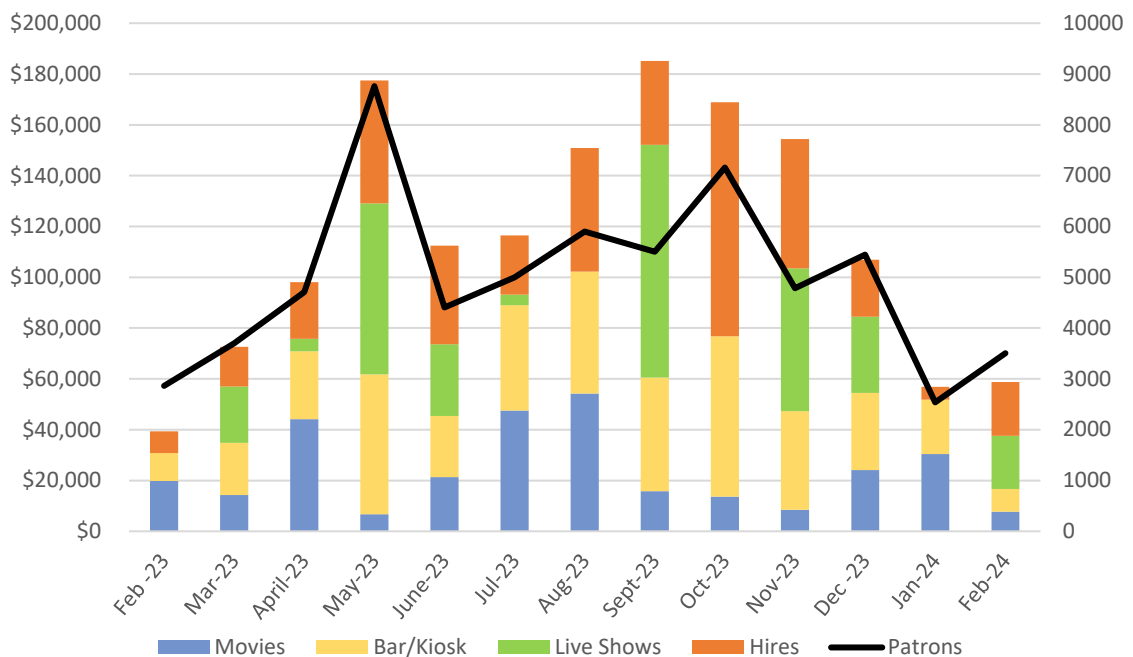
Library Attendance



<b>11095</b> Total memberships (107 new members signed up in October).	<b>2,527</b> Physical items and <b>1119</b> eResources borrowed.
<b>892</b> Individual computer log ins by members and guests (excludes Wi-Fi).	<b>3</b> External requests for local history information.
<b>579</b> Program participants at <b>40</b> programs, (including Story Time, Rhyme Time, Family Funday and Friendship Matchmaking).	<b>17</b> Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
<b>870</b> Technical enquiries (including assistance with Computers, Wifi, Printing and Scanning).	

**Red Earth Arts Precinct**

Gross Income and Patron Numbers at REAP



In February 2024, REAP has produced a positive performance compared to the same period in the previous year. A significant increase in overall revenue can be attributed by the success of its live shows and venue hires, despite facing challenges while in our annual maintenance period.

**Movies:** The cinema showcased a total of 19 films during the month. The standout performer was the *Anyone But You*, an Australian rom com which attracted an audience of 155 attendees, contributing \$2,355 to the revenue. As February 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 screenings fell short of the figures achieved in January of the previous year.

**Bar/Kiosk:** Revenue from the Bar/Kiosk also saw a decrease, totalling \$8,930, down by 18% from the previous years \$10,954. This reduction further reflects the challenges faced in attracting the usual crowd, influenced by the decreased movie attendance.

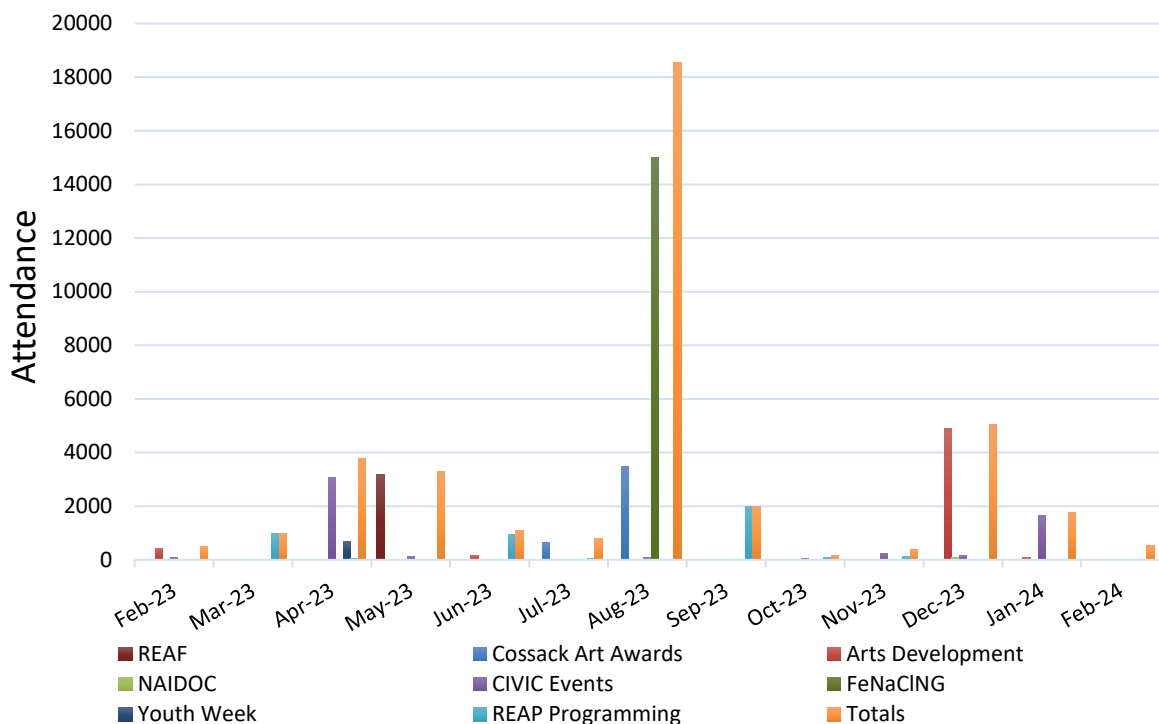
**Live Shows:** Live shows emerged as a standout performer in February 24, generating \$20,926. This marks an infinite increase from February 2023, where no live shows were held, due to our annual maintenance period. This segment’s success is a testament to the precincts ability to diversify its offering and attract audiences through varied entertainment forms.

**Venue Hires:** The precinct saw a substantial increase in revenue hires, reaching \$21,142, up by \$8,571 from February 2023. This growth can be attributed to our first show for the 24 calendar year, *“Wayfinder”* which was a tremendous success.

**Patrons:** There was an increase in the number of patrons visiting the precinct, with a total of 3,507 in February 2024 compared to 2,864 in the previous year, marking a 22% increase. This growth in traffic is a positive sign for the year to come.

**Arts Development & Events**

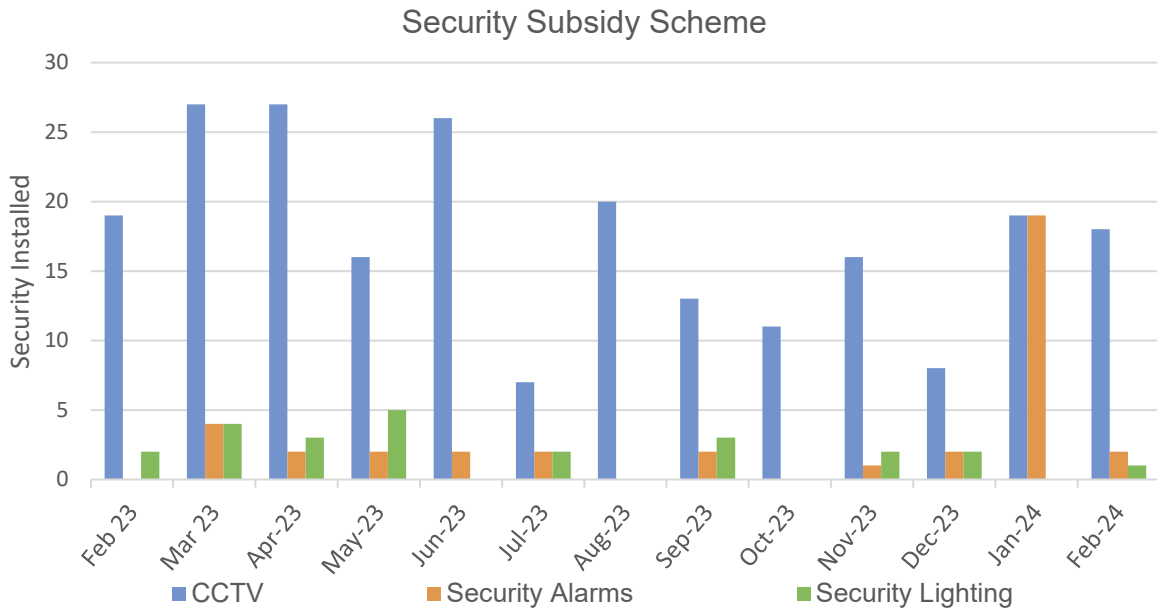
Arts Development & Events Statistics 2023-2024





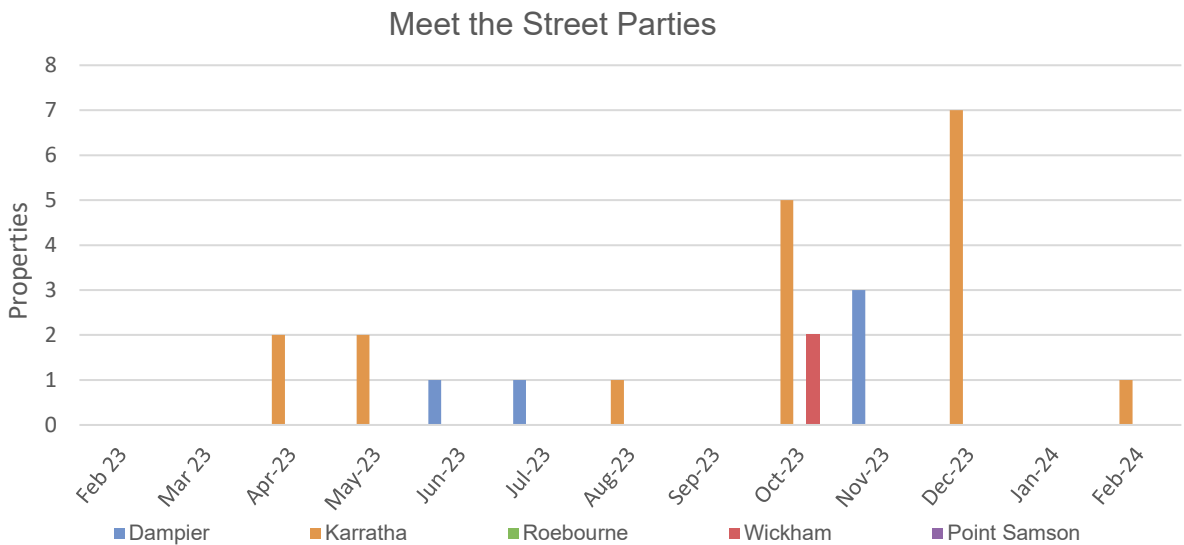
In February 2024, AD&E launched its schedule with the captivating dance performance "Wayfinder," which drew an audience of 379 attendees. The month concluded with a focus on the Perth Film Festival, featuring three movies across a special weekend. On Friday, 23 February, "Copa 71" was shown to 36 viewers, followed by "December" on Saturday, 24 May, attracting 70 spectators, and "Radical" on Sunday, 25 February, with 35 attendees. Additionally, from 28 February to 13 March, the PSO SoundLabs workshops were conducted as part of our partnership program, averaging 10 participants per session.

**Security Subsidy Scheme**



18 approved Security Subsidy. Similar to this time last year. 4 Applications rejected as they didn't purchase products locally.

**Meet the Street**



Host is new to town, please see feedback: *"The meet the street went well and we managed to pull together 14 people from my level. It's a great initiative, and without it, I probably wouldn't have met my neighbours. I am new to Karratha and so were my neighbours, so we all found it great."*

**13.2.2 DEVELOPMENT SERVICES UPDATE**

<b>File No:</b>	DB.32
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Statutory Planning Coordinator
<b>Date of Report:</b>	28 March 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s)</b>	1. List of current decisions subject of State Administrative Tribunal Review and List of current Joint Development Assessment Panel applications

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**PURPOSE**

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

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

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

**As of 28 March 2023**

APPLICATION (Name, No., City File Reference &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
<b>SAT</b>					
Nil					
<b>JDAP</b>					
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"> <li>• Proposed amendment to previously approved JDAP application for Worker's Accommodation.</li> <li>• Application proposes amendments to development approval conditions 1 &amp; 2 which relates to:               <ul style="list-style-type: none"> <li>○ Extending the validity period of the application to allow for an additional four (4) years to substantially commence the approval; and</li> <li>○ Amending the time limiting condition from a period of 10 years from the date of approval to 10 years from the date of occupation.</li> </ul> </li> <li>• Application was determined at the RDAP Meeting held 21 March 2024 where it was resolved to approve the application for the amendment to previous Conditions 1 &amp; 2.</li> </ul>	Manager Planning Services	Completed 2 April 2024

### 13.2.3 RECORD OF TENDER OUTCOME UNDER DELEGATION

<b>File No:</b>	CM.612, CM.581
<b>Responsible Executive Officer:</b>	Director Strategic Projects and Infrastructure
<b>Reporting Author:</b>	Executive Assistant SP&I
<b>Date of Report:</b>	27 March 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s)</b>	Nil

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#### PURPOSE

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

#### BACKGROUND

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

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

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

<b>Tender No:</b>	RFT18-23/24	<b>Project Budget:</b>	\$550,000 excluding GST
<b>Tender Title:</b>	The Quarter HQ Sanitation Services		
<b>State-wide Advertising Commenced:</b>	14/02/2024	<b>Tender Closing Date/ Time:</b>	2pm AWST, 6/03/2024
<b>Scope of Works:</b>	Provide Sanitations services to The Quarter HQ for the base Level and level 2 as per the schedule of services.		
<b>Selection Criteria:</b>	Price	50%	
	Relevant Experience	15%	
	Capacity to Deliver	25%	
	Methodology	10%	
<b>Submissions Received:</b>	Biparn Enterprises Pty Ltd Blue Hat Group / TA Damel cleaning Services JMD Operations Pty Ltd		
<b>Tender Awarded:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Decision:</b>	11/03/2024
<b>Reason:</b>	The Evaluation Panel rejected all tenders. The panel considered each tender against the evaluation criteria and concluded that no tender was seen as advantageous to the City. The consensus amongst the evaluation panel was that separating the specification into two distinct scopes of work and retendering these services would likely lead to a more favourable outcome in terms of value for money.		

<b>Tender No:</b>	RFT01-23/24	<b>Project Budget:</b>	\$1,500,000 excluding GST
<b>Tender Title:</b>	Kevin Richards Memorial Oval Redevelopment Multi-use Hardcourts and Lighting Upgrade		
<b>State-wide Advertising Commenced:</b>	24/01/2024	<b>Tender Closing Date/ Time:</b>	2pm AWST, 6/03/2024
<b>Scope of Works:</b>	Design and construction of the multi-use hard courts, sports lighting, and site amenities.		
<b>Selection Criteria:</b>	Price	50%	
	Methodology	20%	
	Capacity to Deliver	15%	
	Relevant Experience	10%	
	Sustainability	5%	
<b>Submissions Received:</b>	BCP Contractors Pty Ltd		
<b>Tender Awarded:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Decision:</b>	11/04/2024
<b>Reason:</b>	The CEO rejected the tender. The tender was deemed not advantageous to the City. Officers are giving consideration to other procurement methods.		

## 13.2.4 PUBLIC BRIEFING ADDITIONAL INFORMATION - 22 APRIL 2024

<b>File No:</b>	CM.191
<b>Responsible Executive Officer:</b>	Chief Executive Officer
<b>Reporting Author:</b>	Minute Secretary
<b>Date of Report:</b>	23 April 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	1. Confidential - Public Briefing Additional Information 2. Rates Modelling Table

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### PURPOSE

To collate questions and answers following the Public Agenda Briefing Session held on Monday 22 April 2024.

### BACKGROUND

The Public Briefing session is a meeting whereby councillors can ask questions and obtain additional information related to Council Agenda items. No decisions can be made at this meeting. Meeting is open to members of the public, where questions can be asked, and deputations/presentations can be made (time limited) to Council Agenda items only.

### MEETING PROCEEDINGS

#### Official Opening

The meeting was officially opened by the Mayor at 6.02pm on Monday 22 April 2024.

#### Public Question Time

There were no questions from the public.

#### Record Of Attendance

Councillors	Staff
Cr Daniel Scott [Mayor]	Virginia Miltrup, Chief Executive Officer
Cr Gillian Furlong	Emma Landers, Director Community Experience
Cr Brenton Johannsen	Stephanie Smith Manager, City Growth
Cr Pablo Miller	Alistair Pinto, Director Corporate & Commercial
Cr Travis McNaught	Simon Kot, Director Strategic Projects & Infrastructure
Cr Kelly Nunn	Jodie Swaffer, Minute Secretary
Cr Sarah Roots	
Cr Joanne Waterstrom Muller	
Apologies	
Cr Davia Gillam [Deputy Mayor]	Lee Reddell Director Development Services
Members of Media	Members of Public
Nil	Angela McDonald
	Matthew Jewkes
	Darryn Shugg
	Kate Jones

#### Declarations of Interest

As listed in Item 6 of the April Ordinary Council Meeting Agenda.

### **Petitions/Deputations/Presentations**

Bradley Hall owner of Red Country Management and Alan Rogers, Manager Red Country Management, attended via Video Conference providing a deputation to Council in relation to reviewing the funding amount recommended for Item 11.3 Major Events Sponsorship and Attraction Program – Proposed Sponsorship for Red Country Music Festival (RCMF).

Key points of the deputation:

- The requested funding level is show critical to deliver Lee Kernaghan, a tier one, national performer and 8 support acts from around the state and local origins, into Karratha.
- The funding will not only activate the Karratha leg of the Red Country Music Festival 2024 - but offsets the cost of tickets to the local community down to a heavily reduced price of \$60 (for 10 hours of festival concert).
- ROI calculations through the MESAP fund doesn't consider the value to the community and works against the RCMF type events as specialist equipment / talent to deliver the event cannot be sourced locally to lift the ROI rating.
- The request is 27.7% of the total budget, with funding already secured from Federal and State Govt. with local Indigenous support from Nyiyaparli Advisory Group.
- The RCMF aims to become an international event within the next 3-5 years which will lift the profile of the City of Karratha and the Pilbara.
- Other municipalities involved have met the funding request to stage the RCMF in their Towns.
- As RCM is not, a not-for-profit organisation, however this project has a zero budget balance, with RCM assuming significant risk to stage the event.
- We have everything ready to go and holding off ticket sales until we know the outcome of the sponsorship request.

### **QUESTIONS ARISING FROM BRIEFING SESSION**

#### **COUNCILLOR QUESTION:**

Are other surrounding Local Governments contributing?

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#### **RED COUNTRY RESPONSE:**

Newman (East Pilbara) and Hedland are aligned with the request from the City of Karratha. This funding marks our final phase, with Karratha being the ultimate and largest stop on the tour.

#### **COUNCILLOR QUESTION:**

Did you hold the event across the three different locations last year?

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#### **RED COUNTRY RESPONSE:**

We've held the festival in Hedland for a couple of years. We don't anticipate many will travel from Hedland or Newman to Karratha, however, attendees are likely to travel from Onslow and Tom Price. We consider Karratha to be the main venue for this event.

#### **COUNCILLOR QUESTION:**

Are tickets on sale yet?

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#### **RED COUNTRY RESPONSE:**

Holding off as degree of funding received will impact ticket prices. Ready to rock. We will go to market 30th April.

## **AGENDA ITEMS WITH ADDITIONAL INFORMATION**

### **CORPORATE & COMMERCIAL REPORTS**

- 9.1 FINANCIAL STATEMENTS FOR PERIOD ENDED 29 FEBRUARY 2024  
Questions arising from briefing session
- 9.2 LIST OF ACCOUNTS – 1 FEBRUARY 2024 TO 29 FEBRUARY 2024  
Questions arising from briefing session
- 9.5 2024/25 DIFFERENTIAL RATES  
Questions arising from briefing session

### **COMMUNITY EXPERIENCE REPORTS**

- 10.2 AWARD OF LARGE COMMUNITY GRANTS  
Questions arising from briefing session
- 10.3 POINT SAMSON INTERIM PLAN  
Questions arising from briefing session

### **DEVELOPMENT SERVICES REPORTS**

- 11.1 PROPOSED SCHEME AMENDMENT NO. 58 TO CITY OF KARRATHA LOCAL PLANNING SCHEME NO. 8 – AMENDMENT TO NORMALISE ZONING OF LAND PARCELS CURRENTLY ZONED URBAN DEVELOPMENT  
Questions arising from briefing session
- 11.2 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR PILBARA SUMMIT 2024  
Questions arising from briefing session
- 11.3 MAJOR EVENTS SPONSORSHIP AND ATTRACTION PROGRAM – PROPOSED SPONSORSHIP FOR RED COUNTRY MUSIC FESTIVAL  
Questions arising from briefing session

### **STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS**

- 12.1 RFT15-23/24 - COSSACK ROAD CULVERT REPLACEMENT  
Questions arising from briefing session
- 12.2 RFT 14-23/24 COMMUNITY STORAGE SHEDS DESIGN AND CONSTRUCT  
Questions arising from briefing session  
ADMINISTRATIVE CHANGES  
Due to a typographical error, the Financial implications figure has been corrected to \$475,000 from \$47,000.
- 12.3 RFT 07-23/24 CITY HOUSING, HANCOCK WAY SUBDIVISION (SIX HOUSES) DEVELOPMENT (CONSTRUCTION)  
Questions arising from briefing session  
ADMINISTRATIVE CHANGES  
The separable portion two competition in the Price schedule in the Confidential Attachment - Evaluation Workbook had figures missing for two organisations which effected the value management sum. This has been rectified.

### **CHIEF EXECUTIVE OFFICER REPORTS**

- 13.1 2024 ANNUAL COMMUNITY SURVEY RESULTS  
Questions arising from briefing session

### **MATTERS BEHIND CLOSED DOORS**

- 17.1 CONFIDENTIAL ITEM - RATING EXEMPTION APPLICATIONS  
Questions arising from briefing session are included in the confidential attachment

### **CLOSURE**

The meeting closed at 7.36pm.



## **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**

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### **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:

#### **17.1 CONFIDENTIAL ITEM - RATING EXEMPTION APPLICATIONS**

Also included is the following:

**ATTACHMENT TO 11.2 - PILBARA SUMMIT 2024 SPONSORSHIP PROPOSAL**

**ATTACHMENT TO 11.3 - RED COUNTRY MUSIC FESTIVAL 2024 APPLICATION**

**ATTACHMENT TO 12.1 - RFT15 23-24 COSSACK CULVERT EVALUATION REPORT**

**ATTACHMENT TO 12.2 - RFT14-2324 COMMUNITY STORAGE SHED DESIGN AND CONSTRUCT EVALUATION REPORT**

**ATTACHMENT TO 12.3 - RFT07-2324 CITY HOUSING HANCOCK WAY SUBDIVISION DEVELOPMENT EVALUATION REPORT**

**ATTACHMENT TO 13.2.4 – PUBLIC BRIEFING ADDITIONAL INFORMATION**

**ATTACHMENT TO 17.1 - ELIGIBLE PROPERTY EXEMPTION APPLICATIONS**

**ATTACHMENT TO 17.1 - LIST OF PROPERTIES NOT ELIGIBLE FOR EXEMPTION**

## **18 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at . The next meeting is to be held on Monday, 27 May 2024 at 6pm at Council Chambers - Welcome Road, Karratha.