



ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on Monday, 27 May 2024 at 6pm**



**VIRGINIA MILTRUP
CHIEF EXECUTIVE OFFICER**



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

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

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

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

WRITTEN CONFIRMATION

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

Signed: 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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
	TABLE OF CONTENTS	2
1	OFFICIAL OPENING	4
2	PUBLIC QUESTION TIME.....	4
3	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	4
4	REQUESTS FOR LEAVE OF ABSENCE	5
5	DECLARATIONS OF INTEREST	5
6	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	5
7	CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS	5
8	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	5
9	CORPORATE & COMMERCIAL REPORTS	6
	9.1 FINANCIAL STATEMENTS FOR PERIOD ENDED 31 MARCH 2024.....	6
	9.2 LIST OF ACCOUNTS – 1 MARCH 2024 TO 31 MARCH 2024.....	13
	9.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2024	16
	9.4 2023/2024 KEY PERFORMANCE MEASURES FOR Q3	23
	9.5 CG16 PROFESSIONAL DEVELOPMENT FOR COUNCIL MEMBERS POLICY REVIEW	30
10	COMMUNITY EXPERIENCE REPORTS	34
	10.1 KARRATHA COMMUNITY HOUSE – VARIATION TO LEASE.....	34
11	DEVELOPMENT SERVICES REPORTS	39
	11.1 DEVELOPMENT APPLICATION DA24-016 – PROPOSED ‘USE NOT LISTED (INDUSTRY TRAINING FACILITY)’ – NO. 12 (LOT 321) OXIDE LOOP, GAP RIDGE.....	39
	11.2 DAMPIER TOURIST PARK FEASIBILITY STUDY OUTCOME	49
	11.3 REQUEST FOR WAIVER OF DEVELOPMENT APPLICATION FEE BY OTAN KARRATHA PTY LTD.....	57
12	STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS	61
	12.1 RFT17-23/24 - OPERATIONS CENTRE BUILDING FOUR HEATING VENTILATION AND AIRCONDITIONING SYSTEM UPGRADE - TENDER OUTCOME	61

12.2	MINOR WORKS – HEATING VENTILATION AND AIRCONDITIONING SYSTEM & ELECTRICAL CONTROLS INTEGRATION - TENDER OUTCOME	64
12.3	GROUNDS MAINTENANCE EASTERN AREAS - TENDER OUTCOME ..	68
12.4	REQUEST TO CALL TENDERS FOR THE ANNUAL PRE-CYCLONE GREEN WASTE VERGE COLLECTION	72
13	CHIEF EXECUTIVE OFFICER REPORTS.....	76
13.1	ITEMS FOR INFORMATION ONLY	76
13.1.1	DEVELOPMENT SERVICES UPDATE	86
13.1.2	COMMUNITY EXPERIENCE INFORMATION REPORT MARCH 2024.....	77
13.1.3	PUBLIC BRIEFING ADDITIONAL INFORMATION - 20 MAY 2024	86
14	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	89
15	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	89
16	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....	89
16.1	AUDIT AND ORGANISATIONAL RISK COMMITTEE – 20 MAY 2024	89
17	MATTERS BEHIND CLOSED DOORS	90
17.1	CEO PERFORMANCE REVIEW	90
	ATTACHMENT TO 12.1 - RFT17-2324 OPERATIONS CENTRE B4 HVAC UPGRADE TENDER EVALUATION REPORT.....	90
	ATTACHMENT TO 12.2 - RFT0000003 HVAC & ELECTRICAL CONTROLS INTEGRATION TENDER EVALUATION REPORT	90
	ATTACHMENT TO 12.3 - RFT0000004 GROUNDS MAINTENANCE EASTERN AREAS TENDER EVALUTION REPORT.....	90
18	CLOSURE & DATE OF NEXT MEETING	91

AGENDA

1 OFFICIAL OPENING

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

2 PUBLIC QUESTION TIME

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

Councillors:
 Cr Daniel Scott [Mayor]
 Cr Daiva Gillam [Deputy Mayor]
 Cr Gillian Furlong
 Cr Brenton Johannsen
 Cr Pablo Miller
 Cr Travis McNaught
 Cr Kelly Nunn
 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
	Kate Jones	Minute Secretary

Apologies:

Absent:

Leave of Absence: Cr Sarah Roots

Members of Public:

Members of Media:

4 REQUESTS FOR LEAVE OF ABSENCE

5 DECLARATIONS OF INTEREST

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

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

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday, 29 April 2024, be confirmed as a true and correct record of proceedings.

**8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT
DISCUSSION**

9 CORPORATE & COMMERCIAL REPORTS

9.1 FINANCIAL STATEMENTS FOR PERIOD ENDED 31 MARCH 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	17 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Statement of Financial Activity2. Variance Commentary – Statement of Financial Activity by Nature and Type3. Statement of Financial Position4. Net Current Funding Position

PURPOSE

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

The attached Monthly Financial Report for March 2024 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations. The following table is a summary of the Financial Activity Statement compared to the Budget as of 31 March 2024:

2023/24	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Variance %	Impact on Surpluses
Operating Activities							
Revenue (incl. Rates)	131,228,517	135,168,007	116,690,829	118,188,249	1,497,420	1.3%	↑
Expenditure	(114,822,455)	(115,820,127)	(86,333,058)	(84,961,588)	1,371,470	-1.6%	↑
Investing Activities							
Inflows	7,903,088	4,157,713	2,395,749	2,569,057	173,308	-	↑
Outflows	(41,258,084)	(26,830,154)	(12,813,706)	(10,726,467)	2,087,239	-16.3%	↑
Financing Activities							
Inflows	6,969,982	7,566,631	0	0	0	0.0%	
Outflows	(26,254,084)	(37,480,762)	(7,047,893)	(2,830,295)	4,217,598	-59.8%	↑
Non-Cash Items	31,470,521	28,477,738	22,124,245	21,816,511	(307,734)	-	↓
Restricted PUPP Surplus BFWD 1 July	62,129	62,129	62,129	62,129	0	0.00%	
Unrestricted Surplus BFWD 1 July	4,739,380	4,739,380	4,739,380	4,739,380	0	0.00%	
Restricted PUPP Surplus CFWD	31,064	31,064	31,064	31,064	0	0.00%	
Surplus/(Deficit) 23/24	7,929	9,490	39,786,610	48,825,911	9,039,301	22.72%	↑

*Refer to variance commentary attachment for material differences.

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

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

FINANCIAL MANAGEMENT UPDATE
Local Government Financial Ratios

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

Period End 31 March 2024	Target Ratio	YTD Budget Ratio	Original Annual Budget Ratio	YTD Actual Ratio
Current Ratio	≥ 1	N/A	N/A	23.08
The Current Ratio identifies a local government’s liquidity: how well it can meet its financial obligations as and when they fall due. A ratio greater than 1 indicates the local government is able to cover its immediate cash commitments				
Asset Sustainability Ratio (ASR)	≥ 0.90	0.56	0.80	0.34
The ASR measures how effectively a local government’s assets are being replaced or renewed. The City’s ASR is low due to the delays in capital renewal projects. Upgrades, expansions, and new works are not considered for the ASR				

Operating Surplus Ratio (OSR)	≥ 15%	38.5%	15.1%	31.9%
The OSR measures how well a local government can cover its operational costs with funds left over for capital projects and other purposes. The City’s ratio is higher than expected due to delays in capital projects, less reliance on capital grant funding, and increased fees & charges and interest income				
Own Source Revenue Coverage Ratio (OSRC)	≥ 0.90	1.34	0.97	1.23
The OSRC ratio outlines a local government’s ability to cover its costs through its own revenue sources, such as rates, fees and charges and interest revenue. A ratio greater than 0.90 indicates the local government is operating in an ‘advanced’ capacity, however it should be noted that each local government has different revenue raising capacities				
Debt Service Cover Ratio (DSCR)	≥ 2	36.7	40.4	40.2
The DSCR measures a local government’s ability to repay its debt using cash. As the City has minimal debt, it exceeds the basic standard of greater than 2.0				

Statement of Financial Position

	Mar-24	Feb-24	% Change	Comments
Current				
Assets	140,149,644	142,177,127	-1.43%	Decrease in Unrestricted Cash, Cash Equivalents and Trade Receivables.
Liabilities	7,812,049	8,867,633	-11.90%	Decrease in Trade and Other Payables.
Non-Current				
Assets	754,234,229	753,175,473	0.14%	Increase in Infrastructure and Property Plant & Equipment.
Liabilities	7,514,351	7,676,762	-2.12%	Decrease in Long Term Borrowings; Self Supporting loans.
Net Assets	879,057,472	878,808,205		

Debtors Schedule

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

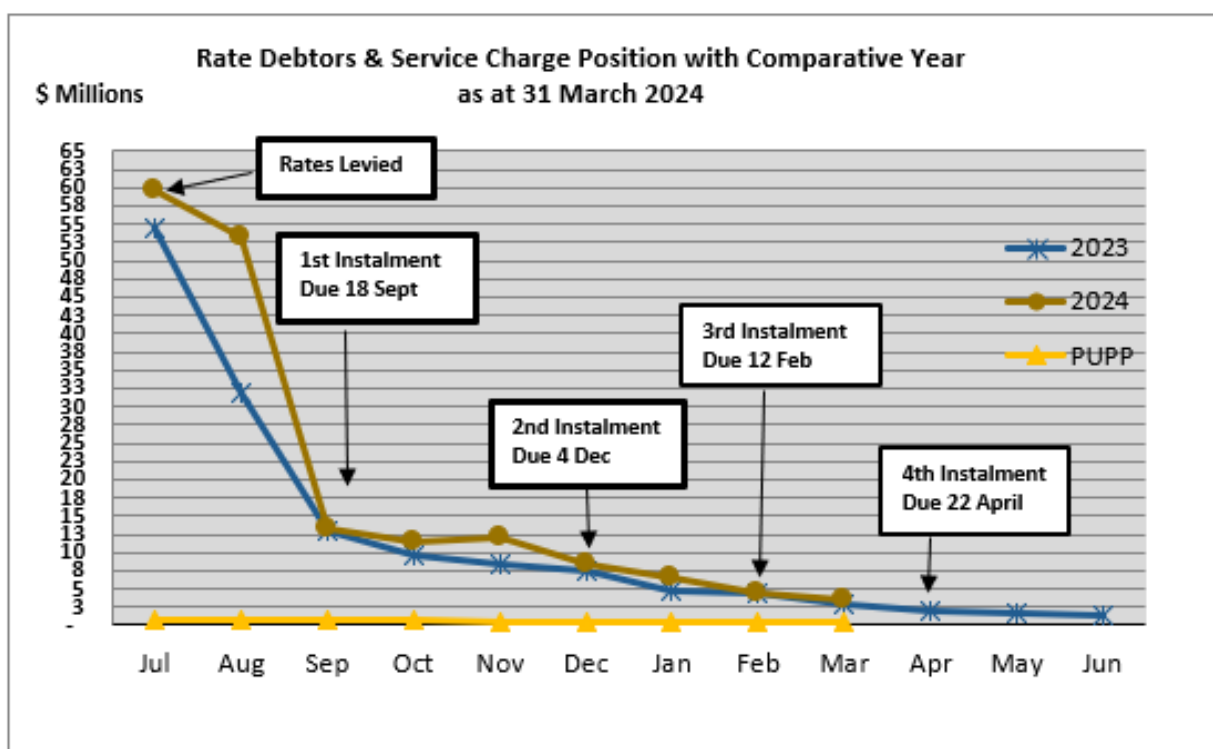
When the following table is compared to Attachment 3, there is a balance sheet difference of \$4.9m, reflecting the loans receivable, accrued revenue and GST receivable.

Debtors Schedule

	March	February	Change %	% of Current Total
Sundry Debtors				
Current	4,491,643	4,667,667	-4%	79.8%
> 40 Days	565,177	958,549	-41%	10.0%
> 60 Days	248,005	67,556	267%	4.4%
> 90 Days	325,704	759,760	-57%	5.8%
Total	5,630,529	6,453,531	-13%	100%
Rates Debtors				
Total	3,554,466	4,375,966	-19%	100%
PUPP Debtors				
Total	546,728	550,985	-0.8%	100%

A total of \$58.9 mil of Rates (including ESL and waste charges) has been paid to end of March 2024, representing a collection rate of 94.3% to date (comparative to 94.9% on 31 March 2023).

Debtor Code	Name	40 Days	60 Days	Over 90 Days	Commentary
L006	CHC Helicopters (Australia)	1,804.26	50,006.65	16,874.63	Relates to October 2023 aircraft landings, November 2023 Utilities, and interest. Paid \$52,403.42 on the 16.04.24. Balance remains outstanding. Account was referred to AMPAC Debt Recovery on 12 April 24.
S010	Virgin Australia Regional Airlines Pty Ltd VARA	58,031.82		700.23	Relates to January 2024 passenger service and security screening charges. Final Notice issued 2 May 2024.



There was no material change in March in the PUPP Debtors balance. PUPP payments have now been received on 99.74% of properties and of those paid, 98.87% have paid in full, with 0.87% paying by instalments.

Collection of outstanding debts greater than 40 days is continuing in line with Council policy. The table highlights outstanding balances for each ageing period for Trade Debtor balances in excess of \$5,000.

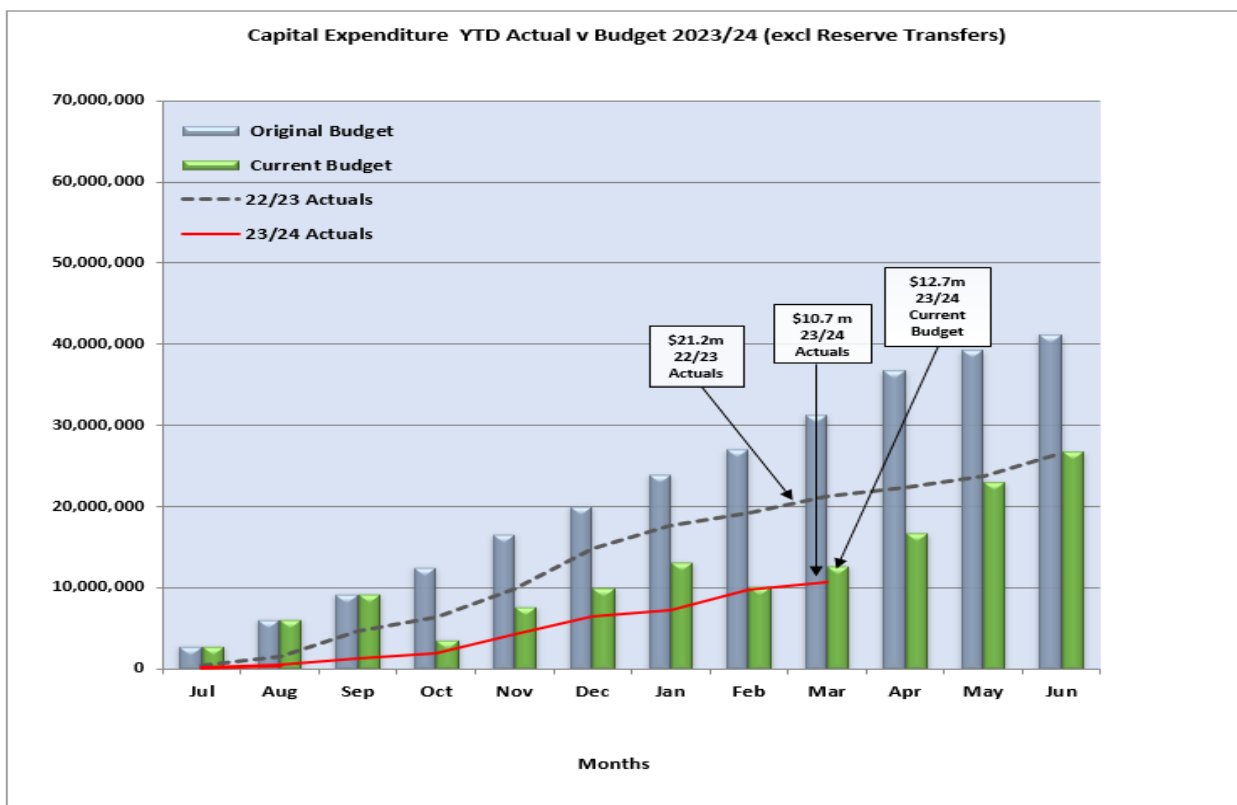
Capital Expenditure

Council’s current 2023/24 Capital Expenditure budget is \$26.8m which includes significant projects such as: Hillview/Balmoral Upgrade, Hancock Way – Six House Construction, Kevin Richards Memorial Oval Lighting and Pole Upgrade, and Roebourne Streetscape Master Plan.

The City spent \$10.7 million on its capital program to the end of March, representing an underspend of \$2 million (16.1%) against YTD budget (down from 43.8% in February 24).

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

CAPITAL EXPENDITURE						
Asset Class	YTD			ANNUAL		
	YTD Budget	YTD Actual	Variance %	Annual Original Budget	Annual Amend Budget	% of Annual Budget
	31-Mar-24			30-Jun-24		
Land	65,000	15,155	-76.7%	20,000	1,820,000	-99.2%
Artwork	0	0	0.0%	0	0	0.0%
Buildings	5,273,720	5,176,359	-1.8%	8,499,135	7,504,614	69.0%
Equipment	(5,217)	241,121	-4721.8%	767,500	487,783	49.4%
Furn & Equip	822,143	429,985	-100.0%	1,467,000	1,407,961	30.5%
Plant	1,377,227	1,503,087	9.1%	1,964,000	2,481,727	60.6%
Inv Property	200,000	0	-100.0%	0	347,000	0.0%
Infrastructure	5,056,331	3,359,848	-33.6%	28,515,947	12,756,567	26.3%
Totals	12,789,204	10,725,555	-16.1%	41,233,582	26,805,652	40.0%



Financial Statements

The financial statements for the reporting period are provided as an attachment in the form of:
Statement of Financial Activity by Nature and Type.
Variance Commentary - Statement of Financial Activity by Nature.
Net Current Funding Position.
Statement of Financial Position.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making, this matter is considered to be of high significance in terms of Council’s ability to perform its role. Financial integrity is essential to the operational viability of the City but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels of comfort. The ability for the city to remain financially sustainable is a significant strategy for a region that is continually under pressure from the resources industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services.

STATUTORY IMPLICATIONS

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement. Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

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

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

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

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:

Option 1

As per the Officer’s recommendation.

Option 2

That Council to:

RECEIVE the Financial Reports for the financial period ending 31 March 2024; and

APPROVE the following actions:

- a) _____
- b) _____

Option 3

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

CONCLUSION

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

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

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Senior Creditors Officer
Date of Report:	2 May 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	1. List of Payments - March 2024 2. Purchase Cards Report - March 2024 3. Fuel Card Report - March 2024

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council **ACCEPT** payments totalling **\$8,007,854.42** as detailed in Attachments 1, 2 and 3 being made up of:

1. Trust Payments: nil;
2. BPay Payments 465 to 479 and EFT Payments 81099 to 81514 (Inclusive): **\$5,092,786.52**;
3. Cheque Voucher: 78740: **\$400.00**;
4. Cancelled Payments: nil;
5. Direct Debits: nil;
6. Credit Card Payments (March 2024): **\$43,100.62**;
7. Payroll Payments: **\$2,871,567.28**

BACKGROUND

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

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

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

DISCUSSION

Payments for the period 1 March 2024 to 31 March 2024 (including credit card transactions – March 2024) totalled \$8,007,854.42 which included a sample of large payments as follows:

- TechnologyOne – Annual Software Subscription - \$489,409
- MSS Security – Airport Security Services, February 2024 - \$244,855
- Department of Fire & Emergency Services – ESL Contribution Q3 - \$612,119
- Plus Architecture – Lot 7018/7020 Sharpe Avenue – Progress Claim - \$214,485
- Damel Cleaning – Premium Cleaning Services, February 2024 - \$163,847
- Dampier Plumbing – Karratha Airport, Norman Road Water Mains Upgrade - \$278,974

Consistent with CG-11 Regional Price Preference Policy, 69% of the total value of external payments reported for the period were made locally. This result is slightly lower than the prior month. In the Quarter January to March 2024, 71% of the number of invoices paid were for local suppliers, up from the previous Quarter of 68%.

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.

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.

CONCLUSION

Payments for the period 1 March 2024 to 31 March 2024 and credit card payments for the period 29 February 2024 to 28 March 2024 totalled \$8,007,854.42. Payments have been approved by authorised officers in accordance with agreed delegations, policies and budget.

9.3 INVESTMENTS FOR PERIOD ENDED 31 MARCH 2024

File No:	FM.19
Responsible Executive Officer:	Director Corporate & Commercial
Reporting Author:	Corporate Accountant
Date of Report:	15 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

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

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

DISCUSSION

Details of the investments are included in the report:

- Schedule of Cash and Financial Investments.
- Allocation of Cash and Financial Investments.
- Schedule of Maturity of Cash and Financial Investments.
- Schedule of Liquidity.
- Schedule of Other Investments.
- Aging of Outstanding Lessees Balances.
- Schedule of Loan Agreement.

Schedule of Cash and Financial Investments

The following table indicates the financial institutions where the City has investments as of March 2024.

Institution	Accounts	Principal Investment \$	Balance 31 March 2024 \$	Interest %	Investment Term	Maturity	Source
RESERVE FUNDS							
WBC	Business Premium Cash Reserve		2,073,137	2.15	At Call		Reserve at Call
CBA	Reserve Term Deposit	20,000,000	20,896,405.50	5.21	12 months	May-24	Reserve TD
BOQ	Reserve Term Deposit	10,000,000	10,421,876.75	5.15	12 months	Jun-24	Reserve TD
CBA	Reserve Term Deposit	10,000,000	10,345,164.41	5.55	12 months	Aug-24	Reserve TD
NAB	Reserve Term Deposit	12,000,000	12,287,835.62	5.15	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	15,000,000	15,359,227.41	5.33	12 months	Oct-24	Reserve TD
WBC	Reserve Term Deposit	5,000,000	5,112,260.27	5.50	12 months	Nov-24	Reserve TD
WBC	Reserve Term Deposit	4,000,000	4,046,070.14	5.19	12 months	Jan-25	Reserve TD
NAB	Reserve Term Deposit	6,000,000	6,038,095.89	5.15	12 months	Feb-25	Reserve TD
MUNICIPAL FUNDS							
WBC	Municipal Term Deposit	5,000,000	5,200,627.41	5.59	12months	Jul-24	Muni TD
NAB	Municipal Term Deposit	6,000,000	6,141,123.30	5.05	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,138,259.72	5.16	6 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	6,000,000	6,129,323.83	5.28	5 months	Apr-24	Muni TD
WBC	Municipal Term Deposit	4,000,000	4,042,657.54	5.19	12months	Jan-25	Muni TD
WBC	Municipal Term Deposit	3,500,000	3,508,750.96	5.07	3months	45444	Muni TD
WBC	Municipal (Transactional)		10,610,369.48	4.20	At Call		Muni at Call
N/A	Cash on Hand		8,669.00				
N/A	TOTAL	112,500,000	128,359,855				

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

Table 10.1a. Schedule of Cash and Financial Investments

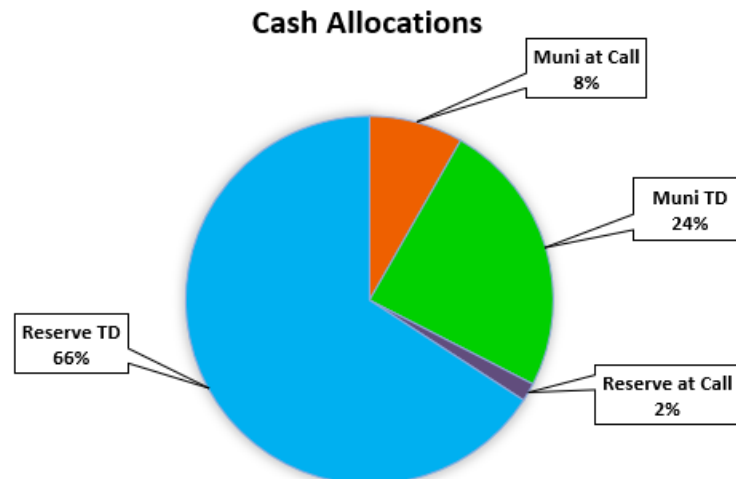
On average, the City is earning 5.22% across Municipal Term Deposits and 5.28% across Reserve Term Deposits.

The RBA official cash rate (overnight money market interest rate) remained unchanged at 435 basis points during the month of March. As a result, the Municipal Funds held in the Westpac transaction account continue to earn 4.20% interest. Reserve funds held in the Westpac Business Premium Cash Reserve account are earning 2.15% in interest on balances over \$1m.

Allocations of Cash and Financial Investments

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

The following graph depicts the allocation of our Cash and Financial Investments to maximise return on investment which shows that 90% 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. 46% of Cash and Financial Investments will mature in the next 3 months, 13% maturing in the next 4-6 months and 41% maturing in the next 7-12 months.

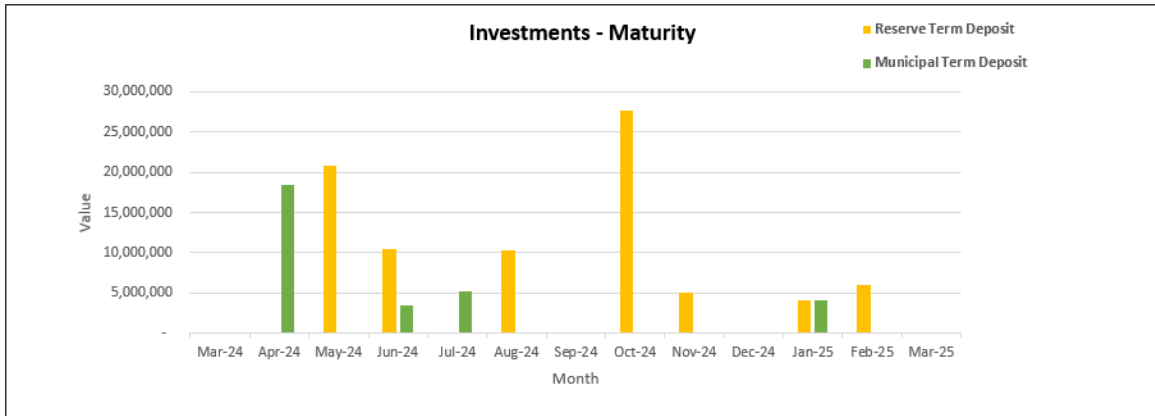


Table 10.1b. Schedule of Maturity of Cash and Financial Investments

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 a slight increase compared to March forecasts, based on the March budget review.

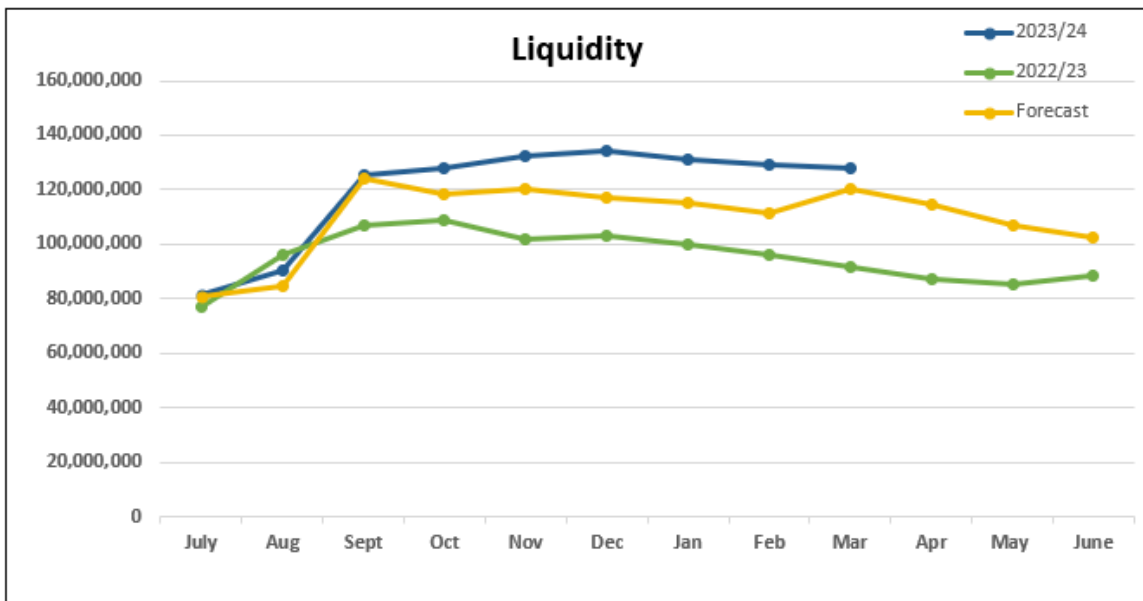


Table 10.1c. Schedule of Liquidity

Schedule of Other Investments

Hangar Lease – Aspen Medical

On 1 November 2018, a Lease agreement was entered into with Aspen Medical for the use of a newly built Hangar in relation to their provision of emergency medical services. The lease agreement was for an initial term of seven (7) years with two extensions of two (2) years each. Rent increases every two years, as per the schedule set out in the lease agreement. The initial investment incurred was \$3,011,975, with the performance of the hangar lease shown in the table below.

	Month 31 March 2024 \$	Year-to-Date 31 March 2024 \$	Life-to-Date 31 March 2024 \$
Total Income Received	33,250	298,083	2,166,137
Total Expenditure Paid	(799)	(18,391)	(119,373)
Net Income	32,451	279,693	2,046,765
Annualised ROI	12.9%	12.4%	39.2%

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 initial investment incurred was \$4,243,867, with the performance of the hangar and ground lease shown in the table below.

	Month 31 March 2024 \$	Year-to-Date 31 March 2024 \$	Life-to-Date 31 March 2024 \$
Total Income Received	47,701	426,344	2,361,122
Total Expenditure Paid	-	-	(17,611)
Net Income	47,701	426,344	2,378,733
Annualised ROI	13.5%	13.4%	34.5%

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 for \$20,000,000. The following table provides a summary of all income and expenditure for The Quarter for the current financial year:

	Month 31 March 2024 \$	Year to Date 31 March 2024 \$	Life to Date 31 March 2024 \$
Total Income Received	265,349	3,201,554	22,414,161
Total Expenditure Paid	294,734	(1,603,818)	(10,966,476)
Net Income	560,083	1,597,736	11,447,686
Annualised ROI	33.6%	10.7%	8.5%

Table 10.1f. The Quarter HQ Performance

Ageing of Outstanding Lessees Balances

The following table highlights The Quarter lessees with aged balances in excess of \$5,000 as of 31 March 2024 by month.

Suite ID	Lessee	Current March 2024	February 2024	January 2024	December 2023 and Prior	Total	Commentary
0003	T0000699 - Pilbara Weddings & Events	5,946.08	4,368.59	4,684.81	4,895.19	19,894.67	Deed of Surrender actioned 31 January. Bond has been allocated. Payment plan accepted in April 2024.
L0102	T0000705 - Pilbara Ports Authority	12,402.06	38,906.18	-	-	51,308.24	Arrears notices have been issued.

Table 10.1g. Aged Debtors of The Quarter

Schedule of Loan Agreement

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

	Month 31 March 2024 \$	Year to Date 31 March 2024 \$	Life to Date 31 March 2024 \$
Funded Amount	-	-	3,800,000
Interest Charges*	25,333	114,000	313,085
Remaining Loan Amount	(300,000)	(300,000)	(300,000)

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

*Interest Charges of \$25,333.34 are for February and March received in March

Table 10.1h. Scope Property Group Loan Agreement Schedule

The Scope Property Loan earns the City interest at 4% per annum which may incur an opportunity cost, being the value of alternative investment options foregone. At the average rate indicated in Table 10.1a of 5.28%, there is an opportunity cost for the year to date of \$30,141 and a life to date benefit of \$47,709. For the current month of March 2024, the opportunity cost is \$3,865. 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 March 2024; and
2. APPROVE the following actions:
 - a) _____
 - b) _____

Option 3

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

CONCLUSION

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

9.4 2023/2024 KEY PERFORMANCE MEASURES FOR Q3

File No:	CM.89
Responsible Executive Officer:	Director Corporate and Commercial
Reporting Author:	Manager Governance and Organisational Strategy
Date of Report:	23 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

To provide Council with an update on corporate performance against the Operational Plan 2023-24 for Quarter 3 (1 January 2024 – 31 March 2024).

OFFICER'S RECOMMENDATION

That Council RECEIVE the Quarter 3 Performance Report for 2023/24.

BACKGROUND

There are four strategic themes in the Strategic Community Plan 2020-2030, which are delivered through 147 Programs and Services outlined in the Corporate Business Plan. These are in turn delivered through 284 ongoing projects and actions, which are measured by 102 performance measures that are introduced at periodic intervals throughout the year as certain triggers are reached.

Each theme outlines a set of programs delivered through a number of projects and services as follows:

Strategic Theme	Programs & Services	Projects & Actions	Performance Measures
Our Community	49	113	37
Our Economy	20	58	18
Our Natural & Built Environment	38	43	13
Our Leadership	40	70	34
TOTAL	147	284	102

A process supporting the Integrated Strategic Planning (ISP) Framework is quarterly reporting against the performance measures to monitor performance and respond to changing priorities.

A snapshot of the overall performance during Quarter 3 is included in this report. It uses a traffic light system to represent the following benchmarks:

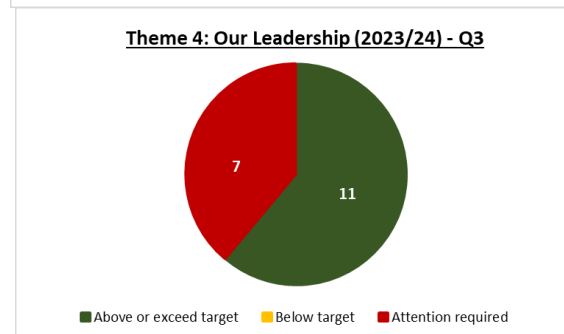
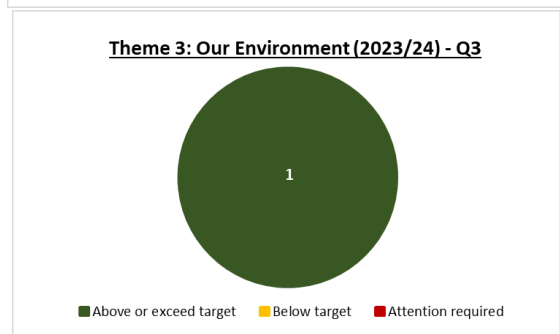
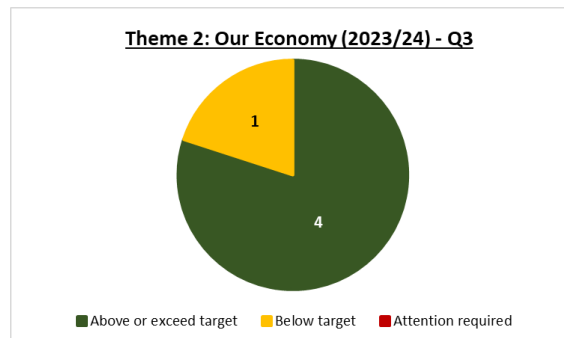
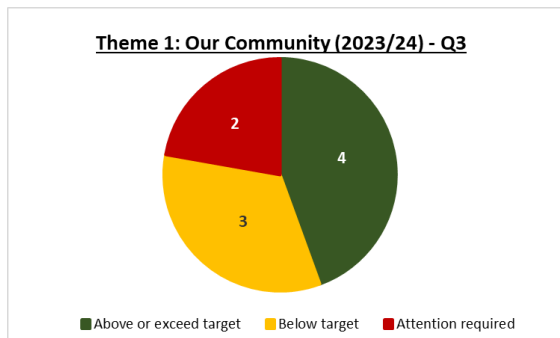
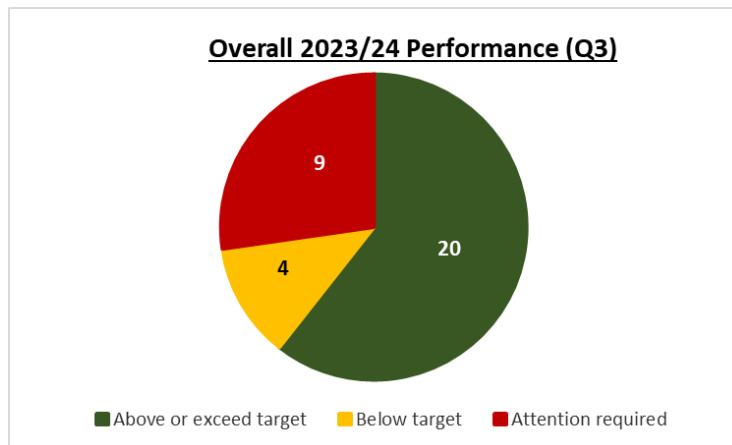
●	Attention Required	Below the lower tolerance applied to the KPI.
●	Within Tolerance	Between the target and lower tolerance applied to the KPI.
●	On Target	Either on or above target.

DISCUSSION

Quarter 3 Performance Measures

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

The results for Quarter 3 are indicated below:



'On Target' or 'Within Tolerance' outcomes for Q3

24 (72.7%) of the Quarter 3 performance measures exceeded the target or were within tolerance levels. Of particular note for the period are:

Measure	Q3 Target	Q3 Actual	This time last year	Comments
Our Community				
1.a.1.7.a [Consolidated] Maintain total attendance at Karratha Leisureplex, Wickham Recreation Precinct Aquatic Centre and Roebourne Aquatic Centre	157,428	167,191	178,801	<p>Overall attendance at KLP is up by 1% to the March Quarter. This is despite a 5% drop in aquatic attendance as a result of shade issues experienced. Large growth in team sports basketball and netball are contributing. Fitness and swim school operations also producing good results.</p> <p>Wickham Recreation Precinct targets have been met and an increase of 14% in total attendance for the facility to the March quarter. 13% increase in attendance as a result of refurbished facilities and retractable shade over pool. Membership numbers remain strong despite other competition in the fitness space in town.</p> <p>Roebourne Aquatic numbers remain lower than expectations and have not rebounded post COVID as per other facilities. Service providers are no longer bringing the large groups of numbers that fed increased attendances over the past few years. Staff will continue to work on strategic programming to attract visits.</p>
1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre	2,200*	8,775	7,425	<p>(* Published target should have been 7,200 attendances instead of 2,200.)</p> <p>Strong attendances continue to be received for the past 9 months drawn to the facility for party hire, laser tag and general admissions.</p>
1.c.1.3.g Maintain or improve the number of attendances to Adult programs and events at the City Libraries	100	144	87	12 people attend the Friendship Matchmaking session in February. Tai Chi continues to be well attended and the Memory Preservation Station is still well used.
1.f.1.2.a Number of Facebook engagements (likes, comments or shares) per quarter	50,000	44,842	40,755	<p>Engagements within tolerance and on par with previous reporting periods. High performing posts for this period include Monday Memory of the old Karratha Pool, announcement to grass The Quarter hotel site, and Karratha Country Club award win.</p> <p>This metric will be reassessed as Meta (Facebook) are implementing changes to their methods of data capture.</p>
Our Economy				
2.a.2.2.a Number of tourists visiting the Karratha Tourism and Visitor Centre (KTVC)	1,500	1,577	1,840	Visitor numbers for the quarter were approximately 5% higher than estimated. This is not statistically significant though may indicate that more visitors are choosing to travel during the warmer months and may indicate a slight recovery in the visitor market following a number of years of significantly altered travel patterns due to COVID-19 impacting destination choices and flooding in the Kimberley affecting the drive market. Nearly 17,000 visitors have visited the centre since July 2023.
2.b.1.2.a Percentage of dollar spend paid to local businesses	50%	70%	51%	\$7.9M spent across 2,375 supplier payments across the local community and would be incorporating services to major construction projects, the Quarter HQ and scheduled maintenance works.

Measure	Q3 Target	Q3 Actual	This time last year	Comments
2.c.1.1.a Supply of undeveloped residential zoned land that can be subdivided/developed	300Ha	378.7Ha	352.4Ha	Increase in supply of residential land due to creation of titles in recent stages of Madigan Estate.
2.d.2.1.b Number of positions applied for under the Pilbara DAMA	20	41	N/A	An amendment to the Agreement was approved in January 2024 to include additional positions that are covered by the DAMA. This has resulted in an increase in the number of positions being applied for.
Our Environment				
3.c.1.1.c Divert Household Hazardous Waste (HHW) from landfill via HHW program	5,000kgs	7,300kgs	3,280kgs	HHW removed from site on 7 March 2024. Over 21,021kgs of HHW has been collected from 7 Mile is transported to Perth by Cleanaway then sent to various processors for recycling or further treatment/destruction. Approximately 90% of HHW is recycled.
Our Leadership				
4.b.1.1.a Percentage of documented processes in Process manager that overdue for review	10%	8.4%	6.1%	62 processes overdue from a total of 734 documented in Process Manager. 50% lie within SPI followed by Corporate with 21% and Executive Services with 18%. Training is offered to all staff as well as resources are available 24/7 for assistance. 29 of the overdue processes within SPI are less than 3 days old. Had they not been overdue a record 4.5% would have been achieved for this reporting period.
4.b.3.1.a Number of indigenous staff employed	24	25	25	An increase of 1 person since the previous quarter making 13 full time, 1 part time and 11 casuals employed with the City.
4.b.3.2.b Average number of unplanned hours leave (absenteeism) taken by each employee per annum	15	12.2	14.6	This is a vast improvement on the last quarter that recorded a high of 23.3hrs/employee across 339 employees.

'Attention Required' outcomes for Q3

9 (27.3%) of the Quarter 3 performance measures require attention. The table below highlights the areas of attention:

Program / Service	Measure	Shortfall in Performance	Comments/Corrective Action
Our Community – Diverse and Balanced			
1.c.1.3 Library Services	1.c.1.3.f Maintain or improve the number of attendances to Children's programs and events at the City Libraries	Target: 2,500 Q3 Outcome: 1,792 22/23 Q3: 2,385	Generally lower results for this time of the year. Low numbers for 'drop in' program in January (passive programming due to time of the year). Great attendance for our special Harmony Day and Easter events/sessions in March.
1.d.1.1 Arts Development and Events Programs	1.d.1.1.d Number of REAP visitations	Target: 14,500 Q3 Outcome: 9,679 22/23 Q3: 9,552	Numbers down due to a scheduled maintenance period in January & February. Numbers expected to bounce back next quarter.

Our Leadership – Responsive and Accountable			
4.c.1.4 Accounts Receivable and Accounts Payable	4.c.1.4.a Collect payment from all invoices within Council's terms of trade of 40 days (excluding grants, contributions, donations and sponsorship)	Target: 85% Q3 Outcome: 73.7% 22/23 Q3: 83.3%	1,763 invoices were issued valued at \$13.8M. 73.7% of debtors paid in the City's terms of trade. 164 invoices remain outstanding against 94 debtors. Overdue invoices are routinely followed up. Write offs have been processed for small balances and outstanding balances have been referred to Ampac Debt Recovery for debt collection.
	4.c.1.4.b Ensure supplier invoices are paid within Terms of Trade	Target: 90% Q3 Outcome: 69.2% 22/23 Q3: 53.7%	In January and February, the percentage sat at 81%, however the quarter was poor due to March with public holidays, staff shortages & staff leave, statement reconciliations picking up old and overlooked invoices, and budget review and audit which limited capacity to release payments. Last year the average score was 60.7% and for the three quarters this year an average of 76.7% is being achieved. Ongoing education is being provided by Finance to inform staff of the urgent need to process invoices received.
4.e.1.1 Customer Service	4.e.1.1.a Percentage of incoming phone calls serviced by the Customer Service team	Target: 60% Q3 Outcome: 44% 22/23 Q3: 57%	The % of 'calls resolved at Customer Service', continues to be below the target of 60%. This has sat between 44 - 48% for the past 3 quarters. This is due to the number of incoming calls to the main line being for external facilities that are then transferred. There is a high volume of calls transferred to the Waste team as well as Cleanaway.
	4.e.1.1.c Complete 500 Action requests (resident generated and self generated) per month, averaged over a 3 month KPI reporting period	Target: 1,500 Q3 Outcome: 1,037 22/23 Q3: 779	Numbers have decreased from last quarter due to significant staff shortage January-February and inductions of new staff into the service.
	4.e.1.1.f Correspondence to be acknowledged within agreed time frames	Target: 90% Q3 Outcome: 75.4% 22/23 Q3: 87.5%	This is the third consecutive reporting period where acknowledgment of records has progressively reduced despite recent reminders to individual directorates. Reports to be sent to EMG and to the attention of the Executive team.
	4.e.1.1.g Percentage of ICSs (including Report It Function) that are completed	Target: 95% Q3 Outcome: 76% 22/23 Q3: 90%	The percentage of Customer Requests has continued to decrease and is 19% below the target of 95% complete. There are currently 52 verge inspections outstanding that is impacting this indicator negatively.
	4.e.1.2.b Measure the percentage of compliant responses to the annual Compliance Audit Return	Target: 100% Q3 Outcome: 91.6% 22/23 Q3: 91.5%	8 instances of non-compliance reported for the 2023 calendar year in the areas of delegation of power/duty, disclosures of interest, online reporting on councillor training, audit report, annual financial report for 2022/23 and tenders for procurement of goods and services. Details were presented to the AORC in February 2024.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

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

COMMUNITY CONSULTATION

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

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	Projects are reported monthly to management and tracked accordingly. Significant variations are reported to Council through budget reviews.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Moderate	Council's reputation may be impacted if the City fails to deliver on commitments in the Strategic Community Plan and Corporate Business.
Compliance	Low	Legislation requires that there is a system for monitoring performance of the City's activities through pre-determined measures to identify alignment to the Strategic Community Plan and the Corporate Business Plan.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Quarterly reporting has been provided to Council since the introduction of the Integrated Strategic Planning Framework in the 2013/14 financial year.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council DEFER consideration of the Quarter 3 Performance Report for 2023/24.

CONCLUSION

The Quarter 3 Performance Report summarises the performance of the City in relation to goals set at the start of the financial year. This report confirms that 72.7% of the 33 performance measures were achieved or substantially achieved in the period 1 January 2024 – 31 March 2024.

Council note and approve amending the third quarter KPI Target for "1.a.1.7.g Maintain or improve attendances at the Karratha Indoor Play Centre" from 2,200 attendances to 7,200 attendances.

9.5 CG16 PROFESSIONAL DEVELOPMENT FOR COUNCIL MEMBERS POLICY REVIEW

File No: CM.124
Responsible Executive Officer: Director Corporate & Commercial
Reporting Author: Manager Governance and Organisational Strategy
Date of Report: 3 May 2024
Applicant/Proponent: Nil
Disclosure of Interest: Nil
Attachment(s): CG16 – Professional Development for Council Members – Track changes

PURPOSE

For Council to consider the revised Policy CG16 Professional Development of Council Members.

OFFICER’S RECOMMENDATION

That Council ADOPT amended Council policy CG16 Professional Development of Council Members as attached to this report.

BACKGROUND

Officers have conducted a review of Council Policy CG16 Professional Development of Council Members that is due for review by July 2024. A summary of proposed changes is outlined in the table below:

Item Reference	Proposed Amendment	Rationale
Definitions	Included definitions of Act and Council Member to the policy.	This is to provide consistency in the transition of former policies to the new format. Inclusion of the definitions provides clarity to the content of the Policy.
Policy Statement (introduction)	<p>“Every Council Member is encouraged to participate in ongoing Professional Development to assist them in fulfilling their role on Council.</p> <p>Professional Development needs may be identified and delivered on an individual or group basis.</p> <p>Additionally, there is mandatory training that must be completed by every Council Member in accordance with the Act.”</p>	Establishing the scope of the policy and principles essential to the construct of the policy in addition to meeting legislative obligations.

Item Reference	Proposed Amendment	Rationale
2. Professional Development Allowance	Included the following: <ul style="list-style-type: none"> • “Council Members may request the City to fund learning opportunities to support their Professional Development.” • “The Professional Development Allowance excludes travel and accommodation expenses incurred in attendance.” 	Expands the original policy to being beyond the statutory minimum requirements of professional development to other areas that are of benefit to Council Members. Funds allocated to individual professional development is not diminished from the cost increases associated with travel and accommodation.
3. Identifying Professional Development Needs	Included the following: <ul style="list-style-type: none"> • The Chief Executive Officer (CEO) may suggest Professional Development opportunities to Council Members individually or collectively, however there is no mandatory requirement to participate. Where the CEO initiates Professional Development opportunities for Council Members it will not be funded by the Professional Development Allowance. 	Provides opportunity for additional professional development opportunities for the combined Council.
4. Approvals and Reimbursements	In reference to Claims for reimbursement “must be submitted within 3 months of incurring the cost.”	Previous wording made reference to claims being received before 30 June of that financial year. This was too generous and has been reduced to a three month period (and ideally before the end of that financial year so costs can be booked to the appropriate period.)
Next review	Amend review term to four (4) years.	The current review term is two (2) years. This is a policy that is unlikely to require frequent review. There is however capacity for this to be reviewed earlier should the need arise.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

Section 2.7(2) (b) of the *Local Government Act 1995* provides that the Council is to determine the local government's policies.

Division 10 (s. 5.126 – 5.128) of the *Local Government Act 1995* also directs a policy to be established to address professional development of Council Members in addition to r.35-36 of the *Local Government (Administration) Regulations 1996*. This is to be approved by Absolute Majority.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place between the Mayor and Deputy Mayor and has been reviewed by the Executive Management Group.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

This amended policy will replace the existing published version on the City's website. This policy expands professional development opportunities for council members.

FINANCIAL IMPLICATIONS

Council members are currently allocated a budget per year for training and development. Costs for travel and accommodation will now be separately borne by the City's Executive Budget.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Low	Insignificant additional cost is expected for travel and accommodation.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The ability to offer training and professional development opportunities to council members will elevate their individual understanding of processes and law associated with community projects and interactions.
Compliance	Moderate	There is a legislative requirement for the Council to have a policy in relation to professional development for council members.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

This policy was last reviewed in July 2022. This policy amendment suggests increasing the review period from two (2) years to every four (4) years.

VOTING REQUIREMENTS

Absolute Majority.

OPTIONS:

Option 1

As per Officer’s recommendation.

Option 2

That Council DEFER consideration of ADOPTING the amended Council Policy CG16 Professional Development for Council Members pending further review.

Option 3

That Council ADOPT the amendment to Council Policy CG16 Professional Development for Council Members subject to the following change(s):

CONCLUSION

The policy has been reviewed in order to ensure it is current and relevant to legislation.

10 COMMUNITY EXPERIENCE REPORTS

10.1 KARRATHA COMMUNITY HOUSE – VARIATION TO LEASE

File No:	RC.102
Responsible Executive Officer:	Director Community Experience
Reporting Author:	Community Infrastructure Coordinator
Date of Report:	18 April 2024
Applicant/Proponent:	Karratha Community House
Disclosure of Interest:	Nil
Attachment(s):	1. Community Leasing of Land Policy (CS-25) 2. Leasing of Land Operational Guidelines

PURPOSE

For Council to consider a variation to the lease terms for Karratha Community House at Pam Buchanan Family Centre.

OFFICER'S RECOMMENDATION 1

In accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996*, that the following four Councillors AGREE to CONSIDER TO REVOKE Resolution 155249-2 Part 2 at the Council Meeting Held on the 18 September 2023 that read:

“2. AGREE to enter into a peppercorn \$1 lease plus outgoings, with Karratha Community House, for the lease at the Childcare Module at Pam Buchanan Family Centre for a period of 5 + 5 years”

- 1 Cr _____
- 2 Cr _____
- 3 Cr _____
- 4 Cr _____.

OFFICER'S RECOMMENDATION 2

That Council:

1. By ABSOLUTE MAJORITY REVOKE Resolution No 155249-2 Part 2 from the Ordinary Council Meeting held on 18 September 2023; and
2. AGREE to enter into a peppercorn \$1 lease plus outgoings, with Karratha Community House, for the lease at the Childcare Module at Pam Buchanan Family Centre for a period of 10 years backdated to 1 October 2023 with an additional 10 year option at the discretion of the lessor.

BACKGROUND

Karratha Community House (KCH) is an incorporated not-for-profit organisation, dedicated to connecting families through play-based learning. On 15 February 2024, officers received

formal communication from KCH requesting an increase of their current lease term to 10-years with a 10-year option.

KCH have been tenants of the Play Group Module (590.71m²) at the Pam Buchanan Family Centre (PBFC) since 2012. At its September 2023 meeting Council endorsed a new lease term for KCH of five (5) years, with a further optional term of five (5) years with a peppercorn rate of \$1.

At its February 2024 meeting Council considered and approved amendments to the City's Community Leasing of Land Policy and the Leasing of Land Operational Guidelines. The amendments included implementation of a Term of Lease Assessment Matrix to inform the recommended lease term, and a Community Benefit Discount Matrix to inform the lease fee.

The Community Leasing of Land Policy (CS-25) and the Leasing of Land Operational Guidelines are provided in **Attachments 1 and 2**.

Adoption of the Term of Lease Assessment Matrix has prompted KCH to request a review of the term for their current lease, with a proposed 10-year term, with a further 10-year option.

DISCUSSION

The City generally applies a standard lease term of five (5) years with a five (5) year option at the City's sole discretion to new leases, however alternate lease terms may be offered based on:

- Length of previous term (if renewing tenant lease) or the recognition of previous length of term with previous lessor;
- Consistent approach when disposing of comparable properties and to similar tenants;
- Uniqueness of facility at specific locations;
- Recognition of previous performance as a community organisation;
- Demand for the facility; and
- Provision of a unique service to the community.

These considerations are captured in the assessment matrix.

KCH provide a valuable community service, delivering play-based learning programs and offering a place for families with young children to connect. The City's 2023 Community Survey highlighted the community need for childcare, education, activities for children, and support for Community groups.

KCH's request will allow the organisation to improve service delivery through long term planning with fiscal certainty, and comfort of secure tenure for the foreseeable future.

Officer's scoring of 26 falls within the category of 'Exceed the standard – opportunity to increase length of term (score of 25-30 points)' - this supports KCH's request to be considered for a 10–20 year lease agreement.

Term of Lease Assessment Matrix – OFFICER ASSESSMENT

	0	1	3	5	OFFICER COMMENTS
Length of Previous Term with City of Karratha	N/A	No Previous Lease	Previous short-term lease	Longevity of previous lease	Long-term lease held with CoK since 2012 at PBFC. Previous 10-year peppercorn lease
Consistency with other like for like tenants.	N/A	No comparison	Moderate similarities	Similar / like for like	Similar length terms at other specialist facilities
Uniqueness of Facility at specified location	N/A	No alignment with the purpose and location of the facility	Moderate alignment with the purpose and location of the facility	Services align with the purpose and location of the facility	KCH has a unique offering, in a facility that the City consulted with KCH on the design over 12 years ago
Recognition of Previous Performance as Community Organisation	N/A	Poor	Moderate	Excellent	Excellent
Demand for the facility	N/A	High Demand	Moderate Demand	Low Demand	High Demand
Provision of a unique service to the community	N/A	Low	Moderate	High	High

	SCORE	1 – 5 years	5 – 10 years	10 – 20 years
Does not meet standard – opportunity to reduce length of term	0 - 12			
Meets the standard term	13 - 24			
Exceeds the standard – opportunity to increase length of term	25 - 30			X

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 Councils future revenue streams and optimising use of City owned facilities.

STATUTORY IMPLICATIONS

Local Government (Administration) Regulations 1996, r10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) *If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —*

(a) *in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*

(b) *in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,*

inclusive of the mover.

(1a) *Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

(2) *If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.*

(3) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

COUNCILLOR/OFFICER CONSULTATION

Council have previously considered the Community Leasing of Land Policy at June and August 2022 Council Meetings as well as the February 2024 Council Meeting. The Pam Buchanan Family Centre lease to Karratha Community House was considered at the January and September 2023 Council Meetings.

COMMUNITY CONSULTATION

Officers have been in ongoing discussion with Karratha Community House.

POLICY IMPLICATIONS

The City’s Community Leasing of Land Policy (CS-25) and associated Operational Guidelines apply.

FINANCIAL IMPLICATIONS

Any reduction in rent granted to a tenant can be viewed as a potential loss of income to the City.

The market rental value for the space subject to KCH lease is \$300/m2 per annum for the internal space and \$100/m2 per annum for the external area, this would result in market rent of \$109,673 p.a. The current rent is a peppercorn of \$1, the proposal from KCH will have this peppercorn extended for the 10+10 year term.

An extension of the lease term to 10+10 years with a \$1 peppercorn will result in foregone revenue to the City estimated at \$1.09m when compared to the current full market valuation, for each 10 year period.

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
Projects/Actions:	2.a.2.4.20.1	Manage Commercial and Community Leasing Arrangements
Programs/Services:	2.a.2.4	Lease Management
Projects/Actions:	2.a.2.4.20.2	Promote competitive leasing opportunities for City property and land through commercial and community use

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	N/A	Nil
Financial	Moderate	The PBFC Playgroup Module has been leased to KCH at a Peppercorn rate since February 2012. An extension for a further 10 years will result in an additional loss of income to the City estimated at \$1.09m.

Category	Risk level	Comments
Service Interruption	Low	KCH have a current lease which terminates 30 September 2028, with the option of an additional five years. This should provide sufficient security to continue operations in the short to medium term.
Environment	N/A	Nil
Reputation	Moderate	KCH is highly regarded in the community for providing an essential service for families. There is some reputational risk associated with Council declining KCH's request for an extension of lease term.
Compliance	Low	Officer's recommendation aligns with the Community Leasing of Land Policy and Operational Guidelines with respect to the term of the lease.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

Council considered an appeal from KCH at its September 2023 OCM and approved a counteroffer lease fee (peppercorn) and extended term 5+5 years.

VOTING REQUIREMENTS

Absolute Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council UPHOLD original Resolution No 155249-2 from the September 2023 Ordinary Council Meeting.

CONCLUSION

KCH have been providing a valuable community service for over 20 years and operating successfully within the PBFC facility since February 2012. KCH has proven a reliable long-standing child service provider for the Karratha community. The recently adopted amendments to the Community Leasing of Land Policy allow KCH be considered for a longer lease term under the Term of Lease Assessment Matrix.

Increasing the term of the existing lease would provide KCH with certainty and allow long term strategic planning to further embed their services within the community, encouraging engagement and connecting young families within Karratha.

11 DEVELOPMENT SERVICES REPORTS

11.1 DEVELOPMENT APPLICATION DA24-016 – PROPOSED ‘USE NOT LISTED (INDUSTRY TRAINING FACILITY)’ – NO. 12 (LOT 321) OXIDE LOOP, GAP RIDGE

File No:	DA24-016
Responsible Executive Officer:	Director Development Services
Reporting Author:	A/Coordinator Statutory Planning
Date of Report:	24 April 2024
Applicant/Proponent:	Cornerstone Town Planning on behalf of DaySafe Training
Disclosure of Interest:	Nil
Attachment(s):	1. Location Plan 2. Site, Elevation and Floor Plans

PURPOSE

For Council to consider and determine an application for a ‘Use Not Listed (Industry Training Facility)’ at No.12 Oxide Loop within the Gap Ridge Industrial Estate.

OFFICER’S RECOMMENDATION

That Council by Absolute Majority:

- 1. DETERMINE that Development Application DA24-016 is appropriate for consideration as a ‘Use Not Listed (Industry Training Facility)’ land use as it is considered to be consistent with the objectives and purposes of the zone and the precinct objectives in accordance with Clause 3.2.5 of the City of Karratha Local Planning Scheme No. 8.; and**
- 2. APPROVE Development Application DA24-016 being a ‘Use Not Listed (Industry Training Facility)’ at No. 12 (Lot 321) Oxide Loop, Gap Ridge, subject to the following conditions:**
 - 1. The development hereby approved shall be undertaken in accordance with the approved Development Plans, including any notes placed thereon in red by the City of Karratha and except as may be modified by the following conditions.**
 - 2. Prior to the commencement of works, a revised Stormwater Management Plan shall be submitted to and approved by the City of Karratha.**
 - 3. Prior to the commencement of works, a Construction Environmental Management Plan shall be submitted to and approved by the City of Karratha.**
 - 4. Prior to the occupation of the development, a revised Landscaping and Reticulation Plan is to be submitted to and approved by the City of Karratha. Once approved, the landscaping and reticulation is to be planted/installed**

in accordance with the approved plan and thereafter maintained to the satisfaction of the City of Karratha.

5. Prior to occupation of the development, car parking, vehicle access and circulation areas shown on the approved plans are to be constructed (sealed), drained and linemarked and thereafter maintained to the satisfaction of the City of Karratha.
6. All car parking areas, loading areas, vehicle access areas and circulation areas shall be made available at all times for car parking, loading, vehicle access and circulation and maintained thereafter to the satisfaction of the City of Karratha.
7. All waste and recycling materials shall be contained within the designated 'bin store' area as shown on the approved plans to the satisfaction of the City of Karratha.
8. Waste disposal and storage areas shall be screened from view of the public domain to the satisfaction of the City of Karratha.
9. Any external lighting shall be installed and maintained so as to avoid causing distraction and/or nuisance to passing traffic and neighbouring properties.

Advice Notes

- a) A Building Permit is required for the approved development in accordance with the Building Act 2011.
- b) Proposed works during the construction period may require Karratha Airport to request a Notice to Air Missions (NOTAM) on your behalf prior to commencement of any construction works. A NOTAM request form is to be completed by the applicant/operator that advises the City of Karratha's Airport Operations team of any activities that may cause conflict with safe flight operations. This may include (but not limited to) high-reach cranes, building constructions and erecting masts (temporary or permanent). Further details on the NOTAM request can be found at: [NOTAM request | Karratha Council](#)
- c) In regard to Condition 2, the amended Stormwater Management Plan shall address the following matters:
 - i. Stormwater calculations being provided which details the flow and rate of water discharged from impervious surfaces;
 - ii. Spot levels and/or contours and flow paths that demonstrate that stormwater from the site can effectively discharge from the lot and towards the crossover and key discharge points; and
 - iii. Key discharge points being identified with appropriate rock pitching or other erosion control measures being installed.
 - iv. Stormwater shall be discharged in a manner so that there is no discharge onto adjoining properties.
- d) In regard to Condition 4, the revised Landscaping and Reticulation Plan shall provide the following additional detail:

- I. the location and type of reticulation to be installed;
 - II. a plant schedule nominating species, planting distances, numbers, planting sizes, together with the anticipated height of each plant at maturity;
- e) Prior to commencing works on the crossover, the applicant/owner must submit an application to construct a crossover to the City's Technical Services department for assessment and approval.
 - f) It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.
 - g) It is the responsibility of the applicant/owner to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The City of Karratha will take no responsibility for incorrectly located buildings.
 - h) Damage to road pavements, kerbing, footpaths, pram ramps or City assets caused by construction activity including, but not limited to vehicle movements and construction of crossovers, shall be repaired or replaced at the proponent's cost, in accordance with specifications and works supervision and scheduling arrangements to be approved by the City of Karratha.
 - i) The ongoing use of the site and approved development works shall not cause erosion or degradation to the subject site or surrounding land. Should the City of Karratha deem it necessary to undertake mitigation works; plans, specifications and work schedules may be required to be submitted and works undertaken at the proponents cost to the satisfaction of the City of Karratha.

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

1. **Landowners:** B. Thempeim and P. Day
2. **Applicant:** Cornerstone Town Planning
3. **Site Area:** 2,800m²
4. **General description of the site:** The site is located within the nominated light industry area at the northern end of the Gap Ridge Industrial Estate. The subject site is approximately eight kilometres west of the Karratha city centre area. The site is on a corner and has dual frontage to Oxide Loop (to the west and southern lot boundaries) – **see Attachment 1.**

5. **Current development/use:** The site is currently vacant and undeveloped.
6. **Brief description of the proposed development:** Construction and use of:
- Training facility building, with a total floor area of 240m², and a maximum building height of 4.2m;
 - Large undercover open training area attached to the training centre building with a total floor area of 260m² and a maximum building height of 9.2m;
 - Detached warehouse building with an area of 200m² and a maximum building height of 5.6m for the storage of training equipment; and
 - Associated car parking, crossover, signage and landscaping.
7. **Applicable Zoning and Special Control Area designations:** The site is zoned 'Industry Development' and is subject to the Gap Ridge Industrial Estate Structure Plan. The site is located within the 'Airport Obstacle Height Limitation Area' Special Control Area and the 'Airport Noise Restriction' Special Control Area.

The proposed use of the site as an 'Industry Training Centre' is not a defined land use within the City of Karratha Local Planning Scheme No. 8 (the Scheme). As such, it is considered to be a 'Use Not Listed' which means the proposal is required to demonstrate it is consistent with the objectives and purposes of the zone and/or precinct objectives.

BACKGROUND

Development Application DA24-016 for an 'Industry Training Facility' at No.12 (Lot 321) Oxide Loop, Gap Ridge was lodged with the City on 15 March 2024.

The proposal seeks to provide a new development to accommodate DaySafe Training which is a nationally registered training organisation. The company was established in 2011 to service the Pilbara region and has grown to provide services relevant to the mining, construction, transport and logistics, engineering and oil and gas industries throughout Australia. DaySafe have advised that they have outgrown their existing premises in the Karratha Industrial Estate and are looking to establish a new, fit-for-purpose development within the Gap Ridge Industrial Estate.

The proposed development - **see Attachment 2** - comprises the following elements:

- A training facility building which measures approx. 16m (W) x 15m (L) with a maximum building height of 4.2m;
- An undercover open training area which measures approx. 16m (W) x 15m (L) with a maximum building height of 9.2m;
- These two structures are connected and will sit approx. in the middle of the lot.
- A warehouse building which measures approx. 10m (W) x 20m (L) with a building height of 5.2m and located in the rear centre portion of the lot;
- 20 x bitumised car parking bays to the northern and western sides of the lot;
- A two-way crossover to the western frontage of the property;
- Two wall advertising signs, with one sign measuring 3m x 5.5m and the other sign measuring 3m x 1.8m.

The activities and operations associated with this specific facility include the following:

- Hours of operation: 7:30am to 4:00pm;
- Days of operation: Monday to Friday;
- A maximum of 5 staff on-site at any given time;
- A maximum of 15 patrons undertaking training at any given time;
- Short courses average 4 hours and longer courses with a duration of 8 hours;
- 2 x forklifts and 1 x EWP to be kept in the warehouse; and
- Vans and small tray trucks for deliveries will attend the site on an occasional basis.

The application is being referred to Council for decision as Clause 3.2.5 of the Scheme requires all applications for a 'Use Not Listed' to be determined by absolute majority of Council.

DISCUSSION

Land Use Definition:

The proposed use of the site as an 'Industry Training Centre' does not fit within any of the existing defined land uses within the Scheme.

In accordance with Clause 3.2.5 of the Scheme, when this occurs, a proposed use is able to be considered as a 'Use Not Listed'. Any applications for a Use Not Listed must be referred to Council for determination in accordance with the Scheme. No delegation for Officer determination is provided for.

Clause 3.2.5 of the Scheme states:

If the use of land for a particular purpose is not specifically mentioned in the zoning table and cannot reasonably be included in the definition of one of the development categories the local government may determine:

- a) *that the use is not consistent with the objectives and purposes of the particular zone or precinct and is, therefore, not permitted, or*
- b) *by absolute majority that the proposed use may be consistent with the objectives and purposes of the zone and/or the precinct objectives and an application for development approval should be determined in accordance with clause 64 and Part 9 of the deemed provisions.*

The proposal is considered to be consistent with the relevant objectives of the Industrial Development Zone and the Gap Ridge Structure Plan as well as the Karratha Precinct objectives in the Scheme as follows:

- The Gap Ridge industrial Estate Structure Plan indicates that the Light Industry precinct is intended to foster activities that are generally of a small scale and low impact industrial use. The proposal is considered to be a low-impact use and can be supported within the precinct. This is on the basis that the development will not cause light, noise or odour impacts to neighbouring lots.
- The proposed activities and operations associated with the Industry Training Centre directly relate to the Karratha economy and regional centre as a mining and resource hub. The type of training offered is directly related to the various industries in Karratha and will serve as a hub that provides for training of the local workforce.
- The training that is offered by the business is industrial in nature and is something that is more appropriately suited to be located within an industrial area. Particular portions of the training offered (such as forklift licence, commercial vehicle defensive driving, small plant and equipment training) are types of training which are not appropriate within the Commercial or City Centre zones as they would adversely impact on the amenity of adjoining properties.
- The proposal is entirely compatible with the surrounding light industrial uses in the locality. The use of specific equipment for the purposes of training and the building form and design compliments existing development within the light industrial area. Additionally, and as detailed above, the use will not cause any detrimental impacts to the surrounding lots.

For the reasons listed above, the proposed 'Use Not Listed (Industry Training Facility)' is considered an appropriate land use within the Light Industrial Precinct of the Gap Ridge Industrial Estate.

Built Form and Signage

In regard to the built form proposed, the proposal has been assessed against the relevant development provisions contained within the Scheme, Local Planning Policy DP15 'Gap Ridge Industrial Estate Design Guidelines Light Industrial' (LPP-DP15) and Local Planning Policy DP22 'Advertising Signs' (LPP-DP22).

The development is compliant with all the relevant provisions of the Scheme and both LPPs with the exceptions of street setbacks and size of signage.

Street Setbacks

LPP DP15 sets out development requirements/standards designed to ensure that the Estate is consistently developed to a high standard in both built form and functionality.

The proposal is seeking a variation to the street setbacks as per DP15 which requires that the main office component of a development is setback no more than 16m from the front boundary. The proposed setback of the office component of this development is setback 17m. The variation to the street setbacks as per DP15 is supported, on account that the setback variation is minor in nature. Overall, the proposed development is a good addition to the existing light industrial precinct within Oxide Loop and is finished in colours and materials both suitable to the region and highlighting its Pilbara location.

Advertising Signs

LPP DP22 stipulates that the collective area of signage should not exceed 20% of the wall to which it is affixed to, and no single sign should be greater than 4m² in size.

The signage complies with the 20% requirements; however, both signs are larger than the maximum permitted size of 4m². The proposed variation to the maximum permitted size is supported as the signage complies with all other requirements of the policy in relation to location, composition and maximum number of signs.

The larger format wall sign covers approximately 10.5% of the front facing (western) façade of the building which is below the maximum permitted 20% allowance. The other smaller wall sign covers approximately 4.4% of the side facing (southern) façade of the building which is below the maximum permitted 20% allowance.

The proposed signage is considered to be of an appropriate size and scale in relation to the wall it is affixed to and is not superfluous in nature. The proposed signage is considered to meet the objectives of DP22 and is supported.

Overall Built Form

The proposed built form of the development is of an appropriate size and scale, and is finished with high quality materials, colours and finishes. The built form is a well-articulated design that responds to the site and utilises its corner location to provide well designed elevations to both sections of Oxide Loop.

LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of low significance as it relates to an unlisted use which is consistent with the objectives and purposes of zone/precinct.

STATUTORY IMPLICATIONS

The key statutory environment is set out in the City of Karratha Local Planning Scheme No. 8 (the Scheme) and the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), Schedule 2 of which is the 'Deemed Provisions'. The key aspects of the Scheme and the Regulations relevant to consideration of the application are set out below.

Zoning and Land Use Permissibility

The subject site is zoned 'Industry Development' under the Scheme and is located within the 'Industrial Precinct A – Light Industrial Area' under the approved Gap Ridge Industrial Estate Structure Plan.

4.8 – Karratha Objectives

The subject site sits within the Karratha Precinct of the Scheme and under Clause 4.8, the following objective of the precinct is relevant:

- a) Facilitate the continued growth of Karratha as the regional centre of the West Pilbara.

The proposal is considered to meet the applicable objectives as follows:

- The facility will train local workers which will provide for the continued growth of the mining and resources sector.
- Suitably located within an existing industrial estate with no adverse impacts on surrounding sites/uses.
- The facility allows for the establishment of a local training business within the industrial area, to service the local economy, as opposed to workers being trained in Perth or elsewhere.

Clause 5.8 – Industrial Development

In accordance with Clause 5.2.8 of the Scheme, the proposal is entirely compatible with the surrounding light industrial uses in the locality.

Clause 5.8.10 states that *"all development requirements related to the Industry zone also apply to the Industry Development zone"*. The application satisfies these development requirements as the proposal is:

- Setback from the front boundary greater five metres;
- Buildings do not comprise more than fifty percent of the total site area;
- Complies with all relevant local planning policy requirements (see below for further discussion); and
- The proposed business is considered to support the needs of the local community as it provides a local industrial training facility centrally located within an established and developed industrial estate, which will further support the local economy.

Clause 5.11 – Vehicle Parking and Access

Car parking for any development is generally required to be in accordance with Appendix 3 of the Scheme which stipulates car parking rates depending on the land use proposed. As the use is not listed there are no applicable car parking requirements.

In considering the appropriate number of car parking bays required, it is necessary to examine the maximum number of staff and patrons attending the site at one time. A maximum of 20 persons (staff and patrons/visitors) will be present on site at any given time.

The applicant has proposed 20 car parking bays within the development. This amount of car parking is considered to be satisfactory as it provides for one bay per maximum number of persons accommodated on site. This will ensure car parking is contained within the lot and will not cause parking or safety concerns on the street/verge.

Gap Ridge Industrial Estate Structure Plan

The Gap Ridge Industrial Estate Structure Plan guides future subdivision and development of land located within the Gap Ridge Industrial Estate. The structure plan also seeks to facilitate economic clustering by directing land use within the estate and creating individual precincts of complimentary uses.

The Gap Ridge Local Structure Plan states that the Light Industry precinct is intended to foster activities that are generally of a small scale and low impact industrial use. The proposal is considered to be a low impact use and can be supported within the precinct.

COUNCILLOR/OFFICER CONSULTATION

No Councillor consultation is required.

The application was internally referred to relevant stakeholders including the City's Building Services, Environmental Health, Technical Services and Airport units for comment. No concerns or objections were raised however the following was advised:

Airport:

Airport will need to be notified if using cranes for any construction activity due to the location of the site within the Airport Obstacle Height Limitations Area.

Technical Services:

Noted that the current spot levels show the stormwater flowing over the carpark to the front corner, and there being virtually no grade over the cracker dust. Need to show levels, flow paths and location of stone pitched outlets. An amended stormwater management plan is required to include the requested detail.

These comments/requests have been addressed as recommended conditions or advice notes should an approval be issued.

COMMUNITY CONSULTATION

As the application is for a 'Use Not Listed', the Scheme required the proposal to be advertised in accordance Clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations).

Under the Regulations, an application for a Use Not Listed is considered to be a 'complex' application of which the Regs have specific advertising requirements. These include:

- The application being advertised on the City's website for a period no less than 28 days;
- A sign being erected at a conspicuous location on the subject site giving notice of the proposed development; and
- Giving notice (by mail) of the proposed development to all owners and occupiers within 200m of the proposed development.

The application was advertised on the City's website from 25 March 2024 until 26 April 2024, as well as an advertisement being located on site for the same period. All required owners and/or occupier were also notified in writing of the proposed development.

A total of three submissions were received during the advertising period, all of which stated no objection to the proposal.

POLICY IMPLICATIONS

Two Local Planning Policies are relevant to the proposal being:

- *Local Planning Policy DP15 – Gap Ridge Industrial Estate Design Guidelines Light Industrial*
- *Local Planning Policy DP22 – Advertising Signage*

Consideration of the proposed development against these policies has been addressed under the ‘Discussion’ heading above.

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC IMPLICATIONS

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

Programs/Services:	3.b.2	Encourage community to support and maintain an attractive built environment
Projects/Actions:	3.b.2.4	Planning Services

RISK MANAGEMENT CONSIDERATIONS

There are no risk management considerations applicable.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Absolute Majority.

OPTIONS:

Option 1

As per Officer’s recommendation.

Option 2

That Council:

1. DETERMINE that the Development Application DA24-016 is appropriate for consideration as a ‘Use Not Listed (Industry Training Facility)’ land use and is compatible with the objectives of the zoning table in accordance with Clause 3.2.5 of the City of Karratha Local Planning Scheme No. 8; and
2. APPROVE the Development Application DA24-016 being a ‘Use Not Listed (Industry Training Facility)’ at No. 12 (Lot 321) Oxide Loop, subject to an amended set of conditions as follows:
 - a. *Insert amended conditions here.*

Option 3

That Council:

1. DETERMINE that the Development Application DA24-016 is not appropriate for consideration as a 'Use Not Listed (Industry Training Facility)' land use as it is not considered compatible with the objectives of the zone and/or the precinct objectives in accordance with Clause 3.2.5 of the City of Karratha Local Planning Scheme No. 8 for the following reasons:
 - a. *Insert reason/s here.*

2. REFUSE the Development Application DA24-016 being a 'Use Not Listed (Industry Training Facility)' at No. 12 (Lot 321) Oxide Loop, Gap Ridge, for the following reasons:
 - a. *Insert reason/s here.*

CONCLUSION

The report has outlined how the operation of the proposed business and its classification as a 'Use Not Listed' is consistent with the objectives and purpose of the Industry Development zone, the Gap Ridge Industrial Estate Structure Plan and the relevant Karratha Precinct objectives in the Scheme and as such, the proposed land use is considered suitable for support. Additionally, the design of the development has adequately addressed the Gap Ridge Design Guidelines and the building presents as a high-quality structure that will complement the existing character of the Gap Ridge Industrial Estate.

For these reasons, the proposal is recommended for conditional approval.

11.2 DAMPIER TOURIST PARK FEASIBILITY STUDY OUTCOME

File No:	CS.128
Responsible Executive Officer:	Director Development Services
Reporting Author:	Manager City Growth
Date of Report:	12 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Dampier Tourist Park Feasibility Study

PURPOSE

For Council to consider the results of the Dampier Tourist Park Feasibility Study and recommended next steps.

OFFICER'S RECOMMENDATION

That Council:

1. **RECEIVE** the Dampier Tourist Park Feasibility Study;
2. **NOTE** the outcomes of the Dampier Tourist Park Feasibility Study included in the Attachment and listed below:
 - a. There is demand for tourist park style accommodation in the City of Karratha over the next 10 years with the study identifying demand for approximately 260 accommodation spots by 2033. This demand was forecast prior to the sale of the Balmoral Caravan Park in Karratha and the closure of the camping offering at Cossack, so it is likely that the current demand is significantly higher than forecasted in the study;
 - b. There are a number of constraints to development on the subject site, in particular the topography, and location and capacity of existing services throughout the site. Some of these services could be relocated to enable additional developable land on the site, however others could remain as they would not significantly de-constrain development on the site;
 - c. Despite the constraints on the site it is possible to develop a small scale tourist park of varying development types ranging from caravan bays only to all cabin style accommodation. Depending on which development option is selected the site could yield between approximately 29 and 33 accommodation spots;
 - d. The feasibility for the development considers the construction and operating expenditure and income for two development options, being a caravan bay only style of development, and a hybrid option with both caravan bays and some cabins. There are a range of assumptions built into the feasibility model including assumptions on the occupancy of the facility, the accommodation rates and indicative income and expenditure;
 - e. Construction for the development is estimated to be approximately \$18.45 million for the caravan park only option and \$32.38 million for the caravan park and cabin option;
 - f. The study indicates that, based on the assumptions made, if the City fully funded the up-front capital cost for the development both options could be

- feasible. However, if the City were to fund the cost of the development through a loan it would not be feasible due to the significant debt servicing cost. The study also indicates that both development options would generate an annual estimated net operating surplus between \$193,000 and \$572,000 depending on the development option selected, provided there are no debt servicing costs;
- g. There are a number of elements that reduce the feasibility of the development including:
 - i. The high cost to relocate existing utility services to de-constrain the site;
 - ii. The high cost to upgrade water infrastructure to meet the development demand;
 - iii. The small size of the site, meaning limited opportunity to recover costs;
 - iv. The potential cost of debt servicing; and
 - h. Although the study indicates that the development could be financially feasible if the capital cost is funded up front:
 - i. The project is considered to be marginally feasible as there would likely be limited divestment opportunity for the City to sell the asset in the future as it is unlikely a commercial operator would seek to purchase the site/business due to the scale;
 - ii. The Cost Benefit Analysis for the project indicates that it would generate a Gross Value Added of between \$11.2 million and \$19.7 million and employment of between 54 and 96 Full Time Equivalent (FTE) Job Years during the construction stage. During the operational stage the development would result in direct employment of between 3.3 and 5.4 FTE, indirect employment of between 5.1 and 7.2 FTE and would have a Gross Value Added to the local economy of between \$1.55 million and \$2.22 million annually;
 - i. The Benefit Cost Ratio of the development is between 1.43 and 1.22 demonstrating that there would be a net benefit to the broader Karratha economy;
3. **NOTE that Administration will now consider including the following projects in the 2024/25 Budget and Operational Plan:**
 - a. **Tourist Park Investigation - Including site identification, feasibility study and market sounding for a larger, less constrained, site for development of a large-scale tourist park;**
 - b. **Dampier Activation - Investigate opportunities to activate Dampier and increase visitation and spend;**
 - c. **Community Infrastructure Plan - Continue to prepare the Community Infrastructure Plan to determine the future need and location of community facilities throughout the City; and**
 4. **NOTE that Administration will consider including the following projects in future budgets and operational plans beyond the 2024/25 financial year:**
 - a. **Reconsider the highest and best use of the site once the Dampier Land Transfer has been further progressed.**

BACKGROUND

The City of Karratha commenced preparation of the Dampier Masterplan in 2020. The purpose of the Masterplan was to guide future development and investment in the town and plan for the future use and development of a number of land parcels that the City will be acquiring as a result of the Dampier Land Transfer.

The Dampier Masterplan was presented to the community for feedback between March and May 2021. At this time the City received feedback questioning the size and location of the proposed tourist park identified on the proposed Masterplan at No.s 1, 5 and Lot 4 Haig Close, Dampier.

As a result of this community feedback, the City engaged a consultant to identify and investigate other potential locations for a tourist park within Dampier. Seven alternate locations were identified and investigated, each with a different estimated yield and range of site constraints.

Following this investigation it was recommended to Council at its meeting on 28 February 2022 that the proposed site remain as the preferred option as:

- The land is intended to be transferred from Rio Tinto to the City in free hold as part of the Dampier Land Transfer;
- The land was considered to be under utilised;
- It was believed that concerns relating to traffic congestion and proximity to the school could be mitigated through design; and
- The site had the potential to be expanded to the north into Jurat Park subject to a future land transfer and removal of the wastewater treatment plant buffer.

At this same Council Meeting Council adopted the Dampier Masterplan which identifies a tourist park at the subject site. The Masterplan identified two relevant projects being:

1. A short term (0-5 year) project to consolidate sporting activities at Windy Ridge Sporting Precinct (including squash and tennis); and
2. A short term (0-5 year) project to investigate the development of a tourist park over the subject site. This action was moved from being a medium (5-10 year) project to being a short term (0-5 year) project at the Council Meeting as Council identified the need to test the viability of this use on the site before considering relocating clubs and existing facilities to Windy Ridge as per the action above. The results of this work were intended to inform the future development of Windy Ridge.

DISCUSSION

Feasibility Study Process

The City has now completed the Dampier Tourist Park Feasibility Study. The feasibility study was intended to answer the following questions:

1. Is a tourist park development feasible on the subject site?
2. If not, why?
3. If it is feasible, what development style/s and management model/s would be feasible?

The study was undertaken in three parts:

Part 1 – Site Due Diligence & Demand Analysis

This Part involved setting out the constraints and encumbrances on the site including the location and capacity of existing services and easements, topography and geology. It also included an analysis of the demand for a tourist park in Dampier.

Part 2 – Development Options

This Part involved the preparation of development options for a tourist park that would be able to be built based on the site constraints identified in Part 1 of the study; and

Part 3 – Feasibility & Cost Benefit Analysis

This Part involved testing the feasibility of the development including modelling the capital and operational costs and income of the two development options prepared in Part 2 of the study. It also included a cost benefit analysis of the broader direct and indirect impacts of the project on the local economy.

Feasibility Study Outcomes

The key outcomes of the study are:

- a. There is demand for tourist park style accommodation in the City of Karratha over the next 10 years with the study identifying demand for approximately 260 accommodation spots by 2033. This demand was forecast prior to the sale of the Balmoral Caravan Park in Karratha and the closure of the camping offering at Cossack, so it is likely that the current demand is significantly higher than forecasted in the study;
- b. There are a number of constraints to development on the subject site, in particular the topography, and location and capacity of existing services throughout the site. Some of these services could be relocated to enable additional developable land on the site, however others could remain as they would not significantly de-constrain development on the site;
- c. Despite the constraints on the site it is possible to develop a small scale tourist park of varying development types ranging from caravan bays only to all cabin style accommodation. Depending on which development option is selected the site could yield between approximately 29 and 33 accommodation spots;
- d. The feasibility for the development considers the construction and operating expenditure and income for two development options, being a caravan bay only style of development, and a hybrid option with both caravan bays and some cabins. There are a range of assumptions built into the feasibility model including assumptions on the occupancy of the facility, the accommodation rates and indicative income and expenditure;
- e. Construction for the development is estimated to be approximately \$18.45 million for the caravan park only option and \$32.38 million for the caravan park and cabin option;
- f. The study indicates that, based on the assumptions made, if the City fully funded the up-front capital cost for the development both options could be feasible. However, if the City were to fund the cost of the development through a loan it would not be feasible due to the significant debt servicing cost. The study also indicates that both development options would generate an annual estimated net operating surplus between \$193,000 and \$572,000 depending on the development option selected, provided there are no debt servicing costs;
- g. There are a number of elements that reduce the feasibility of the development including:
 - i. The high cost to relocate existing utility services to de-constrain the site;
 - ii. The high cost to upgrade water infrastructure to meet the development demand;
 - iii. The small size of the site, meaning limited opportunity to recover costs; and
 - iv. The potential cost of debt servicing.
- h. Although the study indicates that the development could be financially feasible if the capital cost is funded up front:
 - i. the project is considered to be marginally feasible as there would likely be limited divestment opportunity for the City to sell the asset in the future as it is unlikely a commercial operator would seek to purchase the site/business due to the scale; and
 - ii. The Cost Benefit Analysis for the project indicates that it would generate a Gross Value Added of between \$11.2 million and \$19.7 million and employment of between 54 and 96 Full Time Equivalent (FTE) Job Years

during the construction stage. During the operational stage the development would result in direct employment of between 3.3 and 5.4 FTE, indirect employment of between 5.1 and 7.2 FTE and would have a Gross Value Added to the local economy of between \$1.55 million and \$2.22 million annually.

- i. The Benefit Cost Ratio of the development is between 1.43 and 1.22 demonstrating that there would be a net benefit to the broader Karratha economy.

Considerations & Next Steps

The City has considered the outcomes of the Feasibility Study alongside three key strategic considerations summarised below:

1. *Demand For Tourism Accommodation*

The Study demonstrates that there is significant demand for tourist accommodation throughout the City of Karratha, with the demand likely to be higher than stated in the Study due to the recent sale of the Balmoral Caravan Park as well as the closure of camping spots at Cossack. The scale of the proposed development, adding only an addition 29-33 accommodation spots, would not address the significant demand for tourism accommodation in the region.

In addition, the City does not currently have tenure over the site which is being acquired through the Dampier Land Transfer process. The resolution of tenure is expected to take at least another 12 months and development of the site in the interim is not recommended.

Given the significant demand for tourist accommodation in the region, it is considered more appropriate for the City to:

- undertake a broader site identification process to locate a larger, potentially less constrained, site for the development of a tourist park;
- undertake a feasibility study of the identified site/s; and
- seek support from major operators and investors to develop and operate the accommodation.

This course of action would be consistent with the City's Destination Management Plan.

2. *Maximising Potential of Dampier*

The City has previously supported the redevelopment of the shopping centre in Dampier through a financing arrangement and understands the need to maximise the tourism potential of Dampier to support local businesses. The use of this site for a low-scale tourist park, however, is not considered to be the likely highest and best use of the site, which will be transferred in freehold to the City through the Dampier Land Transfer process.

Given this, it is considered appropriate for the City to consider alternative ways to increase activation, visitation and spend in Dampier. This may include stimulating investment from other private landowners in Dampier and also reconsidering the highest and best use of the subject site to future proof any development. It is also suggested that the City consider alternative methods of improving activation and economic activity in Dampier that would require a smaller financial investment but still generate returns. This could be addressed, in part, through the Place Plan intended to be developed for Dampier in 2025/2026.

3. *Community Infrastructure Planning*

Although this project was identified as being an informing study to determine if the relocation of the existing clubs on the subject site is required, as it is a feasibility study

for a tourist park only, it does not more broadly consider or address the need for other community facilities in Dampier.

The City has commenced preparation of a Community Infrastructure Plan to identify the demand for community infrastructure (including civic/community, sporting and recreation facilities) and align future infrastructure investment to demonstrated community needs across the local government area. The Community Infrastructure Plan will consider the long-term need for all community facilities in Dampier, as well as where they should be located. It is considered appropriate that the City continue to progress community infrastructure planning to determine the demand for and location of the existing clubs in Dampier.

In summary, the development of a tourist park on the subject site will not adequately address tourism accommodation demand and is not considered to be the highest and best use of the site. Further work is proposed to confirm the community infrastructure needs and requirements of the Dampier community.

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 on the Feasibility Study has taken place with relevant internal stakeholders and the key outcomes were presented to the Council Workshop on 15 April 2024.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The financial implications of the Officer’s Recommendation will be considered as part of the preparation of the 2024/25 budget.

STRATEGIC IMPLICATIONS

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

Programs/Services:	2.a	Diverse Industry
Projects/Actions:	2.a.2	Support business development, growth, diversification and innovation

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	It is considered a low risk to health for the City of receive the outcome of a feasibility study and propose next steps.
Financial	Low	It is considered a low financial risk for the City of receive the outcome of a feasibility study and propose next steps.
Service Interruption	Low	It is considered low risk to service interruption for the City of receive the outcome of a feasibility study and propose next steps.
Environment	Low	It is considered low risk to the environment for the City of receive the outcome of a feasibility study and propose next steps.
Reputation	Moderate/Low	It is considered a moderate reputational risk for the City to receive the outcome of this feasibility study as there has been strong community interest in the potential development of the subject site.
Compliance	Low	It is considered a low compliance risk for the City to receive the outcome of a feasibility study and propose next steps.

IMPACT ON CAPACITY

The capacity implications of the Officer's Recommendation will be considered as part of the preparation of the 2024/25 budget.

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:

1. NOTE the outcomes of the Dampier Tourist Park Feasibility Study included as Attachment 1; and
2. PROGRESS with the development of a Tourist Park on the subject site.

Option 3

That Council:

1. NOTE the outcomes of the Dampier Tourist Park Feasibility Study included as Attachment 1 and take no further action.

CONCLUSION

The City has completed the Dampier Tourist Park Feasibility Study. The results of the study show that development of a tourist park is possible on the subject site, could be financially feasible and would bring a benefit to the local economy. Despite this, the project would not adequately address tourist demand, is not considered to be the highest and best use of the site and would have limited divestment opportunity. As such, the project is not considered a high priority to progress.

The study has identified a number of additional streams of work for the City and it is recommended that Council note the outcomes of the study and subsequently progress four new stages of work being:

1. Site identification, feasibility study and market sounding exercise for a larger, less constrained site for development of a large-scale tourist park;
2. Identify opportunities to activate Dampier and increase visitation and spend;
3. Continue to progress with preparing the Community Infrastructure Plan to determine the future need and location of community facilities throughout the City;
4. Reconsider the highest and best use of the site once the Dampier Land Transfer has been further progressed.

11.3 REQUEST FOR WAIVER OF DEVELOPMENT APPLICATION FEE BY OTAN KARRATHA PTY LTD

File No:	A90562 & A90529
Responsible Executive Officer:	Director Development Services
Reporting Author:	Director Development Services
Date of Report:	30 April 2024
Applicant/Proponent:	Otan Karratha Pty Ltd
Disclosure of Interest:	Nil
Attachment(s):	<ol style="list-style-type: none">1. Location Plan2. Request for Development Application Fee Waiver

PURPOSE

For Council to consider the request from Otan Karratha Pty Ltd (Otan) for a development application (DA) fee waiver.

OFFICER'S RECOMMENDATION

That Council APPROVE the waiver of Development Application fees, as requested by Otan Karratha Pty Ltd, for proposed dwelling development on Lot 633 Nankeen Elbow, Nickol and Lot 678 Butcherbird Drive, Nickol to a value of \$34,196 and \$26,630.40 respectively, and on the condition that the Development Applications are lodged within six months of the date of Council approval.

BACKGROUND

Otan approached the City in early 2024 to discuss the potential development of Lot 633 Nankeen Elbow and Lot 678 Butcherbird Drive, which are located within the Jingarri Estate in Nickol – see Location Plan at **Attachment 1**.

Otan is the original developer and residual landowner of Jingarri and retains a number of single residential lots in the estate as well as Lot 633 which is a 9,278m² R60 coded site and Lot 678 which is a 6,478m² R30 coded site.

Otan, in partnership with Davison Property and Thomas Building, submitted an application to the Housing Australia Future Fund (HAFF) in March 2024 for grant funding to develop Lot 633 with 92 Multiple Dwellings and Lot 678 with 20 Grouped Dwellings. HAFF is a Federal Government facility that provides funding to support and increase social and affordable housing stock across Australia.

The City provided a general letter of support for the application, indicating:

The City of Karratha is supportive of increasing housing supply given current and forecast shortages and the need for providing accessible and affordable options for individuals and families. In light of this, the City provides general support for the housing proposal provided.

Although detailed assessment is yet to be carried out on the proposal, Local Planning Scheme No. 8 allows for this type of development over Lots 633 and 678, providing for residential densities of R60 and R30, respectively.

The City is committed to working with the applicant through the development process to achieve a good outcome for the community.

Otan have indicated that they intend to lodge DA's for both sites with the City in late May or early June 2024 and as such, pre-emptively submitted a formal request for a fee waiver on 16 April 2024 - see **Attachment 2** – as Clause 62 of the *Planning and Development (Local Planning Scheme) Regulations 2015* requires that an application for development approval be accompanied by the relevant fee.

DISCUSSION

The proposed fee waiver is being referred to Council for decision as the value of the proposed waiver exceeds the maximum concession value that both the Director Development Services and the Chief Executive Officer are able to provide, which are \$2,000 and \$5,000 respectively.

For DA's, the estimated cost of development determines the relevant fee. Otan have advised that the preliminary estimated cost of development for Lot 633 is expected to exceed \$21M which would attract the maximum DA fee of \$34,196, while the estimated cost of development for Lot 678 is \$16.38M which would attract a DA fee of \$26,630.40. Should Council approve a waiver for both applications, this would amount to a total of \$60,826.40 of foregone revenue.

While this is a significant waiver, should the proposal be successful in achieving a Round One grant from HAFF, the development will deliver 112 affordable dwellings in Karratha, which would have a material impact on the current housing shortage and respond to the lack of diversity in housing stock.

The HAFF facility provides grant opportunities in support of additional social and affordable housing. For this proposal, Otan have partnered with a financial partner with significant experience in delivering affordable housing product, as well as a community housing provider. Should the proposal be successful in achieving a grant allocation, the sites will be developed by Otan and then run by the registered community housing provider as affordable housing for a period of 25 years.

The City has made significant investment in recent years to try and address the persistent housing shortages in the region, through activities such as the acquisition and refurbishment of Service Worker Accommodation, the design of the WALGU apartments, preparation of a Housing Strategy and the release of the recent Housing Expressions of Interest for development on City and privately owned land. It is also noted that the Council also provides a substantial concession on the DA fees through its Fees and Charges for the construction of Single Houses within the City, capping the fee at a maximum of \$480, rather than a percentage of the estimated cost of development which would ordinarily generate a fee of \$2000 or more.

The proposed waiver is considered to align with the intent of these efforts, would assist in addressing a significant on-going concern in the community relating to housing availability and affordability and would be a positive contribution to enabling new housing construction. Given the proposal would deliver a substantial number of additional affordable houses to the offering in Karratha and be managed by a registered community housing provider, it is recommended that Council support the proposed waiver.

Category	Risk level	Comments
Service Interruption	Extreme/High/ Moderate/Low/N/A	Nil
Environment	Extreme/High/ Moderate/Low/N/A	Nil
Reputation	Extreme/High/ Moderate/Low/N/A	While some members of the community may disagree with the support of the proposed waiver, the level of reputational risk is considered low given the extensive investment that the City has already made into addressing housing shortages within the City.
Compliance	Extreme/High/ Moderate/Low/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

Absolute Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council APPROVE the waiver of Development Application fees, as requested by Otan Karratha Pty Ltd, for proposed dwelling development on Lot 633 Nankeen Elbow, Nickol and Lot 678 Butcherbird Drive, Nickol to a value of \$_____ and \$_____ respectively, and on the condition that the Development Applications are lodged within six months of the date of Council approval.

Option 3

That Council DECLINE to support the proposed Development Application fee waiver.

CONCLUSION

The proposed Development Application fee waiver is considered worthy of support given the potential for the project to deliver an additional 112 affordable dwellings to the City which would materially assist in addressing the current housing shortage in Karratha.

12 STRATEGIC PROJECTS & INFRASTRUCTURE REPORTS

12.1 RFT17-23/24 - OPERATIONS CENTRE BUILDING FOUR HEATING VENTILATION AND AIRCONDITIONING SYSTEM UPGRADE - TENDER OUTCOME

File No:	CM.610
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Contract Administration Officer
Date of Report:	12 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the Tender for the Operations Centre Building Four (B4) Heating Ventilation and Airconditioning System (HVAC) Upgrade.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tender submitted by CBRE (GWSLA) Pty Ltd ABN 95 093 463 284 as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT17-23/24 Operations Centre B4 Heating Ventilation and Airconditioning System Upgrade; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with CBRE (GWSLA) Pty Ltd, SUBJECT to any variations of a minor nature.**
- 3. APPROVE by Absolute Majority an allocation across the 2023/2024 and 2024/2025 Budgets to deliver the Operations Centre B4 Heating Ventilation and Airconditioning System Upgrade works.**

BACKGROUND

The City of Karratha's Operations Centre is situated on Cowle Road, Karratha Light Industrial Area. The Operations Centre is the City's primary maintenance operating facility that includes multiple Buildings, Workshop and Storage spaces. B4 services several Offices including Operations, Parks and Gardens, Sanitation Services, Stores, and a Meeting Room.

The existing HVAC servicing B4 has reached the end of its useful life. As a result, Tenders were invited under CEO's delegation for the removal of the existing HVAC system and for supply and installation of a new HVAC system as per the Mechanical Services Specifications and the Specific Requirements of the Contract. Works are proposed to be conducted in two (2) stages to minimise disruption to operations.

Tenders were advertised on 21 February 2024 and closed 18 March 2024.

One (1) tender was received from:

- CBRE (GWSLA) Pty Ltd

The Tender was evaluated by a three (3) person panel comprising of:

- Manager Asset Maintenance
- Building Maintenance Coordinator
- Building Maintenance Project Officer

The Tender was assessed initially for compliance with the tender documents. The tenders were then assessed against qualitative criteria that were weighted:

Criteria	Weighting
Relevant Experience	15%
Methodology	20%
Capacity to Deliver	15%
Sustainability	5%
Price	45%

The Regional Price Preference Policy was applicable to the one (1) local tenderer.

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

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Council Policies CG11 – Regional Price Preference and CG12 – Purchasing Policies are applicable to the tender process.

FINANCIAL IMPLICATIONS

Council originally allocated \$650,000 excl GST for the 23/24 Financial Year to complete the works. The preferred tender exceeds the Council Budget. Noting the works are likely to be completed in the 24/25 Financial Year, should Council agree to award the contract a further Budget allocation of \$24,000 excl GST would be required in the 24/25 Financial Year.

STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Operational Plan 2023-2024 provided for this activity:

Programs/Services: 1.a.1.5 Building Maintenance Services
Projects/Actions: 1.a.1.5.21.1 Implement Council Facility Renewal Program

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	The proposed HVAC system complies with Australian Standards.
Financial	Low	Failure to replace system could result in increased maintenance costs of the existing system.
Service Interruption	Low	Disruption mitigated by two phase implementation process.
Environment	Low	Planning approval obtained.
Reputation	Low	Failure to maintain infrastructure could lead to complaints.
Compliance	Low	Works will be undertaken in accordance with relevant Australian Standards, current legislation, OSH provisions and best industry practice.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

There are no relevant precedents related to this matter.

VOTING REQUIREMENTS

Simple and Absolute Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council REJECT all tenders under RFT 17-23/24 for Operations Centre B4 HVAC Upgrade and READVERTISE the tender.

CONCLUSION

The Evaluation Panel believes that the recommended Tenderer has the required level of skill, knowledge, and expertise to perform the contract requirements to the expected level and that the Tender aligns with the City's strategy of providing value for money.

The Evaluation Panel sees no advantage in requesting the RFT Operations Centre B4 HVAC Upgrade be readvertised.

12.2 MINOR WORKS – HEATING VENTILATION AND AIRCONDITIONING SYSTEM & ELECTRICAL CONTROLS INTEGRATION - TENDER OUTCOME

File No:	RFT0000003
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Contract Administration Officer
Date of Report:	29 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the Tender for the Minor Works – Heating Ventilation and Airconditioning System (HVAC) & Electrical Integration.

OFFICER'S RECOMMENDATION

That Council:

1. **ACCEPT** the tender submitted by **CBRE (GWSLA) Pty Ltd ABN 95 093 463 284** as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under **RFT000003 Minor Works – Heating Ventilation and Airconditioning System & Electrical Controls Integration**; and
2. **AUTHORISE** the Chief Executive Officer to execute a contract with **CBRE (GWSLA) Pty Ltd**, **SUBJECT** to any variations of a minor nature.

BACKGROUND

The City of Karratha's (the City) current Minor Works – Airconditioning Contract expires on 30 June 2024.

A request to invite tenders for Minor Works – HVAC & Electrical Controls Integration was approved by the Chief Executive Officer for a period of three (3) years with two (2) x one (1) year extension options, exercisable at the sole discretion of the City.

The City has proceeded to tender for the provision of HVAC, Refrigeration and Electrical Control Integration Platform services (BMS) to the City's buildings and facilities.

The proposed three (3) years contract, with two (2) x one (1) years options, includes preventative, programmed and responsive maintenance and minor works.

Works include, but are not limited to:

- Servicing of the City's air conditioning, refrigeration and associated mechanical services systems within existing and future facilities
- Installation of new air conditioning systems in new and existing buildings including the replacement of existing systems

- Repair and maintenance of air conditioning and associated mechanical services across the City’s buildings
- Safety maintenance and testing of appliances where in all testing is carried out in accordance with relevant Australian Standards. Where no Australian Standard exists, any relevant ISO Standard
- Minor alterations and relocations of air conditioning
- Cleaning of air conditioning ducts, grilles and plant rooms
- Airconditioning inspections and condition reports as directed by the City
- Servicing, repair, alterations, replacements and additions to the City’s electrical control systems integration platform including, but not limited to:
 - Building Maintenance Systems (BMS)
 - Access Control Systems (ACS)
 - Lighting Systems
 - Photovoltaic (PV) Systems
 - Irrigation Control Systems
 - Water flow metering and control
 - Electrical Systems
 - Energy metering

Tenders were advertised on 18 March 2024 and closed 15 April 2024.

Three (3) tenders were received from:

- CBRE (GWSLA) Pty Ltd
- Coldpoint Refrigeration
- MPS

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

- Manager Asset Maintenance
- Building Maintenance Coordinator
- Building Maintenance Project Officer

The Tender was assessed initially for compliance with the tender documents. It was then assessed against weighted qualitative criteria:

Criteria	Weighting
Relevant Experience	20%
Methodology	15%
Capacity to Deliver	15%
Sustainability	5%
Price	45%

The Regional Price Preference Policy was applicable to the three (3) Tenderers.

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

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

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The total estimated cost of the works proposed under this contract are approximately \$3m excl GST over the five (5) years. This has been calculated using prices quoted for the set services and hourly rates based on estimated costs for planned and reactive services.

It is anticipated that expenditure associated with delivering these services under this contract will be in accordance with Council's budget allocations.

STRATEGIC IMPLICATIONS

This item is relevant to the Council's approved Operational Plan 2023-2024 provided for this activity:

Programs/Services:	1.a.1.5	Building Maintenance Services
Projects/Actions:	1.a.1.5.19.1	Deliver buildings and structures maintenance program

RISK MANAGEMENT CONSIDERATIONS

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

Category	Risk level	Comments
Health	Low	All products proposed are to comply with Australian Standards.
Financial	Low	Funding has been included in the budget for these services.
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	Failure to maintain infrastructure could lead to negative community feedback and complaints.
Compliance	Low	Works will be undertaken in accordance with relevant Australian Standards, current legislation, OSH provisions and best industry practice.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the June 2020 OCM, Council resolved to award a tender (RFT 27-19/20) for Minor Works – Air Conditioning.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:Option 1

As per Officer's recommendation.

Option 2

That Council REJECT all tenders for Minor Works – HVAC & Electrical Controls Integration and READVERTISE the tender.

CONCLUSION

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

The Evaluation Panel sees no advantage in requesting the RFT Minor Works – HVAC & Electrical Controls Integration be readvertised.

12.3 GROUNDS MAINTENANCE EASTERN AREAS - TENDER OUTCOME

File No:	RFT0000004
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Contract Administration Officer
Date of Report:	29 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Confidential – Tender Evaluation Report

PURPOSE

For Council to consider the Tender for the Grounds Maintenance Eastern Areas.

OFFICER'S RECOMMENDATION

That Council:

- 1. ACCEPT the tenders submitted by Handy Hands (WA) Pty Ltd ATF the Handy Hands Investment Trust ABN 23 266 041 539 for Separable Portion 1 – Point Samson and Yurra Pty Ltd ABN 99 162 178 458 for Separable Portion 2 – Wickham and Separable Portion 3 – Roebourne as the most advantageous tender to form a contract, based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under RFT0000004 Grounds Maintenance Eastern Areas; and**
- 2. AUTHORISE the Chief Executive Officer to execute a contract with Handy Hands (WA) Pty Ltd and Yurra Pty Ltd, SUBJECT to any variations of a minor nature.**
- 3. APPROVE by Absolute Majority an increased Budget allocation across the five (5) year contract to deliver the Grounds Maintenance Eastern Areas work estimated at \$1.1m excluding GST.**

BACKGROUND

The City of Karratha (the City) is responsible for the ground's maintenance in Roebourne, Wickham, and Point Samson (Eastern Areas).

The City's current Grounds Maintenance Eastern Areas Contract expires on 30 June 2024.

A request to invite tenders for Grounds Maintenance Eastern Areas was approved at the July 2023 Council meeting for a period of three (2) years with two (3) x one (1) year extension options, exercisable at the sole discretion of the City.

The City has proceeded to tender for the provision of Grounds Maintenance Eastern Areas services.

The objective of the scope is to present attractive, manicured parks, gardens and streetscapes through regular and thorough maintenance of the areas as detailed in the

specifications, the Gardens and Open Space Operational Maintenance Levels of Service and Site Plans.

Services include, but are not limited to:

- Turf maintenance
- Garden bed maintenance
- Weed control
- Mulched area maintenance
- Litter and rubbish removal
- Tree and shrub maintenance
- Inspection and reporting services

The requirement has been divided into three (3) separable portions:

- Separable Portion 1 - Point Samson
- Separable Portion 2 - Wickham
- Separable Portion 3 – Roebourne

Tenderers were invited to quote for one, two or all three separable portions.

Tenders were advertised on 18 March 2024 and closed 16 April 2024.

Three (3) tenders were received from:

- Handy Hands (WA) Pty Ltd ATF the Handy Hands Investment Trust
- Yurra Pty Ltd
- Turf Guru Landscapes Pty Ltd

The Tenders were evaluated by a four (4) person panel comprising of:

- Manager Asset Maintenance
- Parks and Gardens Coordinator
- Parks and Gardens Maintenance Supervisor
- Parks and Gardens Project Officer

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

Criteria	Weighting
Relevant Experience	25%
Methodology	5%
Capacity to Deliver	20%
Sustainability	5%
Price	45%

The Regional Price Preference Policy was applicable to the three (3) Tenderers.

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

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

DISCUSSION

The tender was structured in a manner to enable tenderers the opportunity to bid on three separable portions. As part of the evaluation process the Evaluation Panel identified that two tenderers presented an advantageous outcome to the City in terms of service delivery, flexibility, and cost.

Whilst the City has previously contracted out these services and supplemented the contract with the use of inhouse staff when required, on occasions it has still proven difficult to achieve the desired service levels. Therefore, Officers propose that a contracted service with multiple contractors and the City providing ongoing support and supervision provides the best opportunity for the City to deliver the required scope of works to the required standards. Based on the submissions received and considering all aspects of the submissions, Officers recommend that Handy Hands are awarded Separable Portion 1 – Point Samson and Yurra are awarded Separable Portion 2 and 3.

LEVEL OF SIGNIFICANCE

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

STATUTORY IMPLICATIONS

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

COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Council Policies CG11 – Regional Price Preference and CG12 – Purchasing Policies are applicable to the tender process.

FINANCIAL IMPLICATIONS

Based on existing contract rates Officers estimated that the value of the contract over a five (5) year period to equate to approximately \$3.2m excl GST.

The total estimated cost of the works proposed under this tender are approximately \$4.3m excl GST over the five (5) years. Noting the works are to be completed over a five (5) year term, should Council agree to award the contract a further Budget allocation of up to \$1.1m excl GST would be required over the life of the proposed contract.

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.1.2	Parks and Gardens Maintenance
Projects / Actions	1.a.1.2.21.2	Implement the annual streetscape and verge maintenance program
Programs/Services:	3.a.2.3	Infrastructure Services
Projects / Actions	3.a.2.3.21.1	Implement enhanced open space spraying, slashing and maintenance program

Program/Services	3.b.1.5	Infrastructure Services
Projects/ Actions	3.b.1.5.21.1	Improve sustainability and environmental management – Implement weed management strategy and treatments

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	Whilst funding has been included in the budget for these services the revised tender rates exceed the current budget allocation and a minor amendment over the life of the contract would be required.
Service Interruption	Medium	Failure to sure contractors could result in services being delivered to a lesser standard than required. By securing multiple contractors, greater flexibility is afforded to ensure service standards are maintained.
Environment	N/A	Nil
Reputation	Low	Officers believe the approach presented allows for increased efficiency in the delivery of the ground maintenance works.
Compliance	Low	Works will be undertaken in accordance with relevant Australian Standards, current legislation, OSH provisions and best industry practice.

IMPACT ON CAPACITY

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

RELEVANT PRECEDENTS

At the January 2020 OCM, Council resolved to award a tender (RFT 04-19/20) for Ground Maintenance Eastern Areas.

VOTING REQUIREMENTS

Simple and Absolute Majority.

OPTIONS:

Option 1

As per Officer’s recommendation.

Option 2

That Council AWARD Separable Portion 2 - Wickham and Separable Portion 3 - Roebourne to Yurra Pty Ltd and continue to service Separable Portion 1 - Point Samson in house.

Option 3

REJECT all tenders under RFT0000004 Grounds Maintenance Eastern Areas and READVERTISE the tender.

CONCLUSION

The Evaluation Panel believes that the recommended tenderers have the required level of skill, knowledge, expertise, and capacity to perform the contract requirements to the expected level. By allocating the contract separable portions to two tenderers an opportunity exists to add greater capacity to support the City to achieve the desired service levels for each town. This approach enables the City to focus on supervision and support to each organisation also at a time where the City has found it difficult to attract gardening staff to supplement these areas.

12.4 REQUEST TO CALL TENDERS FOR THE ANNUAL PRE-CYCLONE GREEN WASTE VERGE COLLECTION

File No:	RFT0000011
Responsible Executive Officer:	Director Strategic Projects & Infrastructure
Reporting Author:	Manager Waste, Fleet and Depot
Date of Report:	23 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s):	Nil

PURPOSE

For Council to consider calling Tenders for the annual pre-cyclone green waste verge collection season clean-up service.

OFFICER'S RECOMMENDATION

That Council AGREE to invite Tenders for the Pre-Cyclone Green Waste Verge Collection for a period of two (2) years with three (3) x one (1) year extension options exercisable at the sole discretion of the City.

BACKGROUND

The City of Karratha's (the City) pre-cyclone green waste verge collection is an annual service provided to residential properties aimed at encouraging households to clean up their yards prior to the cyclone season.

The service comprises an annual collection of green waste from residential properties in the City. The green waste collected is transported to the 7 Mile Waste facility where it is shredded for use in the composting trial. This collection operation typically occurs over a four-week period preceding the cyclone season, around September or October each year.

The service was introduced to raise community awareness and proactively address the challenges posed by the cyclone season. Initially, this service encompassed the collection of both green waste and household items and was managed internally by the City's Operations team. In May 2019, Council endorsed a recommendation to outsource the service focussed solely on green waste collection. The report detailed significant cost and environmental benefits associated with the recommendation and emphasised the subsequent efficiencies achieved through the redeployment of the City's Asset Maintenance resources to improve community satisfaction with roads and footpath maintenance.

Following a Tender process, the pre-cyclone green waste Contract was awarded to TC Waste WA for a total term of five (5) years. The Contract has reached the end of its final extension term and Officers are seeking Council approval to again call Tenders for the service.

DISCUSSION

When considering the recommendation, Officers analysed the following options:

1. Maintaining the outsourced service model (recommended)

2. Reverting to an in-house service model for pre-cyclone green waste collection
3. Ceasing to provide the service

Option 1 – Maintain outsourced service model

The decision made in 2019 to outsource the service and revise the scope to exclude general waste has resulted in notable financial benefits and operational enhancements, including:

- An annual cost saving of approximately \$350,000 based on the 2019/2020 cost estimate for the service.
- Improved efficiency in deploying Asset Maintenance resources, allowing for an increased level of service equating to approximately 2,200 additional hours per year.
- Resolution of persistent issues related to non-compliant waste presentation during collection periods, including hazardous waste, gas bottles, oils, building materials, white goods, tyres, and bulky household items.

It is important to highlight that the 7 Mile Waste Transfer Station was not operational when the pre-cyclone collection service was introduced in 2010. The subsequent construction of this facility influenced the decision to exclude general waste from the annual pre-cyclone collection service. The Transfer Station now provides residents with a no-cost option for disposing of excess waste, including waste streams that were not previously accepted in the pre-cyclone service. Many of these waste items can now be recycled or repurposed through the Tip Shop or the Household Hazardous Waste Program.

The current collection model has been well utilised by residents and the increase in green waste volumes collected since commencement indicates a growing awareness and utilisation of the service. Approximately 1,000 tonnes of green waste have been diverted from landfill since the new service commenced in 2019. In comparison, the previous in-house collection model resulted in 2,580 tonnes of waste being landfilled over a similar period.

Continuing with the current outsourced model is likely to sustain economic and environmental advantages while offering a valuable service to residents.

Option 2- Revert to in-house model for green waste collection

The key considerations in assessing this option were as follows:

- In-house plant and labour resources required to manage the service internally including training and administration.
- Impact on existing resources during the collection period.
- Potential community impact if other services are affected during the collection period (Road Construction Program, Town Street Maintenance, Infrastructure Projects).
- Comparative costs associated with in-house vs outsourced service delivery.

Given the current constraints on resources, implementing an in-house service model for pre-cyclone green waste collection would necessitate reallocating resources from core activities for approximately eight (8) weeks. This is not considered a viable option as it would cause significant delays to critical infrastructure maintenance and construction programs and projects.

Other issues identified with the previous in-house collection model (both green waste and household items) included:

- All pre-cyclone material collected was landfilled due to cross contamination with green waste when presented kerbside.
- Large quantities of hazardous waste and general waste left for an extended length of time on verge areas, creating littering issues for other property owners and the City's roads and streets.
- Safety issues for pedestrians and traffic by wind borne hazards.
- Increased handling and compliance issues for City team members for waste left on verge after program completion.
- Resources diverted from asset maintenance activities for up to twelve (12) weeks adversely impacting service levels and delaying core programs.

Option 3 – Discontinue the pre-cyclone collection of service

Although discontinuing the service could lead to cost savings for the City, estimated at \$590,000 over 5 years, Officers believe that the community benefits of maintaining the current service far outweigh the financial gains. The service has become well-known and widely utilised by residents and ceasing it could pose a greater risk to public safety and a reputational risk to the City.

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 environmental issues, economic issues and Councils ability to perform its role.

STATUTORY IMPLICATIONS

Should the Officers recommendation be supported, Section 3.57 of the *Local Government Act* and associated *Regulations* are applicable to the tender process.

COUNCILLOR/OFFICER CONSULTATION

Consultation has taken place across the Waste Fleet and Depot Services and Asset Maintenance Departments.

COMMUNITY CONSULTATION

No community consultation is required.

POLICY IMPLICATIONS

Council Policy CG12 - Purchasing policy is applicable to this matter.

FINANCIAL IMPLICATIONS

An allocation of \$110,000 has been proposed in the 2024/25 budget to reflect Contract rates based on the current level of services.

The total cost of the service over five (5) years is estimated at \$590,000 (excl GST) assuming an annual CPI increase of 3.5%.

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:	3.c.1.1	Waste Facility Management
Projects/Actions:	3.c.1.1.b	Process green waste into mulch/compost

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	Funding has been proposed in the 2024/2025 budget process
Service Interruption	N/A	Nil
Environment	Low	Green waste collected is shredded at the 7 Mile waste facility and used in the compositing trial
Reputation	Low	The current collection service model has been well received by 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

At the September 2019 OCM, Council resolved to award a tender (RFT 44-18/19) for Pre-Cyclone Green Waste Verge Collection.

VOTING REQUIREMENTS

Simple Majority.

OPTIONS:

Option 1

As per Officer's recommendation.

Option 2

That Council CONSIDER the option of an in-house service for pre-cyclone green waste collection.

Option 3

That Council RESOLVES to discontinue provision of the pre-cyclone green waste collection service.

CONCLUSION

Based on the review of the options outlined in this report, Officers believe that continuing with the current outsourced model for pre-cyclone green waste collection represents the best value outcome for the City.

13 CHIEF EXECUTIVE OFFICER REPORTS

13.1 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 May 2024.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That Council note the following information items:

13.1.1 Community Experience Information Report March 2024

13.1.2 Development Services Update Report April 2024

13.1.3 Public Agenda Briefing Session Additional Information May 2024

13.1.1 COMMUNITY EXPERIENCE INFORMATION REPORT MARCH 2024

File No:	CS.23
Responsible Executive Officer:	Director Community Experience
Reporting Author:	EA Community Experience
Date of Report:	30 April 2024
Applicant/Proponent:	Nil
Disclosure of Interest:	Nil
Attachment(s)	Nil

PURPOSE

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

Attendance & Utilisation Summary

Facility Attendance	Mar 2023	Mar 2024	%
The Youth Shed	576	731	+ 27%
The Base	537	1127	+ 110%
Total Library	9,506	9,343	- 2%
Karratha Leisureplex	61,549	55,746	- 9%
Wickham Recreation Precinct	6,772	5,138	- 24%
Roebourne Aquatic Centre	1,005	780	- 22%
Red Earth Arts Precinct	72,642	80,381	+ 11%
Arts Development & Events	969	227	-77%
Indoor Play Centre	1,960	2,452	+ 25%
Community Liveability Programs	Feb 2024	Mar 2024	%
Security Subsidy Scheme properties	18	20	+ 11%
Meet the Street Parties	1	0	- 100%

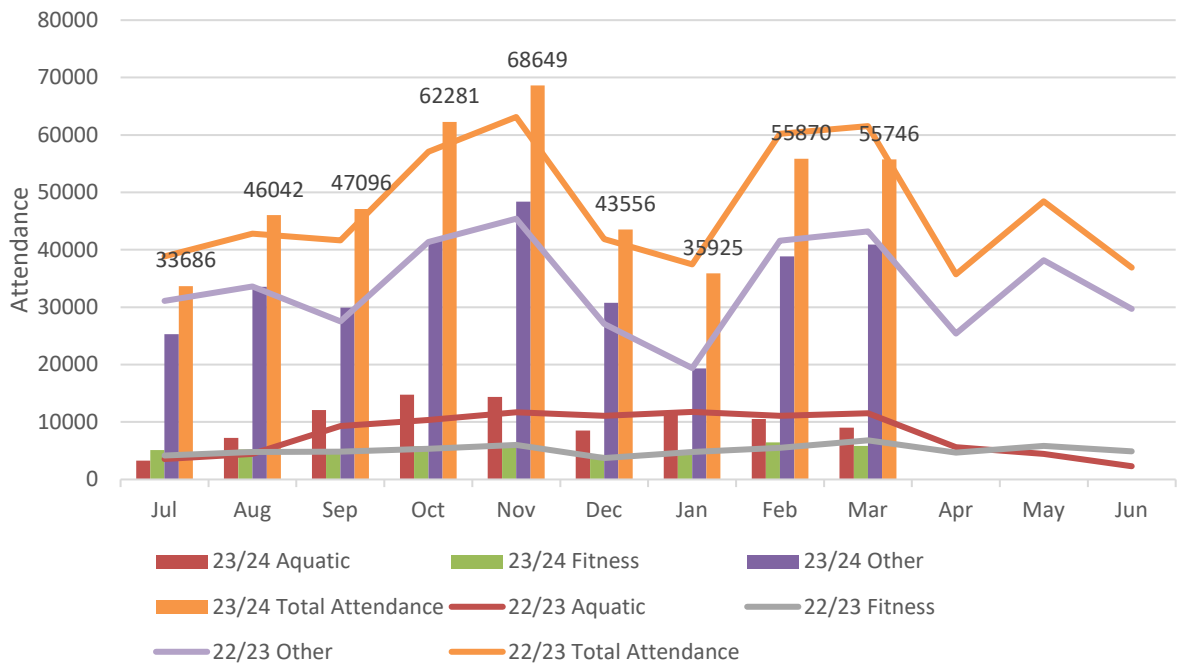
Small Community Grants

The following Small Community Grants were awarded for March 2024. The total contribution is \$5,500.

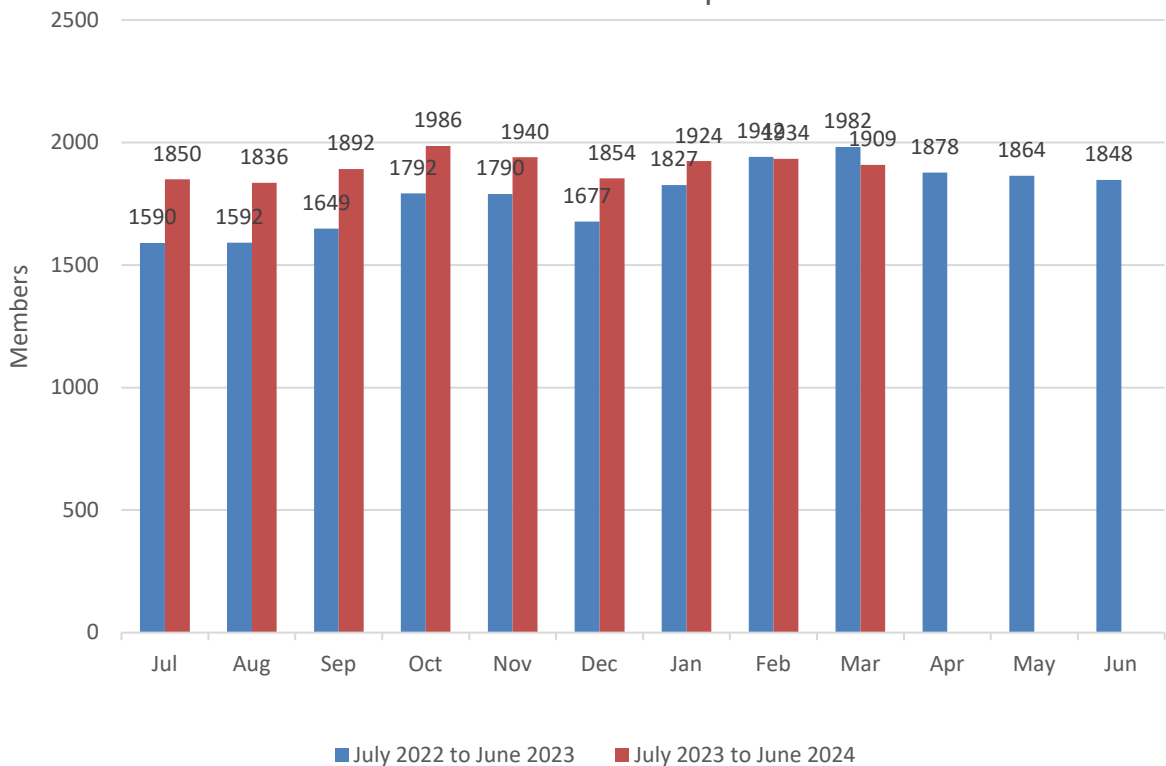
March 2024

Town	Who	What	Awarded ex GST
Karratha	North West Volleyball Association	Funding to have their logo professionally painted on the KLP Court 1 wall.	\$2500
Karratha	Karratha Amateur Swimming Club	Funding to assist a local swimmer to attend the National Championships on the Gold Coast	\$1000
All Towns	Yoh Fest 2024	Funding to offset the venue hire fees at REAP.	\$2000

Karratha Leisureplex



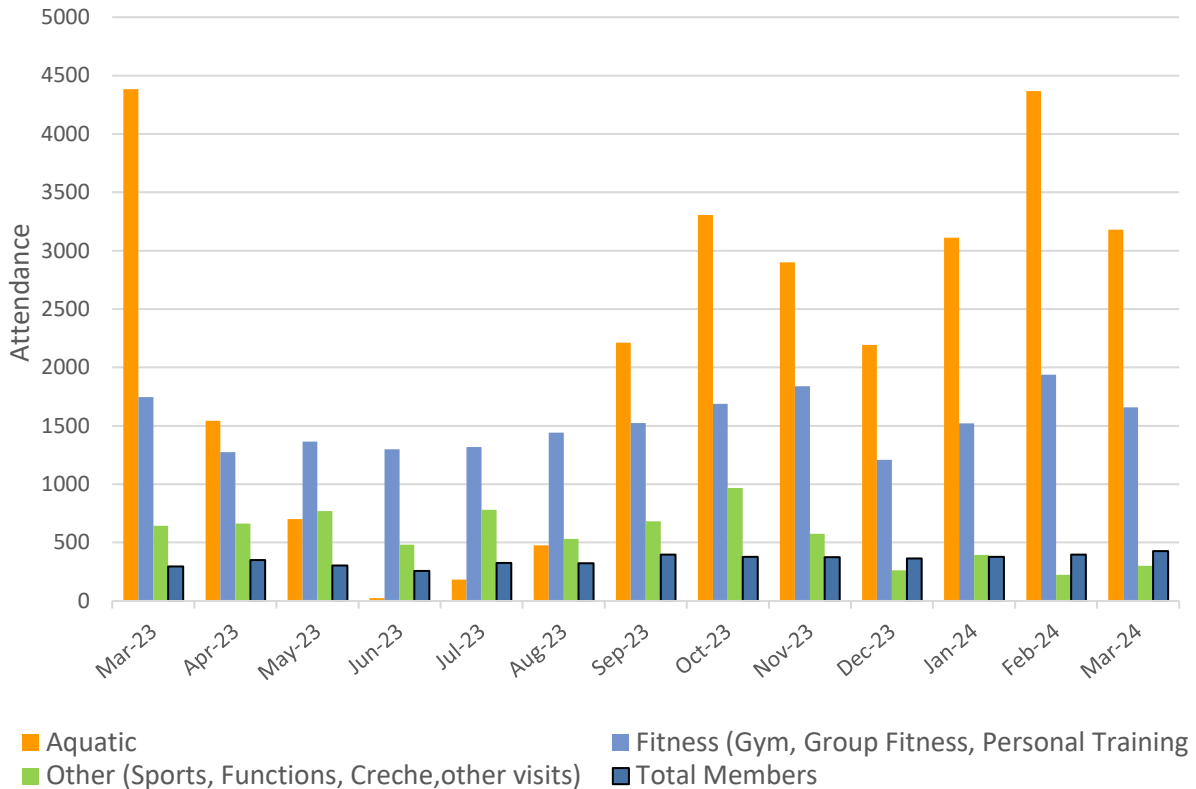
KLP Memberships



Total attendance was down 9% on March 2023 at 55,746. This can be attributed to ongoing shade issues now having the full effect. Repairs are due to commence on 24 May. Memberships commenced a downward trend (normal for the time of the year) with a total of 1,909. Steady group fitness class numbers are averaging 13 per class and we had 681 enrolments in Term 1 Swim School.

Wickham Recreation Precinct

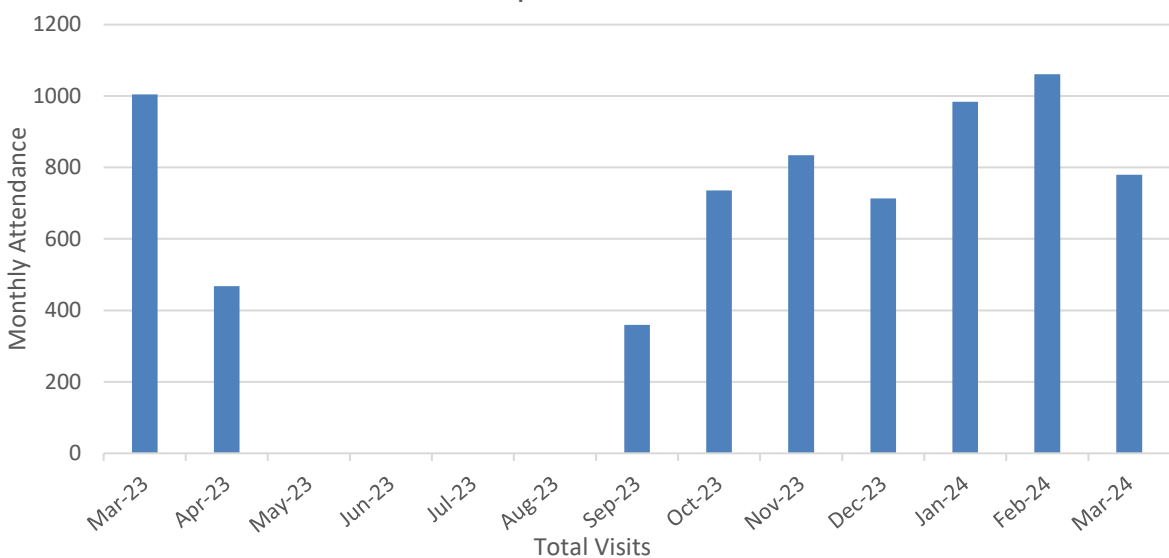
Attendance



There has been a large decrease in Aquatic compared to last month and last March. This could possibly be due to the drop in water temperature. There was a slight jump in Members from March 2023 – 295 to March 2024 – 428.

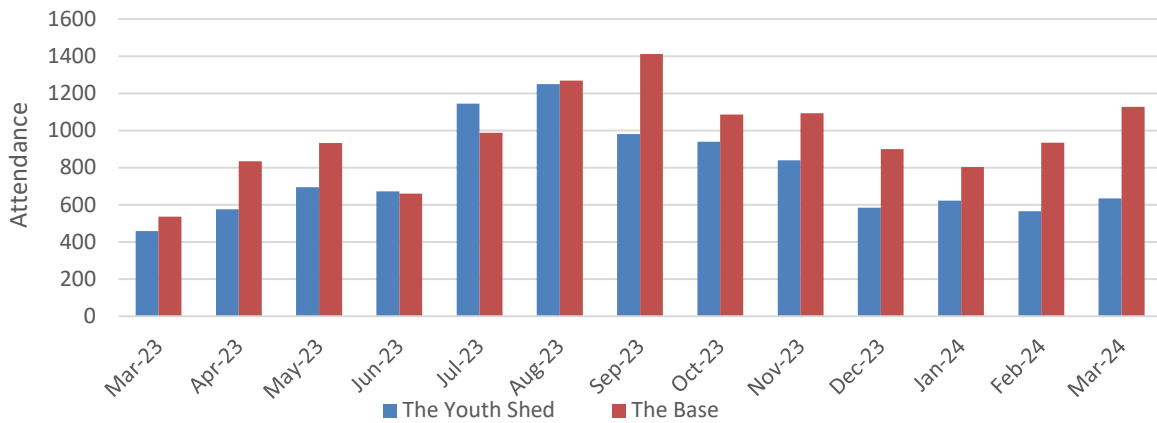
Roebourne Aquatic Centre

Roebourne Aquatic Centre Attendance



Attendance at RAC dropped back a little from March 2023 to March 2024, this could be attributed to the cooler weather. Most of attendance in March and April is on the weekends.

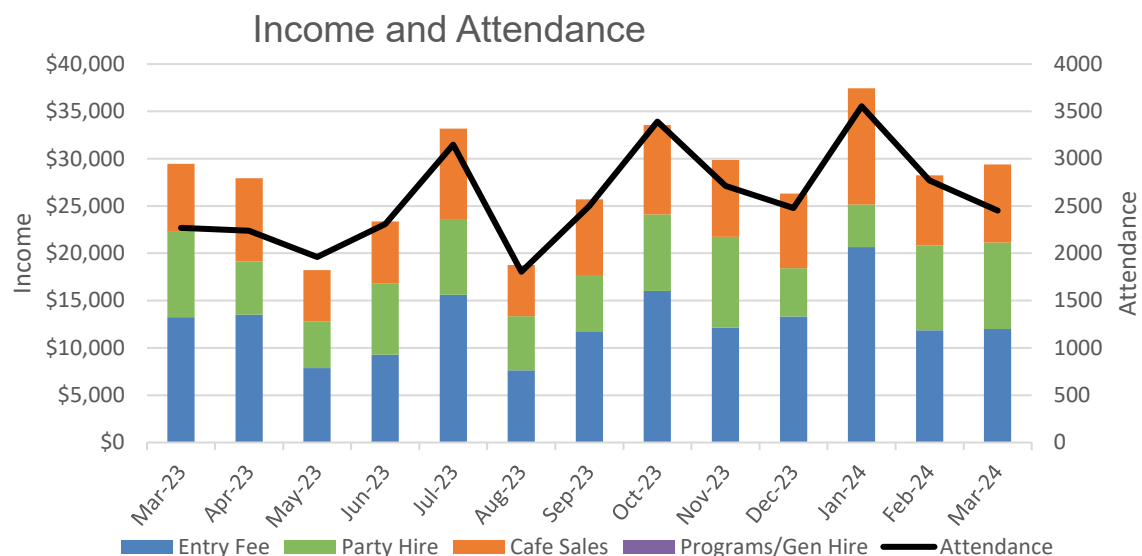
Youth Services



The Base is committed to always improving. This is clearly depicted in our monthly stats. Over a 100% increase from March 2023 (537). This momentous increase is due to the programs that are responsive to the needs of our young people and create a sense of identity. One of the major programs was the DJ gig which had the highest number for the month. The Base’s success is due to the relationships forged and the respect our youths have for their space.

In March 2024, the Youth Shed experienced a significant increase in attendance with a total of 731 attendees, marking a 27% rise from the 576 attendees in March 2023. Additionally, the attendance in March 2024 showed a 15.12% increase from the 635 attendees recorded in February 2024. This growth can be attributed to the success of regular programming, robust community and stakeholder engagement, and effective communication promotions. Notably, the Friday night dinner and basketball programs have regained popularity, drawing consistently high numbers throughout the month. Furthermore, the Easter extravaganza event attracted a higher-than-usual turnout of youth, contributing to the overall success and increased attendance at the Youth Shed. These positive trends highlight the impact of engaging programming and effective community outreach strategies in driving participation and fostering a sense of community among youth.

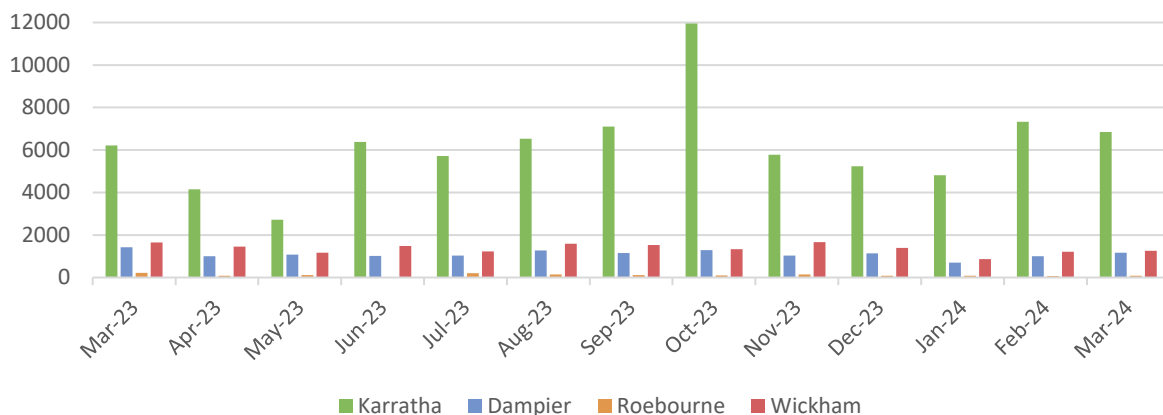
Indoor Play Centre



Indoor Play Centre attendance had an increase of 8% compared to March 2023. Income was almost identical to corresponding month in 2023 although café sales were up along with party hire, this was offset by a decline in income from entry fees.

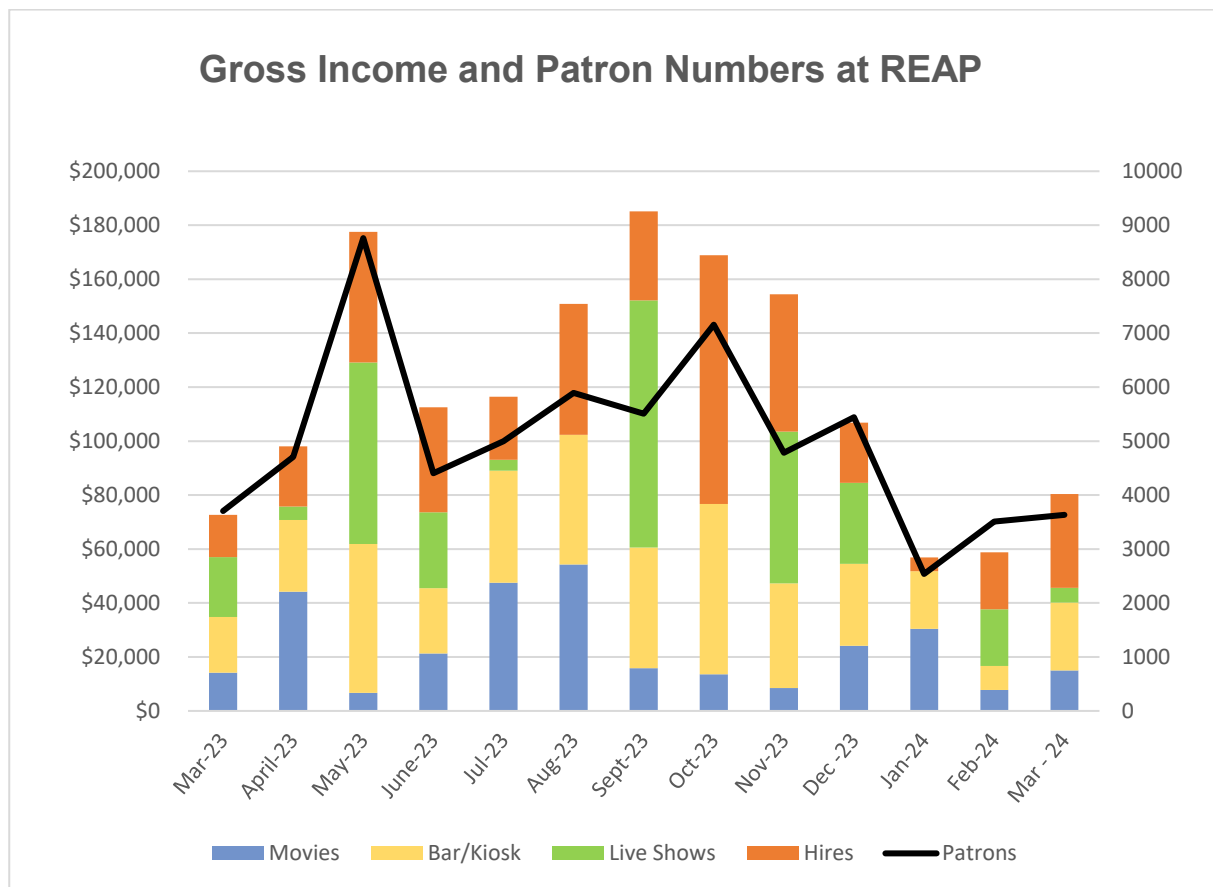
Library Services

Library Attendance



11173 Total memberships (78 new members signed up in March).	2615 Physical items and 1816 eResources borrowed.
825 Individual computer log ins by members and guests (excludes Wi-Fi).	4 External requests for local history information.
908 Program participants at 54 programs, (including Story Time, Rhyme Time, Family Funday and Friendship Matchmaking).	130 Better Beginnings Packs were distributed to Population Health, Kindy classes and Library Patrons.
983 Technical enquiries (including assistance with Computers, Wifi, Printing and Scanning).	

Red Earth Arts Precinct



In March 2024, REAP showed a slight improvement in performance compared to the same period in 2023. The increase in overall revenue can be attributed to the success of 50 venue hires for the month.

Movies: The cinema showcased a total of 26 films during March. The standout blockbuster for the month was the reissue of Dune, with 3 screenings attracting 372 patrons and contributing \$6129.50 to the revenue. March was on par with 2023, with only a 5% increase. This is generally a quieter month for new releases, as major films are often timed for release during school holidays.

Bar/Kiosk: Revenue from the Bar/Kiosk saw a 20% increase, largely due to the basketball awards, making up 40% of the total for the month with \$9210. Sales in the kiosk for movies were down, reflecting the low attendance, with only an average of 37 patrons per screening.

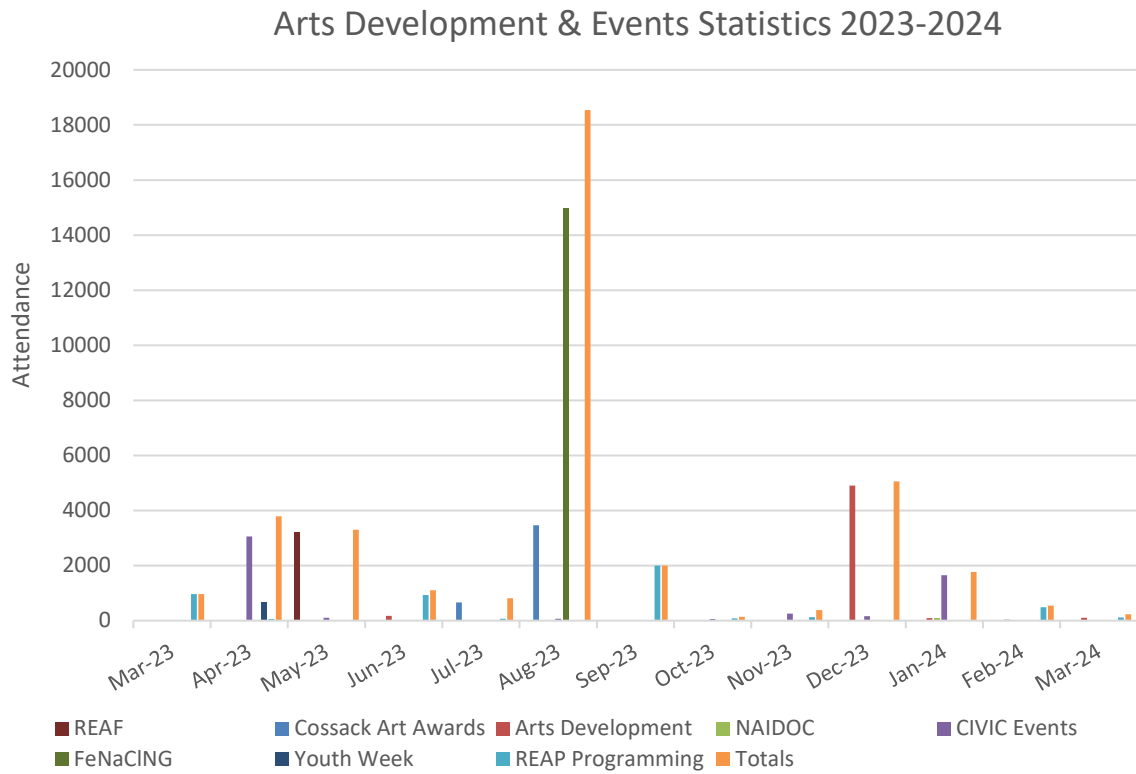
Live Shows: One live show from the AD&E team attracted a total of 92 patrons, generating \$5375 in ticket sales and venue hire. This show, a small theatre production, only offered the centre seats of the theatre for purchase. This represents a significant decrease of 121% compared to the same period in 2023 when we hosted our biannual sell-out WA Ballet gala and school shows.

Venue Hires: The precinct saw a 75% increase in revenue hires, reaching \$34,805, up from March's 2023's \$15,664. This growth can be attributed to events such as Rio Tinto corporate team days, Woodside Apprenticeship awards, PKKP AGM and the Karratha Basketball 50th anniversary awards night.

Patrons: The total number of patrons visiting the precinct slightly decreased to 3,634 in March 2024 compared to 3,702 in the previous year.

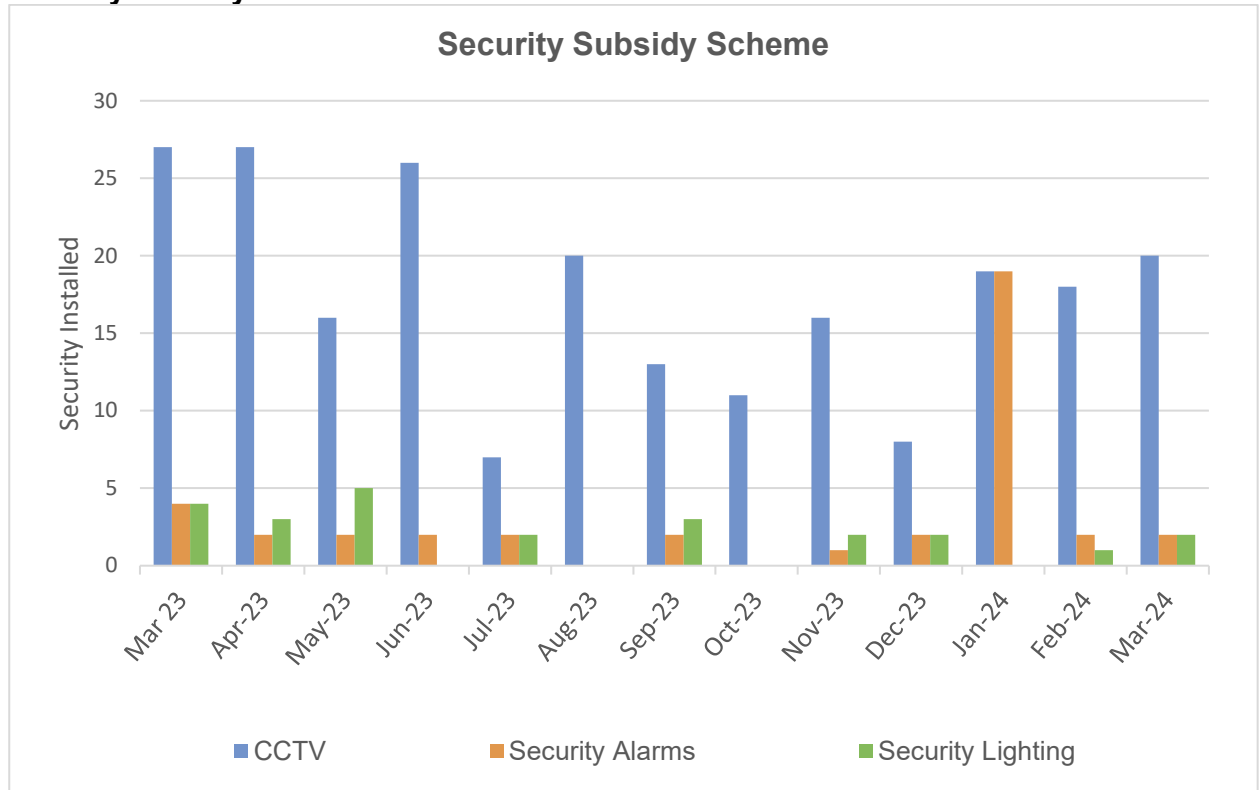
Total Revenue: Overall, the precinct's total revenue for March 2024 was \$80,381, representing a 10% increase from February 2023's total of \$72,624.

Arts Development & Events



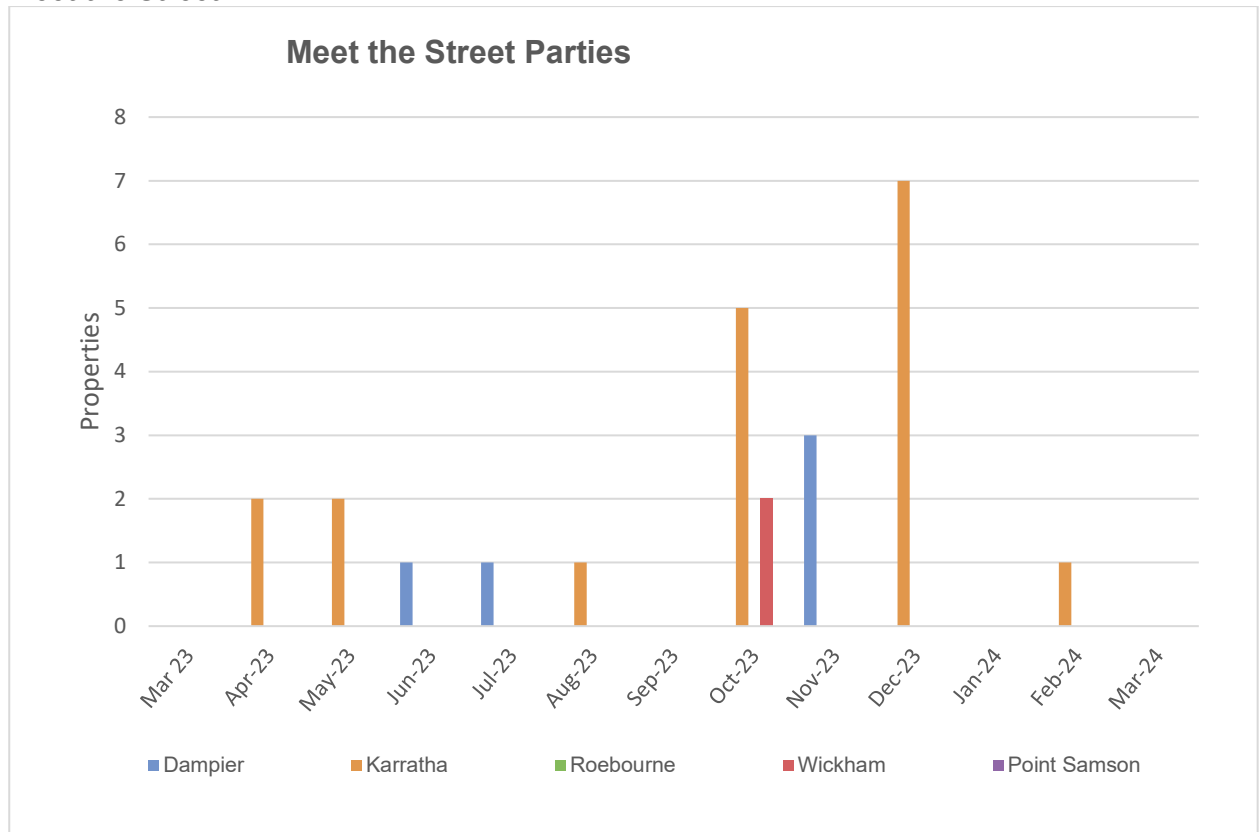
March 2024 kicked off with a bang thanks to the brilliant performance 'Bruce' on 16 March, attracting an audience of 111, nearly reaching its full capacity of 166. The month concluded on a high note with the opening of the Access Ability Exhibition, which drew in 100 visitors to explore and acquire art pieces.

Security Subsidy Scheme



20 approved Security Subsidy applications. Similar to this time last year. Has been noted that applicants are not using the full \$500, purchasing equipment under \$800.

Meet the Street



No Meet the Street parties this month.

13.1.2 DEVELOPMENT SERVICES UPDATE

File No:	DB.32
Responsible Executive Officer:	Director Development Services
Reporting Author:	Statutory Planning Coordinator
Date of Report:	24 April 2024
Disclosure of Interest:	Nil
Attachment(s)	List of current decisions subject of State Administrative Tribunal Review and List of current Joint Development Assessment Panel applications

PURPOSE

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

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

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

As of 24 April 2024

APPLICATION (Name, No., City File Reference &/or JDAP File Reference)	PROPERTY	DATE FOR SAT REVIEW / APPLICATION LODGED	STATUS	RESPONSIBLE OFFICER	DATE CLOSED / COMPLETED
SAT					
Nil					
JDAP					
DA24-024	Lot 2654 Bayview Road, GAP RIDGE	8/04/2024	<ul style="list-style-type: none"> • Proposed Hotel and Restaurant development. • Application proposes: <ul style="list-style-type: none"> ○ Demolition of existing park homes, ablution blocks and related amenities, with the retention & refurbishment of existing swimming pool, reception area and caretakers' facility; ○ Guest accommodation consisting of 927 rooms, sited within 74 buildings; ○ Associated amenities (gym, laundry); ○ New restaurant, licenced bar and beer garden; and ○ Associated areas of car parking, access and landscaping • All new buildings within the proposal are of a modular construction. • Application to be advertised for public comment in accordance with relevant legislation. 	A/Manager Planning	Under Assessment / Ongoing

13.1.3 PUBLIC BRIEFING ADDITIONAL INFORMATION - 20 MAY 2024

File No: CM.191
Responsible Executive Officer: Chief Executive Officer
Reporting Author: Minute Secretary
Date of Report: 20 May 2024
Disclosure of Interest: Nil
Attachment(s):

PURPOSE

To collate questions and answers following the Public Agenda Briefing Session held on 20 May 2024.

BACKGROUND

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

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16.1 AUDIT AND ORGANISATIONAL RISK COMMITTEE – 20 MAY 2024

17 MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

17.1 CEO PERFORMANCE REVIEW

Also included is the following:

**ATTACHMENT TO 12.1 - RFT17-2324 OPERATIONS CENTRE B4 HVAC UPGRADE
TENDER EVALUATION REPORT**

**ATTACHMENT TO 12.2 - RFT0000003 HVAC & ELECTRICAL CONTROLS
INTEGRATION TENDER EVALUATION REPORT**

**ATTACHMENT TO 12.3 - RFT0000004 GROUNDS MAINTENANCE EASTERN AREAS
TENDER EVALUATION REPORT**

18 CLOSURE & DATE OF NEXT MEETING

The meeting closed at _____.

The next meeting is to be held on Friday, 28 June 2024 at 6pm at Council Chambers - Welcome Road, Karratha.