



## **ORDINARY COUNCIL MEETING**

# **MINUTES**

**Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on Monday, 12 February 2024 at 6pm**

A handwritten signature in black ink that reads 'VMiltrup'.

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**VIRGINIA MILTRUP  
CHIEF EXECUTIVE OFFICER**



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**WRITTEN CONFIRMATION**

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

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

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

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

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

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

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

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

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

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

### INTERESTS AFFECTING IMPARTIALITY

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

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

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

### IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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# MINUTES

## 1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on Monday, 12 February 2024 was declared open at 6.00pm. Cr Scott acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

## 2 PUBLIC QUESTION TIME

**Elizabeth Smith**

**Q: Since the closure of the Ganallili Centre in Roebourne in September 2022 there has not been any Visitor Centre facilities open. What future plans do the City have for the operations of a Visitor Centre?**

The Visitor Centre is front of mind for the City and we are supporting a local organisation who are potentially putting in actions for the 2024 Winter period.

**Natasha Selten**

**Q: What prompted the Council to question the suitability of plants/trees recommended for removal in the City of Karratha?**

The City received funding from Preparing Australia Communities Local Stream to review the City's Cyclone resilience strategies. Recommendations included species that are preferred to be used (or trialled) around infrastructure in cyclonic conditions. There is a longer-term plan of strategically removing these trees and replacing them with more cyclone resilient species and planting practices.

**Q: Why are key stakeholders such as local business not consulted in the process?**

The Street Tree Strategy has not yet been developed. The preferred species list is an interim advice to contractors on projects, noting these preferences related to cyclone resilience. The local community and businesses will be consulted in the development of the Street Tree Strategy.

**Q: Only some species on the botanical list are keyed as pests not suitable so why are those species on there?**

Point noted. As mentioned above the list is primarily for cyclone resilience. In the interim we have taken your feedback into consideration and the list will be updated. We will also discuss this with local businesses to ensure they are aware of the City's objectives.

**Q: How much money has been spent on relocating trees and is there a budget to replace them?**

The City intends to apply for external funding, like the Disaster Ready Fund, to fund works arising from our Tree Strategy and Cyclone Resilience report.

The City Budgets approximately \$100,000 per annum to maintain its street trees, including undertaking pre cyclone works and occasional tree relocation where needed.

**Mary-Joy Francis**

**Q: In reference to Item 15.1 – Public Health Plan 2022 – 2027, during the community feedback period how many members of the community responded to the survey?**

During consultation for the City's draft Public Health Plan in 2021, a total of 176 survey responses were received providing comment on various components of the plan.

Question 5 of the survey asked “how important are the following activities and programs for good community health” and listed a number of matters, including community vaccinations.

Of the 176 survey respondents, 65 people provided a response to Question 5 and 111 people skipped the question.

Of the 65 respondents, the following importance levels were nominated:

<b>Rating Description</b>	<b>Responses</b>
Not important	3
A bit important	1
Medium importance	4
Important	10
Very important	45
Don't know	2
<b>Total</b>	<b>65</b>

**Q: When will the next period be open for community feedback regarding the Public Health Plan?**

A: The Public Health Plan 2022-2027 is a 5-year plan and is due for review in 2026/27. Community consultation on the reviewed plan will be undertaken at that time.

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

**Councillors:** Cr Daniel Scott [Mayor]  
 Cr Daiva Gillam [Deputy Mayor]  
 Cr Gillian Furlong  
 Cr Brenton Johannsen  
 Cr Pablo Miller  
 Cr Travis McNaught  
 Cr Kelly Nunn  
 Cr Sarah Roots  
 Cr Tony Simpson  
 Cr Joanne Waterstrom Muller

**Staff:** Virginia Miltrup Chief Executive Officer  
 Emma Landers Director Community Experience  
 Alistair Pinto Director Corporate & Commercial  
 Lee Reddell Director Development Services  
 Simon Kot Director Strategic Projects & Infrastructure  
 Henry Eaton Manager Governance & Organisational Strategy  
 Tishka Hanlon Minute Secretary

**Apologies:** Nil

**Absent:** Nil

**Leave of Absence:** Nil

**Members of Public:** There were seven members of the public in the gallery

**Members of Media:** Nil



## 4 REQUESTS FOR LEAVE OF ABSENCE

Cr Gillam requested Leave of Absence for the 25 March 2024 Ordinary Council meeting.

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### COUNCIL RESOLUTION

**Res No** : **OCM240212-1**  
**MOVED** : **Cr Simpson**  
**SECONDED** : **Cr Waterstrom Muller**

**That Council approve leave of absence for Cr Gillam for the 25 March 2024 Ordinary Council meeting.**

**CARRIED 10/0**

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

## 5 DECLARATIONS OF INTEREST

Cr Furlong declared an interest in the following item:  
Impartiality interest in 11.1 Community Leasing of Land Policy as Cr Furlong is the president of the Dampier Community Association who holds two community leases with the City of Karratha.

Cr Roots declared an interest in the following item:  
Impartiality interest in 11.1 Community Leasing of Land Policy as Cr Roots is a volunteer for the Karratha Kart Club and Cr Root's husband is a board member of the Karratha Kart Club.

Cr Simpson declared an interest in the following item:  
Impartiality interest in 11.1 Community Leasing of Land Policy as Cr Simpson is a community member of Welcome Lotteries House who lease property from the City of Karratha.

Cr Furlong declared an interest in the following item:  
Impartiality interest in 11.2 Dampier Community Association – Memorandum of Understanding - Dampier Foreshore Kiosk as Cr Furlong is the president of the Dampier Community Association, the association has requested the MOU with the City of Karratha.

Cr Nunn declared an interest in the following item:  
Impartiality interest in 11.2 Dampier Community Association – Memorandum of Understanding - Dampier Foreshore Kiosk as the Dampier Community Association is a regional affiliate member of Volunteering WA and Cr Nunn is employed by Volunteering WA.

## 6 PETITIONS/DEPUTATIONS/PRESENTATIONS

No petitions/deputations/presentations.

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

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### **COUNCIL RESOLUTION**

**Res No:** OCM240212-2  
**MOVED:** Cr McNaught  
**SECONDED:** Cr Gillam

Ordinary Meeting of Council held on Monday, 11 December 2023, be confirmed as a true and correct record of proceedings.

**CARRIED 10/0**

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

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

No announcements by person presiding without discussion.

## 9 CHIEF EXECUTIVE OFFICER

### 9.1 ADVOCACY POSITION STATEMENTS

**File No:** CR.77

**Responsible Executive Officer:** Executive Officer

**Reporting Author:** Executive Officer

**Date of Report:** 12 February 2024

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** City of Karratha Advocacy Position Statements

#### PURPOSE

For Council to consider a range of Advocacy Position Statements, to be used by the Mayor and Chief Executive Officer when advocating on behalf of the City of Karratha's community.

#### COUNCIL RESOLUTION

**That Council suspend Standing Orders at 6.12pm to discuss item 9.1 Advocacy Statements.**

**Res No** : **OCM240212-3**  
**MOVED** : **Cr Miller**  
**SECONDED** : **Cr Simpson**

**CARRIED 10/0**

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

#### COUNCIL RESOLUTION

**That Council resume Standing Orders at 6.20pm.**

**Res No** : **OCM240212-4**  
**MOVED** : **Cr Miller**  
**SECONDED** : **Cr Simpson**

**CARRIED 10/0**

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

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**COUNCIL RESOLUTION**

**Res No** : **OCM240212-5**  
**MOVED** : **Cr Nunn**  
**SECONDED** : **Cr Gillam**

**That Council:**

**ADOPTS** the City of Karratha’s Advocacy Position Statements, as detailed in the Attachment, being:

- 1. Housing Supply and Affordability:**
  - a. Housing for state government employees**
  - b. More than mining – FBT Reform**
  - c. Stamp Duty Relief on Insurance**
  - d. Housing to be recognised as common-use infrastructure**
- 2. Local Government Act and Regulations:**
  - a. Review of Rating Exemptions for Charitable Purposes.**

**LOST 1/9**

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

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**COUNCIL RESOLUTION**

**Res No** : **OCM240212-6**  
**MOVED** : **Cr Simpson**  
**SECONDED** : **Cr Furlong**

**That Council DEFERS** the item relating to **ADVOCACY POSITION STATEMENTS** until the **Strategic Planning Workshop in March 2024** is held, and **REQUESTS** the **CEO** to schedule the item for consideration at the **May 2024 Ordinary Council Meeting**.

**CARRIED 10/0**

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

**REASON** : Elected members would like the opportunity to discuss strategic advocacy matters at the Strategic Planning Workshop in March 2024.

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**BACKGROUND**

The City of Karratha regularly advocates and collaborates with Federal and State Government, Corporations and Non-Government Organisations to achieve its objectives.

This agenda paper introduces the concept of Council adopting a series of Advocacy Position Statements to inform current and future advocacy strategies and plans.

## DISCUSSION

It is the City of Karratha’s vision to be Australia’s most liveable Regional City. We achieve this through our integrated planning framework that comprises the Strategic Community Plan and is delivered through four strategic themes:



### City of Karratha’s Advocacy Framework

The City of Karratha tackles advocacy issues that align to the achievement of our vision and strategies and considers the strategic and economic context that influence our community.

#### *Forming an Advocacy Position*

The City listens to the community to understand the practical issues our community face. We collect feedback through our community engagement strategies, such as the Annual Community Survey and the Annual Business Scorecard. The City also listens to our community during structured engagement programs, and in less formal ways in our day-to-day interactions.

The City will seek the opinion of other stakeholders to understand their needs and challenges. This includes engaging with:

- Indigenous bodies (groups) and other community organisations. They bring a unique perspective to understanding liveability.
- Industry, the Karratha and Districts Chamber of Commerce and Industry, and local businesses to best support economic development and diversification.
- Industry Associations at both state and national levels, to understand broader issues impacting Karratha and local government generally. We collaborate with these organisations to lobby on issues to create a collective impact.
- State and Federal Government to understand their perspectives and to influence policy, legislation, and standards.

Many of the liveability factors of importance to our community are outside the domain of Local Government. They require collaboration with Federal and State Government, Industry and Non-Government Organisations to achieve community outcomes.

### *Advocacy Approach*

The City of Karratha's approach to advocacy is multifaceted, and typically involves either an agreed position or an advocacy plan. Advocacy planning may be deployed through partnerships with other organisations, such as the WA Local Government Association.

#### Advocacy Position Statements

- An advocacy position statement reflects an agreed and constant belief, held by the City of Karratha, that informs advocacy efforts.
- The advocacy position statement is adopted by Council and reviewed from time to time.

#### Advocacy Plans

- Advocacy plans are attached to specific projects and initiatives, and targeted to the delivery of outcomes.
- The advocacy plan may be approved by the CEO or Council, depending on the scope and nature of the initiative.

Advocacy Position Statement and Advocacy Plans are fluid and iterative planning tools that will evolve and change over time.

Unless there is sensitivity attached to an advocacy position statement or advocacy plan (such as for commercial reasons), they are public and transparent to our community. Community and stakeholder feedback is encouraged and welcome.

### *Advocacy Roles*

The Mayor and Chief Executive Officer will advocate formally and informally with key stakeholders on the City of Karratha's behalf. In their roles, they:

- make representations to both State and Australian Government Ministers;
- regularly meet with and make representations to local Members of Parliament;
- actively engage with and make representations to all candidates participating in State and/or federal election processes;
- actively engage with local and state media;
- broker partnerships and strategic alliances with other local and regional organisations;
- actively participate in peak governing organisations and their advocacy efforts, including Western Australian Local Government Association;
- submit grant applications to secure funding to deliver priority projects and program delivery.

Councillors play an important role in liaising with the community to communicate the City's position. They also provide feedback to the Mayor and CEO on the expectations of the community, and shape the evolution of our advocacy approach.

### Focus Area 1 – Housing Supply and Affordability

This paper proposes a range of Advocacy Position Statements to support the City's advocacy to deliver increased housing supply and affordable housing.

In a series of stakeholder interviews held in 2023, the City identified barriers, enablers and opportunities to delivering affordable housing. This, in turn, informed a range of actions and plans. During a process of prioritisation, the City identified activities that require advocacy.

The proposed Advocacy Position Statements are:

1. Housing for State Government Employees – seeks a commitment from State Government to increase its ownership of housing and to also contribute to the WALGU apartment development.
2. More than Mining – FBT Reform – requesting the Federal Government to use FBT exemptions to make housing more affordable in mining regions.
3. Stamp Duty Relief on Insurance – mirrors the call from the Chamber of Commerce and Industry to abolish stamp duty on home, contents and strata insurance which disproportionately impacts communities in the North West of Western Australia.
4. Housing to be recognised as common-use infrastructure – this calls for a paradigm shift in thinking, where housing is a component of infrastructure planning for large projects, and funds are redirected to deliver Karratha's forecast shortfall of 1200 dwellings.

### Focus Area 2 – Local Government Act & Regulations

This focus area considers regulatory innovations that would benefit our community. The proposed Advocacy Position Statement is:

- Review of Rating Exemptions for Charitable Purposes – this calls for a broad review of exemptions delivered under section 6.26 of the Local Government Act 1995, reflecting the increased number of charitable organisations seeking exemption since the adoption of the Australian Charities and Not-for-profits Commission Act 2012, resulting in an increased rates burden on remaining ratepayers.

#### **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 influencing the achievement of the City's Strategic Community Plan through partnerships.

#### **STATUTORY IMPLICATIONS**

There are no statutory implications.

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

Councillor consultation has taken place at the Briefing sessions held on 11 September 2023 and 4 December 2023.

#### **COMMUNITY CONSULTATION**

Advocacy Position Statements reflect the outcomes of community consultation, and stakeholder interviews.

#### **POLICY IMPLICATIONS**

There are no changes to policy as a result of adopting these Advocacy Position Statements.

**FINANCIAL IMPLICATIONS**

There are no financial implications arising from adopting these Advocacy Position Statements. Advocacy activities are funded through existing operational budgets.

**STRATEGIC IMPLICATIONS**

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

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable. Advocacy Position Statements are typically used to mitigate existing or potential risks to the City of Karratha and its community.

**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:

ADOPTS the Advocacy Position Statements detailed in Attachment 1, with the following amendments:

*(itemise)*

Option 3

That Council:

1. NOTES the Advocacy Position Statements detailed in Attachment 1, and
2. DEFERS adoption of the Advocacy Position Statements, subject to further consultation with Councillors and other key stakeholders.



## 10 CORPORATE & COMMERCIAL

### 10.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 NOVEMBER AND 31 DECEMBER 2023

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Corporate Accountant
<b>Date of Report:</b>	12 February 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 periods ending 30 November and 31 December 2023.

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#### COUNCIL RESOLUTION

**Res No** : **OCM240212-7**  
**MOVED** : **Cr Simpson**  
**SECONDED** : **Cr Nunn**

**That Council RECEIVE the Financial Statements for the financial period ending 30 November and 31 December 2023 as shown in Attachments 1 to 4.**

**CARRIED 10/0**

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

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#### BACKGROUND

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

#### DISCUSSION

The attached Monthly Financial Report for December 2023 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations.

As there was no Council meeting held in January, the November 2023 financial report is also included.

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

2023/24	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surplus
<b>Operating Activities</b>							
Revenue (incl. Rates)	131,228,517	135,634,749	97,554,129	101,285,273	3,731,144	3.8%	↑
Expenditure	(114,822,455)	(115,008,304)	(59,772,277)	(56,512,942)	3,219,368	-5.4%	↑
<b>Investing Activities</b>							
Inflows	7,903,088	5,331,034	2,848,067	2,361,841	(484,182)	-17.1%	↓
Outflows	(41,258,084)	(37,137,617)	(9,982,923)	(6,434,056)	3,549,485	-35.5%	↑
<b>Financing Activities</b>							
Inflows	6,969,982	5,964,442	0	0	0	0.0%	
Outflows	(26,254,084)	(30,899,018)	(5,962,303)	(1,747,126)	4,174,407	-70.7%	↑
<b>Non Cash Items</b>	31,470,521	31,360,445	15,076,648	14,532,599	(544,049)	-3.6%	↓
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>44,531,786</b>	<b>58,256,033</b>	<b>13,724,248</b>	<b>30.8%</b>	<b>↑</b>

This table represents a surplus position of:

- \$62.9m to 30 November, a positive variance of \$32.3m compared to the budgeted surplus position of \$30.6m. This reflects the timing of transactions associated with projects and grant funding.
- \$58.2m to 31 December 2023, a positive variance of \$13.7m compared to the budgeted surplus position of \$44.5m. This reflects the timing of transactions associated with projects and grant funding.
- The brought forward unrestricted surplus position of \$4.7m is a pre-audit position and remains subject to end of financial year accounting and audit adjustments.

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

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

Revenue - Operating Activities		
1,550,000	▲	Partnerships – funding to be allocated to Community Facilities
904,438	▲	Waste Management - Increase in Commercial & Industrial, Construction & Demolition and Liquid Waste streams
559,813	▲	General Revenue - Interest received exceeded expectations due to high interest rates and higher bank balance due to rates receipts and low capital expenditure
251,017	▲	Airport - Timing - Annual Adjustment of Lagardere rent, invoiced in October, budgeted in February
226,000	▲	Fleet & Plant - Budget to be adjusted in March review

217,262	▲	REAP - Increase in income due to high frequency of Venue Hire bookings such as Dance Concerts, high schools, and corporate bookings
118,292	▲	Karratha Leisureplex - Increase in Hire and programme attendance due to School holidays and Rio Tinto funding provided
115,579	▲	Human Resources - Increase in Rent Deductions via payroll
91,869	▲	Technical Services - Large payment for supervision fees for Madigan Road subdivision
<b>4,034,271</b>	▲	<b>Positive Variances</b>
(60,000)	▼	Engagement & Partnerships - Karratha SES Building grant not proceeding - to be amended at March Review
(65,688)	▼	Airport - RASI Fund final allocation – balance of fund less than forecast
(114,916)	▼	Town Planning - less Development Applications received than anticipated
(188,300)	▼	Engagement & Partnerships - Duplication of Partnership income - to be amended at March Review
(309,500)	▼	Community Programs - Timing - Contributions yet to be received from Rio Tinto for The Base and Youth Services
(341,400)	▼	Community Programs - Awaiting Partnership contributions for Red Earth Arts Festival, Cossack Art Awards, NAIDOC Week, Arts Development
(1,569,610)	▼	Community Facilities - Timing - Rio funding to be allocated from Partnerships
<b>(2,649,414)</b>	▼	<b>Negative Variances</b>
<b>1,384,857</b>	▲	<b>Net Positive Variances Attributable to Material Items</b>

Expenditure - Operating Activities		
1,364,211	▲	Depreciation - Timing adjustment depreciation allocations
722,870	▲	Operations - Footpaths & Road Reseals - works had been delayed, have since commenced and awaiting invoices to be submitted. Concrete RFT out to market
577,220	▲	Building Maintenance - Works delayed - Airport Capital Buildings, to commence Jan-2024
461,769	▲	Karratha Airport - Delays to FIDS (Flight Information Display Screens) project (Jan-24), BHS (Baggage Handling System) Software project (4th quarter), security invoice processing and Airside Drain & Roadworks (May-24)
443,044	▲	Community Facilities - Delays in small infrastructure projects relating to Wickham Recreation Precinct, Scoreboard and Karratha Leisureplex
295,610	▲	Parks & Gardens - Karratha Open Spaces, Streetscapes & Reticulation works delayed due to Aboriginal & Cultural Heritage (ACH) Restrictions
211,433	▲	Insurance - Timing adjustment insurance allocations. Expenditure is less than anticipated due to (good) performance-based adjustments
190,135	▲	Fleet & Plant - Fuel price fluctuation less than budgeted
174,163	▲	City Growth - Economic Development Grant - KDCCI grant agreement still being processed
108,125	▲	Waste Services - UAV (Unmanned Aerial Vehicle) Surveys underway in Jan-2024
<b>4,548,580</b>	▲	<b>Positive Variances</b>
(56,793)	▼	Parks & Gardens - Water usage higher than expected
(179,771)	▼	Building Maintenance - Karratha Leisureplex - Expenditure due to significant investigative works for shade sails
(183,729)	▼	Building Maintenance - Karratha Airport - Unforeseen reactive works to hydraulic and electrical services
(410,521)	▼	Timing - ABC's yet to be allocated
<b>(830,814)</b>	▼	<b>Negative Variances</b>
<b>3,717,766</b>	▲	<b>Net Positive Variances Attributable to Material Items</b>

Inflows - Investing Activities		
(50,000)	▼	Operations - Footpath & Kerb Maintenance grant not yet received
<b>(50,000)</b>	▼	<b>Positive Variances</b>
(193,955)	▼	Proceeds on Asset Disposal - Waste Management and Parks & Gardens - Vehicles awaiting auction to realise assets, expected Mar-2024
<b>(193,955)</b>	▼	<b>Negative Variances</b>
<b>(243,955)</b>	▼	<b>Net Positive Variances Attributable to Material Items</b>

Outflows - Investing Activities		
655,686	▲	Footpaths & Road Reseals - works had been delayed, have since commenced and awaiting invoices to be submitted. Concrete RFT out to market
577,220	▲	Karratha Airport - works delayed, due to commence Jan-2024
517,016	▲	Information Technology Hardware Refresh - Procurement delays for hardware and CCTV
461,769	▲	Karratha Airport - Delays to FIDS project (Jan-24) and BHS Software project (4th quarter)
286,730	▲	Parks & Gardens - Cemetery, Streetscapes, Wickham Oval & Reticulation works delayed due to Aboriginal & Cultural Heritage (ACH) Restrictions
215,456	▲	Karratha Leisureplex - smaller infrastructure projects delayed to second half of the year
150,000	▲	Roebourne Streetscape Masterplan - Payment pending completion of milestones
100,000	▲	KLP Oval Lighting - Lighting control purchases delayed to second half of year
57,503	▲	Karratha Leisureplex - works delayed due to materials availability
<b>3,021,380</b>	▲	<b>Positive Variances</b>
0	▼	
<b>0</b>	▼	<b>Negative Variances</b>
<b>3,021,380</b>	▲	<b>Net Positive Variances Attributable to Material Items</b>

Outflows - Financing Activities		
4,675,113	▲	Partnership Reserve - Allocations adjusted based on updated reserve balances \$4M received from RIO to be transferred
<b>4,675,113</b>	▲	<b>Positive Variances</b>
0	▼	
<b>0</b>	▼	<b>Negative Variances</b>
<b>4,675,113</b>	▲	<b>Net Positive Variances Attributable to Material Items</b>

## FINANCIAL MANAGEMENT UPDATE

### Local Government Financial Ratios

Period End 31 December 2023	Target Ratio	Original Annual Budget Ratio	YTD Actual Ratio
<b>Current Ratio</b> Current Assets less Restricted Assets ÷ Current Liabilities less liabilities associated with Restricted assets	≥ 1	N/A	13.45
<b>Asset Sustainability Ratio</b> Capital Renewal and Replacement Expenditure ÷ Depreciation	≥ 0.90	0.80	0.26
<b>Operating Surplus Ratio</b> Operating Surplus (excl. capital grants & contributions) ÷ Own Source Revenue	≥ 15%	15.1%	50.7%
<b>Own Source Revenue Ratio</b> Own Source Operating Revenue ÷ Operating Expenses	≥ 0.90	0.97	1.56
<b>Debt Service Cover Ratio</b> Operating surplus before interest expense and depreciation ÷ Principal and interest Expense	≥ 2	40.6	41.2

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

### Statement of Financial Position

	Dec-23	Nov-23	% Change
<b>Current</b>			
<b>Assets</b>	150,441,360	153,196,544	-1.80%
<b>Liabilities</b>	10,280,717	9,706,404	5.92%
<b>Non Current</b>			
<b>Assets</b>	754,638,803	756,902,090	-0.30%
<b>Liabilities</b>	7,676,762	7,676,762	0.00%
<b>Net Assets</b>	887,122,684	892,715,468	

Current Assets decreased by 1.80% from November to December, which was attributable to the decrease in Unrestricted Cash and Cash Equivalents offset by the increase of Trade and Other Receivables. Current Liabilities increased by 5.92% due to decrease in Trade and Other Payables. Non-Current Assets decreased by 0.30% which was attributable to a decrease in Infrastructure and Property Plant & Equipment. No movement in Non-current liabilities.

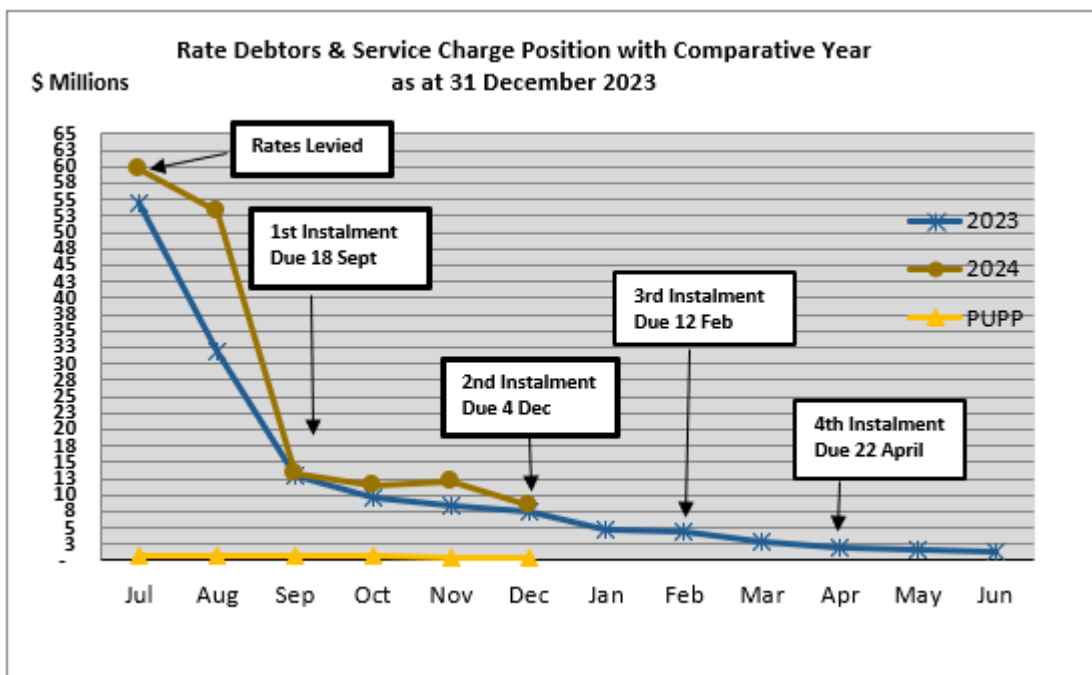
### Debtors Schedule

The following table shows Trade Debtors that have been outstanding over 40, 60 and 90 days as at the end of November. The table also includes total Rates and PUPP Service Charges outstanding. The \$14.9 mil balance in the statement of Financial Position is also including loans receivable, accrued revenue and GST receivable.

**Debtors Schedule**

	December	November	Change %	% of Current Total
<b>Sundry Debtors</b>				
Current	4,458,488	6,879,584	-35%	76.4%
> 40 Days	407,088	259,420	57%	7.0%
> 60 Days	492,871	113,086	336%	8.4%
> 90 Days	474,511	340,703	39%	8.1%
<b>Total</b>	<b>5,832,958</b>	<b>7,592,793</b>	<b>-23%</b>	<b>100%</b>
<b>Rates Debtors</b>				
<b>Total</b>	<b>8,299,995</b>	<b>12,030,051</b>	<b>-31%</b>	<b>100%</b>
<b>PUPP Debtors</b>				
<b>Total</b>	<b>578,193</b>	<b>591,230</b>	<b>-2.2%</b>	<b>100%</b>

A total of \$54m of Rates (including ESL and waste charges) has been paid to the end of December 2023, representing a collection rate of 86.7% to date (up from 81.9% in November 2023).



There was no material change in December in the PUPP Debtors balance. PUPP payments have now been received on 99.71% of properties and of those paid, 98.82% have paid in full, with 1.18% paying by instalments.

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

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

**Capital Expenditure**

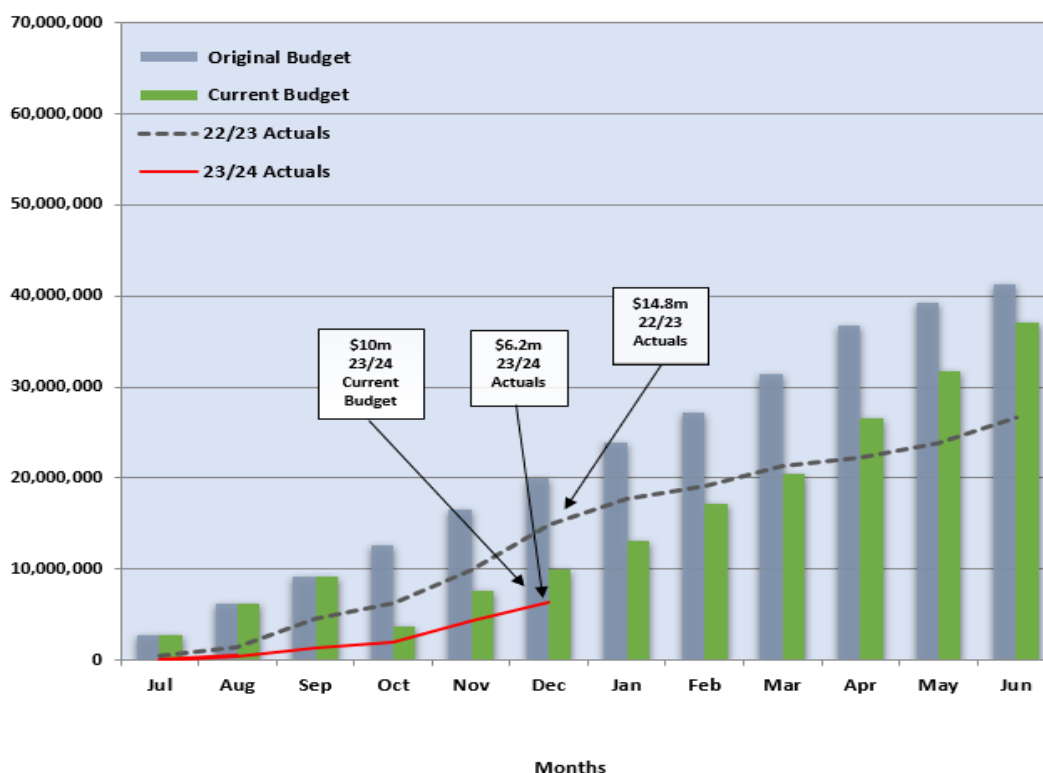
Council’s current 2023/24 Capital Expenditure budget is \$41.2m which includes significant projects such as Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, KRMO Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan.

The City spent \$6.4 million on its capital program to the end of December 2023, representing an underspend of \$3.6 million (36.1%) against YTD budget (down from 73.7% in November).

The following table shows the 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
	31-Dec-23			30-Jun-24		
Land	0	0	0.0%	20,000	120,000	-100.0%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	4,907,281	4,171,699	-15.0%	8,499,135	8,842,526	47.2%
Equipment	340,680	(92,225)	-127.1%	767,500	869,859	-10.6%
Furn & Equip	444,545	(181,985)	-100.0%	1,467,000	1,467,000	-12.4%
Plant	1,503,727	1,191,048	-20.8%	1,964,000	2,666,727	44.7%
Inv Property	0	0	0.0%	0	120,000	0.0%
Infrastructure	2,786,690	1,344,900	-51.7%	28,515,947	23,027,003	5.8%
<b>Totals</b>	<b>9,982,923</b>	<b>6,433,438</b>	<b>-35.6%</b>	<b>41,233,582</b>	<b>37,113,115</b>	<b>17.3%</b>

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



**Financial Statements**

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

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

**LEVEL OF SIGNIFICANCE**

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

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

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

**STATUTORY IMPLICATIONS**

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

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

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

**COUNCILLOR/OFFICER CONSULTATION**

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

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

The report represents the financial position of the Council at the end of December 2023 comprising the period from November 2023 to December 2023.

December 2023 has a year-to-date budget surplus position of and \$44,531,786 (comprising \$44,438,592 of unrestricted surplus and \$62,129 restricted surplus) and a current surplus position \$58,256,033 (comprising \$58,162,840 unrestricted surplus and \$62,129 restricted surplus) subject to consideration of year-end adjustments, and the



annual financial audit. The restricted balance comprises PUPP service charges levied in 2014/15 with 2023/24 being the final year of the 10-year Instalment Option.

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

**STRATEGIC IMPLICATIONS**

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

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

**RISK MANAGEMENT CONSIDERATIONS**

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

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

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

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

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1  
 As per Officer’s recommendation.

Option 2

That Council to:

1. RECEIVE the Financial Reports for the financial period ending 30 November 2023 and 31 December 2023; and
2. APPROVE the following actions:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_

Option 3

That Council NOT RECEIVE the Financial Report for the financial period ending 30 November 2023 and 31 December 2023.

**CONCLUSION**

Council is obliged to receive the monthly financial reports as per statutory requirements.

**10.2 LIST OF ACCOUNTS – 15 NOVEMBER 2023 TO 31 DECEMBER 2023**

**File No:** FM.19  
**Responsible Executive Officer:** Director Corporate & Commercial  
**Reporting Author:** Senior Creditors Officer  
**Date of Report:** 11 March 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** 1. List of Payments November 2023 & December 2023  
 2. List of Credit Card Payments (November & December 2023)

**PURPOSE**

To advise Council of payments made for the period from 15 November 2023 to 31 December 2023.

**COUNCIL RESOLUTION**

**Res No** : **OCM240212-8**  
**MOVED** : **Cr Waterstrom Muller**  
**SECONDED** : **Cr Simpson**

**That Council ACCEPT payments totalling \$17,715,965.07 submitted and checked with vouchers, detailed in Attachments 1 and 2 being made up of:**

- 1. Trust Vouchers: nil;**
- 2. EFT 390 to 415 and 79129 to 79966 (Inclusive): \$12,832,065.40;**
- 3. Cheque Voucher: nil;**
- 4. Cancelled Payments: nil;**
- 5. Direct Debits: nil;**
- 6. Credit Card Payments (November & December 2023): \$72,657.08;**
- 7. Payroll Cheques: \$4,811,242.59**

**CARRIED 10/0**

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

**BACKGROUND**

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

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

November 2023 payments are included within this report as no Ordinary Council meeting was held in January 2024.

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 15 November 2023 to 31 December 2023 (including credit card transactions – November & December 2023) totalled \$17,715,965.07, which included the following payments:

- ATO – BAS Lodgements October & November 2023 - \$875,336
- Clark Settlements – Purchase Warriar St Complex - \$1,331,250
- Colin Wilkinson Developments – City Housing, Jingarra - \$243,241
- DFES – ESL Contributions - \$618,316
- Mitsubishi Motors – Purchase New Fleet Vehicles - \$280,959
- MSS Security – Airport Security Screening (Aug to Nov2023) - \$902,878
- NWMC Mining & Civil – Footpath Works - \$312,365
- Rosmech Sales – Compact Street Sweepers/Sweeper Truck - \$629,126
- Turf Guru – Roundabout Landscaping Works - \$260,929

Consistent with CG-11 Regional Price Preference Policy, 76% of the value of external payments reported for the period were made locally. This result is an improvement compared to the September to December Quarter local spend average 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 \$17,715,965.07 submitted and checked with vouchers, being made up of:

1. Trust Vouchers: nil;
2. EFT 390 to 415 and 79129 to 79966 (Inclusive): \$12,832,065.40;
3. Cheque Voucher: nil;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (November & December 2023): \$72,657.08;
7. Payroll Cheques: \$4,811,242.59;

with the EXCEPTION OF (as listed).

**CONCLUSION**

Payments for the period 15 November 2023 to 31 December 2023 and credit card payments for the period 30 October 2023 to 28 November 2023 totalled \$17,715,965.07.

Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

### 10.3 INVESTMENTS FOR PERIODS ENDED 30 NOVEMBER 2023 & 31 DECEMBER 2023

<b>File No:</b>	FM.19
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial
<b>Reporting Author:</b>	Financial Analyst
<b>Date of Report:</b>	22 January 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 31 December 2023.

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#### COUNCIL RESOLUTION

**Res No** : **OCM240212-9**  
**MOVED** : **Cr McNaught**  
**SECONDED** : **Cr Johannsen**

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

**CARRIED 10/0**

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

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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).

Given there was no Council meeting held in January, this report includes those payments made both in November and December 2023.

**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 December 2023.

Institution	Accounts	Principal Investment \$	Balance 30 November 2023 \$	Interest %	Investment Term	Maturity	Source
<b>RESERVE FUNDS</b>							
WBC	Business Premium Cash Reserve		2,062,185.66	2.15	At Call		Reserve at Call
CBA	Reserve Term Deposit	6,000,000	6,265,650.13	4.95	12 months	Feb-24	Reserve TD
CBA	Reserve Term Deposit	20,000,000	20,634,577.45	5.21	12 months	May-24	Reserve TD
BOQ	Reserve Term Deposit	10,000,000	10,291,437.73	5.15	12 months	Jun-24	Reserve TD
CBA	Reserve Term Deposit	10,000,000	10,204,752.79	5.55	12 months	Aug-24	Reserve TD
NAB	Reserve Term Deposit	12,000,000	12,131,717.16	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,157,858.26	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,041,656.88	5.50	12 months	Nov-24	Reserve TD
<b>MUNICIPAL FUNDS</b>							
WBC	Municipal Term Deposit	5,000,000	5,130,943.84	5.59	12months	Jul-24	Muni TD
CBA	Municipal Term Deposit	2,500,000	2,605,496.55	5.05	12months	Mar-24	Muni TD
NAB	Municipal Term Deposit	6,000,000	6,065,580.83	5.05	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,061,071.78	5.16	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,050,340.82	5.28	5 months	Apr-24	Muni TD
WBC	Municipal (Transactional)		21,913,382.06	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,765.00				
N/A	<b>TOTAL</b>	<b>103,500,000</b>	<b>129,625,417</b>				

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

Table 10.1a. Schedule of Cash and Financial Investments

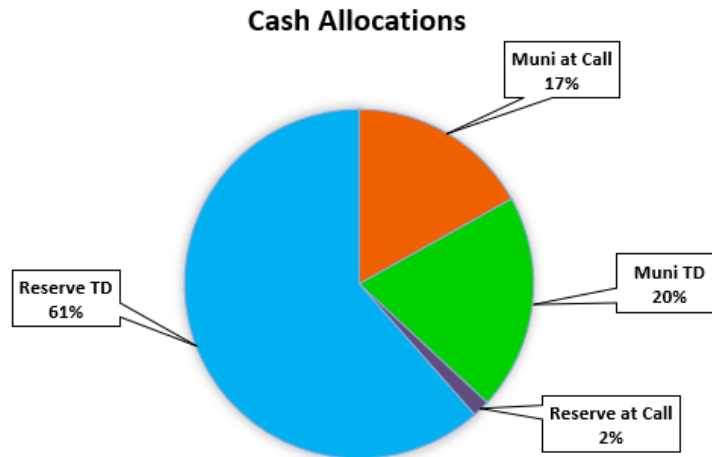
On average, the City is earning 5.21% across Municipal Term Deposits and 5.26% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of December. As a result, the Municipal Funds held in the Westpac transaction account are 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. This is a better return than expected compared to when the budget was originally prepared. This is a result of interest rate hikes and a higher bank balance due to delayed projects.

**Allocations of Cash and Financial Investments**

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

The following graph depicts the allocation of our Cash and Financial Investments to maximise return on investment which shows that over 81% 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. 8% of Cash and Financial Investments will mature in the next 3 months, 46% maturing in the next 4-6 months and 45% maturing in the next 7-12 months.

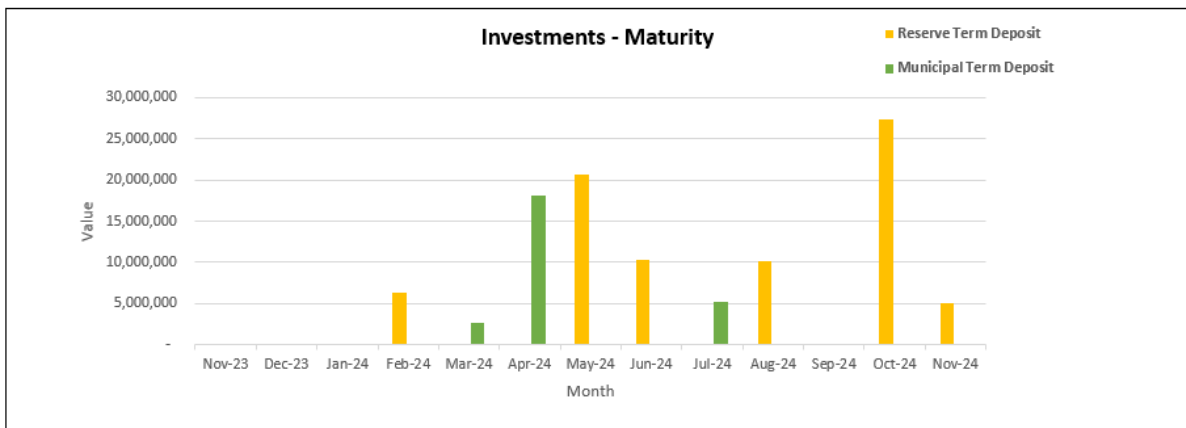


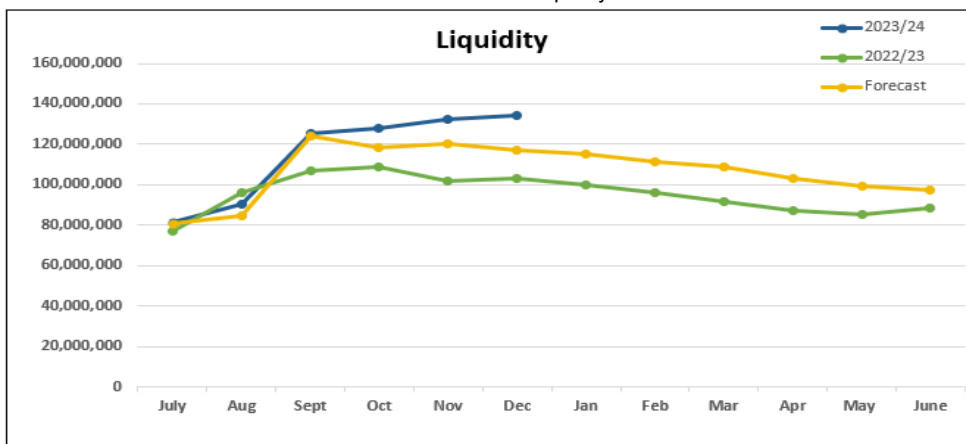
Table 10.1b. Schedule of Maturity of Cash and Financial Investments

**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 December forecasts.

Table 10.1c. Schedule of Liquidity





**Schedule of Other Investments**

*Hangar Lease – Aspen Medical*

On 1 November 2018, a Lease agreement was entered into with Aspen Medical for the use of a newly built Hangar in relation to their provision of emergency medical services. The lease agreement was for an initial term of seven (7) years with two extensions of two (2) years each. Rent increases are 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 30 November 2023 \$	Year-to-Date 30 November 2023 \$	Life-to-Date 30 November 2023 \$
Total Income Received	33,250	165,083	2,033,137
Total Expenditure Paid	(407)	(16,418)	(117,400)
<b>Net Income</b>	<b>32,843</b>	<b>148,665</b>	<b>1,915,737</b>
<b>Annualised ROI</b>	<b>13.1%</b>	<b>11.8%</b>	<b>36.2%</b>

	Month 31 December 2023 \$	Year-to-Date 31 December 2023 \$	Life-to-Date 31 December 2023 \$
Total Income Received	33,250	198,333	2,066,387
Total Expenditure Paid	(407)	(16,419)	(117,401)
<b>Net Income</b>	<b>32,843</b>	<b>181,914</b>	<b>1,948,986</b>
<b>Annualised ROI</b>	<b>13.1%</b>	<b>12.1%</b>	<b>37.2%</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 30 November 2023 \$	Year-to-Date 30 November 2023 \$	Life-to-Date 30 November 2023 \$
Total Income Received	47,701	235,541	2,228,122
Total Expenditure Paid	-	-	(17,611)
<b>Net Income</b>	<b>47,701</b>	<b>235,541</b>	<b>2,245,733</b>
<b>Annualised ROI</b>	<b>13.5%</b>	<b>13.3%</b>	<b>31.4%</b>

	Month 31 December 2023 \$	Year-to-Date 31 December 2023 \$	Life-to-Date 31 December 2023 \$
Total Income Received	47,701	328,890	2,261,372
Total Expenditure Paid	-	-	(17,611)
<b>Net Income</b>	<b>47,701</b>	<b>328,890</b>	<b>2,278,983</b>
<b>Annualised ROI</b>	<b>13.5%</b>	<b>15.5%</b>	<b>33.4%</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 30 November 2023 \$	Year to Date 30 November 2023 \$	Life to Date 30 November 2023 \$
Total Income Received	339,730	1,794,415	21,007,022
Total Expenditure Paid	(206,175)	(939,543)	(10,302,201)
<b>Net Income</b>	<b>133,555</b>	<b>854,871</b>	<b>10,704,821</b>
<b>Annualised ROI</b>	<b>8.0%</b>	<b>10.3%</b>	<b>8.3%</b>

	Month 31 December 2023 \$	Year to Date 31 December 2023 \$	Life to Date 31 December 2023 \$
Total Income Received	339,730	2,106,445	21,319,052
Total Expenditure Paid	(206,175)	(1,008,442)	(10,371,100)
<b>Net Income</b>	<b>133,555</b>	<b>1,098,002</b>	<b>10,947,952</b>
<b>Annualised ROI</b>	<b>8.0%</b>	<b>11.0%</b>	<b>8.4%</b>

Table 10.1f. The Quarter HQ Performance

**Aging of Outstanding Lessees Balances**

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

Suite ID	Lessee	Current December 2023	November 2023	October 2023	September 2023 and Prior	Total	Commentary
0001	Fiorita Pty Ltd	11,739.89	15,110.57	-	-	26,850.46	Full payment of outstanding amount received in January 2024
0003	Weeding, Kat Michelle Trading as Pilbara Weddings & Events	4,125.08	4,408.68	5,961.43	-	14,495.19	Deed of Surrender being actioned 31 January. Bond held.
0005	Maria Cecelia Walker Trading as Cecil Filipino & Asian Food Pty Ltd	-	69.96	37,294.12	386,620.58	423,984.45	Bankruptcy declared and report going to Council for debt write-off
0006	Cheeditha Energy Pty Ltd	6,773.96	6,877.93	6,876.46	-	20,528.35	Deed of Surrender being actioned 31 January, to be taken over by another lessee
0009	Onyx Group WA Pty Ltd	5,461.16	5,573.05	-	-	11,034.21	Deed of Surrender being actioned 31 January. Bond held. Company liquidation has been advised
L0201	Minister for Works	-	8,870.55	-	-	8,870.55	December payment made in full

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 30 November 2023 \$	Year to Date 30 November 2023 \$	Life to Date 30 November 2023 \$
Funded Amount	-	-	3,800,000
Interest Charges*	12,667	50,667	249,752
<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 November received 6th December

	Month 31 December 2023 \$	Year to Date 31 December 2023 \$	Life to Date 31 December 2023 \$
Funded Amount	-	-	3,800,000
Interest Charges*	25,333	76,000	275,085
<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 November received 6th December, plus \$12,666.67 for December

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. These repayments are interest only with the principal to be repaid by 2023. At the average rate indicated in Table 10.1a of 5.26%, there is an opportunity cost for the year to date of \$14,044 and a life to date benefit of \$59,739. For the current month of December 2023, the opportunity cost is \$4,067. 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 31 December 2023; and
2. APPROVE the following actions:
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_

Option 3

That Council NOT RECEIVE the Investment Report for the financial period ending 31 December 2023.

**CONCLUSION**

Council is obliged to receive the monthly investment report (report previously formed part of the monthly financial reports) as per statutory requirements. Details in regard to the variances and the commentary provided are to be noted as part of the report.

**10.4 DISBANDING THE WALGU DEVELOPMENT REFERENCE GROUP**

<b>File No:</b>	CM.63
<b>Responsible Executive Officer:</b>	Director Corporate and Commercial
<b>Reporting Author:</b>	Manager Governance and Organisational Strategy
<b>Date of Report:</b>	27 November 2023
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Terms of Reference

**PURPOSE**

For Council to consider disbanding the Walgu Development Reference Group as it is no longer deemed necessary.

**COUNCIL RESOLUTION**

**Res No** : **OCM240212-10**  
**MOVED** : **Cr Johannsen**  
**SECONDED** : **Cr Gillam**

**That Council DISBAND the Walgu Development Reference Group with updates communicated to Council Members and other key stakeholders through alternative communication methods.**

**CARRIED 10/0**

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

**BACKGROUND**

The Walgu Development Reference Group was established by Council on 31 January 2022 to discuss and inform the strategic direction of the Walgu Development proposed for Lot 7020 and part of Lot 7018 Sharpe Avenue in Karratha.

The Terms of Reference identifies that the membership of the Group is to comprise:

- Up to 4 Elected Council Members;
- A representative from Ngarluma Aboriginal Corporation;
- Key lessee(s) and future tenants for industry/government representatives; and
- The existing Project Control Group (PCG) Members comprising of:
  - Executive Management Team
  - Manager Infrastructure Projects
  - Manager Marketing & Communications
  - Manager City Growth

The Reference Group last met in mid-2022 despite the terms of reference recommending meetings being held bi-monthly.

City Officers recommend that the group be disbanded with any progress updates including finalising design, business plan advertising, construction procurement to be communicated to stakeholders through alternative means.

**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 parties affected and Council’s ability to perform its role.

**STATUTORY IMPLICATIONS**

Section 5.8 of the Local Government Act 1995 provides that a local government may establish committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor consultation has occurred. Members of the Executive Management Team have recommended the Reference Group be disbanded for the time being.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications. Membership of Council committees, advisory groups and external organisations does not affect the fees paid by the City to elected members.

**STRATEGIC IMPLICATIONS**

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

Programs/Services:        4.a.2.7        Government Relations

**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	N/A	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Appointments to the Walgu Development Reference Group in addition to other internal and external representations have previously been considered by the new Council following each local government election.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council:

1. APPOINT Crs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Walgu Development Reference Group;
2. RECONFIRM membership representation from the Ngarluma Aboriginal Corporation, industry and government; and
3. REQUEST Officers to review the Terms of Reference of the Walgu Development Reference Group to ensure that its aims, objectives and key deliverables are clear and up to-date, with the revised/updated Terms of References to be presented to Council for consideration.

**CONCLUSION**

It is recommended that the Walgu Development Refence Group be disbanded with updates communicated to Council Members and other key stakeholders through alternative communication methods.



**10.5 WRITE OFF OUTSTANDING DEBT AND INTEREST – CECIL FILIPINO AND ASIAN FOOD PTY LTD**

**File No:** CA.241

**Responsible Executive Officer:** Director Corporate & Commercial

**Reporting Author:** Senior Governance Officer – Commercial & Residential

**Date of Report:** 27 November 2023

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Nil

**PURPOSE**

For Council to consider a request to write off outstanding debt and interest held by Cecel Filipino and Asian Food Pty Ltd (“Tenant”).

**OFFICER’S RECOMMENDATION**

**That Council WRITE OFF the outstanding debtor balance of \$426,761.77 against Cecel Filipino and Asian Food Pty Ltd owed to the Landlord by the former Tenant at The Quarter.**

Following a question from Cr McNaught the Chief Executive Officer agreed to amend the Officer’s Recommendation.

**OFFICER’S RECOMMENDATION / COUNCIL AMENDED RESOLUTION**

**Res No : OCM240212-12**  
**MOVED : Cr McNaught**  
**SECONDED : Cr Simpson**

**That Council:**

- 1. WRITE OFF the outstanding debtor balance of \$426,761.77 against Cecel Filipino and Asian Food Pty Ltd owed to the Landlord by the former Tenant at The Quarter, and**
- 2. REQUESTS the CEO review the policies and procedures relevant to leasing at The Quarter to minimise the risk of this issue reoccurring in the future and provides a report back to the Audit and Risk Committee in July 2024**

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**COUNCIL AMENDED RESOLUTION**

**Res No** : **OCM240212-13**  
**MOVED** : **Cr Miller**  
**SECONDED** : **Cr Scott**

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

**CARRIED 10/0**

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**FOR** : Cr Scott, Cr Furlong, Cr Gillam, Cr Johannsen, Cr Miller, Cr McNaught, Cr Nunn, Cr Roots, Cr Simpson, Cr Waterstrom Muller  
**AGAINST** : Nil  
**REASON** : Councillors were interested to understand the value of the assets (fixtures and fittings) that were installed into Shop 5 by the former Tenant.

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**COUNCIL AMENDED RESOLUTION**

**Res No** : **OCM240212-14**  
**MOVED** : **Cr McNaught**  
**SECONDED** : **Cr Simpson**

**That Council:**

- 1. WRITE OFF the outstanding debtor balance of \$426,761.77 against Cecel Filipino and Asian Food Pty Ltd owed to the Landlord by the former Tenant at The Quarter,**
- 2. REQUESTS the CEO review the policies and procedures relevant to leasing at The Quarter to minimise the risk of this issue reoccurring in the future and provides a report back to the Audit and Risk Committee in July 2024, and**
- 3. REQUESTS the CEO to undertake a valuation of the assets within the lease hold and report back to Council.**

**CARRIED 10/0**

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

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**BACKGROUND**

The Tenant originally leased Shop 3 (64m<sup>2</sup>) at The Quarter HQ from the City of Karratha ("Landlord") for the purposes of retail and groceries.

The Landlord agreed for the Tenant to surrender the lease of Shop 3 after 2 years to take a new lease in Shop 5 & 5A ("Premises") on 12 June 2019, with a 12-month rent free period. This was on the basis of expanding the grocery store and also providing a Korean BBQ restaurant where the restaurant part required substantial fitout.

By a lease dated 17 June 2019 between the Landlord as Lessor, the Tenant as Lessee and the Guarantor as guarantor, the Tenant was granted a lease of part of the Land being Shop 5, 20 Sharpe Avenue, Karratha, Western Australia comprising approximately 336.9m<sup>2</sup> for a term of seven (7) years commencing on 12 June 2019 and expiring on 11

June 2026 together with an option to renew for a further term of five (5) years commencing on 12 June 2026 and expiring on 11 June 2031.

Since taking on the new Lease Agreement and the emergence of COVID-19, which impacted the Tennant's business partnership with other parties and prolonged delays in the fitout of the restaurant, the Tenant has had a history of being in arrears and has had difficulty maintaining regular lease payments and outgoings.

Under clauses 5, 7 and 33 of the Lease Agreement, the Tenant was and is required to pay rent, operating expenses, GST and other payments to Landlord on the terms and conditions set out in the Lease.

Under clause 23 of the Lease Agreement, the Tenant indemnified the Landlord against all costs and expenses incurred by the Landlord due to the use of the Premises by the Tenant.

On 3 November 2022, the Landlord issued the Tenant with a Notice of Default requiring that the Tenant makes payment of the arrears as set out in the Notice of Default within one (1) month after the date of the Notice of Default. The Tenant and the Guarantor failed to comply with the terms outlined in the Notice of Default.

The Landlord subsequently terminated the Lease and all rights of use and occupancy that the Tenant has in and over the Premises with effect on and from 6:00am on Wednesday 1 February 2023 pursuant to clause 15 of the Lease and exercised its right to re-enter the Premises pursuant to clause 15 of the Lease.

The Landlord agreed to give the Tenant the opportunity to enter the Premises in the presence of the Landlord's nominated representative to remove the Tenant's loose and personal items from the Premises on one occasion within 7 days after the date of the Notice.

The Landlord reserved its rights pursuant to the Lease and at law, including but not limited to recovery from the Tenant and the Guarantor of the Arrears Amount and all other amounts owing under the Lease.

The Landlord met with the Tenant on 6 October 2023 to arrange a payment plan for the arrears and to advise the Landlord was drawing down on the Bank Guarantee of \$37,237.50 to put towards the arrears. The Lessee agreed and on 16 October 2023 the Landlord allocated the \$37,237.50 to the rent arrears.

On 14 November 2023, the Landlord was advised that the Tenant has claimed Bankruptcy. Bankruptcy took effect on 10 November 2023, Bankruptcy Number WA 471/23/4. Total Creditors debt amounted to \$922,465.00 with the City being owed \$423,985 amongst other unsecured creditors.

Advice from the Official Trustee and the Australian Financial Security Authority contained within the Report to Creditors is that there will be no further dividends payable. Staff have subsequently recommended that the debt outstanding be written off as it is highly unlikely that any further funds will be realised from the bankruptcy proceedings.

#### **LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

Penalty interest has been levied in accordance with section 6.51 of the *Local Government Act 1995* (the Act) and regulation 70 of the *Local Government (Financial Management) Regulations 1996*.

Section 6.12(1)(c) of the Act provides the Power to Write off Debts.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

Debt collection was effected in accordance with Council Policy CF08 – Debt Collection.

**FINANCIAL IMPLICATIONS**

The Tenant has an outstanding balance of \$426,761.77 following application of bank guarantee.

The amount requested to be written off is broken down as follows:

Shop 3	\$1,105.32
Shop 5 & 5A	\$423,984.45
City of Karratha Invoice	\$1,672.00
<b>Total to be written off</b>	<b>\$426,761.77</b>

The write off of the non-collectable amount of \$426,761.77 will be expensed in the current financial year.

**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	High	Loss of income is significant to cash flow for The Quarter HQ. Property managers suggest that the investment by the tenant in improvements and fitout to Shop 5 (whilst incomplete) has increased the value of the tenancy for future occupancy.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Potential for other commercial Tenants to avoid paying their rent/outgoings if they are not pursued in a timely manner.
Compliance	Moderate	Enforcing payments, terms and conditions of lease agreements should be upheld to enable breaches/terminations to be pursued in a timely manner.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

At the December 2019 Ordinary Council Meeting, Council resolved (Res No. 154496) to write off a portion of an outstanding debt with the balance being payable by Karratha Asphalt Services. In this scenario, the Debtor was not declared bankrupt nor were they in liquidation.

At the February 2022 Ordinary Council Meeting, Council resolved (Res No. 154961) to write off a portion of an outstanding debt with the balance being payable by Supercivil Pty Ltd. In this scenario, the Debtor was not declared bankrupt nor were they in liquidation.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council PURSUE the outstanding balance from WRITE OFF the outstanding debtor balance of \$426,761.77 from Cecel Filipino and Asian Food Pty Ltd.

**CONCLUSION**

The Tenant has had difficulty meeting lease payments and outgoings. The City has exhausted all available options to recover the outstanding debt from the Tenant. As the debt is no longer commercially collectable and the Tenant has no significant assets, the debt should be written off.

**10.6 RFQ 39-23/24 MICROSOFT LICENCING SERVICE**

<b>File No:</b>	IT.5
<b>Responsible Executive Officer:</b>	Director Corporate & Commercial Services
<b>Reporting Author:</b>	Manager Information Technology
<b>Date of Report:</b>	25 January 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Confidential Evaluation Recommendation Report

**PURPOSE**

For Council to consider the submission for the provision of Microsoft Licencing Services offered under RFQ 39-23/24

**COUNCIL RESOLUTION**

**Res No** : **OCM240212-15**  
**MOVED** : **Cr Simpson**  
**SECONDED** : **Cr Waterstrom Muller**

**That Council:**

- 1. ACCEPT the submission from Insight Enterprises Australia Pty Ltd ABN 47 058 645 677 as the most advantageous response to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFQ 39-23/24 – Microsoft Licensing Services, and**
- 2. AUTHORISE Execution of the contract with Insight Enterprises Australia Pty Ltd, subject to any license quantity and contract variations of a minor nature.**

**CARRIED 10/0**

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

**BACKGROUND**

The City currently utilises a mixture of Microsoft cloud and on-premise software solutions and has a continued road-map for growing the utilisation of existing and new Microsoft solutions that enable our staff to operate efficiently and maximise value and time spent operating facilities and providing services to the community.

The City is currently in the final year of a three year Enterprise Agreement for Microsoft products and are seeking to appoint a suitably qualified Microsoft Partner for the continued supply of Microsoft Licensing Services over the next three years.

Respondents were asked to provide pricing on current known requirements as well as a fixed percentage markup on vendor cost price for any additional licencing requirements the City may require through the life of the Contract.

The request for quotation was advertised on 12 January 2024 and closed 22 January 2024.

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

- a) Datacom
- b) Data#3
- c) Crayon
- d) Insight

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

- Manager Information Technology
- Enterprise Systems Coordinator
- IT Support Coordinator

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

The criteria and associated weightings were:

Criteria	Weighting
Relevant Experience	10%
Key Personnel Skills and Experience	20%
Price	70%

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

**LEVEL OF SIGNIFICANCE**

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

**STATUTORY IMPLICATIONS**

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

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**POLICY IMPLICATIONS**

Council Policy CG12 - Purchasing is applicable to this matter.

Council Policy CG11 - Regional Price Preference has been considered in determining the Officers recommendation.

**FINANCIAL IMPLICATIONS**

Our current approved annual software budget incorporates \$390k for Microsoft Licencing based on a 5% increase on the previous year spend.

The current 3-year contract for Microsoft Licencing is coming to an end and has cost approximately \$980k. Costs are forecast to increase with the end of our existing three year Enterprise Agreement locked pricing levels due to fluctuations in the US dollar and Microsoft revising their product pricing.

The total licencing cost over 3 years is forecast to be approximately \$1.4M allowing for:

- Existing Microsoft server, workstation, user and software licences

- Minor additions to cater for additional staff as and when required
- the inclusion of additional services as and when required

Locking in pricing for a 3 year period within a new Enterprise Agreement helps to manage the risk of pricing fluctuations providing known costs and agreed percentage markup on any additional services.

**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.b.2.3   Enterprise Software Management

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	This is a significant expense however it is a known cost of doing business and therefore budgeted annually.
Service Interruption	High	Not re-licencing Microsoft software would cause service interruption to Staff and Councillors
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	A review of current licence needs was undertaken by officers and incumbent licenced Microsoft consultant to ensure compliance. Quotations were requested from all 4 <b>Preferred Supplier</b> panel members on <b>WALGA PSP001-025</b> and administered in accordance with the <i>Local Government Act 1995</i> and associated regulations.

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The City has been utilising Microsoft Licencing ongoingly for greater than 10 years to support officers and Councillors in providing service to the community.

The current 3 year Contract for Microsoft Licencing was procured in 2021 through RFQ 66-20/21.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.



Option 2

That Council AWARD the request for Microsoft Licencing Services under RFQ 39-23/24 to an alternate respondent ;

Option 3

That Council:

1. REJECT all submissions under RFQ 39-23/24 Microsoft Licensing Services; and
2. READVERTISE the request.

**CONCLUSION**

The Evaluation Panel believes that the recommended respondent provides the most advantageous outcome for the City.

Should Council support the Officers recommendation, it is anticipated the contract period would commence on 29 February 2024 for 3 years.

## 11 COMMUNITY EXPERIENCE

Crs Furlong, Roots and Simpson declared an Impartiality interest in item 11.1 Community Leasing of Land Policy as:

- Cr Furlong is the president of the Dampier Community Association who holds two community leases with the City of Karratha.
- Cr Roots is a volunteer for the Karratha Kart Club and Cr Root’s husband is a board member of the Karratha Kart Club.
- Cr Simpson is a community member of Welcome Lotteries House who lease property from the City of Karratha.

Crs Furlong, Roots and Simpson did not leave the room as the disclosure did not restrict their ability to vote on this matter.

### 11.1 COMMUNITY LEASING OF LAND POLICY

<b>File No:</b>	CS.22
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Community Infrastructure Coordinator
<b>Date of Report:</b>	5 January 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. DRAFT Community Leasing if Land Policy (CS-25)</li> <li>2. DRAFT Operational Guidelines – Leasing of Land</li> </ol>

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#### PURPOSE

For Council to consider the proposed amendments to the Community Leasing of Land Policy (CS-25), and associated Leasing of Land operational guidelines (including the Community Benefit Discount Matrix and Term of Lease Assessment Matrix).

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#### COUNCIL RESOLUTION

**Res No** : **OCM240212-16**  
**MOVED** : **Cr Gillam**  
**SECONDED** : **Cr Furlong**

**That Council APPROVES, the amendments to the Community Leasing of Land Policy (CS-25) and the Leasing of Land Operational Guidelines, detailed in Attachments 1 and 2.**

**CARRIED 10/0**

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

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**BACKGROUND**

The intent of the Community Leasing of Land Policy is to provide a framework to establish a standard, transparent and equitable approach to the community leasing of real property owned and/or managed through the City.

Council first considered this issue in August 2022 when it resolved to adopt the policy subject to two amendments:

1. *That all appeals be submitted to Council for consideration, and*
2. *For the Policy to be reviewed in 12 months' time.*

After considering further Community feedback, on 30 January 2023 Council resolved to:

*REQUEST Administration to review Policy CS-25 Community Leasing of Land Policy and REPORT to Council on industry models of applying a discount method to Community Leases that considers:*

- a) *The Broader range of Community Benefits provided by an organisation.*
- b) *Its alignment to the City's strategic priorities.*
- c) *Allow for the normalised comparison of financials, considering abnormal one-off items such as grant funding or any pass-through income.*
- d) *Pros and Cons of a sliding scale or matrix that applies criteria to calculate a discount method.*

After this review, on 30 October 2023 Council resolved to approve, *for the purposes of consultation, the proposed amendments to the Community Leasing of Land Policy (CS-25) and the Leasing of Land Operational Guidelines (including the Community Benefit Discount Matrix).*

**DISCUSSION**

The amended Policy and associated Leasing of Land Operational Guidelines were made available to the community via public notice advertised on the City's website, in the Pilbara News on 8 and 15 November 2023 and exhibited on the notice boards at the City's Administration and Public Libraries. Further, existing and prospective tenants and relevant community groups were informed via email, and two information sessions were held in Karratha for the Karratha, Dampier community groups and Wickham for the Wickham, Roebourne, and Point Samson communities.

Three (3) written and several verbal submissions were received, with a summary of feedback and Officer's comments/actions presented in this report under Community Consultation.

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-08 Significant Decision-Making Policy, this matter is considered to be of minor significance in terms of Council's future revenue streams and optimising use of City owned or managed assets.

**STATUTORY IMPLICATIONS**

Sections 3.58 and 3.59 of the *Local Government Act 1995* are applicable to property disposal by way of lease or licence.

**COUNCILLOR/OFFICER CONSULTATION**

Council has previously considered the Community Leasing of Land Policy (CS-25) in August 2022, January 2023 and September 2023 via an individual appeal against the current Policy and the presentation of the amended Policy at the October 2023 meeting.

Following the community advertising and receipt of the formal submissions, Council briefing was held in December 2023 informing Council on the community feedback.

**COMMUNITY CONSULTATION**

The amended Policy and associated Leasing of Land Operational Guidelines were made available to the community via public notice on the City’s website, in the Pilbara News on 8 and 15 November 2023 and exhibited on the noticeboards at the City’s Administration and Public Libraries. Further, existing and prospective tenants and relevant community groups were notified of the proposed amendments via email.

Two information sessions were held in Karratha and Wickham. The Karratha sessions had 11 attendees representing eight (8) organisations. The Wickham session had two (2) attendees representing two (2) organisations. Three private individual meetings were held. The table below represents the feedback received from Community organisations, Officers response and proposed amendments to policy or guidelines:

Theme	Feedback	Officer Response
Generally Satisfied	Groups recognise and celebrate the community focus of the amended Policy	No action required.
Transparency with Term of Lease	The Policy does not clearly define the criteria and consideration used to determine the length of the lease.	Acknowledged. Policy and operating Guidelines updated addressing criteria and considerations to the length of term of the lease. Policy 4.6 Guidelines 7.3
Clarification of Pass-Through Funding	Gross income representation can be inaccurate and non-reflective of assessing the groups revenue and capacity to pay. (e.g. Purchase / sale of fuel)	Acknowledged. Policy and operating Guidelines updated to clarify what income can be excluded from Assessment. “Pass through” and “one-off” funding to include Income that has a direct expenditure equivalent. (i.e. sold at cost) Policy 4.7 Guidelines 3.0
Recognition of City Funding	City Sponsorship/contribution recognition is not addressed in the policy. The City makes significant contributions to groups.	Policy and operating Guidelines updated to ensure the requirement of groups receiving discounted leases to acknowledge City’s support. Policy 4.8 Guidelines 17.0
Appeals	The absence addressing exemptions and appeal avenues in the policy. Could lead to inconsistencies and a lack of transparency.	Existing options are available for groups to appeal a Council decision. No action required to alter this Policy
Need to incentivise Good Governance	The policy lacks a framework that incentivises or rewards community organisations for demonstrating good governance	Acknowledged. Good governance is an existing pre-requisite for incorporated groups via the Australian Charities and Not-for-

	practices. Incorporating elements such as conflict interest management, responsible resource allocation, and sustainability into the criteria would contribute to wiser resource allocation by the Council.	Profits Commission (ACNC)  Existing Community benefit discount matrix rewards good governance and performance.  No further action required.
Assessment of Child-care	Current assessment of not-for-profit childcare operators lease fee is on a percentage rate of parental income (paid quarterly). Some childcare operators are registered not-for-profit entities.	Acknowledged. Current operating Guidelines allow for consideration of this method to be continued. Policy 4.7
Exemptions	Policy has no reference to Exemptions	Not required. All groups to be subject to policy in initial assessment. Existing procedures exist for Council to consider a lease or exemption 'outside' of this policy.
Historical Financial Position	Assessment of 1-year financial figures does not Address fluctuations in financial positions of organisations	Acknowledged. Operating Guidelines updated to allow for "average" of previous years financials if required. Guidelines 8.0
Permitted use	Groups are holding on to leases at a peppercorn rate but are not utilising the facility. Assumed holding on for future expansion.	Comment acknowledged noting no particulars of evidenced examples Current Lease agreements can deal with noticeable inactivity. No action required to this policy.
Dampier Land Transfer	Clarification required on honouring existing lease arrangements between Rio Tinto and community groups.	Specific arrangements under current Dampier Land Transfer to be dealt with as a separate issue.
Land Lease / Own facilities / Standalone organisations	Policy has no recognition of stand-alone, financially independent organisations that require no other assistance from the City (Grants etc)	Noted No action required to this policy.
Recognising Community Contribution	Policy should recognise the organisation's contribution to the Community and other community groups.	Noted Believe the existing community benefit matrix recognises this. No action required to this policy.

**POLICY IMPLICATIONS**

The existing Policy (CS-25) remains in place until Council approves amendments.

**FINANCIAL IMPLICATIONS**

There are no significant financial implications arising from the review of this policy.

**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:

Programs/Services:	2.a.2.4	Lease Management
Programs/Services:	1.a.1.8	Sports Fields and Grounds Management
Projects/Actions:	2.a.2.4.20.1	Manage commercial and community leasing arrangements
Projects/Actions:	2.a.2.4.20.2	Promote competitive leasing opportunities for City property and land through commercial and community use
Projects/Actions:	1.a.1.8.21.1	Manage facility usage agreements at relevant facilities.

**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	Policy provides a greater degree of uniformity in the determination of lease arrangements and obligations imposed on Tenants across all City Community Facilities.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Transparency and fairness as a result of this Policy may improve the City’s reputation with Tenants.
Compliance	Moderate	Policy and Guidelines provide staff with clear and concise direction for compliance.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer’s recommendation. Provision is made within current staff workloads.

**RELEVANT PRECEDENTS**

Council adopted a previous version of a Community Leasing of Land Policy in August 2022, requested a review in January 2023 and approved, for the purpose of community consultation, the proposed amendments to the Community Leasing of Land Policy (CS-25), the Leasing of Land Operational Guidelines in October 2023.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

1. APPROVES the proposed amendments to the Community Leasing of Land Policy (CS-25), the Leasing of Land Operational Guidelines, detailed at Attachments 1, 2, 3 and 4; and

2. REQUESTS further amendments to Attachment/s 1 and 2 including:
  - a)
  - b)
  - c)

### Option 3

That Council:

1. DOES NOT APPROVE the proposed amendments to the Community Leasing of Land Policy (CS-25), the Leasing of Land Operational Guidelines, detailed at Attachments 1, 2, 3 and 4; and
2. REQUESTS Administration to:
  - a)
  - b)
  - c)

### **CONCLUSION**

The Community Leasing of Land Policy and associated Operational Guidelines are required to ensure a standard, transparent and equitable approach to the leasing of City owned and managed property.

After ongoing review and initial feedback, on 30 October 2023 Council resolved to approve, for the purposes of consultation, the proposed amendments to the Community Leasing of Land Policy (CS-25) and the Leasing of Land Operational Guidelines (including the Community Benefit Discount Matrix).

Several community workshops and private meetings were held with all feedback presented as per this report.

Where appropriate, final recommendations and amendments have been made to the Policy and guidelines for Council's consideration.

Cr Furlong and Nunn declared an Impartiality interest in item 11.2 Dampier Community Association – Memorandum of Understanding - Dampier Foreshore Kiosk as:

- Cr Furlong is the president of the Dampier Community Association; the association has requested the MOU with the City of Karratha.
- Dampier Community Association is a regional affiliate member of Volunteering WA and Cr Nunn is employed by Volunteering WA.

Cr Furlong and Nunn did not leave the room as the disclosure did not restrict their ability to vote on this matter.

**11.2 DAMPIER COMMUNITY ASSOCIATION – MEMORANDUM OF UNDERSTANDING-DAMPIER FORESHORE KIOSK**

**File No:** RC.50  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** Community Infrastructure Coordinator  
**Date of Report:** 3 January 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Site Plan – Dampier Foreshore Pavilion

**PURPOSE**

For Council to consider a Memorandum of Understanding (MOU) with Dampier Community Association (DCA) to manage the Dampier Foreshore Kiosk, located at the Dampier Foreshore.

**COUNCIL RESOLUTION**

**Res No** : **OCM240212-17**  
**MOVED** : **Cr Simpson**  
**SECONDED** : **Cr Furlong**

**That Council OFFER a Memorandum of Understanding to Dampier Community Association for the Dampier Foreshore Kiosk, located within the Dampier Foreshore Pavilion, as per site plan at Attachment 1, totaling 15.8m<sup>2</sup> at a Peppercorn rate of \$10 per annum plus outgoings for a 12-month trial period with 4 x 1-year options.**

**CARRIED 10/0**

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

**BACKGROUND**

Council has previously supported the activation of the Dampier Foreshore Kiosk with the intention of supporting a commercial or community proponent to operate from the refurbished kiosk to increase the use of this facility and surrounding parkland.

In May 2021, Council resolved to execute a building lease with SOAK hospitality, subject to final negotiations with the proponent. Unfortunately, negotiations were not successful, and



this venture never commenced. The facility has remained a City managed “Casual Hire” facility to this day.

The Dampier Community Association (DCA) have recently submitted a proposal to manage the Dampier Foreshore Kiosk.

**DISCUSSION**

DCA have been managing the Dampier Community Hub (DCH) since 2020 under a management contract and have current Lease agreements for the Dampier Community Garden and DCH Office space.

They have expressed an interest in managing the Dampier Kiosk to assist with activating the Dampier Foreshore. DCA are proposing to run a beachside kiosk, open part-time initially selling pre-packaged ice creams, cold drinks and coffees. DCA plan to encourage local not-for-profit community and sporting groups (via a DCA auspice arrangement), to access and utilise the facility for fundraising activities.

Various Tenure arrangements have been considered, with the following summary;

Lease Arrangement

Not currently an option.

Variation to Current management Agreement – Dampier Community Hub

Cannot be considered as it is deemed not within the scope of the existing agreement.

Casual Hire Agreement

Is an option, but not favoured by DCA due to its inflexibility and requirement to “bump in and out” after each hire. This option does not suit the DCA proposed operations for this facility.

Memorandum of Understanding

Most appropriate action at this stage, providing DCA with short term certainty to evaluate the venture. A more formal lease process can be considered later, subject to ongoing Dampier Land Transfer finalisation.

**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 and Council’s ability to perform its role.

**STATUTORY IMPLICATIONS**

Disposal provisions and exemptions apply under Section 3.58 of the *Local Government Act 1995*.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

Community engagement activities in accordance with the IAP2 public participation spectrum process to inform, consult, and empower are proposed as follows:

Who	How	When	What	Outcome
Dampier Community Association	Meeting / Email	January 2024	Proposal by DCA to manage Dampier Foreshore Kiosk	Officers support current proposal by DCA to operate facility

**POLICY IMPLICATIONS**

The officers recommendation is consistent with CS-25 Community Leasing of Land Policy.

**FINANCIAL IMPLICATIONS**

DCA would operate facility under peppercorn rental conditions (\$10 per annum). Income produced by existing hire of the facility was \$831.25 for the 2022/23 financial year. To date (Dec 23) income is \$688.50 for the 2023/24 financial year. Current staff administration costs to service kiosk bookings at this facility are minimal.

**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.1.7	Community Facility Management
Projects/Actions:	1.a.1.7.20.1	Manage Community facilities, products and services in line with annual plans and budgets

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Low	Kiosk will be regulated under relevant food business guidelines and laws.
Financial	Low	Existing hire income is minimal
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Officers expect the MOU arrangement to be well received by the local community as it will enhance the overall service offering and level of amenity at this site.
Compliance	Low	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

The City has several MOU arrangements with community and sporting groups for various reasons where a more formal lease may not be possible or preferred. (e.g. Karratha Swimming Club – KLP Office / Karratha Tennis Club/ Karratha Bowling Club).

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS**

Option 1

As per Officer’s recommendation.

Option 2

That Council DECLINE TO OFFER a Memorandum of Understanding to Dampier Community Association for the Dampier Kiosk facility totalling 15.8m<sup>2</sup> at a Peppercorn rate of \$10 per annum plus outgoings for a 12-month trial period with 4 x 1-year options.

Option 3

That Council OFFER a Memorandum of Understanding to Dampier Community Association for the Dampier Kiosk facility totalling 15.8m<sup>2</sup> at a Peppercorn rate of \$10 per annum plus outgoings for a 12-month trial period only.

**CONCLUSION**

Previous attempts to activate the Dampier Foreshore facility with a commercial kiosk tenant have not been successful. The facility is currently managed by the City on a casual hire basis and its usage and income is minimal.

Through consultation with DCA and internal compliance officers, a Memorandum of Understanding is considered the most suitable short term disposal method, until ongoing Dampier Land transfer issues can be solved, and a more permanent solution offered. This short-term option also allows the DCA to evaluate the service with minimal risk to its organisation.

**11.3 KARRATHA INDOOR CRICKET – MEMORANDUM OF UNDERSTANDING**

<b>File No:</b>	CM.22
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Community Infrastructure Coordinator
<b>Date of Report:</b>	29 January 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Aerial map of 4202 and 4211 Searipple Road Bulgarra

**PURPOSE**

For Council to consider a Memorandum of Understanding (MOU) with the Karratha Indoor Cricket Association (the Club) for the Management of the Karratha Indoor Cricket facility.

**COUNCIL RESOLUTION**

<b>Res No</b>	:	<b>OCM240212-18</b>
<b>MOVED</b>	:	<b>Cr Nunn</b>
<b>SECONDED</b>	:	<b>Cr Simpson</b>

**That Council APPROVE a 12-month trial Memorandum of Understanding with Karratha Indoor Cricket Association for the Karratha Indoor Cricket facility located at Lot 4211 Searipple Road, at a Peppercorn rate of \$10 per annum plus outgoings.**

**CARRIED 10/0**

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

**BACKGROUND**

The Karratha Indoor Cricket Association have formally requested to lease / manage the Indoor Cricket Facility which is located between the Karratha Bowling facility and the Karratha Country Club within the Searipple Recreation Precinct.

The Indoor Cricket facility was completed in 2011 and is a City Managed facility. Whilst it has been available for private hire, the sole user has been the Karratha Indoor Cricket Association to conduct their competition games and training for representative teams.

The facility has been constructed over two lot boundaries;

1. Lot 4211 Searipple Rd, land vested to City of Karratha for Parks, recreation and drainage, (Golf Course) and
2. Lot 4202 Searipple Rd, land lease held in perpetuity by Karratha Country Club Inc. (Golf Club)

This prevents a formal lease of the facility.

The re-alignment of boundaries is ongoing as a part of the wider Searipple master plan development.

The City has a history of entering into arrangements via a MOU with community and sporting groups for various reasons, including to formalise a collaborative relationship that ultimately benefits the community. The primary use of MOUs in a community leasing context, has been due to unresolved land tenure issues.

**DISCUSSION**

The Karratha Indoor Cricket Facility is used by the Club at present 3 nights per week. Income from hire fees for the financial year 2022/23 was \$4,730.

Under the proposed MOU, the Club would perform maintenance and administration associated at the facility which is valued as follows;

	Hrs Week	Hrs Quarterly	Annual Hours
Pitch preparation (blower vac etc)	0.50		26.00
Weed/ stick / Leaf removal	0.50		26.00
Minor Netting repairs	0.50		26.00
Painting Crease lines		2.00	8.00
Bookings administration		2.00	8.00
			94.00
		@	\$ 50.00
			\$ 4,700.00

The Club currently offers various competition levels, social play and development pathways through representative teams and is eager to gain and promote more of an ‘identity’, achieved through the connection to this facility.

Under the proposed MOU the Club would be responsible for all outgoings (power, water, rates) and minor maintenance/cleaning. They would also be responsible for hiring out the facility to other users and would be able to retain the income from those hires. The advantages of this arrangement are seen as:

- Formalising a sporting “home” for the Club;
- Increases the capacity of the Club to attract and retain membership;
- Provides incentive for the Club to grow;
- Creates a stronger relationship between the Club and the City;
- The City would be released from the day to day management of the facility and the associated costs estimated at \$4,700 per annum.

**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 and Council’s ability to perform its role.

**STATUTORY IMPLICATIONS**

Disposal provisions and exemptions apply under Section 3.58 of the *Local Government Act 1995*.

**COUNCILLOR/OFFICER CONSULTATION**

Officer Consultation has taken place between Governance and Community Facility Officers with advice provided to enter a MOU until such time the boundary line issue can be resolved.

No Councillor consultation has occurred.

**COMMUNITY CONSULTATION**

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

Who	How	When	What	Outcome
Karratha Indoor Cricket Association	Meetings and emails	August 2023	Discussion on request to progress to lease arrangement and day to day minor maintenance management by the Club	Agreed to present option to Council

**POLICY IMPLICATIONS**

The officers recommendation is consistent with CS-25 Community Leasing of Land Policy.

**FINANCIAL IMPLICATIONS**

There is minimal financial implications for the City. The loss of hire fees is off-set by the reduction in staff administration and maintenance of a similar amount.

**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.2.4	Lease Management
Programs/Services:	1.a.1.8	Sports Fields and Grounds Management
Projects/Actions:	2.a.2.4.20.1	Manage commercial and community leasing arrangements
Projects/Actions:	2.a.2.4.20.2	Promote competitive leasing opportunities for City property and land through commercial and community use
Projects/Actions:	1.a.1.8.21.1	Manage facility usage agreements at relevant facilities.

**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	Minor loss of income by the City
Service Interruption	Low	Requirement to transition administration management to the Club
Environment	N/A	Nil
Reputation	Low	Some groups / community members may be unhappy with dealing with a different hirer
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 City has several MOU arrangements with community and sporting groups for various reasons where a more formal lease may not be possible or preferred. (e.g. Karratha Swimming Club – KLP Office / Karratha Tennis Club/ Karratha Bowling Club).

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer's recommendation.

Option 2

That Council does not support a Memorandum of Understanding with Karratha Indoor Cricket Association for the Karratha Indoor Cricket facility.

**CONCLUSION**

City Officers have had ongoing discussions with Karratha Indoor Cricket Association and the opportunity for the Club to assume the minor day-to-day management of the Karratha Indoor Cricket facility. This management strategy will help create a sporting home for the Club and provide an opportunity to assist them to retain and attract new members.

**11.4 WICKHAM RECREATION PRECINCT FEASIBILITY STUDY**

<b>File No:</b>	CP.1621
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Community Planning Officer
<b>Date of Report:</b>	29 January 2024
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Wickham Recreation Precinct Feasibility Study

**PURPOSE**

For Council to receive the Wickham Recreation Precinct (WRP) Feasibility Study.

**COUNCIL RESOLUTION**

<b>Res No</b>	:	<b>OCM240212-19</b>
<b>MOVED</b>	:	<b>Cr Nunn</b>
<b>SECONDED</b>	:	<b>Cr Gillam</b>

**That Council:**

- 1. RECEIVE the Wickham Recreation Precinct Feasibility Study report as at Attachment 1;**
- 2. ENDORSE the proposed timeframes, outlined within Table 2 of this report, for implementation of the report recommendations for each facility; and**
- 3. ENDORSE the proposed timeframes for communication of study outcomes to the community and stakeholders, outlined in Table 4 of this report.**

**CARRIED 10/0**

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

**BACKGROUND**

The Wickham Recreation Precinct (WRP) is a district sports and recreation hub in the City of Karratha, located in Wickham. It services Wickham and the nearby towns of Roebourne and Point Samson.

The WRP consists of the Wickham Community Hub, Wickham Aquatic Centre, sporting spaces (fields and courts), the Wickham Amenities Building and Saylor Park.

The WRP is managed through a long-term management agreement between Rio Tinto Iron Ore (RTIO) (as the Principal) and the City (as the Service Provider).

The Agreement sees RTIO provide approximately \$2.4 million per annum towards the operating costs and minor planned and reactive maintenance, with no provision for asset replacement or improvements under capital funding.



In February 2022, the City engaged Otium Planning Group Pty Ltd to undertake a Feasibility Study of the identified WRP facilities requiring renewal, replacement or improvement.

The purpose of the Feasibility Study was to:

- Investigate and validate options for renewal or replacement of the Wickham Aquatic Centre Lifeguard Station, the multi-purpose courts and the oval amenity building.
- Assess the need for a public toilet facility within/around Saylor Park.

The study was conducted from May 2022 to February 2023. The City received the Final Feasibility Report on 16 February 2023.

The outcomes of the WRP Feasibility Study included:

- The development of concept plans for each identified facility.
- Establishing Opinion of Probable Cost (OPC) estimates along with ongoing cost considerations for each facility.
- An implementation plan to guide the City's delivery of the future facilities.

The outcomes of the Feasibility Study have not been presented to Council, or the community, since completion of the study.

## **DISCUSSION**

A summary of the report's key findings and recommendations is outlined below. The concept plans proposed for the each of the facilities investigated are included in Attachment 1.

### **Concept Plans**

#### a) Aquatic Centre Lifeguard Station

The study concluded the existing facility was still the appropriate locality for the facility, with the concept plan proposing modifications to the existing building rather than a rebuild.

The concept plan for the facility includes the following features:

- Repurposing change rooms 3 and 4.
- Provision of a new fence and gate and the removal of the existing fence between the two plant structures.
- The reconfiguration and combining of the first aid / lunchroom and storeroom to incorporate the new lifeguard station and first aid room.
- The conversion of the east wing office into a store-room.

#### b) Multi-purpose Courts

The study concluded that as a district level facility, the multi-purpose courts would need to be covered, similar to other facilities in the City.

The concept plan for the facility includes the following features:

- A gable roof, with the ridge running along a north south axis. This design would allow expansion of a similar roof should the City wish to extend over the tennis and indoor cricket courts in the future.

The study suggested the roof support shade panels, LED lights, backboards that can be lowered from the roof and cover a storage shed.

#### c) Oval Amenity Building

The study determined the Wickham Amenities Building is at the end of its useful life and needs to be decommissioned and replaced. The study suggested the location of the

existing facility remained the most appropriate location for a new facility, as it services both sports fields (north and south).

The concept plan for the proposed new facility includes the following features:

- Configuration of the new facility layout into three main uses:
  - Amenities – change rooms (2), toilets, first aid and umpires room.
  - Storage – internal and external spaces.
  - Function spaces – function room and kiosk.
- The building has an internal gross floor area of 530m<sup>2</sup> and external gross floor area of 260m<sup>2</sup> (consisting of a veranda and footpath).

d) Saylor Park Toilet Amenities

The study investigated 3 locations for a standalone, pre-fabricated toilet block within Saylor Park, with Option 2 being the preferred location. This location was selected as it is near the main shelter structure and has good surveillance of the Saylor Park play space area and broader site activity. It is closer to the sewer, water and electrical services, which could come from the Wickham Aquatic Centre or from the edge of the reserve.

**Summary of Opinion of Probable Cost**

An Opinion of Probable Costs (OPC) was developed by a Quantity Surveyor for each concept plan (Table 1). The costs were based on 2022 figures and assume all construction to be completed in the same year.

*Table 1 Opinion of probable costs, WRF Feasibility Study*

<b>Facility</b>	<b>2022 Estimated Cost (ex GST)</b>
Saylor Park Toilet	\$256,695
Multi-purpose Courts	\$4,445,450
Wickham Aquatic Centre Lifeguard Station	\$851,350
Wickham Amenities Building	\$6,274,250
<b>Total</b>	<b>\$11,827,745</b>

**NEXT STEPS**

Table 2 outlines the implementation schedule for delivery of the WRP Feasibility Study projects. The schedule varies from the implementation plan developed by the WRP Feasibility Study (see p.47 of Attachment 1) in response to the City’s existing infrastructure project pipeline and current resourcing capacity constraints.

*Table 2 Indicative implementation schedule*

<b>Facility</b>	<b>Description</b>	<b>Financial Year</b>
Saylor Park Toilet	Design and Installation commencement	2023-2024
Multipurpose Courts Shade	Design commencement Construction	2024-2025 TBC
Wickham Amenities Building	Design and construction	TBC
Wickham Aquatic Centre Alterations	Design and construction	TBC

**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, economic issues, environmental, cultural & wellbeing issues as it relates to the strategic planning of significant community infrastructure.

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

The Feasibility Study was shared internally with managers of the following Directorates:

- Community Experience Directorate
- Strategic Projects and Infrastructure.

**COMMUNITY CONSULTATION**

Previous consultation

A summary of community consultation activities that informed the scope of works for the WRP Feasibility Study is outlined in Table 3.

*Table 3 Consultation informing scope of works*

Who	How	When	What	Outcome
Wickham stakeholders	Face to face meeting	2020	Discussion on the Wickham Amenity Building and its purpose, function and location on the site.	Informed design work themes
RTIO representatives	Face to face meeting	2021	Identify some infrastructure at the WRP no longer fit to purpose	Informed design work themes
Wickham stakeholders	Face to face meetings	2022	Feedback on draft concept plans	Informed design work themes

Close-the loop consultation

The outcomes of the WRP Feasibility Study have not been reported to the Wickham community. A copy of the report was issued to RTIO on 21 July 2023.

City Officers have planned a program of ‘close the loop’ community and stakeholder consultation activities, commencing in February 2024, to share the findings of the WRP Feasibility Study and the indicative timeline for project delivery (Table 4).

*Table 4 ‘Close the loop’ consultation activities - WRP Feasibility Study*

Stakeholder	Purpose	Method	Indicative timing
Council and City Leadership	<ul style="list-style-type: none"> <li>• Share the results and findings of the WRP Feasibility Study.</li> <li>• Inform about the Project and its ongoing implementation (eg next steps)</li> </ul>	Presentation to Council	05 Feb 2024
Recreation and sporting clubs (General Users)	<ul style="list-style-type: none"> <li>• Share the results and findings of the WRP Feasibility Study</li> <li>• Inform stakeholders about next steps of the implementation of the</li> </ul>	Personalised email and telephone communication	Feb 2024  Dates to be

	WRP Feasibility Study (including implementation of other projects)	2 x Information sessions	confirmed for Feb/Mar 2024
RTIO	<ul style="list-style-type: none"> <li>Share the results and findings of the WRP Feasibility Study</li> <li>Inform stakeholder about the Project and its ongoing implementation (eg next steps).</li> </ul>	Project presentation at partnership meeting forums	March 2024
Facility providers	<ul style="list-style-type: none"> <li>Share the results and findings of the WRP Feasibility Study</li> <li>Inform stakeholders about the Project and its ongoing implementation (eg next steps)</li> </ul>	Personalised email communication  Invitation to attend information sessions	Feb/Mar 2024
General Wickham Community	<ul style="list-style-type: none"> <li>Inform about the Project and its ongoing implementation (eg next steps)</li> </ul>	Invitation to attend information sessions	Feb/Mar 2024

Note, feedback from relevant stakeholders on the concept plans proposed for individual facilities (i.e., the Multi-Purpose Courts Shade) will be held separately to the below activities.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications of receiving the WRP Feasibility Study and Action Plan report.

Recommendations within the Feasibility Study will be incorporated into the 10 year capital program and will be subject to future budget considerations.

**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.1.7 Community Facility Management  
 Projects/Actions: 1.a.1.7.19.2 Manage Wickham Recreation Precinct and associated community facilities in accordance with the Community Infrastructure and Services Program.

**RISK MANAGEMENT CONSIDERATIONS**

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

Category	Risk level	Comments
Health	Moderate	Aligns with the City’s commitment to plan appropriate infrastructure and services to support good health and wellbeing.
Reputation	Moderate	There may be a level of reputational risk to Council as several key stakeholder groups in Wickham were expecting some project works to begin this financial year (ie, the design of the Wickham Multipurpose Courts Shade Projects).

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council REJECT the Wickham Recreation Precinct Feasibility Study report; and instruct Officers to:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**CONCLUSION**

The outcomes of the WRP Feasibility Study have not been reported back to the Wickham community since completion and after consultation sessions held since 2020. City Officers have planned a program of ‘close the loop’ community and stakeholder consultation activities, commencing in February 2024, to share the findings of the WRP Feasibility Study and the indicative timeline for project delivery

**11.5 AGED CARE NEEDS ANALYSIS REPORT**

<b>File No:</b>	CR.83
<b>Responsible Executive Officer:</b>	Director Community Experience
<b>Reporting Author:</b>	Senior Social Planning Officer
<b>Date of Report:</b>	15 November 2023
<b>Applicant/Proponent:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Aged Care Needs Analysis and Action Plan

**PURPOSE**

For Council to receive the Aged Care Needs Analysis and Action Plan report.

**COUNCIL RESOLUTION**

<b>Res No</b>	:	<b>OCM240212-20</b>
<b>MOVED</b>	:	<b>Cr Simpson</b>
<b>SECONDED</b>	:	<b>Cr Furlong</b>

That Council:

1. **RECEIVE the Aged Care Needs Analysis and Action Plan report as detailed in Attachment 1.**
2. **NOTE findings from the Aged Care Needs Analysis and Action Plan report will be considered as part of the review of the City of Karratha's Age Friendly Strategy, the review to include:**
  - a. **Reporting on actions delivered in 2022/23 and 2023/24; and**
  - b. **Development of a detailed implementation plan and monitoring framework for 2024 – 2026 period, to be presented back to Council in June 2024.**

**CARRIED 10/0**

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

**BACKGROUND**

In August 2021, Council adopted the Age Friendly Strategy 2021 – 2026 (the Strategy) as part of its efforts to achieve the vision of becoming Australia's most liveable regional City.

The Strategy was developed through desktop research and consultation with senior residents, industry stakeholders, service providers and local clubs and community groups across the City of Karratha (City).

Feedback during consultation identified seniors living in the City are commonly required to relocate elsewhere to access essential healthcare and accommodation more suitable to their needs, despite a strong desire to age in Karratha.

The Strategy outlines 4 priority areas to improve the wellbeing and inclusion of ageing residents in the City of Karratha (the City): Accessibility, Engagement, Health Care, and Housing.

The priority areas are accompanied by eleven (11) initiatives to help achieve the desired outcomes for each area.

A key initiative of the Strategy is for the City to ‘*Coordinate a needs analysis that focusses on the current and future needs of the aging community including services, accommodation options and infrastructure*’. The initiative is intended to have an impact across all four priority areas.

## DISCUSSION

In December 2022, Officers engaged ACIL Allen to conduct an analysis of the current and future needs of the City’s aging community, including aged care services, accommodation options, and infrastructure (Attachment 1 - Aged Care Needs Analysis and Action Plan report). The aim of the study was to develop a series of potential actions for the City of Karratha to address the identified needs of the ageing community.

The project ran from December 2022 to May 2023 and involved three phases: desktop research, stakeholder consultation, and reporting.

A summary of the report’s findings relating to demographics and identified aged care needs, consultation themes and proposed actions is outlined below.

### Demographics and aged care needs

Table 1 outlines key demographics and indicators identified by the study for the Seniors population within the City.

Table 5

Indicator	Summary
Age Distribution	<ul style="list-style-type: none"> <li>There is a smaller proportion of people aged over 50 years in the City (18%) when compared to Western Australia (34%) and other local government areas (eg 55% - Manjimup; 47% - Irwin).</li> </ul>
Population Movements	<ul style="list-style-type: none"> <li>Between 2016 and 2021, 993 residents aged over 50 years moved away from the City, accounting for 22% of the City’s over 50 population.</li> <li>The outmigration rate of people aged over 50 years within the City is higher than other areas. (eg -6% Manjimup; -4% - Irwin)</li> <li>The exodus of this population cohort occurred at a time when there was a 7% increase in people aged 50 years and over across the State due to migration.</li> </ul>
Indigenous Population	<ul style="list-style-type: none"> <li>The City has a higher proportion of Indigenous people aged 50 years (11%) and over compared to the State average (2%).</li> </ul>
Number of aged care workers	<ul style="list-style-type: none"> <li>In 2021, there were 27 residential care workers, 339 medical service workers and 75 allied health workers residing in Karratha.</li> </ul>
Aged care places	<ul style="list-style-type: none"> <li>In 2022, the Pilbara region had 69 residential care places per 1,000 people over 70 years, which is similar to the state-wide average (67), higher than the Mid West (51), but around half the rate of the Kimberley (123). Note: Data not available at the City level.</li> </ul>

From the above data, the study concluded with respect to aged care service needs:

- Based on benchmarking, the rate of healthcare and social assistance workers to the number of people over 70 years, the City is well serviced with the number of workers ranging from equal to over ten times higher the comparable rates for the State and peer LGAs.
- Based on benchmarking the availability of aged care places to the number of people over 70 years, the Pilbara performs well with the region having a similar availability of Residential Care places to the State average and more than 13 time the rate of Home Care places.

The study did not provide a quantitative statement of current or future need for the ageing community with respect to accommodation and infrastructure.

Consultation Themes

Consultation occurred with 16 stakeholder groups and individuals to gather insights into the needs, availability and challenges associated with aged care, accommodation, and infrastructure in the City of Karratha. Table 2 provides a summary of the key themes emerging from the stakeholder consultation.

Table 2

Theme	Summary
1. Aged care services	
Aged Care Workers	<ul style="list-style-type: none"> <li>• The attraction and retention of suitably qualified aged care workforce, including residential care, home care and allied health services is a key challenge facing the City.</li> <li>• Common barriers to attraction and retention include: difficulty accessing childcare, the migration of workers to the resources industry and a preference of staff to work in Karratha without commuting to Roebourne (specifically impacting Yaandina’s service in Roebourne).</li> <li>• Low staff availability prevents existing services from operating at capacity.</li> </ul>
Home and Community Care	<ul style="list-style-type: none"> <li>• Stakeholders expressed a strong desire (and highlighted the importance) of allowing people to remain living in their own homes for longer.</li> <li>• An absence of home and community care in the City directly impacts residents’ ability to retire and live in Karratha.</li> <li>• There is evidence of Allied Health services taking on pro bono work on occasions to ensure care is delivered.</li> </ul>
Medical and Allied Health Services	<ul style="list-style-type: none"> <li>• There is a need for high-end, acute health services, with a current gap in this service often necessitating FIFO model for care delivery.</li> <li>• The lack of a dialysis services in the City is a strain on ambulance services and health care. The existing home dialysis expansion in Roebourne requires specific training for users creating another barrier for use.</li> </ul>
Navigating and Awareness of Aged Care Services	<ul style="list-style-type: none"> <li>• Older persons have trouble navigating the aged care system, and residents would benefit from greater assistance.</li> <li>• Challenge in connecting with others, impacting ability to access information on available services.</li> </ul>
Aged care demand	<ul style="list-style-type: none"> <li>• Conflicting views on the demand for aged care services were expressed by stakeholders. For example, an existing provider in the City indicated their services were meeting community demand, however consultation with residents revealed many seniors had not completed assessment under the My Aged Care scheme, potentially indicating unmet demand.</li> </ul>



2. Accommodation options	
Housing	<ul style="list-style-type: none"> <li>The availability and cost of housing was cited as impacting some elder people’s ability to afford medication and other essential health services.</li> <li>The volatility of the local housing market has direct impact on services availability due to the inability of staff to secure housing.</li> </ul>
Residential Care	<ul style="list-style-type: none"> <li>Stakeholders expressed concern about the availability and suitability of residential aged care services, including personal care and domestic support, with little to no support available in these spaces.</li> <li>The distance between Roebourne and Karratha is a barrier for family visits and respite care access, which is exacerbated by the intimidation of travelling along Dampier Highway (trucks &amp; high speed).</li> <li>Conflicting views on demand for aged care services, as existing provider Silverchain indicated they are meeting demand, however consultation with residents revealed many seniors had not had an assessment completed under the My Aged Care scheme, indicating potentially unmet demand.</li> </ul>
Retirement Living	<ul style="list-style-type: none"> <li>There is a growing need for more retirement living options, specifically to enable downsizing.</li> <li>Limitations like pet restrictions and means testing before joining waitlists are deterrents to people accessing Warambie Estate housing.</li> </ul>
3. Infrastructure	
Infrastructure	<ul style="list-style-type: none"> <li>The suitability of infrastructure for older people, to ensure accessibility, safety and amenities, was described by stakeholders as an important factor for age friendly retirement.</li> <li>Walkways, park bench seating, sun protection for vehicles, increase in accessible toilets and wheelchair ramps in buildings were identified as key methods to improve accessibility.</li> </ul>
4. Other	
Culturally Safe Care for Indigenous People	<ul style="list-style-type: none"> <li>Cultural protocol means some skin groups are not permitted to interact; this can create complexities in delivering care to senior residents</li> <li>There is an unfavourable perception of aged care facilities amongst Indigenous people and a strong preference to age at home.</li> <li>Stakeholders indicated creating respectful and patient-focused approaches to providing Indigenous aged care is important.</li> <li>If ‘Closing the Gap’ targets are successful, there is potential for an increase in older Indigenous residents needing aged care.</li> </ul>

Action Plan

In response to identified findings of desktop review and consultation, ACIL Allen proposed five actions to improve liveability for seniors in Karratha over short, medium, and long term periods (Table 3).

Table 3 Proposed actions from Aged Care Needs Analysis report

Action	Brief Description	Timing	Resourcing	Rationale
Action 1 Health and Aged Care Workforce Taskforce	Establish a Health and Aged Care Workforce Taskforce to support attracting, recruiting, retaining, and developing staff.	SHORT-TERM	LOW	<b>Timing:</b> Workforce challenges are a significant and ongoing challenge and require attention in the near term. <b>Resourcing:</b> This will require coordination, but not a significant time or financial commitment from the City.
Action 2 Aged Care Community Group	Establish an Aged Care Community Group to advocate for opportunities to improve the liveability of Karratha.	SHORT-TERM	MEDIUM	<b>Timing:</b> The Group will help residents make the most of what is available and support current needs. <b>Resourcing:</b> The City will be required to employ a Community Engagement Officer and resource the Group.
Action 3 Retirement Living Enhancements	Commence work to improve the desirability of existing retirement living options in the City of Karratha.	SHORT-TERM	MEDIUM	<b>Timing:</b> There is a current need for improvements to the only retirement living option in Karratha. <b>Resourcing:</b> The City may be required to work with Development WA and advocate for enhancements at Warambie Estate.
Action 4 Infrastructure Audit	Commission an audit of the suitability of infrastructure owned by the City of Karratha.	MEDIUM-TERM	LOW	<b>Timing:</b> These changes should be identified and pursued over the medium term to improve the liveability of the City. <b>Resourcing:</b> The audit should be undertaken by an independent consultant, on a fixed fee basis.
Action 5 Feasibility study for Aged Care options	Commission feasibility study into a new Residential Care and / or Retirement Living option within the City of Karratha	LONGER-TERM	HIGH	<b>Timing:</b> This requires some careful consideration and may require support from several parties. <b>Resourcing:</b> Beyond the study, the findings may require a significant investment to develop new infrastructure.

To align the actions identified in the final report with the City’s Age Friendly Strategy, Officers propose an internal review of the Strategy. This review is required in the absence of a clear schedule for implementing Strategy’s existing initiatives and a defined approach for reviewing and monitoring implementation progress. Addressing the gap is crucial to ensure the Strategy effectively fulfills its intended objectives.

The findings of the Aged Care Needs Analysis and Action Plan report will be assessed and integrated into the updated strategy.

**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 Council’s ability to perform its role.

**STATUTORY IMPLICATIONS**

There are no statutory implications.

**COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with the City’s Executive Team. A draft version of the report was shared with Management and Directors for comment and feedback. Officers then consolidated feedback received and sent to ACIL Allen for implementation into final draft document.

**COMMUNITY CONSULTATION**

No community consultation has occurred on the findings of the Aged Care Needs Analysis and Action Plan report. No further consultation is proposed for this report.

Community engagement activities formed part of the scope of works to draft and shape the findings within the Aged Care Needs Analysis and Action Plan report (Table 4). A copy of the report will be provided to participants on request.

A detailed overview of the engagement can be found within section 3 (page 10) of the report (Attachment 1).

Table 4

Who	How	When	What	Outcome
Yaandina Community Services, CEO Sue Leonard	Face to face meeting	13 March 2023	Discussion on current experience delivering residential care	Informed themes & findings of report
Ngarlma Yindjibarndi Foundation Limited (NYFL), CEO Sean-Paul Stephens	Face to face meeting	13 March 2023	Discussion culturally considerate and appropriate care	Informed themes & findings of report
Pilbara Physiotherapy, Director Hayley Rigby	Face to face meeting	13 March 2023	Discussion delivering allied health care services	Informed themes & findings of report
Ngarluma Elder, Josie Sampson	Face to face meeting	14 March 2023	Discussion on lived experience senior residents	Informed themes & findings of report
Councillor Gill Furlong	Face to face meeting	14 March 2023	Lived experience as a resident and future needs	Informed themes & findings of report
Pilbara Community and Aged Care Services, WACHS, Regional Aged Care manager Glenn Kirkman	Video Meeting	14 March 2023	Discussion on demand and difficulties delivering care within the Pilbara	Informed themes & findings of report
Sonic HealthPlus, Practice Manager Tamsin Jay	Video Meeting	14 March 2023	Discussion local general practitioners delivering care to Senior residents	Informed themes & findings of report
Former Mayor Peter Long	Face to face meeting & written email submission	14 March 2023	Lived experience as a resident and future needs	Informed themes & findings of report
Karratha Health Campus, Operations Manager, Liam Avery	Video Meeting	23 March 2023	Discussion around presentations of Senior residents at Karratha Health Campus	Informed themes & findings of report
WA Department of Communities, Manager Simone Fountain	Video Meeting	24 March 2023	Context of Aged Care from Department of Communities context	Informed themes & findings of report
Empowering People in Communities, CEO	Face to face meeting	27 March 2023	Context of providing care	Informed themes & findings of report

Steph Soter			services within City of Karratha	
St John’s WA, Karratha Branch, Assistant Regional Manager, Mike Booth	Face to face meeting	29 March 2023	Demand and impact of aged care on emergency services	Informed themes & findings of report
Western Australian Council of Social Services (WACOSS), Pilbara Manager, Celeste Stephens	Video Meeting	6 April 2023	Discussion on impact of housing on care and community services	Informed themes & findings of report
Amana Living, CEO, Stephanie Buckland	Face to face meeting	19 April 2023	Discussion on models of service and delivery	Informed themes & findings of report
Brightwater, Manager, Kim Adamson	Face to face meeting	28 April 2023	Discussion on models of service and delivery	Informed themes & findings of report
Silverchain, Sarah Moss, Manager Allied Health Services	Face to face meeting	2 May 2023	Delivering care within City of Karratha and demand	Informed themes & findings of report
Resident of Karratha, Nanette Williams	Written email	March 2023	Lived experience as a resident and future needs	Informed themes & findings of report
Dampier Community Association, on behalf of their engaged Senior residents	Written email	March 2023	Lived experience as a resident and future needs	Informed themes & findings of report
Resident of Karratha, Rae Wright	Written email	March 2023	Lived experience as a resident and future needs	Informed themes & findings of report
Resident of Karratha, Gary Long	Written email	March 2023	Lived experience as a resident and future needs	Informed themes & findings of report

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications of receiving the Aged Care Needs Analysis and Action Plan report.

**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.b.1.4	Seniors Engagement
Projects/Actions:	1.b.1.4.23.1	Develop recommendations from the Aged Care Needs Study according to Council direction

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable to receiving the Aged Care Needs Analysis and Action Plan report.

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	N/A	Nil

**IMPACT ON CAPACITY**

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

**RELEVANT PRECEDENTS**

Council regularly receives reports and business cases via Council Agenda items.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council:

REJECT the Aged Care Needs Analysis and Action Plan; and instruct Officers to:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**CONCLUSION**

The City’s Age Friendly Strategy 2021 – 2026, adopted in August 2021, aimed to enhance Karratha’s liveability for seniors. A subsequent needs analysis by ACIL Allen was undertaken to document current and future needs of the senior population with respect to aged care, housing, and infrastructure. Desktop review and consultation identified several key themes, including workforce challenges, housing concerns, and conflicting views on aged care demand. ACIL Allen proposed an action plan to respond to identified themes, and Officers recommend aligning these actions with the City’s Age Friendly Strategy, simultaneously addressing the need to develop an implementation plan for the Strategy. The findings will be integrated into the updated Strategy, enhancing the City’s ability to deliver improved liveability outcomes for seniors and inform future deliverables.

## 12 DEVELOPMENT SERVICES

### 12.1 PROPOSED CORPORATE SPONSORSHIP – RED ROCK RUN FEATURE FILM

<b>File No:</b>	GS.82
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Economic Development Project Officer
<b>Date of Report:</b>	25 January 2024
<b>Applicant/Proponent:</b>	Tama Films Pty Ltd
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL ATTACHMENT Red Rock Run – Sponsorship Request &amp; Pitch Deck</li> <li>2. Red Rock Run – Assessment</li> </ol>

#### PURPOSE

For Council to consider a request from Tama Films Pty Ltd to purchase a Corporate Sponsorship for the production and premiere screening of a new feature film – ‘Red Rock Run’ which is to be filmed in Karratha in 2024.

#### COUNCIL RESOLUTION

<b>Res No</b>	:	<b>OCM240212-21</b>
<b>MOVED</b>	:	<b>Cr Waterstrom Muller</b>
<b>SECONDED</b>	:	<b>Cr Roots</b>

That Council:

1. **APPROVE** the corporate sponsorship funding to Tama Films Pty Ltd as follows:

Organisation Name	Project Name	Grant Amount
Tama Films Pty Ltd	Red Rock Run Corporate Sponsorship	\$100,000 (excl. GST)
<b>TOTAL</b>		<b>\$100,000 (excl. GST)</b>

2. **APPROVE** the following Budget amendments which will have nil impact on the estimated budget position for 2023/24:

Account No.	Account Description	Budget Opening Position (excl. GST)	(Increase) / Decrease (excl. GST)	New Budget Total	Reason
N/A	Economic Development Reserve	(\$1,351,628 )	\$100,000	(1,251,628)	The purpose of this transfer is to enable corporate sponsorsh
New Account (To Be Created)	Corporate Sponsorship	\$0	(\$100,000)	(\$100,000)	

					ip of the Red Rock Run feature film.
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**CARRIED 10/0**

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

**BACKGROUND**

Tama Films Pty Ltd (Tama) are a for-profit Sydney based production company that develops, finances and produces feature films and television drama. Tama are scheduled to commence production of a feature film titled ‘Red Rock Run’ in Karratha in mid-April 2024 with filming to commence in June 2024 and conclude in August 2024. Tama submitted a proposal inviting the City to purchase a corporate sponsorship for the production and premiere screening of the feature film on 3 January 2024.

Although the premiere screening of the feature film could be considered under the City’s Major Events Sponsorship and Attraction Program (MESAP) Policy DE-03, the production and filming component does not meet the definition of a major event. As such the proposal has been considered as an ad-hoc sponsorship request and has been broadly assessed against the principles of the MESAP Policy, particularly the social, economic, and promotional criteria.

**DISCUSSION**

Proposal

Red Rock Run will be a multi-generational family film that tells the story of a young girl with dyslexia who dreams of winning her father’s love by setting out to win a 120km marathon race in the outback. When 10-year-old Lucy is forbidden from attending the 1978 regional athletic trials as punishment for racing a delivery plane on an outback air strip, she defies her Vietnam veteran father and naively enlists the help of her grandmother Maggie to sign up the first ever kids’ team to run a gruelling 120km outback marathon race, the Red Rock Run.

The film is inspired by the Black Rock Stakes which ran in the Pilbara region for 38 years.

A copy of the sponsorship proposal, film synopsis, and pitch deck are included as **Attachment 1**, noting the sponsorship for production and premiere screening form a combined proposal.

The Corporate Sponsorship proposal requests sponsorship of \$100,000 (excl. GST) from the City, which represents less than one percent of the total production budget of \$13.5 million. Funding of \$12.7 million has already been committed, including investment from Screen Australia, Screen West, Lotterywest, Screen NSW, and film distributors including a UK based international sales agent. The current finance gap of \$790,602 is being raised through sponsorship and private investment.

The proposed corporate sponsorship includes the following benefits to the City of Karratha:

1. Acknowledge City of Karratha’s support by providing a static single frame credit in the closing credits or credit screen of the completed film stating ‘Produced with the assistance of the City of Karratha’ displayed with the City’s Logo.
2. Acknowledgement of funding through film marketing materials.

3. A film premiere of Red Rock Run in Karratha, co-ordinated around the time of the film's release. Recognition of the sponsorship will be provided via the use of the City's branding on any invitations, press release, and marketing for the event screening. The Mayor will be provided the opportunity to speak and open the event.
4. The production will generate publicity for the region pre-release. Production will invite local, national, and international media to set as a means to market the film prior, during and as part of the release of the film.
5. The Production will undertake aerial image capture in the region including non-cast, non-film location specific rushes that highlight the natural beauty of the Pilbara region and will be provided to the City for its own use in future marketing.
6. The City will be provided with stills and footage from the production to assist in promoting the City as a location for future film productions.
7. Indigenous engagement through procurement of a Welcome to Country and a local mentorship/production attachment with a first nations women in the camera department.

There is also potential to significantly raise awareness of the region's natural assets to a national and international audience should the film replicate the success of other feature films such as 'Red Dog'.

#### Economic Value Generated

The production of the film and premier event is expected to generate a significant local economic benefit for the region, with an estimated \$3.6 million of a total \$13.5 million production budget being spent with local businesses, along with additional visitor spend from the cast and crew.

#### Evaluation

In the absence of a policy aligned to film sponsorship, officers have utilised the MESAP evaluation criteria to assess Tama's proposal given the alignment between the proposal and MESAP's evaluation criteria as they relate to the potential benefits to the City.

Tama's request has been evaluated against the following assessment criteria:

1. Strategic Alignment;
2. Economic Impact;
3. Community/Social Impact;
4. Environmental Impact;
5. Media/Promotion Impact; and
6. Risk.

The assessment is included as **Attachment 2**.

In brief, the evaluation determined that the proposal:

1. Aligns with the City's strategies;
2. Would provide good economic benefit with an estimated \$3.6 million of a total \$13.5 million production budget being spent with local businesses, along with additional visitor spend from the cast and crew;
3. Will not have an adverse environmental impact;
4. Will provide good branding and marketing benefits to the City and promotion of the region to a broad local, national and international audience of participants; and
5. Is unlikely to experience any issues with delivery.

The organisation and production of the film will be managed by Tama Films Pty Ltd, as such there will be limited impact on the City's resources.



Sponsorship Request

Organisation Name	Project Name	Project	Project Total	Requested Amount	Recommended Amount
Tama Films Pty Ltd	Red Rock Run Corporate Sponsorship	Feature Film for distribution to national and international markets which is to be filmed in the City of Karratha.	\$13,549,865	\$100,000 (excl. GST)	\$100,000 (excl. GST)

**LEVEL OF SIGNIFICANCE**

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

**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**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Funding for corporate sponsorship of the Red Rock Run Feature Film has not been included in the 2023/24 budget. If Council approve funding an adjustment to the budget by Absolute Majority will be required to transfer \$100,000 (excl. GST) from the Economic Development Reserve into the operating budget for this purpose. The purpose of this reserve is to fund economic development activities within the City, including destination marketing, business attraction, property development and tourism. The proposed funding aligns broadly with the purpose of this reserve as it will create significant opportunities for destination marketing and tourism. As the budget will be transferred from the Economic Development Reserve there will be no impact on the City’s overall budget for 2023/24.

**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.d.1.1 Economic Development
- Projects/Actions: 2.d.1.1.19.1 Implement Economic Development Strategy
  
- Programs/Services: 2.d.3.2 Arts Development and Events
- Projects/Actions: 2.d.3.2.20.1 Support and activate creative industries as an economic driver

**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 projects 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 filming will occur predominantly on land which has already been disturbed/developed, with no foreseeable impact on natural environment and no residential noise impact.
Reputation	Low	Low reputation risk of the City providing funding to projects 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 Tama to ensure the sponsorship is acquitted to a satisfactory standard.

**IMPACT ON CAPACITY**

There is minimal impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**Red Dog Feature Film (May 2010)

The City approved funding of \$20,750 (excl. GST) in May 2010 for a helicopter shoot to capture imagery for the Red Dog feature film. The City received footage for in house marketing, and the Shire president, Council, and CEO were invited to the Red Dog premiere screening.

Red Dog True Blue Feature Film (December 2016)

The City also supported a premiere screening event of the Red Dog sequel – Red Dog True Blue. Funding of \$30,000 (excl. GST) was approved by Council in December 2016 through the City Centre Activation Grant. The event was delivered by Village Roadshow with local marketing along with the provision of key event infrastructure and services including production, security, waste and traffic management, toilets and light towers, ensuring the event could be attended by the wider community. The event was well received with approximately 2,000 community members attending. Village Roadshow hosted around 30 journalists from across Australia generating strong media coverage for Karratha. Actual event costs were below budget at \$18,966 (excl. GST). The City Centre Activation fund has since been expended and is no longer available to fund such events.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council:

1. APPROVE the corporate sponsorship funding to Tama Films Pty Ltd as follows:

Organisation Name	Project Name	Grant Amount
Tama Films Pty Ltd	Red Rock Run Corporate Sponsorship	\$100,000 (excl. GST)
TOTAL		\$100,000 (excl. GST)

- 2 APPROVE the following Budget amendments which will have nil impact on the estimated budget position for 2023/24:

Account No.	Account Description	Budget Opening Position (excl. GST)	(Increase) / Decrease (excl. GST)	New Budget Total	Reason
N/A	Economic Development Reserve	(\$1,351,628)			The purpose of this transfer is to enable corporate sponsorship of the Red Rock Run feature film.
New Account (To Be Created)	Corporate Sponsorship	\$0			

Option 3

That Council by REFUSE sponsorship funding to Tama Films Pty Ltd.

**CONCLUSION**

Tama Films Pty Ltd has requested corporate sponsorship of \$100,000 to assist with the production and premiere screening of the Red Rock Run feature film which will be filmed on location in Karratha. It is recommended that the application be supported for the full amount of funding.

## 13 STRATEGIC PROJECTS & INFRASTRUCTURE

### 13.1 SUPPLY AND LAYING OF CONCRETE & KERBING – TENDER OUTCOME

<b>File No:</b>	CM.603
<b>Responsible Executive Officer:</b>	Director Strategic Projects & Infrastructure
<b>Reporting Author:</b>	Contracts Administration Officer
<b>Date of Report:</b>	30 January 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 Supply and Laying of Concrete & Kerbing offered under RFT12-23/24.

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#### COUNCIL RESOLUTION

**Res No** : **OCM240212-22**  
**MOVED** : **Cr Gillam**  
**SECONDED** : **Cr Johannsen**

**That Council:**

- ACCEPT** the tender submitted by Corps Earthmoving Pty Ltd ABN 90 650 586 511 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT12-23/24 Supply and Laying of Concrete & Kerbing; and
- AUTHORISE** the CEO to execute a contract with Corps Earthmoving Pty Ltd subject to any variations of a minor nature.

**CARRIED 10/0**

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

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#### BACKGROUND

At its meeting of 27 February 2023 Council resolved to accept the tender submitted by Kat 5 Kerbing Pilbara Pty Ltd (Kat 5) for the Supply and Laying of Concrete under RFT01-22/23 for a period of three (3) years with three (3) x one (1) year options, exercisable at the sole discretion of the City and in accordance with the scope of works. Kat 5 was subsequently bought out by RPH Industries (WA) Pty Ltd (RPH) in April 2023. RPH entered into a Novation Agreement with Kat 5 and the City on 25 May 2023. RPH agreed to the terms and conditions of the RFT01-22/23 Contract to supply and lay concrete.

Due to a series of issues the City and RPH mutually agreed to conclude the contract for the supply and laying of concrete on 17 November 2023.

Historically the City has tendered the Supply and Laying of Concrete & Kerbing due to the cost, nature of the skills and equipment required to deliver the services. The City is unable to complete the large scope of works without impacting on current programs and has a limited current capacity of staff with the necessary concreting experience. Additionally, the City does not have the specialised machinery and equipment required to undertake the works and would have to procure these to do so. The City can and does undertake minor repairs and installations and will continue to complete these services in-house.

Tenders were advertised on 20 December 2022 and closed on 23 January 2024.

Three (3) submissions were received from:

- North West Mining Civil
- Corps Earthmoving Pty Ltd
- Dowsing Group Pty Ltd

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

- Asset Maintenance Manager
- Acting Operations Coordinator
- Operations Supervisor

Submissions 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	25%
Capacity to Deliver	25%
Price	50%

The Regional Price Preference Policy was not applicable to the Dowsing Group submission.

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**

[http://www.karratha.wa.gov.au/sites/default/files/uploads/CG08\\_Significant\\_Decision\\_Making\\_Policy.pdf](http://www.karratha.wa.gov.au/sites/default/files/uploads/CG08_Significant_Decision_Making_Policy.pdf)

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

**STATUTORY IMPLICATIONS**

Tenders for the works are proposed to be called in accordance with Section 3.57 of the *Local Government Act 1995* 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 has allocated the following funds for the 23/24 Financial Year:

Account Title	Budget
Footpath Construction (10 Year Program)	\$1,160,000
Footpath Major Upgrades	\$270,000
Footpath and Kerb Maintenance	\$200,000
Kerb Renewals	\$330,000
New Kerbing (Road Reseal Program)	\$1,300,000

The current spend to date is \$166,320 excl GST under the RFT01-22/23 Contract.

The contract price is estimated at approximately \$1.42M per annum, with the total estimated contract price including extension options being \$7.076M.

**STRATEGIC IMPLICATIONS**

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

Programs/Services:	1.a.1.1	Civil Infrastructure Works Construction and Maintenance.
Projects/Actions:	1.a.1.1.20.1	Design and Implement Footpath Renewal Plan.
Programs/Services:	1.a.1.1	Civil Infrastructure Works Construction and Maintenance.
Projects/Actions:	1.a.2.1.19.2	Implement Kerb Renewal Plan.
Programs/Services:	1.a.1.1	Civil Infrastructure Works Construction and Maintenance.
Projects/Actions:	1.a.1.5.22.4	Progress Construction of the City’s Footpath Construction Strategy along Dampier Road.
Programs/Services:	1.a.2.1	Civil Infrastructure Works Construction and Maintenance.
Projects/Actions:	1.a.2.1.19.4	Maintain 5 year operational renewal programs for roads, footpaths, kerbing and drainage.

**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 to be monitored against approved budgets.
Service Interruption	Moderate	Lack of routine maintenance or poor responses to breakdowns could lead to service interruptions.
Environment	N/A	Nil

Reputation	Moderate	Failure to maintain current service levels at the City’s facilities could lead to community feedback and complaints.
Compliance	Low	All works are to be undertaken in accordance with relevant OSH provisions, Australian standards, legislation, and best industry practice.

**IMPACT ON CAPACITY**

Should Council support the recommendation, it is intended that the Contract be managed by the City’s Asset Maintenance Department.

**RELEVANT PRECEDENTS**

The City has historically tendered for Supply and Laying of Concrete & Kerbing: RFT29-18/19 awarded to Leethall Construction Pty Ltd and RFT01-22/23 awarded to Kat 5.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2 That Council REJECT all tenders for Supply and Laying of Concrete & Kerbing RFT12-23/24 and procure services on a case by case basis.

Option 3

That Council REJECT all tenders for supply and Lay Concrete RFT12-23/24-22/23 and READVERTISE the tender.

**CONCLUSION**

Following a thorough due diligence process, the Evaluation Panel believes that the recommended tenderer has the required level of skill, experience and capacity to perform the contract requirements to the expected level.

The skills, experience and opportunities for increased levels of service represented in the tender submission are aligned with the City’s strategy of providing a reliable value for money concrete an kerbing supply and laying service.

The Evaluation Panel believes that no gain will be had by requesting the RFT supply and Laying of Concrete & Kerbing RFT12-23/24 be readvertised due to current contractor availability.

## 14 ITEMS FOR INFORMATION ONLY

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

### PURPOSE

To advise Council of the information items for February 2024.

### VOTING REQUIREMENTS

Simple Majority.

### COUNCIL RESOLUTION

**Res No** : **OCM240212-23**  
**MOVED** : **Cr McNaught**  
**SECONDED** : **Cr Miller**

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

- 14.1 Community Experience Update**
- 14.2 Concession on Fees and Charges**
- 14.3 Record of Tender Outcome Under Delegation**
- 14.4 Development Services Update**

**CARRIED 10/0**

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



**COMMUNITY EXPERIENCE UPDATE NOVEMBER 2023**

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

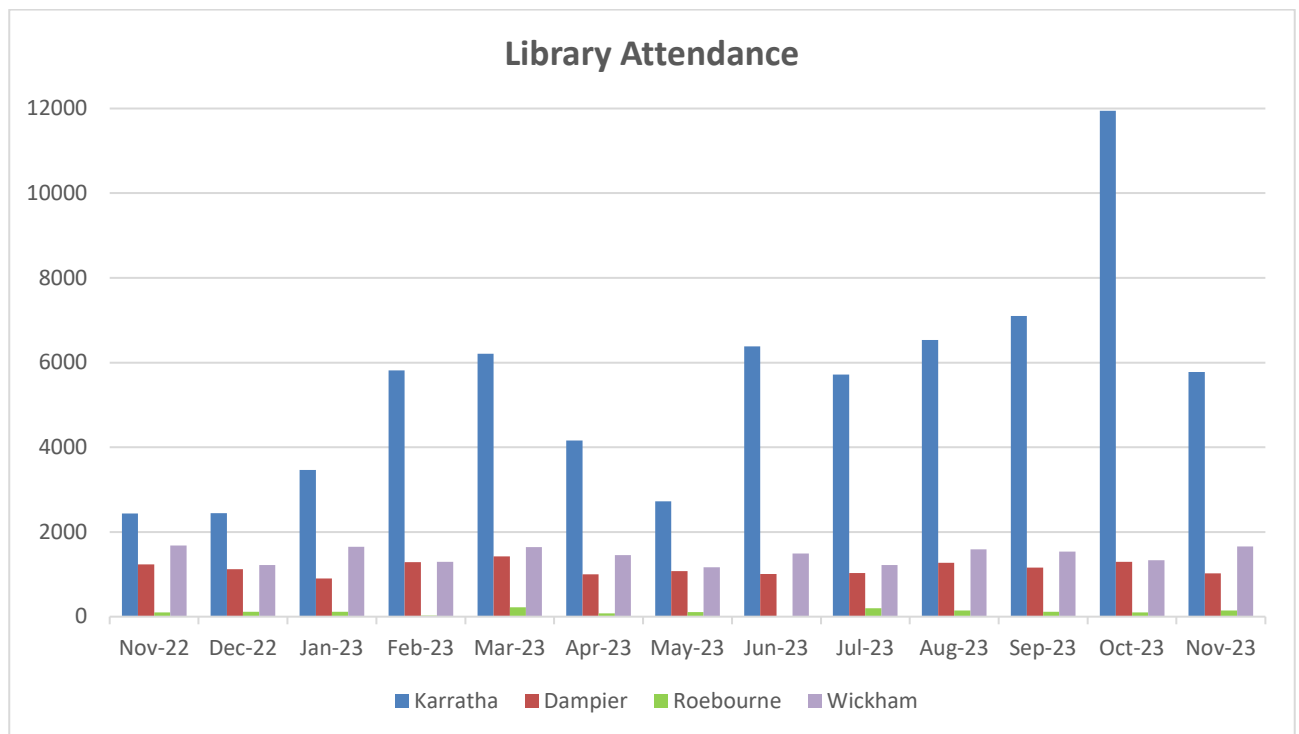
**PURPOSE**

To provide Council with a Community Experience update for November 2023.

**Attendance & Utilisation Summary**

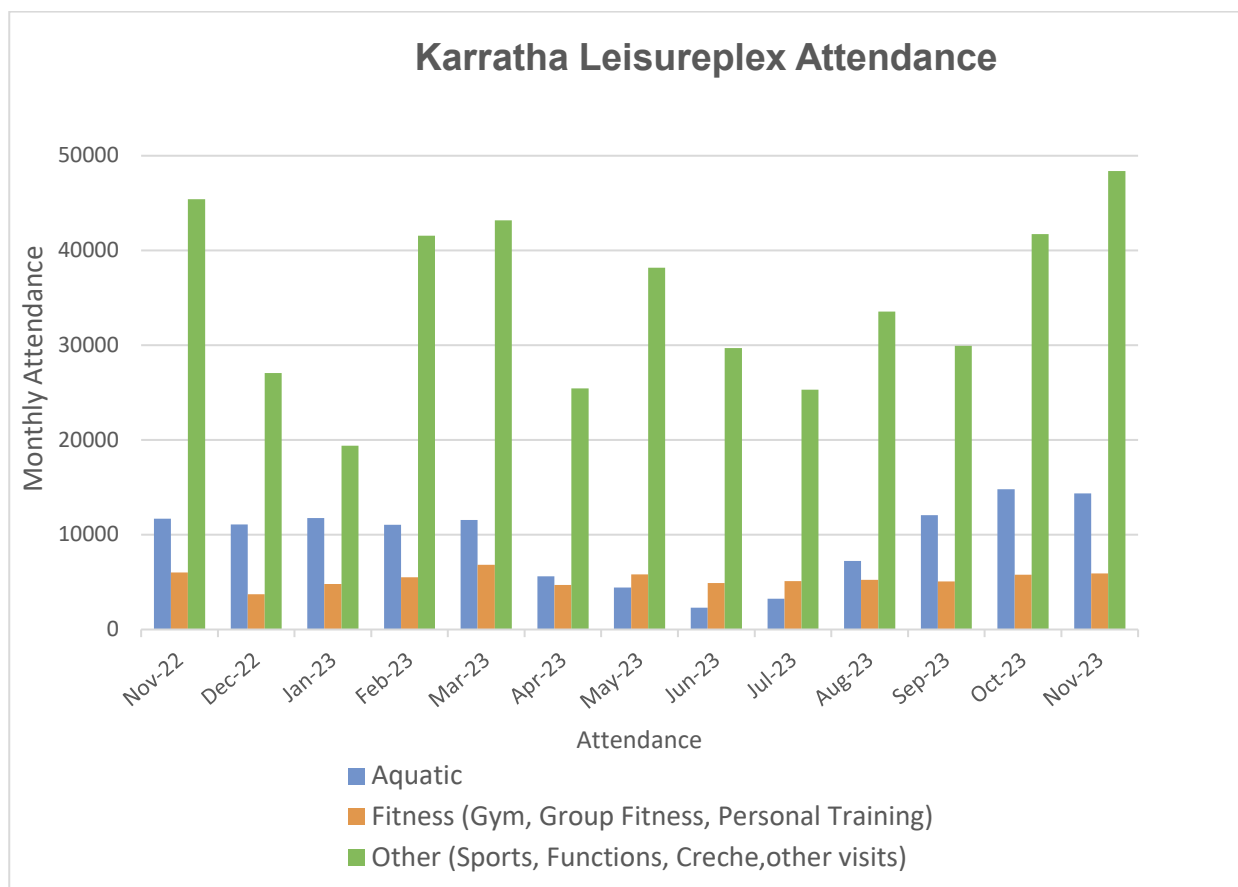
<b>Facility Attendance</b>	<b>Nov 2022</b>	<b>Nov 2023</b>	<b>%</b>
The Youth Shed	636	584	- 8%
The Base	613	1093	+ 78%
Total Library	5451	8611	+ 58%
Karratha Leisureplex	63130	68649	+ 9%
Wickham Recreation Precinct	3904	5316	+ 36%
Roebourne Aquatic Centre	895	834	- 7%
Red Earth Arts Precinct	4427	7156	+ 62%
Arts Development & Events	410	265	- 35%
Indoor Play Centre	2067	2713	+ 31%
<b>Community Liveability Programs</b>	<b>Oct 2023</b>	<b>Nov 2023</b>	<b>%</b>
Security Subsidy Scheme properties	11	16	+ 45%
Meet the Street Parties	6	3	- 50%

**Library Services**



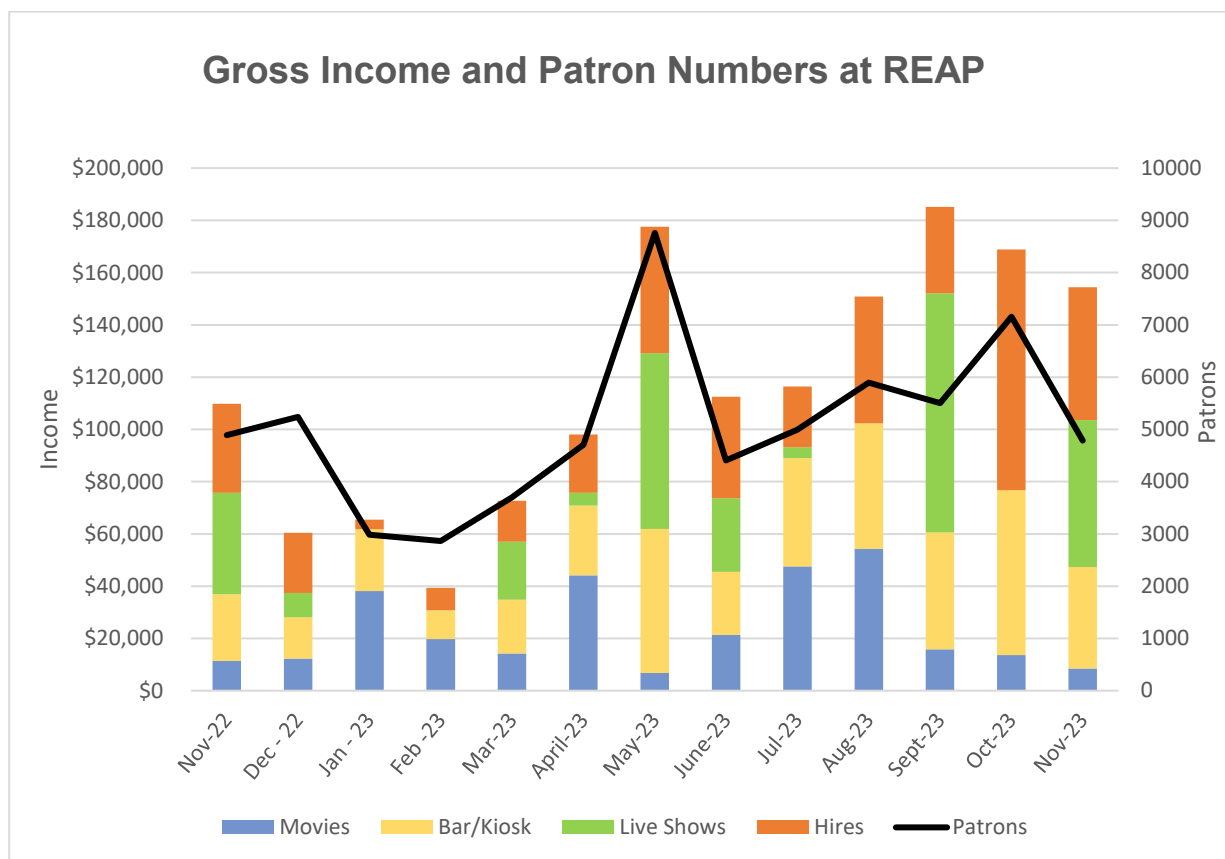
<b>10844</b> Total memberships (97 new members signed up in November).	<b>3031</b> Physical items and <b>1012</b> eResources borrowed.
<b>877</b> Individual computer log ins by members and guests (excludes Wi-Fi).	<b>10</b> External requests for local history information.
<b>912</b> Program participants at <b>48</b> programs, (including Rhyme Time, Story Time, Family Funday, Digital Drop In, Seniors Week sessions and Memory Preservation Station Sessions).	<b>131</b> Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
<b>1265</b> Technical enquiries (including assistance with Computers, Wifi, Printing and Scanning).	

**Karratha Leisureplex**



Karratha Leisureplex had a 9% increase overall for November 2023. 150 more members than the same time last year. There was a big increase in sports hall usage, mostly due to basketball numbers. Despite the lack of shade, Aquatics experienced a 22% increase in patronage.

**Red Earth Arts Precinct**



REAP is reflecting outstanding performance and growth across different segments of our venue. In November 2023, our total revenue reached \$154,375 up from November 2022 revenue of \$109,804.

**Movies:** Movie sales were down in November 2023 with low patron attendance across most movie showings. This could be due to the lack of high-profile movies. The screening of 5 Nights at Freddie’s at the end of November was the largest attendance with a total of 334 patrons.

**Bar/Kiosk:** November 2023 saw an increase of 52% in sales through the Bar and Kiosk with a total of \$38,787 compared to \$25,491 in November 2022, with the Dance Concerts, AGM’s and the Sunshine Club accounting for over 50% of the sales for the month.

**Live Shows:** The Sunshine Club played on 2 November 2024 with 170 patrons in attendance with a total revenue of \$12,125.00 including City funded complimentary tickets for 40 senior community members as part of Seniors Week 2023. These tickets were funded through the Arts Development and Events Budget.

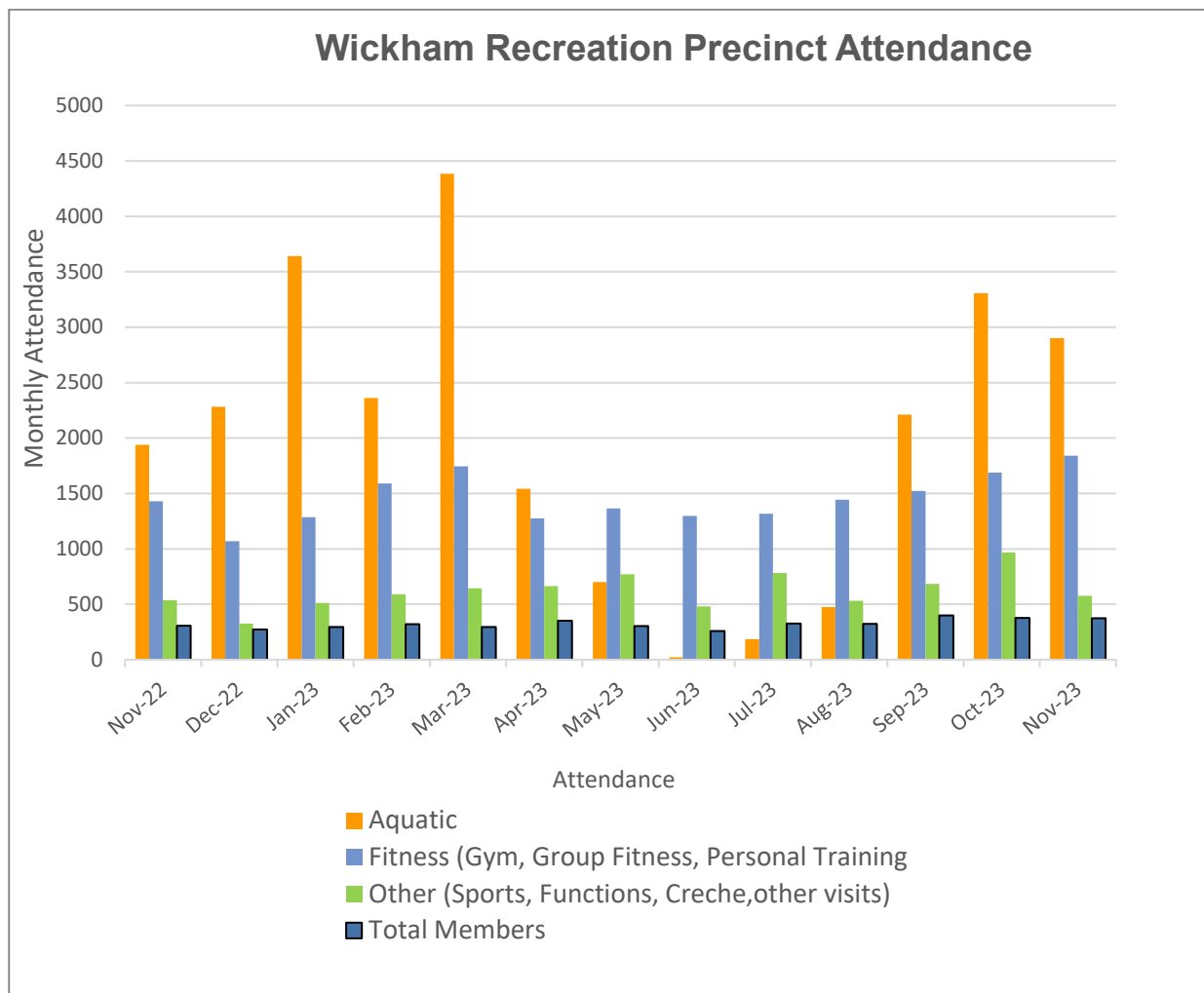
**Hires:** Venue hire income for November 2023 saw an increase of 49% when compared to November 2022. The hires included End of Year Concerts for Dance Kix and FX Performance, the Annual General Meeting for Banjima and PKKP, end of year school graduations and a KDCCI Business Breakfast.

**Patrons:** The total patron count for November 2023 was 4785, slightly down from November 2022 with a total of 4888 across the month. The large hires mentioned above contributed to 69% of the total patronage for the month with 2818 patrons.

**Top Performer:** Top performer for November 2023, in terms of both attendance and revenue, was Dance Kix Concert on 11 November. This event attracted a total of 446 attendees and generated a revenue of \$24,441.5 including \$5,971 in bar and kiosk sales.

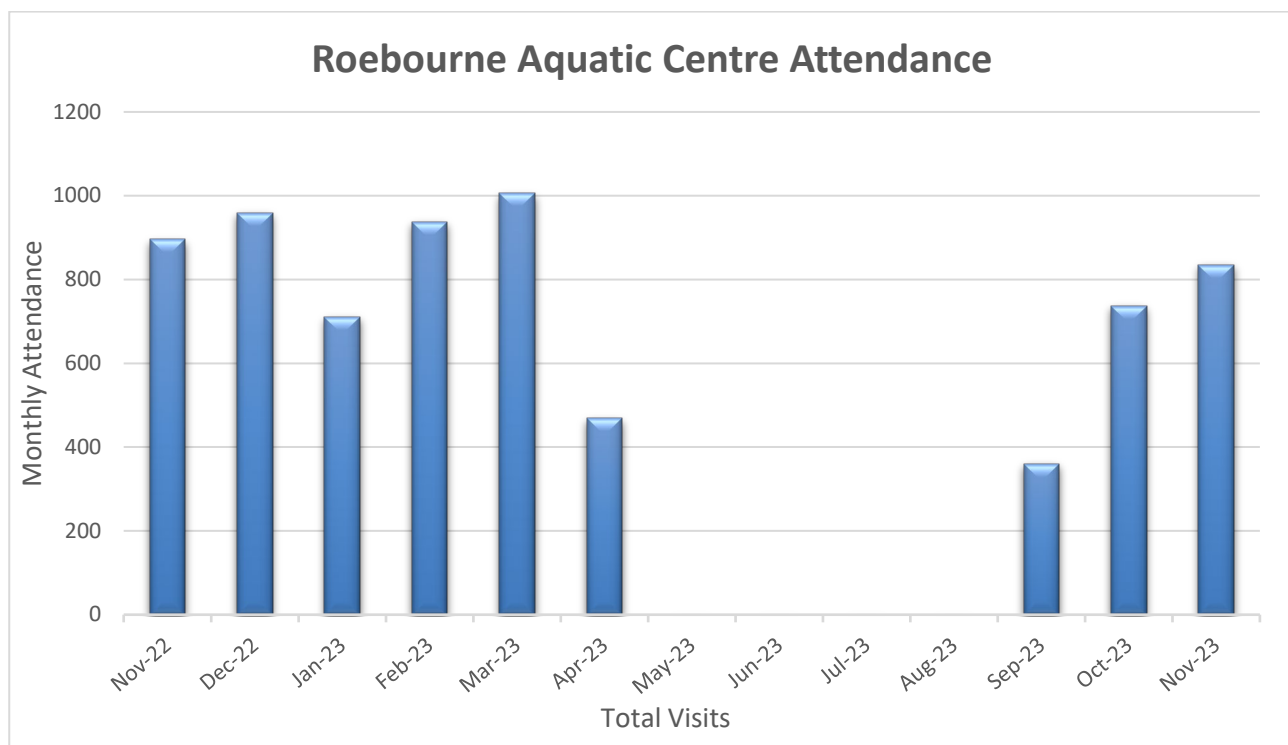
In conclusion, the financial performance of the Red Earth Arts Precinct in November 2023 saw an overall increase of 40% in revenue when compared to the same period in 2022.

**Wickham Recreation Precinct:**



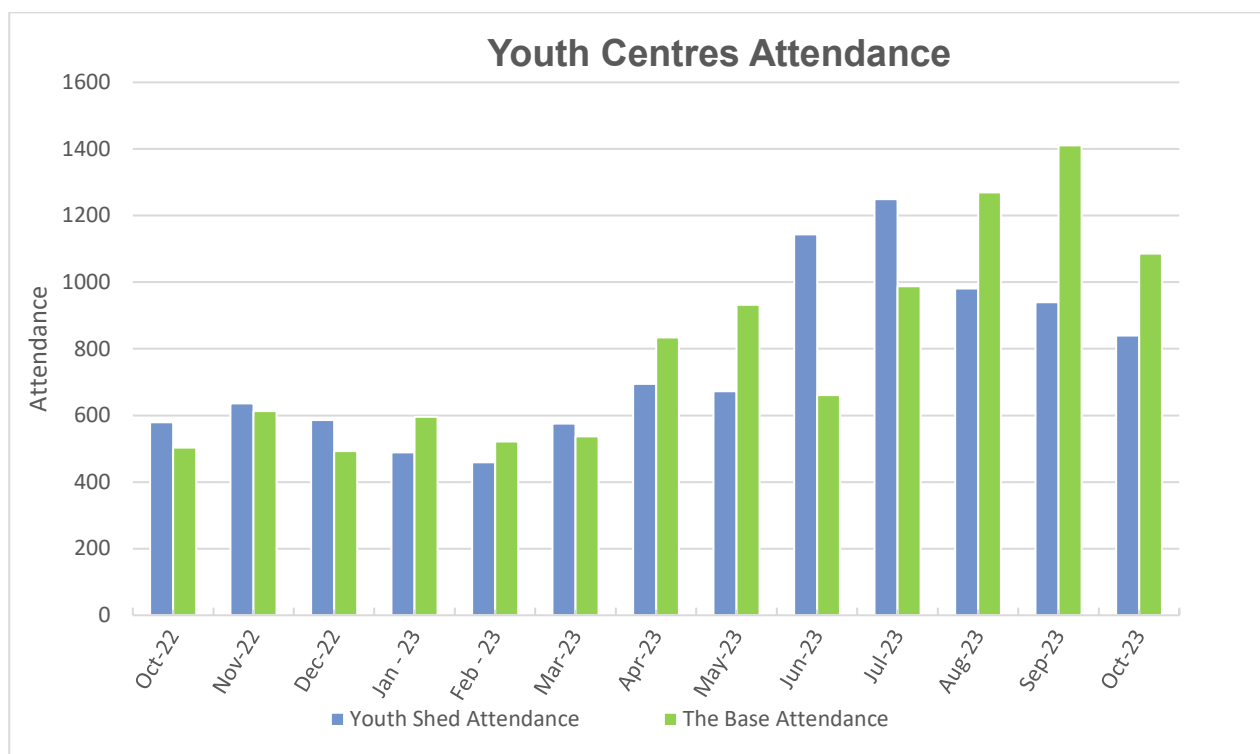
Wickham Recreation Precinct had a significant increase in Aquatic activity in November, compared with the same month last year, up 49%.

**Roebourne Aquatic Centre**



Attendance at Roebourne Aquatic Centre in November 2023 (834) is consistent with November 2022 (895).

**Youth Services**



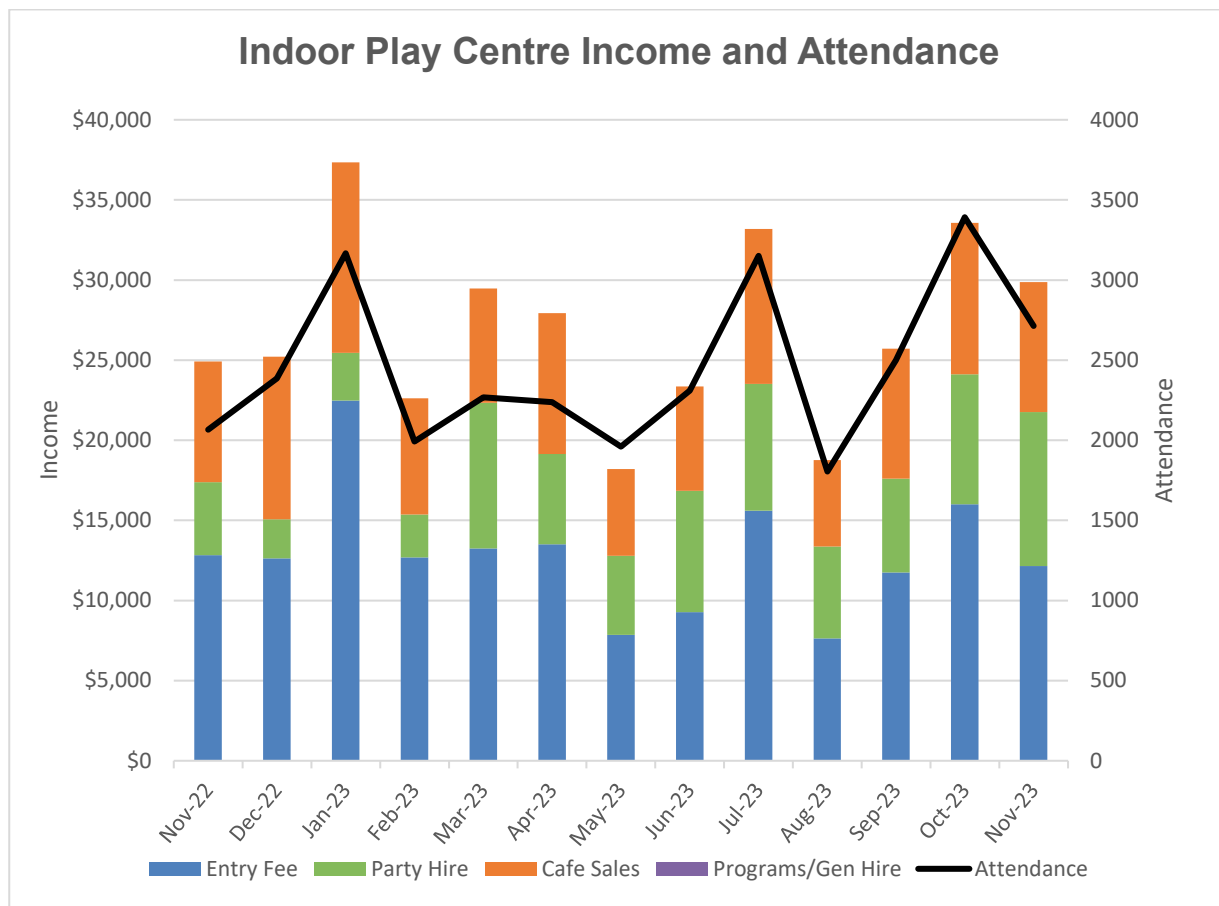
**The Base and Youth Shed:**

In November, **The Base** experienced a remarkable 178% surge in attendance from the previous year. Friday’s remained the peak attendance days throughout the month. Moreover, there was a favourable uptick in both attendance and overall youth feedback for the programming.

**The Youth Shed** has seen a decrease in regular attendance numbers due to several contributing factors. Many regular attendees did not visit the Centre due to ongoing community issues. Staff have been working closely with local services and WA Police to ensure this is being managed appropriately and staff and youths are kept safe at the Centre.

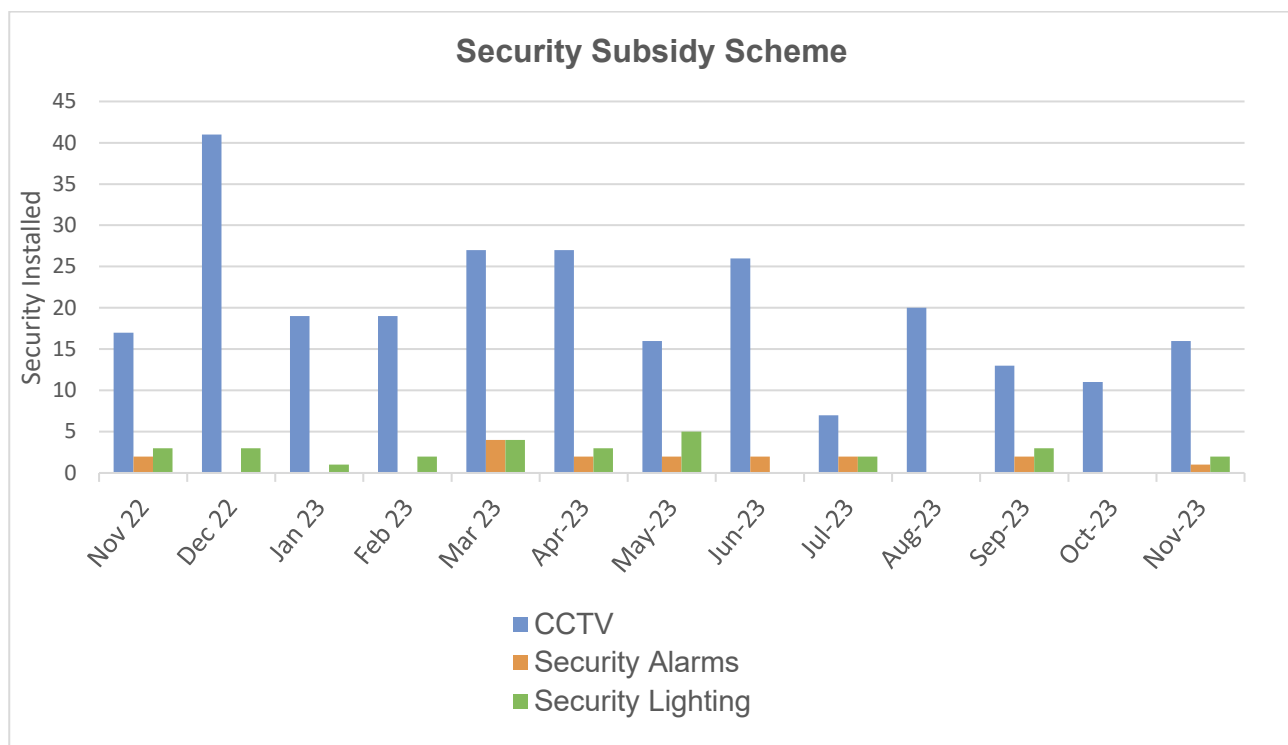
Basketball and hot weather continued to contribute to attendance decline, however regular programming and staff engagement have welcomed many new faces this month, with plenty of positive visits and enjoyment of our service.

**Indoor Play Centre:**



The Indoor Play Centre had an increase of 31%, largely due to an increase in laser tag parties which are still proving to be very popular with younger children and families.

**Security Subsidy Scheme**



16 Security subsidy reimbursements in November 2023 which is slightly less than the same time last year.

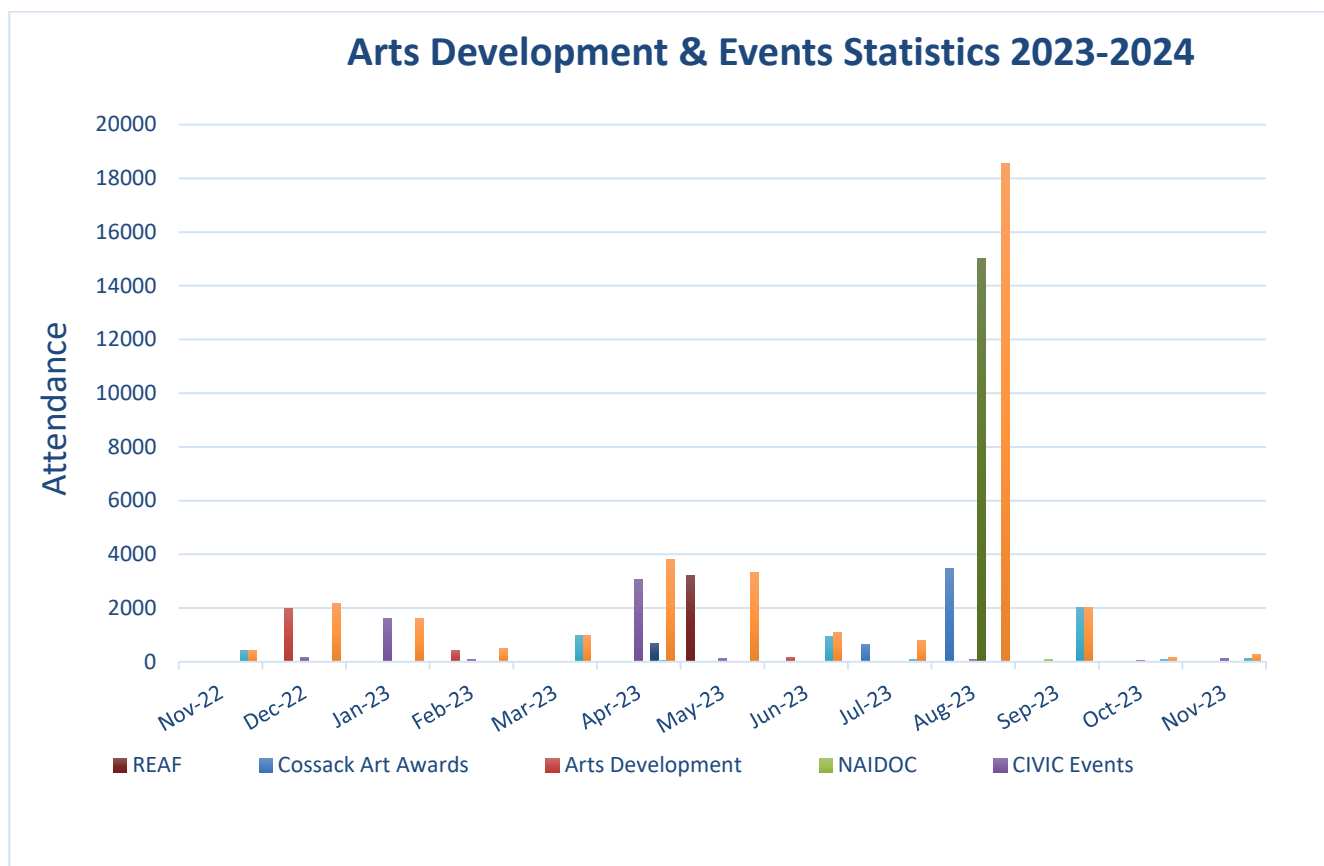


**Meet the Street:**



3 Meet the Street Parties were booked for November 2023, all in Dampier, which is the same number for November 2022.

**Arts Development & Events:**



REAP programming attendance was down 32% from 2022 due to the genre of programming shown.

**SMALL COMMUNITY GRANTS**

The following Small Community Grants were awarded under Delegated Authority in November 2023. The total contribution is \$11,725.98.

**NOVEMBER 2023**

Town	Who	What	Authorised	Awarded
All	Karratha Gymnastics Club	Upskilling Local Coaches by assisting with funding for flights, accommodation, car hire & facilitation fees to bring a professional coach to Karratha	Manager Engagement & Partnerships	\$4,746.79
All	Karratha Scouts Club	Providing funding to assist with the replacement of the equipment trailer that is used to transport camping equipment to scheduled outdoor activities	Manager Engagement & Partnerships	\$1,979.19
Dampier	Dampier Bowling Club	Provided funded assistance to purchase sets of lawn bowls that light up. Intended to increase membership & generate additional revenue for the club	Manager Engagement & Partnerships	\$5,000.00

**COMMUNITY EXPERIENCE UPDATE - DECEMBER 2023**

**File No:** CS.23  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** Executive Assistant to Director Community Experience  
**Date of Report:** 31 December 2023  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

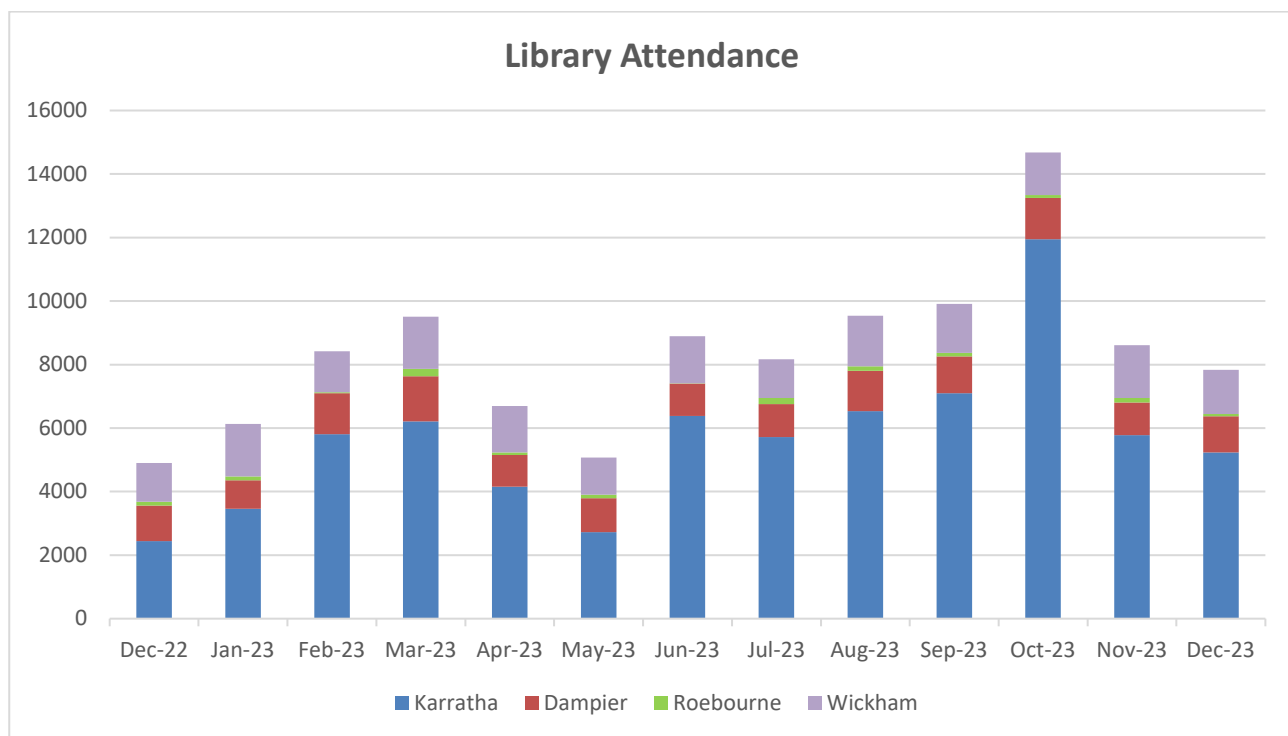
**PURPOSE**

To provide Council with a Community Experience update for December 2023.

**Attendance & Utilisation Summary**

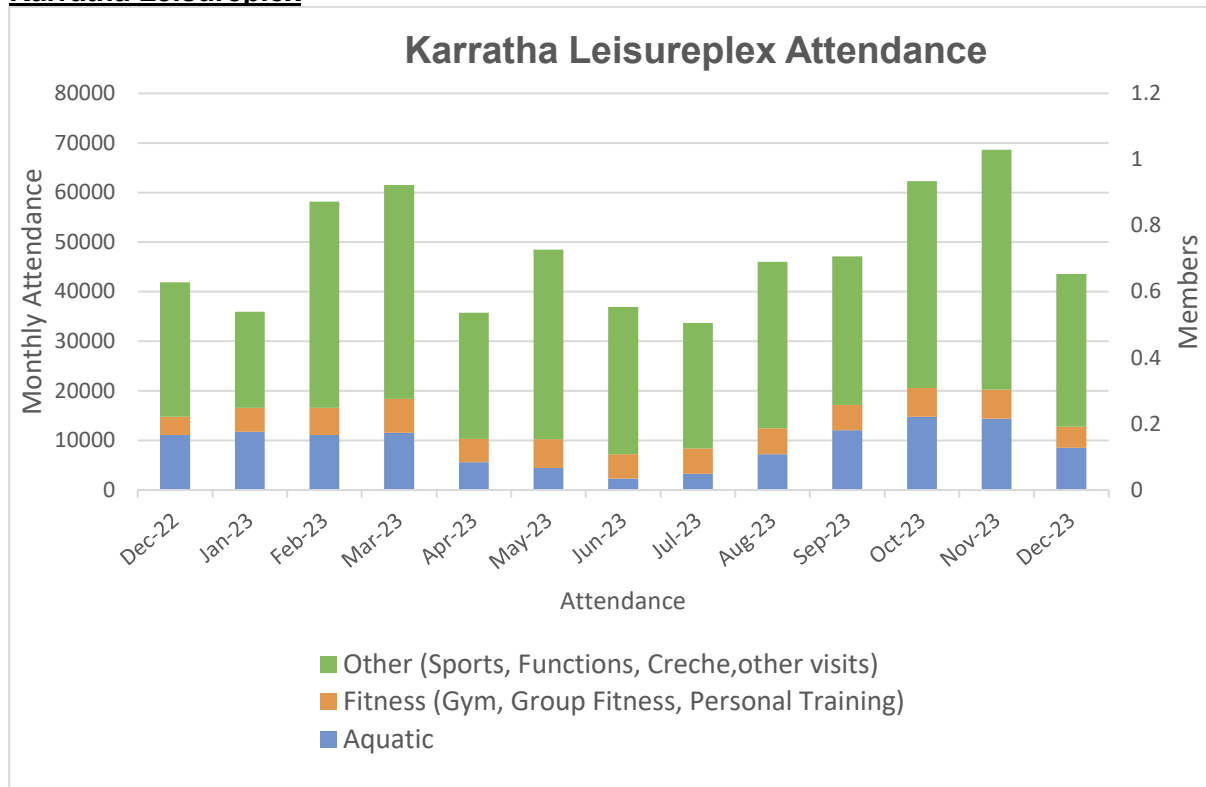
<b>Facility Attendance</b>	<b>Dec 2022</b>	<b>Dec 2023</b>	<b>%</b>
The Youth Shed	586	623	+ 6%
The Base	493	900	+ 83%
Total Library	4903	7839	- 9%
Karratha Leisureplex	41869	43556	+ 4%
Wickham Recreation Precinct	3678	3665	+ 0%
Roebourne Aquatic Centre	959	713	- 26%
Red Earth Arts Precinct	5238	5445	+ 4%
Arts Development & Events	2164	5060	+ 134%
Indoor Play Centre	2386	2479	+ 4%
<b>Community Liveability Programs</b>	<b>Nov 2023</b>	<b>Dec 2023</b>	<b>%</b>
Security Subsidy Scheme properties	16	8	- 50%
Meet the Street Parties	3	7	+ 133%

**Library Services**



<b>10891</b> Total memberships (47 new members signed up in December).	<b>2143</b> Physical items and <b>1161</b> eResources borrowed (an increase of <b>120</b> loans).
<b>676</b> Individual computer log ins by members and guests (excludes Wi-Fi).	<b>9</b> External requests for local history information.
<b>656</b> Program participants at <b>36</b> programs, (including Rhyme Time, Story Time, Family Funday, Digital Drop In, Seniors Week Sessions and Memory Preservation Station Sessions).	<b>0</b> Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
<b>1091</b> Technical enquiries (including assistance with Computers, Wifi, Printing and Scanning).	

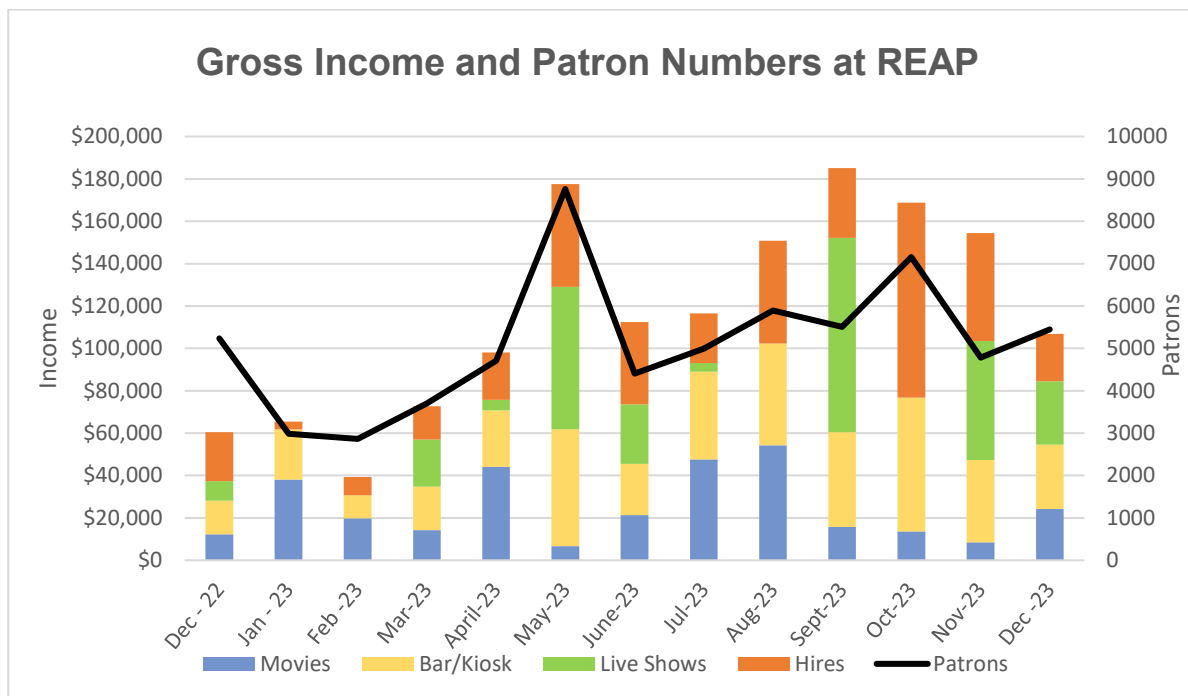
**Karratha Leisureplex**



There was approximately 177 more memberships compared to 2022, and approximately 14% increase in attendances by fitness, sports, creche and programs patrons compared with December 2022. Approximately 2570 less patrons through the aquatic centre when compared with December 2022.

Last week of school term was visibly quieter within the centre. 301,310 total attendance for the first half of the financial year, approximately 5% increase when compared with July-December 2022.

**Red Earth Arts Precinct**



In December 2023 the total revenue reached \$106,885.

**Movies:** Movies were led by the blockbuster, Trolls Band Together, attracting 844 attendees and generating \$11,175 in revenue. Late December saw increased attendance with 2 screenings of Wonka attracting 332 patrons with \$4,307 in sales. Overall, the diverse movie offerings catered to a variety of audiences and doubled last year’s income.

**Bar/Kiosk:** December witnessed a 50% increase in Bar/Kiosk sales, totalling \$30,367. The success of the Bar & Kiosk can be attributed to our offerings which attracted a steady flow of patrons, especially during high-attendance events of Christmas parties and large numbers attending the movies, all enhancing the overall financial success of the venue.

**Live Shows:** Lea Cullen Performing Arts (LCPA) was the only live show for the month with two sold out performances bringing in a total of \$21,689 in ticket revenue for the client prior to expenses, with a total of \$17,613.20 in venue hire, bar, kiosk sales and ticketing fees to REAP.

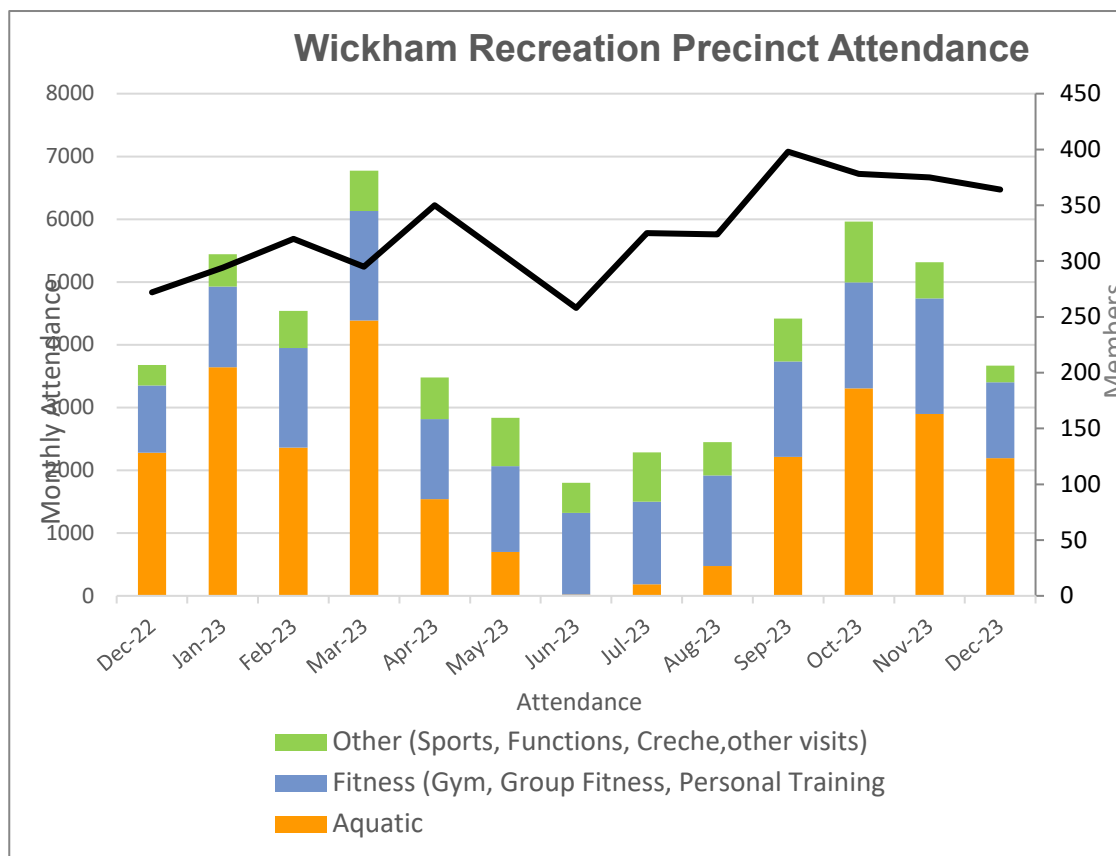
**Hires:** Venue hire income for December 2023 was on par with the previous year with WA Police and Karratha Senior High School (KSHS) Christmas parties ending the Shelf bookings for the year with the summer heat policy now in place until March. The remaining bookings were school graduations and corporate team days.

**Patrons:** The total patron count for December was 5,445, with the Christmas on the Green being the highest attended event with 1000+ patrons on the amphitheatre. Trolls and Wonka were the highest attended movies with 1176 over the month. KSHS had 350 family members attend the EOY presentation night in the theatre to finish off the school year.

**Top Performer:** Top performer for December, in terms of both attendance and revenue was the LCPA 5.30pm show. This event attracted 423 attendees and generated a revenue of \$19,553 making it the top individual event for the month.

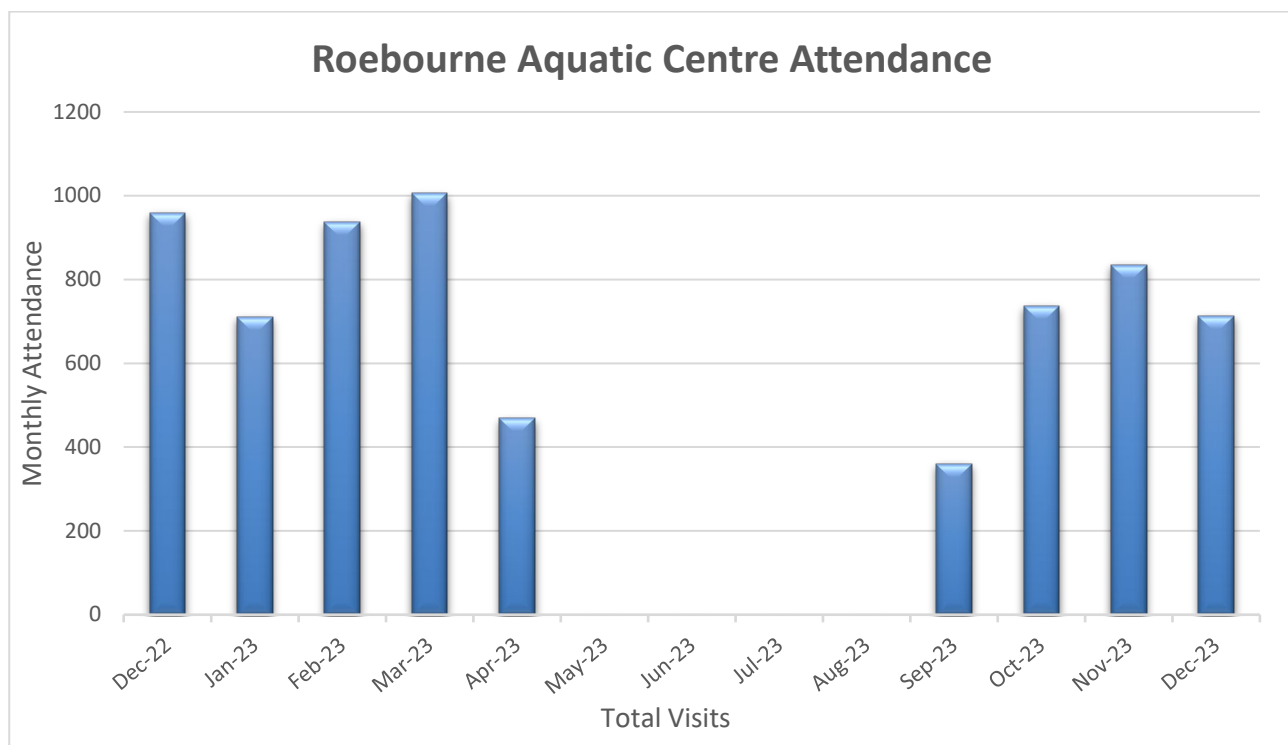
**In conclusion:** The financial performance of our venue in December 2023 showed an increase of 76% from the previous year, building on the success of the previous months. The impressive revenue and patron numbers can be largely attributed to key events and hires, including LCPA, block buster movies and bar revenue from hosting some large Christmas parties.

**Wickham Recreation Precinct:**



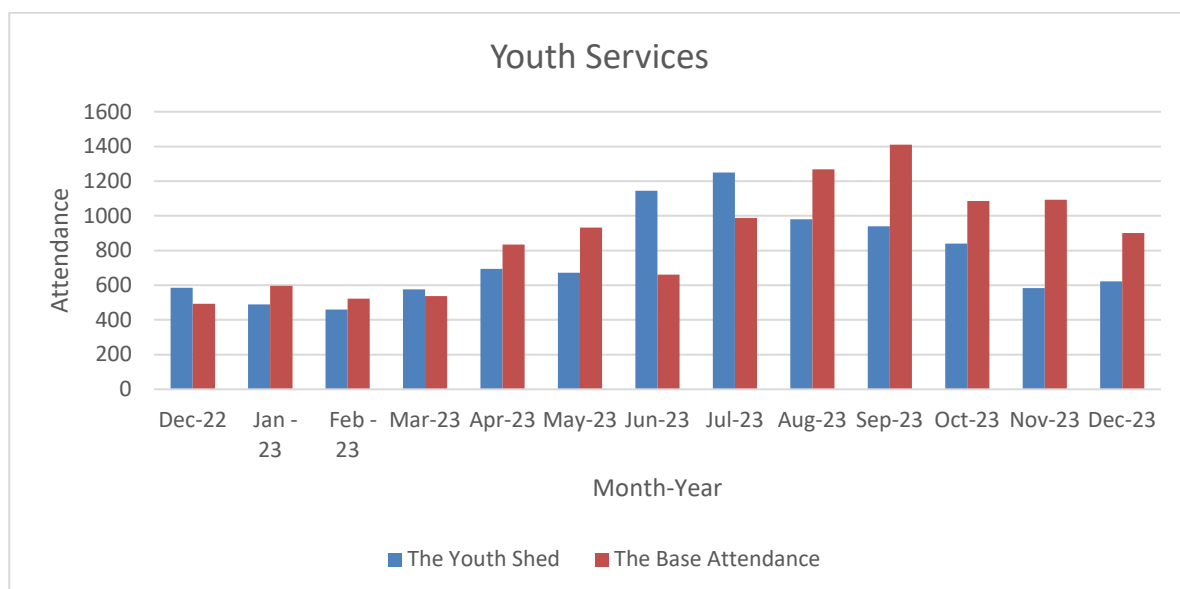
Wickham recreation memberships are up 33% from December 2022. Group fitness attendance is down significantly from December 2022, this is due to only 13 classes being held compared to 29 last year. The timetable was reduced due to staff availability and continued development of Group Fitness Instructors. WAC has seen similar number as last year.

**Roebourne Aquatic Centre**



RAC total visits are down by 25%. Decrease is due to the lack of swim school held in Term 4, effecting the under 5s, spectator and adult visits. Limited attendance to RAC from external clients/programs and COVID was also circulating through parts of the community in December.

**Youth Services**



**The Base and Youth Shed:**

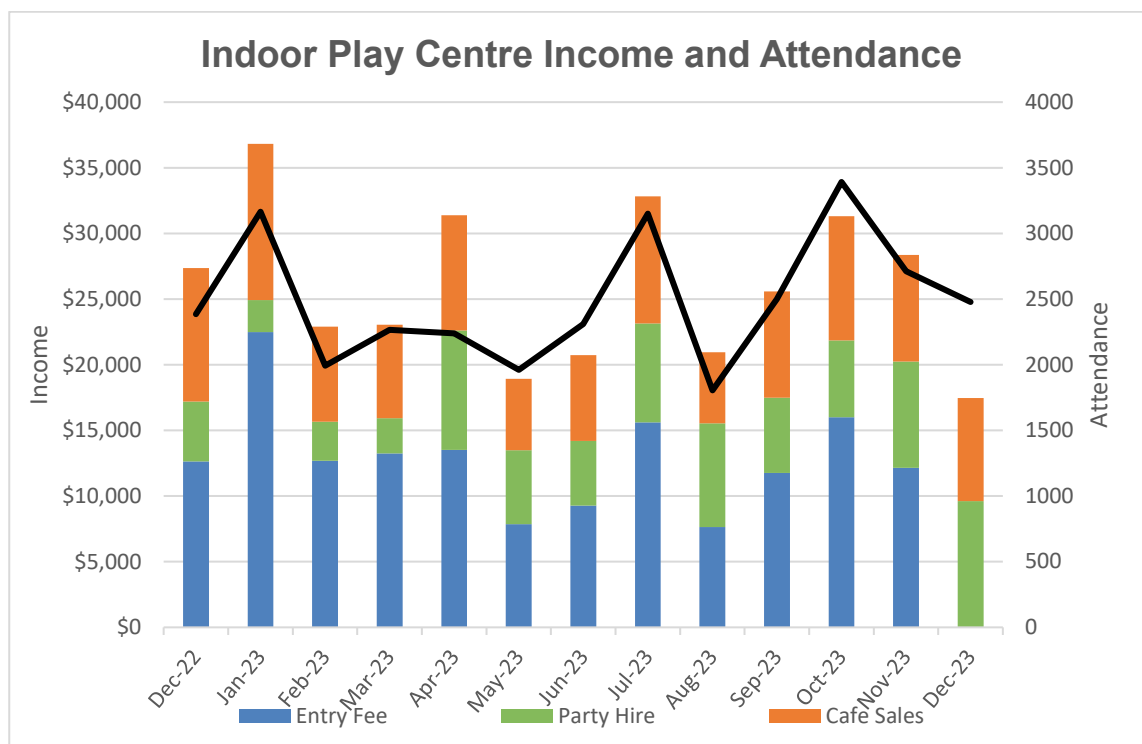
The Base has thrived in the month of December and has achieved the highest number of stats compared to the last 4 years. The Base kicked off with a lively Youth Christmas Party followed by collaborations with Build Up Skateboard from Perth, Fair Game from Perth and



the Swans Team who played a major part in our School Holiday Programmes. Great engagement from the Youths and Skateholders achieving a notable memorable year for The Base.

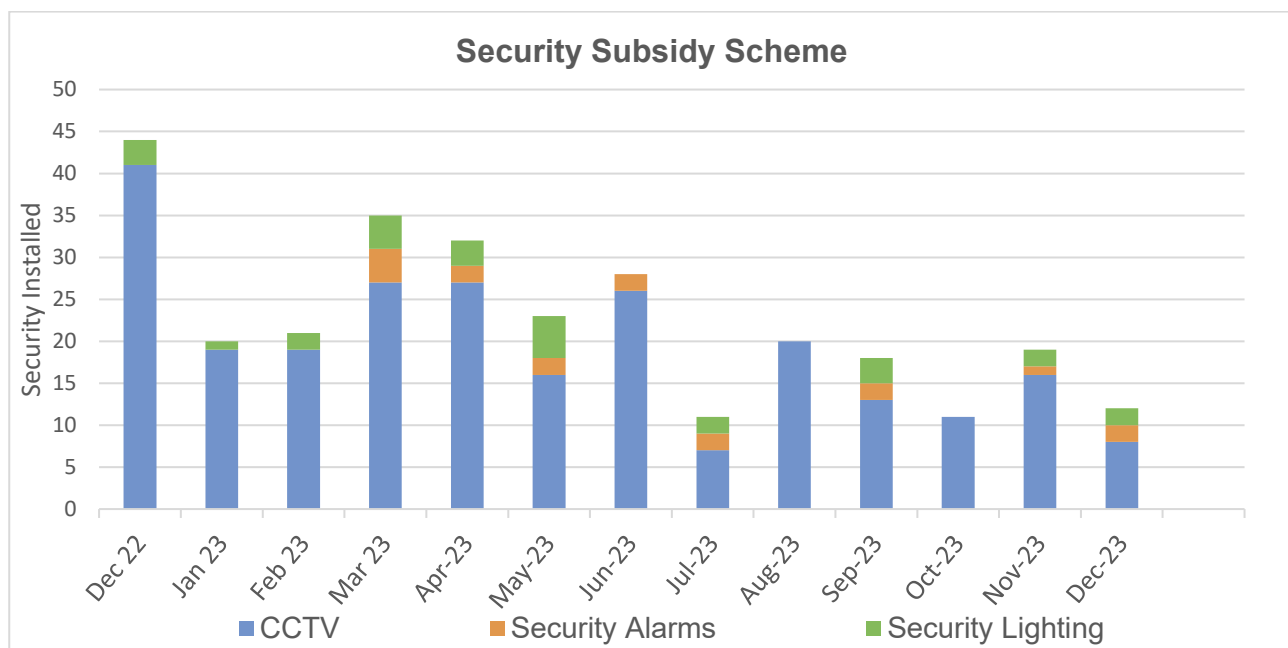
**The Youth Shed** had a jam packed Holiday Mayhem Program with activities every day. Despite predictions of attendance declines due to Christmas holidays, hotter weather and families leaving town, The Youth Shed has successfully managed to engage and promote programming throughout the community. This has resulted in new youths attending the facility and furthermore increasing attendance numbers and positive engagement higher than previous years for the months of November and December 2023.

**Indoor Play Centre:**



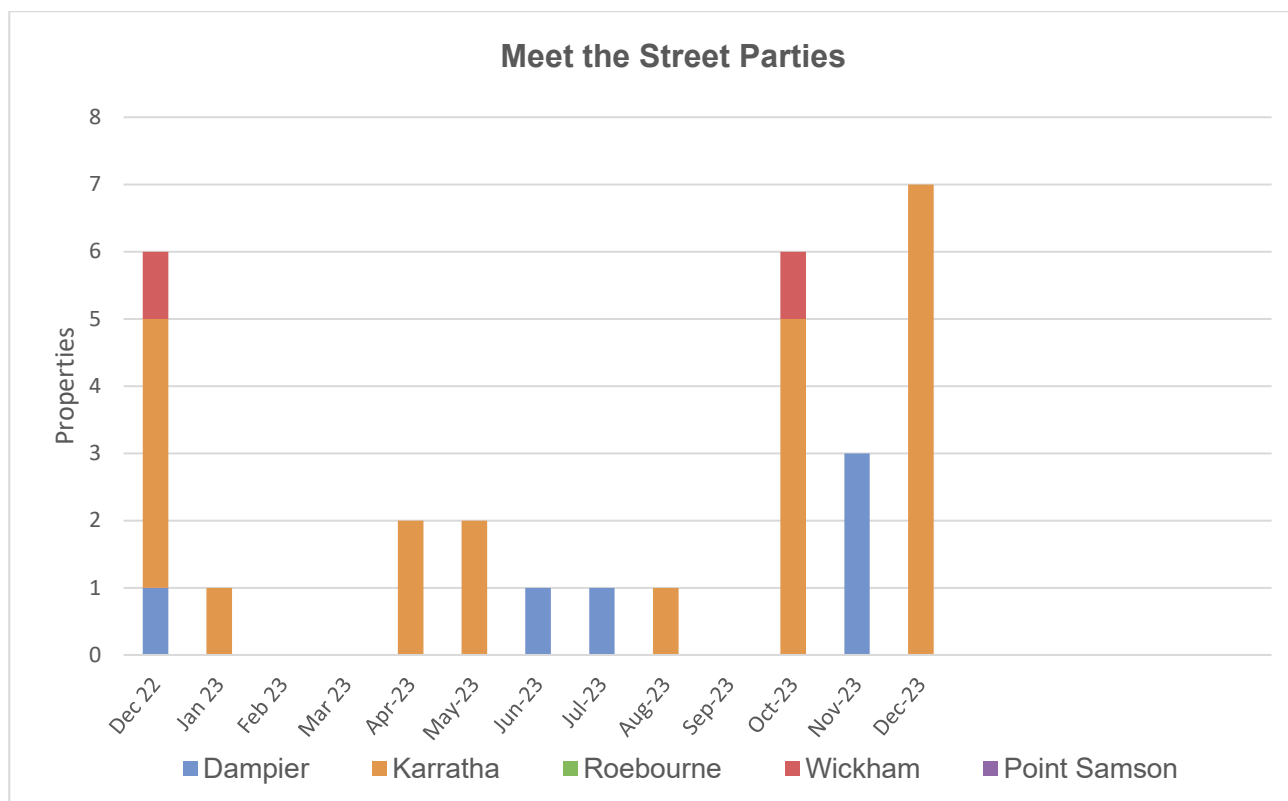
Attendance was up by 4% from December 2022. Entry fee and party hire statistics also show an increase, with café sales down 23%. This may be attributed to the general cost of living and more people bringing in their own snacks.

**Security Subsidy Scheme**



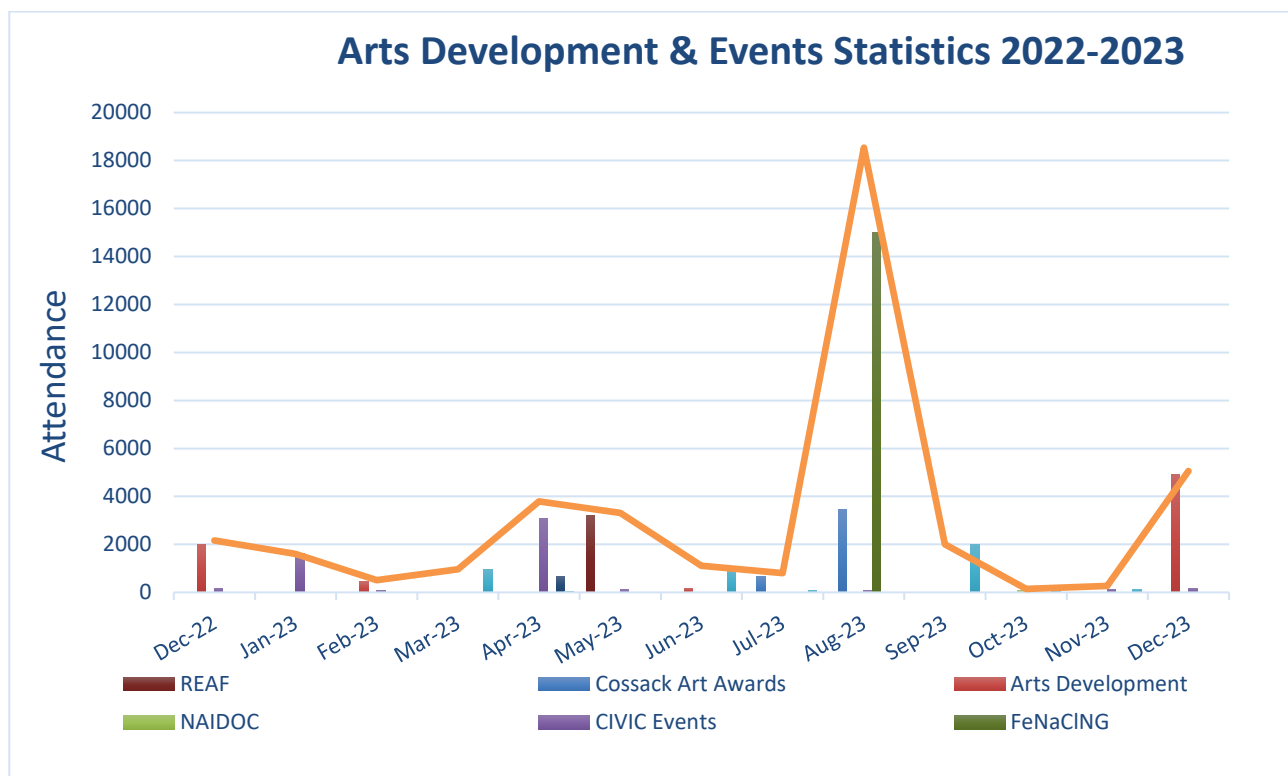
8 applications this month which is 80% less than this time last year and 50% less than last month.

**Meet the Street:**



7 Meet the Street Parties in December, all located in Karratha and held in combination with the Santa Lolly Run.

**Arts Development & Events:**



Christmas on the Green was a highlight of December with over 1000 people in attendance. This was also accompanied by The Quarter Activations which were well received by the community.

Approximately 3700 community members attend The Quarter over three weeks.

**SMALL COMMUNITY GRANTS**

The following Small Community Grants were awarded for December 2023. The total contribution is \$3,216.60

**DECEMBER 2023**

Town	Who	What	Awarded
All Towns	Karratha & Dampier Teeball Association	Line Marking Paint	\$3,216.60

**14.2 CONCESSION ON FEES FOR CITY FACILITIES**

**File No:** CR.38  
**Responsible Executive Officer:** Director Community Experience  
**Reporting Author:** Director Community Experience  
**Date of Report:** 23 January 2024  
**Disclosure of Interest:** Nil

**PURPOSE**

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

Name	Reason	Authoriser	Amount (excl. GST)
Promotion	December 2023 Movie Screenings of the Wonka Movie – Golden Ticket Promotion to win 8 x Family Passes to the value of \$400.00	A/Director Community Experience	\$363.64
Promotion	To promote the Wayfinder Performance on Triple M Radio, ABC & Ngaarda, a giveaway of 6 x Double Tickets to Dancenorth Australia to the value of \$330.00	A/Director Community Experience	\$300.00

**14.3 RECORD OF TENDERS/PANEL APPLICATIONS DETERMINED UNDER DELEGATION**

**PRE-QUALIFIED SUPPLIER PANEL**

<b>RFPA No:</b>	RFPA000001	<b>Project Budget:</b>	\$500,000 (ex GST)	
<b>RFPA Title:</b>	CiAnywhere Professional Services Panel			
<b>RFPA Categories:</b>	Category 1 – Data Migration Category 2 – Consultancy & Support			
<b>State-wide Advertising Commenced:</b>	20/09/2023	<b>Tender Closing Date/ Time:</b>	5/10/2023	
<b>Scope of Works:</b>	CiAnywhere Professional Services Panel to assist the City of Karratha in its transition to the TechnologyOne CiAnywhere suite of products.			
<b>Selection Criteria:</b>	Price	40%		
	Relevant Experience	20%		
	Methodology	5%		
	Capacity to Deliver	30%		
	Sustainability	5%		
<b>Applications Received:</b>	Suppliers	<b>Category 1</b>	<b>Category 2</b>	
	1. Axios Consulting Services Pty Ltd 2. Chartertech Pty Ltd 3. Data Migration Consultants Pty Ltd T/A Data MC 4. ExpediteIT Pty Ltd 5. Galaxy42 Pty Ltd T/A Atturra Business Applications 6. Green Cloud Consulting Pty Ltd 7. ICTPioneers Pty Ltd T/A CIS Online 8. Leander Business Consulting 9. Left Back Consulting Pty Ltd 10. Setonix Digital Pty Ltd	Yes Yes Yes Yes Yes - Yes Yes Yes Yes	Yes Yes - - Yes Yes - Yes Yes	
<b>Panel Established:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Decision:</b>	20/10/2023	
<b>Accepted Pre-Qualified Suppliers:</b>	<b>Category 1 – Data Migration</b> 1. Left Back Consulting Pty Ltd 2. Setonix Digital Pty Ltd 3. Leander Business Consulting Pty Ltd 4. Data Migration Consultants Pty Ltd T/A Data MC 5. Chartertech Pty Ltd  <b>Category 2 – Consultancy &amp; Support</b> 1. Chartertech Pty Ltd 2. Setonix Digital Pty Ltd 3. Galaxy 42 Pty Ltd T/A Atturra Business Applications 4. Axios Consulting Services Pty Ltd 5. Green Cloud Consulting Pty Ltd			
<b>Estimated Panel Value:</b>	\$500,000			
<b>Contract Term:</b>	2 years	<b>Contract Options:</b>	1 year	

**14.4 DEVELOPMENT SERVICES UPDATE**

<b>File No:</b>	DB.32
<b>Responsible Executive Officer:</b>	Director Development Services
<b>Reporting Author:</b>	Statutory Planning Coordinator
<b>Date of Report:</b>	12 January 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s)</b>	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 12 January 2024**

APPLICATION (Name, No., City File Reference &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
<b>SAT</b>					
Nil					
<b>JDAP</b>					
DA23-003 DAP/23/02422  Construction of Solar PV Farm (Renewable Energy Facility) and Ancillary Infrastructure	Lot 1502 North West Coastal Highway, MAITLAND WA 6714	25/01/2023	<ul style="list-style-type: none"> <li>• Application was approved by the Regional JDAP at its meeting held 6 December 2023.</li> <li>• The officer recommendation was largely supported by the JDAP with only minor wording edits to four conditions reflecting that each condition was required to be met during each of the five stages of development.</li> </ul>	Statutory Planning Coordinator	6 December 2023
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> </ul>	Manager Planning Services	Ongoing

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

### **15.1 NOTICE OF MOTION – PUBLIC HEALTH PLAN 2022-2027**

**Councillor:** Cr Brenton Johannsen  
**Date of Report:** 12 February 2024  
**Disclosure of Interest:** Nil  
**Attachment(s):** City of Karratha Public Health Plan 2022-2027

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#### **COUNCIL RESOLUTION**

**That Council suspend Standing Orders at 6.56pm to allow for open discussion of Item 15.1 Notice of Motion - Public Health Plan 2022-2027.**

**Res No : OCM240212-24**  
**MOVED : Cr Miller**  
**SECONDED : Cr Waterstrom Muller**

**CARRIED 10/0**

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

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#### **COUNCIL RESOLUTION**

**That Council resume Standing Orders at 7.11pm.**

**Res No : OCM240212-25**  
**MOVED : Cr Miller**  
**SECONDED : Cr Simpson**

**CARRIED 10/0**

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

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**COUNCILLOR'S RECOMMENDATION/COUNCIL RESOLUTION****Res No** : **OCM240212-26****MOVED** : **Cr Johannsen****SECONDED** : **Cr Scott**

**That Council RESOLVES to remove from the City of Karratha Health Plan 2022-2027 the action to advocate for vaccination, under the section “Health Related Programs & Information”**

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**LOST 2/8**

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

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**REASON**

The City of Karratha Public Health Plan 2022-2027 currently includes advocacy for vaccination as a component.

There was a lack of comprehensive community survey data pertaining to vaccination attitudes and preferences within the City of Karratha.

The time period during which any surveys were conducted may not accurately reflect the current sentiments and concerns of the community regarding vaccination.

**ADMINISTRATIVE COMMENTS**

This resolution is not supported.

The Public Health Plan was developed between June 2021 and October 2022. It is optional for community members to participate and provide feedback. The City invited participation in multiple ways during the development of the plan, as detailed below. The draft plan was also advertised for public comment on the City's website and in the Pilbara News, and one submission was received.

Community feedback indicated that vaccination was a very high priority. It is valid context that attitudes to vaccination were influenced by COVID-19 vaccination programs at the time.

The Plan is due to be reviewed in 2026 at which time community attitudes to vaccination can be revisited.

**Legislative compliance**

It is a requirement of section 45(1) of the Public Health Act 2016 that every WA local government must develop a local public health plan that considers the public health needs of its local district.

**Consultation to develop a draft Public Health Plan 2022-2027**

The City of Karratha Public Health Plan 2022-2027 was developed in 2021. A survey was open to members of the community between 25 June 2021 and 31 August 2021. Targeted external stakeholders were contacted in July 2021, who were made aware of the project and given the opportunity to have input. Stakeholder workshops were held in August 2021 (including local organisations involved in the provision of health services). Meetings were also held in August 2021 with key stakeholders in Karratha and Roebourne. A select external expert panel reviewed the draft Action Plan in April 2022.

During this process, community feedback suggested that vaccination was identified as having a **very high** priority.

**Feedback on the draft Public Health Plan 2022-2027**

At the June 2022 Ordinary Council Meeting Council resolved to:

1. *ADVERTISE the draft City of Karratha Local Public Health Plan 2022 – 2027 for a period of 28 days; and*
2. *CONSIDER submissions after public advertising and prior to final adoption of the Plan.*

The following community engagement occurred to seek feedback on the draft plan:

Who	How	When	What	Outcome
General public	Notification on City website and in Pilbara News	Post Council adoption for 28 days advertising	Consult regarding opportunity to make submission on draft PHP	Submissions and any recommended modifications reported back to Council prior to final adoption
External public health stakeholders	Email setting out that City is advertising draft PHP with link to draft PHP document and seeking submissions	Post Council adoption for 28 days advertising	Consult regarding opportunity to make submission on draft PHP	Submissions and any recommended modifications reported back to Council prior to final adoption
Internal City stakeholders	Email setting out City is advertising draft PHP with link to draft PHP document and seeking comments	Post Council adoption for 28 days advertising	Consult regarding opportunity to make comments on draft PHP	Internal comments and any recommended modifications reported back to Council prior to final adoption.

**Adoption of the Public Health Plan 2022-2027**

At the October 2022 Ordinary Council Meeting council noted that 1 submission had been received from Injury Matters, regarding education to prevent injuries. No objectives were raised, and no changes made to the draft plan.

Council resolved to:

*ADOPT the City of Karratha Local Public Health Plan 2022 – 2027.*

The plan included the following action:

Action	Health Risk	City’s Role	Performance Measure
Promote and support vaccination programs	Disease Illness	Advocate	Rate of vaccinations

**15.2 NOTICE OF MOTION – CEO PERFORMANCE REVIEW COMMITTEE**

<b>Councillor:</b>	Cr Daiva Gillam
<b>Date of Report:</b>	12 February 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachment(s):</b>	Nil

**COUNCILLOR’S RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **OCM240212-27**  
**MOVED** : **Cr Gillam**  
**SECONDED** : **Cr Simpson**

**That Council:**

- 1. APPROVES the establishment of a CEO Performance Review Committee;**
- 2. APPOINT Council representation as follows:**
  - a. Cr Scott**
  - b. Cr Gillam**
  - c. Cr McNaught**
  - d. Cr Simpson**
- 3. REQUESTS Terms of Reference to be developed to ensure the aims, objectives and key deliverables are defined and are presented to Council for approval no later than 30 June 2024.**

**CARRIED 10/0**

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

**REASON**

One of the roles of Council is to manage the performance of the Chief Executive Officer (CEO).

The City has adopted Policy CG19 Standards for CEO Recruitment, Performance and Termination. In order to properly facilitate the CEO’s performance review it is recommended that a committee of Council is created.

The purpose of the Chief Executive Officer Performance Review Committee (the Committee) is to:

- Undertake the review of the Chief Executive Officers (CEO) Performance in accordance with the Local Government Act 1995, the Standards and the contract of employment of the CEO.
- Work with the CEO to establish additional performance criteria for the CEO, if required.

The role of the Committee is to:

1. Assist the Council in the engagement and oversight of a consultant to work with the committee, CEO and Council in conducting the CEO performance review in line with the process agreed between the CEO and Council (or consistent with the Standards and Department of Local Government Guidelines).
2. Conduct with the CEO, elected members and the consultant, the performance review process and provide a recommendation to Council on the result of the performance review.
3. Establish any additional performance criteria for the CEO, with the agreement of CEO, for recommendation to Council arising from the performance review process.
4. Make any other relevant recommendations relating to the CEO's employment, with the agreement of the CEO.

Members of the Committee will be required to undertake the CEO Performance Review Training facilitated by WALGA within six (6) months of their appointment to the Committee (Subject to WALGA delivering the course in the appropriate timeframe).

The Committee shall be comprised of up to four (4) elected members which will include the Mayor and Deputy Mayor.

The City Administration will ensure appropriate support is provided to the Committee.

An Independent Consultant will facilitate the Performance Review Process.

#### **ADMINISTRATIVE COMMENTS**

This is supported.

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

No questions by members of which due notice was given.

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

No urgent business approved by the person presiding or by decision.

## 18 MATTERS BEHIND CLOSED DOORS

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### COUNCIL RESOLUTION

Res No : OCM240212-28  
 MOVED : Cr Nunn  
 SECONDED : Cr Simpson

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

#### 18.1 CONFIDENTIAL ITEM - AIRLINE ROUTE DEVELOPMENT

Also included is the following:

ATTACHMENT TO ITEM 10.6 – RFQ 39-23/24 MICROSOFT LICENCING SERVICE

ATTACHMENT TO ITEM 12.1 - PROPOSED CORPORATE SPONSORSHIP – RED ROCK RUN FEATURE FILM

ATTACHMENT TO ITEM 13.1 - SUPPLY AND LAYING OF CONCRETE & KERBING – TENDER OUTCOME

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

**CARRIED 10/0**

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

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### COUNCIL RESOLUTION

That Council suspend Standing Orders at 7.25pm to allow for open discussion of Confidential Item 18.1 Airline Route Development.

Res No : OCM240212-29  
 MOVED : Cr Simpson  
 SECONDED : Cr Roots

**CARRIED 10/0**

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

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### COUNCIL RESOLUTION

That Council resume Standing Orders at 7.41pm

Res No : OCM240212-30  
 MOVED : Cr Nunn  
 SECONDED : Cr Miller

**CARRIED 10/0**

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

**18.1 CONFIDENTIAL ITEM - AIRLINE ROUTE DEVELOPMENT**

**This matter is confidential and if disclosed would reveal commercial-in-confidence information.**

**File No:** TT.430  
**Responsible Executive Officer:** Director Strategic Projects & Infrastructure  
**Reporting Author:** Airport Manager  
**Date of Report:** 15 January 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Nil

**COUNCIL RESOLUTION**

**Res No :** OCM240212-31  
**MOVED :** Cr Simpson  
**SECONDED :** Cr Waterstrom Muller

**That Council APPROVE Option 1 as detailed in this report.**

**CARRIED 10/0**

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

**COUNCIL RESOLUTION**

**That Council move out of camera at 7.41pm.**

**Res No :** OCM240212-32  
**MOVED :** Cr Nunn  
**SECONDED :** Cr Simpson

**CARRIED 10/0**

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

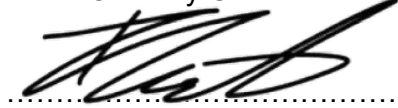
## 19 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 7.42pm.

The next meeting is to be held on Monday, 25 March 2024 at 6pm at Council Chambers - Welcome Road, Karratha.

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I, Cr Daniel Scott, Mayor of the City of Karratha, hereby declare on behalf of the Councillors of the City of Karratha that the enclosed Minutes are a true and accurate record of the Ordinary Council Meeting held on Monday, 12 February 2024.



..... Date 25 / 03 / 2024